



KIWANIS CLUB
OF
EWING TOWNSHIP

BY-LAWS

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KIWANIS CLUB OF EWING TOWNSHIP	
By-LAWS	
ARTICLE I	OFFICIAL NAME
ARTICLE II	OBJECTS
ARTICLE III	MEMBERSHIP AND CLASSIFICATION
ARTICLE IV	ADMISSION TO MEMBERSHIP AND RESIGNATION
ARTICLE V	DISCIPLINE
ARTICLE VI	OFFICERS
ARTICLE VII	BOARD OF DIRECTORS
ARTICLE VIII	COMMITTEES
ARTICLE IX	DUTIES OF STANDING COMMITTEES
ARTICLE X	MEETINGS
ARTICLE XI	NOMINATION AND ELECTK~ OF OFFICERS
ARTICLE XII	INTERNATIONAL AND DISTRICT OBLIGATIONS
ARTICLE XIII	OFFICIAL PUBLICATIONS
ARTICLE XIV	PUBLIC ACTIVITIES
ARTICLE XV	REVENUE
ARTICLE XVI	FINANCE
ARTICLE XVII	RESOLUTIONS
ARTICLE XVIII	AMENDMENTS
ARTICLE XIX	KIWANIS CLUB OF EWING TOWNSHIP FOUNDATION INC
ARTICLE XX	APPROVAL OF KIWANIS INTERNATIONAL
ADOENDW	OFFICIAL ATTENDANCE RULES

BY-LAWS

KIWANIS CLUB OF EWING TOWNSHIP

ARTICLE I

OFFICIAL NAME

Section 1. This organization shall be known as the Kiwanis Club of Ewing Township

ARTICLE II

OBJECTS

Section 1. The Objects of this club shall be:

To give primacy to the human and spiritual, rather than to the material values.

To encourage the daily living of the Golden Rule in all human relationships.

To promote the adoption and application of higher social, business and professional standards

To develop, by precept and example, a more intelligent, aggressive, and serviceable
Citizenship

To provide, through this club, a practical means to form enduring friendships, to render
altruistic service, and to build a better community

To cooperate in creating and maintaining that sound public opinion and high idealism which
makes possible the increase of righteousness, justice, patriotism, and good will

ARTICLE III

MEMBERSHIP AND CLASSIFICATION

CLASSES OF MEMBERSHIP

Section 1. Membership in this club shall be primarily of the active Class as herein defined.
There may be only two (2) other classes of membership, via, senior and honorary.

QUALIFICATIONS FOR ACTIVE MEMBERSHIP

Section 2.

(a) An active member shall be of good character and community standing who resides or has other community interests within the area of this club.

(b) The active membership of this Club shall be composed Of a Cross section of those engaged in recognized lines of business, vocation, agriculture, institutional or professional life, or who, having been engaged, shall have retired. The number of members in any one given classification shall not exceed twenty percent (20%) of the local active membership

(c) An active member shall be eighteen years of age or older

(d) Membership in this club shall not be granted to anyone who holds a membership (other than honorary) in any other chartered Kiwanis Club or service club of like character

(e) An active member shall pay a membership fee of \$55 and annual membership dues of \$110 and shall be entitled to alt the privileges of this club

QUAUACATIONS FOR SENIOR MEMBERSHIP

Section 3.

(a) Any active member of this club who shall have been an active member in good standing at one or more Kiwanis clubs for such number of years, not less than ten (10), and who is unable to meet attendance requirements because of health, business, or other extenuating circumstances and who shall have met such other conditions as may be prescribed by these by laws, may be elected a senior member upon making written application

(b) A senior member shall meet the standards of attendance and participation as set forth by the Board of Directors. A senior member shall pay annual membership dues and shall be entitled to all privileges of this club.

(c) The Board of Directors shall review annually the list of senior members and shall have authority, for such reasons as seem adequate, to terminate any member's senior membership, or to reinstate any such member as an active member

QUALIFICATIONS FOR HONORARY MEMBERSHIP

Section 4

(a) Any person who has performed some distinguished public

service and who is not an active, or senior member of this club, may be elected as an honorary member of this club for the period of one (1) year and thereafter may be reelected from year to year

(b) An honorary member shall pay neither membership fee nor annual membership dues, and shall be entitled to all privileges of the club except those of voting and holding office such member shall be a paid subscriber to The Kiwanis Magazine,

ARTICLE IV

ADMISSION TO MEMBERSHIP AND RESIGNATION

Section 1. Prospective active members shall be considered for membership by invitation only under the following procedure.

(a.) A Proposal for Membership shall be submitted to the Secretary or the Committee on Membership Development on which shall appear the endorsement of at least two (2) members in good standing

(b) The Proposals for membership shall be referred to the Board of Directors

(c) At a meeting of the Board of Directors SI which a quorum is present, members shall be elected by a two thirds (2/3) vote of those present.

(d) Upon Favorable action by the Board of Directors the new member shall be personally notified concerning the action of the Board and the membership fee shall then be secured.

Section 2. Senior and honorary members shall be elected by a majority vote of the Board of Directors (quorum required).

Section 3. Any member may resign from this club provided that all his or her indebtedness to the club has been paid. The resignation shall be submitted in writing to the Board of Directors, and shall become effective when accepted by the Board

ARTICLE V

DISCIPLINE

Section 1. Any active, or senior member being one (1) month in arrears in the payment of dues and/or financial obligations shall, at the direction of the majority vote of the Board of Directors, (quorum required), stand suspended and shall be so

notified in writing by the Secretary. Such member upon payment of arrears and upon making application for reinstatement to the Board of Directors, may be by majority vote by the Board of Directors (quorum required) be reinstated within thirty (30) days of the date of aforesaid written notice from the Secretary. In case such member be not so reinstated within thirty (30) days of aforesaid written notice from the Secretary, such member shall be dropped from the membership

Section 2. The Board of Directors shall review semiannually the individual active membership of this club based on the following Criteria Regular attendance at club meetings, which is vital to the successful functioning of the Club, and individual membership participation in club activities.

(a) The Board of Directors will then measure the personal involvement and attendance at regular club meetings of each active member. At the discretion of the Board of Directors any active member who, without excuse, shall fail to regularly attend club meetings or actively participate in the activities of this club, shall, at the direction of a majority vote of the Board of Directors (quorum required) stand suspended and shall be so notified in writing by the Club Secretary.

(b) Any senior member who, without excuse, shall fail to meet the standards of attendance and participation set forth by the Board of Directors (quorum required) stand suspended and shall be so notified in writing by the Secretary

(c) Such member upon making application for reinstatement to the Board of Directors, may by a majority vote of the Board of Directors (quorum required) be reinstated within thirty (30) days In case such member shall not be reinstated within thirty (30) days, he shall be automatically dropped from the membership

Section 3. Any member charged with conduct unbecoming a Kiwanian and against whom such Charges are sustained, after due and proper hearing before the Board of Directors. may be expelled from membership by a two thirds (2/3) vote of the entire Board of Directors All Complaints shall be referred to a special committee appointed for the purpose of making an investigation, report and recommendation before any action is taken on such Charges by the Board of Directors.

Section 4. Any person whose membership in this club has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the club and all right to the use of the Kiwanis name, emblem, or other insignia

ARTICLE VI

Officers

Section 1. The officers at this club shall be a President, the Immediate Past President.

President elect, First Vice-President, Second Vice-President, a Treasurer, a Secretary and Assistant Secretary. If In any year, the Immediate Past President ceases to be an active or Senior member, the active or senior member who served as president of the club most recently prior to the Immediate Past President shall automatically become Immediate Past President.

(Note - After their election and before assuming office, all officers shall be known and designated by the titles of the office to which they have respectively been elected followed by the term "designate".

Section 2. Each of officers shall be an active or senior member in good standing. No offices other than those of Secretary and Treasurer shall be combined in one person and no person shall simultaneously serve as an elected director and an officer.

Section 3. All officers shall enter upon their official duties on the first day of October of each year and shall serve for a term of one (1) year or until their successors shall be duly elected and qualified.

Section 4. The duties of the officers shall be as follows

(a) The President when such member is President-designate, shall attend the training conference for club Presidents-designate such member shall be the executive officer of his club and shall preside over all meetings of the club and the Board of Directors. Such member shall be an ex-officio member of all standing and special committees. Such member shall present the views of the club to the district and perform a like function for the district in relation to the club. He shall promote the growth of Kiwanis in adjacent territory and shall cooperate with any sponsoring committee of his club. Such member shall act as one of the delegates of the club to the district convention. Such member shall perform such other duties as usually pertain to the office of President.

(b) The President-elect, In the absence of the President, shall preside at all meetings of the club and at the Board of Directors In the absence of the President and the President-elect, the First Vice President shall preside at all meetings of this club and of the Board of Directors. In the absence of the President, President-elect, the First Vice-President shall preside at all meetings of this club and of the Board of Directors. In the absence of the President, President-elect, and the First Vice-President, the Second Vice President shall preside at all meetings of this club and of the Board of Directors. The President' elect, First Vice President, and the Second Vice President shall also perform such other duties as usually pertain to that office or as may be assigned them by the President or the Board of Directors

(c) The Treasurer shall receive from the Secretary all funds paid to this club and shall deposit the same in the official depositories and shall disburse same on order of the Board of Directors. Such member shall countersign all checks. The

accounts and books shall at all times be open to the inspection of the President; the Board of Directors Such member shall countersign all checks. The accounts and books shall at all times be open to the inspection of the President, the Board of Directors, and any authorized auditors Such member shall make a report at the annual meeting of the club and at such other times as the President or Board of Directors may require. The Treasurer shall provide each member of the club with a written Internal audit report of the financial condition of the club.

(d) The Secretary, when such member is Secretary-designate, shall attend the training conference, and membership fees and dues, and minutes of the meetings of this club. Board of Directors, and committees. Such member shall present all bills to the Board of Directors for approval and shall sign all Checks for their payment. Such member shall collect all funds due this club and shall promptly turn the same over to the Treasurer, taking the Treasurer's receipt therefore. Such member shall submit a report at the annual meeting of the club and at such other times as the President or the Board of Directors may require. Such member shall submit to the proper officials and committees or to the Club, all communications received from Kiwanis International and the district. Such member shall submit all official reports required by the International and district organizations

(e) The Immediate Past President and the Assistant Secretary shall perform such duties as may be assigned to each of them from time to time by the Board of Directors.

ARTICLE VII

BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the officers and of nine (9) elected directors.

Section 2. Each director shall be an active or senior member in good standing.

Section 3. The Directors shall be divided into three (3) classes with each class serving a term of not less than one (1) year and not more than three (3) years One class of three (3) directors shall be elected each year for a term of three (3) years, and shall enter upon their official duties on the first day of October of that year.

Section 4. The Board of Directors shall determine the policies and activities of the club, elect and discipline members, approve the budget, approve all bills, take counsel with committees, and have general management of the club.

Section 5. The Board of Directors shall meet regularly at least once each month and at the call of the President, or by call of a majority of the Board of Directors At the discretion of the Board, the committee chairmen shall meet with the Board of Directors in joint session.

Section 6. A quorum of the Board of Directors shall be a majority.

ARTICLE VIII

COMMITTEES

Section 1. The basic committee structure shall include the following standing committees:

- a. Club Meeting
- b. Membership Growth and Education
- c. Youth Services
- d. Community Services
- e. Support of Spiritual Aims
- f. Sponsored Youth (Circle K Clubs and/or Key Clubs)
- g. Major Emphasis Programs

Section 2. Where and when the opportunity exists to extend Kiwanis through the sponsorship of a new Kiwanis Club, the president shall appoint a Committee on New Club Building. This committee shall have the responsibilities as outlined in the procedures for new Club building established by Kiwanis international.

Section 3. Where desired, there shall be the option of expanding the committee structure by creating other standing committees which would enable the program of the club to function more effectively in terms of its own needs and interests. The duties of such committees shall be determined at the time they are created.

Section 4. Each standing committee shall be composed of three or more members and shall serve for a term of one (1) year, commencing on the first day of October. All committeemen shall be appointed by the President and shall be subject to removal by him. Each committee shall be responsible to the President and shall make such reports as he may direct.

Section 5. Special committees may be appointed by the President and they shall perform such duties as may be defined in their creation.

ARTICLE IX

DUTIES OF STANDING COMMITTEES

Section 1. The Committee on Club Meeting shall provide for the most effective club meeting possible for each week of the administration year. Areas of responsibility

involved include the club meeting program, music, house, reception, fellowship and interclub relations as well as other areas which the committee may deem pertinent.

Section 2. The Committee on Membership Growth and Education Shall devise ways and means of maintaining an adequate membership of such standards as are provided in these by laws. The committee shall consider all proposals for membership, and shall submit its recommendations to the Board of Directors. The committee shall also devise effective plans for the orientation and induction of new members and the utilization of all members. The Committee shall also promote the concept of regular attendance at Club meetings.

Section 3. The Committee on Youth Services shall study, devise and suggest methods and means to assist boys and girls to adjust themselves to their environment and become adapted to the social, economic, and moral demands which they may encounter, and shall develop ways and means of assisting in the guidance of youth in the selection of proper and suitable vocations, as well as other areas which the committee may deem pertinent.

Section 4. The Committee on Community Services shall study, devise and suggest methods end means whereby this club can render effective community services. Areas of concern shall include agriculture, conservation, environment, pollution, public and business affairs, international relations, safety, as well as other areas which the committee may deem pertinent.

Section 5. The Committee on Support of Spiritual Aims shall cooperate on broad and non- denominational lines with religious leaders end groups in their communities to create a greater individual and public consciousness of the importance of religious and Spiritual values.

Section 6. The Committee on Sponsored Youth shall devise ways end means to establish Key Clubs in high schools and/or Circle K Clubs in the Universities and colleges within the territorial limits of this club, and shall encourage and promote the activities of all Key Clubs end/or Circle K Clubs sponsored by this club.

Section 7. The Committee on Major Emphasis Programs shall study, devise and suggest methods arid means to implement the current Major Emphasis Programs(s) of Kiwanis International.

ARTICLE X

MEETINGS

Section 1. This dub shell hold a weekly meeting on such day and at such time and place

as shall be determined by the Board of Directors. It may hold such other meetings as the Board of Directors or membership may desire the regular weekly meetings shall not be more than one (1) hour and thirty (30) minutes in duration, except on special occasions as approved by the Board of Directors.

Section 2. The annual meeting of this club shall be the Fourth Thursday regular weekly meeting in April. The membership of this club shall be given at least two (2) weeks notice of the date and place of the annual meeting. One third (1/3) of the active, and senior members of the club shall constitute a quorum.

ARTICLE XI

NC5-NOMINATION AND ELECTION OF OFFICERS

Section 1. The election of officers and directors, except the Secretary and Assistant Secretary, shall be held at the annual meeting.

Section 2. Voting shall be by ballot and shall not be cumulative. Only active, and senior members present and in good standing may vote. There shall be no voting by proxy.

Section 3. At a regular meeting of the club at least five (5) weeks prior to the date of the annual meeting, the President shall appoint a committee, to be known as the Nominating Committee, This Committee shall consist of five (5) members, and if possible, a majority shall be Past Presidents of the club. The President shall designate the chairman of this committee. The duties of this committee shall be to make nominations, with consent of those nominated, and to prepare a ballot for the election of such officers and directors.

Section 4. At least two (2) weeks before the annual meeting, the Nominating Committee shall submit a list of nominees not exceeding the number of directors to be elected plus three (3). At least one (1) week before the annual meeting, nominations from the floor of a regular meeting of the club may be made by any officer or that of a director and when made together with the list submitted by the Nominating Committee shall then be the list of nominees submitted to the club for an election of officers and directors.

Section 5. On the day of the annual meeting the President shall appoint a committee to be known as the Committee on elections consisting of not more than seven (7) members. The duties of this committee shall be to distribute, collect, and count the ballots and report the results to the President who shall announce the same to the club. A majority of all votes cast shall be necessary to determine the choice of any officer to be elected. In the event that any ballot does not show a majority for any nominee for any particular office. The President shall immediately designate a time and place for further balloting for such office. Prior to the second ballot the nominee having the lowest vote on the list ballot shall be dropped, and in each ballot the nominee having the lowest vote on the first ballot shall be dropped, and in each ballot the same procedure shall be

followed until one (1) nominee shall have received a majority of all votes cast.

Section 6. If the names of more than the number of directors to be elected are placed in nomination, of the men who receive the highest vote up to the number to be elected shall be declared to be elected.

Section 7. The Secretary and Assistant Secretary shall be elected within one (1) week after the annual meeting by the officers and directors who comprise the Board of Directors for the succeeding year.

Section 8. In the case of a vacancy in the office of the President, the President-elect shall succeed to the office. If there are vacancies in the offices of President and President-elect, the First Vice-President shall succeed to the office. If there are vacancies in the office of President, President-elect, and First Vice President, the Second Vice-President, Treasurer, or Director, the vacancy shall be filled by the club at a regular meeting, upon one (1) week's notice of nomination or nominations by the Board of Directors. In the case of the Secretary or Assistant Secretary, the vacancy shall be filled by the Board of Directors.

Section 9. In the event, after such member's election and prior to October first, disability or inability of an officer-designate, except the Secretary, or of a director-designate to serve for the term for which he was elected, the vacancy shall be filled by the club at a regular meeting upon one (1) week's notice of nomination or nominations by the Board of Directors-designate. In case of a vacancy in the office of Secretary and Assistant Secretary for the following year, the vacancy shall be filled by the Board of Directors-designate.

Section 10. Nothing contained in this article shall be construed as limiting the right to make further nominations from the floor of the meeting.

ARTICLE XII

INTERNATIONAL AND DISTRICT OBLIGATIONS

Section 1. In full recognition of the values of International and district fellowship and cooperation available to this club and its members through its privileges and rights of participation in the government and activities of Kiwanis International and the district with which it is affiliated, it is hereby declared a major policy of this club to exercise fully these privileges and rights and to discharge promptly and fully all obligations imposed upon it by the Constitution and Bylaws of Kiwanis International and by the district bylaws.

Section 2. The Board of Directors shall provide for the prompt review, approval, and forwarding of all reports required or requested by Kiwanis International and by the district.

Section 3. The Board of Directors shall provide for the prompt payment of all dues and other obligations to Kiwanis International and to the district.

Section 4. Delegates and alternates to all conventions of Kiwanis International and of the district at which this club is obligated to be represented shall be elected by this club at dates sufficiently in advance of such meetings to comply with the Bylaws of Kiwanis International and the district bylaws. Provisions for the expense of such representation shall be made by the Board of Directors in making the financial budget of this club. The Board of Directors shall also provide for the proper representation at any other International and district meeting of Kiwanis in which this Club has the privilege of participation.

ARTICLE XIII

OFFICIAL PUBLICATION

Section 1. In conformity with Article VIII of the Constitution of Kiwanis International, the club hereby makes it a condition of membership that each of the active, senior, and honorary members shall become a bona fide paid subscriber to the official publication of Kiwanis International and shall continue as such as long as such member remains a member. Such subscription shall be collected by this club from each member as a part of his regular dues and the same shall be forwarded to the Secretary of Kiwanis International.

Section 2. This club shall act as the agent of its member subscribers to the official publication, and shall enter such subscription price for the official publication to the Secretary of Kiwanis International.

ARTICLE XIV

PUBLIC ACTIVITIES

Section 1. The club shall seek by fair discussions at its meeting and in other ways to keep its members informed on all questions of public importance and any proposed legislation affecting the community, state, or nation in which this club is located.

Section 2. This club shall have the right and it shall be its duty, from time to time, to give expression by proper means to its attitude on such public questions and such proposed legislation, provided that no other Kiwanis club is affected by the same.

Section 3. When any other Kiwanis Club is affected by any such public questions or such proposed legislation, this club may refer this with favorable or unfavorable recommendation to the Kiwanis district, if only a club or clubs within the district are affected, and to Kiwanis International if a club or clubs outside the district are affected. After action in such matter by the district and Kiwanis International respectively, this club may give expression to its attitude, provided that such action is consistent with that of the district and Kiwanis International.

Section 4 No action on any public question or proposed legislation shall be taken by this club until the same first have been submitted to the Committee on Community Services, and the recommendations of that committee have been received and considered by the Board of Directors.

Section 5. This club shall not be used in any way for political purposes nor shall it, as a club, actively participate in the political candidacy of any person.

ARTICLE XV

REVENUE

Section 1. The membership fee shall be \$25.00 payable upon election to membership.

Section 2 the annual dues shall be \$110.00 payable quarterly.

Section 3. Revenue from sources other than those defined in this article may be raised as determined by the Board of Directors and approved by two-thirds (2/3) vote of the active, and senior members present at any regular meeting of this club, provided written notice shall have been given the members at least two (2) weeks prior to the meeting.

Section 4. Monies received from fund raising projects in which the public participates or from members of others for the activities sponsored by this club shall be segregated from the administrative funds of this club and shall be used only by the charitable, educational, religious, and eleemosynary activities of the club.

ARTICLE XVI

FINANCE

Section 1. Not later than the fifteenth day of October, a budget of estimated income and expenditures for the year shall be adopted by the Board of Directors.

Section 2. This club's books of account shall be audited at least once each year the auditors shall be named by the Board of Directors.

Section 3. The Board of Directors shall determine the official depository or depositories.

Section 4. In case of the inability of persons designated to sign checks to perform their functions, the Board of Directors shall designate those who shall act as substitutes.

Section 5, In the event that this club goes on non-meeting status or is dissolved or otherwise ceases operations, and there are funds or other assets remaining after club obligations are paid, and the last Board of Directors of the club makes no provision for the distribution of these funds or other assets, then the Treasurer shall pay over such funds or donate such assets to the Kiwanis International Foundation.

ARTICLE XVII

RULES OF ORDER

Section 1. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

ARTICLE XVIII

AMENDMENTS

Section 1. Any amendment of these bylaws, if in conformity with the institution and bylaws of Kiwanis International, may be adopted by two thirds (2/3) vote of the active, and Senior members present at any meeting of this club, provided written notice of the proposed amendment shall have been given the members at least two (2) weeks prior to the meeting. There shall be no voting by proxy.

ARTICLE XIX

KIWANIS CLUB OF EWING TOWNSHIP FOUNDATION INC.

Section 1, This club shall establish a trust fund known as the Kiwanis Club of Ewing Township Foundation, Inc. for the purpose of providing scholarships to deserving young people who are permanent residents of Ewing Township.

Section 2. The Foundation shall be administered by a Board of Governors. The Board of Governors shall consist of nine (9) members selected by a majority vote of the members of this club from past or present officers and trustees who are in good standing at the time of election. At the first annual election of the Foundation, one third the members of the Board of Governors shall be elected for one year, one third for two years, and one third for three years, and thereafter at each annual election there shall be elected one third of the members of the Board of Governors holding office for three years. All terms of office shall coincide with the administrative year of Kiwanis International. Nominations to this Board shall be presented to the club membership by the Nominating Committee at the Annual Meeting. The Board of Governors shall elect their own officers.

Section 3. Monies for the Foundation shall be provided by the Board of Directors from the Welfare and Project Account, and from other Sources as gifts and donations.

Section 4. The Foundation shall provide each member of the club with a written detailed and audited report of the financial condition of the Foundation.

Section 5 This Club shall have the right to dissolve the Foundation by a majority vote of the club membership after two (2) weeks notice of the vote (quorum required).

EWING KIWANIS CLUB RULES FOR ATTENDANCE

Each member is required to maintain 55% attendance lot the 52 weeks of the year. A desirable attendance record would be it least 75%.

If a member is unable to attend a meeting of his own club he may make-up to gain credit in the following ways:

1. Attendance at a regular board meeting of our club (one per month).
2. Attendance at a regular meeting of any other Kiwanis Club or while on vacation or traveling on business, (Each Kiwanis Club secretary has a copy of the worldwide club directory). When anticipating a trip, check for locations and days for such a makeup. You may find it very Interesting and enlightening to visit another club far away. Inter-club meetings of our club with other clubs benefits your attendance and the club monthly scoring.
3. Individual members may receive Credit for participating in club activities. No member will be given credit without the chairman of that committee recording that participation and giving it to the secretary for credit. Members needing attendance credit should make certain that the chairman of the committee you are working on has completed the participation list. A member coaching a Kiwanis team for soccer, basketball, baseball, etc on a Thursday evening would constitute credit for your attendance for each week and the club would receive credit for scoring monthly reports for the Youth Services Committee.
4. Individual members who are involved in the community and serve on public boards, commissions, Bd. of Education or Township Committee for which their participation can be credited to Kiwanis Activity under Public Affairs will be entitled to one such credit for attendance each month.
5. Except for attendance at regular Kiwanis meetings for which attendance is duly recorded, it is the responsibility of each member to lake care of his own attendance record. The Secretary is responsible for notifying a member when he has missed 4 meetings in a row which subjects a member to automatic suspension. Serious illness or other extenuating circumstances should be given to the secretary in order that a leave of absence can be granted for a period of up to 6 months.
- 6 Each member should realize that as long as you are maintained on Kiwanis rolls your attendance record affects the standing of the Ewing Kiwanis Club among the clubs in our Division 4 and the New Jersey District.
7. Make ups from other clubs or credit toward attendance for each month must be given to the secretary by the 1st of each month. This information must be included in the statistical information the club must submit by the 10th of the following month.
8. Those person wishing to maintain perfect attendance must have al least 4 meeting credits for each month,
9. Those members who have been members for at least 10 years and who are unable to maintain their membership because of health or business may apply in writing to the

Board of Directors through the secretary for approval to become a senior member. If you are a senior member you must attend at least 1 meeting of the Club per month.

10. Members who maintain their attendance but fail to pay dues by the end of the quarter following their due date must pay their indebtedness within 30 days of written notice by the secretary or be subject to suspension by the Board of Directors.