

CLUB OPENING ADMINISTRATION



Kiwanis[®]

NEW CLUB ORGANIZATION

PROCEDURES

First, you need a minimum of 15 new members! Persons already member of another Kiwanis club are not considered as a new member.

Club name policy

Organizational documents

**Organization date
versus Charter date**



NEW CLUB ORGANIZATION

CLUB NAME POLICY

Mandatory

Official name

KIWANIS CLUB (OF) ...

Geographical location

City, geographical location, followed by the unabbreviated name of the country, state, province or territory

Why mandatory?

As Kiwanis is a global organization, it is a way to locate Kiwanis Clubs all over the world. This gives the opportunity for Kiwanians to look up and visit Kiwanis clubs during their travel.



NEW CLUB ORGANIZATION

CLUB NAME POLICY

Prohibitions

No individual's name

KC shall not be named to honour an individual.

Gender specifics

No gender specification

Reputation

No name designation which would call into question the good name of Kiwanis



STEPS TO OPEN A NEW CLUB

What needs to be done before the administrative process for KI is set in motion?

3 ORGANISATIONAL DOCUMENTS

**Kiwanis International
New Club Bylaws**

5 languages

**New Club
Information Sheet**

5 languages

**Permanent
Organization Roster**

5 languages



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KI New Club Bylaws

vs

**Local / National
Articles of Association**
(also called “**local bylaws**”)

The New club bylaws should be approached more as an agreement with KI

- ✓ Given that financial transactions will take place, it is also necessary for the club to **organize itself as a legal entity and register locally**. Bylaws must of course also be drawn up for this purpose. These club bylaws must for example be submitted to the bank in order to open a bank account.
- ✓ The local bylaws are different from the KI New club bylaws.



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KI New Club Bylaws

vs

**Local / National
Articles of Association**
(also called "local bylaws")

The New club bylaws

- ✓ need to be fully completed.
- ✓ One signed and dated copy must be returned by email to newclubs@kiwanis.org





Standard Form for Club Bylaws and Policies

As revised by Kiwanis International – October 2012

ARTICLE 1. NAME AND OBJECTS

- 1.1 This organization is the “Kiwanis Club of [redacted]” which is a member of Kiwanis International and exists only by charter granted by Kiwanis International.
- 1.2 The primary purpose of this club is to improve the quality of life for children and families worldwide by adhering to the Objects of Kiwanis International, which are:
- To give primacy to the human and spiritual, rather than to the material values of life.
 - To encourage the daily living of the Golden Rule in all human relationships.
 - To promote the adoption and application of higher social, business, and professional standards.
 - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.

Mandatory Club Policies

As stated in the club bylaws (Sec. 10.4): “The club membership shall consider and adopt the mandatory club policies required by Kiwanis International, which complete provisions stated in the bylaws. Adoption shall be by two-thirds (2/3) vote of the club members present and voting, provided at least fourteen (14) days previous notice is given to the club members.”

Policies A-F must be considered, completed, and adopted by the club and submitted to Kiwanis International for approval with the club’s bylaws.

A. CLUBS DUES AND FEES

Notes: Use this policy to state the current amount of dues and other fees (if any) for your club. (a) The dues and new member enrollment fee amounts should include the current Kiwanis International dues and fees, district dues and fees (and federation dues and fees, if any). (b) If new members are alumni of Service Leadership Programs, clubs should not charge them for Kiwanis International dues for two years after joining the club. (See Bylaws Section 8.5 regarding how club dues and fees are set.

Members will pay the following financial obligations to the club:

1. Currency: [redacted]
2. Annual dues amount: [redacted]
3. New member enrollment fee amount: [redacted]

Note: If the enrollment fee is graduated or pro-rated, then state that, listing the minimum and maximum amounts. Example: “Graduated monthly, from \$10 to \$40.”

Optional Club Policies

As stated in the club bylaws (Sec. 10.5): “The club board may adopt other club policies that are not in contravention of the applicable laws, club bylaws, Kiwanis International bylaws, and district and federation bylaws (if any) by at least a majority vote of the club board members present and voting, provided at least fourteen (14) days previous notice is given to the board members.”

The policies listed below are for consideration by the club because they may assist in club operations. However, they are not mandatory and may or may not be adopted, at the club’s discretion. Optional policies do not require approval by Kiwanis International.

G. OPTIONAL POLICY: CLUB MEETING INFORMATION

- Check here if the club wishes to have this policy.
- Check here if the club does not wish to use this policy.

Note: Per Bylaws Section 3.2, each club is required to meet no less than once per month. The club board determines the frequency, day, time, and place of regular club meetings. The club may use this policy to list club meeting information. However, this is not a reporting mechanism; if your club’s meeting information changes, please report it separately to Kiwanis International.

1. This club meets [select one]: weekly twice per month monthly, as follows:
Examples: “Every Monday at 11:30 am”; or “1st and 3rd Wednesday at 7:30am.”

Adoption and Approval

of Club Bylaws, Mandatory Policies, and Optional Policies

If you have reviewed your edited bylaws and policies and are ready to submit this version to Kiwanis International for review and approval, choose the date the bylaws and policies were adopted by your club and hit Submit. Once you hit Submit, your new bylaws and policies will display under Pending Approval on the Club Bylaws Management Center dashboard until they are approved by Kiwanis International. If you need to make unexpected changes after submission, you’ll have the option to unsubmit this version, edit it, and re-submit it.

Submitting these bylaws certifies that the club has properly adopted them. Proper adoption requires a two-thirds (2/3) vote of the club members in attendance at a meeting announced for that purpose and at which at least a quorum of members was present.

CLUB ADOPTION

Date adopted by the Club:

Club President or Secretary:

KIWANIS INTERNATIONAL APPROVAL

Date approved by Kiwanis International

By:

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The New club information sheet

- ✓ need to be duly filled in (correct spelling of club name, organization & charter date, addresses, meeting location, at least 2 sponsor clubs...)
- ✓ must be returned by email to newclubs@kiwanis.org



NEW CLUB INFORMATION SHEET

Organization date _____

Charter date: _____

Kiwanis Club of: _____ Key Number: _____
(Club name/country)

District: _____

Location: _____

Division: _____

Number of members joining: _____

Language: _____

President's name and mailing address**Secretary's name and mailing address**_____

Primary telephone: _____

Primary telephone: _____

Secondary telephone: _____

Secondary telephone: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

Day and time of meeting: _____

Place of meeting: _____

Lieutenant Governor: (name, mailing address, email address) _____

Club opener: (name, mailing address, email address) _____

Club Counselor: (name, mailing address, email address) _____

Sponsor(s): Kiwanis Club(s) of _____

RETURN TO: Member Support Center, Member administration at newclubs@kiwanis.eu

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The Permanent Organization Roster

- ✓ Once completed, this document **must be returned as an MS Excel file** by email to newclubs@kiwanis.org





Permanent Organization Roster

Club name: _____

Address: _____

Province (if applicable): _____

Country: _____

Permanent organization date: _____

District: _____

Number reported: _____

Key number:
(for office use only)

The new club will receive a club roster from Kiwanis International once the club has been processed.

Signed: _____

Club president or secretary

Signed: _____

TAG team member

Members (please complete as much as possible)

*All Kiwanis International correspondence will be sent to primary address.

| Salutation | First name | Last name | Suffix | Nickname | Gender | *Primary address | Primary city | Primary province (if applicable) | Primary postal code | Primary country | Primary phone | Date of birth (dd/mm/yyyy) | Spouse's name | Primary email | Recruiter's Name | Membership status: | From Kiwanis Club of: |
|------------------------------|------------|-----------|--------|----------|----------------|------------------|--------------|----------------------------------|---------------------|-----------------|---------------|----------------------------|---------------|---------------|------------------|-------------------------|-----------------------|
| Mrs. Ms. Mr. Dr. Fr. Etc. | | | | | Male or Female | | | | | | | | | | | Dual, seed, or transfer | |
| 1 | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | |



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The Permanent Organization Roster

Why an excel file?

- ✓ KI uses this document to copy-paste member info to their database, so the info is accurate.
- ✓ In some languages there are symbols used that are not available in the English language.



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<https://new.kiwanis.eu/club-opening-and-management/>



ENGLISH

DEUTSCH

FRANÇAIS

NEDERLANDS

ITALIANO

Club name definition:

*Rules for the name of a new
Kiwanis club*

Club name definition:

Rule for the name of a new
Kiwanis club

Definition des Clubnamens:

Regeln für den Namen eines neuen
Kiwanis-Clubs

Définition du nom du club :

Règles pour le nom d'un nouveau
club Kiwanis

Definitie van clubnaam:

Regels voor de naam van een
nieuwe Kiwanis Club

Definizione del nome del club:

Regole per il nome di un nuovo
club Kiwanis

New club information sheet:

*Form with details of a new opened
club*

New club information sheet

Neuer Club Informationsblatt

Fiche d'information sur le nouveau club

Informatieblad voor nieuwe clubs

Scheda informativa per nuovi club

Standard form of club bylaws (2012)

Standard form for club bylaws and policies

Einheitsform für Clubstatuten und Verfahrensregeln

Texte standard des statuts et règlements intérieurs de club

Standaardformulier voor clubstatuten en -beleid

Scheda standard per lo statuto e le norme di club

Permanent Organization Roster: *Detailed info about the new club and its members*

Permanent organization roster

Charter-Mitgliederverzeichnis

Liste définitive de membres

Club rooster charter leden

Annuario permanente dell' organizzazione

<https://new.kiwanis.eu/club-opening-and-management/>



ORGANIZING A CLUB

CHARTERING A CLUB

What is the difference between **organizing** a club and **chartering** a club ?

Organization date

The date that is mentioned on the New Club Information Sheet

- ✓ When does KI starts the actual organization procedure?
- ✓ When is a club reported?
- This date will be entered in the KI database and will be stated on the Club Charter.

Charter date

The date of the New Club's Charter Ceremony.

- ✓ The date of the official ceremony / party
- ✓ This date is set by the club
- ✓ The charter date always comes **AFTER** the organization date
- The charter date should be **WITHIN 90 DAYS** after the creation of the club.



NEXT STEPS

- ✓ **After the club name's approval by KI...**
- ✓ **After submitting all necessary documents in good order to the Ghent office...**
- ✓ **And when the KI & KI-E new club charter fees have been paid...**



NEXT STEPS

- **KI registers the members into their database**
- **A personalized K number is attributed to the club**
- **The Charter gift* kit is produced in the States.**

What? timing?

- ❖ The “charter gift kit” is personalized and will be sent to the club president.

You must take into consideration that the production and shipping of this charter kit takes about 6 weeks.



THE standard CHARTER GIFT KIT

- Kiwanis flag
- Club banner
- Gavel
- Gavel band
- Personalized gavel stand
- Charter member certificate and envelope (1 for each charter member)
- Single window name badge (1 for each charter member)



In addition, Kiwanis International offers several items which are available for purchase in the Kiwanis Family Store. Visit the page https://new.kiwanis.eu/wp-content/uploads/EN_gifts-to-get-you-started_2021_03.pdf



NEXT STEPS

- **Charter + Pins + KI contra-signed bylaws will be returned to the governor or nation representative**

Timing?

- ❖ After the club has been reported by KI.
This takes about a week after all the papers are sent to KI.



ACTUAL CLUB ORGANIZATION & REPORTING

Providing that the 3 organizational documents are in order and the club is in good standing!

First scenario

- **KI receives the paperwork on January 1st | before the actual organization date**
 - **Organization date: 10 January – KI will start the procedure on the organization date – the club will be reported in the month of January**
 - **Organization date: 29 January - KI will start the procedure on the organization date – the club will be reported in the month of February**



ACTUAL CLUB ORGANIZATION & REPORTING

Providing that the 3 organizational documents are in order and the club is in good standing!

Second scenario

- **KI receives the paperwork on January 20th | after the actual organization date**
 - **Organization date: 10 January 2021 – KI will start the procedure immediately**
 - **the club will be reported in the month of January**
 - **Organization date: 28 December 2020- KI will start the procedure immediately –**
 - the club will be reported in the month of January**

