



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 box - recommended maximum of 30 characters)

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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 co-sponsor, 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.)

- Option one:** US\$600 (charter kit includes gavel/gavel block, charter banner, advisor guide, member handbooks, pins and additional resources)
 Please include a felt club banner for an additional US\$50.(Felt banner purchase available for option 1 only.)
- Option two:** US\$400 (charter kit includes gavel/gavel block, advisor guide, member handbooks, pins and additional resources)

The standard charter kit provides a personalized gavel and gavel block. Please visit the Builders Club store online if you wish to purchase a traditional gong.

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

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.

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 provide opportunities for working together in service to school and community;
- To develop leadership potential;
- To foster development of a strong, moral character; and
- To encourage loyalty to school, community and nation.

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 nation and myself; to aid those in need while enhancing leadership capabilities; and to encourage the fellowship of all mankind."

Section 3. The Core Values are: *Character Building, Leadership, Inclusiveness and Caring.*

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

Principal or organization's leaders signature

Printed name

Kiwanis club president's signature

Printed name



Charter Banner Order Form



A vinyl club banner (design shown) is included in the \$600 chartering fee for each new club.

Check this box if you would like to upgrade to a traditional felt banner (\$50 additional charge). *Note: the felt banner only includes club name, city, and state.*

SCHOOL NAME: We strongly encourage that the banner state the school name as officially written on the charter petition. Use the lines below if you want it to be stated differently.

Banner text size is adjusted for shorter/ longer school names

SCHOOL CITY AND STATE/PROVINCE

CHARTER DATE

Determined upon receipt of petition to charter to Kiwanis International.

SPONSORED BY THE

Kiwanis Club of _____

Check this box if you do not wish to use the "sponsored by" field on the banner.

There is room to include one co-sponsor if applicable.

Check this box and write below:

(Kiwanis Club of _____)