

**BUILDERS CLUB OF:** 

FOR OFFICE USE ONLY: Key #: \_

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.

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

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

Kiwanis District Name:	Kiwanis Division:			
Key number (re-charters only): B				
sponsor agree to meet the requirements of forming	nt by which the school/community organization and Kiwanis and operating an active Builders Club. Proper completion g with proper payment is the prerequisite for chartering by			
•	its entirety, page two of this petition. In the case of a coust complete and attach a separate copy of page two.			
2. The school or community organization administrate petition.	tion must complete, in its entirety, page three of this			
3. Leaders from both school/community organization Builders Club Bylaws and return with chartering p	n and Kiwanis club must complete the Standard Form for aperwork.			
4. Upon completion of the petition with club bylaws,	select one of the options below.			
order to: Kiwanis International, ATTN: Service	bylaws with new club fee payment check or money ce Leadership Programs Chartering, 3636 Woodview ntact Kiwanis International with any questions at 1-800-			
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.)			
<ul> <li>US\$400 (charter kit includes gavel/gavel block, advisor member, officer and committee chair buttons and additi</li> </ul>				
The charter kit provides a gavel and gavel block. Please visit you wish to purchase a traditional gong, banner or a personal				
If you qualify under the Kiwanis Tier Dues Structure, contact <a href="mailto:slpcharter@kiwanis.org">slpcharter@kiwanis.org</a> to determine charter fees.				

District:

Membership:

**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.\*

ddress (No PO Boxes):	Xey number: District Name:	Kiwanis Division#:
ontact Name:	or Other Organizations:	
initiates Name:	rganization Name:	Telephone
his Kiwanis club/sponsoring organization hereby petitions that Kiwanis International issue a new club charter for a utilders Club at the school/site specified on page three of this petition. The Kiwanis club/sponsoring organization agrees to multiply 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 advisors 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.  10. How Kiwanis club/sponsoring organization agrees to appoint an active committee of adult volunteers to support the Builder designate one member as an Advisor to the Builders Club (print below):  10. Invite Builders Club forms an Advisor to the Builders Club (print below):  10. Invite Builders (No PO Boxes)  11. 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	ddress (No PO Boxes):	
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tub and designate one member as an Advisor to the Builders Club (print below): iwanis advisors to any sponsored Service Leadership Program will be required to have a criminal background check condition of verified by Kiwanis International.  dvisor Member # (if a Kiwanian) ailing Address (No PO Boxes)  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.	9. Invite Builders Club members to attend Kiwanis/sponsor	
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Signatures of Kiwanis club officers:	iwanis advisors to any sponsored Service Leadership Progrand verified by Kiwanis International.  dvisor	m will be required to have a criminal background check condi-  Member # (if a Kiwanian)
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	Advisor	Member # (if a Kiwanian)

Print name \_\_\_\_\_\_ Print name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## AGREEMENT TO HOST A BUILDERS CLUB

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

School/Organization Name	Telephone
Address	
Web Site	Fax
	NCES school ID: School IDs can be found at: http://nces.ed.gov/globallocator/)
If community based, what type of community organization is co-spon	soring:
□BGCA □Community Center □Home school site/home	Church/Synagogue Other:
School information:	
Number of charter members: Grade level(s) of membe	rs
<ul> <li>This school/organization hereby petitions that Kiwanis Internations sponsored by the sponsoring organization of record shown herein. terms of sponsorship to support the Builders Club:</li> <li>1. Provide a faculty advisor (print below), designated by the school attend all meetings of the club, and ensure the club abides.</li> </ul>	The school/organization agrees to provide the following ol administration, to advise and counsel the Builders Club,
state/provincial, and/or federal laws:	by the regulations of the school and all other local,
Faculty Advisor:	Email:
Telephone:	Fax:
In addition, the school is encouraged to include parents of members	ers in active participation with Builders Club activities.
2. Ensure the Builders Club conducts service-related projects and ac	tivities within the school and community.
*Community-based Club	
In the event a school will not allow the organization of a Builders Cl and appropriate staff for club advisement may be substituted in pla represents the community in which it exists. A staff member or pare club. For a community-based club, this page of the petition should be	ice of the school. Such a Builders Club must bear a name that ent must be substituted for and act as the faculty advisor to the
The signatures affixed below indicate the acceptance of responsibilities the school administration, and further indicate the commitment of the Builders Club and its members. It also is understood that, at such time charter be relinquished, Kiwanis International has the right to cancel of shall no longer be able or willing to act as sponsor of record, Kiwanis for the Builders Club.	school/organization to provide continuing support for the the school/organization shall request, in writing, that the or revoke the charter. In the case that the Kiwanis sponsor
Signatures of school officials:	
Signature Principal/Organization Administrator	Signature Faculty Advisor
Print name	Print name
Date	Date

# Standard Form for Builders Club Bylaws

Article 1 - Na	<u>me</u>
Section 1.	The name of this organization shall be the Builders Club of
	(Name of school/organization)
Article 2 - Or	ganization
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 - Ob	jectives 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.
	<ul> <li>To provide opportunities for students to learn, engage, serve and lead to benefit school, community and world.</li> </ul>
Section 2.	The activities of the Builders Club shall be in accordance with its objectives and pledge.
Article 4 - M	otto, 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 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 - Me	mbership_
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

Kiwanis club president's signature

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

Printed name