



www.buildersclub.org

Please include the following items when submitting your charter:

- Petition for Charter
- Builders Club Bylaws
- Fee payment

Please send all pieces together because a charter cannot be processed until all items are received. Thank you.

PETITION FOR CHARTER AND RECHARTER

Builders Club - A Key Club International program of Kiwanis International

Proposed name of club: For a school-based club, the club name must include the name of the school. For a community-based club, the club name must be descriptive of the geographic or community setting. *Ex: Boys and Girls Club of Bloomington*

BUILDERS CLUB OF:

(Please print, allowing one letter, numeral or space to a box - recommended maximum of 30 characters)

30 empty boxes for printing the club name

Kiwanis District: **K**
Kiwanis Division: **K**
Key number (recharterers only): **B**

Builders Club, a student-led service club for junior high and middle school students, is sponsored by **Kiwanis International**, a worldwide service organization of men and women whose clubs serve children and develop youth leadership.

Builders Club, a club which is composed of male and female students, dedicated to school and community service, is a jointly sponsored program by a Kiwanis club and a junior high or middle school (or community-based organization serving this age group).

The purpose of Builders Club is to develop leadership through service to the school and community.

This petition is intended to be the unifying document by which the school/community organization and Kiwanis sponsor agree to meet the requirements of forming and operating an active Builders Club. Proper completion and submission of this petition with club bylaws along with proper payment is the prerequisite for chartering by Kiwanis International.

Instructions for petitioning:

- The Kiwanis sponsor of record must complete, in its entirety, page two of this petition. In the case of a co-sponsor, the second Kiwanis sponsor of record must complete and attach a separate copy of page two.
- The school or community organization administration must complete, in its entirety, page three of this petition.
- Leaders from both school/community organization and Kiwanis club must complete the Standard Form for Builders Club Bylaws and return with chartering paperwork.
- Upon completion of the petition with club bylaws, select one of the options below for which charter option.
- Mail completed petition for charter with club bylaws with new club fee payment check or money order to: Kiwanis International, ATTN: Service Leadership Programs Processing, 3636 Woodview Trace, Indianapolis, Indiana 46268, USA. Contact Kiwanis International with any questions at 1-800-KIWANIS, ext 411 or slpcharter@kiwanis.org.

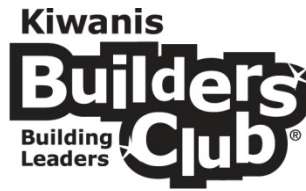
Tier A Nation (To pay by credit card, contact 1-800-KIWANIS, ext. 125.)

- Option one: US\$460 (charter kit includes gavel/gong, charter banner, honors banner, cards, certificates, pins and additional resources)
- Option two: US\$350 (charter kit includes charter banner, honors banner, cards, certificates, pins and additional resources)
- Option three: US\$350 (charter kit includes gavel/gong, cards, certificates, pins and additional resources)
- Option four: US\$200 (charter kit includes cards, certificates, pins and additional resources)

If you qualify under the Kiwanis Tier Dues Structure, contact slpcharter@kiwanis.org to determine charter fees.

Allow at least six weeks for processing and return of official charter certificate and materials.

FOR OFFICE USE ONLY: Key #: _____ District: _____ Membership: _____



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Standard Form for Builders Club Bylaws

Article 1 - Name

Section 1. The name of this organization shall be the Builders Club of _____.
(Name 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 shall be:

- To provide opportunities for working together in service to school and community;
- To develop leadership potential;
- To foster development of a strong, moral character; and
- 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 shall be: *"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/community organization's leader 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 Committee shall ask the school principal/community organization's leader 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.

Section 5. 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.

Section 6. The Builders Club Board of Directors in cooperation with the school principal/community organization's leader 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/community organization's leader (or the representative). The Board of Directors shall meet monthly.

Article 7 - Election of Officers and Directors

Section 1. Election of new officers (president, vice president, secretary and treasurer) should be held 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.

Section 2. Election of Directors (one from each appropriate grade) shall be held following the school's opening in the fall.

Article 8 - Meetings

Section 1. The club shall hold its meetings at a time and place selected by the Board of Directors with the approval of the school/community organization 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 as 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/community organization administration has been secured.

These bylaws were adopted and approved on: _____
Date

Principal or organization's leaders signature

Printed name

Kiwanis club president's signature

Printed name

1/25/2010