

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 Sponsored Program conventions and projects, Total K Day, and various other “hands-on” service projects.
- ❖ Contributing at least \$100 per year and securing an additional \$100 per year through various fundraising projects for the benefit of the club’s service program.
- ❖ Participating in the Holiday Gala and the Jazz Festival, 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
- ❖ Attend meeting of Kiwanis Education Committee
- ❖ Attend 8 consecutive meetings (including makeups)
- ❖ Attend an Interclub Meeting (at another club)
- ❖ Actively join 1 service & 1 administration committee
- ❖ Greet at door twice
- ❖ Be introduced twice by President (birthday, fines, introduce guest, announcements, etc.)
- ❖ Give your New Member badge to the Secretary

Kiwanis Club of Glendale

Policies and Procedures Manual

Membership

Member Expenses

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

- \$100.00 initiation fee (once only - includes club's shirt & cap)
- \$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
- \$10.00 each weekly buffet lunch
- \$5.00 birthday cupcake - first Friday of birthday month
- \$5.00 permanent ("Big Person") name badge (once only)
- \$5.00 perfect attendance tab upon completion of each 52 consecutive weeks of attendance, less make-ups

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 appropriate amount of that periods dues.

Legion of Honor is a recognition for a member who has been a Kiwanian in good standing for 25 years or more.

Adoption and Amendment

This Policy Statement must be approved by the Membership Committee of the Kiwanis Club of Glendale, after which it will be submitted to the Board of Directors of the Kiwanis Club of Glendale for review and consideration. Upon its approval, the Policy Statement must be submitted to the membership of Kiwanis Club of Glendale for its approval to become standing resolution and policy of the club.

This Policy Statement may be amended or revised at any time by following the same procedure.

Approved and Adopted

Membership Committee Chair: _____ Date __/__/__

Kiwanis Club of Glendale, Board President: _____ Date __/__/__

Kiwanis Club of Glendale President: _____ Date __/__/__