

MANUAL FOR KIWANIS OFFICERS



LIEUTENANT-GOVERNOR CLUB PRESIDENT CLUB SECRETARY CLUB TREASURER

This manual is edited for the whole of Region III and contains basic information to enable you to run your division or club in the best possible way. The information provided here can thus be completed with specific data's about your district/division/club.

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WHY THIS MANUAL?



A Kiwanis Officer has to be well informed about the Organisation, his or her responsibility and to be able to support Kiwanis clubs and members. Well trained District and Club Officers are the key to a successful service in the organisation and in our society.

This manual is published to assist you in your very important office as

Lieutenant-Governor

in your District!

THE OBJECTS



To give primacy to the human and spiritual, rather than to the material values of life.

To encourage the daily living of the Golden Rule in all human relationships.

To promote the adoption and the application of higher social business, and professional standards.

To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.

To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.

To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and good will.



THE VISION



What we seek to be...

Kiwanis International will be the world's leading organization engaging adult and youth volunteers to meet the needs of children.



THE PURPOSE

Why we exist...

Kiwanis International is a worldwide organisation of men and woman whose clubs serve children, develop youth leadership, and provide for social and business networking.



In August 1914, in DETROIT, Allen BROWNE decided to create a club, it was essentially a business club.

The club was named KIWANIS, which is a phonetic adaptation of the Indian word of the Ochipew-tribe, 'NUN KEE WANIS', which, in a general sense, means: 'We like to share our talents'.

Source: 'Dimensions of Service - The Kiwanis Story' by L.A. Hapgood



KIWANIS

INTERNATIONAL HISTORY

Important Dates

January 21

Charter of KC-Detroit
First club in the world.

1915...

November 1
Charter of
KC-Hamilton,
Canada.

1916...

May 21

4th. International Convention in
BIRMINGHAM, Alabama.

The Kiwanians buy the
organisation from Allan
BROWNE for 17000 US \$. It is
the real beginning with emphasis
on Social Action and service.

1919...

5th. International Convention in PORTLAND.

There are now 267 clubs - 28.500 members.

The Magazine is now named KIWANIS MAGAZINE.

The motto 'WE BUILD' is adopted.

1920...

9th. International Convention in DENVER,
the most important. The name of KIWANIS

1924...

INTERNATIONAL is adopted. A new constitution
and new rules are approved. The 6 objects of
Kiwanis are adopted and still main unchanged.

1961...

49th. International Convention in TORONTO.

There are now 5000 clubs.

A world-wide expansion is accepted to all
countries with freedom of association and speech.

1962...

First club outside North
America organised May 15.
KC-TIJUANA, Mexico.

1963...

First club in Europe
organised February 25.
KC VIENNA, Austria.

1964...

First club in Asia-Pacific
organised July 11.
KC MANILA,
The Philippines.

1965...

June 12 -13.
First joined meeting of
clubs in Europe
planning an European
Organisation.



FIRST CLUBS IN EACH COUNTRY IN EUROPE

Iceland
Reykjavik Hekla
14.01.64

Faroe Islands
Torshavn
30.04.81

Ireland
Blarney - Cork
09.08.78

United Kingdom
Harlow
28.06.73

The Netherlands
Amsterdam
12.1.63

Belgium
Brussels
09.04.63

Luxembourg
Luxembourg
13.0.63

France
Metz
14.06.66

Portugal
Figuera da Foz
08.04.78

Spain
Madrid Princesa
11.06.80

Andorra
Principauté
d'Andorra
30.09.83



Kyrgyzstan
Bishkent
18.11.02

Georgia
Tbilisi
29.09.00

Russia Far East
Khabarovsk
30.10.01

Kazakhstan
Taraz
09.02.91
(South-east of Russia)

Russia
The Urals
22.07.91
(South-east of Russia)

Finland
Tampere
29.09.83

Estonia
Keila
06.01.94

Latvia
Riga
07.05.01

Lithuania
Vilnius
09.04.96

Poland
Gdansk
06.05.91

Sweden
Karlstadt
03.04.67

Norway
Oslo
10.01.64

Danmark
Frederikssund Dania
07.04.87

Netherlands
Amsterdam
1.65

Luxembourg
Luxembourg
9.69

Germany
Frankfurt
02.12.63

Czech Republic
Brno
02.06.90

Slovakia
Bratislava
07.06.91

Austria
Vienna
25.02.63

Hungary
Miskolc
16.09.89

Romania
Satu Mare
11.10.91

Switzerland
Basel
01.04.63

Liechtenstein
Liechtenstein
01.02.74

Italy
Milano Centro
10.10.67

Slovenia
Ljubljana
27.05.95

Croatia
Zagreb
23.06.92

Yugoslavia
Beograd
18.10.91

Bulgaria
Sofia
28.07.98

Monaco
Monaco
09.03.74

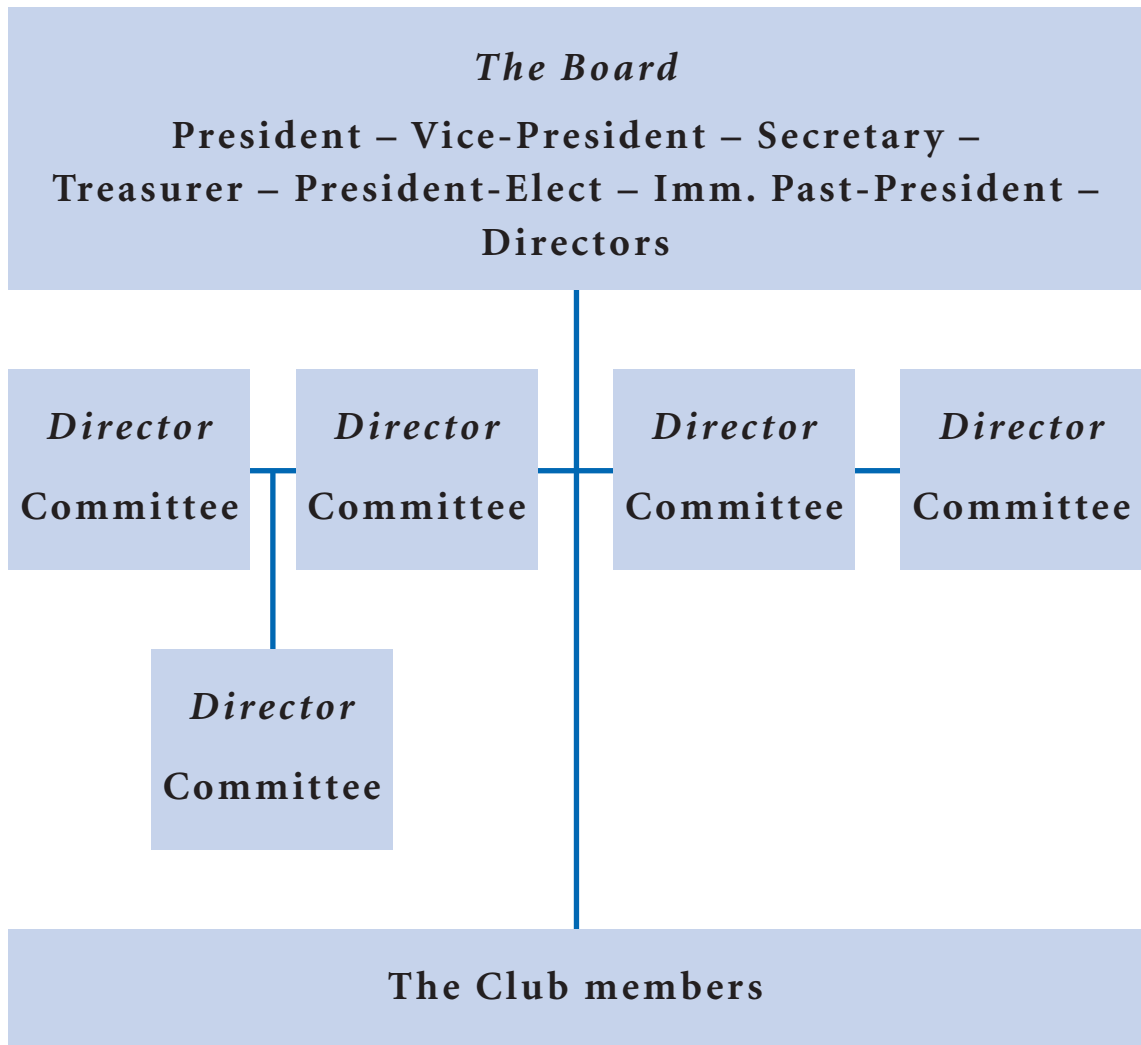
Republic Macedonia
Skopje
09.03.96

Turkey
Ankara
18.06.93

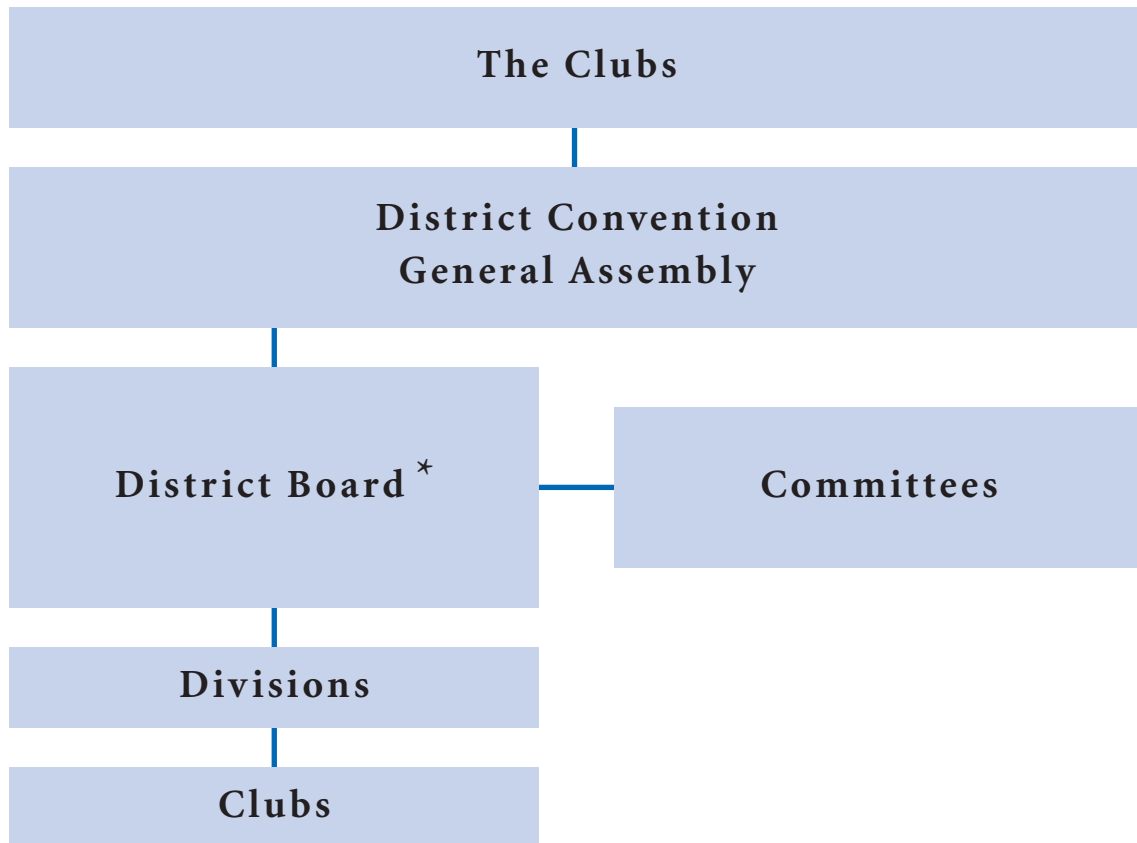
Greece
Athens
08.03.79



THE CLUB



THE DISTRICT



**Members Of The District Board*

- Governor
- Governor-Elect
- Immediate Past-Governor
- Secretary
- Treasurer
- Lieutenant Governors

Delegates at the District General Assembly

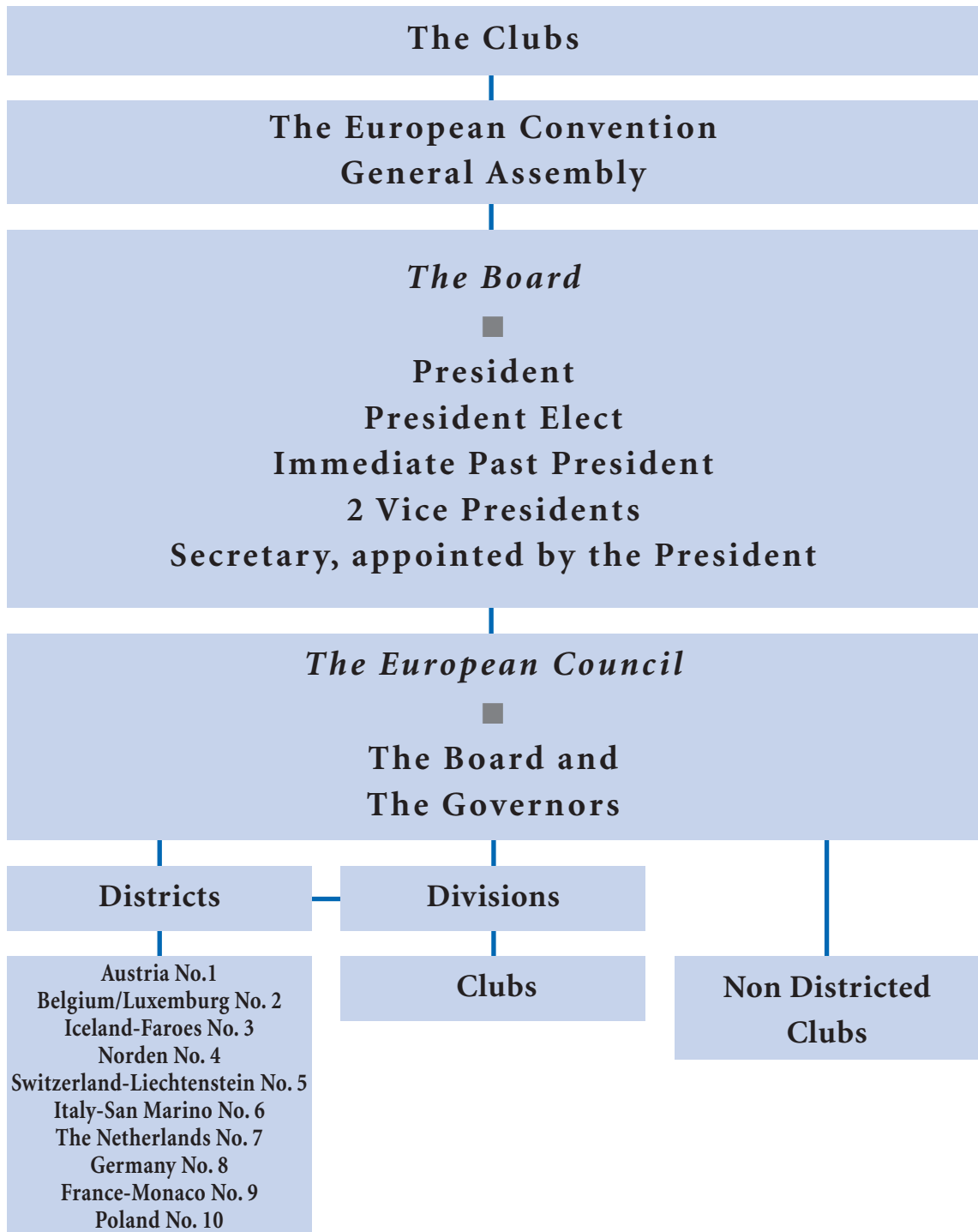
Three delegates per each club.

Delegates at large: District Board and Past Governors.

The committees are permanent working groups appointed by the Governor.



THE EUROPEAN FEDERATION



Delegates at Federation General Assembly

Three delegates per each club.

Delegates at large: Elective Federation Officers, Past European Presidents and Past Governors.

KIWANIS INTERNATIONAL



THE RESPONSIBILITY OF THE LIEUTENANT-GOVERNOR

1. Lieutenant-Governor

Elected by the delegates of clubs in his division and confirmed by the general assembly at district convention, the Lieutenant Governor is:

- The manager of his Division.
- The representative of the Governor in his Division.
- A member of the District Board.
- The promotor of the Kiwanis objects.

2. Manager of the division

The Lieutenant-Governor has a triple role:

- He keeps a close contact with all the Clubs in his Division, especially with the Presidents and the Secretaries.
- He receives a Monthly Report from all Clubs in his Division.
- He informs the Governor and District Secretary regularly about Club activities in his Division.

3. Leading and planning

To be an effective leader, the Lt. Governor must have a clear understanding of the responsibilities and expectations of the office as it relates to Kiwanis International, the District and the clubs within the Division. Once The Lt. Governor has an understanding of expectations and responsibilities, he should establish a clear vision for the year ahead through development of division goals.

A draft of division action plan (goals, steps, and time frames needed to produce results for each goal) should be distributed at the preliminary division council meeting in August or in September.

The Lt. Governor is responsible for training Club Presidents and other Club Officers.

The Lt. Governor has to know the Rules and Regulations of the District, and have knowledge of the KI and KIEF Rules and Regulations.

4. Division leader team

The Lieutenant-Governor has to appoint the Division Leadership Team:

- DIVISION SECRETARY, in charge of helping him in his administrative duties and in his secretariat of the Division.
- DIVISION TREASURER, in charge of the administration of the division dues.
- a person in charge of the internal and external expansion: a New Club Builder.

He may possibly set up a limited team, including:

- a Kiwanian in the Division, who will assist the Lieutenant-Governor in training of club officers.

5. Communication with clubs

He visits the Clubs in his Division at least TWICE a year.

He ensures, by the second Division meeting,

the election of a competent and motivated successor.

He ensures the election of the Club Officers
OTHER COMMUNICATION,

By presenting his objectives at the divisional meetings.

By clearly and precisely informing new clubs.

By attending ALL District Board Meetings and by transmitting the messages of the District to all the Clubs in his Division.

6. One of the district board members

The Lieutenant-Governor is a member of the District Board with the right to vote.

He informs the Governor about the situation in his division by sending:

- a report after each club visit
- a report on each division meeting
- a quarterly report on the activities in the Division
- a summary of the situation in the Division at the end of his year.

7. Division meetings

During his office, the Lt-Governor should organise at least two division meetings. (A preliminary meeting is advisable between Lt-Governor-elect and the incoming Club Officers).

The first one, within the first six weeks of his coming into office.

The second, at least fifteen (15) days before the District convention and should include also the confirmation of the Lt-Governor-elect, and the election of the Lt-Governor-elect for the following year.

Invitations, in writing, (sent minimum 30 days prior) should indicate date and place of the meeting, as well as the agenda.

Invited are:

- the President, Secretary and Treasurer of each club
- the Immediate Past Lt-Governor
- the Lt-Governor-elect
- the Past Lt-Governors
- the Secretary and Treasurer of the Division
- the Committee Chairmen of the Division
- club members (with the Lt-Governor's approval).

Suggested Agenda for Division Councils held throughout the year

1. Roll call of clubs.
2. Brief reports by New Club Builder and division appointees.
3. Progress report on district and division goals.
4. Update of division, district, KIEF and KI calendar.
5. Promote attendance at upcoming division, district, international events and projects.
6. Promote upcoming sponsored organisations' events and projects.
7. Review of monthly reports.
8. Report by each club on major accomplishments, upcoming events, current problems.
9. A discussion of membership development. Have each club report progress in attaining New Member Add quota on Official Monthly Report.

8. The promoter of the Kiwanis ethics

He will make sure that all clubs respect the Rules and Regulations of KIWANIS INTERNATIONAL, European Federation and District.



TRAINING INCOMING CLUB OFFICERS

Purpose

Guarantee a successful year by training your club officers and thus prepare them for success in carrying out their responsibilities.

Training

is the responsibility of the Lt-Governor. The training is based on the Manuals for Presidents, Secretaries and Treasurers.

Who should attend?

Incoming club presidents, secretaries and treasurers must attend.

When?

Before the end of June. The training conference and any required individualised instruction must be completed prior to October 1.

The preparation and training session

Invite, at least 30 days in advance, with information about place, date and agenda:

- the Presidents-Elect with their Secretaries and Treasurers
- the Secretary and the Treasurer of the Division
- the Past Lieutenant-Governor
- the Lieutenant-Governor in Office.

Planning

Determine date, time and location.

Arrange a planning meeting with them at least three to four weeks prior to the training. Decide on topics to be covered and order of presentation.

Determine specific objectives for each topic (what participants will gain).

Explore alternatives for presenting each topic and determine the best approach for each.

(Lectures, audiovisuals, role plays, individual and small group exercises are possibilities. Variation in approach is helpful in maintaining interest).

Training meeting

Suggested agenda for division training meeting

1. Call to order and welcome by Lt-Governor designate.
2. Introduction of trainers and distribution of agenda.
3. Participant self-introductions:
 - a. Club, club size, major challenge each club faces, in the upcoming year.
 - b. List club names and challenges on a flip chart to stimulate discussion. Common problems might be worked on by the entire group at division council meetings throughout the year.
4. Distribution and discussion of district and division goals and expectations.
5. Discussion of an administrative year calendar of events that includes division, district and international activities.
6. How to run an effective club meeting.
7. Review of required reports and payments and the due dates of each.
8. Review of policy and procedures.
 - a. Club bylaws, particularly sections on club officers, standing committees, and the annual meeting.
 - b. Procedure 319, 'Club in Good Standing'.
9. KIAR on building a new club in the division and the revitalisation of existing clubs.
10. Sponsored Organisations.
11. Projects: Kiwanis International, Districts, Divisions.



GROWTH AND NEW CLUB BUILDING

1. Growth and new club building

The Lt-Governor is responsible for Kiwanis development within the division during the year.

The following shall be respected:

2. Nomination of New Club Builder

(Kiwanis International Accredited Representative)

Kiwanian proposed by the Lieutenant-Governor to the District and appointed by the Governor for a period of 1 year (twice renewable, to cover a period of +/- 3 consecutive years) to assist the Lieutenant-Governor building new clubs, until they receive the Organisation Certificate.

General responsibilities:

- To choose, together with the Lieutenant-Governor, locations for building new clubs.
- To assist the Lieutenant-Governor to appoint and motivate the sponsoring committee for the new club.
- To assist the sponsoring committee in its role.
- By personally recruiting new members in order to make it possible for the club to rapidly reach the membership level required for organisation.
- Possibly co-operate with the Presidents and the members responsible for expansion in chartered clubs, with less than 20 members, to bring them back to charter strength.

Therefore these Kiwanians should be:

- willing and motivated to create new clubs.
- sufficiently available to follow at least 1 or 2 clubs.
- experienced Kiwanians.

3. Reports to the Lieutenant Governors

The Lieutenant-Governor should be informed about all planning of a new club to be able, if necessary, to co-ordinate dispersed efforts and to inform the District as well as members in charge of the Expansion Committee.

For the establishing of a new club, it is necessary for the Lieutenant-Governor, the Expansion Committee of the District and the sponsoring clubs to work very closely together.

4. Assistance from the Lieutenant Governor

The Lieutenant-Governor will inform the sponsoring clubs of their responsibilities:

- regular attendance at the meetings of the new club
- administrative assistance
- organisation of the club
- reporting to District, KIEF. and KI
- obtaining of the documents: presenting the Certificate of Organisation.



5. The process of building new clubs

It takes two steps to build a new club:

I. Certificate of Organisation: 20 members

This is the most important step in organising a club. By Kiwanis International approval of the Certificate of Organisation, the club becomes a member of Kiwanis International.

- The Certificate of Organisation is presented by the Lieutenant-Governor.
- Members are presented with the Membership Pin.

- The right to vote at the General Assembly of the District, KIEF and KI.
- Dues at all levels (District, KIEF, KI.)

II. Issue of the charter

As soon as Kiwanis International has the Certificate of Organisation, the Charter document will be issued. The Charter is then sent by KI. to the Governor, who will personally present it to the Club. It will be the club's recognition by the local community.

THE LIEUTENANT GOVERNOR

AND THE CLUBS

1 The visits to the club

The Lieutenant-Governor carefully prepares his visit by consulting the club's file beforehand.

He organises a meeting with the Club Officers, to be held before the club meeting, in order to:

- Check the good functioning of the club's board.
- Discuss and solve (or try to solve) the problems or shortcomings: Membership – attendance – sending of the Club Bulletin.
- Check whether the administrative account and the service account are kept separately.
- Be briefed on the community service of the Club, the Division, the District, KI.
- Check the payment of the dues to the Division, the District, KIEF, KI.
- Check the sending of the Monthly Reports and New Member Forms, the Report on the Elections and the corrections to the Member Files.

2. With the assistance of the District Secretary

The Lieutenant-Governor creates a file of each club. He checks that the Club Bulletin and the Monthly Reports are distributed regularly.

He will check on the activities and the evolution of each club. His file will make possible the evaluation of the club on the main points: attendance – membership – confer-

ences – visits to other clubs – visits from other clubs – sponsorship – social actions. At the end of his mandate, he will transfer the essentials of each file to his successor, as well as the files he received from his predecessor and his official correspondence. All this constitutes the archives of the division. It is strongly recommended that the Lieutenant-Governor should in no manner interfere in the admissions to the organised or chartered clubs in his division.

3. Solving problems

The Lt-Governor should study both sides of the conflict, without taking part, and try to solve it in a diplomatic way. If he thinks it necessary, he can appoint an Advisory Committee to assist him.

4. The Lieutenant-Governor in his club

In his club, he is as any other member. On an official visit to his own club he will do the utmost to inform primarily on Kiwanis, the District, the Division.

5. Dues and reports

DUES

- **To Kiwanis International:** once a year, based on the club's membership on September 30, each year.



- **To Kiwanis International European Federation:**
once a year, based on the club's membership on September 30, each year.
- **To the District:**
district dues once a year.

Reports

The Member Form for each new member or leaver a copy goes to the District Secretary, one copy goes to the Lt-Governor.

Report on Election of Club Officers (Yearly) before June 1, the latest. to the District Secretary, copy to the Lt-Governor.

Send a copy of the Club Bulletin to the Lt-Governor

INSTALLATION OF CLUB OFFICERS

PLEASE NOTE THAT THE INFORMATION PROVIDED HERE IS ONLY A GUIDELINE AND CAN BE ADAPTED TO WHAT IS A CUSTOM IN YOUR CLUB/DIVISION/DISTRICT.

Installation

As the incoming Lt-Governor, you may be asked by many clubs to install the new club officers.

The dates, time and locations of club officer installations should be solicited during your Training Conference for Club Officers. If you are asked to install new officers, request the following additional information be given to you at least one week prior to the ceremony:

- Date, time and location.
- Special event or regular meeting?
Spouses invited?
- Names and positions of all outgoing directors and officers.
- Name and positions of all incoming directors and officers.

Basic installation format

1. Recognition of outgoing directors and officers:

Before installing the new officers and directors, those who have served during the past year should be recognised. As I call your name, please stand and remain standing until all names are called.

(Call names and officers held. Thank them collectively and ask to come forward).

2. Recognition of immediate past president.

(Announce name and ask to come forward).
Kiwanis provides that the immediate past president serve one more year as a member of the board of directors. This is indeed a wise provision. Your experience as the club's executive will be most helpful not only to your suc-

cessor but to the new board of directors.

It is my pleasure to present you with this past president's pin in recognition of your fine record during the past administrative year.

I also charge you with the responsibility to counsel wisely the incoming president and to give your best as a member of the board of directors.

3. New Directors

As your names are called, please come forward.

The board of directors is composed of you, the elected directors, and the officers. Most club business is conducted by the board of directors, so you are assuming significant responsibility for your club. You will determine club policies and activities, approve the budget and payment of bills, counsel committees, approve and discipline members, and manage the club.

I congratulate you and know that you will ensure that the club has its best year ever.

4. Club Secretary

(Ask the new secretary to come forward).

In Kiwanis, the club secretary is perhaps the 'unsung hero'. You must look after the details of club and board meetings, reports, dues collection, records, correspondence, and other items necessary for the smooth functioning of the club. Your active interest and involvement in all club matters will be vital to the club's success in the year ahead.

It is my pleasure to install you as the club secretary.

5. Club Treasurer

(Ask the Treasurer to come forward).



As treasurer, you have been elected to an office demanding not only absolute integrity but also financial ability. It is your task to deposit the funds of the club and to disburse them upon the direction of the board of directors. You will report on the club's finances at each meeting of the board and at such other times as the president and the board may request.

I formally install you as treasurer of this club, knowing that you will be faithful to the trust given to you.

6. The vice-president.

(Ask the vice-president to come forward).

As next in line to the president, you must be prepared to carry out the duties of that office in the president's absence. I ask that you consider the remarks to be made to your new president, as being addressed to you also.

I formally install you as vice-president of this club.

(If the club has more than one vice-president, adjust these remarks accordingly).

7. The president.

(Ask the president to come forward).

You have been elected to the highest office that can be bestowed upon you by your club. It is an office of great honour but also one with great responsibilities. To no small degree, the success of your club in this new year will depend upon

the leadership you exhibit, in the conduct of club and board meetings, and in the counselling and inspiration given to your committees.

You have been provided with the materials and the training designed to help you administer this club as its chief executive officer. You will be making many suggestions on the total program of the club. Your fellow officers, directors, and committee chairmen will also have excellent ideas. Do not assume the responsibilities of your fellow officers and your committee chairmen. Inspire them to do their best. Finally, I urge you to accept as your goal the task of making your club better, more meaningful to its members, and more valuable in its service to the community.

I hereby, formally install you as the chief executive officer of this club, and I sincerely hope that your administrative year will exceed your fondest expectations.

8. Conclusion.

I congratulate the club on the excellent officers installed on this day and wish for them and your club a most successful year. I can assure you the complete co-operation and assistance of the division, district, and International officers and committee chairmen.

THE RESPONSIBILITY OF THE CLUB PRESIDENT

1. As President of your club you are a Manager

As a Manager, you will constantly navigate between your desire to do everything yourself – things can go faster that way while you avoid having to re-launch them – and delegating tasks which could make the management of the club more difficult or result in the fact that nothing is done.

You will have to establish projects, undertake actions and inspire your members to promote them and make them successful.

You will thus have to find your own management formula. You will have to build a solid team, to whom you can delegate several tasks, while you observe whether the work is done, and well done.

You will have to be demanding towards yourself and towards your members. You will have to take decisions on which your members will agree.

2. Communication person

a. Internal:

- Ensure a dynamic atmosphere in your club by a reciprocal exchange of information; report on social actions and projects between individuals who are often very different from one another, but who get together for the same objective in a climate of fellowship and enthusiasm, which is the major reason of existence as a service club.

b. External:

- Make your club known and respected in your local community.
- You will thus have to make sure you are being heard, make your members understand and convince them that ‘what we are undertaking is what needs to be done’.

3. Marketing person

- Make sure you are informed on a regular basis about your club environment, an environment in which actions initiated by Kiwanians will intervene; you have to choose and direct those actions to make sure they have a maximum impact.
- Make sure that the public knows the Kiwanis image.
- You will have to be devoted and available.
- Make sure that you educate your members about Kiwanis.

4. Your experience

Your office as President will take a lot of your time, but you are going to enjoy it.

While acting as such, you will have to bear in mind the Kiwanis objectives, the notion of service and the eager to make the world a better place to be. For this, you will count on the fellowship and solidarity that unites us all in Kiwanis.



But, at the end of your year of Presidency, if you have given it all your best, this experience will bring you

- the recognition of your club members for having carried the club's torch so well
- personal enrichment and development, thanks to all your contacts, your efforts and the experience you gained through your Kiwanis service.

And, since you have been a good President through the year, you may want your division or your district to take benefit of your qualities by becoming a Lt-Governor or a District Board member.

It is important that we do not all say: someone else will take this office. Kiwanis can only function well if we all take our part of responsibilities, responsibilities that you will have shown during your year as Club President.

Since you are a President, you are an experienced Kiwanian. But, as a reminder, you will find in this manual the definition, the history, and the functioning of our organisation, so you will not have to consult all the documentary sources all the time while being a President.

Make sure there is a continuity in the functioning of your club. To make that happen, your successor and your predecessor should be involved in the process. The same person should be involved for three consecutive years, described in the following phases:

1. 'Learning': year as President-elect
2. 'Acting': year as President
3. 'Advising': year as Immediate Past President



YOUR TEAM

As President of your club, you are responsible for your club.

1. Secretary

- The link between the members, the Kiwanis structure and our colleagues.
- Provides information, news, dates of special events to the members of the club, but also towards other clubs.
- Is necessary for the good functioning of your club as well as for Kiwanis International.
- Keeps minutes of the club, board and committee meetings.
- Submits to the proper officers, committees or members all correspondence received from Kiwanis International or the District.
- very consciously selected by you.

Be sure that he/she fulfils his/her tasks regularly,

- that invitations are sent in due time,
- that club bulletins are edited and sent out regularly,
- new member forms, address changes are sent to the district,
- monthly reports are sent to the Lt-Governor and the District Secretary,
- the results of the club officer elections are transmitted to the District.

2. Treasurer

- The treasurer is the accountant of the club. Without funds, Kiwanis can not operate.

- The club has to keep faultless accounts
- The Treasurer carefully checks that dues payments and other income are transferred into the right account. It is also important that the Club President approves any expense of the club.
- regularly pays the dues to KI, the district and the division. You will see whether or not it is advisable for your Treasurer to have a proxy on the bank account ('s). Bear in mind that the President is the sole responsible for the club's money, as an associative structure.

3. Vice-President

who will assist you in your task as President.

- Presides at club and board of trustees meetings in the absence of the President.

4. President-elect

is going to be the next leader in the club.

- Build a team for the following year.
- Key person for the good functioning of your club (= the person who will lead the club next year).
- Preside at club and board of directors meetings in the absence of the President.
- Attend board of directors meetings.
- Perform other duties as pertain to that office, or as may be assigned by the President or the Board of Directors.
- Time spent working with the President will provide insight on the following year's duties.
- Attendance at the division training conference, division council meetings,



district and international conventions will help prepare the president-elect to assume the leadership role.

- He/she will have to be confirmed at the club elections in April/May. Do not forget to inform the Lt-Governor and the District about these elections by means of the appropriate forms.

5. Immediate Past President

was not chosen by you, he/she was there before you.

- To ensure a continuity you should make sure he/she remains active in the club life.
- To make sure that he/she continues, in collaboration with you, the projects that he/she already started or that he/she, together with the President-elect, helps you with the projects that you launch.
- During each Kiwanis year, the President designates COMMITTEE CHAIRMEN, following the actions defined by the club. Each Chairman gathers a group of members and reports on a regular basis about the activities and achievements of his Committee to the President, the Board and the club, during an ordinary meeting. It is advisable to install the Committees at the beginning of the Kiwanis year, in October, allowing them to realise their projects as soon as possible, bearing in mind the holidays in July and August.

6. Directors:

refer to the attached chart.

7. IT responsible

Make sure that one of your club members is made responsible for consulting the various Kiwanis websites on the internet on a regular

basis and report on any applicable information to your members.

8. Your successor

You will see to it that your successor is elected among the motivated and available members of your club. He/she should be elected as soon as possible so you can associate him/her to the activities you organise and thus assure the continuity in the management of your club. The President-elect should be elected minimum one year in advance.

9. You and your club

In order to know how to animate your club, you should:

- Attend the two training sessions that your division organises for the elected club officers.
- Inform, guide and supervise the officers you designated, so they can perform their tasks the way a company manager would do it.
- Run and control your club life, while avoiding to deal with club management problems during your club meeting:
- deal with these problems during your board meeting (management matters)
- deal with specific matters during an ordinary club meetings (dues, for example)
- deal with specific matters during a special general assembly (e.g. change of the club bylaws, a change of meeting place)
- remain in close contact with your Lt-Governor.
- Know that the district directory lists the names of the District Board members. They remain at your disposal in case your Lt-Governor is unable to help you.

To maintain a good relationship with the other clubs in the division, it may be a good idea to designate a few of your members and make them responsible for regular contacts with specific clubs in the division. When they report, you will have a clearer overview of what is going on in other clubs.

10. Do not forget

- To wear your officer's necklace during club meetings.
- That your club banner should be visible at every meeting.
- To respect the traditional ceremony (opening of the meeting with the gong, introduction of guests, protocol, ...)
- That each member should wear his/her Kiwanis-pin.





MAKE YOUR CLUB

A LIVELY CLUB

Here are some tools to guide you through your year as President.

1. Club meeting:

A club meeting is well conducted:

- when the time schedule is respected (you must be the first present)
- when the usual rites are respected (gong, banner, introduction of guests, ...)
- when the President conducts his/her meeting with dignity and precision
- when it was well prepared by the President
- when there is a variety of matters to be discussed and/or handled
- when it is animated by internal events (birthdays, ...)
- when guests, speakers and visitors are honoured
- when it ends within the time schedule
- when it reflects the fellowship and tolerance which Kiwanis stands for

AGENDA of a Board meeting and a Club Meeting

- reading and approval of the minutes of the previous meeting,
- financial report,
- monthly club report,
- report from the committees,
- action program related to social and cultural events.

2. Finance

It is important for you to check on the correct split between funds going in/out of the different accounts (administrative & service account). Ask your Treasurer to provide you information on a regular basis: the situation in the books, the bank and the use of the funds.

3. Dues payment

To Kiwanis International (once a year), based on the club's membership on September 30th each year.

To Kiwanis International European Federation (once a year), based on the club's membership on September 30th each year.

To the District: district dues (once a year)

4. Member recruitment

Provide to the Committee on Membership Growth a breakdown of the current membership, the planning for the coming year and the permanent growth objective bearing in mind the key factor for the good functioning of a club, the search for quality people.

YOU SHOULD:

- assure membership growth in your club
- train the incoming members
- officially welcome the new members during a simple ceremony
- make sure that every new member is made responsible for a specific task

- do your utmost to make sure that the members, and especially the new ones, are proud to be Kiwanians
- insist on a regular attendance of the club meetings.

5. Service projects:

To make service projects successful, you should:

- make an inventory of the needs
- define the means and possibilities to realise them
- establish a budget
- measure the results
- make the impact known

6. Committees:

You should organise a number of working committees. Each Committee Chairman should be given a specific task/project, supervised by you. You let the Chairman report on his/her committee's activities during board and club meetings.

Committees can be:

- for the club life – Committee on Membership Growth and Education
- for social actions – Social Committee
- for finance – Treasurer – Finance Committee
- for public relations
- for Kiwajunior
- for expansion
- You can even designate a Committee for a specific event, even a one time event.



FELLOWSHIP, PUBLIC RELATIONS

1. New Club Building and Club Sponsorship

We have to think about building new Kiwanis clubs. In your neighbourhood, there should be a group of people who could be able to build a new club. You can always consult the New Club Builder's Manual that is at your disposal.

2. The process of building new clubs

It takes two steps to build a new club:

- a. **Certificate of Organisation:** 20 members
This is the most important step in the building of a club, when it becomes a member of the Kiwanis family. It has now a structure, social actions, its members wear the K-pin, its officers the ribbon. The club has six months to reach this stage. Its Organisation Certificate is handed over by the Lt-Governor, in the presence of its sponsor club and friends, during an official ceremony.
- b. **Issue of the Charter:**
As soon as Kiwanis International has the Certificate of Organisation, the Charter document will be issued. The Charter is then sent by K.I. to the Governor, who will personally present it to the club.

3. Fellowship between members

You should organise evenings with partners, picnics, excursions, surprise trips, sports events, inter-club meetings,... Make sure that there is a tolerance towards the person to whom you confided a specific task or the person who will succeed you. This rule of tolerance will contribute in maintaining a pleasant atmosphere in the club.

You have to create an Arbitration Committee in case of conflicts (e.g. the Board of Past Presidents). This Committee should ideally be elected for a term of 2 to 3 years.

4. Public relations

Make sure that every member is proud to wear the K-pin, you have to promote the image of Kiwanis, put up name plates at the site of your club meetings.

V

YOU AND THE DIVISION

YOU AND THE DISTRICT

1. You and the Division

The Division is run by the Lt-Governor, who is a Past President himself. The Lt-Governor is a member of the District Board and represents the Governor in his division.

You will have to welcome your Lt-Governor and treat him as a guest of your club. He will check your administration, your accounts and supervise the follow-up of your social actions. During his visit, there should be no visitors nor speakers.

Twice a year, the Lt-Governor must gather the Club Officers of his Division (President, Secretary, Treasurer, Elect and Past). You must attend this meeting. If your club is chosen as the host club for that meeting, you have to accept it (it is an honour to be chosen) and you will be the host. It is important that these meetings are successful and that the officers of the other clubs are warmly welcomed. You will be the liaison between the club and the Lt-Governor and inform him about the slightest problem that would occur.

2. You and the District

The Secretary should send the Club Bulletin to the Lt-Governor and to the Governor; a monthly report to the District Secretary and the Lt-Governor no later than within 8 days.

The Treasurer has to pay dues:

- *To Kiwanis International:* once a year, based on the club's membership on September 30th each year.
- *To Kiwanis International European Federation:* once a year, based on the club's membership on September 30th each year.
- *To the District:* district dues once a year.
- *To the Division:* a fixed contribution, as defined during the division meeting and to cover the expenses of the Division committee (Lt-Governor, Secretary,...)

The club should be represented at the district convention by three voting delegates. The club should be in order with its dues payment and its reporting to KI-KIEF and the district to enable it to vote at the General Assembly and to submit a proposal for amendment of the bylaws. The club can put forward a candidate for the office of Lt-Governor or Governor.



THE RESPONSIBILITY OF THE CLUB SECRETARY

Your responsibility is a determining one.

You are the one who, through written documents, keeps your Club's spirit alive and makes it shine on the outside world.

An incompetent Club Secretary can have disastrous consequences on her/his Club future, despite the goodwill of its President. This is why, even if it can be unrewarding sometimes, your task is so fundamental.

It requires a lot of rigour and certainly involves many human contacts. No doubt that at the end of your office, you will consider it as a positive experience.

A good Secretary is a person of contacts, who is at ease on the telephone as well as in writing. He is a person of initiatives and is also the President's most precious collaborator.

1. Responsibilities

- The Secretary is the link between the members and the Kiwanis structure.
- He provides information, news, dates of special events to the members of the club.
- He is necessary for the good functioning of your club as well as for Kiwanis International.
- He keeps minutes of the club, board and committee meetings.
- He submits to the proper officers, committees or members, all correspondence received from Kiwanis International or the District.
- He fulfils his/her tasks regularly, makes sure that
 - invitations are sent in due time,

- club bulletins (kiwanigrammes) are edited and sent out as soon as possible
- new member forms/address changes are sent to the district
- monthly reports are sent to the Lt-Governor and the District Secretary
- the results of the club officer elections are transmitted to the District
- asks the Treasurer to pay the dues to KI, the European Federation, the District and the Division.

2. Club meetings

During Club meetings, the Secretary

- presents guests
- reads the mail
- reads announcements
- announces members' birthdays and events
- writes down the attendance
- takes note for the next Club Bulletin (Kiwaniagramme) edition

3. The Club Bulletin (Kiwaniagramme)

The Club Bulletin can be considered as the minutes of the previous meeting. It provides information and, as such, is a link for those who have not attended the meeting, the other Clubs in the District, who have special relationship with your Club, the Kiwanis authorities, etc.

Mail it to ALL club members.

Note:

The Club members should receive it no later than one week after the Club meeting.

Do not distribute it during the next meeting because it will then be deprived of interest.

4. Dues & reports

a. Dues Payment

- **To Kiwanis International:**
once a year, based on the club's membership on September 30th each year
- **To Kiwanis International European Federation:**
once a year, based on the club's membership on September 30th each year
- **To the District:**
district dues once a year

Note:

A Senior Member must pay membership dues to Kiwanis International, the European Federation, the District and the Club.

A Life Member does not pay dues to Kiwanis International.

b. Reports

The Member Form (MF) is used for each new member, copy goes to the District and to the Lt-Governor.

The Membership Record Form (MRF) is used for every change of address, phone number, etc. (for the Directory) and for any deletion. Copy to be sent to the District.

5. At the end of your office

- Attend the second Division meeting with the President.
- Train the next Secretary and passes on his power to him.
- Order engraved bars put on the necklace with the medal.
- Classify the paperwork of the year in the records.



THE RESPONSIBILITY OF THE CLUB TREASURER

1. Main responsibilities

- The Treasurer is the accountant of the club. Without funds, Kiwanis can not operate. The club has to keep faultless accounts.
- He maintains the books of account, showing all financial transactions, open to inspection at all times.
- He pays invoices that were approved by the Board of Directors and as requested by the Secretary.
- He bills and cashes membership dues and deposits them.
- Reconciles bank statements.
- He deposits dues payments and other income (funds) into the right account.
- He regularly pays the dues to KI, KI-EF, the District and the Division.
- He reports at the annual club meeting.

2. The club finances

Club Revenues

Each Kiwanis member should pay club dues as fixed by the club.

Club Expenses

Dues

- **To Kiwanis International:**
once a year, based on the club's membership on September 30th each year.
- **To Kiwanis International European Federation:**
once a year, based on the club's membership on September 30th each year.

- **To the District:**
district dues once a year.
- **To the Division:**
a fixed amount (when applicable).

3. The club accounts

Each club should have two accounts

- An administrative account (for all administrative expenses of the club. The income is principally derived from annual club dues, meeting meals, and membership fees from new members)
- a service account (for the service program of the club. Basically, the income for this account is derived from fund raising projects in which the public participates).

Note:

A club is 'considered not current with its financial obligations' if its dues to KI, the European Federation or the District are not paid within 60 days after the issue date of the invoice. A club that is 'considered not current with its financial obligations' is not entitled to be represented by delegates at any District, Federation or International Convention.

A club is considered as 'Suspended Service Status' if its dues to KI, the European Federation or the District have not been paid within 150 days after the issue of the invoice, which means that the club will no longer receive any services from Kiwanis International, the European Federation or the District.

GENERAL INFORMATION



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We are at your disposal from Monday to Friday, from 8:30 am till 5:00pm
DO NOT HESITATE TO CONTACT US!



Calendar

| | | |
|------------------|-----------|--|
| October | 1 | Start of a new Kiwanis Year |
| October | 10 | Deadline for districts to report the membership per club to KI |
| November | 15 | KI mails the yearly invoices to the clubs |
| January | 15 | Deadline for payment of the dues to KI and KIEF |
| September | 30 | Deadline for confirming the membership of your club to your district |
| September | 30 | End of a Kiwanis Year |

Monthly/quarterly reports & forms:

Clubs within districts:

Member Form to the designated district officer

Monthly Report to the designated district officer

Election Report to the designated district officer

Club in non-districted regions:

Member Form to RSC in Gent, Belgium

Quarterly report to RSC in Gent, Belgium

Election report to RSC in Gent, Belgium

NOTES

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