

Kiwanis Club of Columbine

Littleton, Colorado

Membership Guide



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Web Site



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KIWANIS CLUB OF COLUMBINE

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INTRODUCTION

This Club Orientation guide is prepared to give new or prospective members an idea of what the structure and the activities of the Columbine Kiwanis Club. Don't hesitate to ask about anything that is not clear. It is not possible to discuss all of our activities in one guide. The Columbine Kiwanis Club is a changing dynamic organization. By the time the guide is finished, the club has changed.

CLUB HISTORY

The Kiwanis Club of Columbine was organized in February 1978, sponsored by the Kiwanis Club of East Jeffco, now called Kiwanis Club of Lakewood. We have been and are currently one of the most active and successful clubs in the district.

MOTTO

The long-standing official Motto of Kiwanis International has been *"WE BUILD"*. Recently, the phrase *"Serving the Children of the World"* has been adopted to further describe concisely our purpose.

Newest theme "Kiwanis is a global organization of volunteers dedicated to changing the world one child and one community at a time"

OBJECTS

Kiwanis International has six permanent Objects, originally adopted in Denver, CO in 1924 - they have remained unchanged since their adoption:

- *To give primacy to the human and spiritual, rather than the material values of life.*
- *To encourage the daily living of the Golden Rule in all Human relationships.*
- *To promote the adoption and the application of higher social, business, and professional standards.*
- *To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.*
- *To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.*
- *To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and good will.*

MEMBERSHIP

Our present club membership is 64 members, men and women. Background checks have been conducted on all of our members, new members are required to pass a background check before joining. Kiwanians in particular have good reason to act with the highest standards. If we want to be the premier provider of youth service clubs and programs, we need to hold ourselves and our fellow members to the highest standards of conduct and awareness.

NAME TAGS

Your nametag will be printed in *green* until you accomplish three of the following items:

- Attend a board meeting of the Club
- Attend a Key Club, Builders Club or aKtion Club meeting
- Work on a service project
- Attend Division Council Meeting
- Go on an interclub visit
- Bring in a new member
- Attend Mid-Winter Conference, District Convention or International Convention.

CLUB GOALS

The goal of the Kiwanis Club is to provide service to our community. Most of our donations and hands-on projects are in our local community. Attracting new members and retaining current members allows us to provide more service. Our club has continued to grow, this year, 2015, we have 8 new members, of course we lose some members due to health problems and families moving out of the area.

All of our service projects are evaluated every year to determine their benefit to our community. During the evaluation process, we consider the demographics of our club to be sure we can continue to support each service project. We are always open to starting new service projects that fit with the abilities and capabilities of the Club. New members are encouraged to suggest and lead new service projects.

Membership involvement is critical in determining the success of our Club. More service projects, fundraisers, and social events will continue to help our club grow. Most of our members are at the meeting by 6:45 to drink coffee and socialize. We must always remember that the club is for the members. Without each member we would not have a club.

Our Sponsored Youth programs are well supported by our Club. The sponsored youth program includes 2 Key Clubs, one at Columbine High School, one at Heritage High School., and a Builders Club at Ken Caryl Middle School. We provide Kiwanis advisors that work with the school advisors. We also provide funds for leadership programs, conventions, and other miscellaneous functions. We try to have youth group members come to our meetings, and we attend their meetings.

We have members attend other Kiwanis meetings as Interclub meetings with other Kiwanis Clubs to provide a means to exchange ideas. We strive to have one interclub per month.

COMMUNITY SERVICE:

Service projects:

We are involved in about 100 service projects. Some only involve 1 or 2 people, others involve almost the entire club. For a more complete description see our "Selected Kiwanis Club Projects"

Hands on: (selected projects)

- Action Center Food Bank
- Action Center Beautiful Junk Sale
- Adopt A Highway
- Alive At 25
- Arapahoe Philharmonic
- Bandimere Speedway Fundraiser
- Salvation Army Christmas Bell Ringing
- Bonfils Blood Center Blood Drive
- The 9 Health Fair
- Builder’s Club
- Key Clubs
- The Colfax Marathon
- Fort Logan Flag Pick-Up
- TLC Meals On Wheels
- Columbine Memorial Cleanup
- The Write Stuff Project
- Turkey Round-Up

Donations (Variable – set by board of directors each year)

Depends on our fund raising

Youth Services (Key Clubs, Builders Clubs, +)	\$ 3,200.00
Kiwanis Rocky Mtn. Foundation	\$ 1,000.00
Outdoor lab scholarships	\$ 3,250.00
Action Center	\$ 750.00
Boys and Girls Club	\$ 500.00
Second Wind Fund	\$ 1000.00
Alive at 25	\$ 500.00
Others	??????
Estimated total donations	\$13,000

CLUB MEETINGS

The Kiwanis Club of Columbine meets at Four G’s Restaurant, 5950 S Platte Canyon Rd, Littleton, CO 80128. The meeting is held every Wednesday between 7:00 AM and 8:00 AM. We do encourage our members to come as early as 6:30 AM to enjoy a good cup of coffee and meet the other members. This is a great time to get to know your fellow KIWANIANs.

Our meeting is opened with the Pledge of Allegiance to the flag, a National Patriotic Song and prayer. The Club recognizes member’s birthdays, and anniversaries during the meeting. Announcements of upcoming activities are followed by breakfast. Breakfast is a time for members to socialize. We conduct a weekly drawing with our club members and the proceeds are split between the winning member and the District Foundation. We usually have a guest speaker present a topic of interest to the membership. A wide variety of subjects are covered. The meeting is ended promptly at 8:00 AM.

DUES

On joining there is a \$25 initiation fee, a \$25.00 fee for the background check, and \$38.00 for the first month's dues for a total of \$88.00.

A monthly assessment of \$38.00/ month includes breakfast, and Kiwanis dues to our club, district, and international. Project members' dues are ½ of regular dues because they do not eat breakfast. Should project members come to a meeting they are welcome and \$8.50 for breakfast. Guests may attend any meeting, the first breakfast is free. After the initial free breakfast the cost of the breakfast is \$8.50 paid to the treasurer.

LEAVE OF ABSENCE

If you anticipate that, for a temporary period of 30 days to six months, you will be unable to attend a Club meeting, (due to hospitalization or illness, travel, business conditions or assignments, military service), you may apply to your board of directors for a leave of absence which will relieve you of attendance requirements for that temporary period and will reduce your monthly assessment to \$17.00 per month. You will not be paying for the meals. NOTE: there is no mandatory attendance, but it is easier to stay involved and more fun when you come to the meetings.

FUND RAISING

Out fund raising includes Summerset Festival, soda sales, Bandimier soda sales, selling King Soopers Gift Cards, Silent Auction at Christmas, and bell ringing at Christmas for the Salvation Army (all of the money goes directly to the Salvation Army). . The club is always looking for new fund raising ideas. Your suggestions are always welcome. We have an active fund raising committee.

Major fundraisers: (2014-15)

Bandimere soda sales-	about \$3100
Summerset soda sales	about \$1400
Silent Auction	about \$2000
Donations (Members and Business)	About \$4000
Salvation Army Bell Ringing	About \$20,000 (This money goes directly to the Salvation Army)
Misc.	??????

NOTE: All money raised from the general public must be used for community projects. Money raised within the club can be used for administrative expense or service projects.

The Kiwanis Club of Columbine is a 501c3 nonprofit organization. Fund raised from outside of the club going into the 501c3 and are distributed to various charities.

KIWANIS CLUB OF COLUMBINE FOUNDATION

The Kiwanis Club of Columbine Foundation is the fund raising arm of the Club. The foundation is a 501c3 organization and all monies donated are tax deductible by the donor. The monies collected are used throughout our community and the majority of the monies are used for children related projects and activities.

CLUB Communication – Newsletter, Web Page,

We publish a weekly club newsletter which is emailed to all members on Monday. We also have hard copies of the newsletter on the tables at the following club meeting. The newsletter is full of articles from Club members and always has a calendar of events, to include projects and programs, so the members can update their personal calendars. We also recognize our club members' birthdays and anniversaries.

Our Web Site, <http://www.columbinekiwanis.org/>, is kept up to date with our activities. It has an updated club calendar open to anyone. Members will be provided a password to access the on line signup for projects. Our board of directors notes and budgets are also available on line.

Our Facebook page, <https://www.facebook.com/columbinekiwanis>, is a good way to check on our activities.

SPECIAL EVENTS

Christmas breakfast is open to members, their family and guests. The program usually consists of social time and special entertainment.

Prior to Christmas, we have a *Holiday Party* and a silent auction. The proceeds go into our foundation.

We hold a *spring/summer family picnic*, hosted by a club member. A number of tours and other social events are also planned throughout the year to encourage the meeting of fellow members and their families outside of the regular Kiwanis events. Often we have other club social events, St. Patrick Party, July 4th fireworks. These vary from year to year.

Often as part of a project we will have "mini social". Coffee after the road pickup, breakfast together before working at the Action Center. It is a great place to make new friends.

Spouses and/or friends are always welcome to attend any of our meetings and our community projects.

PRIVILEGES AND RESPONSIBILITIES OF KIWANIS MEMBERSHIP

What is a Kiwanian? Officially, a Kiwanian is a member of a Kiwanis club and an individual of good character who adheres to the standards of good conduct in a community and believes in and subscribes to the *Objects of Kiwanis International*.

Each member should insure that his or her monthly dues/assessments are paid promptly. *Dues/assessments can be paid monthly, quarterly or annually.*

Attend Club meetings on a regular basis. If you cannot attend our Club meeting, you are encouraged to attend the meeting of another club in the area. An official Inter-club visit is a Kiwanis meeting of at least four members from our Club who attend another Kiwanis club in the area. The four members may also consist of two Circle K, Key Club or aKtion Club members. If your business takes you out of the local area or state, you are encouraged to visit a Kiwanis club in the area you are visiting. Anytime you visit another club; it is an excellent way of obtaining new ideas for implementation within our Club.

Every member is encouraged to *attend the monthly Board Meeting*. Most of the Club business is conducted at the Board Meetings. Only board members are entitled to vote.

KIWANIS PRIDE

Every member is encouraged to show pride in their Kiwanis membership by wearing their Kiwanis pin and displaying the Kiwanis decal on their car. Many new members have been brought into Kiwanis because they asked about the pin or decal.

ORGANIZATION AND BYLAWS

Our club bylaws must be in compliance with and approved by Kiwanis International. The governing board of our club consists of a President, President Elect, Secretary, Treasurer, Past President and six Directors; all elected by the general membership. The duties of each officer are as follows:

PRESIDENT - The President is the executive officer of the Club and is to preside over all meetings of the Club and the Board of Directors. The President must attend a training class in August by the Lt. Governor-Elect. It is recommended that the President is one of the delegates to the District Convention and International Convention. The President also attends district and division meetings.

PRESIDENT ELECT - Prepare for service as President for the following year. Attend District and International conventions, district conferences. In the absence of the President, preside over all meetings of the Club and the Boards of Directors. Perform such other duties as may be assigned by the President or Board of Directors.

IMMEDIATE PAST PRESIDENT – Serves on the Board of Directors and assists the current President and Board of Directors as required. This is different than many clubs, this provides continuity of leadership.

SECRETARY – The Secretary keeps the Club books and records, including membership and attendance. Keep minutes of the meetings of the Board. Submit a report to the annual meeting of the Club. Submit to the proper officers, committees, or members' communication from Kiwanis International or the District. Submit all official reports required by Kiwanis International or the District. The Secretary-designate attends the training conference.

TREASURER - Keep member fees and dues records. Receive all funds paid to this Club and promptly deposit them in the official accounts. Disburse funds as directed by the Board of directors and countersign all checks. Maintain the Club financial accounts and records. At all times, make club financial records available for inspection by the President, the Board, or any authorized auditors. Make a financial report to the board, at the annual meeting of the Club, and at such time as the President or Board may require.

BOARD OF DIRECTORS - The Board of Directors consists of the officers, immediate past president and six elected directors. Each director is to be an active member in good standing. The Directors are elected for a two-year term and the officers are for one year. We replace three of the Directors one year and three of the Directors the following year, which maintains continuity for the new Board.

The Board of Directors determines the policies and activities of the Club, elect and discipline members, approves the budget, approve all bills, take counsel with committees and have general management of the Club.

The Board of Directors meets monthly, usually the first Tuesday of the month, at 7:00 P.M., and at the call of the President or by call of a majority of the Board of Directors. A majority of the Board of Directors constitutes a quorum.

The Annual Meeting for elections is between April 1 and the second meeting in May. The new slate of officers is due to the District Secretary by end of May.

COMMITTEES

Committees are structured with a chairperson and members of the Club serving according to their interest. The Club activities are organized under four umbrella groups. Each group has established goals for their activities.

CLUB OPERATIONS - The activities in this group are: orientation/induction, programs, education, publicity, welcoming, newsletter, inter-clubs, officer installation and cultural events.

CHILDREN AND YOUTH - The activities in this group are: Y.C.P.O. (Youth Children Priority One) Key Club, Builders Club, aKtion Club, High School Scholarship.

COMMUNITY - The activities of this group are: blood drives, road pickup, Salvation Army Bell Ringing, senior citizens and spiritual activity and Meals on Wheels.

RESOURCES – This is the fund raising committee.

MEMBERSHIP – Membership focuses on recruiting and membership retention.

DIVISION NINE ORGANIZATION

Our Kiwanis Club of Columbine is part of Division 9, one of 17 divisions in the Rocky Mountain District of Kiwanis. Division 9 currently includes 7 Kiwanis Clubs, Alameda West, Arvada, Arvada Jefferson,

Columbine, Lakeside/Wheat Ridge, Lakewood, and Belmar. The Lt. Governor, who is elected by the division membership for a one-year term, updates the clubs on International and District items at the monthly Division Council meeting. Division Council Meetings are held as needed. Club officers are expected to attend these meetings. All members are *encouraged to attend*.

ROCKY MOUNTAIN DISTRICT ORGANIZATION

We have a Governor, District Secretary, and Treasurer. The Governor is elected by the general membership at the District Convention each year. The Secretary and Treasurer are appointed by the Governor and approved by the Board of Trustees.

Under the Governor there are 16 Divisions, each overseen by a Lt. Governor. The Board of Trustees is comprised of all Lt. Governors plus the Immediate Past Governor.

The Rocky Mountain District consists of Colorado, Wyoming, and the panhandle of Nebraska, divided into 16 Divisions. Divisions 1, 10, 13 and 18 are Wyoming. Division 6 is in the panhandle of Nebraska. Division 2, 4, 5, 6, 7, 8, 9, 11, 12, 14, 15 and 16 are in Colorado. We also have four clubs that are not northern New Mexico. These divisions include approximately 106 clubs and 3,166 members.

The Lt. Governor is required to visit each of the clubs in his/her division several times a year. Most clubs have an officer installation dinner to which spouses/significant other are invited and the Lt. Governor installs the new officers of that club.

The district bulletin is called the *ROCKY MOUNTAIN DISTRICT KIWANIAN* and is published six times a year. It contains important information on what is going on within the district as well as clubs within the district. It is distributed by email.

The District Executive Director; Address is P.O. Box 270738, Fort Collins, CO 80527
Telephone: 303-462-5148, Email: Kiwanisrmd@gmail.com.

The annual District Convention is held each year during the first part of August and is held in a different location each summer. This is an excellent place to meet fellow Kiwanians and to learn more about Kiwanis in the various workshops. There is always something new to be learned and new ideas to take back to your club. This is a very valuable time for education, fun and fellowship. Activities are planned for the family members, so you need not leave them home! Each club is allowed three voting delegates in the House of Delegates, but there is no limit to the number of members that may attend.

Each winter, usually in February, there is a Mid-Winter Conference with additional workshops as well as fun and fellowship. Every third year the Kiwanis International President visits the District, usually at the district convention in August.

Rocky Mountain District Foundation

The District Foundation is the fund raising arm of the District. The foundation is a 501 c3 organization and all monies donated are tax deductible by the donor. The monies collected are used throughout the Rocky Mountain District and a vast majority of the monies are used for children related projects and activities. The main emphasis is supporting Ronald McDonald House Charities. The Foundation also

assists Kiwanis clubs, as needed through grants, to fund large projects that have a tremendous impact within the local community.

KIWANIS INTERNATIONAL

HISTORY

Kiwanis was founded in Detroit, Michigan, January 21, 1915, by professional organizer, Allen Browne. The first Kiwanian was a merchant tailor named Joseph Prance. The original name was "The Benevolent Order of Brothers", and its purpose was the mutual exchange of preferred treatment in professional and business dealing. Within a year, the name had been changed to "*Kiwanis*", taken from an American Indian term "*Num Keewanis*" which means roughly "*Self Expression*". It had also become obvious that the original purpose lacked appeal for many members. The purpose of the organization thus became "community service", a humanitarian concept from which Kiwanis has never deviated. Shortly thereafter, Kiwanis "bought itself" from organizer Allen Browne and began a growth pattern that continues today.

In 1916, Kiwanis entered Canada (Hamilton, Ontario), thus becoming "international". Kiwanis moved into Mexico (Tijuana, Baja California) in 1962, breaking with its long-standing tradition of serving only in the United States and Canada. International extension has continued since as a standing tradition, and today Kiwanis serves the needs of over 89 nations and geographic areas. There are approximately 8,000 clubs and 218,514 members.

In July of 1987, the assembled delegates meeting in Washington, DC, at the 72nd Annual Kiwanis International Convention voted to permit women to be sponsored for membership in Kiwanis clubs. Approximately 30 - 35,000 women have joined since that date.

Kiwanis is part of a twenty-first-century phenomenon. The "service club movement", as it has been termed, is one of North America's most important contributions to the life of our times. Today, the service club movement is bigger, better accepted, and more desired than ever before in its history.

INTERNATIONAL OFFICE

The Kiwanis International Headquarters Office is located in Indianapolis, Indiana. The address is Kiwanis International, 3636 Woodview Trace, Indiana 46268-3196. Phone 1-800-KIWANIS. FAX 317 879 0204. E-mail is memberservice@kiwanis.org Web site is www.kiwanis.org for non-members and www.KiwanisOne.org for members

CONVENTIONS

The annual Kiwanis International convention may be held any time during May, June or July, but it is most commonly scheduled in late June or early July. Each Kiwanis Club may elect two delegates to the convention. All delegates (plus delegates-at-large, past governors not representing a club, and District Secretary-Treasurer, Governor elect and Lt Governors) in attendance constitute the House of Delegates at a convention. The House of Delegates elects the officers, adopts any resolutions, and takes action on proposed amendments to the Kiwanis International Constitution and Bylaws.

A club may send any number of members to the convention. However, only two may be delegates.

All Kiwanians, spouses and families are encouraged to attend the Kiwanis International Convention, as there are activities for all.

OFFICIAL PUBLICATION

KIWANIS magazine, issued ten times each year is the award winning official publication of Kiwanis International. It contains valuable news and information about international programs and activities. The magazine's feature articles are a source of information on topics of interest that affect the personal, professional, and community service lives of each Kiwanian. The cost of this publication is included in your annual dues.

ADMINISTRATION

The Kiwanis International Board of Trustees defines the policy and has full administrative authority in all matters of Kiwanis International. The Board consists of the President, President-Elect, Immediate Past President, two Vice-Presidents, Treasurer, and twelve Trustees, each of whom has been elected at a Kiwanis International Convention. Trustees representing areas outside the United States and Canada are elected at their own regional conventions.

Kiwanis International Foundation

The Kiwanis International Foundation is the fund raising arm of Kiwanis International. The Foundation is a 501c3 and all of the monies are tax deductible for the donor. The Foundation supports Kiwanis projects throughout the world. The Foundation in 2001 completed raising over \$75 million dollars to eradicate Iodine Deficiency Disorders in the third world countries. This was accomplished with the assistance of UNICEF and was accomplished by adding iodine to the water system. The Foundation contributes to many national and international crises like the hurricane which struck New Orleans and the coast of Mississippi and Texas and the tsunami and typhoons in the Asia-Pacific region.

WELCOME TO THE KIWANIS CLUB OF COLUMBINE, CONGRATULATIONS!