

KIWANIS INTERNATIONAL - UNITED KINGDOM
POLICIES, PROCEDURES & GUIDELINES
FOR
UNITED KINGDOM BOARD

As amended at the United Kingdom Convention in London (U.K.) on 22nd August 2020, 21st
August 2021, 27th August 2022 and 19th August 2023

ARTICLE I - DEFINITIONS

Section 1 - Policy

A policy is a basic principle by which the United Kingdom Board guides the affairs and organization of Kiwanis International- United Kingdom

Section 2 - Procedure

A procedure is an established method or manner by which the Bylaws, and Policies of Kiwanis International- United Kingdom are implemented.

Section 3 - Guideline

A guideline is a detailed job description by which United Kingdom Board and District committees fulfil and implement policies defined by the United Kingdom Board.

ARTICLE II - GEOGRAPHICAL LIMITS OF THE UNITED KINGDOM

Section 1. regions

With the U.K. district includes one (1) parts:

- a) the U.K. as a whole

Section 2. divisions

The U.K. district has one (1) divisions (02/19)

- a) the Midland Division
- b) the London Division

ARTICLE III – GOALS OF THE UNITED KINGDOM BOARD

The goals of the United Kingdom shall be examined annually by the Coordinator and shall be subject to the approval of the United Kingdom Board. These goals are not listed in order of priority.

1. - To support co-operation within the United Kingdom by the introduction of Kiwanis work of individual Divisions at the United Kingdom Convention.

2. - To call attention to customs and the daily life of individual Clubs within the United Kingdom.
3. - To introduce to the United Kingdom the work of Kiwanians in the U.K. and other parts of the world.
4. - To increase interclub relations within the U.K.
- 5.- To encourage young people in the United Kingdom to become involved in Kiwanis.
- 6.- To preserve continuity in the management of the KIE (in the up-coming years) by means of the introduction and the constant renewal of a strategic plan

ARTICLE IV – UNITED KINGDOM MEETINGS AND CONVENTIONS DATES

Section 1 - Meetings

Dates of Kiwanis International events, such as International Board, Council and Convention, must be considered before planning any U.K. District events.

Section 2 – Date of District Convention

Not later than 31st October, annually, the District Secretary shall inform the Executive Director of Kiwanis International and the Secretary of the Federation of the dates and location of the next annual District Convention.

Section 3 – Date of Events for the coming year

Not later than 31st October, annually, the UK Coordinator-Elect shall inform the Executive Director of Kiwanis International and all members of the United Kingdom Board of the dates and locations of the U.K. Board meetings and the U.K. Convention for his/her administrative year.

Section 4: Elections - Votes and Designations.

Every prospective candidate for a District Officer function must have maintained and promise to maintain impeccable adherence to the laws and regulations. (05/15)

A .Election district of officers

IV.4.0. Applications

Nominations for elective office as a district officer may be submitted by Kiwanis clubs in the district nominations must have the support of a majority of the total members of the club present at the vote at a regular meeting with the item on the agenda. (02/14) They are made available to members through official channels if they are sent by letter or email signed by the secretary and club president with a candidate (02/14)

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IV.4.1. Lieutenant Governor based in the division, at least thirty (30) days before the date of the division meeting for the election of the Lieutenant Governor-elect. This year this will be no election as the role end September 2021 (08/20)

IV.4.1.1. The District Secretary at least sixty (60) days before the date of the annual general meeting for the election of district Elect-Coordinator.

IV.4.1.2. The written request shall be accompanied by:

- a. the curriculum vitae of the Kiwanis activities for Coordinator-Elect candidates;

- b. the undertaking signed by the candidate, once elected, to fulfil the duties and responsibilities of the position;
- c. an extract of the minutes of the regular meeting of the club, confirming the support of the club to the candidate;
- d. a certificate of good manners and recent candidate for U.K. Coordinator, Coordinator-Elect. (02/14)

IV.4.1.3. The Lieutenant Governor of the Division concerned must notify all clubs in his/her division the list of candidates for lieutenant governor-elect, with the resume, thirty (30) days prior to the division meeting. This year there will be no election as the role end September 2021 (08/20)

IV.4.1.4. The district secretary shall provide the Secretary of every club and all members of the Board, Immediate Past Coordinator, district councilors and committee chairs and the Elect-Coordinator confirming the list of candidates for Elect-Coordinator with the resume of their credentials for office, thirty (30) days before the meeting of the District

IV.4.1.5. Except in cases of force majeure, candidates are required to attend the election.

IV.4.1.6. In order to be better known by the delegates of the clubs, candidates for Elect-Coordinator are invited to make a presentation at the general meeting of the District. The order of presentation is drawn during the meeting of the Board prior to the meeting. During this presentation, the other candidates whose turn is later can withdraw their candidacy.

IV.4.1.7. Clubs charters of U.K., on the other, alternately can present the (the) candidate for (E.C) Elect-Coordinator.

IV.4.1.8. With the exception of eligibility conditions and in accordance with the regulations of Kiwanis International, nothing can restrict the right to accept a nomination in the General Assembly or division meeting.

IV.4.1.9. The eligibility requirements for the district 'officers are:

- IV.1.9.1. be an active member of a club chartered in the division or District;
- IV.1.9.2. have a good knowledge of the Kiwanis and district regulations;
- IV.1.9.3. for the position of Elect-Coordinator, hold or have held an officer position;
- IV.1.9.4. for the post of lieutenant governor, hold or have held an officer position;

IV.4.1.10. Any elected officer agrees to attend all general meetings and meetings of the board or division meetings during his tenure as well as training seminars taking place before his or her mandate takes effect. (02/15)

IV.4.2. Election of U.K. Coordinator.

At the annual meeting, the general meeting proceeds to confirmation by the U.K. Coordinator it's Coordinator-elect and the election of the Elect-Coordinator.

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IV.4.3. Elections lieutenant - Governors. This year there will be no election as the role end September 2021 (08/20).

IV.4.4. Vacancy for a position.

IV.4.4.1. In case of vacancy, incapacity or deficiency noted by the Board holds a position, the District Board may fill the vacancy by any suitable candidate fulfilling the conditions set by the statutes and district regulations.

IV.4.4.2. During the temporary unavailability of an existing officer, the function is performed by the previous office holder. If the vacancy occurs during the first half of the mandate, The Officer Elect takes over if the vacancy occurs during the second half of the mandate.

B. VOTES

IV.4.5. Method of elections.

The terms governing all district election officers are:

IV.4.5.1. If the number of candidates nominated is greater than two and no candidate obtains in the first ballot the absolute majority of the votes cast, a second round is held between the two top candidates.

IV.4.5.2. Any candidate to be elected must receive a majority of votes cast.

IV.4.5.3. No proxy voting is allowed. Each club delegate or representative has the right to one vote.

IV.4.5.4. The vote is cast by secret ballot (05/15)

IV.4.5.5. If only one candidate would be presented for a position, voting may be by show of hands if the Assembly so decides by a simple majority.

IV.4.6. Right to vote.

IV.4.6.1. At a general meeting of the District, only delegates Kiwanis Clubs (3 maximum) and district law delegates (officers and immediate past Coordinator) have the right to vote. The Election scrutineers, appointed by the Coordinator verifies the legitimacy of delegates before the General Assembly.

IV.4.6.2. In Division meetings, only delegates (maximum 3) Kiwanis of the division and the Lieutenant Governor in office have the right to vote. The Lieutenant Governor verifies the legitimacy of delegates before the vote.

C. DESIGNATIONS

IV.4.7. Appointment of Secretary and Treasurer.

The District Secretary and the district treasurer shall be appointed on the proposal of U.K. Coordinator appointed by the U.K. Board appointed at a preparatory meeting.

Candidates must have served as President, Secretary or Treasurer club and have a good knowledge of the Kiwanis regulations. They must also have the qualifications and experience required for the occupation of such a function.

IV.4.8. Designation of the area councilor and committee chairs.

The regional councilor and committee chairs are appointed on the appointed U.K. Coordinator their appointment is approved by the U.K. Board appointed at a preparatory meeting.

Candidates for the Regional Advisor function must hold or have held office as the lieutenant governor or President. Candidates for the committee chair function must be or have been club officer. Applicants must have a good knowledge of the Kiwanis Regulations (02/15).

D. NOMINEE FOR ANY SERVICE OR ELECTED BY K.I. OR K.I.-EF (02/15)

IV.4.9. applications

IV.4.9.1. Every candidate for such a function must be an act of a club and must comply with rules and qualifications for the intended function. This shall involve the written agreement of the District Board. (05/15)

The candidate nominated by the District will be presented to the relevant bodies (K.I. or KIE).

IV.4.9.2. No one shall be considered a candidate for this function without the prior support of the General Assembly or the District Board if the General Assembly is prevented due to compelling circumstances (such as, e.g. lack of time).

IV.4.9.3. To obtain the support of the District, the candidate for this function must receive a majority of votes cast. (02/15)

IV.4.10. obligations

IV.4.10.1. The successful candidate is subject to the Rules and Regulations of Kiwanis International and those of K.I. European federation.

IV.4.10.2. In order to be better known, the candidate is invited to make a presentation at the general meeting or at the meeting of the District Board. (02/15)

Article V: DISTRICT OFFICERS

V.1. Lieutenants - Governors

V.1.1. The Lieutenant - Governors are required to organize, twice a year, a division of meeting. The first, during the first six weeks of their mandate and the other at the latest before the end of May, and it cannot take place less than two weeks before the general assembly district.

V.1.2. The Lieutenant - Governors are required to make two visits to each club in their division, during a regular club meeting.

V.1.3. The Lieutenant - Governors may be assisted in their task by a secretary and a treasurer division they designate from among members of clubs in the division. They do not have the capacity of District Officer and perform the duties delegated by the Lieutenant Governor.

V.1.4. Lieutenant Governors send an official invitation for their division meeting, the Secretary of each club in the division, as well as the immediate past lieutenant governor and the lieutenant governor, elect and communicate the agenda with Appendices at least two weeks before the date of the meeting.

The Governor, the district secretary, and, if applicable, the area counsellor is also informed at the same time.

Attend meetings of division:

V.1.5 Lieutenant Governor and delegates charters clubs (maximum 3 per club) who alone have the right to vote. Kiwanis International - U.K. - Order House Rules - 09/2014

ii. Immediate past lieutenant governor, the lieutenant governor, elects and, if applicable, the area councilor, Secretary and Treasurer of division, all with the right to speak on matters relating but without voting.

Divisional Officers may also attend meetings as observers, with the right to speak but not vote. (05/15),

V.1.6. In the divisional meetings, decisions are taken by a simple majority of votes cast. In case of a tie, the vote of the Lieutenant Governor is predominant.

V.1.7. The Lieutenant Governor or Secretary appointed by him must produce a written summary of the decisions taken. He/She sends a copy to the U.K. Coordinator, the lieutenant governor-elect, the immediate past lieutenant governor, the area councilor, and the U.K. Coordinator of the clubs provided for the division of meeting.

V.1.8. It is up to the lieutenant governors to control the clubs in their division, and ensure the actual existence of two functions, controlled by separate bank accounts- Social and management

- to ensure their separation and the good performance of their accounts, and to ensure also that clubs are operating these accounts in compliance with the general guidelines given by the Charity Commission in relation to the conduct of such accounts (05/15)

V.2. The Coordinator elects.

V.2.1. The Coordinator elects' part of the Board and the responsibilities assigned to it by the Board.

V.2.2. Coordinator-Elect is responsible for the training of district officers and of its financial year club officers, with the help of trainers certified by the Kiwanis International.

V.2.3. The Coordinator-elect has the technical and financial responsibility for expenditure incurred by the mandate. (02/15)

V.2.4. The Board of Directors of the current fiscal year authorizes the Coordinator-elect to take the financial decisions and agreement on commitments required by anticipation relating to the period of their mandate.

V.2. The Kiwanis UK Trustee (08/19)

V.2.1. The UK Trustee part of the Board and the responsibilities assigned to it by the Board.

V.2.2. Hold the board accountability on the financial review.

V.2.3. Hold the board accountability on the Kiwanis value.

ARTICLE VI: NEW CLUBS

VI.1. Training - discipline (02/15)

VI.1.1. A member of a club or a club who resigned or been excluded from a club, cannot form a new club or participate in the formation of a new club, without the consent of the Lieutenant Governor of Division club of which he/her is or was a member. The Lieutenant Governor will inquire as to the exact reason for leaving.

VI.1.2. An appeal against the decision of the Lieutenant Governor can be made within three (3) months to the U.K. Coordinator who will arbitrate after collecting the information and useful advice and after hearing the views of the Lieutenant Governor concerned.

VI.1.3. The new club ring bears the title of "training club" as soon as he has seven (7) members. A club "in training" must progress within fourteen (14) months of its first meeting to (15) members and regularly report to the Lieutenant - Governor of the division on progress towards this objective. (02/15)

VI.2. Organization and charter

The new club is subject to the provisions described in Article V of the Statute of Kiwanis International (K.I.).

These provisions are:

VI.2.1. The community in which the new club is created must have acceptable conditions for the diversity of the members and the growth and future stability of the club.

VI.2.2. The minimum number of members for the organization and charter a new club is determined by the Board of directors of K.I. and is fifteen (15), active members. (04/12)

VI.2.3. The demand for the organization of a club is made on the form prescribed by the K.I. This document must be signed by at least ten (10) members candidates; the district Coordinator gives or refuse consent to this request and then send to the K.I. Any refusal must be given.

VI.2.4. Upon the request of the organization, the new club must:

- Having signed the Standard clubs, as approved or amended by K.I.;

- After a constant number of active members, as determined in section VI.2.2. ;
- Having elected club officers, appointed committees and be trained;
- Have complied with the district statutes applicable to them;
- Operate in practice and standard principles for clubs as prescribed by K.I.

VI.2.5. Each new Kiwanis club, before receiving its charter, has paid all dues for each of its members; the amount set by the K.I., cannot be greater than the amount due for annual dues and subscriptions (currently U.S. \$ 52) per active members and seniors in the club.

VI.2.6. By accepting the charter, the club submits to the Statute of K.I., as currently in effect or to amend in the future.

VI.2.7 The new club is a member of the division in which it is located geographically.

VI.3. sponsorship

It is desirable that each club is sponsored by two charters clubs with the Constitution of Kiwanis International, European Federation and District, and of which at least must be part of the division in which the new club is formed.

VI.4. Social action.

New clubs must have completed a social action to receive their certificate of organization and its charter.

The Lieutenant - Governors are required to ensure the fulfilment of these obligations.

VI.5. Control.

The U.K. Coordinator countersigns applications for an organization, after prior approval of the Lieutenant Governor of the division, which will be carried out all necessary investigations.

Organizational certificates and charters are issued by the Kiwanis International, according to the statutes of Kiwanis International.

VI.6. Ceremonial.

The organization certificate is issued by the Lieutenant Governor to new clubs in the division.

Charters are submitted by the U.K. Coordinator and failing that, by a past Coordinator or, failing that, by a senior District Officer appointed by the U.K. Coordinator.

VI.7. Use of the name "Kiwanis".

Only charters or organized clubs are part of the organization of Kiwanis International and the right to use the name and logo of Kiwanis. Only their members have the right to wear the badge.

VI.8. Fusion clubs. (09/14)

VI.8.1. Any club merger must be approved at a general meeting by a majority of two thirds (2/3) of the members of each club concerned.

VI.8.2. Before amalgamation, the clubs must pay off any debts vis-à-vis third parties, K.I., KIE and District.

VI.8.3. The merging clubs proceed to the choice of original club maintaining the club number. The other club will be dissolved, and the charter given to K.I. through the channel of the U.K. Coordinator.

VI.8.4. The merged clubs elect new club officers and committee chairpersons and will set the date, time and place of meetings and the number of contributions.

VI.8.5. The club resulting from a merger may change the name with the prior agreement of the K.I. Board No royalties will be due for the name change.

VI.8.6. All property and financial assets of the dissolved club return to the club of right resulting from the merger and will be handed over upon the entry into force of the merger. Assets. Financial functioning of the body and the body of social work will be transferred to the respective accounts of the club from the merger.

VI.8.7. Any merger must be confirmed in advance by the Council of District Administration. The K.I. is notified of ratification.

Motion proposing that clubs with 5 members or less at 30 September 2023 merge with a club of their choice was approved by majority vote. (08/23)

ARTICLE VII – LANGUAGES OF THE UNITED KINGDOM

Section 1 - Official language

English is the official language of the United Kingdom. The U.K. officers should cater for translation to those native languages spoken by more than 3000 members. This figure is determined by the certified paid membership of Kiwanis International.

The U.K. Secretary shall work with the club Secretaries in finding skilled benevolent translators.

Section 2 - Interpreters

Upon request by Board members, interpreters for simultaneous translation into or consecutive translation from their native language shall be provided during meetings on a benevolent basis, if practical and possible, with the approval of the U.K. Coordinator.

ARTICLE VIII- DUTIES OF UNITED KINGDOM OFFICERS

Section 1 - Responsibilities of the U.K. Coordinator.

The U.K. Coordinator shall designate the Secretary for his term in office as U.K. Coordinator.

The U.K. Coordinator shall be responsible for all publications by the U.K.; he may direct, supervise and control the U.K. committee on communication and marketing. (02/09)

The U.K. Coordinator is a member of the KIE Centennial team and shall have the duty to attend any convention of KIE.

The U.K. Coordinator of the U.K. will be the spokesman on behalf of the U.K. The U.K. Coordinator, on behalf of the U.K. Board, shall present to the House of Delegates at the Convention a report on the activities of the U.K. since the last Convention.

The U.K., as a sole official representative of the U.K. to the outside world, can designate other Board members as the U.K. Coordinator replacement.

Section 2. Responsibilities of the Coordinator-Elect.

The Coordinator-Elect's primary responsibility is to prepare for the year of leadership as U.K. Coordinator.

The Coordinator-Elect shall:

- direct, supervise and control the U.K. committee on education and training; (02/15)
- provide information and orientation to the incoming Board members.
- establish the budgets and determine at the same time the goal for his administrative year ;
- promote participation in it.
- establish a separate budget for the administrative year and for the Convention to be approved by the House of Delegates.

Section 3 - Responsibilities of the Immediate Past Coordinator.

The Immediate Past Coordinator shall make a financial status report at the annual Convention of the U.K. and at such other times as the Coordinator, and the U.K. Board may require.

The Immediate Past Coordinator may direct, supervise and control the U.K. committee on service projects and programs. (02/15)

Section 4 - Responsibilities of the Elect-Coordinator.

The assignment of his/her (the Elect-Coordinator's) respective responsibilities shall be the prerogative of the U.K. Coordinator.

The Elect-Coordinator should direct, supervise and control the U.K. committee for growth. (02/15)

Section 5 - Responsibilities of the Secretary.

The manual for the KNUK Secretary, as approved by the U.K. Board, is an integral part of these policies and procedures.

The Secretary shall mail, as specified in the Bylaws, all invitations, letters and documents for U.K. Board meetings and U.K. Conventions.

The Secretary shall attend all meetings of the U.K. Board of the U.K., shall attend all conventions of the U.K., and shall act as the Secretary thereof.

The Secretary shall execute all administrative reports as required by Kiwanis International, KIE and the U.K. Board as prescribed by these Bylaws and have them countersigned by the Coordinator of the U.K.

The Secretary shall have support from the U.K. Coordinator on Data entry Management.

The Secretary shall be the executive in charge of all administrative tasks of the U.K. and shall be responsible for the selection of further assistance, subject to the direction, approval and control of the U.K. Board. (02/15)

Section 6 – Responsibility of the Treasurer

The manual for the KNUK Treasurer, as approved by the U.K. Board, is an integral part of these policies and procedures.

The Treasurer shall invoice and collect all dues and other income and control and pay all expenses, as specified in the U.K. Bylaws and these Policies, and authorized by the U.K. Board and Convention.

The Treasurer shall attend all meetings of the U.K. Board of the U.K. and shall attend all U.K. conventions.

The Treasurer shall execute and present all financial reports as required by Kiwanis International, KIE and the U.K., as prescribed by these Bylaws or other agreements, and have them countersigned by the Coordinator of the U.K.

The Treasurer shall be the executive in charge of all financial tasks of the U.K. and shall be responsible for the selection of further assistance, subject to the direction, approval and control of the U.K. Board. (02/15)

The Treasurer shall be a member of the UK Standing Committee on Finance.

Section 7 – Responsibility of the Kiwanis UK Trustee

This role will create consistency for the board in support to hold held board accountable on the Kiwanis value and financial review.

The following roles shall be elected for three year terms (08/22):

Finance Trustee

Membership Trustee

Policy Trustee

ARTICLE VIII - UNITED KINGDOM COMMITTEES

Section 1 – United Kingdom Board Committees

The U.K. Coordinator, by and with the consent of the United Kingdom Board, shall appoint the following standing committees; these committees may meet by any method allowed by law in the United Kingdom. (Oct 2014)

a) Executive Committee

Beside the U.K. Board, as defined in the U.K. Bylaws, there shall be an Executive Committee. The members of the Executive Committee shall be the Coordinator, the Coordinator-Elect, the Immediate Past Coordinator, the Elect-Coordinator, the Secretary, the Treasurer and the Lt-Governors. (Feb 2015)

The duties of the Executive Committee shall be as follows:

- To prepare the business for the attention of the Board.
- To clarify and to obtain the reports for the attention of the Board.
- To submit U.K. transactions to the Board.
- To initiate strategies and plans for the attention of the Board that relate to the implementation of the objectives of the United Kingdom. (02/15)

b) Standing Committee on Finance

There shall be a standing committee on Finance, which shall be composed of the Coordinator-Elect, acting as chairperson, the Immediate Past Coordinator, the Treasurer and a member, designated by the U.K. Coordinator, with special expertise in financial and accounting practices.

The duties of the Finance Committee shall be as follows:

- install and adapt the accounting chart for the United Kingdom, as specified by the United Kingdom bylaws;
- adopt and control accounting rules, that represent good business practice;
- adopt rules for structuring all budgets, especially KNUK Conventions as a part of U.K. policies and procedures;
- supervise and control expense coverage, as specified by the U.K. policies and procedures.

c) Standing Committee of Past U.K. Coordinator (02/15)

There shall be a standing committee of Past U.K. Coordinator, which shall be composed of all the Past U.K. Coordinators and there shall be added thereto each year the retiring immediate Past U.K. Coordinator, who shall act as chairperson of this Committee.

- the quorum of the Committee shall be five (3 or 5);
- the Committee shall consider and report to the U.K. Board its conclusions on all matters referred to it. It may initiate subjects for consideration and report its conclusions to said, Board;
- a summary of the Committee's proceedings shall be provided to each member of the Committee and the U.K. Coordinator;
- the Committee shall meet at the annual U.K. convention and may hold such other meetings as provided herein, provided that such other meetings shall not be held less than thirty (30) days prior to the Convention.

Section 2 –U.K. Program Committees (02/15)

The U.K. Coordinator, by and with the consent of the U.K. Board, shall appoint for the duration of his/her term in office, such additional U.K. Committees as may be deemed necessary for the planning and implementation of the objectives and goals of the United Kingdom.

These committees are:

- The United Kingdom Committee(s) for growth, responsible for planning and implementing the growth efforts, such as:
 - 1) membership recruitment, retention and diversity (women membership),
 - 2) new club and new district building for Kiwanis clubs; (see objective 3)
 - 3) new club and new district building for Kiwanis Young Professional clubs.
- The U.K. committee for education and training, responsible for planning and implementing the training programs for district leaders (district officers and committee chairs); (see objective 4)
- The U.K. Committee for service projects and programs, responsible for planning, coordinating and/or implementing International and/or U.K. service projects and programs (Kiwanis Education Program); (see objective 5)
- The U.K. Committee for communication and marketing, responsible for planning and implementing tools and systems for that purpose (website, flash messages, magazines); (see objective 2)

- The U.K. Committee for operations, responsible for the management, the supervision and control of membership databases, bookkeeping, bank accounts and other assets of the United Kingdom.

Section 3 –U.K. Special Committees

The U.K. Coordinator, by and with the consent of the U.K. Board, may appoint additional special Committees for the duration of his/her term in office. (10/14)

The Fundraising Committee:

- ☐ Educates the club or community about an issue, brings in enough donations to make an impact and brings people together for a common cause. (fundraisers might involve foods or festivals, races, rides or runs, auctions or outings, sales or shows. Choose an event that fits the interests of your club and community).
- ☐ Develop proposals for projects that could raise money
- ☐ Liaise with P.R. and Communication for profile-raising events
- ☐ educate on team building for the club, community-building for club area, and support-building for our cause. i. Explore fundraising ideas (from Kiwanis magazine). ii. Inspire the club with fresh ideas from The Eliminate Project resources.
- ☐ Involve in raising money for i. Service Leadership Programs, ii. Global Campaign for Children (The Eliminate Project), iii. Young Children: Priority One (10/14)

The U.K. Convention Committee

The U.K. Convention shall take place on a date in the period June to September each year that fits in with the timing requirements of the K.I. and KIE Conventions. This gives an opportunity for members of the K.I., KIE Boards and officers from our sponsoring Nation. It is the duty of every member to try to participate in the U.K. Convention. The venue of the Convention will be chosen by the President-Elect, and the organization of the event will be controlled by a Convention Committee comprising members selected by that Coordinator-Elect

The Duties of Lieutenant Governors

It is expected that the Lieutenant Governor: Support the goals of the U.K. Broad and action their objectives. Be accountable for meeting the membership growth goals for the division. Drive membership growth in the District, specifically by focusing on the opening of new Kiwanis clubs and assisting current clubs in recruitment and retention efforts. Invest time and resources in those clubs with the potential for the greatest return. Evaluate, coach, support and provide positive reinforcement to Kiwanis clubs in the division. Communicate regularly with club presidents. Visit each club twice in one year. Provide opportunities to meet face to face by Scheduling one business divisional council meetings and one social meeting. (10/14)

ARTICLE X –KNUK AUTHORITY ON SIGNATURES AND COMMUNICATION

Section 1 – Signatures on contracts and agreements

The Coordinator of the United Kingdom will sign the contracts and the agreements, which concern the United Kingdom's operations and conventions. He/she is the sole signatory. The U.K. Coordinator and the Treasurer will both sign all financial agreements.

Section 2 – Signatures on bank operations (02/15)

Bank operations up to £1000 (one thousand) Pounds on all current accounts of the United Kingdom need the sole signature of the U.K. Coordinator, the Treasurer or immediate past Coordinator. Bank operations over £1000 (one thousand pounds) on all current accounts of the United Kingdom need the combined signature of two officers and the Treasurer.

Bank operations on all saving accounts of the Treasurer need the combined signature of the U.K. Coordinator, the immediate past Coordinator, the Coordinator-elect and the Treasurer.

The Executive Committee can unanimously adopt a resolution regarding the signature regulation at its first preliminary meeting in May for the coming administrative year.

Section 3 – Report of the Board members

During the Board meetings, the following officers will report on their activities: the U.K. Coordinator, Coordinator-Elect, the Lt. Governors and the KNUK Committee Chairs.

Section 4 – Report of the KNUK Trustees

The U.K. Board shall appoint trustees whose overall responsibility is to see that not only are KNUK operating within the rules, regulations and procedures as defined in these articles, but also that KNUK is operating within the laws of the U.K. and in a manner which enhances its good reputation

The KNUK Trustees must inform the U.K. Board of any situations or activities of members that might be Detrimental to KNUK

ARTICLE IX- WAIVING OF UNITED KINGDOM DUES

Section 1 - United Kingdom Board

The United Kingdom Board shall have the authority to waive totally or partly the United Kingdom dues and the Convention fees, as defined in article XII, section 2 of the United Kingdom Bylaws.

ARTICLE X- EXPENSE COVERAGE FOR UNITED KINGDOM OFFICERS (02/2015)

Section 1 – General regulations

In the preparation of the Budgets of KNUK provision should be made in advance for travel expenses to be incurred by the officers of KNUK. No overspend can be allowed without the confirmation from the Coordinator and the U.K. Treasurer that funds are available for additional expenses

United Kingdom officers, district Coordinator, leaders and representatives, Kiwanis nations delegates and U.K. advisors, trainers, committee chairs and members are reimbursed for their

expenses when attending United Kingdom Board meetings, the United Kingdom Convention, and all United Kingdom committee meetings they are officially invited to attend.

The following expenses are reimbursable, if they are provided by the budget and correspond to the specifications of the following sections.

Section 2 - Transportation

Transportation allowance for all the above-mentioned official meetings shall cover all costs between the home of the attendee and the meeting place of the event (all claims are in pounds).

- When travel is made by airplane, reimbursement shall be limited to the cheapest available round-trip airfare (economy or similarly class). Upgrades in fare class are allowed, but only made at the expense of the individual. In that case, reimbursement will only be on an economy fare base.
- When travel is made by train, reimbursement shall be limited to a first-class train fare by the most direct route.
- When travel is made by automobile, £0.42 (thirty-two cents) rate per miles will be reimbursed. This cost shall not exceed the cost of the cheapest available airfare between the same points.
- When travel is made by taxi, reimbursement shall be limited to the maximum number of pounds £30 (thirty Pounds), unless otherwise authorized by the U.K. Coordinator.

Expenses for the accompanying partner will not be reimbursed, unless provided in these policies (Section 6).

Section 3 - Housing

All hotel reservations shall be made and paid by the United Kingdom. Only on travel days and with the prior approval of the U.K. Coordinator, hotel allowances shall be reimbursed against hotel invoice on the basis of a standard single room rate of the assigned hotel (breakfast included).

Section 4 - Meals

All official meals shall be provided and paid by the United Kingdom. Only on travel days and with the prior approval of the Coordinator, a reimbursement - on the basis of receipt - can be paid up to a maximum of £20 for luncheon and £30 for dinner.

Section 5 – Submitting and payment of expense sheets

Submitting of United Kingdom expense sheets shall be made not later than thirty (30) to Ninety (90) days after conclusion of travel. The original and/or scanned documents of hotel and restaurant invoices, as well as airline and/or train and taxi tickets must accompany it.

Failing to submit or confirming expense sheets and/or accompanying documents within the above-mentioned time limit may result in a refusal by the U.K. Coordinator to pay partly or totally the submitted expense sheets (10/2015)

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.

Section 6 – Expenses of the United Kingdom officers

a. Attending the Kiwanis International Convention

Travel of the U.K. Coordinator and partner to the Kiwanis International Convention shall be on Economy + airfare basis.

b. Attending the KIE Convention

Travel of the U.K. Coordinator to the Kiwanis KIE Convention shall be on Economy + airfare basis for 3/2 days by KIE and the district cover the other days up to two days.

KNUK to contribute to KIE convention expenses as follows (08/22):

i. KNUK Coordinator: 1 night inclusive of Accommodation £95, Lunch £20, and Dinner £30.

ii. KNUK Coordinator Elect: 3 Nights inclusive of Accommodation £95, Lunch £20, and Dinner £30.

Any additional is subject to approval by the board.

c. Attending Divisional meetings

Board officers may be assigned to attend events on behalf of the U.K. Coordinator and are entitled to claim reimbursement of their expenses as stipulated in the sections 2 to 5 of this article.

d. Attending Clubs installations/ visits

Board officers may be assigned to attend events on behalf of the U.K. Coordinator and are entitled to claim reimbursement of their expenses as stipulated in the sections 2 to 5 of this article.

e. Belgium Convention

The U.K. Coordinator +1 is covered by the sponsoring District for two nights, dinner and travel up to £500.

f. Organizing the KNUK Convention

The Coordinator-Elect is entitled to claim travel expenses incurred in the organization and the localization of the KNUK Convention, which will be held during the Coordinator-Elect's administrative year as U.K. Coordinator.

Section 7 – Expenses of the District officers and Chairs

Lt. Governors attending U.K. Board meetings shall be reimbursed in the following manner:

a. The preliminary May meeting:

b. The October meeting: transportation

c. The February meeting: transportation

d. The prior Convention meeting: transportation + housing 2 nights.

District officers and chairs, and U.K. Kiwanis nations delegates, when invited to attend U.K. meetings shall be reimbursed at the same conditions as U.K. officers and as specified in sections 1 to 4 of this article.

Section 8 – Expenses of Kiwanis International Officers and Trustees from Europe

The members of the Kiwanis United Kingdom Board, officers and trustees, and two members of the Sponsoring District can be invited to attend United Kingdom Board meetings and shall be invited to attend the United Kingdom Convention. Their expenses shall be reimbursed at the same conditions as United Kingdom officers, except for costs covered by K.I. or KIF policies and travel cost.

ARTICLE IX: FINANCE

IX.1. Contributions

IX.1.1. The ordinary district contribution due by the clubs is determined by the district bylaws. This contribution can be modified on the proposal of the Board and the district treasurer and will be applied in accordance with the provisions of the statutes.

If no new decision of the general meeting is made the applicable amount in the previous year is automatically renewed.

The general meeting may, in addition, vote for the current year and the proposal of the Board of Directors, any extraordinary contribution for a specific action.

IX.1.2. Prior to the general meeting, the present district treasurer should have called for ordinary contributions equivalent to those applied in the previous year. They may be revised at the General Meeting.

IX.1.3. The regular contribution due to the District, those due to KIE and K.I., the division of contribution when established in accordance with Article VI.10.1. and the amounts due for the registration of three members per club at the annual meeting of the District are required for each Kiwanis club (02/15)

IX.1.4 The district shall pay the assessment due to the district operating expenses, except for insurance premiums (02/15).

IX. 1.5 The district shall allow clubs to submit for a grant of £20 for young professionals. These are members age 18 to 39 to encourage young professional memberships for the period of 1st October 2020 to 31st September 2023 (Three years trial). (08/20) Extend the Young Professional UK grant for the discount of £20 for district dues for ages 18– 40 for the period 1st October 2022 to 31st September 2025 (Another Three years). Note clubs can choose to pass on the discount to the member or continue to include the £20 in the invoice to the member. (08/22)

IX.2. Reimbursement

IX.2.1. The reimbursement of travel and accommodation of district officers and officials as well as the administrative costs incurred for the needs of the District as part of missions are reimbursed on the basis of supporting written documents, within the budget approved by the Board of Directors.

Exceeding a budget item needs to be a decision of the Board of Directors, after consultation with the U.K. treasurer, prior to reimbursement.

IX.2.2. The travel and accommodation expenses of the U.K. Coordinator acting in his official duties are reimbursed:

- ☐ according to actual costs on justification, in the event of travel by rail or air (economy class the best price);
- ☐ according to the district expense travelling by car;
- ☐ according to the cost of overnight accommodation in a budget hotel.

IX.2.3. Travel expenses of other district officers, committee chairs, past U.K. Coordinator, are reimbursed on the basis of the mileage package.

IX.2.4. These refunds relate exclusively to attend meetings of the Board and district conventions as well as:

- ☐ The lieutenants-governors, on a one training session as an elected official and two visits to clubs in their division (including clubs in training) and two divisional meetings per year;
- ☐ two annual meetings of the Committee at most.

IX.2.5. Committee members and other officials are reimbursed at a maximum of two annual meetings or in the tasks specifically assigned to them in writing by the U.K. Coordinator.

IX.2.7. The amount of mileage packages shall be Forty-two p (£0.42) amount

IX.2.8. The cost of meals, evening or receiving mission district officers and their spouses are dependent on clubs or divisions that host them.

IX.2.9. Any expense report produced after 31st October following the end of the year will not be honored. It will be the same in the absence of supporting documents or reports of visits to clubs or division or committee meeting.

IX.2.10 accounting

IX.2.11. Unless for other legal provisions, district accounting is performed compulsorily and continuously for each year using the same simple accounting plan adapted to the Kiwanis and computerized. This accounting plan is approved and adapted by the District's Board of directors upon proposal of the Finance Committee.

IX.2. 2. The fiscal year runs from 1st October of each year to 30th September of the following year. On 1st October at the latest, rights available on different bank accounts belonging to the District or open to the district name will be transferred to the new team.

IX. 2.13. The report published each year should include for comparison the balance sheet figures for the previous year. The accounts of income and expenditure shall include, for comparison, the numbers of the approved budget for the year.

IX. 2.14. The accounts must enter a line "budget reserve". The budget reserve shall be 20% of the total current year budget and the amount is set each year by the Board of Directors at the first meeting of the year.

IX. 2.15. The result of a financial year shall be carried forward automatically.

IX. 3.1 budget commitments

IX. 3.2. Any unintended engagement in the budget or exceeding the limits set by the budget approved by the Board of Directors shall be binding upon the District if it is subject to a decision of the Board of Directors, after consultation with the Treasurer.

IX. 3.2. Any contracted financial commitments (e.g. Insurance payments) that extend beyond the current year and which cannot be completed subject to the terms of a contract notice beyond the current year must be reported by the U.K. Coordinator who will inform both the Coordinator Elect and the District Treasurer of the ongoing liability.(05/15)

IX. 4. Fresh Divisions

IX. 4.1 The accounts of the division and supporting documentation will be made available to the Commissioner of designated accounts, no later than two weeks prior to the first meeting of division following the budget year. At this meeting, the immediate past lieutenant governor presents the results of its financial year reports to the Assembly on the regularity of accounts that have been submitted to it; the division meeting decides the allocation of profits. (02/15)

IX. 4.1 The Lieutenant Governors shall submit for approval by the division at its general meeting his/her budget for the following fiscal year and at each Divisional meeting shall report on performance against that budget. (02/15)

ARTICLE IIX- KIWANIS UK INSIGNIAS AND COLLARS

IIX: COLLARS for OFFICERS

IIX.1. Necklaces with Kiwanis medal for the various functions include:

- IIX.1.1: for officers and district leaders:

- a) dark blue cord to the Coordinator, the Coordinator elect and Coordinator past;
- b) gray cable money to the Secretary, the Treasurer and the lieutenant governors of the District;
- c) gray cord money for the past lieutenant governors, the past Secretary and Past District Treasurer for the year following their output function;
- d) green cord for the region to advise and committee chairs; -

IIX.1.2: for the officers and club officials a) black cord for the President, the immediate past president, (s) Vice President (s), president-elect, Secretary and club Treasurer; b) dark gray cord for other club leaders.

IIX.2. The cords are attached strips bearing the names of successive holders, including the office.

Article XIII:

FOUNDATIONS / ASSOCIATIONS

IIX.1. foundations

IIX.1.1. To be created a within 2015

Article IIIX: KIWANIS CLUB YOUNG PROFESSIONALS (02/15)

IIIX -1 Within the District create a new organization of Kiwanis Club Young Professionals (YP-KC) as a non-profit organization, which is open to adults [at the time of entry] preferably between 18 and 40 years.

IIIX -2 Any group of three or more potential members can function as a satellite club of the KC-YP organization and can add to their official name, the words Young Professionals / Y.P.

IIIX -3 KC-YP dome and its satellite clubs are all subject to all the rules and regulations of K.I., KIE and District and have the same rights and obligations as other Kiwanis clubs, except that is provided below.

IIIX -4 Once the satellite club has seven (7) members will bear the name 'club training' and should preferably, within three (3) years after the first meeting of the 'new club', make organization to request Lieutenant Governor of his division.

IIIX -5 At the time of its organization the satellite club leaves the KC-YP and becomes a fully autonomous club you can add more to his name Young Professionals / Y.P. which use the words Young Professionals / Y.P. in its official name.

IIIX -6 the district dues for age 18 to 25 to be waived and reviewed yearly (02/15)

IIIX -7 As the KC-YP organization builds the clubs shall have representation on the KNUK Board

ARTICLE IIIIX: RULE OF INTERNATIONAL RULES

No article of the district internal rules can override the rules defined by the statutes of Kiwanis International, European Federation or the District (02/2015)

ARTICLE XI - UNITED KINGDOM CONVENTION

Section 1. - Convention Agenda

The order of the day of all annual United Kingdom Conventions contains the following points:

- First: determination of the existence of a quorum;
 announcement of the final order of the day;
- Second: approval of the minutes of the last United Kingdom Convention ;
 report by the U.K. Coordinator of the activities of the United Kingdom;
 report by a Lt. Governor of the activities of the United Kingdom Board
 report by the Immediate Past Coordinator on the financial situation of the U.K. of
 the past administrative year;
 presentation of the written audit report;
 acceptance of these reports and discharge of the Board;
- Third: report by Kiwanis United Kingdom Board members from U.K.;
 nomination and election of Kiwanis United Kingdom Trustees for U.K., when
 needed;
- Fourth: voting of amendments and resolutions;
- Fifth: nomination and election of U.K. officers;
 presentation and approval of the budget for the next administrative year;
 presentation of the Secretary;
 presentation of the city and place for the next U.K. Convention.

Article XI: DISCIPLINE OF CLUBS (10/08)

XI.1. If a club does not pay on time its financial obligations to the District or does not comply with the provisions of the statutes and regulations within the District, the club will be in "irregular situation" and the Governor of District may request, in agreement with the Board of Directors after last official notice sent by registered mail to the club received no positive response within 30 days, suspension or revocation of the club as a member of Kiwanis International.

XI.2. Once a club is in the "irregular situation" as described in section XI.1., The District Board of Directors may, upon proposal of the U.K. Coordinator, decide by simple majority vote after a last official notice sent by registered mail to the club received no positive response within 30 days, suspend all or part of the services and privileges granted by the District to the club and to prohibit any club participation in district activities .

XI.3. Confirmation of the "irregular situation" as described in section XI.1., And the resulting decisions shall be communicated by the Governor, or a person designated by him or her, the President and the Secretary of the club concerned, with a copy to his lieutenant governor.

XI.4. The suspension of services and privileges and the ban will take effect from the date of communication of confirmation, as described in section XI.3., The President and the Secretary of the club concerned, with a copy to his lieutenant -Governor.

XI.5. From the moment the club will be found in "regular", the U.K. Coordinator, or a person designated by him or her, notify the club concerned the cancellation of the suspension of services and privileges and the club ban to participate activities at the District, with a copy to his lieutenant governor.

XI.6. Should any Club in the U.K. wish to be wound up that winding up shall be done within the rules and regulations of K.I. and KIE

Article XII: MEETINGS OF THE BOARD

XII.1. Attendance at board meetings

XII.1.1. The following may be invited to U.K. Board Meetings

: District officers (Coordinator, the immediate past Governor, governor elect, the district secretary, district treasurer and -governors lieutenants) all members of the Board with right to vote;

- Other members including Committee Chairs and Councilors may be invited by the Coordinator/Governor to attend meetings of the Board of Directors, all with voice but without vote:

XII.1.2. Lieutenant Governors elects are invited by the Governor elect at the meeting of the Board held the day before the annual meeting, as auditors and their fees.

XII.1.3. A lieutenant governor may be accompanied his elect, as an observer and at the expense of the latter, at any meeting of the Board if it suits him.

ARTICLE XIII: ADMINISTRATIVE ORGANIZATION OF THE DISTRICT

XIII.1. District Secretary

The district secretary shall perform the various tasks entrusted to it by the Statute; coordinates and supervises the overall administration and district archives.

XIII.2. financial Committee

The Finance Committee ensures continuity in the accounting and budgeting.

The Finance Committee shall be convened by its Coordinator.

The Governor will be invited to attend these meetings.

XIII.3. administrative functions

XIII.3.1. They shall appoint, for the duration of his term, a person or persons who will be responsible for the district administration management.

XIII.4. Executive Office

XIII.4.1 The Executive Board is composed of the Coordinator, the Coordinator elect, immediate past of the Coordinator, the Secretary and the district treasurer.

XIII.4.2 It ensures the daily management of the District and prepares the agenda of meetings of the Board of directors and the general meeting of the District. (02/15)

XIII.4.3 It meets at the request of the coordinator or two (2) members to discuss any matter concerning the life of the District.

XIII.4.4. It ensures the proper implementation and monitoring of policies and missions decided by the Board of Directors and the general meeting of the District. (02/15)

ARTICLE XIII: GENERAL ASSEMBLY

XIII.1. The proposed amendments to the district bylaws and any proposed resolution must be received at the District Secretary at least 60 days before the date of the annual general meeting. It transmits to the Committee of the statutes, regulations and resolutions which will report to the Board of Directors and the General Assembly.

XIII.1.1 The district secretary shall send to the Secretary of every club in the District and all district officers, auditors, committee chairs, regional councilor and past Coordinator, not later than thirty (30) days before the date of the general meeting, the agenda of the general meeting, as proposed by the U.K. Coordinator on the Board of Directors.

XIII.1.2 Any club not represented by three (3) Minimum delegates will have to set the same fees that normally represented clubs.

XIII.1.3. The Coordinator may, at the annual conference, organize one or more discussion workshops (forums and working groups) on the functioning of the Kiwanis at its various levels and the performance of its

Section 2 (08/21)

a. The nomination and election procedures for officers to be elected at the annual UK convention shall be as follows:

(1) The Coordinator-Elect shall be the sole candidate for the office of UK Coordinator.

(2) All candidates for the offices of Coordinator-Elect for the announced number of terms available must submit notice of candidacy to the UK Board no later than the board meeting of the annual UK convention.

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

- ☐ The candidate shall have completed a full term as a club President prior to announcing his/her candidacy to Kiwanis UK for Coordinator-Elect.
- ☐ Written consent of such person has been given at the board meeting. The UK board must confirm acceptance of candidacy if the candidate met the requirement.
- ☐ The candidate has been endorsed by a UK past or current Club President or a UK past or current Board officer or member prior to the candidate announcing his/her candidacy to Kiwanis UK Board.
- ☐ A clear criminal history background check has been conducted and verified by Kiwanis UK before or after the convention.

(4) Nominee: In the event of 2 or more nominee the Coordinator/ UK Board shall designate a time for a run-off election for such office on the agenda. For the run-off election, the nominee receiving the greater number of valid votes cast, would be confirm as the nominee receiving a majority of the valid votes cast and shall be elected.

Resignation

- (1) In the event of a resignation of the Coordinator the Coordinator-Elect or IP Coordinator has the opportunity to stand in as acting Coordinator for the duration of the year.
- (2) In the event of a resignation of the Coordinator-Elect there should be an election at the general assembly for the Coordinator and Coordinator-Elect.
- (3) The nominee can only be nominated for one vacant role. See point 3 and 4 above.
- (4) For the candidate of Coordinator a clear criminal history background check has been conducted and verified by Kiwanis UK before the convention.

Nomination process

- (1) Nomination form for Coordinator and/or Coordinator-Elect should be sent to the UK board 7 days before the May board meeting.
- (2) The UK Board to have a meeting on or by 28th May to review and accept or reject candidates with reason.
- (3) The candidate for UK Coordinator to present their teams (committee chairs) and plans for the forthcoming year to the UK board on or by the May board meeting.
- (4) The candidate for Coordinator-Elect to present their plans to the UK board on or by the May board meeting.
- (5) All nominees: Accepted nominees will be presented at the general assembly. In the event of 2 or more nominees there will be a run-off election, the nominee receiving the greater number of valid votes cast, will be confirmed as the nominee receiving a majority of the valid votes cast and shall be elected.

ARTICLE XIIIIV: Criminal History Background Checks

(Adopted by the Kiwanis International Board, 25th January and 26th April, 2014)

XIIIIV.1. Acceptance of Background Check Results from Districts

XIIIIV.1.1 When someone is required to have a clear criminal history background check "conducted and verified by Kiwanis International," Kiwanis International may accept criminal history background check results provided by a district as "clear" if the following criteria are met and verified in advance: (02/15)

XIIIIV.1.2 The service provider used by the District must first be approved by Kiwanis International. The District shall contact Kiwanis International's Risk Management Department for complete details on securing approval. If the District's provider changes its process or criteria, new approval must be secured. (02/15)

XIIIIV.1.3 The District must assure Kiwanis International in writing that, when determining the background check to be "clear," it adhered to the same criteria used by Kiwanis International, as stated in Kiwanis International procedure. (02/15)

XIIIIV.1.4 The District must assure in writing that its background check search process is at least equal in breadth and depth to the search conducted by Kiwanis International.

XIIIIV.1.5 Nothing herein prevents Kiwanis International from requesting the current procedures from any district or its provider at any time. (02/15)

XIIIIV.1.6 Implementing a background check process brings additional risk and liability to the District due to the need to secure members' personal information and the possibility that a check

will not 'catch' all criminal history. Districts that conduct their own background checks and therefore assume this risk are strongly encouraged to put proper processes and safeguards in place in advance and to purchase Directors and Officers insurance. (02/15)

ARTICLE XIIIIV PAYMENT OF CHARTER MEMBER FEES BY NEW CLUBS
(KIWANIS INTERNATIONAL BYLAWS INTERPRETATION Adopted by the Kiwanis International Board 26th April, 2014)

XIIIIV.1. For Reference

Article XXII, Section 1 – states in part "...each club shall pay to Kiwanis International for each member, with the exception of those holding life member status, the sum of forty-two dollars (U.S. \$52.00) per annum"... "due annually on 1st October..." (07/2015)

And **Article XXIV, Section 2** – states in part "Clubs covered by such insurance shall be billed for premiums by Kiwanis International, pro-rata, based on membership..."

XIIIIV.1.1 Interpretation – For new clubs formed on or between 1st August and 30th September of any administrative year, the charter member fees paid by such club shall be considered payment of the applicable dues, magazine subscription fees, and insurance fees for charter members of the new club for the following administrative year commencing on 1st October. (Example: A new club formed 1st August, 2014, pays charter member fees during 2013-14. That will also be considered payment of dues, magazine, and insurance for the original charter members for the 2014-15 administrative year. The club will be required to pay regular dues, magazine, and insurance for the 2015-16 administrative year and thereafter.) (4/14)