

Committee Overview

The Membership Committee shall lead and coordinate the membership efforts of the club, though every member of the club shall make membership growth and retention an ongoing personal concern. Focus areas of the committee shall include recruitment, retention, attendance, education, and mentoring.

Membership Process

Prospective members need never attend a certain number of meetings prior to being proposed or elected to membership. In fact, when prospects are being selected for invitation to a special guest day or for a targeted membership drive, all such prospects should be approved for membership by the Board of Directors prior to being approached and invited to membership.

Upon completion of a "Kiwanis Membership Application", it should be presented to the chair of the Membership Committee who shall confer with the Committee, and then, if approved, sign the Application where indicated "Recommended by Membership Committee." No fee is required at the time of submitting a membership application.

The Membership Committee chairman will then present the Application to the club Secretary who shall place the name of the proposed member on the agenda for the next subsequent meeting of the Board of Directors.

The prospective member will be notified, in writing, upon election by the Board of Directors, such notice including an invitation to membership, stating the fees and dues which are payable prior to induction, giving the requirement for attending one meeting of the Kiwanis Education Committee, and requesting the prospect to contact the Secretary to confirm an induction date.

The prospective member may attend a meeting with the Kiwanis Education Committee at any time prior to induction, and such meeting may even occur prior to submitting the Membership Application. That meeting should address issues relating to club history and activities, the organizational structure of Kiwanis, financial obligations and voluntary contributions, member involvement in meetings, committees, projects and activities, and an overview of expectations of each member.

The meeting with the Kiwanis Education Committee and payment of the applicable initiation fees and pro-rated semi-annual dues are required prior to induction.

The official date of membership is the latter of two dates - election to membership by the Board of Directors, and receipt of the applicable fees and dues.

Member Expectations

The expectations of members should be clearly stated and understood by a members, and should be a specific topic for presentation at each Kiwanis Education Committee meeting with prospective members.

These expectations for members of the Kiwanis Club of Glendale are:

- ❖ Attending a minimum of 50% of the scheduled Friday luncheon club meetings during a Kiwanis fiscal year.
- ❖ Participating in a minimum of 24 hours of service per year on club projects (not including committee meetings). Opportunities include Special Olympics, Glendale Kiwanis Chorus, interviewing scholarship candidates, reading at the library, judging the Americanism program, participating in Service Leadership Program conventions and projects, Kiwanis One Day, and various other "hands-on" service projects.

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- ❖ Contributing at least \$100 per year and securing an additional \$200 per year through various fundraising projects for the benefit of the club's service program.
- ❖ Participating in the Holiday Gala and the Duck Race, the major annual events of the club.
- ❖ Inviting at least one qualified prospective member to a club meeting, project, or activity at least once each fiscal year.
- ❖ Paying all fees, dues, voluntary contributions, ticket or event purchases, and other financial obligations to the Secretary in a timely manner.

Big Person Badges

When a new member joins the Kiwanis Club of Glendale, they are presented a New Member Badge which should be worn at every club meeting. Name badges help us get better acquainted, especially in a large club of 200 members.

The regular name badge, often referred to as the "Big Person Badge" is earned by completing several requirements which will help involve the new member in club activities and tradition. These may be changed from time to time by the Membership Committee, but generally have some of the following or similar requirements:

- ❖ Have photograph taken (or provide one to the Secretary)
- ❖ Attend a meeting of Kiwanis Education Committee
- ❖ Attend 8 consecutive meetings (including makeups)
- ❖ Attend an Interclub Meeting (at another club)
- ❖ Actively join at least 1 service & 1 administration committee
- ❖ Greet at the door twice at club meetings (arrive by 11:45 am)
- ❖ Be introduced twice by President (birthday, pay fines, introduce a guest, make announcements, etc.)
- ❖ Give your New Member badge to the Secretary to be replaced at the next club meeting (for \$5 fine)

Member Expenses

There are some fixed expenses which are an obligation of all members, namely:

\$50.00	initiation fee (once only)
\$35.00	re-initiation fee for former members in good standing at the time of their previous resignation or members of other clubs within 6 months
\$13.00	each weekly buffet lunch
\$5.00	birthday/anniversary cupcake - first Friday of birthday and/or wedding anniversary month
\$5.00	permanent ("Big Person") name badge (once only)
\$5.00	perfect attendance tab upon completion of each 52 consecutive weeks of attendance, including make-ups
Various	attendance of optional club social events, support of club fundraisers, meals at other Kiwanis clubs and Division and District and Kiwanis International functions

Classes of Membership

There are several classes of membership which are described in the club bylaws. These are Active Member, Senior Member, Privileged Member, and Honorary Member.

Life Member of either Kiwanis International or of California-Nevada-Hawaii District is a designation extended when the specified amount of the Life Membership fee has been paid for a member to Kiwanis International or to California-Nevada-Hawaii District. If either fee has been paid by the club as an honor by the club, there shall be no effect on the dues obligation of the member to the club. If the fee for either Life Member status is paid by the member, then the amount of that member's dues to the club shall be reduced by the appropriate amount of that period's dues.

Member Recognitions and Awards

Legion of Honor is a recognition for a member who has been a Kiwanian in good standing for 25 years or more. A certificate and lapel pin is presented for 25 years and for each additional 5 years thereafter.

Ruby K Pin recognizes those members who have sponsored new, transferred, or returning members into any Kiwanis club, with pins awarded for 5, every multiple of 10 up to 100, and every multiple of 25 beyond 100. The pins are ordered from Kiwanis International at no cost.

Distinguished Service Award is selected by the Board of Directors for presentation, usually at the Governor's Official Visit to the Division or Region, in recognition of distinguished service to the club and/or community over an extended period of time. The recipient(s) need not be Kiwanians, there may be multiple recipients in a Kiwanis year, and there is a designated form to be submitted to the Kiwanis Cal-Nev-Ha Foundation with a payment of \$150.00 for each such designee.

Kiwanian of the Year is selected and presented by the club president at the annual Installation of Officers based on the significant active involvement of a member during the current Kiwanis year.

New Member of the Year Award is selected and presented by the club president at the annual Installation of Officers based on the significant active involvement of a member inducted during the current Kiwanis year.

Subcommittees and Special Tasks

Attendance – This subcommittee tracks the attendance of members at all appropriate functions (club meetings, other Kiwanis clubs, service projects, fundraisers, Division and District and Kiwanis International functions, etc.) and follows up with non-attendees at appropriate intervals with phone calls, email and or postcards to promote active involvement and productivity.

Club Assessment – This subcommittee shall conduct an annual club assessment in the Spring to be used in the updating of the club's Strategic Plan and for the planning of club activities for the upcoming administrative year to secure continued vitalization and growth of the club's service and membership programs.

Member Recognition – This subcommittee shall identify opportunities for awards and recognition of club members within and outside of the club and shall make recommendations to the President and/or Board of Directors of the most qualified and appropriate members for each of the opportunities.

Membership Education – This committee shall be responsible for preparing, publicizing, and conducting the new member orientation for each new member or prospect prior to induction as well as more thorough education and assimilation as soon as possible following induction. It shall also provide periodic (at least monthly) items of education regarding the mission, objectives, goals, structure, projects, and other facets of Kiwanis International and our club to all members through the KiwanisNews and at club meetings.

Membership Growth – This subcommittee shall develop and implement an ongoing recruitment system to result in new members throughout the year. The ABC Recruitment System should be implemented to use members' talents and skills where they are best suited, taking advantage of those individuals who enjoy sales, while allowing members the opportunity to provide business and personal contacts in a non-threatening manner. Every opportunity to invite prospective members shall be utilized – club meetings, service projects, fundraisers, and numerous (ideally monthly) social events.

Membership Mixers – This subcommittee shall plan, prepare and implement a monthly membership social event including the special invitation and accommodation of prospective and newly inducted members in a social atmosphere in the evening that will be unencumbered by the limitations of a noon-time luncheon

meeting. A portion of the event shall include introductions of the prospects and new members and some appropriate Kiwanis education about the organization and our club, augmenting the usual new member orientation meeting.

Membership Retention – This subcommittee shall follow up with all members who have been inactive for a significant period of time, especially those who are delinquent in the payment of dues, and shall make every effort to assess the reasons for the non-involvement, resolve solutions to any of the problems and concerns, and to reactivate such members in the most appropriate ways that will be meaningful and valuable for them. Should any of the members determine that resigning or dropping from the club is the only viable alternative, an exit interview should be conducted to augment the annual club assessment for future improvement.

New Member Involvement – This subcommittee shall monitor the attendance and participation of new members, create opportunities for the new members to meet together to build camaraderie and teamwork, to present their ideas for new projects and programs, and to prepare and implement a club meeting program near the end of each Kiwanis year (probably August) for a New Member Takeover Meeting in which the new members assume all active leadership roles in the conduct of the meeting.

New Member Mentors – This subcommittee shall have a team of willing and knowledgeable club members who will serve as the mentor for new members, coordinating with the sponsor of the new member to encourage and accomplish an active and meaningful participation by each new member in the committees, meetings, and activities of the club. A mentor shall be assigned to each new member at the time of induction into membership and such mentoring relationship shall continue for a period of one year or until the new member is fully assimilated into the club activities.

Special Guest Day – This subcommittee shall plan and implement a new member campaign once annually, using the complete process defined by the Kiwanis Cal-Nev-Ha District for the Special Guest Day program, working toward a new member goal defined by the Board of Directors for the year's campaign.

Standing Committee Meetings

It is recommended that a meeting of the Standing Committee be convened monthly, with a representative of each of the subcommittees present, to:

- Coordinate the activities and events and meetings of all of the subcommittees and tasks
- Determine areas of support and opportunity needed from Kiwanians and the Kiwanis club
- Obtain the status and activity reports of each subcommittee for the preceding month
- Plan and prepare for upcoming activities and special events that involve the membership
- Provide for publicity of appropriate events

Reports

The Standing Committee Chair should obtain a report from each subcommittee chair by the end of each calendar month and then prepare and submit a consolidated report for the standing committee by the 5th of the succeeding month, preferably by email, to the Vice Presidents and Secretary.

Forms

The following forms should be readily available and distributed to the committee or club members whenever needed:

- Annual Club Assessment
- Exit Interview

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- Kiwanis Member Referral Form
- Membership Information Form (customized for the Glendale Club)
- New Member Recruitment Recognition Pins
- New Member Survey
- Orientation Outline
- Prospect Profile
- Prospective Member Sign-in Sheet
- Roster Analysis Worksheet