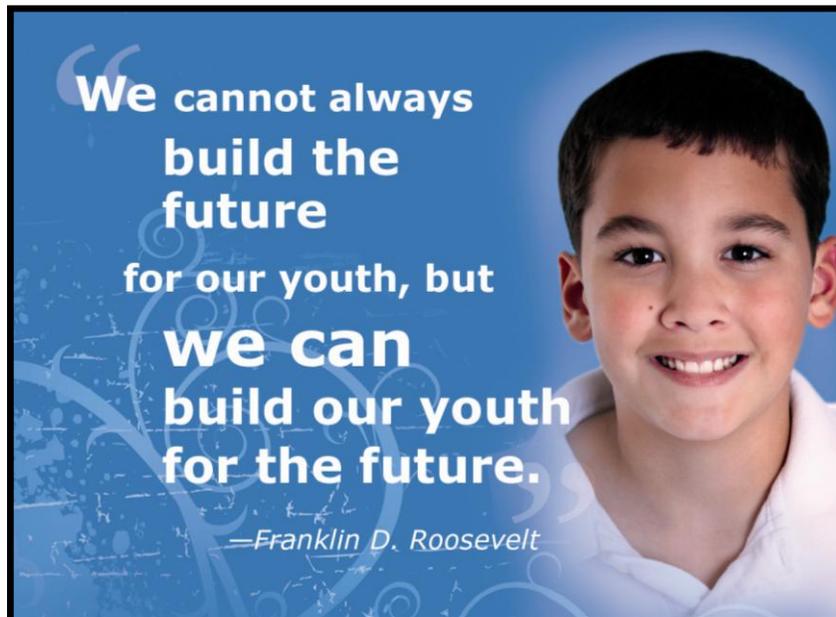


Builders Club

Builders Club Advisor Resource Guide



Developing competent, capable, and caring leaders through service since 1975.



Builders Club Advisor’s Resource Guide

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Introduction to Builders Club

Builders Club is an international organization for junior high and middle school students that builds character, develops leadership, and offers its members opportunities to serve their school and community. Builders Club provides a chance for its members to form sound, personal values based on experiences in meaningful service activities.

Builders Club is based on these beliefs and principles:

Motto

Building leaders

Mission

Builders Club is an international student-led organization providing its members with opportunities to perform service, build character, and develop leadership.

Core Values

- Character Building: The ability to do the right thing, even when it might be the unpopular choice.
- Leadership: The ability to listen, communicate, serve, and guide others.
- Inclusiveness: Accepting and welcoming the differences in other people.
- Caring: The act of being concerned about or interested in another person or situation.

Builders Club Objects

- To provide opportunities for working together in service to school and community.
- To develop leadership potential.
- To foster development of a strong, moral character.
- To encourage loyalty to school, community, and nation.

Builders Club is a local program; there is no division, district, or International structure. Each Builders Club is sponsored by a Kiwanis club and the junior high or middle school, or sponsored jointly by a Kiwanis club and a Circle K club (at the university or college level) or Key Club (high school).

As a sponsor, the Kiwanis Club pays annual club dues of US\$150 to Kiwanis International. In return, the Builders Club receives an annual membership kit with pins, certificates, cards, and resources for a successful year. A Builders Club may charge club fees to assist with funding club projects, though it is recommended that club fees not exceed \$5 annually per member. The sponsoring Kiwanis club may incur additional expenses in connection with supplies items that it chooses to provide the Builders Club.

Each Builders Club elects its own officers, determines the schedule for its regular club meetings, establishes its own committees, adopts its own bylaws, and determines if there will

be an annual per-member fee. The club's board of directors should meet regularly — at least once a month.

Builders Clubs conduct projects under the supervision and cooperation of a faculty advisor, school administrator, and an advisor from its sponsoring Kiwanis club. Club members select their own projects, but also seek opportunities to work with the sponsoring Kiwanis club, Key Club, or Circle K club in joint service or fundraising activities.

Builders Clubs are part of the family, which includes: K-Kids (elementary school-aged students); Key Club (high school students); Circle K (college and university students); Kiwanis Junior (young adults in Europe); Aktion Club (adults who live with a disability); and Kiwanis International (adults).

Kiwanis Service Leadership Programs

K-Kids

Elementary school-aged students

www.kkids.org

Builders Club

Junior high and middle school students

www.buildersclub.org

Key Club

High school students

www.keyclub.org

Circle K

College and university students

www.circlek.org

Kiwanis Junior

Young adults in Europe

Aktion Club

Adults who live with a disability

www.aktionclub.org

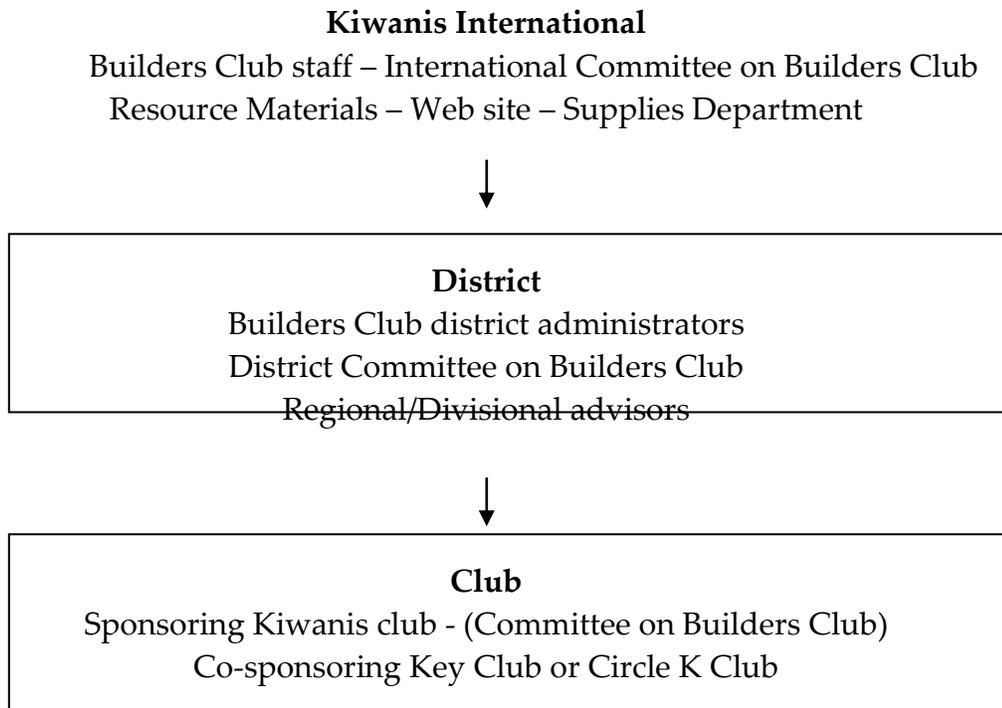
Introduction to Kiwanis International

Kiwanis International is an international organization of member-volunteers who give more than 6 million hours and more than US\$100 million each year to change the world, one child and one community at a time. Any community need can become a Kiwanis service project, especially if it involves children, who should have the help and the right to lead healthy, successful lives. Kiwanis believes that helping a child helps the world.

In addition to sponsoring Builders Clubs and other Service Leadership Programs, Kiwanis clubs worldwide—in a typical year—organize more than 150,000 service projects locally and globally. These include college scholarships, Read Around the World, community cleanups and other community projects, and activities with partners that include Boys and Girls Clubs of America, Boy Scouts and Girl Scouts, Special Olympics, the March of Dimes, UNICEF, and the Children’s Miracle Network.

You can learn much more about Kiwanis International—including its history—by going to www.KiwanisOne.org.

Kiwanis Support of Builders Club



International and district support of Builders Club

Kiwanis works to develop leaders. The Builders Club program is supported on the International and district levels. The Builders Club staff at the Kiwanis International Office administers the program, maintaining information on individual clubs and the entire program, producing and distributing the Builders Club newsletter and mailings, and providing support materials upon request.

To request information or other resources, contact Member Services by phone at 1-317-875-8755 or 1-800-KIWANIS, ext. #411; or by e-mail at buildersclub@kiwanis.org.

The Builders Club staff also provides program-development materials for Builders Club, creates new support items, prepares the annual budget for Builders Club, and coordinates award programs. Materials and programs are approved by the Kiwanis International Board of Directors prior to implementation.

Each Kiwanis district governor, prior to his or her term in office, appoints an individual to serve as the Builders Club district administrator. This volunteer is responsible for maintaining and growing Builders Club in the district. Duties include:

- Building new Builders Clubs, in cooperation with Kiwanis-club sponsors.
- Devising and initiating, in consultation with the district governor, promotion of the program in the district.
- Communicating with the International Office about the status of the Builders Club in the district.
- Assisting the International Office, when necessary, in determining the actual status of individual Builders Clubs within the district.

Individual Builders Club advisors are encouraged to contact the district administrator for assistance and guidance. *A Builders Club district administrator listing is available for viewing on the Builders Club Web site at www.buildersclub.org or contact buildersclub@kiwanis.org.*

Kiwanis club support of Builders Club

The responsibilities of the sponsoring Kiwanis club are many—and crucial. For the involvement of the sponsoring Kiwanis club ultimately determines whether the Builders Club succeeds or fails. It's important, then, that the club is diligent in choosing the proper member to serve as the club's Builders Club advisor, as well as members and the chairperson for its Builders Club committee, if it chooses to establish one. (Generally, clubs that sponsor more than one Builders Club form a Builders Club committee to coordinate its sponsorship of the multiple clubs. The Kiwanis advisor often serves as chairperson of this committee.)

An effective Kiwanis advisor or committee chairperson understands the Kiwanis club's responsibilities, and oversees operation of the Builders Club.

This person offers suggestions, advice, and counsel from past experience, being careful to not force ideas upon the group. It's also his or her responsibility, in conjunction with the faculty advisor, to make sure the Builders Club operates within the guidelines of the school administration.

The Kiwanis Advisor also ensures committee members and club members interact with and assist the Builders Club. A representative from the club—preferably the Kiwanis advisor—should attend Builders Club meetings regularly, and a working plan or calendar should be created for use by each member should be established.

Here are tasks the Committee on Builders Club or the club's Builders Club advisor should complete:

1. Establish a plan. Soon after the election of Builders Club officers, the Kiwanis Builders Club advisor should encourage them to meet and set up a tentative plan for the entire school year. Exact dates are not necessary, but basic time periods should be outlined for special service projects, programs, and fundraising. This ensures activities are not scheduled too closely together and offers the club a plan to follow in carrying out its responsibilities.
2. Schedule new-officer training. A training session should be conducted each spring to acquaint the newly elected Builders Club officers with their duties. This also is an excellent time to develop a plan for the coming school year. It is the responsibility of the sponsoring Kiwanis club to ensure this training takes place. (Some Builders Clubs don't elect officers until the beginning of the school year. In these cases, the Kiwanis Builders Club advisor should conduct training as soon as possible after elections.)
3. Ensure annual club dues are paid to Kiwanis International. The sponsoring Kiwanis Club's secretary will receive a renewal notice in September of each year requiring an online renewal process to pay dues and update contact information for faculty and Kiwanis advisors. The Builders Club committee or advisor should make sure the secretary is aware of this information so annual club dues can be paid.

4. Make sure the Builders Club:
 - Meets regularly.
 - Follows the Standard Form for Club Bylaws.
 - Develops club moneymaking activities to fund service projects that require start-up costs.
 - Elects club officers and offer them opportunities to preside at meetings.
 - Has social, “fun-time” activities.
 - Understands and uses correct parliamentary procedure.
 - Encourages participation in annual contests and awards.

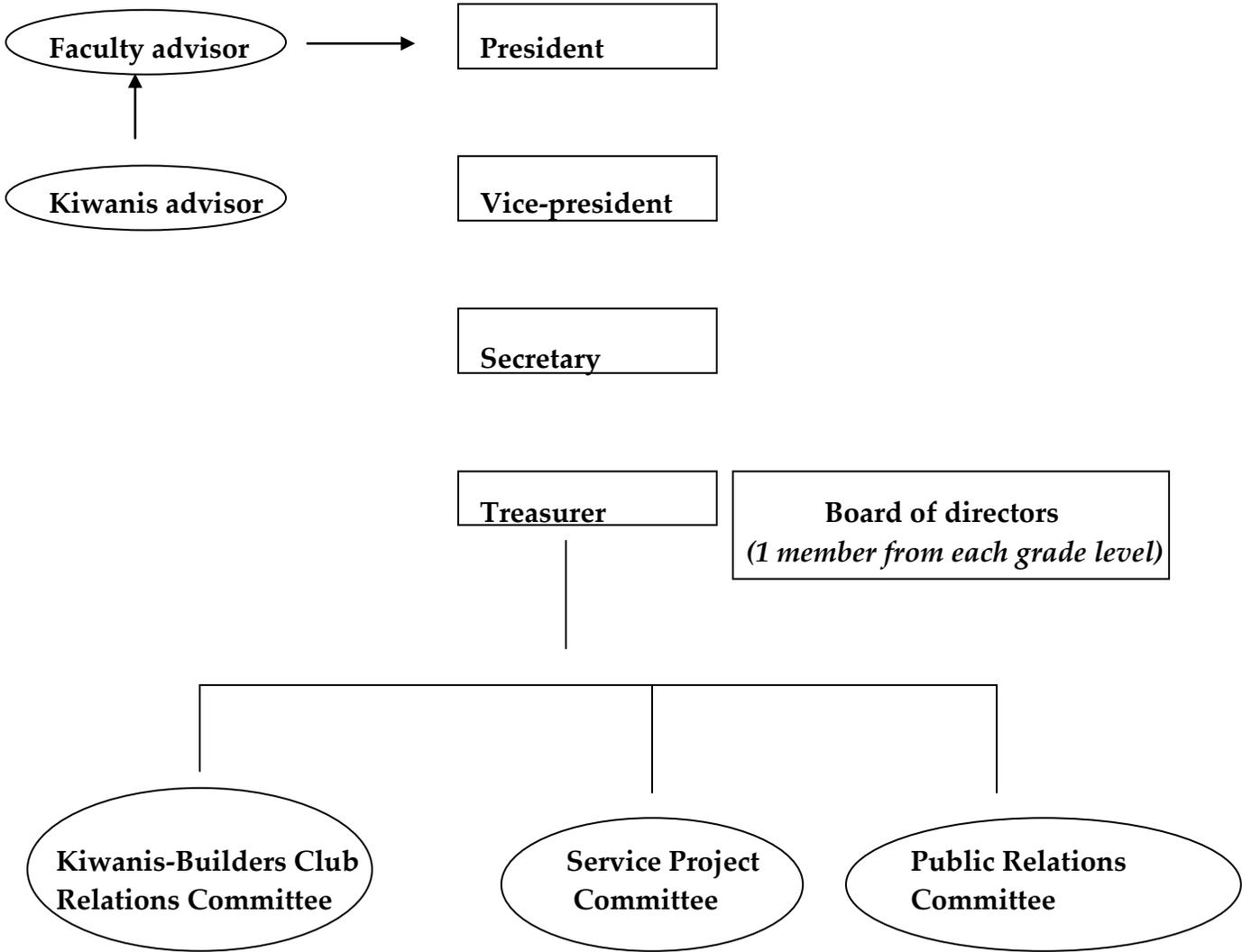
5. Make sure the Kiwanis Builders Club committee or Kiwanis advisor:
 - Periodically invites Builders Club members to attend Kiwanis club meetings.
 - Keeps and uses a file of Builders Club literature.
 - Forwards special needs and requests to the International Office.
 - Publicizes Builders Club activities throughout the school and community.
 - Encourages Kiwanis club members to attend Builders Club meetings.
 - Assists Builders Club members with projects and requests their assistance on Kiwanis club projects.
 - Ensures the Builders Club has well-run meetings.
 - Attends all Builders Club board meetings and general membership meetings.
 - Reads the Builders Club quarterly mailings and each issue of Builders Bloc.
 - Ensures that the Membership Information Form and club dues are submitted to the International Office.
 - Budgets extra funds to assist the Builders Club in its activities.

Key Club and Circle K support of Builders Club

A Key Club or Circle K club can join a Kiwanis club in sponsoring a Builders Club. Registering with Kiwanis International as a co-sponsor provides the Key Club or Circle K club with all the Builders Club general mailings, and assigns the Key Club or Circle K club with the same rights and responsibilities as the sponsoring Kiwanis club.

Builders Club Organizational Structure

Builders Club Structure



(Officers and members from the board of directors can serve on committees.)

Other suggested club committees might include:



Faculty advisor's role

Each Builders Club has a faculty advisor chosen from the faculty, staff, or administration of the school. The faculty advisor works more closely with the Builders Club than the Kiwanis committee. The faculty advisor is familiar with the school's procedures and acts as liaison between the Builders Club, Kiwanis club, and school administration.

The faculty advisor is accessible to the students, and assists in the day-to-day operation of the club. The student population changes each year, but a consistent faculty advisor ensures the continuation and continuity of the Builders Club.

Faculty advisor's responsibilities

In many instances, the faculty advisor can do more in the school for the Builders Club than can be done by the sponsoring Kiwanis club because the faculty advisor is an accepted member of the school community and is more familiar with school regulations and resources.

The faculty advisor should consult and advise the Builders Club president and board in planning the year's activities.

Responsibilities of the faculty advisor to the school and principal:

- Making certain all Builders Club bylaws, financial records, projects, and fundraising activities are acceptable to the school and in accordance with regulations.
- Working with the advisors of other student groups to form possible joint service projects that promote a cooperative spirit in the school.

Responsibilities to the Builders Club membership:

- Attending all regular membership meetings and board meetings.
- Assisting the Builders Club in obtaining meeting room space for regularly scheduled club and board meetings.
- Assisting in securing additional members for the club through contacts with other members of the faculty and students. Membership should be open to all grade levels and to all students who have a desire to serve.
- Helping obtain proper and adequate publicity for the Builders Club in school publications.
- Seeking ideas and suggestions for Builders Club service projects from the faculty, the administration, and other groups.

Responsibilities to the Kiwanis advisor:

- Discussing Builders Club problems with the Kiwanis club chairperson—perhaps away from Builders Club meetings—on a regular (monthly) basis.
- Reaching a mutual understanding with the Kiwanis club chairperson or advisor regarding proper sharing of responsibility for guidance, training, and supervision.
- Keeping the advisor informed of meetings and upcoming projects.

Kiwanis advisor's role

The Kiwanis advisor initiates the organization of a Builders Club in accordance with guidelines provided by Kiwanis International, obtains the approval of school officials for its establishment as a school organization, recruits initial members, schedules the organizational meeting, files the Petition for Charter, plans for the charter presentation event, and, after the club is fully operating, provides continuous coordination, counsel, and assistance. The Kiwanis advisor also is responsible for conducting Builders Club officers training to incoming leadership.

Club officer's responsibilities/duties

Officers of the Builders Club, according to the Standard Form for Builders Club Bylaws, include the president, vice-president, secretary, and treasurer. Election of new officers should be conducted at a meeting during the spring semester. If not elected at this time, elections should be held as soon as possible after the beginning of the school year. It is suggested that election of officers be completed by September 30. Each officer shall be a member in good standing. No other limitations or restrictions should be placed on these officers.

The **Builders Club Bulletin—Duties of Builders Club Officers**, highlights the responsibilities of each officer.

Conducting officer training

One of the responsibilities of the Builders Club Kiwanis advisor is to train incoming club officers. Materials to assist the Kiwanis advisor with training are available on the Builders Club Web site at www.buildersclub.org. The following Builders Club bulletins will assist with the training process:

Bulletins:

Duties of Builders Club officers

Standard Form for Club Bylaws

Kiwanis Board Policies

How to conduct a meeting using parliamentary procedures

Conducting Builders Club officer training

Builders Club officers need to be familiar with their duties and responsibilities in order to conduct club business. To assist with training officers, it is suggested that each officer receive a notebook containing all the Builders Club bulletins relating to their position. The following list of materials should be copied and placed in each officer's manual to assist him or her in guiding club members through a successful year:

President's manual (the same materials should be copied for the vice-president)

Bulletins: Duties of Builders Club officers
 Literature order form
 Project survey and interview guide
 Ice breakers
 Suggested club board meeting agenda
 Suggested club meeting agenda
 Parliamentary procedures
 Committee structure and function
 Planning your year
 Builders Club board of directors

Secretary's manual

Bulletins: Duties of Builders Club officers
 Club Board meeting minutes guide
 Parliamentary procedure
 Club meeting minutes guide
 Committee structure and function
 Builders Club board of directors
 Reports for the administrative year

Treasurer's manual

Bulletins: Duties of Builders Club officers
 Parliamentary procedure
 Committee structure and function
 Builders Club board of directors

Builders Club board of directors

Since most clubs prefer to have as little business as possible brought before regular club meetings, the club's board of directors and its committees might conduct most of the club's administrative duties and activity planning. The directors (generally one from each class and often known as class representatives) bring their viewpoints to board meetings. They assist the president with his or her duties by taking on special assigned tasks. This group is directly responsible for the administration of the club.

Information about how the club's board of directors conducts business is more thoroughly discussed in **Builders Club Bulletin—Builders Club board of directors**.

Builders Club committees

The Standard Form for Club Bylaws states that the Builders Club should establish the necessary administrative and service committees to fulfill its local needs.

Three suggested standing committees (or committees that remain consistent each year) that should be appointed are:

- Kiwanis-Builders Club relations committee
- Service project committee
- Public relations committee

The club also may assign special committees to address specific tasks. Special committees are not limited to, but might include:

- Newsletter committee
- Program development committee
- Recognition committee
- Social committee

It is a good idea to ask each club member to serve on a committee so all members are involved in club activities. Detailed information about Builders Club committees is included in the [**Builders Club Bulletin—Committee structure and function.**](#)

Recommended Builders Club activities

Project survey

Conducting a project survey will help the Builders Club determine what needs within the school and community should be addressed. A special Project Survey Interview Guide (link?) is available to assist club members in contacting and interviewing school administrators and faculty. Through this process, club members send a clear message to school administration that the club is concerned about the well being of the students and that club members are interested in learning what administrators and faculty members believe is important.

The [Project Survey Interview Guide](http://www.buildersclub.org) can be found online at www.buildersclub.org, copied and distributed to club members for use.

Service projects

For service project ideas, refer to [Service Bulletin—Suggested Projects](#). Builders Clubs also can consider:

Partnering with the Kiwanis family – Working with your sponsoring Kiwanis club and area K-Kids clubs (elementary school students), Key Clubs (high school students), Circle K clubs (college students), other Kiwanis clubs (adults), or Aktion Club (adults with disabilities) members not only strengthens the bonds of the Kiwanis family, but increases the service impact of your club in the community.

Mentoring – This program centers on children and the elderly. Activities could include providing an ear to listen to the elderly, or opening new opportunities of education and recreation to the young. Generally, the club “buddies up” with a group and assigns buddies on a person-to-person basis.

School support – This program supports the school through recognition of those who play a major role in its direction (the Builders Club, student leaders, faculty, and parents) or by providing an enlightening experience for the full student body.

Civic involvement – Play an active role in your community. Get involved by supporting programs in your area or developing programs address concern or needs. This will expand your service potential. Involve your sponsoring Kiwanis club to assist in project planning.

Partnerships – Partnering with local and national organizations is a natural for Builders Clubs. Organizations always are looking for volunteer support from other groups and agencies, and Builders Club can fill that role. Contact your school’s administration and sponsoring Kiwanis club for suggestions on local groups that could use Builders Club assistance.

Home and community support – Builders Clubs often initiate programs and activities within the home to reinforce their commitment to the family structure.

Fundraising projects

Conducting a Builders Club fundraising project can be a sensitive issue, especially if school administrators believe the club's fundraising activities might interfere with the school's fundraising efforts. The key to conducting a successful fundraiser is to work with school administration to determine worthwhile goals for a fundraiser—such as purchasing school equipment—or a suitable cause in the school or community.

Consider all possibilities when it comes to raising funds. Your Builders Club can work with its sponsoring Kiwanis club to seek funding from community organizations. Working with other organizations is one way of networking, and one way to share the news about how Builders Club, Kiwanis, and the local school are working together to improve the community.

Fundraising options include:

1. Participating in national school fundraising programs.
2. Soliciting matching funds from retail stores that support community service.
3. Approaching local businesses regarding corporate sponsorship.
4. Submitting grant applications for needed funds to community organizations.
5. Partnering with community-service organizations.
6. Conducting hands-on fundraisers.

Builders Club Bulletin—Fundraising Ideas provides helpful fundraising suggestions.

Kiwanis International Guidelines and Policies

Kiwanis International Board Policy / Builders Club Fundraising Events

440.8 - Club Fundraising Activities

Though a Builders Club often receives financial support from its sponsoring Kiwanis club, the Builders Club has the responsibility to raise the funds necessary to implement its service activities. The following guidelines apply to fundraising activities:

- A. Value:** Builders Clubs may not solicit financial assistance from individuals, businesses, or organizations by the sale of products, goods, or services without giving something of real economic value in return. (1/99)
- B. Involvement:** The activity normally should involve personal Builders Club member participation. (1/99)
- C. Practices:** Fundraising practices require a public announcement of the purpose of the fundraising activity to enhance support and assure good public relations. (1/99)
- D. Cooperation:** Normal cooperative Kiwanis sponsorship relationships should be maintained, avoiding any possible indication which might be construed as Kiwanians contributing under undue pressure. (1/99)
- E. Lotteries, raffles, drawings, or other Games of Chance:** No funds may be raised by a Builders Club by a lottery, raffle, drawing, or other games of chance. (1/99)

Kiwanis International Board Policy Code of Ethics and Responsibilities for Adults working with youth in Kiwanis-family sponsored or related activities

Kiwanis is a global organization of member-volunteers working to change the world, one child and one community at a time. Kiwanis works to develop service leaders of all ages and at all levels, from elementary school through college and beyond. Through its Service Leadership Programs, such as Builders Club, Kiwanis is empowering youth to become competent, capable, and compassionate leaders by teaching character development and service leadership. Realizing the lasting influence adults serving as role models and mentors to youth have, Kiwanis International has adopted the following Code of Ethics and Responsibilities for Adults involved in Kiwanis sponsored youth-oriented programs and projects, including Kiwanians, faculty advisors, administrators, and parents.

Advisement (Organizational operation)

Advisors must allow the students to be the responsible decision makers of their organizations. The advisors should provide continuity, guidance, training, stability, and historical perspective to develop students capable of making sound, reasonable decisions.

Confidentiality

Service Leadership Programs must be permitted to create responsible partnerships between students and adults in matters of interpersonal relationships; medical and financial histories; and social, disciplinary, and legal issues.

Elections and campaigning

Program members must be permitted to manage and determine their officer elections without outside influence by nonmembers.

Interaction with other adults

Program advisors, chaperones, and administrators must embody the Objects of Kiwanis International in interactions with Kiwanis district and International Boards, non-Kiwanis associations and organizations, the public, and vendors serving the organization.

Leadership development

Service Leadership Programs must be permitted to create a training environment through cooperation and leadership allowing officers and members to fulfill their responsibilities.

Student/advisor relationship

In Service Leadership Programs, relationships with students must be open and respectful, while keeping in mind the advisor is a role model.

Transportation and chaperoning

Program advisors, chaperones, and administrators must use common sense when traveling or arranging travel for or with students. Situations that can compromise the ethical and moral values reflected by Kiwanis International or the district, must be avoided.

Comprehensive General Liability Insurance Information

The Kiwanis International Comprehensive General Liability Insurance Program provides legal liability for clubs, members, and sponsored youth organizations when they become legally obligated to pay damages to third parties for bodily injury or property damage arising out of a Builders Club-sponsored function or activity.

This insurance is available in the United States, Canada, and selected areas in the Caribbean. Clubs in these areas are insured.

The provisions of the policy apply to most normal liability exposures of Builders Clubs. As with most insurance policies, there are exclusions, limitations, and restrictions. Claims arising out of liability for operation, use, or maintenance of aircraft; or automobiles owned by Builders Club members or Builders Club organizations; or bungee or Velcro jumping are excluded. The Builders Club strongly urges its clubs not to conduct events that would involve: 1) the use or operation of a mechanical amusement device or ride owned or operated by a Builders Club or Kiwanis club member, or 2) the detonation of fireworks or explosive devices detonated directly by a Builders Club, Builders Club member, or other named insurer.

More information is contained in the General Liability Risk Management packet, which can be obtained without charge from Kiwanis International.

Owners of premises and other facilities used by Builders Club are included as additional insured as respects their liability for the Builders Club use of their property.

Collecting and submitting annual club dues

The fees paid for each Builders Club provide many services, including service program materials, fellowship opportunities, member support information, club mailings, and literature on member development, recruitment, public relations, and club officer training.

Builders Club's annual dues are US\$150 per club. These fees are payable at the beginning of each school year and become past due on December 1 of the same year. Though the sponsoring Kiwanis Club is responsible for paying the club dues, Kiwanis clubs and their Builders Clubs are encouraged to work together to cover the cost of membership. Asking for individual members to pay a portion of the dues through a nominal membership fee—\$1 per year, perhaps—provides a special level of commitment and ownership of Builders Club by each member.

The sponsoring Kiwanis Club's secretary will receive a club membership fee notice in early September. Specific directions are listed directly on the notice to guide the club secretary through completion of an online renewal process found on the Builders Club Web site. After the online process is completed, there will be an option to pay through PayPal with a credit card or print an invoice and submit payment to Kiwanis International.

Builders Club Bylaws

Each Builders Club will complete their **Builders Club Bylaws** in accordance with their school or community location's policies.

Article 1 - Name

Section 1. The name of this organization shall be the Builders Club of _____.
School/Organization

Article 2 - Organization

Section 1. Its form of organization, its ideals, and its purposes shall be similar to the Kiwanis Club of _____.
Kiwanis Club Sponsor

Section 2. It shall be sponsored by, but not part of the Kiwanis Club of _____.
The Kiwanis club assumes all chartering and sustaining costs.

Article 3 - Objectives and activities

Section 1. The objectives of the Builders Club are:

- ◆ To provide opportunities for working together in service to school and community.
- ◆ To develop leadership potential.
- ◆ To foster development of a strong, moral character.
- ◆ To encourage loyalty to school, community, and nation.

Section 2. The activities of the Builders Club shall be in accordance with its objectives and pledge.

Article 4 - Motto, pledge, and core values

Section 1. The motto of Builders Club is: *“Building Leaders.”*

Section 2. The Builders Club pledge is: *“I pledge on my honor to uphold the objects of Builders Club; to better my school, my community, my nation, and myself; to aid those in need while enhancing leadership capabilities; and to encourage the fellowship of all mankind.”*

Section 3. The Core Values are: Character building, leadership, inclusiveness, and caring.

Article 5 - Membership

Section 1. Members shall be students from _____.
Name of School / Organization

Section 2. Members of all grades who are interested in service and are of good character and leadership potential shall be eligible for membership. The school principal or the faculty advisor must approve all Builders Club members.

Section 3. Scholastic standing shall not be a major criterion for membership eligibility.

Section 4. The sponsoring Kiwanis, through its Builders Club advisor or Builders Club committee, shall ask the school principal and faculty advisor(s) to recommend a list of students for the Builders Club. Those students who indicate a desire to become members and to comply with the provisions of these bylaws may join the Builders Club.

The school administration shall appoint a faculty advisor who has the responsibility of counseling the members of the Builders Club in their activities. The faculty advisor also will act as liaison with the sponsoring Kiwanis club. The faculty advisor is encouraged to enlist assistant faculty advisors with the assistance of school administration.

The club shall solicit at least one parent or guardian of the club members to be a parent advisor for the club. This parent advisor shall assist the faculty advisors and help facilitate the input of other club member’s parents into the activities and support of the club.

Section 5. The Builders Club board of directors, in cooperation with the school principal and faculty advisor(s), shall enlist new members.

Article 6 - Officers and board of directors

Section 1. Officers of this Builders Club shall be a president, vice-president, secretary, and treasurer. They shall serve for one (1) year, or until their successors are elected.

Section 2. Each officer shall be a member in good standing. No other limitations or restrictions shall be placed on these officers.

Section 3. The duties of the officers shall be similar to those performed by the officers of the sponsoring Kiwanis club.

Section 4. There shall be a board of directors, composed of the above officers and one (1) director, to be elected from and by each grade from which membership is drawn.

Section 5. The board of directors shall approve service projects, social activities, coordinate committee assignments and efforts, discipline members, and perform such other duties as shall be referred to it by the club in compliance with these Bylaws. A faculty advisor shall counsel the board of directors in its actions.

Section 6. All action by the club and the board of directors shall be subject to the approval of the principal (or the representative). The board of directors shall meet monthly.

Article 7 - Election of officers and directors

Section 1. Elections of new officers (president, vice-president, secretary, and treasurer) ideally should be conducted during the spring semester. The new officers should assume their responsibilities at the last meeting of the school year and continue through the next year. If elections cannot be conducted until the fall, they should be conducted as soon as possible.

Section 2. Election of directors (one from each appropriate grade) should be conducted after school begins in the fall.

Article 8 - Meetings

Section 1. The club shall convene its meetings at a time and place selected by the board of directors, with input from the faculty advisor and with the approval of the school administration.

Article 9 - Committees

Section 1. This Builders Club shall establish the necessary administrative and service committees to fulfill its local needs.

Section 2. The following committees should be appointed at a minimum:

1. Service projects committee
2. Public relations committee

Article 10 - Annual dues

Section 1. A Builders Club may choose to collect annual dues, which stay with the club. These dues should be minimal. The annual dues for membership shall be \$_____ per member.

Article 11 - Amendments

Section 1. Amendments to these Bylaws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting.

Section 2. These Bylaws and all amendments or additions thereto shall not become effective until the sponsoring Kiwanis Committee has been advised and the approval of the school administration has been secured.

These Bylaws were adopted and approved on: _____
Date

Principal's signature	Principal's name printed
-----------------------	--------------------------

Kiwanis Club president's signature	President's name printed
------------------------------------	--------------------------

UPDATED: 9/12/08

Contests

Builders Club members are encouraged to participate in annual contests and award programs offered through the Kiwanis International Office.

Builders Club contest and award opportunities are available to both individual members and the Builders Club. Categories include speech, essay, leadership, scrapbook, and advisor recognition awards.

Reviewing the contest criteria at the beginning of the school year will assist your officers in planning a successful and productive year. Contest and award information has been divided into two categories, opportunities for individual club members and opportunities available to the club as a group.

A Builders Club Contest and Awards Booklet is included with this resource guide. It includes the contest or award description, criteria checklist, and entry form. The contest booklet also includes information regarding presentation of award recognition.

You can also download the [Builders Club Contests and Awards Booklet](http://www.builderclub.org) from the Builders Club Web site (www.builderclub.org).

Frequently asked questions

Why should I be a Builders Club advisor? Are there any benefits?

It's fun! You get to work with terrific young people or young people who want to be terrific. Each advisor has an opportunity to have an impact on students that might not be possible within a traditional classroom environment. You personally can make a difference and see the immediate results of your efforts. Remember, the advisor is the backbone and stability of every great Builders Club.

What is the Builders Club role in the school?

The Builders Club role generally depends on the number and kinds of other clubs established in the school. In some schools, service is divided among multiple clubs and groups. In others, Builders Clubs covers them all. The amount of service performed depends on the needs in the school and community and members in the club.

What kind of students will I expect in this club?

Each club determines its selection process. This ranges from requiring an application, invitation by member, or membership open to all interested. It should be defined in the club bylaws. (Membership cannot be denied based on religion, race, or gender. Membership should be open to all students who attend the school.)

How do I get students to join?

Provide Builders Club brochures to students when they register for the school year. Ask teachers for names of students they believe would benefit from the Builders Club experience. Display Builders Club posters around the school announcing the first meeting date and time. Make announcements during the lunch hour asking students interested in participating to stop by to see you. Before you know it, you'll have more than enough interested students.

After the club is organized, appoint a membership committee to continue the member-recruitment process. This committee will ensure that new members join the club throughout the year.

Is it my job to run the club meetings?

No! The advisor's job is to facilitate and provide encouragement. The advisor's job is to advise. Club officers should facilitate each meeting.

How does our Builders Club determine when and where to hold its meetings?

Determine what time is most convenient for a majority of the members. Remember to be flexible. Try to be consistent in your meeting place and post meeting notices in common places. The meeting day and time should be consistent.

What kind of projects should we be doing?

These should be school and community projects determined by the needs of the local club. The students should make the final decision on the projects after a project survey has been completed. A helpful **Project Survey Interview Guide** is available to assist Builders Clubs to assess the needs of the community.

As an advisor, am I responsible to attend all of the club projects?

It's highly recommended that both the Kiwanis and faculty advisor be present at all meetings and projects, not only for support but for liability reasons.

Where do I get help?

- a.) Sponsoring Kiwanis club
- b.) District mailings sent to the Kiwanis and faculty advisors
- c.) District administrator
- d.) Kiwanis International Builders Club staff – 1-800-KIWANIS
- e.) Builders Club Web site – www.buildersclub.org

How can we encourage Kiwanians to become more involved in club projects?

Call them frequently. Invite them to everything. Have the club members approach them. Set up a buddy phone tree system with the Kiwanis club to increase communication and to provide one-on-one personal contact. Ask to be invited to a Kiwanis-club meeting to report on activities of the club and ask for support.

Where do I get information on fundraisers?

The Builders Club Web site lists club projects and fundraisers that have been effective for other Builders Clubs. This information is a great resource, but it is important to conduct fundraisers that comply with your school's policy. Please check with your school administration for school rules and restrictions.

My school does not allow any club to have more than one fundraiser.

How can we raise money to support our own local programs?

Builders Club is unusual in that it is supported by a community organization, Kiwanis. If your Kiwanis club has a fundraiser and the Builders Club participates, then the Kiwanis club should donate a portion of the funds to the Builders Club. There also are other organizations and businesses in the community that can be approached for grants for leadership development and in joint fundraisers outside the school.

What is my liability status in working with Builders Club projects in the community?

Builders Club is a junior high or middle school organization and falls under school liability coverage in most cases. Extra coverage is provided through the Kiwanis organization. Check the liability insurance information in this resource guide to determine what type of club activities would not be covered by Kiwanis' liability insurance plan and avoid these activities.

What are my responsibilities in leadership training of my officers?**How can I train them when I don't completely understand what my position is?**

The Kiwanis advisor should take the lead in training incoming Builders Club officers. Builders **Club Bulletin—Conducting Officer's Training**, and **Duties of Builders Club Officers** will be helpful when organizing a training session.

How active should my club be?

Builders Clubs should: meet once a week if possible (some clubs meet once every two weeks); conduct a board meeting once a month; conduct at least one service project a month; and conduct regular social activities. Clubs should conduct the number of activities that provide a comfortable level of involvement for the members and you. If you work toward increasing that number, your membership and stature in the school and community will grow.

How do I deal with an unreliable/unmotivated club officer?

Speak with the officer on a one-to-one basis. If the problem continues, discuss the problem with the other officers and refer to the club bylaws for proper procedure to follow for remediation.

How do I encourage members to apply for contests and awards?

Review the **Contest and Awards Booklet** and share the information with club members. The **Annual Achievement Report** is another opportunity for your club to be recognized for outstanding efforts throughout the year. Use this report as a guide when planning your year.

How do we ask for financial assistance from our sponsoring Kiwanis club?

Most Kiwanis clubs will plan their budget for the upcoming year prior to September. Offer them a detailed list of how much you are requesting and why you need it. Also, put on a presentation at a Kiwanis meeting explaining what you did with the funds.

Resources for faculty advisors

Builders Club Web site: www.buildersclub.org

The Builders Club Web siteWeb site includes helpful resources and tools that can help your Builders Club be successful. All resources in this guide highlighted in red can be found in the “DOWNLOADS” tab on the Web site.

Kiwanis member Web site: www.KiwanisOne.org –

The member portal is a collection of resources grouped together to help Kiwanis clubs and members be more effective service leaders. The meat and potatoes of Kiwanis—marketing, public relations, growth, recruitment tools—are housed here, as are the Kiwanis Community social-networking, Kiwanis Leader, and Club Management section.

BC WIRE: [{INSERT LINK WHEN KNOWN}](#) This Builders Club advisor e-newsletter is posted online each month (except during the summer) with up-to-date information for clubs. A reminder e-mail is sent to all advisors when posted the third week of each month.

Kiwanis Family Store: store.kiwanis.org – Builders Club materials can be ordered online or by calling Member Services.

Contact Information

The Kiwanis and Builders Club staff at the International Office is always at your service and encourages you to e-mail or call with questions or concerns. Office hours are Monday through Friday, 8:30 a.m. to 4:45 p.m. (EDT).

- **Member Services:** 1-317-875-8755, ext. 411
- **Builders Club:** 1-317-217-6177
- **Builders Bloc magazine:** 1-317-217-6173
- **Kiwanis International Office:** 1-317-875-8755 (worldwide) or 1-800-KIWANIS (US and Canada)
- **Fax:** 1-317-879-0204
- **E-mail, Builders Club:** buildersclub@kiwanis.org
- **E-mail, Builders Bloc:** buildersbloc@kiwanis.org
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