

THE KIWANIS CLUB  
OF  
OCEANSIDE PACIFIC

OPERATIONS MANUAL

November 1, 2011

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Kiwanis Club of Oceanside Pacific  
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This manual is available on-line at:  
[www.oceansidepacific.com/Mbr.Resources/Club Operations Manual](http://www.oceansidepacific.com/Mbr.Resources/Club%20Operations%20Manual)

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# Kiwanis Defining Statement and Objects

*Kiwanis is an organization of volunteers dedicated to changing the world, one child and one community at a time.*

## **The Objects of Kiwanis International 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 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.

## **BYLAWS AND BOARD RESPONSIBILITY**

The provisions of this Operating Manual are subject to the responsibility and authority of the Board of Directors as defined in the Bylaws and by Kiwanis International. The Bylaws of the Club are the operating rules and can be located on the Club website: "[oceansidepacifickiwanis.org](http://oceansidepacifickiwanis.org)." (click on Member Resources, then Bylaws).

## **MEETINGS**

Board meetings are held the first Tuesday morning of each month at 7:00 A.M. at a place designated by the Board. Committee meetings are held at a place and time designated by the chairperson of each committee.

Club meetings are held each Wednesday morning at the Hometown Buffet. The Club Meetings begin promptly at 7:00 A.M. and end promptly at 8:15 A.M. Club meeting may, from time to time, be extended fifteen minutes on a *motion from the*

floor and a majority vote to extend the meeting by the members present.

The Club meeting immediately following the monthly Board meeting is a business meeting and no program is scheduled.

Club meetings include breakfast and a room fee at a cost of **\$8.00** per person. Members pay \$6 with the remainder included in annual dues. Guests pay **\$8.00**. All members attending a Club meeting are expected to pay the meal cost unless the Board approves a medical exception which must be supported by a physician's statement. The Board with approval of a majority of club members may change the cost of the meal and the manner of payment.

Club programs will be of a type which will further the purposes and goals. No commercial solicitation speakers will be permitted to present a program. No political candidates will be permitted to speak within 90 days preceding the election. If controversial issues affecting the Club, its members or its community are presented, persons representing all sides of the issue must have an opportunity to participate or to present their view at a future meeting.

### **A NO-SMOKING CLUB**

Club meetings, board meetings and committee meetings shall be non-smoking events as shall all OPK sponsored events.

## **MEETING PROTOCOL**

### **THE BELL**

The Kiwanis bell, when struck by the person presiding at a meeting, calls the attention of those present to the chair. When struck at the beginning of a meeting, it calls for all to rise for the opening of the meeting.

### **THE CHAIR**

The control of a Kiwanis meeting is vested in the President or his/her specific designee. It is contrary to protocol to be noisy or inattentive when the meeting is in session. There will be a time for fellowship as announced by the chair. This will generally be prior to the bell, during the meal or whenever the business meeting is adjourned or concluded.

## **PIN AND BADGE**

Members are expected to wear their Kiwanis pin when they are out in public, and especially at meetings. The Name Badge is to be worn only at meetings and should not be taken home.

## **GUESTS**

Members are encouraged to bring guests to the meetings for the purpose of expanding membership. Any guest who is a viable candidate for membership may be a guest of the Club for up to three visits and may attend at no expense to the member.

## **HONORED GUESTS**

The highest ranking Kiwanian of Division, District or International status is given a standing ovation upon being introduced. Usually, this will be the Lt. Governor. Club members stand after introduction of the speaker at each meeting, at conclusion of the program and on other occasions as directed from the chair.

## **GUEST INTRODUCTIONS**

Members will be called upon to introduce guests at their tables. The chair will call on them for the introduction. A proper introduction will include two important elements:

1. the guest's name, correctly pronounced,
  
  2. and either:
    - a. the Club office in the case of a visiting Kiwanian, if he/she holds one;
- or
- b. the guest's business or where he/she is from, if from out of town.

## **PROGRAM DECORUM**

The person(s) invited to present our weekly programs are guests of the Club. As such, they are accorded all of the attention and good manners we would give any other guest. This includes standing following the introduction, listening attentively, and asking questions in a polite manner. From time to time, programs may be controversial and

may run contrary to members' feelings or beliefs. Questions which take exception to points made during the program must be delivered in a manner which is polite and gives the presenter an opportunity to respond.

## **MEMBERSHIP GROWTH AND DEVELOPMENT**

An active membership is essential to a successful Club. There must be adequate membership to accomplish Club goals. The members must have a sincere desire to become involved in an assortment of community service projects. These projects are planned and implemented through a committee structure common to all Kiwanis Clubs. Members may be Active, Senior, Family, or Honorary.

Active members are the crux of the club and include those persons admitted to membership who participate in club programs, projects and events.

Senior membership is open only to those who have ten or more years of active membership in Kiwanis and whose business, health, financial or other serious status makes it impossible to continue an Active membership. Senior status is granted upon application to and approval by the Board of Directors. Senior members must each year participate in at least twelve events such as club meetings, committee meetings, club social events, fund raisers, service projects or inter-clubs. The Board of Directors may reduce the Club dues for Senior members.

Honorary membership may be granted each year to persons who have exemplified Kiwanis objects by service to Kiwanis or to the community. Honorary membership must be renewed annually and such members may participate in club activities but shall not hold office.

The Membership Committee is composed of the membership committee chair, the Club Secretary, the Club Treasurer, and any other interested Club Member. The committee shall meet monthly prior to the Board of directors meeting. The committee will report monthly to the Board of Directors on the status of members including those needing leaves of absence, illness, or any other condition that affects the members good standing in the Club.

## **NEW MEMBERS**

Persons wishing to become a member of the Club may proceed in the following manner:

1. Express an interest in membership to one or more members of the Club. The Club

encourages interested persons to participate in a Club service project prior to applying for membership and to attend up to three Club meetings.

2. Receive an orientation from a member of the Club which shall include cost of dues and meals, the club projects, programs and fund raisers, and the extent of participation expected of Club members.
3. Complete an application form including the payment of dues and new members fees as determined by Kiwanis International. Club dues will be prorated for the balance of the Club year. Refer to Appendix "A" for the current schedule.
4. Submit the application form to the Membership, Growth, Development and Education and Awards Committee for its recommendation.
5. Receive approval from the Board of Directors based upon the application, the recommendation of the Membership, Growth, Development and Education and Awards Committee and upon such other information as the Board deems relevant. The applicant shall be considered a member upon approval of the Board of Directors.

Induction of new members will be scheduled during the regular monthly business meeting when feasible. At that time, the new member will receive a temporary name badge, referred to as the Blue Badge.

### **NEW MEMBER TASKS**

Completing any seven of the following tasks will qualify the new member for a permanent gold badge. The tasks are:

1. Participate in a service project.
2. Participate in a second service project.
3. Assist with a fund raiser.
4. Attend a committee meeting.
5. Attend a meeting of a different committee
6. Attend a Board of Directors meeting.
7. Go on an Inter-club visit.
8. Attend a Division Council Meeting.
9. Provide a Club program.
10. Sponsor a new member

### **TRANSFER OF MEMBERSHIP**

When an active Kiwanian moves into the community and desires to remain active in Kiwanis, it is possible to transfer membership from the former Club. There is no initiation fee if transfer is made within six months of leaving the previous Club. Transfers may be made from this Club in like fashion.

# **CLUB EXPECTATIONS**

## **ATTENDANCE**

Members of a Kiwanis Club are expected to attend the regular weekly meetings. Of course, this will not always be possible. In the case of a meeting which is missed, the member may "make up" the meeting missed. This may be done by attending another Club sponsored meeting, event, or project. Attendance at a Key Club, K-Kids, Builders Club, Division Council Meeting, Kiwanis convention or an event of the Oceanside Pacific Kiwanis Foundation may be used for a make-up.

## **PARTICIPATION**

Members are expected to participate in Club projects and events to the extent that they are able. Projects run by Club committees are Club projects and all members are encouraged to participate.

## **LEAVE OF ABSENCE**

When a member finds it impossible to attend meetings regularly for an extended period of time he/she should request a leave of absence. This will preserve a perfect attendance record and absences will not count against the Club in its monthly report. The minimum leave is thirty days and the maximum is ninety days, which can be extended. Normal reasons for requesting a leave are vacations, business requirements or extended illness. They may be requested retroactively, but should be requested prior to the leave. Requests may be made to the Secretary or the Chair of the Membership Committee.

## **CLUB E-MAIL USE**

Club members provide their email addresses for club purposes only and members should use a Club email list only for Club purposes. Many members do not wish to be included in mass mailings of items of interest to the sender. Such mailings should be sent only to those who have consented to be included. Violation of email usage could result in a member being subject to Club discipline.

## **CLUB OFFICERS**

Club officers and Board members constitute the Board of Directors. Officers are:  
Immediate Past President  
President

President-Elect  
Vice President  
Treasurer  
Assistant Treasurer  
Secretary  
Assistant Secretary.

Seven directors are elected by the membership and serve on the Board of Directors

Club elections are held at the Annual Meeting, the second meeting in May. Each officer and director is elected except the Secretary and Assistant Secretary, who are appointed by the President and approved by the Board of Directors. Either three or four directors are elected in alternate years. Others may be elected to fill vacancies and shall serve until the end of the vacated term.

### **HOLDING OFFICE**

If a member is elected to Club office, he/she is expected to fulfil the duties of that office. Club officers may not be nominated without their consent and agreement to serve in that office.

No member may be nominated or hold the office of vice-president, president-elect, or president without first serving at least one full term on the Board of Directors.

### **SIGNATORIES TO CLUB CHECKS**

Each August the Board of Directors shall review the Club officers authorized to sign Club checks. Not later than the October Board Meeting, the Treasurer shall report to the Board of Directors the names of any officers or in-coming officers who need to complete the required bank authorized signature cards in order to keep the signature cards current. All checks require two authorized signatures. The Club Treasurer or Assistant Treasurer must be one of the signatories on all Club checks. Other Club Officers may be signatories as determined from time to time by the Board of Directors.

The current officers who are authorized to sign Club checks are the:

1. Treasurer
2. President
3. President-Elect
4. Vice-President
5. Assistant Treasurer
6. Immediate Past-President

## DEBIT CARDS

The Club holds two debit cards to be used to expedite electronic transactions. The Board of Trustees has authorized the Secretary and the Treasurer to hold one each.

## FISCAL MATTERS

The Club Budget is separated into two funds:

### ADMINISTRATIVE FUND

This fund provides for the operation of the Club. The only source for these funds is from members of Kiwanis. The funds come in the form of dues, fines, raffles, and an occasional donation. The membership may vote to assess itself for a specific purpose. Funds drawn from the community through fund raisers may not be applied to this fund.

### CHARITY FUND

This fund provides for the implementation of the Club service projects. Funds may be transferred from the Administrative Fund to the Charity Fund, but not from the Charity Fund to the Administrative Fund. Funds raised or designated for Charity Fund for a fiscal year shall be those funds raised in the previous fiscal year and available at the start of the fiscal year. Funds raised during a fiscal year shall be designated for the next fiscal year.

Beginning on October 1, 2011, the Charity Fund will be administered by the Oceanside Pacific Kiwanis Foundation. The funds will be set aside or restricted for the use of OPK projects and approved by the OPK Board of Directors. The funds will be administered in compliance with Policy # 8 of the Foundation.

### BUDGET COMMITTEE

The budget committee is designed to insure the smooth and timely development of the Clubs Charity and Administrative budgets for each administrative year. The President-Designate recommends his/her choice for the chairman to the Board of Directors for approval. The chair may not be a current member of the Fund Raising Committee. The committee chair shall be a past Club president.

The Administrative Budget committee shall include the chair, the Club treasurer, and at least one other member of the Club familiar with the administrative budget. Other members may be selected by the committee chair. The president-designate shall present the Administrative and Charity budgets to the Board of Directors for approval no later than the September Board meeting. The proposed budgets shall be presented for adoption at the October Board meeting. Any adjustments from the preliminary budget to the final budget shall be presented by the Club President or his/her designee.

The Charity Budget Committee consists of Chair or the President-designate acting as the chair with all of the in-coming service committee chairs or their designees to determine what projects the committees are to be funded for during the following year. Fund Raising Committee members are excluded from the committee. The Fund Raising Committee chair shall advise the President designate of the dollars available for charity projects for the coming year. Once the projects and the dollars are in balance, the President-designate, the committee chair, and the Club treasurer shall create the preliminary charity fund budget. The President-designate shall present the charity budget along with the proposed list of activities or events from each charity committee to the Board of Directors no later than the September board meeting. The proposed budgets shall be presented for adoption at the October Board meeting. Any changes from the preliminary budget to the final budget shall be reviewed by the Club President and the Committee Chairs at the October Board Meeting.

The final authority to accept the budgets, reject the budgets or to increase or decrease the proposed budgets lies with the Board of Directors.

### **FUND RAISING COMMITTEE**

Not later than the end of May, the President Designate shall select the chairperson of the Fund Raising Committee for the up-coming administrative year. The Fund Raising Committee chairperson shall select as many members as he/she deems appropriate. By August 1, the current years Fund Raising committee chair shall advise the President-Designate of the dollars that are available for use by the Charity committees for the up-coming administrative year. The Fund Raising Committee chair for the coming year shall be appointed in May and shall begin work with the current chair to plan the succeeding years funding

## **Fund Raising by Individual Committees**

Fund raising is vital to the success of the individual committees and to the Club as a whole. It is very important that prior to any fund raising efforts by a committee that approval be given by the Fund Raising Committee. All fund raising is to be coordinated through the Fund Raising Committee. By coordinating fund-raising attempts, it is hoped that we will avoid contacting a business or individual for a small donation for a specific project when the fund-raising Committee intends to ask that business to be an event sponsor for several hundred or several thousand dollars.

## **CLUB DUES**

The Board will set member dues from time to time and such dues will be paid in accordance with the Bylaws. Delinquencies in dues payment may subject the member to suspension or removal from Club rolls in accordance with the Bylaws. Dues are billed in July and payable by August 31st. Members not paying or not having made payment arrangements with the Club Treasurer by the September Board Meeting may be dropped from the Club.

Members who have been awarded or who hold Life Membership in either Kiwanis International or the California-Nevada-Hawaii District of Kiwanis International will have their annual dues adjusted accordingly.

## **FINES**

The purpose of fines in a Kiwanis Club is to raise money for the Administrative Fund. The fines are only levied by the President or his/her designee. A common fine is one dollar. If someone is fined in excess of a dollar, be assured that the fine was set up in advance by a member who wanted to donate some funds to the Club. Fines are frequently levied in the face of an indiscretion by a member or a table of members, such as interrupting the meeting. Even though assessed a fine, payment by a member is purely voluntary.

## **OTHER FINES**

Fines are also levied for being late or leaving the meeting early, being noisy at inappropriate times, not wearing pin or badge, taking the badge home or other similar events. "Happy" or "Sad" dollars are self-imposed contributions.

## **PROGRESSIVE RAFFLE**

Another means of providing funding for the Administrative Fund is the Progressive raffle. At one dollar per chance, 6 chances for \$3.00, or 10 chances for \$10. members have an opportunity to contribute to the Administrative Fund. The member with the winning ticket draws a card from the deck and gets either the value of the card or, if the Joker is drawn, the accumulated pot. If the Joker is not drawn, the balance of the pot carries over to the next meeting. Non-members who draw the Joker receive \$20 and the Joker is returned to the deck.

## **SECRET GREETER**

A secret greeter is appointed for each meeting by the House Committee. Members must shake this person's hand or face being fined later in the meeting. This is used to get members used to the concept of making contact with other members at a meeting.

*NOTE: Hugs, back slaps, waves and the like do not count as hand shakes.*

## **ADVERTISING INCOME**

Income generated from the sale of advertising in the Tideline or the Clubs web site, is used to offset the expenses of the Clubs web site or other administrative expenses. The chairperson of the Advertising Committee and the Webmaster shall recommend to the Board of Directors prices to be charged for advertising in the Tideline and the web site but the Advertising chairperson and the webmaster will have the authorization to set the pricing for specials for both publications. Ads are also available at cost on the Club Web site at [www.oceansidepacifickiwanis.org](http://www.oceansidepacifickiwanis.org). These funds support the Web site. Funds not needed for the web site may be used for Board of Directors approved expenses of the Technology Committee or for other Administrative expenses

## **VOUCHER AND CHECK REQUESTS**

Requests for payment of bills or reimbursement to members may only be honored if the member completes a Request for Payment form which may be obtained from the Treasurer or from the web site. Members shall attempt to cash Club checks within the month issued so the Treasurer may reconcile Club bank accounts promptly.

## **DISHONORED CHECKS**

A member submitting to the Club two dishonored checks within the same fiscal year shall no longer be permitted to pay by check and must for that year pay by cash, money order or cashier check.

## **STANDING COMMITTEES**

The work of the Club is organized through its various committees. Existing committees are:

1. Community Services
2. Human and Spiritual Values
3. Young Children: Priority One
4. Senior Services
5. Service Leadership Programs (SLP)
6. House and Meeting
7. Membership, Growth, Development and Education and Awards
8. Fund Raising
9. Social
10. Bulletin (Tideliner)
11. Publicity/Public Relations<sup>1</sup>
12. Inter Clubs
13. Technology

## **REPRESENTATIVE CLUB PROJECTS**

Each Kiwanis Club develops its own special Community Service Projects. They are consistent with the skills, talents and desires of the members. Listed below are some projects which the Club has sponsored and which are still active. New projects may be suggested by members and assigned to a committee for coordination.

Dictionaries for Kids (all 3<sup>rd</sup> graders)  
Community Volunteer  
Children's Christmas Party  
Children's Safety Fair  
Funnel Cake Booth  
Brother Benno's breakfast line  
MiraCosta College Scholarships

MiraCosta College Medal of Honor banquet  
Digital Child I. D.  
Miracle Mile of Quarters donation  
Campfire  
Boys and Girls Club  
Ivey Ranch  
Seat in the Seat school attendance program  
Beach Fun Day

A complete list of more than 100 projects sorted by committee may be seen on the web site. [www.oceansidepacifickiwanis.org](http://www.oceansidepacifickiwanis.org)

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### **DIVISION COUNCIL MEETING**

Division Council Meetings (DCM) are held monthly, usually the first Saturday of each month, and sponsored by one of the member Clubs of Division 37. At the DCM, each Club in the Division is given an opportunity to communicate with other Division 37 Clubs and to engage in division wide projects. The Lt. Governor of Division 37 calls such meetings and is responsible for the content and agenda of each meeting.

### **COMMUNITY CONFERENCE**

The Community Services Committee is charged with the responsibility of conducting an annual Community Conference for the purpose of establishing a list of community needs which the Club can turn into service projects. The conference is conducted in accordance with established guidelines.

### **MONTHLY REPORTS**

Each Club submits a report to Kiwanis International on a monthly basis. It reports Club size, attendance, service projects, meetings and programs, sponsored youth programs, fund raising, donations and some statistical information. Each committee chair is required to report monthly to the Secretary during the first five days of each month detailing the previous month's activities and participation by each member in Club activities.

### **BULLETIN ADS**

The Club Bulletin, "*The Tideline*", is entirely self supporting. Income is derived from the sale of business-card size ads that appear weekly in the Tideline. The ads are sold throughout the Administrative year.

## **ROUND TABLE**

When special events (usually holidays) occur at or near the time of the regular meeting, or when another Club meeting is held during the same week, the Board of Directors may call a Round Table meeting. When this happens, a member is noted to be present at the regular meeting place and time. Members may come to the meeting site, sign in and receive credit for attending a meeting. There is no business conducted and no program.

## **INTERCLUBS**

An InterClub is a joint meeting of two or more Kiwanis Clubs at the host Club site. The minimum requirement for an Inter Club for a Club the size of OPK is four visiting members. The Inter Club Chair schedules visits to the other Clubs on a regular basis, usually at least one per month. The visits allow members to see how other Clubs operate and to pick up some good ideas from them. Club members also enjoy visiting with fellow Kiwanians.

## **CLUB SHIRTS/JACKETS**

Club shirts and jackets are available to the members at cost and are worn to meetings and service projects. The Club takes pride in the work it does in the community and use of the shirts and jackets are a way of letting others know of our activities.

## **SERVICE LEADERSHIP PROGRAM**

Kiwanis Clubs have an opportunity to become closely involved with youth at all ages by sponsoring one or more youth organizations. These are: the K-Kids (Elementary School); Builders Club (Middle or Junior High School); Key Club (High School) and Circle K (college).

## **TRANSPORTATION OF MINORS**

Members of the Club shall transport minors to or from a Kiwanis function only when there are three or more persons in the vehicle. Club members will not operate any vehicle while under the influence of alcohol or of any substance, drug, or medication which violates the Vehicle Code of the State of California. Minors will only be permitted to drive vehicles in compliance with the Vehicle Code and Kiwanis International regulations.

## SERVICE PROJECTS AND FUND-RAISING PROJECTS

The chairperson or coordinator for an event should circulate a sign-up sheet at least two (2) weeks prior to the event. At the Club meeting immediately prior to the event, the responsible person may read the list of names and seek confirmations from those individuals. Phone or e-mail reminders should be made to those who have signed up but were not present at the meeting. If their attendance cannot be verified, they should not be counted upon to be present. If there is an immediate need and it is not possible to give two weeks notice, the President may grant time on the agenda to recruit workers for the event. (i.e. Brother Bennos fifth Monday servers).

## SOCIAL EVENTS

There are two main social events during the year: the Installation Banquet (usually in September) and the Anniversary Party (usually in late February). The Social Chair will plan other socials during the year which may be simple out-to-dinner parties, ball games, plays and other events which the members indicate a desire to attend. Socials are at the expense of those who attend.

## SOCIAL EVENT SIGN UPS

The chairperson or coordinator for the event should circulate a sign-up sheet at least two (2) weeks prior to the event. If the event involves a catered event or the ordering of food where there is a person or per couple fee to be charged to OPK, the sign-up folder should display the time, date, place, and per person cost along with a sign up sheet that has a place for the member's name, guests name, and the total number and type of meals to be ordered, a paid column, and envelope for payment.

At the meeting immediately prior to the event, the names of all who have signed up should be noted and arrangements made for payment prior to the food ordering deadline. If payment has not been made or arrangements have not been made, food should not be ordered for that individual and/or his/her guest. If the non-paid member(s) are not in attendance at the meeting where the names are verified, the event coordinator is to call or email them to verify their attendance. If their attendance cannot be verified, they will be removed from the list. **A MEAL SIGNED UP FOR IS A MEAL TO BE PAID FOR!**

## CLUB OPERATIONS ASSESSMENT

An assessment of Club members may be conducted during a regular Club meeting to determine how well the Club is operating. The assessment may be scheduled by the Club President or at the request of the incoming Club President.

## **CLUB AWARDS GIVEN TO MEMBERS**

The Club shall make awards to members annually at the installation dinner, the official Governors Visit to the Division, or at any Club Meeting or other appropriate setting. An Honors and Awards Committee chairman is appointed by the Club President. The committee membership is limited to past presidents who are active members of the Club. The following awards shall be selected by the Honors and Awards Committee prior to the end of each administrative year.

- Rookie of the Year Award
- California-Nevada-Hawaii District Distinguished Service Award
- Dunlap Fellows of the Cal-Nev-Ha Foundation
- Hixon Fellows of the Kiwanis International Foundation
- Bob Sample-Will Blake Service Award
- The William Foran Kiwanian of the Year Award
- The OPK Foundation Meritorious Service Award
- The OPK Foundation Banner Award

Other awards to members may be presented at a Club Meeting.

## **FUNNY MONEY**

Each President may elect to have an issue of Funny money. These bills are made in the image of a one dollar bill with a picture/image of the Club President as part of the design. They are available at 13 for ten dollars and are only good for fines and happy/sad dollars. They are a source of income for the Administrative Fund

## **QUESTIONS OR COMMENTS**

Kiwanis is a volunteer organization. As such, no one can force a member to do anything he/she doesn't want to do. The Club always encourages members to have a voice in the inner workings of the Club. If a member sees something which he/she doesn't like or understand, the member should ask someone about it. The Club is very conscious of its Club image in the community.

A member should locate someone he/she feels comfortable talking to and express their feelings.

Serious problems will ultimately reach the Board of Directors, but most problems can be solved by discussion. An example of the above is the No Smoking policy. It came about as the result of members asking if there could be some restrictions on smoking.

## CONFERENCES AND CONVENTIONS

Members are encouraged to attend all Conferences and Conventions. During the Administrative year, the first is a series of two Mid-year District Conferences usually in late January or February. They are scheduled in the Northern and the Southern parts of the District.

The Club customarily registers 100 percent and pays the registration fee for both the Mid-Winter and the Annual Convention provided there are enough members planning to attend to make the investment worth while.

The District Convention is usually scheduled for mid- to late-August. It alternates annually with location in the North followed the next year with location in the South. From time to time, this Convention will be in Nevada or in Hawaii. The Club will pay for the expenses of the three delegates and for the registration of the non-delegates if there are enough members planning on attending to justify 100% Club Registration.

Since Kiwanis is an International organization, the International Convention is held outside of North America every few years. Nice and Taiwan have been sites in past years.

At any convention, conference or educational workshop the attendance will be based upon a priority listing. The Club President shall have first priority and will be the spokesperson and the leader of our delegation. Next in priority will be the President-Elect, the Vice-President, the Club Officers, the Club Board Members, and the Club Members.

## CONFERENCE AND CONVENTION EXPENSES

The convention and conference expenses are paid by the Club as delineated below. Others who wish to attend may have their registration paid as non-delegates as delineated below . The payment of expenses for delegates attending either the International or the District convention is contingent upon the delegate's attending and voting at the House of Delegates or the Delegate Assembly.

Conference and Convention expenses are paid on the following items.

1. Registration for
  - A. CNH Mid Winter: 100 % registration or not more than the costs of 100% registration divided among the members attending;

- B. CNH Convention. 100% registration if interest in attending by the members warrants 100% registration. If not then, registration for three delegates at the early registration rate and the balance of the registration funds may be divided among those members who wish to attend. The payment for convention registrations can not exceed the total amount established in the annual administrative budget for registration.
  - C. Kiwanis International Convention. Registration for two delegates at the early registration rate. Non-delegates may have their registration paid if approval is granted by the Board and if funds are available. The payment for convention registrations can not exceed the total amount established in the annual administrative budget for registration
2. Transportation is based upon round trip fares for air fare of or personal auto, whichever is least. Mileage is based upon round trip at not more than \$0.25 per mile.
  3. Meals are paid at \$50 per day for not more than three days of active convention participation and one travel day.
  4. Hotel or lodging will be paid by the Club for not more than three nights lodging at the District's Convention Hotel at the District discount rate.
  5. No convention expenses shall be paid until all of the delegates have submitted their claims and the treasurer presents a request for payment to the Board and the Board approves the payment of the expense.
  6. No delegate or member may bill the Club for pre-convention workshops or other activities unless the workshop or activity has prior Board approval and then only if there are funds over and above the anticipated delegate expenses or the Board authorizes the transfer of funds from another line item.

## INTERNATIONAL ORGANIZATION

Kiwanis International (KI) is led by an International President and an elected Board of Trustees.

KI is divided into Districts geographically. In Europe, entire countries are a District. This Club belongs to the California-Nevada-Hawaii District. There are about 500 Kiwanis Clubs in Cal-Nev-Ha (its colloquial name).

Each District is divided, again geographically, into Divisions. A Division is a group of from 10-20 Clubs in a fairly localized area. Divisions are numbered. There are 46 Divisions in Cal-Nev-Ha and OPK is in Division 37. Division 37 encompasses all of the Clubs in North San Diego County, extending from Oceanside to Fallbrook down to Poway and across to Del Mar.

APPENDIX "A"

KI & CNH's New Member Pro-rated Fees and OPK's Pro-rated Dues Schedule for  
the Administrative Year of October 1, 2011 to September 30, 2012

<b>Month</b>	<b>KI &amp; CNH Pro-Rated Dues Schedule</b>	<b>OPK Pro-Rated Dues Schedule</b>	<b>Total New Member Dues Schedule</b>
<b>October</b>	101.00	99.00	<b>200.00</b>
<b>November</b>	101.00	99.00	<b>200.00</b>
<b>December</b>	98.00	96.00	<b>194.00</b>
<b>January</b>	88.00	86.00	<b>174.00</b>
<b>February</b>	78.00	76.00	<b>154.00</b>
<b>March</b>	68.00	66.00	<b>134.00</b>
<b>April</b>	59.00	59.00	<b>118.00</b>
<b>May</b>	49.00	49.00	<b>98.00</b>
<b>June</b>	39.00	39.00	<b>78.00</b>
<b>July</b>	29.00	29.00	<b>58.00</b>
<b>August</b>	20.00	20.00	<b>40.00</b>
<b>September</b>	10.00	10.00	<b>20.00</b>

<b>KI &amp; CNH Month</b>	<b>Pro-Rated KI Pro-Rated Dues Schedule</b>	<b>Dues Schedule CNH Pro-Rated Dues Schedule</b>	<b>for 2011-2012 CNH &amp; KI New Member Dues Schedule</b>
<b>October</b>	62.00	39.00	<b>101.00</b>
<b>November</b>	62.00	39.00	<b>101.00</b>
<b>December</b>	60.00	38.00	<b>98.00</b>
<b>January</b>	54.00	34.00	<b>88.00</b>
<b>February</b>	48.00	30.00	<b>78.00</b>
<b>March</b>	42.00	26.00	<b>68.00</b>
<b>April</b>	36.00	23.00	<b>59.00</b>
<b>May</b>	30.00	19.00	<b>49.00</b>
<b>June</b>	24.00	15.00	<b>39.00</b>
<b>July</b>	18.00	11.00	<b>29.00</b>
<b>August</b>	12.00	8.00	<b>20.00</b>
<b>September</b>	6.00	4.00	<b>10.00</b>

Approved by the OPK Board of Directors October 4, 2011