President/Secretary Handbook

Kiwanis Education

2020-2021

Fourth Edition

Minnesota Dakotas District
of
Kiwanis International
Dear President/Secretary:

Thank you for accepting the responsibility of serving your club in the Minnesota Dakotas Kiwanis District. May you fulfill your leadership duties that have been placed before you in helping to maintain your club’s health.

The position you are holding is very important for the club members as you support and encourage them throughout the year. You are the liaison between the District and the club members. The District leadership is here to help you and we hope this handbook will be a resourceful tool.

May you serve with honor, working together to Serve the Children of the World.

Again, thank you for your service.

The Minnesota Dakotas District Education

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

The Objects of Kiwanis

The Six permanent Objects of Kiwanis International were approved at the 1924 Convention in Denver, Colorado and have never been changed.

- 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 goodwill.
Brief History of Kiwanis

Kiwanis International

Two Detroit Michigan natives, Allen S. Browne and Joseph C. Prance, had an idea one day in August of 1914. It was a concept, rather, to develop an organization that provides fellowship like no other organization. They first constructed this group of only young professional businessmen. The group received their charter from the State of Michigan for the first Kiwanis Club on January 21, 1915. There were 200 members within six months.

Within those first six months the founding club nearly failed. Two men left for Cleveland and started a club that attracted a membership of 135 in 10 weeks.

Kiwanis Club International was adopted in 1924 with more than 1,200 clubs and almost 90,000 members. In 1920 the motto was “We Build” and the delegates to the 2005 International Convention voted to adopt a new motto, “Serving the Children of the World”.

On July 7, 1987, the delegates to the Kiwanis International Convention voted to accept women into the organization as members. This was first introduced at the 1973 International Convention. The current membership is over 25% women.

Minnesota Dakotas Kiwanis District

The Kiwanis Club of St. Paul was chartered in 1916 when George F. Hixson was International President. In 1917 the Duluth and Minneapolis clubs were chartered.

The Minnesota-Dakotas District of Kiwanis International was originally formed in the fall of 1918 as the Minnesota District. Three District Trustees were elected at one time, on from each club. The Kiwanis Club of Duluth raised $3,000.00 for war relief in the same year. In 1919 the District Convention changed the name to the Northwestern District. The Minnesota Dakotas District was approved at the 1920 District Convention.

Structure of the Kiwanis Organization

Member
Club
Lieutenant Governor
District Chairs
District Governor

International Board of Trustees
International President-Elect
International President

Note: The member is on the top because the member is the most important person of Kiwanis. Without dedicated members, Kiwanis wouldn’t be the organization that it is and serving the world the way it does.
Calendar of Events

Club Installation of Officers: September – October
Club Leadership Education (CLE) March thru August
Kiwanis International Convention: June – July
Minnesota Dakotas District Convention: August

“Legalities & Issues”

Employer Identification Number (EIN):
All Kiwanis clubs need to have an EIN. If the club doesn’t have an EIN, apply at www.irs.gov
Register the number with the Finance Department of Kiwanis International
KI registers the number with the IRS
Note: Clubs and Foundations cannot have the same EIN

501c(3) and 501c(4):
501c(3) is a charitable organization: Kiwanis Foundations
Kiwanis International is not a 501c(3)
501c(4) is a social welfare organization: Kiwanis Clubs, Key Club & Circle K

Incorporation of Clubs:
All clubs are encouraged to be incorporated
Application can be made on your State website
Why? Protects the members of the club from lawsuits; does not protect the club from a lawsuit.

Risk Management:
Clubs have questions about risk management, background checks for members, activities related to service projects, fundraisers and working with the sponsored leadership programs.
Every club secretary receives a packet each year about Youth Protection and Risk Management.
All inquiries should be referred to the District Risk Manager, found on the District website

Tax Filing:
Due: February 15th of each year
• If the club’s gross receipts are $50,000.00 or less, the club is required to file the IRS’ electronic postcard Form 990-N. (The definition of gross receipts is any and all income to the club’s accounts, even if it is an in-and-out item.)
• If the club’s gross receipts normally exceed $50,000.00 and up to $200,000.00, the club is required to file Form 990EZ.
• If the club’s gross receipts are greater than $200,000.00 the club must file Form 990.
• Failure to file for three consecutive years could result in revocation of the club’s tax exempt status.
Bylaws

All officers of the club should refer to the Bylaws for answers to their questions. Each member should receive a copy. If the club hasn’t reviewed their bylaws, this should be completed soon. Instructions are given on www.kiwanis.org.

Club Meetings

Regular Meetings and Board Meetings

The Leadership Guide outlines the regular club meetings and the board meetings. Many clubs have their own agendas, however, the guide is helpful.

Annual Meeting

This meeting is held during a regular meeting time between January 1st and May 15th. The nominating committee shall present members for the offices to be filled for the following year. The names are announced two weeks in advance of the annual meeting, along with notifying all members 30 days in advance of the date and time of the meeting. The annual meeting is held for all members to vote. The elected officers’ names are reported to Kiwanis International and the District office no later than June 1st.

The Leadership Guide has more specifics.

Parliamentary Procedure

1. Motion is made
2. Second to the motion
3. Discussion
4. Call for the vote
5. Vote

Amendment to the motion:
1. Motion is made as an amendment to the current motion
2. Second to the amended motion
3. Discussion
4. Call to vote on this amended motion
5. Passed: the other motion is not voted on
6. Not passed: vote is taken on the original motion

Interclub

An interclub meeting is one that two or more club members visit another Kiwanis Club, which also includes CKI club, Key Club, Builders Club, K-Kids Club, and/or Aktion Club. To qualify for interclub credit, the meeting must be an official meeting of the host club. Conventions, division meetings and similar events do not normally qualify.

Kiwanis One Day

Each year, Kiwanis clubs around the world join in a specific day of service, Kiwanis One Day. It’s a global effort, but it’s made of personal commitments with a community project to involve Kiwanis clubs within your community, which includes the Sponsored Leadership Programs.

The date and details are on the Kiwanis website. It results in an international spirit of service.
The Basic “Workings” of a Club

People join organizations for various reasons. Most people that join Kiwanis are dedicated to children, service and volunteering within their community. So, if this is the reason, let’s work together with our members as a team to accomplish service to children and a better community.

No two Kiwanis clubs are the same, however, most have the same structure of meetings, etc.

1. Welcome all members, new or established, to the club’s meetings and functions to be a part of the “Kiwanis family”. This is how we retain members!

2. Meetings include the announcements of upcoming projects and fundraisers, happy dollars, a song, humorous moment, and a program from the community.

3. Service projects are approved by the Board of Directors and are implemented through the members.

4. Fundraisers are approved by the Board of Directors and organized through the fundraising/finance committee. Members participate.

5. All members cannot, and should not, be expected to participate in every service project and fundraiser. However, allow the members to have the choice with their schedule and interest to participate with those of their interest, etc. It is great to have 100% participation, however, sometimes that is not feasible.

6. Invite, encourage and include members who are not always active to participate. Mentor them to become a committee chair or officer.

7. Board and Committee meetings are to be held monthly. Club’s annual meeting is held between January 1st and May 15th to elect the following year's officers.

8. Dues are paid to the club, as the club specifies, either annually or biannually.

9. Encourage members to attend Division Conferences, District Conventions and International Conventions. This helps the member learn more about Kiwanis and the “workings” of the Kiwanis organization.

10. Clubs are encouraged to develop a brochure about the club’s meetings, service projects and fundraisers, as well as information about Kiwanis. These can be distributed to each speaker at club meetings along with an application, service projects and fundraisers. There is a template for a club brochure on www.kiwanis.org.

11. It is recommended that club officers and members don’t use acronyms of the Kiwanis terms, as members don’t know what they mean.
Committees

Clubs have various committees, however, Kiwanis International has the following recommended club committees and responsibilities:

**Membership Committee**
- New Member application
- Strengthen the club’s membership
- Host a membership drive
- Kiwanis education for committee chair
- Webinars (tutorials & videos)
- Every club should have a Membership Chair registered with Kiwanis International.

**Public Relations Committee:**
- Media resources
- Kiwanis education for committee chair
- Communication tools
- Club website

**Programs Committee:**
- Member retention
- Building leadership

**Community Service & Fundraising Committee:**
- Community analysis
- Service project ideas
- Fundraising ideas
- Kiwanis One Day

**Service Leadership Programs Committee:**
- Chartering/sponsorship
- Bring Up Grades (BUG)
- Terrific Kids
- Youth Protection Guidelines
- Guidelines for working with Aktion Club members

**Club Committee Chairman Workbook:**
This is available on the Kiwanis website, as well as online training modules for committee chairs.
Service Leadership Programs (SLPs) & Clubs

K-Kids:
Elementary students ages 6-12 learn leadership skills, self-development, service, character education and academic achievement. The K-Kids vote for officers, learn parliamentary procedure as well as choose their own projects and fundraisers. The sponsoring club’s members should be participating with this club.

Builders Club:
A leadership program for middle and junior high students with 35,000 members worldwide in 1,500 clubs in five countries. The sponsoring club’s members should be participating with this club.

Key Club International:
The largest high school service organization in the world with more than 270,000 members, 5,000 clubs in 38 nations and with more than 12 million service hours annually. An organization that helps cultivate leadership skills, learn leadership, character building, caring, inclusiveness, serve their communities and build friendships. The sponsoring club’s members should be participating with this club.

Circle K International:
The premiere university service organization in the world. Circle K is the largest student led collegiate service organization to help students based on tenants of service, leadership and fellowship. There are 13,000 members in more than 500 clubs in 17 nations with more than 500,000 service hours completed annually. The sponsoring club’s members should be participating with this club.

Key Leaders:
A weekend experience designed to empower emerging student leaders. This helps teens from age 14-18 learn about their community, build self-confidence and set their own goals that may change their life.

Aktion Club:
This is the only service club for adults with disabilities, with more than 12,000 members worldwide in over 500 clubs. This organization is open to any adult 18 years and older who has a disability and is interested in performing community service. Motto: “Where development has no disability”.

Traditional Kiwanis Club:
The meetings are once a week, a program, discussion of project and fundraising items, song and “happy dollars”.

3-2-1 Club:
The newest Kiwanis Club that devotes members to three hours of service, two hours of social and one hour of meeting. These take place each month. The 3-2-1 Clubs meet anywhere they can within their community.

Internet Club:
Members communicate through the internet, have officers, plan, coordinate and provide service projects and fundraising. Members can be located from all over the world.

Club Satellite:
Members belong to the regular club. They decide their own meeting times, projects and fundraisers, all of which need the regular club’s board approval. The Club Satellite is not a club by itself, but an entity of a regular club. It is recommended that their members serve on the regular club’s board, etc.
**BUG:**
The Bring Up Grades program awards elementary school students’ achievements. It’s a low-cost, high-impact program that’s easy to implement.

**Terrific Kids:**
Terrific Kids is a student recognition program that promotes character development, self-esteem and perseverance. Students work with their teacher to establish goals to improve behavior, peer relations, attendance or schoolwork and to reach their goal during a specific time period.

**Read Around the World:**
Every child should experience the joy of reading. Kiwanis has partnered with Scholastic, an organization that supports children’s access to books and love of reading. Read to children and then give them books they can cherish again and again.

*Note: There is information and ideas on [www.kiwanis.org](http://www.kiwanis.org), These Sponsored Leadership Programs (SLPs) have their individual website for the advisors, support and ideas.*

**Young Children Priority One (YCPO)**

The focus is on service to children prenatal through age five through four areas:

1. Maternal and child health
2. Child care and development
3. Parent education and support
4. Safety and pediatric trauma

Clubs are encouraged to have a service project to help these children as it is the most crucial age for learning. Statistics and research show that if reading, learning and good development in this age bracket is missed, a child cannot gain it at an older age.
Membership - Dues Information

Kiwanis International Membership Dues
Minnesota-Dakotas District New Member

The District New Member Enrollment Fee (also referred to as dues) shall be charged for each new club member according to the following graduated enrollment fee schedule. This change only affects those joining as new members of an existing club during the year.

In addition, as before, the enrollment fee is waived for charter members of new Kiwanis Clubs, honorary members, members who, within a six-month period, join another Kiwanis club, and Circle K members who join a Kiwanis Club within six months after graduation. An enrollment fee is owed by a club and not waived when a member who has been deleted is then added by the same club, except when annual dues have been paid for that member for the annual period in which the member rejoins.

Kiwanis Dues Rates

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<tr>
<th>Minnesota-Dakotas District Dues- $30.00/year</th>
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<tr>
<td>District New Member Enrollment Fee- Amount is based on our graduated new member dues schedule. Starts at $30 in October and decreases each month of the Kiwanis year.</td>
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<tr>
<td>Kiwanis International Dues- $52.00 per year</td>
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<td>Kiwanis International Magazine- $8.00 per year</td>
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<td>Member Liability Insurance- $13.00 per year</td>
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<td>Kiwanis International New Member Fee- $50.00</td>
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<td>The KI new member fee is due when member joins. Regular dues are not collected until the next annual club billing.</td>
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<tr>
<td>Club Director and Officer Liability Insurance- KI assesses the club based on $4 per member on annual billing.</td>
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<td>Club Dues- varies by club</td>
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<tr>
<th>Member Add Month</th>
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Dues …Why do I pay Dues?

Dues are needed for any organization to function properly.

**Kiwanis International dues are used for:**
- Travel expenses of our International President and trustees. KI designates a Trustee to each district to be a liaison for the District Governor;
- Employees at the KI office for bookkeeping of dues, financial, membership, and everyday operations of the organization;
- Area director personnel for education and membership services for the districts, clubs, members;
- Education, membership and all other materials developed and printed for the clubs and members;
- International website costs.

**District Dues are used for:**
- District secretary/treasurer, the only paid position in the district. Very valuable person;
- Travel expenses for District leaders, chairs, Lieutenant Governor teams and Service Leadership Program’s administrators to fulfill their responsibilities to the district, clubs and members;
- Education of the Lieutenant Governor teams, travel expenses for Club Leadership Education instructors and other educational functions;
- Support of the Sponsored Leadership Programs in the District;
- District website costs, maintenance, etc.; and
- More details are presented in the financial report at each District Convention.

*Note: The Minnesota-Dakotas District Board is very responsible and conservative of the monies that are used and needed for the district to function properly with the dues they receive from the members. The dedicated individuals working within the Distraect are volunteers of their time and resources.*

**New Member Orientation**

It is important for a new member to receive an orientation as soon as possible. If your club hasn’t done this before, the club’s leadership should present this to the club as a program.

The orientation presents most aspects of the club, such as the Kiwanis International and District structure, committees, club’s fundraisers and projects, conventions, education possibilities, benefits of Kiwanis, the responsibilities of the member and the club, how to become involved in the club, the sponsored leadership programs with youth and much more.

Resources for Orientation:
- [http://community.kiwanisone.org/media/p/18512.aspx](http://community.kiwanisone.org/media/p/18512.aspx)
- [http://community.kiwanisone.org/media/p/21139.aspx](http://community.kiwanisone.org/media/p/21139.aspx)

*These are power points with notes and can also be adapted with the district and club’s information.*
Members and Education

Mentoring a Member

Joining Kiwanis is an invitation to a time of service. Therefore, when someone joins Kiwanis, a member needs to help the new member to learn about the organization. The member who sponsors the individual should be the person to introduce them to Kiwanis. If that person doesn’t help, then another member needs to befriend the new member.

So, what are the responsibilities?

1. Introduce the new member to everyone, personally, within the club.
2. Include the member in conversations and decisions.
3. Invite, pick up and take the member to service projects and fundraisers.
4. Work beside the member, so when questions are asked, you can answer them.
5. Explain the workings of the club, meeting by meeting, while the questions are current.
6. Involve the member in club committees.
7. Invite the member to attend a Division Conference and District Convention with you.
8. Invite the member to a Club Leadership Education session held for club officers and members.
9. Introduce and help them with the District and International websites to become familiar with them so they can research different topics and obtain information.
10. Nominate them to be on the club’s Board of Directors. This is where the member will begin to learn another level of Kiwanis.
11. Work with them during this time so they can become a club officer, e.g. president, Lieutenant Governor, District Chair or District Governor. The possibilities are endless.
12. Encourage, coach and support the new member by getting to know them personally.
13. Show them they are needed, beginning with small tasks.
14. Ask them for feedback; their input can provide a new perspective.
Kiwanis Education

Education is the most important component to Kiwanis membership. Educating the club member through clubs sharing Kiwanis information, new member orientation, Club Leadership Education (CLE) and Achieving Club Excellence gives value to their members.

Club Leadership Education (CLE):
- CLE sessions held annually in the spring and summer;
- President-Elects, board members and club members;
- Secretary and Treasurer may attend, the club officers are a team!
- Online CLE; available for all officers; and
- Sessions and Online count towards Distinguished Club.

Achieving Club Excellence (ACE):
This is an awesome tool on www.kiwanis.org to revitalize your club, build membership, develop a purpose for your club, more member involvement and much more.

Seven Steps
A process to help clubs become an excellent club with a circular representation to indicate that it never ends. The ACE workshop is for three to four hours with as many club members present as possible. The facilitator will provide all the materials.
1. Define excellence: what is an excellent club?
2. Assess club vitality: evaluate all aspects of the club, including membership, service projects, fundraisers, what’s working, what isn’t working, how to involve members, etc.
3. Evaluate results: where is the club and why?
4. Plan your club’s success: what you want to become and do; what projects and/or fundraisers to keep and which to quit; strategic plan; dream!
5. Share your story: the club’s successes, activities and involvement in the community
6. Inform members: communicate through newsletter, club’s website, etc.
7. Enhance the member experience: make it the best, how to mentor and retain members

The following website will give the guidelines and materials to follow:
www.kiwanis.org/theformula/strengthen-your-club/achieving-club-excellence
Educating Members about Kiwanis

The best method to retain members is to help them learn more about the organization. As they begin to understand the mission of Kiwanis and how the club serves in the community and schools, they will want to become more involved in the mission of Kiwanis.

**Explain:** in a brief way, through a meeting the meaning(s) about items, such as:
- Foundations; Outreach; donations; Kiwanis Structure; Risk Management while planning a fundraiser; The Eliminate Project (Maternal Neonatal Tetanus); and Club Leadership Education (CLE)

“Education Minute” or “Quiz Question” about Kiwanis at club meeting.

**Features:** in the club newsletter or District Minnekotan publication.

**Committees:** such as table tents with names of committee members on one side and explanation of responsibilities on the back side; descriptions are in the Leadership Guide. Committees are the “nuts and bolts” of the club where ideas and leadership are encouraged.

**District/International Conventions:** Delegates are officers and members; Education forums are presented and members get to know how Kiwanis functions at that level.

**Division Conference:** Education and Membership information at the division; meet other Kiwanis members; make new friends and learn about service projects and fundraisers.

**Club Leadership Education (CLE):** Sessions are for all officers and members to learn the duties and responsibilities of being a club officer. Online education is available on [www.kiwanis.org](http://www.kiwanis.org).

**Acronyms:** Do not use acronyms, most people don’t know the meaning.

**Communications:** Club newsletter; club website; [www.kiwanis.org](http://www.kiwanis.org) website; emails or by person; keeps members informed and contact those members who don’t attend regularly.
Division and District

Division Conference

The Division Conference is a time for all Kiwanis members throughout their division gather together. Members can meet, discuss their clubs’ projects, and get to know each other. This is a time for Kiwanis education, how to build membership, retain members, mentor members, and service. Clubs are encouraged to budget funds for members to attend.

Division President’s Council Meetings

The Lieutenant Governor, club presidents and members for their one-third part of their division meet periodically. The meetings can be incorporated into the Division Conference, Club Leadership education session; and two other meetings during the year.

This is an opportunity for clubs to converse, share ideas, Lieutenant Governors to inform the club officers of events, etc. throughout the Division, District and International. This is a great time to address club concerns and advise clubs. Expenses for these meetings can be reimbursed through the club, if possible.

Minnesota Dakotas District Foundation

The Minnesota Dakotas Kiwanis Education Foundation has scholarships for students attending college in Minnesota, South Dakota and North Dakota. Members’ donations to the foundation are tax deductible.

Applications are given to high schools by the club president in a community that a Kiwanis club is present. No more than three students from the school may have their applications submitted. The applications must be postmarked no later than mid-January. Scholarship recipients are announced between April 15th and May 1st. The foundation is a 501(c)3.

Other District Contributions:
- Vantine Life Fellowship: $100.00 recognition or gift
- Century Club: $1,000.00 club or club member
- Joseph E. Messer Fellowship: $500.00 recognition or gift

Outreach Program

The Minnesota Dakotas Kiwanis District established the Outreach Program to financially help Key Club and Circle K District boards. All Outreach dollars are used for travel to build new sponsored youth clubs, expenses to attend Kiwanis District Conventions, Kiwanis special meetings, supplies and equipment above the sponsored youth budgets. These funds are dispersed when deemed necessary.

No adult or Kiwanis member benefits from Outreach dollars. The Kiwanis clubs that do not have a Sponsored Leadership Program are urged to contribute to the Outreach Program.
**Minnesota Dakotas District Awards**

**Division Star Award:**
This award is an opportunity for clubs to acknowledge and honor a Kiwanian for service in their clubs and communities. Awards are presented at the District Convention.

Nominations of one member per club submitted in an essay of no more than 300 words to the Lt. Governor of their division to determine their selection of one award per division. These are to be submitted by the Lieutenant Governor to the District Chair of Administration no later than April 1st.

**Interclub Award Criteria:**
- The club visits another club anywhere around the world
- Two members per club visit another Kiwanis Club
- Visit must be to a regular club meeting, board of director’s meeting, K-Kids, Builders, Key Club, Circle K or Aktion clubs
- Minimum of 6 different clubs
- Visit must be reported on the club online monthly report

**Citizenship Award:**
Nominations are submitted by clubs to honor an individual who may have been a part of a heroic deed in the past year from July to June. It should include a short description of the circumstances, along with newspaper clippings, etc.

The Past District Officers Association (PDOA) selects a person from the Minnesota-Dakotas District to receive the award at the annual District Convention. The nominating Kiwanis Club is responsible for arranging the travel and lodging expense for the recipient. The PDOA will reimburse expenses up to $500.00 for the club.

**Kiwanis International Foundation**

**Contributions, Awards & Recognition**

**Grants:**
Helping children at risk, underserved and need help the most.
Disaster Relief: families with an emergency and need relief.

**Awards & Recognition - Clubs & Members:**
- **Heritage Society** $10,000.00 in estate planning
- **Mary & Bo Schafer Legacy Society: Life Member Status** $50,000.00 in estate
- **Legion of Honor** 25, 30, 35, etc. years of membership
- **Ruby K pin** recruiting five or more new members
- **Leadership Society** $250.00
- **George F. Hixon** $1,000.00 or more
- **World Service Medal** enhance quality of life by an individual or organization above and beyond
- **Robert P. Connelly Medal for Heroism** an individual
- **Tablet of Honor** $2,000.00 or more
- **Founder’s Circle** cumulative giving of $25,000.00 or more

**Club Awards & Recognition:**
- **Annual Club Gift Campaign** $6.00 per member annually
- **Distinguished Member** criteria changes yearly
- **Distinguished Club Criteria** criteria changes yearly
The Eliminate Project

Contributing $1.80 for three doses of tetanus vaccine will save one mother and her future children from Maternal/Neonatal Tetanus. Kiwanis and UNICEF have joined again to raise $110 million to eliminate this disease. One baby dies every 9 minutes from this disease.

Walter Zeller Fellowship $1,250.00 gift
www.TheEliminateProject.org for more information

Note: donations and pledges are continually being accepted until the $110 million is reached.

Who is a Lieutenant Governor?

The Lieutenant Governor is the liaison between the District and the club. This is a rewarding position to help other clubs with your Division. An expense budget is provided for travel expenses, etc. Contact any district leader with questions and inquiries about the position. You will enjoy it!!

Qualifications:
- Past club president or secretary;
- Knowledgeable of basic Kiwanis club operations;
- Willing to learn and be aware of Kiwanis resources;
- Organization skills and manage time well;
- Communicator and team worker.

Commitment:
- Three years: (Lt. Governor-Elect, Lt. Governor and Immediate Past Lt. Governor);
- Serve on District Board of Trustees;
- Attend Lieutenant Governor education weekend in April;
- Attend District and International Conventions

Responsibilities:
- Visit a group of clubs two times, plus a club board meeting, each year in the one-third part of your Division;
- Work to strengthen clubs that are struggling with membership, etc.
- The three Lt. Governors plan and host a Division Conference;
- Plan and lead Division President’s Council Meetings

Benefits:
- Learn more about Kiwanis;
- Develop leadership skills;
- Visit and helping clubs;
- Serve with the district leadership;
- Work together as a team of Lt. Governors;
- Meet many Kiwanians throughout the District and world;
- Make lasting friendships;
- Have fun with other clubs’ projects and fundraisers;
- And much, much more
Resources

Kiwanis International
Bylaws
Standard Club Bylaws
Minnesota Dakotas District:
  Secretary
  Leadership
Leadership Guide:
  President, Secretary and Treasurer Sections
  Reference materials:
    Rewards & Recognitions
    Insurance
    Branding & Public Awareness
    Marketing
    Publications
    Service Leadership Programs
    Kiwanis International Foundation
    Club Status
    Reports

NOTE: On the District website there is the Leadership Directory with all of the District officers, directors and chairs listed. Please contact the District officer regarding your particular question. For example: If you have a question regarding Membership, contact that individual; if your questions is regarding Service, contact that individual, etc.

Please utilize these officers because they are here to help you and your club with your questions and concerns.
Top Ten Reasons to Join Kiwanis

10. Learn about your community and beyond through weekly programs.
9. Make new friends and develop new relationships.
8. Become a part of a global organization that does great things for those who need our help.
7. Do service with a team…not by yourself.
6. Develop leadership skills that can aid you in your career and beyond.
5. Visit Kiwanis clubs throughout the country and the world.
4. Experience that wonderful feeling from helping others.
3. Be a part of a positive atmosphere no matter how negative things get around you day to day.
2. Share your life with other like-minded individuals in a supportive environment.
1. You can improve the world one child and one community at a time!

~ by Stewart Ross

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Top Ten Reasons to become A Lieutenant Governor

10. Learn about the clubs in your division to help them.
9. Make new friends and develop new relationships.
8. Become a part of the organization that helps clubs and members to grow.
7. Serve with the clubs on their projects.
6. Develop your leadership skills to help grow future leaders.
5. Visit Kiwanis clubs and learn about their uniqueness.
4. Experience the oneness with helping other clubs and members.
3. Be a part of a positive atmosphere and help clubs to become a positive club.
2. Share your life with others so they will want to share theirs.
1. You can improve one club, and one past president at a time to become a Lieutenant Governor, the best position in Kiwanis!

~ by Loreena Luetgers