

Please include the following items when submitting your charter:

Petition for Charter /Agreement to sponsor/Agreement to host

**Builders Club Bylaws** 

Fee payment Please send all pieces together. A charter cannot be processed until all items are received. Thank you.

# **PETITION FOR CHARTER: Builders Club**

Builders Club is a student-led service club for students in junior high/middle school. Builders Club was originally developed by and is modeled after, Kiwanis International, a global network of men and women serving the children of the world. The stated purpose of Builders Club is to develop leadership through service to the school and community.

**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:**

Kiwanis District Name:	Kiwanis Division:
(Please print, allowing one le	etter, numeral or space to a box - recommended maximum of 30 characters)

Kiwanis District Name: \_\_\_\_\_

Key number (re-charters only): **B** 

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:

- 1. The Kiwanis sponsor of record must complete, in its entirety, page two of this petition. In the case of a cosponsor, the second Kiwanis sponsor of record must complete and attach a separate copy of page two.
- 2. The school or community organization administration must complete, in its entirety, page three of this petition.
- 3. Leaders from both school/community organization and Kiwanis club must complete the Standard Form for Builders Club Bylaws and return with chartering paperwork.
- 4. Upon completion of the petition with club bylaws, select one of the options below.

Mail completed petition for charter with club bylaws with new club fee payment check or money order to: Kiwanis International, ATTN: Service Leadership Programs Chartering, 3636 Woodview Trace, Indianapolis, Indiana 46268, USA. Contact Kiwanis International with any questions at 1-800-KIWANIS, ext. 411 or slpcharter@kiwanis.org.

5. Allow at least 4 to 6 weeks for processing and return of official charter certificate and materials.

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

US\$400 (charter kit includes gavel/gavel block, advisor toolkit, member & officer toolkit, member & officer stickers/ 0 decals and additional resources.)

The charter kit provides a gavel and gavel block. Please visit the Builders Club store online at store kiwanis.org if you wish to purchase a traditional gong, banner or a personalized gavel band.

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

**AGREEMENT TO SPONSOR A BUILDERS CLUB:** A sponsoring organization is not required, but is highly encouraged. If there is no sponsoring organization, then the school or host site agrees to accept this additional role.

# \*If there will be a co-sponsor for this club, the primary sponsor needs to be marked as primary. Invoices will be sent to the club marked as the primary sponsoring club.\*

For Kiwanis Clubs: Kiw	vanis Club of		
Key number:	District Name:		Kiwanis Division#:
For Other Organization	1 <u>5:</u>		
Organization Name:			Telephone
Address <b>(No PO Boxes)</b>	:		
Contact Name:		Email:	

# This Kiwanis club/sponsoring organization hereby petitions that Kiwanis International issue a new club charter for a Builders Club at the school/site specified on page three of this petition. The Kiwanis club/sponsoring organization agrees to annually support the following Requirements of Sponsorship for the Builders Club:

- 1. Appoint a representative advisor to the club and ensure he/she receives adequate orientation/training.
- 2. Ensure the advisor attends every meeting or event.
- 3. Maintain an expense line item in the organization budget to support the activities of the club.
- 4. Meet with the school principal or organization manager before the beginning of the school year.
- 5. Ensure all dues and fees are paid.
- 6. Ensure club officers receive proper training following election.
- 7. Hold a planning session involving the leadership of Kiwanis club/sponsoring organization and the Builders Club officers.
- 8. Host or participate in joint activities involving the membership of the Builders Club and the Kiwanis club/sponsoring organization.
- 9. Invite Builders Club members to attend Kiwanis/sponsoring organization meetings.
- 10. Ensure Builders Club members are provided training opportunities beyond the club level.

# The Kiwanis club/sponsoring organization agrees to appoint an active committee of adult volunteers to support the Builders Club and designate one member as an Advisor to the Builders Club (print below):

Kiwanis advisors to any sponsored Service Leadership Program will be required to have a criminal background check conducted and verified by Kiwanis International.

Advisor		_ Member # (if a Kiwanian)	
Mailing Address (No PO Boxes)			
Email Address	Telephone	Fax	

The ten items listed above should be understood by all members of the Kiwanis Club or sponsoring organization. The signatures affixed below indicate the acceptance of responsibilities of sponsorship, and further indicates the commitment of the sponsor to provide continuing support for the Builders Club, its members, and the school. It also is understood that if the school shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In such instance, the sponsoring organization shall forfeit any rights or claim to the Builders Club charter.

#### The charter certificate and club materials will be mailed to the Kiwanis club advisor at the address shown above.

#### Signatures of Kiwanis club officers:

Signature		Signature	
	Kiwanis Club/Sponsoring Organization President	Kiwanis Club/Sponsoring Organization Secretary	
Print nam	e	_ Print name	
Date		Date	

#### AGREEMENT TO HOST A BUILDERS CLUB

By the School (or community-based organization\*)

Scł	hool/Organization Name	Telephone
Ad	ldress	
W	/eb Site	Fax
If s	school, type of school: $\Box$ Private	Public If US school, NCES school ID:
If c	community based, what type of com	nmunity organization is co-sponsoring:
	BGCA Community Center	Home school site/home Church/Synagogue Other:
<u>Sc</u>	chool information:	
Nu	umber of charter members:	Grade level(s) of members
spo	<b>e 1</b>	titions that Kiwanis International issue a new club charter for a Builders Club to be zation of record shown herein. The school/organization agrees to provide the following Builders Club:
1.		<b>below)</b> , designated by the school administration, to advise and counsel the Builders Club, o, and ensure the club abides by the regulations of the school and all other local, ws:
	Faculty Advisor:	Email:
	Telephone:	Fax:
	In addition, the school is encourage	ged to include parents of members in active participation with Builders Club activities.
2.	Ensure the Builders Club conduct	s service-related projects and activities within the school and community.
*C	Community-based Club	

In the event a school will not allow the organization of a Builders Club, a community-based organization with facilities for meeting and appropriate staff for club advisement may be substituted in place of the school. Such a Builders Club must bear a name that represents the community in which it exists. A staff member or parent must be substituted for and act as the faculty advisor to the club. For a community-based club, this page of the petition should be completed on behalf of the organization.

The signatures affixed below indicate the acceptance of responsibilities set forth in the terms of sponsorship (shown above) by the school administration, and further indicate the commitment of the school/organization to provide continuing support for the Builders Club and its members. It also is understood that, at such time the school/organization shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In the case that the Kiwanis sponsor shall no longer be able or willing to act as sponsor of record, Kiwanis International may choose to seek new Kiwanis sponsorship for the Builders Club.

## Signatures of school officials:

Signature	Signature	
Principal/Organization Administrator	Faculty Advisor	
Print name	Print name	
Date	Date	
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# Standard Form for Builders Club Bylaws

## <u> Article 1 - Name</u>

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 foster caring, empathy and good character in students.
  - To develop students' service and leadership skills.
  - To provide opportunities for students to learn, engage, serve and lead to benefit school, community and world.
- **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 motio of builders Club shall be. Dunuing Leavers.	Section 1.	The motto of Builders Club shall be:	"Building Leaders."
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- 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 world and myself. To aid those in need while enhancing leadership capabilities, and to encourage the fellowship of all."
- **Section 3.** The Core Values are: *Learning, Inclusion, Common Good, Service, and Leadership.*

#### 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.

#### <u> Article 9 - Committees</u>

**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<br/>minimal. The annual dues for membership shall be \$\_\_\_\_\_ per member.

# <u> Article 11 - Amendments</u>

- 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

Kiwanis club president's signature

Printed name

Printed name

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