

The Kiwanis Club of Greater Napa



A guide to Greater Napa Kiwanis, one of
California's finest service clubs

December 2011

WELCOME TO GREATER NAPA KIWANIS

The Greater Napa club has been serving the needs of the community for over 40 years. Founded in 1969 the club serves as the breakfast club for the city of Napa.

The Name “Kiwanis” is a coined word taken from the language of an American Indian tribe which lived in the area where Kiwanis was founded. The original phrase was “Nunc Kee-wanis,” which means “self expression” or “to make oneself known.” It was shortened and modified to become Kiwanis.

INTERNATIONAL ORGANIZATION STRUCTURE

Kiwanis International is led by an International President and an elected Board of Trustees. It is divided into Districts geographically. In certain areas entire countries are a District. Greater Napa belongs to the California-Nevada-Hawaii District. There are about 600 clubs in Cal-Nev-Ha.

Each district is divided geographically into divisions. A division is a group from 10- 20 clubs in a fairly localized area. There are 46 divisions in Cal-Nev-Ha and Greater Napa resides in Division 8. The other clubs within Division 8 are:

- American Canyon
- Benicia
- Calistoga
- Dixon
- Fairfield
- Napa
- Novato
- St. Helena
- San Rafael/Central Marin
- Suisun City
- Vaca Valley
- Vallejo – Cal-Maritime
- Vallejo Suburban
- Yountville

INTERCLUBS

An Interclub is a joint meeting of two or more Kiwanis clubs at the host club site. The minimum requirement for an Interclub is four visiting members. Our club may periodically schedule visits to the other clubs in our division. The visits allow us to see how other clubs operate and pick up some good ideas, as well as the enjoyment of visiting with fellow Kiwanians.

DIVISION COUNCIL MEETINGS

The Lt. Governor calls all of the club presidents together for a Division Council Meeting (DCM). These meetings are generally conducted monthly and are designed to provide division-wide communication among the clubs and the District, through the Lt. Governor. DCMs are hosted by a division club, are open to all members and can serve as a make-up and interclubs.

CLUB OFFICERS

Kiwanis Club of Greater Napa has a basic set of officers:

- Immediate Past President
- President
- Vice President/President-Elect
- Second Vice President
- Treasurer
- Secretary
- Directors (9)

Officers are recommended for appointment by the Election Committee. Club elections are held annually. Generally nine directors are elected to serve on the Board.

BOARD MEETINGS

The Club Board of Directors meets the first Tuesday of each month. The meeting site is established by the Board. These meetings are open to all members. Committee chairs are invited and encouraged to attend.

STANDING COMMITTEES

The work of the club is organized through the various committees such as:

- Human and Spiritual Values
- Youth Services/Key Club
- Sponsored Organizations and Programs
- Membership Growth and Education
- Fundraising
- Social Events
- Publicity/Public Relations
- Interclubs
- Speaker/Presenter Program
- Recognition
- Election Committee

SPONSORED ORGANIZATIONS AND PROGRAMS

Kiwanis Clubs have an opportunity to become closely involved with youth at all ages by sponsoring one or more sponsored organizations. These are: the K-Kids (Elementary School); Builders Club (Middle or Junior High School); Key Club (High School), Circle K (college) and KIW IN's, and AKTON Clubs for adults with disabilities. Greater Napa currently sponsors Key Clubs at Vintage High School and New Technology High School.

REPRESENTATIVE CLUB PROJECTS

Each Kiwanis club develops its own special community service projects. They are consistent with the skills/talents and desires of the members. Listed here are some projects we have sponsored over the years. Some are still active. We always seek new ideas. Members are encouraged to present ideas for club projects to the Board of Directors.

- 5K Fun Run
- Mayflowers
- Salvation Army Kettle Tending
- Shop With the Cops
- ParentsCAN Christmas Party
- Holiday Wreaths for Charity
- East West Football Classic
- Student of the Quarter
- Enchanted Hills Camp Maintenance
- Thanksgiving Turkey Carving at the Salvation Army

MONTHLY REPORTS

Each club submits a report to Kiwanis International on a monthly basis. It reports our club size, attendance, service projects, meetings and programs, and some statistical information.

SOCIAL EVENTS

Occasionally the club will host a social event for members and spouses. Examples of these events include the Installation Banquet, the Christmas Party and other ad-hoc events planned by the Social Committee. Socials are generally at the expense of those who attend.

RECOGNITION

Greater Napa recognizes the efforts and contributions of members in a variety of ways, including:

- Kiwanian of The Year – selected by the president each year
- Hixson Award – selected by the Recognition Committee
- Distinguished Service Award – selected by the Recognition Committee. Non-members are eligible for this award.

CLUB EXPECTATIONS

ATTENDANCE

Members of a Kiwanis Club are encouraged to attend the regular weekly meetings. Of course, this will not always be possible. In the case of a meeting which is missed, the member is expected to "make up" the meeting missed. This may be done in several ways:

- Attend another Kiwanis Club meeting
- Attend a Kiwanis Board meeting held each first Tuesday at 7:30 a.m.
- Attend a Key Club meeting
- Attend a Kiwanis Convention
- Attend a Division Council meeting
- Attend a Committee meeting
- Participate in a club project

HOLDING OFFICE

If a member is elected to Club office, he/she is expected to participate fully and fulfill the duties of that office.

PARTICIPATION

Members are expected to participate in club projects and events to the extent that they are able. Please refer to The Snooper newsletter and our website, www.kiwanisclubofgreaternapa.org for a calendar of events.

PIN AND BADGE

Members are expected to wear their pin (the "K") when they are out in public, but especially at meetings. The Name Badge, on the other hand, is to be worn only at meetings and should not be taken home.

You may notice that some members have pins which are not the same as the one you now wear. The somewhat larger gold ones are worn by Club Officers. Others pins identify members who have been distinguished with achievement awards. New members are encouraged to inquire with members regarding their pins.

CLUB APPAREL

Club shirts, hats and jackets are available to members at cost and may be worn to meetings and service projects. We take pride in the work we do in the community and wearing apparel is an excellent means of advertising our club. Contact the president for club apparel.

GUESTS

Members are encouraged to bring guests to the meetings for the purpose of getting to know them and letting them see what we do. Any guest who is a viable candidate for membership is a guest of the club and may attend at no expense to the member.

HONORED GUESTS

The highest ranking Kiwanian of Division, District or International status is given a standing ovation upon being introduced. Usually this will be the Lt. Governor. We stand before and after the program each meeting and on other occasions as directed from the president.

GUEST RECOGNITION

Another means of getting the Kiwanis logo and our club name into the world is through a personalized gift such as a paper weight or coffee mug. A gift is given to each of our guest programs and may be purchased by club members.

INTRODUCTIONS

Members will be called upon to introduce guests at their tables. The chair will call on them for the introduction. A proper introduction will include the guest's name and either the club name in the case of a visiting Kiwanian, or the guest's business or where he/she is from, if from out of town.

THE BELL

The Kiwanis bell, when struck by the person presiding at a meeting, calls the attention of those present to the chair. When struck at the beginning of a meeting, it calls for all to rise for the opening of the meeting.

ADVERTISING

In order to retain focus upon our charitable activities and our guest speakers, members are discouraged from advertising during club meetings.

LEAVE OF ABSENCE

When a member finds it impossible to attend meetings regularly for an extended period of time, he/she may request a leave of absence. This will preserve a perfect attendance record and absences will not count against the club in its monthly report. The minimum leave is thirty days and the maximum is ninety days, which can be repeated. Normal reasons for requesting a leave are vacations, business requirements or extended illness. They may be requested retroactively, but this is not recommended.

A NON-SMOKING CLUB

Greater Napa is a non-smoking club.

MEMBERSHIP GROWTH AND DEVELOPMENT**MEMBERSHIP DEVELOPMENT**

An active membership is essential to a successful club. There must be adequate manpower to accomplish club goals. The members must have a sincere desire to become involved in an assortment of community service projects. These projects are planned and implemented through a committee structure common to all Kiwanis Clubs.

NEW MEMBERS

New members are proposed to the club using a Membership Application form. These forms are available online or from the president. The applicant is proposed for membership at the next meeting of the Board of Directors. The member may be required to pay a one-time application fee. Annual dues are prorated and the member will be billed as of the month following induction into the club. Induction of new members will be scheduled during a regular meeting. At that time, the new member will receive a temporary name badge.

NEW MEMBER TASKS

Sponsoring a new member, or completing any five or more of the following tasks, will qualify the new member for a permanent member badge. The tasks are:

- Attend a Key Club meeting
- Go on an Interclub visit to another Kiwanis Club
- Attend a monthly Board meeting
- Attend committee meeting
- Attend a Division Council or District meeting
- Learn the names of 5 new friends in Kiwanis and their occupations
- Take part in a planned club activity or service project
- Provide a club program

MEMBERSHIP AWARDS

Persons who sponsor new members are eligible to receive membership awards sponsored by the club, division or district. Club awards are determined by the Board of Directors and may vary from time to time. Each year the Cal-Nev-Ha district will provide an incentive award for sponsoring new members. Kiwanis International provides key lapel pins for members who sponsor new members.

MONEY MATTERS**DUES**

Members pay Kiwanis Club dues for the privilege of serving. The rate for dues is set by the Board of Directors, and dues are billed quarterly. A portion of the dues collected is passed directly through to Kiwanis International. The remainder covers club administrative expenses. Members have the option of paying only for dues or dues plus meals which covers the cost of breakfast each week.

FINES

The purpose of fines in a Kiwanis Club is to raise money for the Administrative Fund. The fines are only levied by the President or his/her designee. Our common fine is one dollar. Fines are frequently levied in the face of an indiscretion by a member, always in a congenial manner.

Fines are also levied for being late or leaving the meeting early, being noisy at inappropriate times, not wearing pin or badge, taking the badge home or other similar events. "Happy" or "Sad" dollars are self-imposed fines. Members may be exempt from fines if they are the holder of the Golden Horseshoe which is raffled at the beginning of each month.

RAFFLES

Another means of providing funding for the Administrative Fund is the weekly raffle. Tickets are sold prior to each club meeting, generally \$1.00 per ticket or three tickets for \$2.00. One ticket is drawn and the winner can select a random card from a deck of cards. The member gets either the value of the card or, if the joker is drawn, the accumulated pot. If the joker is not drawn, the balance of the pot carries over to the next meeting and grows based upon the current week's ticket sales. Non-members (other than wait staff or others regularly present) who draw the joker receive \$50.

Additionally members are encouraged to bring raffle items to club meetings. These items are generally comprised of souvenirs from recent travel.

THE GOOD GUY

The Good Guy is a secret greeter appointed by the president for each meeting. Members must shake hands with this person or face being fined \$2.00 later in the meeting. This is employed to get members used to the concept of getting around and making contact with other members at every meeting. Prior to revealing the Good Guy the president will generally provide an opportunity to purchase insurance for \$1.00. Members who have purchased insurance are exempt from the \$2.00 fine.

CLUB BUDGET

The club budget is separated into two funds. They are:

The Administrative Fund

This fund provides for the operation of the club. Generally the only source for these funds is members of Kiwanis. The funds come to us in the form of fines, raffles, and an occasional donation. The membership may vote to assess itself for a specific purpose, however this is rare. Funds drawn from the community through fund raisers may not be applied to this fund.

Community Service Fund

This fund provides for the implementation of the club service projects. Funds in this account can only be used for charitable use.

APPLICATION FEE

Each candidate for admission to Kiwanis (except a transfer) pays a one-time Application Fee. This fee covers the necessary expenses of processing the new member into Kiwanis International. The fee for Greater Napa is set by the Board of Directors and is payable prior to induction.

BULLETIN ADS

Our club bulletin, The Snooper, is entirely self-supporting. The income is derived from the sale of two business-card size ads each month. The ads are sold at the beginning of each Administrative year.

PROGRAM DECORUM

The person(s) who we invite to present our weekly speaking programs are guests of the club. As such, they are accorded all of the attention and good manners we would give any other guest. This includes applauding their introduction, listening attentively, and asking questions in a polite manner.

OTHER ITEMS OF INTEREST**CONFERENCES & CONVENTIONS****Mid-year Conference**

Members are encouraged to attend all of the conferences and conventions offered through Kiwanis. During the administrative year there are two midyear conferences usually in late January or February. They are scheduled in the Northern and the Southern parts of the District for the convenience of attending. Depending upon the number of attendees the club will generally pay the registration fees.

District Convention

This important event is usually scheduled for mid- to late-August. It alternates annually with one in the north followed the next year with one in the south. Occasionally this convention will occur in Nevada or Hawaii. The club will generally pay for the expenses of delegates and the registration of non-delegates.

International Convention

As an international organization this Convention can be held anywhere in the world. Geneva, Toronto, Nice and Taiwan have been sites in past years. Club delegates are eligible to have certain paid by the club.

THE GREATER NAPA FOUNDATION

The club operates a 501(c)3 foundation whose purpose is to provide the avenue for tax-deductible gifts. The foundation maintains officers and a Board of Directors separate and distinct from the club. Fund for the foundation are derived from donations and donated automobiles which are later sold.

QUESTIONS OR COMMENTS

Kiwanis is a volunteer organization. As such, no one can force a member to do anything he/she doesn't want to do. We always encourage members to have a voice in the inner workings of the club. If you see something you don't like or don't understand, ask someone about it. We are very conscious of our club's image in the community. Locate someone you feel comfortable talking to and express your feelings. Serious problems will ultimately reach the Board of Directors, but most problems can be resolved through discussion.