

Kiwanis Club of Kingsport

Membership Checklist of Important Points

To be reviewed with a Potential New Member by a representative of the Membership Development & Welfare Committee, signed & dated by both **before** the Induction Ceremony

Membership Committee Representative

Potential New Member

The original signed copy will be filed by Administrative Secretary.
A copy of the "signed copy" will be included in the New Member packet

___ **Membership:** is a personal privilege with attendance, community service, and financial responsibilities/obligations.

- Kiwanis does not have "corporate memberships" (even if one's organization pays the quarterly bills.)
- Changes in one's life situation (relocations, job changes, etc.) **do not** automatically cancel one's membership responsibilities.

___ **Quarterly Billing:** Billing for meals, dues and Kiwanis Night assessment is made **quarterly** by the Administrative Secretary (email billing is the preferred method). Payment is due upon receipt of the quarterly bill.

___ **Attendance Expected:** → **60% attendance at regular meetings is the minimum expectation**

___ **Attendance Make-up Opportunities:** → **a missed regular meeting may be made-up by attending;**

- Cosmo Kiwanis (Tuesday noon) or other area Kiwanis Club meetings
- While traveling, attending a Kiwanis Club meeting in other town (report to Administrative Secretary)
- Committee meetings or events
- Board meetings
- Division, District or other Kiwanis events (e.g., Key Club, etc.)
- Inter-Club (4 Kiwanians attending another Club's meeting)
- Service projects (Salvation Army Bell Ringing; Reading Partnership, etc.)
- Fundraising events (e.g., Darrell Rice Golf Tournament, etc.)
- Social activities of the Club's Social Activities Committee

___ **Attendance:** → **Leave of Absence (LOA)** must be in writing, submitted to Administrative Secretary; dues & other fees continue, pay only for meals eaten. Maximum LOA is 6 months with option to renew for an additional 6 months.

___ **Resignations:** must be submitted in writing to Administrative Secretary; all financial obligations current.

___ **Officer & Board Election:** in early May (Kiwanis year: Oct 1- Sept 30). Chance to develop leadership skills.

___ **"Roundtable" meeting:** (with no program) held usually during a holiday week on Friday at noon. We will usually have a joint meeting (including a program) with Cosmo Kiwanis on Tuesday at noon of the same week.

___ **Special programs:** → Maundy Thursday during Holy Week; Kiwanis Night in late September

___ **Hosting guests &/or potential members:** Encouraged!! Sign-in at the Secretary's table. Cost of guest meals added to your next quarterly billing. Club will pay for meals for Potential Members.

___ **Committee assignment:** Every member is assigned to a committee and expected to work on committee projects.

___ **Awards for members:** Perfect Attendance, Ruby K (sponsor 5, 10, etc. members), Legion of Honor (for 25 years membership), Kiwanian of the Year, Art Roper Award

___ **Awards from Kingsport Kiwanis:** presented at many local schools during year-end programs

___ **Service Projects:** – critical to a fruitful, personally fulfilling Kiwanis experience. Coats & Shoes, Kiwanis Towers, Reading Partnership, Salvation Army Bell ringing, Warriors Path Boundless Playground, etc.

___ **Fund-raising:** - to support various civic projects, not to defray membership costs or fees. Golf Tournament, 1st Wed in October. Provides opportunities to contribute to the work of the Club, financially or to by working at the event.