Capital District, Kiwanis International

May 2024 Board of Trustees Meeting

Agenda Point – Add New Section – Handling of fees collected during new club chartering

Background

Capital District has experienced instances where Kiwanis International has not provided funds for newly chartered clubs on a timely basis. There is currently one new club that was chartered in September 2023 that is still awaiting funds from Kiwanis International. The District Board has directed that a new process for handing funds collected during new club chartering be developed to alleviate this issue.

RECOMMENDATION

The committee recommends the following new Section 33 – Handling of New Club Charter Fees be created:

Section 33 – Handling of New Club Charter Fees

A. Collection of New Club Charter Fees – all fees collected for newly chartered clubs be deposited with Capital District Kiwanis when collected from new members joining these clubs.

B. Submission of Chartering Fees for New Clubs – the Executive Director shall provide a check to Kiwanis International Member Services for fees that would normally be retained by Kiwanis International as part of the club chartering process. This will not include the amounts that will be returned to the new Kiwanis clubs by Kiwanis International. This check should be included as part of the new charter paperwork submitted by Kiwanis International if possible or within thirty (30) days of the submission of the chartering paperwork.

C. Fees for New Clubs – monies that would normally be returned by Kiwanis International to new clubs would be held by Capital District until notification that a new club charter has been approved. Once the notification is received by Capital District, the fees will be released to the new Kiwanis club within thirty (30) days of that notification.

Operational Impact

The new process will allow Capital District Kiwanis to have the funds collected be given and deposited by the Executive Director and that a check for the portion owed to Kiwanis International be submitted along with the new charter paperwork. Once Kiwanis International has approved the charter application and notified the District and new club, the portion of the funding shall be provided to the new club within 30 days of that notification.

New Club Opening Teams would need to be instructed by the District Membership Chair or their designee that any checks received from new members during the chartering process should made out to Capital District Kiwanis instead of Kiwanis International.

If approved by the Board, the Executive Director will modify and publish a revised policy code.

Financial Impact
New Kiwanis clubs chartered in the Capital District will receive their funds on a timelier basis than the current process used by Kiwanis International. This will allow new clubs to start activities more quickly and help with their new organizational activities.

Respectfully submitted,

David Lurie
Chair, Bylaws and Policy Committee
Capital District Kiwanis