



Dear Kiwanis Friend,

Thank you for taking the lead in club creation. Your personal investment in time and resources is much appreciated!

Below you will find a recap of the actions that need to be completed to ensure successful opening of new clubs. Please keep this document and refer to it throughout the process.

Wishing you lots of success in your endeavor and looking forward to welcoming new clubs within the Kiwanis family.

For further information or help please contact Ms. Samyrra Bafdel, sbafdel@kiwanis.org, +32 9 217 77 71.

Yours sincerely,
Member Support Center Europe

New Club Creation

APRIL 2017

USEFUL TIPS

What you need to consider before organizing a Kiwanis club

- You need at least 15 adult members
- The name of the club has to stick to the [club name policy](#)

Organization date and charter date

The organization date

This is the date when the club first gathers and its bylaws are adopted by the club members. The club will be created by Kiwanis International at that date on the condition that the administration and the payment for the club are settled.

The charter and the pins will also be sent to the District Governor on the organization date. In addition, Kiwanis International will produce a personalized gavel, banner, etc. (see the document "New Club chartering kit") to welcome the new club into the Kiwanis world. This will take approximately 6 weeks. Please mention the person, address, email and phone number where these items have to be sent.

The charter date

This is the date of the charter ceremony. Should you wish to utilize the chartering kit for the ceremony please plan at least 6 weeks between the organization date and the charter date – this in order to allow sufficient time for the kit to be received.

Administration

We need [three documents](#), all can be downloaded in four languages from the [KI-EF website](#).

- The *New Club Information Sheet* has to be mailed to sbafdel@kiwanis.org.
- The *Permanent Organization Roster* has to be mailed to sbafdel@kiwanis.org. We need this in Excel format.
- The *Standard form of Club Bylaws 2012*: two originals have to be signed by the club president or secretary on the organization date. Please send the originals to:

MSC Ghent office
Leiekaai 25 B
B-9000 Ghent

Payment

For the creation of a club you need to pay a New Club fee per member, based on the date of organization. One part is for Kiwanis International (KI), the other part is for the Kiwanis International-European Federation (KI-EF) and is calculated pro rata depending on the organization date (see the document "Dues European Areas 2016-17").

The annual dues (except charter member fees) for clubs created after January 2017:

- The annual dues are calculated on 1st October.
- For clubs created between 1st January 2017 and 30th September 2017, the annual dues will only be paid as from October 2018.

Example: A new club formed on January 1, 2017, pays charter member fees during 2016-17. That will also be considered payment of dues and subscription fees for all charter members of the club for the following 2017-18 administrative year.

Please note that this policy is **temporary** and will end on **30th September 2018**.