



**Kiwanis®**  
**OHIO DISTRICT**

## **Certified Leadership Education**

and  one more thing...

*(Information we felt you should know, but wasn't put in the training materials)*

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## Kiwanis Club Officer Responsibilities

Sharon O'Neal, Governor 2005-06

### Lt. Governor

The Lt. Governor is the leader of the Division. He/she invests balanced efforts in working with existing clubs and opening new clubs to strengthen Kiwanis in the communities of the Division. This position is the connection between the clubs and the Ohio District Board as well as Kiwanis International when it comes to communication, resources, education opportunities, and information. The Lt. Governor works closely with club leadership in the Division to ensure they feel supported and have access to help them improve the club members' experience.

#### Responsibilities:

- \*Participates in Lt. Governor orientation
- \*Attends District Board meetings
- \*Appoints Division Leadership team
- \*Directly supports the clubs in the Division
- \*Works to coordinate club president education
- \*Serves as leader for Division membership by assisting clubs with member invitations and member engagement efforts
- \*Visits clubs in the Division as well as supporting their service and fundraising projects
- \*Shares Key messages from the District and Kiwanis International
- \*Identifies potential new-club possibilities
- \*Encourages participation in club leadership education opportunities – club officer education, Mid-Year Education Day, Kiwanis International Convention, District Convention, and Division meetings
- \*Encourages participation in the Sponsored Leadership Programs
- \*Facilitates Division Council Meetings – minimum of 4 per year
- \*Hosts Governor's Visit to the Division
- \*Helps to identify the new Lieutenant Governor Elect and ensures a seamless transition
- \*Encourages clubs to invite District Chairs to speak at meetings
- \*Recognize Clubs and Members for achievements

### President

As presiding Officer of the Club and the Board, the president works closely with the club leadership team including the Vice President, Treasurer, Secretary, Board of Directors, and Committee Chairs. Their responsibility is to establish a strategic plan, set goals for improving the members' club experience, and strengthen the club by adding new members.

#### Responsibilities:

- \*Organize an effective leadership team by appointing and training effective committee chairs
- \*Encourage club leaders to participate in education courses provided for their roles
- \*Establish a strategic plan for the club, including goals for membership and community service
- \*Motivate members and committees to achieve their goals
- \*Support committee activity to ensure successful club experience

\*Ensure the club continues to be relevant to the community and to the members through periodic assessments

\*Gain an understanding of sponsorship responsibilities to Service Leadership Programs and encourage members to become involved

\*Provides club members with Kiwanis Youth Protection Guidelines

\*Encourage Inter-clubbing especially within the Division

\*Implement a succession plan for future leaders to ensure a seamless transition

\*Communicate regularly with club members about club business and activities

\*Reward and recognizes member and committee achievements

\*Attend Division Council Meetings, Mid-Year Education Day, Kiwanis International Convention, and District Convention, as well as encouraging officers and members to also attend

\*Work with Lt. Governor to strengthen the club

### **Treasurer**

Whether it is filing essential paperwork or paying bills on time, the Treasurer is a key club officer who contributes to ensure the finances are in good working order. There is much “behind-the-scenes” work to keep all club finances in good standing and to share that information in a concise way with the club board and members. This also impacts the relationship the club has with the community. The Treasurer is entitled to participate in all board discussions and eligible to vote on any question.

#### **Responsibilities:**

\*Work with the club secretary to coordinate the club's financial responsibilities and records

\*Serve as an advisor to the club on financial matters

\*Guide the board in preparing an annual budget

\*Collect all funds due to the club and for keeping the records of membership fees and dues, unless these are delegated to the secretary

\*Coordinate the collection and disbursement of money as directed by the board

\*Receive and promptly deposit all funds paid to the club

\*Maintain the Club's financial accounts and records

\*Reconcile cash accounts on a monthly basis

\*Prepare and distribute dues bills to members

\*Provide a monthly financial report to the club board

\*Compile an annual financial summary of income and expenditures for the

annual club meeting \*Make club records available upon request

### **Secretary**

The club secretary ensures club operations run efficiently and manages many of the details that make the club experience great. The club works closely with the president and board of directors. The secretary may be an elected officer or appointed and can participate in all board discussions and vote on any question put to vote by the presiding officer.

#### **Responsibilities:**

\*Management of all club records, including minutes and attendance at all

club and board meetings \*Manage and maintain club and membership

records on-line

\*Make club records available upon request

\*Maintain club's permanent files

\*Share all communications received from Kiwanis International and the District as appropriate \*Forward the club Insurance Resource Guide to the Safety Coordinator

\*Submit all official reports required by Kiwanis International, the District, Division, and Club

\*Order merchandise and supplies from the Kiwanis Family Store

\*Ensure that the club follows current Kiwanis Brand standards in its internal communications and public awareness efforts

\*Manages or provide reminders regarding member background checks for advisors

\*Performs other duties as may be assigned by the President or Board

## Kiwanis Secretarial Reports - What they Are & Why they are Needed

**Cindy Champer, Past Governor 2006-2007**

**1. Monthly report** - Even though the format here has changed over the years, it is extremely important to submit this report by the 10<sup>th</sup> of the month following reporting month. For example, the January report would need to be submitted by the 10<sup>th</sup> of February.

This report is part of the Distinguished criteria used by the Ohio District and Kiwanis International for determining at least some of the awards. The report includes membership count, how often your club met, any interclubs, which service projects you did during this time period, any fundraising. This report is also available in pdf format if you wish to send to club officers.

Also when you do this report, it compiles all your information for you for any type of year-end report that might be submitted to KI; and also it is easy to compile this data for the president to report on to the board at any time.

**2. Election of Officers** - According to KI bylaws, this report must be submitted by June 1 to KI. The information provided here then is forwarded to both Kiwanis International and your Ohio District office to compile the names, phone, and email for officers of the coming year. This ensures that all officers get the most current and up to date information asap. This report is filed through the Secretarial Dashboard.

**3. International convention** - Naming of club delegates - This report is filed through the Secretarial Dashboard and goes to Kiwanis International. The secretary also has the option of making hard copies (a good idea) for all delegates attending the convention. For International, each club is allowed two delegates and two alternates. Past Governors, treasurers and some others often serve as Delegate at Large. Usually this report is due by April 30.

**4. District convention** - For district convention, each club is allowed three (3) delegates and three alternates. This form is posted on the Ohio District website and club secretaries are sent a QR Code to immediately access the information or they can find the information under "District Convention". Again, it is a good rule of thumb to make copies of this report for the delegates. If changes are needed on site, either the District Secretary/Executive Director, current Lr. Governor for your division, or the sitting District Governor can approve these changes.

### OTHER PERTINENT REPORTING INFORMATION:

**\*\*1. The 990 form**, which is required every year by February 15, is usually submitted by the treasurer, but can be submitted by a secretary/treasurer if that position is combined. Basically, this is an IRS report stating funds raised, what might be donated, levels for all this. Just consider it is government required and do it!!! You will be reminded in the Secretarial dashboard to submit this if your treasurer has not done so.

**\*\*2. Statement of Continued Existence** - Each club must file this report with the Secretary of State annually, usually the first of the Kiwanis year.

**\*\*3. Updated Club Roster** - KI usually says this form is due by October 10, but a good rule of thumb is that this roster be submitted to KI between October 1 and 10. Essentially this is your cleaned and scrubbed list of those who will be continuing with your club for the new year; it is the list upon which your invoicing is based! It is crucial to submit this list.

**4. Club Budget** - KI states that this document is due October 1, although I have also heard it is due no later than Oct. 15- 30. Again, the earlier in October you can do this, the better.

**SECRETARIAL DASHBOARD** - The Secretarial Dashboard is one of the most important tools that you have available to you. It allows you to not only do the monthly report, but it also compiles the annual report; has sections for you to check and report on training for club officers; to check and submit your election of officers report; and perhaps most importantly, there is a financial segment to this area, known simply as "Finances". Here you can check and see if your club is up to date in dues payment or SLP sponsorships; if not, the system will tell you what is owed and how and where to pay. This is also important if you submit a new member - once you enter that individual, you are billed new member dues and the report appears easily in the dashboard, for your use or payment; or a pdf form that can be sent to the treasurer for payment.

## Club Treasure, the Keeper of the Funds!

**Robert Day Jr., District Treasurer 2018-2019**

Being elected treasurer of your Kiwanis club is proof that your fellow members see you as a person of integrity—with an aptitude for finance. You've been entrusted the important responsibilities of collecting and disbursing your club's funds and maintaining accurate records. You—along with the club board—are responsible for your club's solvency and financial stability. Take pride in your leadership role. You've earned your club's trust.

**RESPONSIBILITIES** The treasurer works with the club secretary to coordinate the club's financial responsibilities and records. The treasurer often serves as an advisor to the club on financial matters, including setting a club budget. A Kiwanis club's treasurer is an officer of the club and a member of its board of directors, entitled to participate in all board discussions and eligible to vote on any question put to vote by the presiding officer. The treasurer is responsible for collecting all funds due to the club and for keeping the records of membership fees and dues, unless these responsibilities are delegated to the secretary. Club treasurers will find a list of resources at [www.KiwanisOne.org/leadertools](http://www.KiwanisOne.org/leadertools).

### QUALIFICATIONS

- Knowledgeable about bookkeeping and accounting
- Attentive to detail
- Organized

### DUTIES

- Guides the board in preparing an annual budget before the start of the fiscal year
- Coordinates the collection and disbursement of money
- Receives and promptly deposits all funds paid to the club
- Disburses funds as directed by the club board
- Maintains the club's financial accounts and records
- Reconciles cash accounts on a monthly basis
- Prepares and disburses bills to members
- Provides a monthly financial report to the board
- Compiles an annual financial summary of income and expenditures for the annual club meeting
- Makes club records available upon request
- Performs other duties as may be assigned by the president or board
- Fulfills all other duties documented in the Standard Form for Club Bylaws

*Dues and fees Kiwanis International dues and fees:*

*US\$52: Kiwanis International dues*

*US\$13: Liability insurance (North America and the Caribbean only)*

*US\$4: Directors and officers' insurance (North America and the Caribbean only)*

*US\$8: Magazine publication (for English-speaking members in North America)*

*\$26 Ohio District dues*

The club also has the option to set dues and fees that are retained directly by the club to cover or offset club operations. These monies stay in your club's administrative account.

For North American clubs only, when your club receives an invoice from Kiwanis International for continuing members or new members, both the Kiwanis International and district costs are included when applicable. To simplify the payment process for clubs, Kiwanis International collects all of the dues and fees mentioned above and then distributes them appropriately.

Some divisions request a voluntary contribution to either the division or the lieutenant governor.

### **Club accounts**

While some clubs may have the need for several separate accounts, every club has a minimum of two: the administrative account and the service/activities account.

The *administrative account* is for all administrative expenses of the club. The majority of these funds comes from annual club dues, meeting meals (if applicable) and membership fees from new members. The *service/activities account* is for the service programs of the club. Basically, the income for this account is derived from **fundraising** projects in which the public participates or from designated contributions.

Article 8, Section 1, of the club bylaws stipulates: **"Monies received for club service activities, regardless of source, may be used only for service activities."**

Article 8, Section 1, of the club bylaws stipulates: **"Monies received for club service activities, regardless of source, may be used only for service activities."** The service account covers expenses for all club service activities, as well as all educational, religious and charitable activities. This can include the cost of insurance.

The service account can also cover expenses associated with sponsorship of a Kiwanis Service Leadership Program (SLP) for youth, adults with disabilities or university students. Generally, money from any activity in which only members participate is deposited into the administrative fund.

Funds on deposit in the administrative account can be used for service expenses. However, not the reverse. *Kiwanis International has removed this restriction in the Kiwanis International Policies, so if a club wishes to combine accounts, they must change their club policies to reflect this change.*

*Service accounts receive income from:*

- Fundraising projects in which the public participates (may be net of expenses)
  - Members-only fundraising projects that are designated by the board as service fundraising projects
- Service accounts cover expenses for:*
- Club service activities
  - Charitable, educational and religious activities of the club
  - Expenses associated with sponsorship of a Kiwanis Service Leadership Program
  - All or part of the expenses associated with liability insurance (if applicable)

*Administrative accounts receive income from:*

- Dues
- Membership fees
- Meals (if applicable)
- Assessments

*Administrative accounts cover the expenses for:*

- Kiwanis International and district dues

- Kiwanis International and district conventions
- Magazine subscriptions (if applicable)
- Meals (if applicable)
- Club newsletters (if applicable)
- Club programming expense
- All or part of the expenses associated with liability insurance (if applicable)

#### REMEMBER:

- Income from fundraising projects in which the public participates MUST go into the service account.
- Administrative and service accounts must be maintained and reported separately.

#### *Annual audit*

The bylaws of every club require an annual audit of club accounts, which can be completed by either a qualified accounting firm not affiliated with any club member or a standing financial review committee, as provided in club policy. **REMEMBER:** • The audit is required by the bylaws of every club. • The audit may be completed by the club's financial review committee or a qualified accounting firm.

#### **FILES TO BE MAINTAINED BY THE TREASURER**

- Club checkbook/ bank card
- Paid invoices file
- Cash receipts file (deposit records)
- Bank statements and reconciliations
- Treasurers reports
- Budget files
- Official documentation required by state or local law

#### **PERMANENT RECORDS TO BE MAINTAINED BY THE TREASURER**

At the end of the fiscal year, you'll need to pass on certain files to the club secretary or the custodian of the club's permanent records.

- Cancelled checks (seven years)
- Financial records and reports
- Invoices
- \* Official documents related to the club foundation, if applicable

#### *Accounting system*

Accounting systems will differ, depending upon services and equipment available to the treasurer. Be sure that, when you develop your club accounting system, you:

- Identify all sources of income

- Identify all disbursements
- Create accurate financial reports
- Permit the accurate billing of members
- Report the financial standing of each member at any time

- Provide the secretary with data to prepare a statement of delinquent members for the president or board (such information is strictly confidential)

Kiwanis International currently has a preferred vendor that specializes in not-for-profit accounting software.

For more information, visit [kiwanis.org/clubtreasurer](http://kiwanis.org/clubtreasurer)

#### *Aplos Software*

Additional options can include QuickBooks or Excel or the like spreadsheets.

Form 990-EZ can be filed by organizations with gross receipts of less than \$200,000 and total assets of less than \$500,000 at the end of their tax year

#### **Short Form Return of Organization Exempt From Income Tax**

**Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations) ▶ Do not enter social security numbers on this form as it may be made public.**

▶ **Go to [www.irs.gov/Form990EZ](http://www.irs.gov/Form990EZ) for instructions and the latest information**

#### **About filing**



Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ*, must be submitted electronically.

The Form 990-N electronic-filing system moved from Urban Institute's website to IRS.gov in February 2016. **All filers** must register at IRS.gov prior to filing their next Form 990-N.

This is a one-time registration; you won't be asked to register again when filing next year.

Form 990-N must be completed and filed electronically. **There is no paper form.**

Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.

Use the Form 990-N Electronic Filing System (e-Postcard) [User Guide](#) while registering and filing. **Most common problems can be avoided by following the User Guide.**

For filing system and website issues, see [How to File: Frequently Asked Questions](#). If site issues are unresolved, call TE/GE Customer Accounts Services at 877-829-5500. A representative will file your Form 990-N information. Organizations should continue efforts to file, even if late.

### **Form 990-N filing due date**

Form 990-N is due every year by the 15th day of the 5th month after the close of your [tax year](#). **You cannot file the e-Postcard until after your tax year ends.**

**Example:** If your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

If your 990-N is late, the IRS will send a reminder notice to the last address we received.

While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will [automatically lose their tax-exempt status](#). Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year. Watch this IRS [YouTube presentation](#) for more information.

Completing the e-Postcard requires the eight items listed below:

[Employer identification number](#) (EIN), also known as a Taxpayer

Identification Number (TIN). [Tax year](#)

Legal name and mailing address

Any other names the organization uses

Name and address of a principal officer

Web site address if the organization has one

Confirmation that the organization's annual [gross receipts](#) are \$50,000 or less

If applicable, a statement that the organization has terminated or is terminating (going out of business)

### **Electronic Notice-Form 990-N (e-Postcard)**

#### **Organization Information**

#### **Complete Drop Box Questions**

### **Electronic Notice-Form 990-N (e-Postcard)**

#### **Organization Address and Principal Officer Information**

#### **Complete the information**

Your Form 990-N(e-Postcard) has been submitted to the IRS

**Organization Name:** KIWANIS INTERNATIONAL INC

**EIN:** 346554919

**Tax Year:** 2017

**Tax Year Start Date:** 10-01-2017

**Tax Year End Date:** 09-30-2018

**Submission ID:** 10065520190272514234

**Filing Status Date:** 01-27-2019

**Filing Status:** Pending

As a non-profit Kiwanis Clubs do not file tax returns to the State of Ohio, but rather with the Attorney General's Office, Charitable Registration Section.

Groups are required to use the online system to fulfill their duties under the Charitable Trust Act (ORC 109.23) and the Charitable Solicitations Act (ORC 1716.02). Multiple individuals from each organization are encouraged to create accounts in order to receive reminders on filing deadlines, confirmation of filings, and other important information.

The public can now [search our database](#) for information on whether groups are in compliance with Ohio's registration laws and get basic information on registered organizations. For additional information on nonprofits, search [www.GuideStar.org](http://www.GuideStar.org) for financial documents filed annually with the IRS.

***For the fiscal year indicated above***

Responses to the below questions determine whether the entire annual report must be filed. If, based on your responses, it is determined that the full annual report is not required, the filing process will end and your filing requirements for the year indicated above will be fulfilled.

**Be sure to enter only accurate information. Answers to the questions below cannot be altered if it is determined that a full annual report is not required.**

- \* Did your organization, on its own behalf, solicit Ohioans (contributions, instant pull tabs, bingo, special events, etc)? Yes No
- \* Did you hire a professional solicitor, fundraising counsel, and/or commercial co-venturer to solicit in Ohio? Yes No \* Enter Amount of Gross Revenue. Gross revenue does not include grants or awards from the government or 501(c)(3) organizations:
- \* Enter the Amount of Total Assets:

## What is next after being President?

### Vee Reifsnnyder, Past District Treasurer 2006-2007

You have been elected President of your current club because you have shown strong leadership skills. You will ensure that your club functions well in all its endeavors. Above all of this responsibility serving your club, you also will be charged with developing servant leaders for the future to ensure the Kiwanis mission at club level and beyond. Yes, that means looking and encouraging future leadership for your club after your year of serving as President, and also for yourself. You may also ask what is next for yourself, what way can you continue to share your skills, plus grow Kiwanis in membership and service? Kiwanis wants to use the leadership skills you already have and knowing these skills will increase as you experience serving as club President. Always be on the outlook for future leaders!

Knowing your club is one of many clubs within a division, as Club President, one should attend Division Council meetings and be active with divisional activities. Share all this with your club. Great way to get to know all the other Kiwanis and make new friends, share ideas, give support and take pride in contributing. Inter-clubbing is also a great way to get to know the other clubs, encourage this and be a part of it yourself. Divisions are led by a lieutenant governor, a natural next step for a club president.

You will work with and support the current serving lieutenant governor during the year you serve as President. They are a valuable resource for you and your club. They serve on the district board and can be a voice for you and your club, plus provide committee chairs to offer assistance to your club committee chairs. This is true at divisional and district levels.

There are many ways to continue serving after President at a higher level - here are a few listed for consideration: Divisional Committee Chair (appointed by LTG)

Lieutenant Governor Elect (knowing you will spend this year preparing for serving as Lieutenant Governor the following year)

District Committee Chair (appointed by the Governor)

District Governor (must have served as LTG)

Finance and Structure Committee (make application to be elected at District convention)

Ohio District Kiwanis Foundation (make application to be elected at their annual meeting)

District Treasurer (make application to be elected at District convention)

If you have interest in any of these, please make contact with any of the Ohio District Certified Instructors through the District Office. Learn more by reading the District Newsletter or talking with someone you already know that has served in one of these positions. There are many interesting and challenging opportunities that need your leadership skills.

## DUES FOR NEW MEMBERS

Soon you can spend more time improving your community — and less time figuring out how much to charge new members. A simplified dues policy began on October 1, 2021. On that date, the New Member Fee was eliminated from Kiwanis International and all Kiwanis districts. Instead, anyone who joins a Kiwanis club during the Kiwanis year will be charged prorated dues and fees, based on the month they join. On each subsequent October 1 (the first day of the Kiwanis year), all members will then be assessed the annual dues-and-fees amount.

The elimination of the New Member Fee was decided by the Kiwanis International Board in October 2019 to take effect on October 1, 2021.

Kiwanis International member dues are US\$52 per year for Tier A; \$34 for Tier B; and \$23 for Tier C clubs.

\* These amounts have not changed since 2015 and, per Kiwanis International bylaws, can only be changed by a vote of the delegates at a Kiwanis International convention. (Each district finalizes its own dues and fees based on its budgetary needs for the upcoming administrative year by mid-September for implementation in October. See the current district dues at [kiwanis.org/districtdues](http://kiwanis.org/districtdues).)

Kiwanis International uses the proceeds from dues and fees to fund meeting expenses, membership materials, shipping, grants, technology infrastructure and other expenses. Additionally, English-speaking members in the U.S. and Canada are charged \$8 annually for Kiwanis magazine and \$17 for liability insurance and Directors & Officers Insurance. Those fees will also be prorated for new members.

This chart will help you figure out the charges assessed by Kiwanis International for clubs in Tier A. Visit [kiwanis.org/dues](http://kiwanis.org/dues) for a monthly breakdown of dues assessed for clubs in Tier B and Tier C. TIER A NATIONS PAYING IN USD:

**JOIN OCTOBER 1-31** Pay US\$77 plus 12/12 of district dues

**JOIN NOVEMBER 1-30** Pay US\$70.58 plus 11/12 of district dues

**JOIN DECEMBER 1-31** Pay US\$64.17 plus 10/12 of district dues

**JOIN JANUARY 1-31** Pay US\$57.75 plus 9/12 of district dues

**JOIN FEBRUARY 1-28** Pay US\$51.33 plus 8/12 of district dues

**JOIN MARCH 1-31** Pay US\$44.92 plus 7/12 of district dues

**JOIN APRIL 1-30** Pay US\$38.50 plus 6/12 of district dues

**JOIN MAY 1-31** Pay US\$32.08 plus 5/12 of district dues

**JOIN JUNE 1-30** Pay US\$25.67 plus 4/12 of district dues

**JOIN JULY 1-31** Pay US\$19.25 plus 3/12 of district dues

**JOIN AUGUST 1-31** Pay US\$12.83 plus 2/12 of district dues

**JOIN SEPTEMBER 1-30** Pay US\$6.42 plus 1/12 of district dues

## FREQUENTLY ASKED QUESTIONS

*Why are we doing this?*

The Kiwanis International Board conducted an exhaustive review of its billing procedures in 2019 and determined there was too much complexity. Based on feedback from clubs, the Board voted to streamline the process, eliminate the New Member Fee and make the dues assessments fairer to new members.

*Do clubs need to prorate club dues too?*

No. Each club can set its own dues structure. We encourage you to use this change by Kiwanis International to review your club's governing documents on dues and fees and determine whether they are still relevant for the club.

*What about the fees charged by districts?*

Some districts do charge additional fees for items such as a district convention or a district publication. Check with the district secretary for specifics in your district.

*Are members entitled to a refund if they leave the club before October 1?*

Clubs do not receive a refund from Kiwanis International for dues, magazine subscription fees or insurance costs paid for members who are dropped from club membership before October 1.

*Do Key Club International and Circle K International alumni still qualify for a dues waiver?*

Yes. The alumni status of the new member should be reported to Member Services so that the member will not be billed the Kiwanis International portion of their assessment.

## Conflict Resolution Ground Rules and Best Practices

**Christopher Martz, Kiwanis International Director of Global Membership Education**

Ground rules set guidelines for behavior before/during/after your discussions regarding a specific conflict. Ground rules need to be agreed to by all parties prior to the discussion.

Best practices for conflict ground rules:

Agree to speak directly with the person with whom you are having the conflict

Attack the issue, not the person

Agree to have one person speak at a time

Really listen to each other and try to understand the other person's point of view (you're not just waiting for them to stop speaking so that you can speak)

Listen without interrupting

Be tolerant and patient

Demonstrate non-verbal cues that make the discussion more comfortable and productive

Consider multiple conclusions

Commit to work on this conflict until a healthy compromise is agreed upon

Agree to keep your conversations confidential unless you have specifically agreed to do otherwise

Other ground rules I wish to add

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Before discussing with your partner/group answer these questions from your perspective:

What exactly is the conflict?

What needs of mine do I feel are being threatened by this conflict?

What is the best possible decision that can be made?

What is the worst possible decision that can be made?

What is the most likely decision that can be made?

What can and will I support?

Following the discussion answer these from your perspective:

Is the decision fair and balanced?

Does everyone involved what needs to be done, how, and when?

Did I follow the ground rules?

## Robert's Rules of Order Cheat Sheet

*Robert's Rules of Order*, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following [tips and reminders](#) will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't over-command.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.
- All board members should be familiar with *Robert's Rules of Order*, which they can find [online](#) and in bookstores.

### Types of Motions:

1. **Main Motion:** Introduce a new item
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
3. **Privileged Motion:** Urgent or important matter unrelated to pending business
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
5. **Motion to Table:** Kills a motion
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

### Every Motion Has 6 Steps:

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.

**Announce the vote:** The chairperson announces the result of the vote and any instructions. **TIP!** If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions.

If a member objects, first ask for debate, then vote and then announce the vote.

### Requesting Points of Something

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a [Point of Order](#), Point of Information, Point of Inquiry or Point of Personal Privilege.

**Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

**Point of Information:** A member may need to bring up an additional point or additional information (in the form of a non debatable statement) so that the other members can make fully informed votes.

**Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

**Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority



Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
*Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority
Personal preference- noise, room temperature, distractions	"Point of privilege"	Yes	No	No	No	No vote

\*A member may make a [motion to reconsider](#) something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.



**Bill Pees, former Membership Team Leader for Ohio**

**Membership Enhancement** should be the main focus of every Kiwanis Club because it defines what it does - and why it exists. Below are several areas that can be addressed in strengthening your club:

### **Membership Satisfaction Survey**

Conducting a survey every year gives an indication of the likes and dislikes of the club members. These comments can be used as guides to improve the membership experience. It can be done individually, anonymous survey, open forums, wall sheets with questions/answers for participation. This survey can be found on [kiwanis.org/ACEtools](http://kiwanis.org/ACEtools).

### **Community Service Survey**

This survey is another tool that helps gather information on community needs from people who care: Community Leaders, Government officials, School Administrators, Chamber of Commerce, local media, other organizations like Boys and Girls Clubs. Clubs can then concentrate on using this information for new projects and recruiting members. This also can be found on [kiwanis.org/ACEtools](http://kiwanis.org/ACEtools).

### **Membership Growth Building Your Club**

Every club needs to have a **Membership Growth Plan**. There will always be attrition in every club, so membership is an ongoing process. Develop a prospect list which can come from the Community Survey, School Administration, business directories, Chambers, and other organizations as mentioned above. When making contacts with people do the following:

- -introduce yourself, tell them you want 15 minutes to ask them questions about community needs as they see them
- wear your name badge and go in teams of two
- Look at Rediscovering Your Community on [kiwanis.org/ACEtools](http://kiwanis.org/ACEtools)
- Be a good listener. They should be talking more than you
- Ask if they belong to a service club, then you can tell them about Kiwanis. Always tell them the mission statement about dedicated volunteers worldwide improving the world one child and one community at a time.
- Have membership applications with you and a brochure of your club's projects and fundraisers. • Make a statement that kids need Kiwanis to grow up healthy and strong, gaining self-confidence and a sense of service.
- It's about the next generation not the next election
- People that help with clubs live longer and gain more self-esteem
- Ask them to join in the effort to improve children's lives
- If they say No it is not a rejection- ask for their business card and leave yours. Keep notes on the Kiwanis note cards, if you don't
- Have a business card, KI will design one for you- 1-800-549-2647
- Ask them for referrals, remember corporate memberships
- Later send them a thank you note for their time.

### **Use of Social Media**

**Facebook has become a powerful tool in getting the word out in the community**, and is a relatively simple and inexpensive tool to utilize. We will also help in developing a Website or improving one. Contact [williampees61985@gmail.com](mailto:williampees61985@gmail.com) or [executivedirector@ohiokiwanis.org](mailto:executivedirector@ohiokiwanis.org).

### **Working with the Chamber of Commerce**

Every Kiwanis Club should join their local Chamber of Commerce. As a new member there will be a meeting featuring the Kiwanis Club plus other programs that the club can attend. This creates more contacts and the Chamber will publish a list of names that could be possible members. They will also feature events for all their members. Membership costs vary but \$200 is typical. Some Chambers have young professional groups that could be useful.

### **Retention**

One of the issues all clubs deal with every year is the fallout of some members for different reasons. Ways to avoid this are: **Orientation of New members**, assign current members that don't attend very often to projects or change committees, conduct a **Member Satisfaction Survey**, create a telephone committee (part of membership) to remind people of events and meetings.

There are 3 R's in Kiwanis: **Recruitment, Recognition, Retention**. One of the best tools for Achieving Club Excellence is the: [kiwanis.org/ACEtools](http://kiwanis.org/ACEtools) mentioned above and the **2 for 2 Program**.

## Governor's Project or First Family Project.

### Amy Zimmerman, Governor, 2015-2016

Each year, the Ohio Kiwanis Governor has the opportunity to share a service project that is their personal passion. Typically referred to as "First Ladies Project" or the First Family Project" or "Governor's Project" with members of all Ohio Kiwanis Clubs. The goal is to share a project so clubs can engage differently in your local community, to expand your local footprint, and to engage with members of your community in new ways which can open your service to new members. The Ohio Kiwanis District Foundation partners with the Ohio District Governor to provide a funding mechanism for financial support to the project. You can support the project through donations to the ODKF at [ODKF.org](http://ODKF.org).

Often Clubs will present checks payable to the foundation at the Divisional Meeting where the Kiwanis Governor is the Guest Speaker – also known officially as "The Governor's Visit."

*Examples of Previous "First" Projects include:*

Service Leadership Programs Support and Engagement

Bicycle Helmets for Safe Sporting

Amtrykes

4-H Camperships

Reading/Literacy Projects

Assistance Dogs

Backpack Food Programs for Kids

Healthy Kiwanians, Healthy Communities

Boy Scouts of America

Safety and Security for Children

Children's Hospital Foundations

Look for the announcement of the 2023-2024 First Family Project at the Ohio District Convention, in the Buckeye Bulletin, in the 2023-2024 Ohio District Directory and on the Ohio District website at [www.ohiokiwanis.org](http://www.ohiokiwanis.org).

## SMART GOALS

### James Bennett, Distinguished Lt. Governor 2017-2018

Goal setting is very important for Club Presidents, Officers and Board Members. Kiwanis International recommends SMART Goals. The SMART acronym stands for:

**Specific**

**Measurable**

**Action Oriented**

**Realistic**

**Time Bound**

Let's break each of these down further.

**Specific:** How would you know if you reached a goal if it was vague? For example, you could set as a goal, "I want our club to be better at the end of the Kiwanis year than it was at the start." All of us want this. Is it specific? What criteria would you use? How would you know? Advice for incoming officers and board members - be specific! Instead of saying you want a better club, define it. For example, "Our club will develop and implement one new service project that benefits the children of our community." Is that specific? Is it something you would know if you achieved it?

**Measurable:** There is an old expression that says you can't manage what you don't measure. Make sure your goals are measurable. You can state them in a way that has hard numbers or you can use percentages or whatever makes sense

for your situation. Just make sure you clearly state the measurable portion of the goal so that everyone knows exactly what it is. For example, if you want to increase your club membership by 10% during your Kiwanis year, that is fine. But be clear. What is your starting point? If you're starting with 30 members, then you'll need 33 members to achieve the goal.

**Action Oriented:** You need to be able to take action on a goal. Vague and unmeasurable goals don't allow that. We talked about those two factors earlier. Make sure you take the "active" voice and state the goal in a way that you and everyone else knows exactly what you're going to achieve. You don't need to define all of the sub-goals at the President level but you need to make sure the action is clear. For example, if you had a goal that said your club would have more community acceptance by the end of the Kiwanis year, what action would you take? How would you measure it? But if you said, the club will score 10% higher on a community acceptance survey used in the past, you would know what action to take.

**Realistic:** Be realistic about your goals. If your club is struggling to keep 15 members on the roster, it's not likely that setting a goal of having 100 members by the end of the Kiwanis year is realistic. Maybe adding 5 members would be more realistic. There is nothing that says you can't keep going. Additionally, you want buy-in from your committee chairs and members and you just won't get it with unrealistic goals.

**Time bound:** It is said that a goal without a date is just a dream. You have limited time in your Kiwanis leadership role. Dreaming may be fun but you want to accomplish something. Set deadlines and enforce them - kindly, gently, with class - but enforce them. Make sure everyone knows the date and agrees to it ahead of time.

#### **Other key points on goal-setting:**

**Limit the number of goals you set.** You want to achieve the goals. If you have limited time yourself and limited members from which to select committee chairs, then have your goals fit what can reasonably be accomplished. List all of the potential goals you have, and rank order them. You can't do it all.

**It's ok to have stretch goals.** Jim Rochford, KI President in 2017-2018, set some amazingly optimistic club opening goals. He never wavered and brought everyone along to achieve the goal. There was a singular focus and what appeared impossible at the start was accomplished.

**Put your best people on your most important goals.** Your life as a club president, officer or board member will be a whole lot easier if you don't have to do everything yourself. Find the people who can do it better than you, give them direction and then watch them achieve. Check in and provide direction but don't hover.

#### **Sample Format of Action Plan**

**Goal (A specific statement of desired result and completion date)**

#### **Action Steps Person Responsible Completion Date Progress Dates**

1  
2  
3

#### **Potential Areas for Goal Setting**

Completing Club Analysis

Completing Community Analysis

Hosting an Open House for Membership Recruitment

Growth in service impact in the community.

Net membership growth, \_\_\_\_ percent (\_\_\_\_ members).

Club newsletter.

Inclusion of SLP alumni and parents as prospective members.

Orientation of all new members.

Efficiently run meetings that begin and end on time.

Retention of current members.

Regular recognition of members and SLP's for achievements.

Increase of inter-clubs to \_\_\_\_ per month.

Attendance at division, district and international events and activities.

Growth and prosperity of sponsored programs : K-Kids, Builders Club, Key Clubs and Circle

K. Support of Key Leader program through sponsoring a student.

Quality board meetings.

Completion of all district and international reports by deadlines.

Dues and sponsorships paid on time.

Updating club by-laws and policies.

Foundation contributions.

Increase annual service hours by \_\_\_\_%.

Have club leadership attend Certified Leadership Education.

Have Youth Protection Guidelines presented to club prior to December 1st.

Report Club Elections by June 1st.

Encourage and support Key Club and Circle K students to attend district events.

Include SLP members in service and fundraising events.

Have Kiwanis representation at each SLP meeting, project and fundraiser.

Update and maintain club website, Facebook Page, etc.

Promote fundraising and service activities through social media and local media.

Develop a presence by being involved in multiple community events.

Providing for purchase and distribution to members, shirts, vests, etc. with club logo.

Encouraging members to read the Kiwanis Magazine and the Ohio Buckeye Bulletin ([www.ohiokiwanis.org](http://www.ohiokiwanis.org)) Entering at least one district contest or nominating someone for the Ohio Kiwanis Hall of Fame. ([www.ohiokiwanis.org](http://www.ohiokiwanis.org))

Complete a roster analysis to identify occupations and skill sets not represented within your club. Create a prospect list from this information [Kiwanis.org/clubstrengthening](http://Kiwanis.org/clubstrengthening)

## Selection of Committee Chairpersons and Special Appointments

**Sarah Roush**

**Administrative Secretary 1995-present**

Committee Structure varies from club to club—some are very formal with very specific meeting times and tasks, others prefer more of a whole club involvement, Most are somewhere in-between. I think no matter which format you choose it helps to have focus on goals, tasks and timelines. A job description for each chairman helps define expectations. This helps new chairs to understand what their role is, even what the committee entails. Having a job description with expectations helps planning for future events and projects.



**The job description—a concise definition of roles and responsibilities** could look something like this for the Community Service chair: “Chairperson should recommend committee appointments to the president-designate and conduct a committee meeting prior to September 1 to develop community analysis and to establish committee goals.

Chairperson delegates responsibilities, tracks projects, establishes a time/place and meets each month with committee. File committee report at end of each month to secretary to report each month to the board."

**Specific expectations and timelines for completion of tasks** by committee or special appointment might look like this:

"October—Committee will recommend one new, major service project to the board at it's October board meeting. The committee will include projected costs in its recommendation."

Oct-Sept.—Committee will organize club's participation in the new service project recommended to the board in

October. November—Committee will arrange for club's participation in the Thanksgiving dinner at the senior citizen's center.

December—Committee will arrange for club's participation for two 8-hour shifts for Christmas bell ringing for the Salvation Army.

Ideally chairs will also track the number of volunteers, volunteer hours and expenses involved for each project/activity to submit to the club secretary for monthly reporting purposes. Chairs should also keep track of the timeline and steps taken to organize each project (include contact information for key individuals) and an assessment of each function with notes on ways for possible improvements.

Be sure to incorporate your club goals into committee goals—working together will help move clubs forward with more service and hands to help!

## Creating Agendas for Traditional Club and Board Meetings (plus examples!)

Kiwanis Protocol is planning and carrying out meetings in accordance with commonly accepted standards of good manners, dignity, courtesy and respect for all participants. This club meeting protocol is an example of a traditional club for mat. Consider your club traditions, timeframe and formality.

Members are greeted as they arrive.

Flags, banner, bell, gavel, lectern are in place, audiovisual aids (if used) are checked before the start of the meeting.

Visiting Kiwanians are recognized (introduced) once—during the meeting. If they are an invited guest—such as a speaker, Lt. Governor or Governor, the club assumes expenses for the event.

It is traditional practice in many Kiwanis clubs for members to rise and applaud when the Lt. Governor, Governor, a member of the International Board or a past international president of any Kiwanis Family branch is introduced.

All members stand (if capable) for invocation.

The president develops a standard timed agenda, knows who will have the floor, *briefs all participants on their roles*, and begins and ends the meetings on time.

The president should recognize the achievements of individuals and committees and express the thanks for the club.

### Courtesies to Speakers

Inform a speaker of:

- The date, time, and place of the meeting
- Any request for speech content
- Approximate size of the audience
- Meeting agenda, time allotted for the speech, and adjournment time.
- What equipment is available (screen, tv, projector, etc)

Request the spelling and pronunciation of the speaker's name and a resume for publicity and an introduction.

A designated member greets the speaker and introduces him or her to the president and other members. The speaker is invited to sit at the head table (if utilized).

A brief, formal introduction of the speaker precedes the presentation. A certificate of appreciation and a small token of appreciation is presented after the presentation. A day or two later, it is nice to send a note of appreciation (don't forget a membership application!) to the speaker.

Many clubs make it a practice to rise and applaud when the speaker is introduced or at the conclusion of the presentation.

**The agenda.** Having a print out of a standard agenda which you can add to prior to each meeting will help prevent forgetting important items. It will also assist you with keeping on track,

The following agenda is again, for a traditional meeting and may be adapted to fit your club needs. Again, keep in mind your clubs' meeting style, traditions and time frame.

### **Traditional Club Meeting Agenda** (sample)

#### Opening Ceremony

(This may include a song,  
Inspirational thought, pledge,  
invocation or a simple welcome)

#### Introductions

(Visiting district and division officers,  
New members, inter-clubs, other guests)

#### Communications Received

#### Announcements

- Board Actions
- Projects
- Meetings

#### Committee Chair Reports

#### Recognition of Members

- Inductions
- Awards Received
- Newspaper Publicity
- Birthdays or Anniversaries
- Club Achievement
- Extend greeting to visitors expressing appreciation for their attendance.

#### One Minute Education Spots

#### Program

- Introduction
- Program
- Thanks
- Extend appreciation to visitors for attending

#### Adjournment

A well organized board meeting agenda takes the stress out of planning. Use this as a sample for planning your monthly meeting.

## **Traditional Board of Directors Meeting. (sample agenda)**

### **Roll Call**

### **Club Secretary's Report**

Minutes

Correspondence

Approval for Payment of Bills

### **Treasurer's Report**

Administrative and Service Accounts

### **Report from Membership Committee**

Proposed New Members

Resignations

Review Club Rosters

### **Other Committee Reports**

### **Unfinished Business** (prepare list in advance)

### **New Business**

**Club Evaluation** (Discussion/suggestions for positive adjustments in club operations) Attendance, Club Newsletter, Kiwanis Education, President's Goals, Membership, New-Club Building, Kiwanis Kids/Builders Club/Key Club/Circle K/ Aktion Club, , Service to Community, Club Meetings, Inter-clubbing, Fund-raising, Key Leader, Finances, Public Relations

### **Division Business/Information**

### **District Business/Information**

### **International Business/Information**

**Sample script for Induction of new member(s)** *While this is only a suggested format, keep in mind the purpose of an induction is to begin the new member's Kiwanis experience in a meaningful way. This ceremony focuses on the importance of personal sponsorship of a new member and what it means to be a Kiwanian. It is a special opportunity to welcome people into your club. This step is a memorable experience that helps the new members feel like they're a part of something important—your club. When you invest in their introduction, you let new members know they're valued and appreciated. Some clubs have a formal—or maybe even unique—tradition for welcoming new members. That's great! Whatever your club's method, you can use these ideas to help make the experience personal. Regardless of how you do it, be sure that it happens, it's timely and it reflects your club's style and spirit.*

**IDEA 1: OPEN WITH THE KIWANIS OBJECTS** Ask the sponsoring member and the new member to come to the front of the room. Introduce the new member to everyone in attendance (or have the new member introduce him- or herself). As a way to reaffirm everyone's commitment to the ideals of the club, read the six Objects of Kiwanis. These Objects have been unchanged since 1924, and every member who has joined since has agreed to these common principles. Offer the new member his or her Kiwanis membership pin and certificate.

**IDEA 2: STICK TO A SCRIPT** Here's a suggested format for those clubs that prefer to follow a formal script.

**PRESIDENT:** Kiwanis is something so good that each of us loves to share it. What better way to show our love for our club and our community than to welcome a new member into our club? Today we're very pleased to welcome \_\_\_\_\_ (new member) to our club. He/she is sponsored by \_\_\_\_\_ (sponsoring Kiwanian). \_\_\_\_\_ (sponsor), would you please introduce us to \_\_\_\_\_ (new member)?

**SPONSOR:** Thank you. I take great pride in presenting our newest member, \_\_\_\_\_ (new member). (share information that the new member is comfortable sharing with those in attendance) I'm honored to be \_\_\_\_\_ (new member's) sponsor.

**PRESIDENT:** We welcome you to this global organization of volunteers dedicated to improving the world one child and one community at a time. Would you, \_\_\_\_\_ (sponsor), please place the pin on \_\_\_\_\_'s (new member) lapel? (Sponsor pins new member with "K" member pin.) \_\_\_\_\_ (new member), by presenting you with this certificate of membership, I welcome you, on behalf of the entire membership, into the Kiwanis Club of \_\_\_\_\_. (Present membership certificate to the new member.) \_\_\_\_\_ (sponsor), the club thanks you for your willingness to share the values of service and fellowship in Kiwanis with \_\_\_\_\_ (new member). A new member for our club means new ideas, new enthusiasm, greater fellowship—and greater service. (If there is some recognition piece for the sponsor, it can be presented now.) Today we have brought into our club a new member. Let's all stand and welcome \_\_\_\_\_ (new member)! (Applause) As we adjourn, I would encourage you to introduce yourself to \_\_\_\_\_ (new member) and let him/her know why you love our club and what you love to do for our club and community. Thank you!

- This is the most requested document from new officers



## Honors and Recognitions

### Dave Doney: 2018-2019, 2019-2020, Lt. Governor for Division 10-E

Growing and retaining members in Kiwanis can sometimes be a challenge. With so many things taking place in our lives it can be hard to convince someone to join our organization or if they do join to stay involved. A great way to keep new members and current members engaged is by highlighting their achievements and hard work. Kiwanis has several ways in which to recognize the achievements of members – *Legion of Honor*; *Perfect Attendance*; *Distinguished Service* are just a few. The club secretary and president must work side-by-side to make sure all members are properly recognized and honored.

**Legion of Honor** is a very special and meaningful recognition for long serving members. The Legion of Honor Award allows clubs to celebrate Kiwanians who have been members for 25 years or more. After recognition for 25 years of service, a member is again eligible to receive the award every five years thereafter. This is a wonderful way to honor a long-serving member and should be done during a special meeting such as Officer Installation or the annual President's Party. Certificates and pins are available through the Kiwanis Store at [Kiwanis.org](http://Kiwanis.org).

**Perfect Attendance** may not seem important to some members, but I would argue it is extremely important to recognize those individuals who make it a point to attend club meetings, fundraisers, inter-clubs, conventions, board meetings and more. It shows a dedication and a love for what Kiwanis is doing in each and every community. For some members perfect attendance is a Badge of Honor that should be celebrated by clubs. Certificates and pins or tabs are available through the Kiwanis Store at [Kiwanis.org](http://Kiwanis.org).

**Distinguished Service** can mean several things. Kiwanis International honors club members for dedication to service, membership strength and Kiwanis education. Local clubs can honor their members who are dedicated to making a difference in their communities and in their own clubs. In my home club of Newark, we make it a point of honoring one or more club members with a Kiwanian of the Month Award. Nominees are submitted by club members and then the Board of Directors votes on the nominations at its monthly meeting. Past winners have been recognized for doing things like caring for Kiwanis flower beds around the courthouse square, scheduling speakers or organizing our annual Salvation Army bell ringing effort. No matter the reason; it is very important to recognize members who go above and beyond the call of duty.

These are just a few of the ways clubs can recognize a person's value, investment and contribution to making sure their club is successful. It can be easy to overlook special honors/recognitions and that is why a club secretary must keep accurate information and more importantly share the information with the club president. If we want to grow clubs and keep members, we must make sure we take the time to honor and recognize members for their dedication and commitment to improving the world one child and one community at a time!

Additional recognitions are available through the Kiwanis International Children's Fund or the Ohio District Kiwanis Foundation. For a specified donation, your club can honor a member with a variety of recognition tools. <https://www2.kiwanis.org/childrensfund> or [www.odkf.org](http://www.odkf.org).

Don't overlook individuals who have recruited members, the **Ruby K** is free and available through Kiwanis International for individuals who have recruited more than five members, <https://www.kiwanis.org/clubs/member-resources/awards-and-recognition/ruby-k-application>

The Key Club and Circle K districts provide opportunities for SLP's to nominate **Outstanding Kiwanians** or **Outstanding Advisors** at their conventions, these awards must be nominations from students and materials are included in their convention contest/registration packets.

The Ohio District has a **Hall of Fame Award** for outstanding Kiwanis Service. Information may be found at [OhioKiwanis.org](http://OhioKiwanis.org).

Whatever you do, it is important to make certain the recognition is treated with the appropriate respect and appreciation. If your recipient is not interested in accolades, perhaps consider donating books to a local library with a faceplate noting the book is being donated in their honor, or planting a tree or special planting in their honor in a location which would have special meaning to the recipient.

Clubs can also participate in a variety of recognitions, participation in the Governor's (or First Family) Project, Distinguished Club, Interclub Activities, Public Relations Contests and several more may be found on the Ohio District website and in the Ohio District Kiwanis Directory.

## We have all these kids – now what do we do with them? A, B, C's of SLPs

### Jennifer Lewis, K-Kids Chair

So you've built the club and paid the sponsorship fees, now what do you do with all these eager service leadership program members? Chartering and dues are just the first step to a successful SLP. Major achievements are accomplished when the sponsoring Kiwanis club members and Kiwanis Advisor are directly involved visible. When they commit to the SLP club and become directly involved with the SLP club, by participating and engaging with the students and the Faculty Advisor(s) at their meetings, Kiwanis Club meetings and service projects, more is accomplished and the SLP is part of the Kiwanis Family.

**Step 1. PREPARE:** The Kiwanis Advisor and all Kiwanis members who plan to be in direct contact with the SLP members must receive the Youth Protection Training and know the Guidelines. The Advisor must have a current clear background check through Kiwanis International (good for everyone to have). Read the Kiwanis Advisor/Faculty Advisor Guidebook for your SLP, refer to Kiwanis.org online resources for each SLP available through KI. For example, Kiwaniskids.org for K-Kids. Refer to "Engage" then "Advisor Tools." Here you will find useful resources including the Faculty/Kiwanis Advisor Guide, service project ideas, club resources, KI sponsored contest information including Distinguished Club Awards, a planning calendar, advisor newsletters, important reports and forms. You can attend workshops at Mid Year, District and International Convention, webinars. Contact your SLP's District Administrator anytime! Their contact is on OhioKiwanis.org or in the Member Directory.

**Step 2. PLAN:** Work closely with the Faculty Advisor who has a pulse on the school's needs and is in direct contact with the students and parents with the school communications. Have a meeting with the Principal and Faculty Advisor to see how Kiwanis can support the school and the SLP. Plan a calendar of meetings, activities and guest speakers for the year ahead. However, part of being in the SLP is allowing the students to lead, plan and formulate the final schedule based on their interests and current needs. They may need to fundraise or work within a set budget. The officers will be elected and may need to be trained, Kiwanis volunteers can assist or shadow the club leaders at a Kiwanis meeting. To recruit members, consider a pitch with powerpoint at the parent-teacher orientation or to the students directly. Have the paperwork prepared for permissions for photography and filming, travel, dietary restrictions, permissions to travel and emergency contacts. Kiwanis has many forms available online.

**Step 3. HOST a Kick-Off Celebration:** with invited honored guests and/or officials from the community, school officials, Kiwanis officers, parents and family members. Include a powerpoint about the Kiwanis family and the purpose of service leadership. Consider a dedication to the school, presentation of the charter, banner and a group photo. The new members can sign a pledge to the club's motto. Present t-shirts or pins, induct the new officers, present a Declaration from the Mayor if this is a new SLP, and submit a press release to the school news outlets including the parent emails, school communications, newspaper and inform the sponsoring club.

**Step 4. INTERCLUB, INVITE AND INVOLVE.** Host many interclub activities and invite the Kiwanis members and committee to participate in the SLP service projects and attend their meetings. Branding of Kiwanis by wearing your Kiwanis logo shirt, hat or pins. Introduce yourself and educate them about Kiwanis and the other SLPs. Let them get involved in your service projects, invite them with their families (they are prospective members) to attend your meetings, especially with interesting speakers, to share their activities in a SHOWCASE OF ALL YOUR SLPs at a club or division meeting, or to HAVE A MEETING TAKE-OVER where they get to lead or shadow the leaders of your meeting. These moments make a huge impact and are very educational. When they are included in your service projects, don't be afraid to give them challenging and meaningful tasks. Meaningful service makes a bigger impact on their lives. You can also ask them to educate your club. Their energy, perspective and knowledge is a tremendous resource.

**Step 5. \*\*LET THEM LEAD!** The purpose of the SLP is to let them learn how to be leaders while serving others. They will learn as they hold meetings, plan and implement service projects and work with each other. It may take time and include failures, but they are working together and having fun together. The more time they spend together the better.

**Step 6. STAY CURRENT, BE CREATIVE. AND FLEXIBLE.** Sometimes the students will change the course or have a different approach. Their interests and abilities may dictate what they do and how quickly. *Listen to them.* They will be more engaged if they create, lead and are directly involved from the beginning of the project. They may need some guidance or support, but give them the time and resources to succeed. They are a digital generation and are video crazy.

Rely on video conferencing and stay visible. They appreciate your time and involvement.

**Step 7. CELEBRATE AND COMMUNICATE.** Promote successes and achievements within their school, community,

your club, your district and to KI. The SLP members have worked hard and the community will appreciate knowing how they can support them and your club. Consider hosting an end of the year party with the families, faculty, members and your Kiwanis club. Take an end of the year photo and wrap up the year with a summary of activities. Invite the students to work with your club during the summer on your projects and plan for next year.

**Congratulations!** By engaging with your SLPs, you are making a difference! Our SLPs are the future of our Kiwanis organization. Our SLPs bring purpose, life and energy to our clubs and communities. Involve as many members as you can. I guarantee it will be rewarding.

**Each year we receive dozens of phone calls and emails regarding fees/dues/sponsorships of our SLP's. Here is the breakdown for financial obligations**

**K-Kids and Builders Clubs** do not have dues collected by the District or International. The Kiwanis Clubs pay a sponsorship fee directly to **Kiwanis International**. This fee should be paid at the start of the Kiwanis administrative year. The fee is \$180.00 and is paid annually.

**Key Club** has a District and International due structure. Each member of Key Club pays \$10 to Key Club International, of which \$3 is returned to the Ohio District of Key Club. To keep district dues low, **each sponsoring Kiwanis Club pays \$100 per Key Club to the Ohio District of Key Club each year.** Additional financial support may come in the form of assisting members to attend Fall Rally (one day event) or District Leadership Conference (3 day event) or Key Club International Convention (5 day tour). **Dues are paid to Key Club International. Sponsorships and event registrations are paid to Ohio District of Key Club.**

**Circle K** has a District and International dues structure. They pay a flat rate to Circle K International depending on the size of the student body at their school. Two year schools (Community Colleges) pay \$300, Four year schools with less than 5,000 students pay \$450, schools with more than 5,000 students pay \$600 each year. In addition to the flat fee, each student pays \$12 for district dues. **All dues are paid to Circle K International.** Circle K has A Fall Rally, Spring Officers Training (SpOT), District Convention and International Convention which present additional funding needs for students.

**Aktion Club** members pay a per member rate of \$8 for dues, payable to **Kiwanis International**. There are no district dues, but, they do have a district conference in August, registration fees are payable to the Ohio District of Kiwanis.

## New Member Orientation

**Sarah Roush, Administrative Secretary and Past Lt. Governor**



Have you ever started work at a new company and not received a company orientation? I sure hope not, it could lead to an unpleasant work experience and a lack of a reason to stay with that company. New membership to Kiwanis should be treated like a new member of your team with the same courtesy and respect you would give to a new employee—after all they will be working for your club! Whether you do a formal group orientation or a casual one on one, it's important to share information with our new members.

**Share the history** of our organization, talk about how we came into being, as well as some of the high points of our organizational history. Like any other organization or family, there are lots of excellent stories about Kiwanis. Share the history of YOUR club, when it was chartered, who the sponsoring Kiwanis Club was, some of the projects and fundraisers you did in the past, any dignitaries who were (are) members. If your club celebrated a milestone anniversary, you probably already have this information compiled.

**Explain the makeup of the organization.** You would be surprised how many newer members have no idea that Ohio has more than 200 Kiwanis Clubs and we are part of an International organization who has a presence in more than 80 nations. They have no idea what the difference is between Key Club and Key Leader or what Kiwanis Kid means. Explain that your club is part of a division, that division is part of a district and we are part of Kiwanis Internationals.

**Define the Committees.** Explain what SLP, MNT, YCPO mean. Detail the tasks of each committee in your club, so they can be informed when deciding which committee they wish to be assigned to for the year.

**Share your club culture/calendar.** Share a timeline of typical events through the year with a brief descriptions. This helps new members schedule for volunteer opportunities and to invite additional friends along. It also takes away trepidation of the unknown. For example:

October: Installation of Officers: Semi Formal evening with special dinner, skit for pre-induction activities and address from new President

November: President's Party: Semi Formal Evening with Silent Auction, youth choir as entertainment and roast for outgoing president.

April: Easter Egg Hunt: We host 1500 children, need volunteers to help with food stand, crowd control, egg distribution and prize patrol.

June: Special Olympics: We host a softball toss game during tent town, for attendees to enjoy.

July: Fair Food Stand: Our food booth sells lemonade and iced tea and our hours of operations are 8AM to 10PM Sunday through Saturday. We will need three people per each 4 hour shift.

August: Family Picnic: Members of the entire Kiwanis Family as well as our family are invited to a picnic. Bring a covered dish to share, Club will provide fried chicken and iced tea. Prizes for cornhole contest.

Short, simple and it gives an idea of what to expect throughout a typical year.

*Explain methods and means.* How do members sign up for a project? So they sign a piece of paper, or do they sign on through some sort of computer program? How do they suggest a new project or fundraiser? Where can they obtain additional information regarding the organization. Explain Interclubs, MidYear Conference, International Convention and District Convention and encourage them to attend. Encourage them to sign up for the district newsletter at [www.ohiokiwani.org](http://www.ohiokiwani.org) Invite them to a joint project with your SLP's (don't forget the background check!)

*Provide copies* of your club directory, brochure, a district newsletter (available at [www.ohiokiwani.org](http://www.ohiokiwani.org)) and additional information relevant to your club, including information on your club's social media. Also include a blank membership application, an enthusiastic new member is often a very good recruiter- The more they know, the more they will feel included.

### **Kiwanis District and International Events, Why Should I Attend?**

#### **John DeVilbiss, Past District Treasurer, Past District Governor, Past International Trustee**

This is a question many Kiwanis members ask and there are many answers. If you are a club officer or a leader in your club there are many opportunities for education, to learn more about Kiwanis. Kiwanis is certainly more than regular meetings. The annual Ohio District convention has many special sessions to learn more about what clubs are doing in their communities to serve. Clubs are always willing to share the details and information about a particular project or activity. In addition, you will make contacts with other members that will help you in the future. You will always get a lot of help and information.

Another event in Ohio is the Mid-year Education Day, usually held in March. This is a one day event designed to give you information. There are many basic information sessions as well as sessions that will address special service areas. Again, you will make contact with other Kiwanians that will help you understand what other clubs are doing and enable you to have a better year in Kiwanis. You can easily attend with no overnight stay and see what Kiwanis clubs are doing in service. These resources will certainly help to strengthen your club.

On another level, is the Kiwanis International Convention. This annual convention is held in various cities around the world. Once you attend an International Convention you will want to attend another. It is at this convention that you can really experience the greatness of Kiwanis around the world. In addition to education, you can experience the culture and customs of other people from other countries and form friendships. This convention will cost more, but it is worth the price and your club should help, at least with the cost of registration.

Most years, in September, the Ohio District has an installation for the incoming District Officers, Committee Chairs, and the Lt. Governor of your Division. This is truly an honorable occasion. The Lt. Governor of your division has pledged to lead your club and other clubs in the division to move forward to accomplish greater goals. Join the others in your division in recognizing this pledge and supporting your Lt. Governor.

Make plans early to be a part of these events. You will be glad you were involved and attended.

## Club Insurance, Governing Documents and Simple Tips

### Jack Hilborn, Past Governor and Former Risk Management Chair

**Insurance**-the insurance program offered by Kiwanis International is an excellent overall program. It is strictly liability, both general and Directors & Officers. Should a Kiwanis club have any property to insure, the club should arrange for that protection locally. The limit of protection for a Kiwanian, Kiwanis club, Kiwanis Foundation, or a service leadership organization is \$2 million per occurrence with a \$34 million excess liability limit. Again, this is liability protection and would be applicable to a 3rd party claim against a Kiwanian or a Kiwanis club, for example. The coverage even extends to volunteers while doing Kiwanis work. Optional coverage that are available to each Kiwanis club are CRIME and ACCIDENT.

Please check the Kiwanis Risk Management Resource Guide that is sent to each club secretary each fall. Please also know that the cost for the insurance can be paid from either the club's Administrative or Service accounts. The cost per member each year is \$17 (\$13 for the general liability protection and \$4 for the Directors & Officers (D&O). The D&O coverage would apply to what are generically called "wrongful acts" and could include such things as alleged not adhering to the club's policies or by-laws, alleged misallocation of donated funds, civil rights issues or in the case of a club employing someone (secretary for example), employment practices issues would be *coverage such as harassment in the workplace, alleged wrongful termination, or alleged discrimination in the hiring process. The general liability protection does extend to liquor liability and sexual misconduct liability.*

**Governing documents**-each incoming club president should know about where to find your club's by-laws and policies. You may check online with Kiwanis International to find out more about club by-laws. Or, you may also check with the Ohio District Kiwanis office in Columbus about Ohio district by-laws/policies. *Clubs should review and update their club policies and by-laws yearly to reflect our organizations changing needs.*

### Some simple do's and don't's for club presidents:

Always:

1. Stand when addressing your club for any reason (the club president should command and demand respect and it just makes sense for all of your club members to see you and hear you speak). Always project the image of being in charge.
2. Have an agenda ready for each meeting-it can be handwritten. You will need an agenda to ensure that your meeting goes smoothly and that you do not forget anything.
3. Read your Leadership Guide-it's packed with very useful information that you will use all year long Do Not-murmur so that club members cannot hear you.--use inappropriate language at any time .



## Ohio Key Leader

**Brian Shaffer, Past Lt. Governor and Kelly Shaffer, Key Leader Chair for Ohio**

**What's that?** Kiwanis' very own experiential servant leadership education weekend for teens. Participants improve their leadership skills through an examination of their own values and leadership styles, large- and small-group discussions and activities and team building challenges. They will spend the weekend at Recreation Unlimited, a state-of-the-art camp facility, with a group of Kiwanis-approved chaperones.

**Who can attend?** Would you be surprised to know that any and all high-school-aged students are welcome? No need to be a star athlete or academic standout or Key Club member. The only requirement is that the student must be willing to participate in activities. There is no limit on the number of students allowed to attend from any given school. Wherever there are 14-18 year old people, there are potential Key Leaders. Your family, church, grocery store, and at your local high school or home school group.

**How much does it cost?** Registration is only \$175 for students. Student Facilitator fee is only \$100. (Student Facilitators must apply and be accepted to receive this rate.) Two nights' lodging, five meals, snacks, curriculum materials, t shirt and more are included in this cost. Partner with another local club or your division to sponsor a student if the registration cost is too much. You can assist your students in creating a fundraiser to help offset the cost. Key Club can help too. Consider the 1/3, 1/3, 1/3 method. Kiwanis, Key Club, and the student split the cost three ways. That's only about \$58 each. Another option is to ask the school if there are funds available for leadership education or to seek out sponsorships from local businesses. Who wouldn't want to have servant leaders in their community?!

**Are there any other ways we can help?** Aside from directly sponsoring students, you, your club, division, or business could make a donation to the Ohio District Kiwanis Foundation designated to the Key Leader fund. These funds are used to help students who don't have sponsors and offset direct costs of the event. Anyone can specifically sponsor a meal or other portion of the weekend such as t-shirts, Saturday night social, low ropes course and more. Contact us and let us know what you will commit to.

Registration typically opens mid-August. Please contact Kelly or Brian Shaffer at [ohiokeyleader@gmail.com](mailto:ohiokeyleader@gmail.com) or Brian Yacucci at [byacucci@cinci.rr.com](mailto:byacucci@cinci.rr.com) to discuss other ways you can help with the event. Registration and other info also available at [www.ohiokiwanis.org/page/44006](http://www.ohiokiwanis.org/page/44006).

### **Ohio Key Leader 2023**

November 10-12, 2023 at Recreation Unlimited in Ashley, Ohio (just north of Columbus)

# KEY LEADER®