



Please include the following items when submitting your charter:

- Petition for Charter/ Agreement to sponsor/Agreement to host
- Acceptance of leadership/ Aktion Club Bylaws
- Charter member roster
- Fee payment

Please send all pieces together. A charter cannot be processed until all items are received. Thank you.

PETITION FOR CHARTER: Aktion Club

Aktion Club is a service organization for adults with disabilities. Aktion Club was originally developed by and is modeled after, **Kiwaniis International**, a global network of men and women serving the children of the world. **The stated purpose** of Aktion Club is to provide adults with disabilities an opportunity to develop initiative and leadership, to provide experience in living and working together, to serve the community and to prepare for useful citizenship.

Proposed name of club: The club name must be descriptive of the geographic or community setting.
(Ex: Aktion Club of Boise.)

Aktion Club of: *(Please print, allowing one letter, numeral or space to a box - recommended maximum of 30 characters)*

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Kiwaniis District Name: _____ Kiwanis Division: _____

Key number (**re-charters only**): **D**

This petition is intended to be the unifying document by which the Kiwanis sponsor, the organization supporting individuals with disabilities and members agree to meet the requirements of forming and operating an active Aktion 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:

- 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.
- Any participating agency must complete, in its entirety, page three of this petition.
- The member leaders, duly elected by the Aktion Club members, must complete the Acceptance of Leadership form and the Standard Form for Aktion Club Bylaws and return with chartering paperwork.
- The accompanying membership information form must be completed, listing all charter members by name, and providing accompanying membership information for each. Use additional sheets as necessary. **(Note: Kiwanis International maintains these names and information for organizational use only. At no time will Kiwanis International provide membership list to outside organizations.)**
- Upon completion of the petition with club bylaws, select one of the charter 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.
- 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.)
- o **Option one:** US\$600 (charter kit includes gavel/gavel block, charter banner, cards, certificates, pins and additional resources)
 ___ Please include a felt club banner for an additional US\$50 (Felt Banner Purchase for option 1 only.)
 - o **Option two:** US\$400 (charter kit includes gavel/gavel block, cards, certificates, pins and additional resources)

The standard charter kit provides a personalized gavel and gavel block. Please visit the Aktion 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 AN AKTION CLUB: A sponsoring organization is not required, but is highly encouraged. If there is no sponsoring organization, then the host site agrees to accept this additional role.

For Kiwanis Clubs: Kiwanis Club of _____

Key number: _____ District Name: _____ Kiwanis Division#: _____

For Other Organizations:

Organization Name: _____ Telephone _____

Address: _____

Contact Name: _____ Email: _____

This Kiwanis club/sponsoring organization hereby petitions that Kiwanis International issue a new club charter for an Aktion Club at the site specified on page three of this petition. The Kiwanis club/sponsoring organization agrees to annually support the following Requirements of Sponsorship for the Aktion Club:

1. Appoint a representative advisor or advisors to the club and ensure adequate orientation/training.
2. Ensure the advisor(s) 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 sponsoring organization's manager each 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 the Kiwanis club/sponsoring organization and the Aktion Club officers.
8. Host or participate in joint activities involving the membership of the Aktion Club and the Kiwanis club/sponsoring organization.
9. Invite Aktion Club members to attend Kiwanis/sponsoring organization meetings.
10. Ensure Aktion 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 Aktion Club and designate one member as an Advisor to the Aktion 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 Aktion Club, its members, and the host site. It also is understood that if the host site 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 Aktion 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 AN AKTION CLUB

By the supporting agency (or community-based organization*)

Agency/Organization Name _____ Telephone _____

Address (No P.O.Boxes) _____

Website _____ Fax _____

If community based, what type of community organization is co-sponsoring:

Day Program Group Home Community Site Other: _____

If community based, location of meetings: same as mailing address

If different than mailing address: _____

Organization information:

Number of charter members: _____

This agency/organization hereby petitions that Kiwanis International issue a new club charter for an Aktion Club to be sponsored by the sponsoring organization of record shown herein. The agency/organization agrees to provide the following terms of sponsorship to support the Aktion Club:

1. Provide an advisor (**print below**), designated by the agency administration, to advise and counsel the Aktion Club, attend all meetings of the club, and ensure the club abides by the regulations of the organization and all other local, state/provincial, and/or federal laws:

Advisor: _____ Email: _____

Telephone: _____ Fax: _____

2. Ensure the Aktion Club conducts service-related projects and activities within the agency/organization and community.

***Community-based Club**

In the event an agency will not allow the organization of an Aktion Club, a community-based organization with facilities for meeting and appropriate staff for advisement may be substituted in place of the agency. The role of club advisor must be filled by a staff member/ guardian or some other responsible party.

The signatures affixed below indicate the acceptance of responsibilities set forth in the terms of sponsorship (shown above) by the organization administration, and further indicate the commitment of the organization to provide continuing support for the Aktion Club and its members. It also is understood that, at such time the organization requests, 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 Aktion Club.

Signatures of officials:

Signature _____
Organization administrator

Signature _____
Club Advisor

Print name _____

Print name _____

Date _____

Date _____

Acceptance of Leadership

By the Aktion Club Officers

We, the elected officers of the Atkion Club, agree to accept and uphold the following items as leaders of Aktion Club.

Motto : "Development has no disability"

Objects:

- **To develop** initiative and leadership
- **To provide** experience in living and working together
- **To serve** the community.
- **To prepare** for useful citizenship.
- **To accept and promote** the following Kiwanis ideals:
 - To give primacy to the human and spiritual, rather than the material values of life.
 - 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 a practical means to form enduring friendships, to render unselfish service, and to build better communities.
 - To cooperate in creating and maintaining that sound public opinion and high idealism, which make possible the increase of righteousness, justice, patriotism and good will.

We also certify the club membership has adopted the Standard Form for Club Bylaws, and that we will, to the best of our abilities, operate this club within the guidelines established within these bylaws. We agree to abide by organizational regulations and local, state/provincial and federal laws. We commit ourselves to the creation of service and leadership opportunities with this community.

Signature of Aktion Club officers:

Officer	Print Name	Signature
President	_____	_____
Vice-President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____

Standard Form for Aktion Club Bylaws

Article 1 - Name

Section 1. The name of this organization shall be the Aktion Club of _____.
(Name of 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 Aktion Club shall be:

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

Section 2. The activities of the Aktion Club shall be in accordance with its objectives and pledge.

Article 4 - Motto, Pledge and Core Values

Section 1. The motto of Aktion Club shall be: "Development has no disability."

Section 2. The Aktion Club Pledge is: "I pledge on my honor to uphold the objects of Aktion Club; to better my community, my county and myself; to help those in need, and to encourage everyone to get along."

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

Article 5 - Membership

Section 1. Members shall be from _____.
(Name of agency or organization)

Section 2. Adults who are interested in service, have leadership potential and are of good character shall be eligible for membership. All Aktion Club members must be certified by the sponsoring Kiwanis club and /or the co-sponsoring agency administrator.

Section 3. The Board of Directors shall have the power to suspend or expel a member for conduct unbecoming of a member. Such actions shall be by a two-thirds (2/3) vote and shall be subject to review and approval by the Kiwanis advisor(s) and agency coordinator (if applicable).

Section 4. If an agency serving adults with disabilities is assisting with the Aktion Club, the sponsoring Kiwanis Committee shall ask the agency coordinator(s) to recommend a list of adults interested in participating in the Aktion Club. Those adults who indicate a desire to become members and to comply with the provisions of these bylaws may join the Aktion Club.

The agency administrator shall appoint an agency coordinator who can assist the Kiwanis club in counseling the officers and members of the Aktion Club in their activities. The agency coordinator also will act as liaison with the sponsoring Kiwanis club. The agency coordinator is encouraged to enlist an assistant coordinator with the help of the agency administrator.

Section 5. New members shall be selected by the Aktion Club Board of Directors in cooperation with the Kiwanis advisor(s) and agency advisor.

Article 6 - Officers and Board of Directors

Section 1. Officers of this Aktion 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 four (4) directors to be elected from the club's membership.

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. The Kiwanis 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 Kiwanis advisor and, if applicable, the co-sponsoring agency administrator. The Board of Directors shall meet monthly or bi-monthly at a time and place selected by the Board of Directors.

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. The new officers should assume their responsibilities on October 1 and serve a term of one (1) year.

Section 2. Election of Directors (four people from the club's membership) shall be held during the spring. The directors should assume their responsibilities on October 1st and serve a two (2) year term. To ensure continuity on the Board of Directors, one and two year terms are required in the initial election.

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 Kiwanis advisor(s) and if applicable, the co-sponsoring agency director. It is recommended that it meet twice a month, but is not a requirement.

Article 9 - Committees

Section 1. This Aktion Club shall establish the necessary administrative and service committees to fulfill its local needs.

Section 2. The following standing committees should be appointed:

- a. Kiwanis-Aktion Club Relations Committee
- b. Service Projects Committee
- c. Public Relations Committee

Article 10 - Annual Dues

Section 1. The annual dues for membership shall be \$8 per member. Those dues should include the annual membership fee to be paid to Kiwanis International. (Refer to the www.aktionclub.org for current membership fees.) Local club dues should not exceed the amount of the membership fee paid to Kiwanis International.

Article 11 - Amendments

Section 1. Amendments to these Bylaws shall be adopted by two-thirds (2/3) vote of the Board of Directors 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 co-sponsoring agency's administration has been secured.

These Bylaws were adopted and approved on: _____
Date

Kiwanis Advisor Signature Printed name

Agency coordinator signature Printed name

CHARTER MEMBERS

PLEASE PRINT / Provide all information requested / Attach additional sheets if necessary

PRESIDENT Name	Birth Date (MM/DD/YYYY)	Gender
E-mail address		

VICE-PRESIDENT Name	Birth Date (MM/DD/YYYY)	Gender
E-mail address		

SECRETARY Name	Birth Date (MM/DD/YYYY)	Gender
E-mail address		

TREASURER Name	Birth Date (MM/DD/YYYY)	Gender
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
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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.*

CLUB NAME: We strongly encourage that the banner state the club 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

CLUB 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 _____)