KIWANIS INTERNATIONAL

MCGRAW-HILL BUILDING 520 NORTH MICHIGAN AVENUE CHICAGO, ILL.

Gentlemen:

This is to certify that Wall Field Service Representative of Kiwanis International, has satisfactorily assisted and guided in the permanent organization of the Kiwanis Club of Guided wall Guided

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(1) THAT he has thoroughly explained the distribution of the fund created by the payment of the twenty-five dollars membership fees as follows:

One hundred dollars (\$100.00) is to be paid to Kiwanis International upon completion of the club as a charter fee. Pro-rated International dues for the remainder of the six months' period and the pro-rated magazine subscriptions for the remainder of the calendar year are to be paid from this fund immediately upon receipt of the invoices from Kiwanis International. Pro-rated district obligations as indicated in Section 4 of this form are also to be paid from this fund. The money remaining in the club treasury after paying the obligations of the club to Kiwanis International and the district shall be used to meet the current expenses of the club incurred prior to the collection of the first dues from the membership.

(2) THAT he has explained the matter of the International dues as follows:

Annual dues of two dollars (\$2.00), legal tender, shall be levied upon each and every member thereof, with the exception of honorary members thereof, of all chartered clubs and shall be paid by each club in semi-annual installments, due and payable not later than March 1st and September 1st, respectively of each year.

Said dues shall be payable as aforesaid and shall be based upon the membership of the respective clubs as shown by their semi-annual reports. Semi-annual reports shall be rendered to the Secretary of Kiwanis International not later than January 1st and July1st of each year.

The fiscal year of Kiwanis International and of each chartered club shall begin on the first day of January of each year.

(3) THAT he has explained the matter of magazine subscriptions as follows:

Each active, reserve and privileged member shall become a bona fide paid subscriber to the official publication of Kiwanis International, and shall continue as such as long as he remains a member. Such subscription (\$1.00 per annum) shall be collected by the club from each member as part of his regular dues.

The club shall act as the agent of the member subscribers to the official publication, and shall enter such subscriptions in its books of account in a special subscription account, and shall forward the subscription price of the official publication to the Secretary of Kiwanis International.

(4) THAT he has explained the matter of the District dues as follows:

Annual dues of \$ ______ for each active, reserve and privileged member shall be levied upon each Kiwanis Club in the ______ Kiwanis District and shall be paid to the District Secretary by the club not later than the first day of March of each calendar year. The amount thereof shall be based upon the membership of the respective clubs shown by the official report of January 1st of each year furnished by the Secretary of each club to the Secretary of Kiwanis International.

The dues to be paid by newly completed clubs established within this Kiwanis District during any fiscal year shall be pro-rated according to the unexpired portion of the installment period of the aforesaid mentioned in which said club was completed, based on the charter membership and shall be paid within sixty days after the date of the permanent organization.

- (5) THAT he has given full instructions to the Officers, Directors and Committee Chairmen as to their duties and responsibilities.
- (6) THAT he has given us an understanding of classification as follows:
 - (A) Active membership of a chartered club shall consist of men who are owners, executives, partners, officers, managers or branch managers, in the various lines of business, agricultural and professional life, in the city or vicinity in which the chartered club is located.
 - (B) The active membership of a chartered club shall be limited to not more than two (2) persons simultaneously engaged in the same line of business, agriculture, or profession.

In the determination of eligibility of an applicant for active membership the test shall be that the applicant shall devote at least sixty per cent (60%) of his occupational time to the pursuit of the classification requested.

- (C) The active membership shall be further limited to not more than one (1) man in any given firm, company, institution, or organization; unless permission of the Board of Trustees of Kiwanis International be secured to elect to active membership more than one (1) man from certain unusually large firms, companies, institutions, or organizations in which each such member represents a different branch, department, or professional activity.
- (7) (A) THAT our club By-Laws as adopted under his direction are satisfactory.
 - (B) THAT our understanding is that no change may be made in these By-Laws without the approval of Kiwanis International.
 - (C) THAT members will not be drawn from without our territorial limits as outlined in the By-Laws.

(8) THAT we are satisfied that following his instructions our club can function properly as a Kiwanis Club.

Presiden

ttest: Secretary

Date mar 2 6/1935-