PETITION FOR CHARTER: Builders Club

 Builders Club is a student-led service club for students in junior high/middle school. Builders Club was originally developed by and is modeled after, Kiwanis International, a global network of men and women serving the children of the world. The stated purpose of Builders Club is to develop leadership through service to the school and community.

Proposed name of club: For a school-based club, the club name must include the name of the school. For a community-based club, the club name must be descriptive of the geographic or community setting. Ex: Boys and Girls Club of Bloomington

BUILDERS CLUB OF:
(Please print, allowing one letter, numeral or space to a box - recommended maximum of 30 characters)

Kiwanis District Name: ____________________________ Kiwanis Division: ______________

Key number (re-charters only): B _____________

This petition is intended to be the unifying document by which the school/community organization and Kiwanis sponsor agree to meet the requirements of forming and operating an active Builders Club. Proper completion and submission of this petition with club bylaws along with proper payment is the prerequisite for chartering by Kiwanis International.

Instructions for petitioning:
1. The Kiwanis sponsor of record must complete, in its entirety, page two of this petition. In the case of a co-sponsor, the second Kiwanis sponsor of record must complete and attach a separate copy of page two.

2. The school or community organization administration must complete, in its entirety, page three of this petition.

3. Leaders from both school/community organization and Kiwanis club must complete the Standard Form for Builders Club Bylaws and return with chartering paperwork.

4. Upon completion of the petition with club bylaws, select one of the options below.
   Mail completed petition for charter with club bylaws with new club fee payment check or money order to: Kiwanis International, ATTN: Service Leadership Programs Chartering, 3636 Woodview Trace, Indianapolis, Indiana 46268, USA. Contact Kiwanis International with any questions at 1-800-KIWANIS, ext 411 or slpcharter@kiwanis.org.

5. Allow at least 4 to 6 weeks for processing and return of official charter certificate and materials.

Tier A Nation (To pay by credit card, contact 1-800-KIWANIS, ext. 125.)
Options 1 or 2 only: If wanting to purchase a felt club banner for an additional US$50, check here _________
   ○ Option one: US$500 (charter kit includes gavel/gong, charter banner, cards, certificates, pins and additional resources)
   ○ Option two: US$380 (charter kit includes charter banner, cards, certificates, pins and additional resources)
   ○ Option three: US$380 (charter kit includes gavel/gong, cards, certificates, pins and additional resources)
   ○ Option four: US$220 (charter kit includes cards, certificates, pins and additional resources)

If you qualify under the Kiwanis Tier Dues Structure, contact slpcharter@kiwanis.org to determine charter fees.

FOR OFFICE USE ONLY: Key #: _______________ District: ___________ Membership: _______________
AGREEMENT TO SPONSOR A BUILDERS CLUB: A sponsoring organization is not required, but is highly encouraged. If there is no sponsoring organization, then the school or host site agrees to accept this additional role.

*If there will be a co-sponsor for this club, the primary sponsor needs to be marked as primary. Invoices will be sent to the club marked as the primary sponsoring club.*

For Kiwanis Clubs: Kiwanis Club of

Key number: District Name: Kiwanis Division#: __________

For Other Organizations:

Organization Name: Telephone

Address:

Contact Name: Email:

This Kiwanis club/sponsoring organization hereby petitions that Kiwanis International issue a new club charter for a Builders Club at the school/site specified on page three of this petition. The Kiwanis club/sponsoring organization agrees to annually support the following Requirements of Sponsorship for the Builders Club:

1. Appoint a representative advisor to the club and ensure he/she receives adequate orientation/training.
2. Ensure the advisor attends every meeting or event.
3. Maintain an expense line item in the organization budget to support the activities of the club.
4. Meet with the school principal or organization manager before the beginning of the school year.
5. Ensure all dues and fees are paid.
6. Ensure club officers receive proper training following election.
7. Hold a planning session involving the leadership of Kiwanis club/sponsoring organization and the Builders Club officers.
8. Host or participate in joint activities involving the membership of the Builders Club and the Kiwanis club/sponsoring organization.
9. Invite Builders Club members to attend Kiwanis/sponsoring organization meetings.
10. Ensure Builders Club members are provided training opportunities beyond the club level.

The Kiwanis club/sponsoring organization agrees to appoint an active committee of adult volunteers to support the Builders Club and designate one member as an Advisor to the Builders Club (print below):

**Kiwanis clubs are required to have a clear background check, by any provider, for any member serving as Kiwanis advisor to any Builders Club.**

Advisor Member # (if a Kiwanian)

Mailing Address

E-mail Address Telephone Fax

The ten items listed above should be understood by all members of the Kiwanis Club or sponsoring organization. The signatures affixed below indicate the acceptance of responsibilities of sponsorship, and further indicates the commitment of the sponsor to provide continuing support for the Builders Club, its members, and the school. It also is understood that if the school shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In such instance, the sponsoring organization shall forfeit any rights or claim to the Builders Club charter.

The charter certificate and club materials will be mailed to the Kiwanis club advisor at the address shown above.

**Signatures of Kiwanis club officers:**

Signature Signature
Kiwanis Club/Sponsoring Organization President Kiwanis Club/Sponsoring Organization Secretary

Print name Print name

Date Date
AGREEMENT TO HOST A BUILDERS CLUB
By the School (or community-based organization*)

School/Organization Name ______________________ Telephone __________________

Address _________________________________________________________________ Fax __________________

Web Site _________________________________________________________________

If school, type of school: □ Private □ Public If US school, NCES school ID: __________________________

(NCES School IDs can be found at: http://nces.ed.gov/globallocator/

If community based, what type of community organization is co-sponsoring:

□BGCA □ Community Center □ Home school site/home □ Church/Synagogue □ Other: ___________

School information:

Number of charter members: __________ Grade level(s) of members __________________________

This school/organization hereby petitions that Kiwanis International issue a new club charter for a Builders Club to be sponsored by the sponsoring organization of record shown herein. The school/organization agrees to provide the following terms of sponsorship to support the Builders Club:

1. Provide a faculty advisor (print below), designated by the school administration, to advise and counsel the Builders Club, attend all meetings of the club, and ensure the club abides by the regulations of the school and all other local, state/provincial, and/or federal laws:

   Faculty Advisor: ___________________________ Email: ___________________________

   Telephone: ___________________________ Fax: ___________________________

   In addition, the school is encouraged to include parents of members in active participation with Builders Club activities.

2. Ensure the Builders Club conducts service-related projects and activities within the school and community.

*Community-based Club
In the event a school will not allow the organization of a Builders Club, a community-based organization with facilities for meeting and appropriate staff for club advisement may be substituted in place of the school. Such a Builders Club must bear a name that represents the community in which it exists. A staff member or parent must be substituted for and act as the faculty advisor to the club. For a community-based club, this page of the petition should be completed on behalf of the organization.

The signatures affixed below indicate the acceptance of responsibilities set forth in the terms of sponsorship (shown above) by the school administration, and further indicate the commitment of the school/organization to provide continuing support for the Builders Club and its members. It also is understood that, at such time the school/organization shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In the case that the Kiwanis sponsor shall no longer be able or willing to act as sponsor of record, Kiwanis International may choose to seek new Kiwanis sponsorship for the Builders Club.

Signatures of school officials:

Signature ___________________________ Signature ___________________________

Principal/Organization Administrator Faculty Advisor

Print name ___________________________ Print name ___________________________

Date ___________________________ Date ___________________________
Standard Form for Builders Club Bylaws

Article 1 - Name
Section 1. The name of this organization shall be the Builders Club of ________________________________.

(Name of school/organization)

Article 2 - Organization
Section 1. Its form of organization, its ideals and its purposes shall be similar to the Kiwanis Club of
_______________________________. (Kiwanis club sponsor)

Section 2. It shall be sponsored by, but not part of the Kiwanis Club of _________________________________. The Kiwanis club assumes all chartering and sustaining costs.

Article 3 - Objectives and Activities
Section 1. The objectives of the Builders Club shall be:
 To provide opportunities for working together in service to school and community;
 To develop leadership potential;
 To foster development of a strong, moral character; and
 To encourage loyalty to school, community and nation.

Section 2. The activities of the Builders Club shall be in accordance with its objectives and pledge.

Article 4 - Motto, Pledge and Core Values
Section 1. The motto of Builders Club shall be: “Building Leaders.”

Section 2. The Builders Club Pledge is: “I pledge on my honor to uphold the objects of Builders Club; to better my school, my community, my nation and myself; to aid those in need while enhancing leadership capabilities; and to encourage the fellowship of all mankind.”

Section 3. The Core Values are: Character Building, Leadership, Inclusiveness and Caring.

Article 5 - Membership
Section 1. Members shall be students from _________________________________.

(Name of school/organization)

Section 2. Members of all grades who are interested in service and are of good character and leadership potential shall be eligible for membership. The school principal, community organization’s leader or the faculty advisor must approve all Builders Club members.

Section 3. Scholastic standing shall not be a major criterion for membership eligibility.

Section 4. The sponsoring Kiwanis Committee shall ask the school principal, community organization’s leader and faculty advisor(s) to recommend a list of students for the Builders Club. Those students who indicate a desire to become members and to comply with the provisions of these bylaws may join the Builders Club.
Section 5. The school administration shall appoint a faculty advisor who has the responsibility of counseling the members of the Builders Club in their activities. The faculty advisor also will act as liaison with the sponsoring Kiwanis club. The faculty advisor is encouraged to enlist assistant faculty advisors with the assistance of school administration.

Section 6. The Builders Club Board of Directors in cooperation with the school principal, community organization’s leader and faculty advisor(s) shall enlist new members.

Article 6 - Officers and Board of Directors
Section 1. Officers of this Builders Club shall be a president, vice president, secretary and treasurer. They shall serve for one (1) year, or until their successors are elected.

Section 2. Each officer shall be a member in good standing. No other limitations or restrictions shall be placed on these officers.

Section 3. The duties of the officers shall be similar to those performed by the officers of the sponsoring Kiwanis club.

Section 4. There shall be a Board of Directors, composed of the above officers and one (1) director to be elected from and by each grade from which membership is drawn.

Section 5. The Board of Directors shall approve service projects, social activities, coordinate committee assignments and efforts, discipline members and perform such other duties as shall be referred to it by the club in compliance with these bylaws. A faculty advisor shall counsel the Board of Directors in its actions.

Section 6. All action by the club and the Board of Directors shall be subject to the approval of the principal/community organization’s leader (or the representative). The Board of Directors shall meet monthly.

Article 7 - Election of Officers and Directors
Section 1. Election of new officers (president, vice president, secretary and treasurer) should be held during the spring semester. The new officers should assume their responsibilities at the last meeting of the school year and continue through the next year.

Section 2. Election of Directors (one from each appropriate grade) shall be held following the school’s opening in the fall.

Article 8 - Meetings
Section 1. The club shall hold its meetings at a time and place selected by the Board of Directors with the approval of the school/community organization administration.

Article 9 - Committees
Section 1. This Builders Club shall establish the necessary administrative and service committees to fulfill its local needs.
Section 2. The following committees should be appointed as a minimum:
1. Service Projects Committee
2. Public Relations Committee

Article 10 - Annual Dues
Section 1. A Builders Club may choose to collect annual dues, which stay with the club. These dues should be minimal. The annual dues for membership shall be $_____ per member.

Article 11 - Amendments
Section 1. Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting.

Section 2. These bylaws and all amendments or additions thereto shall not become effective until the sponsoring Kiwanis Committee has been advised and the approval of the school/community organization administration has been secured.

These bylaws were adopted and approved on: ________________________________

Date

____________________________________________
Principal or organization’s leaders signature

____________________________________________
Kiwanis club president’s signature