

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:		
(Please print, allowing one letter, numeral or space to a bo	ox - recommended maximum of 30 characters)	
Kiwanis District Name:	Kiwanis Division:	
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, 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 (All US, Canada and some Caribbean countries.) To pay by credit card, contact Kwan Pinson at (317) 217-6125.

- O US\$400 (charter kit includes gavel/gavel block, advisor toolkit, service toolkit, member & officer toolkit, member, officer and committee chair buttons and additional resources.)
- O 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.

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

Key number: D	istrict Name:		Kiwanis Division#:
For Other Organizations:			
<u>~</u>			Telephone
Address (No PO Boxes):			
Contact Name:		Email:	
1. Appoint a representative ad 2. Ensure the advisor attends of 3. Maintain an expense line ite 4. Meet with the school princip 5. Ensure all dues and fees are 6. Ensure club officers receive 7. Hold a planning session inv 8. Host or participate in joint a organization. 9. Invite Builders Club membe 10. Ensure Builders Club membe The Kiwanis club/sponsoring org	pecified on page three of this peculirements of Sponsorship for the club and ensure he every meeting or event. The period of the organization budget to paid or organization manager between the period of the perio	retition. The Kiwanis of the Builders Club: /she receives adequate of support the activities fore the beginning of the beginning of the beginning of the builders Club: ag organization meeting organization meeting organization the club active committee of active committee of active committee of active leads of the club (print below):	club/sponsoring organization agrees to orientation/training. of the club. The school year. anization and the Builders Club officers. The anization and the Kiwanis club/sponsoring the school year.
Advisor		Men	nber # (if a Kiwanian)
Mailing Address (No PO Boxes) _			
Email Address		Telephone	Fax
the sponsor to provide continuir	e the acceptance of responsibiliting support for the Builders Club that the charter be relinquished, onsoring organization shall forformaterials will be mailed to the	ties of sponsorship, and o, its members, and the , Kiwanis International eit any rights or claim t	If further indicates the commitment of school. It also is understood that if the has the right to cancel or revoke the to the Builders Club charter.
Signature		Signature	

Print name ______ Print name _____

Date _____

Kiwanis Club/Sponsoring Organization Secretary

Date _____

Kiwanis Club/Sponsoring Organization President

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: \square Private \square 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 o	co-sponsoring:
□BGCA □Community Center □Home school site/h	nome Church/Synagogue Other:
School information:	
Number of charter members: Grade level(s) of	members
 sponsored by the sponsoring organization of record shown terms of sponsorship to support the Builders Club: 1. Provide a faculty advisor (print below), designated by the attend all meetings of the club, and ensure the club 	ternational issue a new club charter for a Builders Club to be herein. The school/organization agrees to provide the following the school administration, to advise and counsel the Builders Club, a 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	s and activities within the school and community.
and appropriate staff for club advisement may be substituted	Iders Club, a community-based organization with facilities for meeting in place of the school. Such a Builders Club must bear a name that or parent must be substituted for and act as the faculty advisor to the ould be completed on behalf of the organization.
the school administration, and further indicate the commitment Builders Club and its members. It also is understood that, at su charter be relinquished, Kiwanis International has the right to	sibilities set forth in the terms of sponsorship (shown above) by at of the school/organization to provide continuing support for the ach time the school/organization shall request, in writing, that the cancel or revoke the charter. In the case that the Kiwanis sponsor iwanis International may choose to seek new Kiwanis sponsorship
Signatures of school officials:	
Signature Principal/Organization Administrator	Signature Faculty Advisor
Principal/Organization Administrator	
Print name	Print name
Date	Date

Standard Form for Builders Club Bylaws

Article 1 - Nai	<u>ne</u>
Section 1.	The name of this organization shall be the Builders Club of
	(Name of school/organization)
Article 2 - Org	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.
<u> Article 3 - Obj</u>	ectives 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 - Mo	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.
<u> Article 5 - Me</u>	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

	2. Public Relations Committee
<u>Article 10 - Ann</u>	ıual Due <u>s</u>
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 - Am	<u>endments</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 or	ganization's leaders signature Printed name

Printed name

Kiwanis club president's signature