Kiwanis Kollege

Texas-Oklahoma District
Kiwanis International
Forward

Without a strong foundation a structure cannot stand. With this in mind, the Texas-Oklahoma District has developed Kiwanis Kollege, a program with a curriculum designed to give members a strong background in the Kiwanis organization – from the local to the international level.
Part 1

The Club
Basic Club Organization

- Governed by the club’s bylaws
- Each club operates independently using a basic, informal structure similar to all clubs
- All clubs are similar in structure
  Bylaws
  Board of Directors
  Officers
  Committees
Bylaws

- Standard Form for Club Bylaws is available from KI
- Amendments and additions must be approved by KI
- Bylaws must conform with the International Bylaws
Board of Directors

- Governing body of club
- Directs operation of club
- Normally elected for alternating multi-year terms


President

- Elected position, normally for one-year term
- Leader of club
- Presides at regular club meetings
- Presides at board meetings
- Complies with guidance provided by board
Vice President

- Elected position, to succeed president at end of term
- Presides over regular meetings in absence of president
- Completes other duties assigned by president
- Complies with guidance provided by board
Secretary

- Elected by the officers and board
- Maintains club records
- Submits information to district and Kiwanis International
- Complies with guidance provided by board
Treasurer

- Elected position
- Responsible for club’s financial records
- Maintains General (Administrative) Fund, designed for club operation
- Maintains Special (Service) Funds, designated for service programs and projects
- Complies with guidance provided by the board
**Committees**

- Duties of standing and special committees normally outlined by board
- Comprised of chairperson and members as outlined by bylaws
Membership Committee

- Develops and implements procedures for recruiting new members
- Develops and implements procedures for retaining current members
Community Service Committee

- Analyzes needs of community
- Implements projects to improve community
Youth Services Committee

- Develops and supports projects to help youth
- Develops and supports other projects that make a difference in the community
Youth Leadership Programs

Young Children: Priority One
Circle K International

- Premiere university organization in the world
- More than 500 campuses globally
- Programming based upon tenets of service, leadership, and fellowship
Key Club

- 260,000 high school leaders
- 30 countries
- Complete more than 12 million hours of service
Builders Club

- Nearly 45,000 middle and junior high students
- 1,500 clubs in 18 nations
- Provides service to school and community by developing leadership and people skills
K Kids

- Student-led community service organization
- Elementary students
- Teaches values of helping others through participation in community service projects and club activities
Bringing Up Grades

Designed to recognize students who raise their grades into an acceptable range, and maintain or continue to raise them from one grading period to the next.
Terrific Kids

- Student recognition program promoting character development, self-esteem, and perseverance
- Students work with teachers to establish goals to improve behavior, attendance and school work
Key Leader

- Leadership program for today’s youth
- Focuses on service leadership
- Teaches leadership that comes from helping others succeed
Aktion Club

- Over 400 clubs in seven nations
- Allows adults with disabilities to develop initiative and leadership skills through hands-on service
Human and Spiritual Values Committee

- Focuses on club’s spiritual and ethical values
- Layperson of the Year
Administration Committee

- Oversees club operations
- Monitors Interclub meetings
- Produces member handbook and newsletter
Optional Committees

- Programs and Special Activities
- Public Relations
- Risk Management
- House Arrangements

- President’s Advisory Committee
- Nominating / Elections Committee
- Special Projects and Programs
Sample Club Meeting Procedure

- Opening Bell
- Pledge(s) to Flag(s)
- Singing
- Prayer or Moment of Silence
- Introduction of Guests
- Kiwanis Education
- Announcements
- Introduction of Program
- Program
- Closing Remarks
- Closing Bell
Club Meetings

While there is a standard protocol for club meetings, each club is encouraged to develop its own format such as:

- Single clap for members introduced
- Regular applause for introduced guests
- Fines imposed for cell phones ringing
- “Happy Dollars”
- Don’t tell a joke donation
- Split the pot drawings
- Anything that is fun and/or profitable for the club
Club Projects

Activities as diverse as individual clubs

Fund Raising:
- Peanut Days
- Pancake Festivals
- Chili Cook-offs
- Working in concession stands

Service activities:
- Sponsored Leadership Program Activities
- Assisting Food Banks
- Reading at Schools
- Young Children – Priority One Projects
- Building ramps for community residents
Club Finances

General (Administrative) Fund
- Money raised from dues
  - Kiwanis International
  - District
  - Club

Special (Service) Fund
- Money from fund raising activities
- Used only for charitable purposes such as Service Leadership Programs, community service, etc.
Attendance

- 100% attendance desired but members will occasionally miss a meeting
- Missed meetings may be made up by attending
  - Service Leadership Program meeting
  - Board meeting
  - Interclubs
Part 2

Texas-Oklahoma Divisions
Lt. Governors

- Elected by individual divisions to serve a one or two-year term
- Represents the division as a member of the TX-OK Board
- Serves as spokesman for the division
- Is key factor for an effective division
- Periodic division meetings are held in order to share information from KI, the district and clubs within the division
Part 3

The District
Kiwanis International is a global organization with:
- 8,700 clubs
- 41 international districts
- 80 countries

The Texas-Oklahoma District covers the states of Texas and Oklahoma, with the exception of the El Paso area, which is part of the Southwest District.

The Texas-Oklahoma District includes:
- 37 divisions
- 341 clubs
District Governance

- The Governor is the elected leader of the District
- Serves as Governor-Elect the year prior to serving as governor
- Elected by majority vote of the House of Delegates at District Convention
- Serves a one-year term running from October 1 through September 30
- Serves as Immediate Past Governor following the year as Governor
Bylaws

The Governor’s responsibilities and duties are outlined in the District Bylaws. A complete copy is available on the T-O Kiwanis website at www.txokkiwanis.org

Bylaws are reviewed by the governor and staff and updated, changed or modified as necessary at the district convention by majority vote of the attending delegates.
Governor’s Staff

- Appoints staff from general membership to assist in governing the district
- Appointed executive positions consist of the:
  - Secretary
  - Treasurer
  - District Newsletter
  - Convention/Meetings Coordinator
District Committees

The Governor designates committees and appoints chairpersons to assist in the operation of the district.

Standing Committees

- Club Administration
- Community Service
- Finance & Fundraising (Budget)
- Human & Spiritual Values
- Membership & Growth
- Public Relations
- Service Leadership Programs
- Young Children: Priority One

- Long Range Planning
- Past Governors
- Past Lt. Governors
- Resolutions
- Credentials
- Conventions
- Elections
- Children’s Miracle Network
- Policy Review
Periodic Meetings

- Mid-Winter Conference in February
- KI Convention in July
- District Convention in August
- CKI District and International Conventions
- Key Club District and International Conventions
TX-OK Officers

- Governor
- Governor-Elect
- Immediate Past Governor
- District Secretary
District Office

- Located in Pantego, Texas
- Maintains district records
- Site of executive board meetings
- Operated by an Administrative Supervisor
- Communicates information to divisions and clubs
Part 4

Kiwanis International
Kiwanis International

Kiwanis is a global organization of volunteers dedicated to changing the world one child and one community at a time.
Kiwanis International

Kiwanis International
Est. Jan. 21, 1915
Detroit

41 International Districts
in 80 Countries

8,700 International Clubs
256,500 Members Internationally

37 T-O Divisions
341 Clubs
KI Officers

- President
- President-Elect
- Vice President
- Immediate Past President
Who Is Kiwanis?

- Average club size – 34
- Average length of membership – 5 years
- 65% leave within 5 years
- Females represent 21% of membership
- Females represent 30% of new members
- 32% of members are retired
- Average age of total membership is 57
  - 58 for males
  - 51 for females
- Average age of new member – 47
- 93% do additional service outside Kiwanis
Why Join Kiwanis?

- To fulfill the human need
- To form enduring friendships
- To serve your community, nation, and world
- To meet the Kiwanis International goal of changing the world one child and one community at a time
Annual Dues

- Kiwanis International - $62.00
  Annually
  - $42.00 dues
  - $8 Kiwanis Magazine
  - $12 liability insurance

- TX-OK Annual District Dues - $26.50

- Club Dues – set by individual clubs

- New member one time Fee: Prorated
Kiwanis Insurance

Comprehensive General Liability Insurance

- Fee is paid as part of Membership Dues
- Provides legal liability for clubs, members and Service Leadership Programs when they become legally obligated to pay damages to third parties for bodily injury or property damage arising out of Kiwanis sponsored function or activity
- Exceptions and other liability information is listed in the General Liability Risk Management packet which can be obtained without charge from Kiwanis International
Is Kiwanis a lifetime commitment?

Serving the needs of your community makes your community a better place to live, which in turn expands your desire to be part of the community growth.

The choice of your commitment is up to you.
Part 5
Communications
Important Addresses

Kiwanis International
3636 Woodview Trace
Indianapolis, IN 46268
1-800-449-2647
Fax: 317-879-0204
E-mail: memberservices@kiwanis.org

Texas-Oklahoma District
3010 W. Park Row Dr.
Suites 100
Pantego, TX 76013
817-640-7711
Fax: 866-574-0698
E-mail: txokdist@swbell.net
www.txokkiwanis.org
Links

- Online reporting:
  http://reporting.kiwanisone.org

- T-O web site
  http://www.txokkiwanis.org

- KI web site
  http://www.kiwanis.org