

**FOR OFFICE USE ONLY:** Key #: \_\_\_\_\_ 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.\***

**For Kiwanis Clubs:** Kiwanis Club of \_\_\_\_\_

Key number: \_\_\_\_\_ District Name: \_\_\_\_\_ Kiwanis Division#: \_\_\_\_\_

**For Other Organizations:**

Organization Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Address (No PO Boxes): \_\_\_\_\_

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 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 \_\_\_\_\_

If school, type of school: ☐ Private ☐ Public If US school, NCES school ID: \_\_\_\_\_

(NCES School IDs can be found at: <http://nces.ed.gov/globallocator/>)

If community based, what type of community organization is co-sponsoring:

☐ BGCA ☐ Community Center ☐ Home school site/home ☐ Church/Synagogue ☐ Other: \_\_\_\_\_

### **School information:**

Number of charter members: \_\_\_\_\_ Grade level(s) of members \_\_\_\_\_

**This school/organization hereby petitions that Kiwanis International issue a new club charter for a Builders Club to be sponsored by the sponsoring organization of record shown herein. The school/organization agrees to provide the following terms of sponsorship to support the Builders Club:**

1. Provide a faculty advisor (**print below**), designated by the school administration, to advise and counsel the Builders Club, attend all meetings of the club, and ensure the club abides by the regulations of the school and all other local, state/provincial, and/or federal laws:

Faculty Advisor: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

In addition, the school is encouraged to include parents of members in active participation with Builders Club activities.

2. Ensure the Builders Club conducts service-related projects and activities within the school and community.

### **\*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 \_\_\_\_\_  
Principal/Organization Administrator

Signature \_\_\_\_\_  
Faculty Advisor

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

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

Date \_\_\_\_\_

Date \_\_\_\_\_

## 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 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 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 - 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

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Principal or organization's leaders signature

Printed name

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Kiwanis club president's signature

Printed name