

The Kiwanis Club of



Presents:

L I S T E N - U P

A Guide to the salient features of Oceanside, California's finest service club!

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 during the meal or whenever the business meeting is adjourned or concluded.

PIN AND BADGE

Members are expected to wear their pin (the "K") when they are out in public, but especially at meetings. The Name Badge, on the other hand, is to be worn only at meetings and **should not be taken home**.

OTHER KIWANIS PINS

You may have noticed that some members have pins which are not the same as the one you now wear. The somewhat larger gold ones are worn by Club Officers. The Silver ones are Past Officers who have achieved Distinguished Status. An oval-shaped pin with a Ruby and a number indicates a member who has sponsored five or more new members.

MEALS

Each member is expected to pay for meeting fee of \$5.00. The fee includes breakfast. . The meal is a comprehensive buffet with both hot and cold entrees. The club guarantees a minimum number of meals. Members on special diets need to inform the Treasurer or President if a meal will not be eaten. Special arrangements can be made in these cases.

A NO-SMOKING CLUB

A number of years ago, the membership decided to prohibit smoking at all of our club events. This ban is now a bylaw.

MEMBERSHIP GROWTH AND DEVELOPMENT

MEMBERSHIP DEVELOPMENT

An active membership is essential to a successful club. There must be adequate manpower 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.

NEW MEMBERS

New members are proposed to the Membership Growth and & Education (M G & E) Committee using a Proposal for Membership form. These forms are available from the Club Secretary.

The member is then proposed for membership at the next meeting of the Board of Directors. Upon approval, the member is requested to complete an Information Sheet and to pay the \$50.00 Application Fee. Annual dues, and any approved assessment, will be prorated and the member will be billed as of the month following induction into the club.

Induction of new members will be scheduled during a regular meeting on the third Wednesday of each month. At that time, the new member will receive a temporary name badge, referred to as the "Disneyland model". It will have a ribbon attached to keep track of the "new member tasks" (see below).

NEW MEMBER TASKS

Sponsoring a new member, or completing **any five** of the following tasks will qualify the new member for a permanent gold badge. The tasks are:

1. Go on an Interclub visit
2. Help with a service project
3. Help with a fund raiser
4. Attend committee meeting
5. Attend a Board meeting
6. Attend a Division Council meeting
7. Provide a club program

A symbol is affixed to the ribbon for each task when it is completed and reported by the sponsor to the Membership Growth & Education committee.

MEMBERSHIP AWARDS

There are several awards given to persons who sponsor new members into the club. One of these is in the form of a triangle with the number 3 in the Center. It is awarded to those who sponsor 3 new members during an Administrative year.

Another award is the Ruby "K". It is awarded to those persons who sponsor five members and multiples of ten members thereafter. It was originally in the shape of a large "K" and had a ruby in the center. The new award is an oval with the number of members sponsored printed on it. The ruby is replaced by a blue stone for 50 or more members and with a diamond at 100.

A newer award, the "Ring of Honor", available from the Kiwanis International office, goes to the sponsor of a new member who completes several specific tasks with the new member.

Each year, the Cal-Nev-Ha District has some form of incentive award for sponsoring new members.

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 to our club. There is a reduced Application Fee of \$25.00 for transfers from another Kiwanis within six months.

CLUB EXPECTATIONS

Attendance

Members of a Kiwanis Club are **encouraged** 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 is expected to **"make up"** the meeting missed. This may be done in several ways:

Make-ups

- * Attend another Kiwanis Club meeting
- * Attend a Kiwanis Board meeting held each first Tuesday at 7:00 a.m.
- * Attend a Key Club meeting
- * Attend a Kiwanis Convention
- * Attend a Division Council meeting
- * Attend a Committee meeting
- * Participate in a club project

Holding Office

If a member is elected to Club office, he/she is expected to participate fully and fulfill the duties of that office.

Participation

Members are expected to participate in club projects and events to the extent that they can. Some members do more than others because they have more available time.

GUESTS

Members are encouraged to bring guests to the meetings for the purpose of getting to know them and letting them see what we do. Any guest who is a viable candidate for membership is a guest of the club 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. We stand before and after the program each meeting and on other occasions as directed from the chair.

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.

MONEY MATTERS

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. Our common fine is one dollar. If you see someone 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.

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 fines.

PROGRESSIVE RAFFLE

Another means of providing funding for the Administrative Fund is the Progressive raffle. At one dollar per chance or 3 chances for \$2.00, members have an opportunity to contribute to the Administrative Fund. The member with the winning ticket 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.

REMINDERS

Members receive a reminder service, for which they are fined one dollar. Generally, the member will be reminded of his/her birthday, the spouses birthday and the wedding anniversary. In the case of unmarried members, other dates may be used... such as the day the Civil War ended.

SECRET GREETER

A secret greeter is appointed by the House Committee for each meeting. Members must shake hands with this person or face being fined later in the meeting. This is employed to get members used to the concept of getting around and making a contact with other members at a meeting. NOTE: hugs, back slaps, waves and the like don't count as hand shakes.

ADVERTISING

Members are encouraged to advertise their business at any meeting. This is a privilege of membership and is a means of establishing a business relationship among members. There is never a charge for advertising! We want to support each other's business.

A Division Directory is published each year which contains ads from members of the 18 Kiwanis Clubs In Division 37. The purpose is to encourage Kiwanians to trade with other Kiwanians Ads are also available on our Web site at www.oceansidepacific.org. These funds help to support our community service activities.

CLUB BUDGET

The Club Budget is separated into two funds. They are:

1. The Administrative Fund

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

2. Community Service Fund

This fund provides for the **implementation of the club service projects**. Funds may be transferred from the Administrative Fund to the Community Services Fund, but not the reverse.

APPLICATION FEE

Each candidate for admission to a Kiwanis club (except a transfer) pays a one-time Application Fee. This fee covers the necessary expenses of processing the new member into Kiwanis International. The fee for Oceanside Pacific is \$50.00. It is payable prior to induction. The Application Fee for a transfer from another Kiwanis Club within 6 months is \$25.00.

CLUB OFFICERS

Each Kiwanis Club has a basic set of officers called the Board of Directors. Ours are listed here:

- Immediate Past President
- President
- President-Elect
- Vice President
- Treasurer
- Assistant Treasurer
- Secretary
- Assistant Secretary
- Directors (7)

Club elections are held at the Annual Meeting, the second meeting in May. Each officer 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.

MONTHLY REPORTS

Each club submits a report to the Lt. Governor on a monthly basis. It reports our club size, attendance, service projects, meetings and programs, and some statistical information

“MUGGING” OUR GUESTS

Another means of getting the Kiwanis logo and our club name into the world is through our personalized coffee mug. These cobalt blue mugs with the striking white insignia are given to each of our guest programs. They are available to members.

BOARD MEETINGS

The Club Board of Directors meets the each Tuesday of each month at 7:00 . The meeting site is established by the Board. These meetings are open to all members. Committee chairpersons are Invited and encouraged to attend.

STANDING COMMITTEES

The work of the club is organized through the various committees. These are:

1. Community Services
2. Human and Spiritual Values
3. Youth Services
4. Young Children: Priority One
5. Sponsored Organizations and Programs
6. House and Meeting
7. Membership Growth and Education
8. Fund Raising
9. Social Events
10. Bulletin
11. Publicity/Public Relations
12. Interclubs
13. Technology
14. Senior Services

DIVISION COUNCIL

One day a month, currently the first Saturday, the Lt. Governor calls all of the club presidents together for a Division Council Meeting.(DCM). These meetings are about 1 1/2 hours in length. They are designed to provide Division-wide communication among the clubs and the District, through the Lt. Governor. The meetings are open and serve as a make-up and interclubs.

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 repeated.

Normal reasons for requesting a leave are vacations, business requirements or extended illness. They may be requested retroactively, but this is not recommended.

BULLETIN ADS

Our Club Bulletin, "The Tideline", is entirely self-supporting. The income is derived from the sale of two business-card size ads each month at \$20 each. The ads are sold at the

beginning of each Administrative year, about October 1.

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 designated 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 Interclub is **four visiting members**. Our Interclub Chair schedules visits to the other clubs on a regular basis, usually at least one per month. The visits allow us to see how other clubs operate and we pick up some good ideas from them. We also enjoy visiting with our fellow Kiwanians.

CLUB SHIRTS/JACKETS

When we were just beginning our life as a new Kiwanis Club, one of our desires was to establish an identity through club shirts and jackets. Although the styles and even the colors have changed over the years, we maintain the tradition today. They are available to the members at cost and are worn to meetings and service projects. We take pride in the work we do in the community and use the shirts and jackets as a way of letting others know we are here.

SPONSORED ORGANIZATIONS AND PROGRAMS (SOAP)

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

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 here are some projects we have sponsored over the years. Some are still active. We always seek new ideas. If you have an idea for a project, ask which Club Committee would likely sponsor it and attend that Committee's meeting.

Walk for Mankind
Special Olympics
Dictionaries for Kids (all 3rd graders)
Community Volunteer
Guide Dog Puppy Train Lift
California Parks Ministry donation
Children's Christmas Party
Children's Safety Fair
Funnel Cake Booth
VISION 2020
Brother Benno breakfast line
MiraCosta College Scholarships
MiraCosta College Medal of Honor banquet
Digital Child I. D,
Miracle Mile of Quarters donation
Campfire Boys and Girls
Pioneer Cemetery renovation
Ivey Ranch Park Horse Arena construction
Oceanside Library Trivia Bee
Seat in the Seat school attendance program

DIVISION 37 CLUBS

Kiwanis Clubs are organized by region into Divisions, which are numbered. Ours is Division 37, and includes the 18 clubs in North San Diego County. They are:

- Carlsbad - Carlsbad
- Del Mar - Del Mar
- Escondido - Escondido
- Fallbrook - Fallbrook

- Greater Encinitas - Cardiff/Solano Beach
 - Hidden ValleyEscondido
- Lake San Marcos - Lake San Marcos
- Rancho Bernardo - Rancho Bernardo
 - Oceanside - Oceanside
- Oceanside Pacific - Oceanside
 - Poway - Poway
 - Ramona - Ramona
- Rancho Penasquitos - Poway
 - San Marcos - San Marcos
 - Sunrise Vista - Vista
- Valley Center - Valley Center
 - Vista - Vista
- Vista Golden K - Vista

FUNNY MUNNY

Each President may elect to have an issue of “Funny munny”. These “bills” are made in the image of a **one-dollar bill** with a picture of the Club President included as part of the design. **They are available at 13 for ten dollars, and** they are only good for club fines and happy/sad dollars. They are a source of revenue for the Administrative Fund.

PROGRAM DECORUM

The person(s) who we invite 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.

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. We always encourage members to have a voice in the inner workings of the club. If you see something you don't like or don't understand, ask someone about it . We are very conscious of our club’s image in the community.

Locate someone you feel comfortable talking to and express your feelings. Serious problems will ultimately reach the Board of Directors, but most problems can be solved by discussion. An example of the above is our “No-Smoking” policy. It came about as the result of members asking if there could be some restrictions on smoking.

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 for. Socials are at the expense of those who attend.

CONFERENCES & CONVENTIONS

Mid-year Conference

Members are encouraged to attend all of the Conferences and Conventions they can. During the Administrative year, the first is a series of two Mid-year Conferences usually in late January or February. They are scheduled in the Northern and the Southern parts of the District for the convenience of attending. We will usually send 15-20 members to this Conference. The Club picks up the Registration Fees.

District Convention

This important event is usually scheduled for mid- to late-August. It alternates annually with one in the North followed the next year with one 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.

International Convention

Since we are an International organization, this Convention is held outside the United States every few years. Toronto, Nice and Taiwan have been sites in past years. The two delegates have all expenses paid by the Club. Others who wish to attend will have their Registration paid.

INTERNATIONAL ORGANIZATION

Kiwanis International is led by an International President and an elected Board of Trustees. It is divided into Districts geographically. In Europe, entire countries are a District. We belong to the California-Nevada-Hawaii District. There are about 600 Kiwanis Clubs in Cal-Nev-Ha (it's colloquial name).

Each District is divided, again geographically, into Divisions. A Division is a group from 10-20 clubs in a fairly localized area. Divisions are numbered. There are 46 Divisions in Cal-Nev-Ha and we are Division 37. It encompasses all 18 of the clubs in North San Diego County, extending from Oceanside to Fallbrook down to Poway and across to Del Mar.

THE OPK FOUNDATION

The Club operates a 501 (c) 3 Foundation. Its purpose is to provide the avenue for tax-deductible gifts. Its meetings are an integral part of the regular monthly meeting of the Club Board of Directors.