



New Club Organization

HOW TO PROCEED?



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First of all you need a minimum of 15 club charter members!



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**Club name
policy**



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**Organizational
documents**



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**Organizational
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**Organization date
versus Charter
date**



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CLUB NAME POLICY – APRIL 2015

Mandatory:

Official Name:
Kiwaniis Club of...

Geographic 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.



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CLUB NAME POLICY – APRIL 2015

Prohibitions:

KC shall not be named to honor an individual

No gender designation

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



New Club Organization

3 ORGANIZATIONAL DOCUMENTS

**KI New club
bylaws**

(5 languages)

**New club
information sheet**

(5 languages)

**Permanent
organization Roster**

(4 languages)



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3 ORGANIZATIONAL DOCUMENTS

KI New club bylaws

need to be fully completed.
One digital **signed** and **dated** copy must be **sent by email to** sbafdel@kiwanis.org

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

✓ *In the margin: 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 f.e. be submitted to the bank in order to open a bank account. The club bylaws are different from the KI New club bylaws.*



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3 ORGANIZATIONAL DOCUMENTS

New club information sheet

completely filled in
(correct spelt club name,
org. & charter date,
addresses, meeting
location, at least 2
sponsor clubs...) must
be send by email to
sbafdel@kiwanis.org



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3 ORGANIZATIONAL DOCUMENTS

Permanent organization Roster

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

✓ *Why an excel file? KI uses this document to copy-paste member info to their database, so the info is accurate. (Also, in some languages there are symbols used that are not available in the English language).*



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WHERE TO FIND THESE DOCUMENTS?

These three documents can be downloaded from the KI-EF website:

<http://www.kiwanis.eu/downloads-club-opening/>



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ORGANIZATION DATE *VERSUS* CHARTER DATE

The organization date: will be entered in the KI database. The calculation of the payment for KI-EF new club charter fees is based on this date. **This is the date that will be stated on the charter.**

The charter date:
date of the charter ceremony of the Club

!The Charter date always succeeds the organization date!*



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! AFTER THE CLUB NAME IS APPROVED BY KI

And all the documents have been submitted to the Ghent office...



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! AFTER THE CLUB NAME IS APPROVED BY KI

And all the documents have been submitted to the Ghent office...

And the KI & KI-EF new club charter fees have been paid...



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! AFTER THE CLUB NAME IS APPROVED BY KI

And all the documents have been submitted to the Ghent office...

And the KI & KI-EF new club charter have been paid...

What Happens?



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- 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 git kit” is personalized and will be send to the club president. You have to take into consideration that the producing and shipping of this charter kit takes about 6 weeks.



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THE CHARTER GIFT KIT | Send to the club president!

- 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)





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- The Charter - produced in MSC Ghent - pins & bylaws are sent to the district governor.

Timing?

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



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ANY QUESTIONS?

Always contact the MSC Ghent office before starting the procedure.