

# **The Kiwanis Club of**



**Presents:**

## **L I S T E N - U P**

**A New Member's Guide to the salient features of**

**Oceanside, California's finest service club.**

**Approved by the Board of Directors  
June 5, 2012**

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Kiwanis Club of Oceanside Pacific  
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# A NEW MEMBER'S GUIDE TO OPK

This guide is a shortened version of the Club's Operations Manual. New members are encouraged to review the entire Operation Manual for a more complete picture of the policies and procedures that govern OPK's operations.

## CLUB PROTOCOL

### MEETINGS

Prior to January 2012, all of our meetings were breakfast meetings. We now have our breakfast meetings on the 1st, 2nd, 3rd, and 5th Wednesday mornings at 7:00 A.M. at the Broken Yolk Café located at 2434 Vista Way in Oceanside. The fourth Wednesday we meet at 6 P.M. at Felix's Bar-B-Que with Soul, located at 2251 S. El Camino Real in the Target Shopping Center in Oceanside.

### THE BELL

The Kiwanis bell, when struck by the person presiding at a meeting calls the attention of those present to the Chair. When struck at the beginning of a meeting, it calls for all to rise for the opening of the meeting.

### THE CHAIR

The control of a Kiwanis meeting is vested in the President or his/her specific designee. It is contrary to protocol to be noisy or inattentive when the meeting is "in session". There will be a time for fellowship as announced by the chair. This will generally be during the meal or whenever the business meeting is adjourned or concluded.

### MEALS

The club guarantees no minimum number of meals to the restaurants. Each member is expected to pay for a meal. Both restaurants do their best to accommodate those who require special menus. Just ask the servers. For those whose needs can not be met, please inform the treasurer and special arrangements can be made.

### A NO-SMOKING CLUB

A number of years ago, the membership decided to prohibit smoking at all of our club events. This ban is now in our Club's By-Laws.

### PROGRAM DECORUM

The person(s) who we invite to present our weekly programs are guests of the club. As such, they are accorded all of the attention and good manners we would give any other guest. This includes standing following the introduction, listening attentively, and asking questions in a polite manner. From time to time, programs may be controversial and may run contrary to members' feelings or beliefs. Questions which take exception to points made during the program must be delivered in a manner which is polite and

gives the presenter an opportunity to respond.

### "MUGGING" OUR GUESTS

Another means of getting the Kiwanis logo and our club name into the world is through our personalized coffee mug. These brilliant white mugs with blue trim and our OPK logo mugs are given to each of our program presenters. They are available to members on a cost recovery basis.

### PIN AND BADGE

Members are expected to wear their pin (the "K") when they are out in public, but especially at meetings. The Name Badge, on the other hand, is to be worn only at meetings and should not be taken home. Our Name Badges are kept in a badge box by the House Committee and are available before and after each meeting.

### OTHER KIWANIS PINS

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

### GUESTS

Members are encouraged to bring guests to the meetings for the purpose of getting to know them and letting them see what we do. Any guest who is a viable candidate for membership is a guest of the club and may attend at no expense to the member. There is a limit of three meetings.

### HONORED GUESTS

The highest ranking Kiwanian of Division, District or International status is given a standing ovation upon being introduced. Usually, this will be the Lt. Governor. Honored guests also include Key Club officers for the Division or above. We stand before and after the program each meeting and on other occasions as directed from the chair.

### INTRODUCTIONS

Members will be called upon to introduce guests at their table. The chair will call on them for the introduction. A proper introduction will include two important elements:

First, the guest's name, correctly pronounced; and second, either:

- a. the club office in the case of a visiting Kiwanian, if he/she holds one; or
- b. the guest's business or where he/she is from, if from out of town.

### SECRET GREETER

A secret greeter is appointed by the House Committee for each meeting. Members must shake hands with this person or face being fined later in the meeting. This is employed

to get members used to the concept of getting around and making a contact with other members at a meeting.

**NOTE: hugs, back slaps, waves and the like don't count as hand shakes.**

## **CLUB EXPECTATIONS**

### **ATTENDANCE**

Members of a Kiwanis Club are encouraged to attend the regular weekly meetings and to take part in service projects and fund raising activities. Of course, this will not always be possible.

In the case of a meeting which is missed, the member is expected to "make up" the meeting missed. This may be done in several ways:

#### **Make-ups:**

- Attend another Kiwanis Club meeting as an individual or part of an inter-club
- Attend a Kiwanis Board meeting held each first Tuesday at 7:00 A.M.
- Attend a Key Club or a K-Kids meeting
- Attend a Kiwanis Convention or Mid-Winter Conference
- Attend a Division Council meeting on a Saturday morning
- Attend a Committee meeting
- Participate in a club project

### **PARTICIPATION**

Members are expected to participate in club projects and events to the extent that they can. Some members do more than others because they have more available time. Participation includes taking an active part on one of the many committees and their projects. Each member is expected to select one or more committees as part of being a Kiwanian.

### **ROUND TABLE**

When special events (usually holidays) occur at or near the time of the regular meeting, or when another club meeting is held during the same week, the Board of Directors may call a Round Table meeting. When this happens, a member is designated to be present at the regular meeting place and time. Members may come to the meeting site, sign in and receive credit for attending a meeting. There is no business conducted and no program.

### **INTER CLUBS**

An Inter Club is a joint meeting of two or more Kiwanis Clubs at the host club site. The minimum requirement for an OPK Inter club is four visiting members. Our Inter club Chair schedules visits to the other clubs on a regular basis, usually at least one per

month. The visits allow us to see how other clubs operate and we pick up some good ideas from them. We also enjoy visiting with our fellow Kiwanian's.

## **MONEY MATTERS**

### **DUES**

Members are expected to pay their annual dues prior to the dues deadline. Dues become payable in August and the deadline is in mid September. Arrangements may be made with the Club Treasurer to pay dues in installments. The first installment must be at least \$100. All arrangements for paying dues in installments are kept between the treasurer and the member.

Annual dues include Kiwanis International, California-Nevada-Hawaii, Division 37, and Club dues, and any special assessment that has been voted upon and approved by 2/3rds of the club members. The last special assessment was over ten years ago.

### **FINES**

The purpose of fines in a Kiwanis Club is to raise money for the Administrative Fund. Payment of a fine is voluntary! The fines are only levied by the President or his/her designee. Our common fine is one dollar. If you see someone fined in excess of a dollar, be assured that the fine was set up in advance by a member who wanted to donate some funds to the club. Fines are frequently levied in the face of an indiscretion by a member or a table of members, such as interrupting the meeting.

### **OTHER FINES**

Fines are also levied for being late or leaving the meeting early, being noisy at inappropriate times, not wearing pin or badge, taking the badge home or other similar events. "Happy" or "Sad" dollars are self-imposed fines. There is a \$5.00 fine for cell phones going off during a meeting if it causes a disruption to our guest speaker. All cell phone should be turned off or muted prior to the opening of the meeting.

### **PROGRESSIVE RAFFLE**

Another means of providing funding for the Administrative Fund is the Progressive Raffle. At one dollar per chance, 5 chances for \$3.00 or 10 chances for \$5.00, members have an opportunity to contribute to the Administrative Fund. The member with the winning ticket gets either the value of the card or, if the Joker is drawn, the accumulated pot. If the Joker is not drawn, the balance of the pot carries over to the next meeting. Non-members who draw the Joker receive \$50 and the Joker is returned to the deck.

### **REMINDERS**

Members receive a reminder service, for which they are fined one dollar. Generally, the member will be reminded of his/her birthday, the spouses birthday and the wedding



anniversary. In the case of unmarried members, other dates may be used.. such as the day the Civil War ended.

## CLUB BUDGET

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

- **The Administrative Fund**  
This fund provides for the operation of the club. The only source for these funds is from members of Kiwanis. The funds come to us in the form of fines, raffles, ads for member's business' and an occasional donation. The membership may vote to assess itself for a specific purpose. We rarely do so. Funds drawn from the community through fund raisers may not be applied to this fund; and the
- **Community Service Fund or the Charity Fund.**  
This fund provides for the implementation of the club service projects. Any funds coming to the Club from the general public must be used for charity purposes. Funds may be transferred from the Administrative Fund to the Community Services Fund, but not the reverse.

## MEMBERSHIP GROWTH AND DEVELOPMENT

### MEMBERSHIP DEVELOPMENT

An active membership is essential to a successful club. There must be adequate manpower to accomplish club goals. The members must have a sincere desire to become involved in an assortment of community service projects. These projects are planned and implemented through a committee structure common to all Kiwanis Clubs.

### NEW MEMBERS

New members are proposed to the Membership Growth and & Education (M G & E) Committee using a Proposal for Membership form. These forms are available from the Club Secretary. The prospective member is then proposed for membership at the next meeting of the Board of Directors. Upon approval, the prospect is requested to complete an Information Sheet and pay dues for the balance of the year from a dues pro-rated scheduled adopted annually by the Board of Directors.

Induction of new members will be scheduled during a regular meeting. At that time, the new member will receive a temporary name badge called the "Blue Badge". The new members sponsor will keep track of the "new member tasks" that need to be completed in order to earn the regular member name badge. (see below).

## NEW MEMBER TASKS

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

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

When the new member's sponsor reports to the membership committee that the member tasks are complete a presentation of the Gold Badge and regular member status will be scheduled.

## RETURNING OF RE-MEMBER TASKS

The **sponsoring a new member**, OR accepting a major committee chairmanship OR completing any three of the following tasks will qualify the re-member for a permanent gold badge. The tasks are:

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

When the re-member's sponsor reports to the membership committee that the member tasks are complete a presentation of the Gold Badge and regular member status will be scheduled

## LEAVE OF ABSENCE

When a member finds it impossible to attend meetings regularly for an extended period of time, he/she should request a leave of absence. This will preserve a perfect attendance record and absences will not count against the club in its monthly report. The minimum leave is thirty days and the maximum is ninety days, which can be repeated. Normal reasons for requesting a leave are vacations, business requirements or extended illness. They may be requested retroactively, but this is not recommended. Leave requests should be submitted to the Club Secretary or Membership Committee Chair.

## MEMBERSHIP AWARDS

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

to those who sponsor 3 new members during an Administrative year. Another award is the Ruby "K". It is awarded to those members who sponsor five new members and multiples of ten new members thereafter. It was originally in the shape of a large "K" and had a ruby in the center. The new award is an oval with the number of members sponsored printed on it. The ruby is replaced by a blue stone for 50 or more members and with a diamond at 100. A newer award, the "Ring of Honor", available from the Kiwanis International office, goes to the sponsor of a new member who completes several specific tasks with the new member. Each year, the California-Nevada-Hawaii (Cal-Nev-Ha) District has some form of incentive award for sponsoring new members.

#### **TRANSFER OF MEMBERSHIP**

When an active Kiwanian moves into the community and desires to remain active in Kiwanis, it is possible to transfer membership from the former club to our club. There is no new member fee paid to Kiwanis International or the District by the transferring member if the transfer is completed within six months of leaving the transferred from club. However, local club dues may apply.

### **GOVERNANCE**

#### **HOLDING OFFICE**

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

#### **CLUB OFFICERS**

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

- Immediate Past President
- President
- President-Elect
- Vice President
- Treasurer and Assistant Treasurer
- Secretary and Assistant Secretary
- 7 Directors

#### **CLUB ELECTIONS**

Club elections are held at the Annual Meeting, the second meeting in May. Each officer is elected with the exceptions of the Secretary and Assistant Secretary, who are appointed by the President and approved by the Board of Directors. Either three or four Directors are elected in alternate years.

#### **MONTHLY REPORTS**

Each club submits a report to the Lt. Governor on a monthly basis. It reports our club size, attendance, service projects, meetings and programs, and some statistical information. Committee Chairs are responsible for reporting their committees activities

to the Club Secretary. The Secretary, in turn, completes the monthly Club Report.

### **BOARD MEETINGS**

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

### **STANDING COMMITTEES**

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

- Community Services and Youth Services
- Fund Raising
- House and Meeting
- Human and Spiritual Values
- Inter clubs
- Membership Growth and Education
- Publicity/Public Relations
- Senior Services
- Social Events
- Student Leadership Programs and Sponsored Organizations
- Technology
- Young Children: Priority One

### **DIVISION COUNCIL**

One day a month, currently the first Saturday, the Lt. Governor calls all of the club presidents together for a Division Council Meeting.(DCM). These meetings are about 1 ½ hours in length. They are designed to provide Division-wide communication among the clubs and the District, through the Lt. Governor. The meetings are open and serve as a make-up and inter clubs.

### **OTHER STUFF**

#### **ADVERTISING**

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

A Division Directory is available on-line each year which contains ads from members of the 18 Kiwanis Clubs in Division 37. The purpose is to encourage Kiwanians to trade with other Kiwanians.

Paid advertising from both members and the general public are also available on our club and foundation web sites. Advertising income from "[www.oceansidepacific.org](http://www.oceansidepacific.org)" helps support our administrative activities. Advertising income through our foundation

"[www.opkfoundation.org](http://www.opkfoundation.org)" helps support the foundations mission.

Monthly ads are available through our weekly newsletter, "The Tideline". "The Tideline", is entirely self-supporting. The income is derived from the sale of business-card size ads each month at \$10 each. The ads are sold at the beginning of each Administrative year, about October 1st and are sold on a monthly basis throughout the year.

#### CLUB SHIRTS/JACKETS

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

#### SPONSORED ORGANIZATIONS AND PROGRAMS

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

#### CLUB PROJECTS

Each Kiwanis Club develops its own special Community Service Projects. They are consistent with the skills/talents and desires of the members. Some of our early projects are still active. We always seek new ideas. If you have an idea for a project, ask which Club Committee would likely sponsor it and attend that Committee's meeting. For a current list of committee projects, please visit "[www.oceansidepacific.org/Committees](http://www.oceansidepacific.org/Committees)."

#### DIVISION 37 CLUBS

Kiwanis Clubs are organized by region into Divisions, which are numbered. Ours is Division 37, and includes the 18 clubs in North San Diego County. They are: Carlsbad, Del Mar, Escondido, Fallbrook, Greater Encinitas, Hidden Valley, Lake San Marcos, Rancho Bernardo, Oceanside, Oceanside Pacific, Poway, Ramona, Rancho Penasquitos, San Marcos, Sunrise Vista, Valley Center, Vista, and Vista Golden K.

#### FUNNY MUNNY

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

#### QUESTIONS OR COMMENTS

Kiwanis is a volunteer organization, as such, no one can force a member to do anything

he/she doesn't want to do. We always encourage members to have a voice in the inner workings of the club. If you see something you don't like or don't understand, ask someone about it . We are very conscious of our club's image in the community. Locate someone you feel comfortable talking to and express your feelings. Serious problems will ultimately reach the Board of Directors, but most problems can be solved by discussion. An example of the above is our "No-Smoking" policy. It came about as the result of members asking if there could be some restrictions on smoking.

## **SOCIAL EVENTS**

There are two main social events during the year: the Installation Banquet (usually in September) and the Anniversary Party (usually in late February). The Social Chair will plan other socials during the year which may be simple out-to-dinner parties, ball games, plays and other events which the members indicate a desire for. Socials are at the expense of those who attend.

## **CONFERENCES & CONVENTIONS**

Members are encouraged to attend all of the Conferences and Conventions they can. Attending the workshops and seminars is a good way to expand your Kiwanis education. Another high value activity at these events is the exchanged of ideas and the comradery among your fellow Kiwanians from other clubs and other districts.

### **MID-YEAR CONFERENCE**

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

### **DISTRICT CONVENTION**

This important event is usually scheduled for mid- to late-August. It alternates annually with one in the North followed the next year with one in the South. From time to time, this Convention will be in Nevada or in Hawaii. The Club has three votes in the Delegate Assembly so the Club usually will pay for the expenses of the three delegates. If funds are available, assistance to other club members who would like to attend may be possible.

### **KIWANIS INTERNATIONAL CONVENTION**

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

## **INTERNATIONAL ORGANIZATION**

Kiwanis International is led by an International President and an elected Board of Trustees. It is divided into Districts geographically. In Europe, entire countries are a District. We belong to the California -Nevada-Hawaii District. There are about 400 Kiwanis Clubs in Cal-Nev-Ha (it's colloquial name). Each District is divided, again geographically, into Divisions. A Division is a group from 10-20 clubs in a fairly localized area. Divisions are numbered. There are 44 active Divisions in Cal-Nev-Ha and we are Division 37. The clubs in Division 37 were listed above.

## **THE OPK FOUNDATION**

OPK consists of two entities. First is the Club, the second is our 501 © 3 Kiwanis of Oceanside Pacific Foundation, Inc. Its purpose is to provide the avenue for tax-deductible gifts. Its meetings are an integral part of OPK. All members of OPK are voting members of the Foundation. Members annually elect the Trustees of the Foundation. The Foundation Board meets monthly. All funds raised by the Club for charity purposes are handled by the Foundation for income tax purposes. Monthly financial statements are provided by the Foundation for the income and expenses related to OPK's charity events.