

District Leadership Education Module – “Kiwanis Refresher Quiz” Delivery Notes for Club Education Chair

Leadership Education Module	THE “Refresher Quiz Module” is intended to be delivered at the club level by the Education Chair in a relaxed, learning atmosphere. This is NOT a test. It is designed to be a “fun learning module” using an easy to deliver format
Module Contents – 2 documents	<ul style="list-style-type: none"> • Question Sheet for Participants • “This Sheet” • Answers Sheet including Facilitation Notes
Delivery Date	Within the second quarter of the 2014-15 administrative year before March 31 st
Target Group	ALL MEMBERS
Delivery Method	<ul style="list-style-type: none"> • Module and instructions to be sent electronically by the Governor to the Club Presidents and Secretaries. It will also be sent as an information item to the Regional Board of Trustees, Lieutenant Governors, and members of the Leadership Education Committee • Module to be presented as a Leadership Education Item at a club meeting before the end of March 2015 • Module to be accessible through District website
Projected Outcomes	<ul style="list-style-type: none"> • Members fully prepared to assume leadership roles • Succession planning in accordance with the succession schedule • Improved personal development opportunities for members • A contribution towards making Kiwanis the preferred choice of service clubs to potential members
Outcome Metrics	Lieutenant Governor to follow up with their presidents to confirm the delivery of the module at every club in their division , reporting outcomes to Governor as directed



“Kiwaniis Refresher Quiz” – Facilitator Notes for Education Chair

1. Every Kiwanian is encouraged to know the defining statement of the organization. What is the defining statement of Kiwanis International?

A: “Kiwaniis is a worldwide organization of volunteers dedicated to improving the world one child and one community at a time.”

- ***ANSWER SOURCE*** – *There are many reference sources for the statement including the Kiwanis International website and the Kiwanis “Leadership Guide”*
- ***FACILITATOR NOTE for sharing: REMINDER to the club – The original statement was updated in 2012 when the word “improving” replaced the word “changing”***

2. What is the official name of our District?

A: The official name is “The Eastern Canada and the Caribbean District of Kiwanis International. It is commonly referred to as E. C. and C.

- ***ANSWER SOURCE E. C. and C. District Bylaws***

3. As a member of Kiwanis International, your club operates on a fiscal year that differs from the calendar year. On what date does the Kiwanis fiscal year begin?

A: October 1st

- ***ANSWER SOURCE – Kiwanis International bylaws and your club bylaws***

4. In accordance with your club bylaws, the club must hold an Annual General Meeting. Club officers for the coming year are to be elected at that meeting. It must be held no earlier than January 1st and no later than the 15th day of which month in that year?

A: May

- **ANSWER SOURCE – Your Club bylaws**

FACILITATOR NOTE for sharing: REMINDER - It is important that this bylaw be strictly adhered to, to ensure that your club officers for the coming year are in place for Club Leadership Training. In E. C. and C. the expectation is that Club Leadership Training be completed before June 30th to allow club officers time to use their training to prepare for the new administrative year that begins October 1st.

5. The Eastern Canada and Caribbean District is divided into 27 Divisions. Each Division has an elected Lieutenant Governor who acts as the Governor's representative in your Division. Who is your current Lieutenant Governor?

A: Lieutenant Governor _____

- **ANSWER SOURCE – There are many sources including your club president and the E. C. and C. website**

6. To be a member in good standing, Kiwanians are required to pay club membership dues, fees, and other assessments as provided in your club policy. Portions of these funds are allocated to Kiwanis International, your Division, the District and one other part of the organization. What is that part?

A: Your club

- **ANSWER SOURCE - Kiwanis International Bylaws, your Club Bylaws, your Club Policies. Your club treasurer can provide the breakdown of how the funds are allocated.**

7. How many voting delegates is each club entitled to send to the annual Kiwanis International convention?

A: TWO (2)

- **ANSWER SOURCE - Kiwanis International Bylaws**

8. How many voting delegates is each club entitled to send to the annual District convention?

A: THREE (3)

- **ANSWER SOURCE - E. C. and C. District Bylaws**

- **FACILITATOR NOTE for sharing: REMINDER** – In accordance with the Kiwanis International Bylaws and the E. C. and C. District by-laws, a Past Lieutenant Governor, may represent another club of their division as a voting delegate at conventions. They can only do this if they are not representing their own club. All members are encouraged to attend conventions. The only number restriction relates to the “voting delegates” per club at.

9. If a club is in arrears in its dues payable to Kiwanis International, are its delegates eligible to vote at an International Convention? At a District Convention?

A: NO to both

- **ANSWER SOURCE – E. C. and C. District and Kiwanis International Bylaws**

10. In addition to Kiwanis Clubs, there are five other club categories that make up the Kiwanis Family. What are they?

A: K-Kids, Builders Club, Key Club, Circle K and Aktion Club. They are collectively known as the Service Leadership Programs.

- **ANSWER SOURCE – The Kiwanis International website provides all the required information related to the Service Leadership Programs**

11. In accordance with your club bylaws, by October 15th of each year, the club's board will adopt **separate budgets** of estimated income and expenses for two types of funds of the club. What are those two funds?

“Administrative Fund and Service Fund”

- **ANSWER SOURCE – Your Club Bylaws**

FACILITATOR NOTE for sharing: REMINDER to the club – Unless specifically stated to the public, all proceeds from fundraising projects MUST be used to support service projects. Administrative dollars are those, paid to the club by its members. They may be used for both administration and service.

12. a) If your club membership is 20 or less, what is the minimum number of members required to attend another club's meeting to constitute an inter-club?

TWO (2)

b) If your club membership is 21 to 30, what is the minimum number of members required to attend another club's meeting to constitute an inter-club?

THREE (3)

c) If your club membership is 31 or greater, what is the minimum number of members required to attend another club's meeting to constitute an inter-club?

FOUR (4)

ANSWER SOURCE - Kiwanis International Policy

d) Can you count the Lt. Governor as part of your interclub?

NO. The Lieutenant Governor can only represent his or her own club. They cannot represent another club at an interclub.

ANSWER SOURCE - There is no “answer source” for this question as it does not exist in any Kiwanis bylaw or policy

13. Are meetings with K-Kids, Builders Club, Key Club, Circle-K and Aktion Clubs eligible as inter-clubs?

A: Yes. The minimum number of members required to constitute an interclub with Kiwanis clubs applies to Service Leadership Program Clubs.

FACILITATOR NOTE for sharing: REMINDER – Distance travelled is not a factor related to interclubs. Isolated clubs who have difficulty travelling to other clubs should consider sponsoring one or more Service Leadership Programs to create a monthly interclub opportunity. There is never a situation when less than the required number of members constitutes an interclub.

14. Every Kiwanis member should have easy access to their club’s bylaws and policies. Where are your club bylaws and club policies located?

A: Our club bylaws and policies are located _____

ANSWER SOURCE – Your club president, club secretary and every member of your board of directors will have the answer to this question.

QUIZ REFERENCES

- The Kiwanis international Bylaws and Policies are found on the Kiwanis International Website. Search for Kiwanis International By-laws. (NOTE - Do not confuse the Kiwanis International Bylaws with the Kiwanis International Foundation Bylaws.) Search for Kiwanis International policies under Governance: Kiwanis International

- **The Eastern Canada and Caribbean Bylaws and Policies are found on the District Website. Locate “District News and Information” on the left side of the HOME PAGE. Select “E. C. and C. Official Documents.” Locate the title of the document you need and “click.”**