



## KIWANIS PROTOCOL AND FELLOWSHIP

### It Can Happen Here

Did you ever visit a Kiwanis club and feel you made a mistake and were at the wrong club meeting? Have you hesitated at the door, trying to determine where you would sit? Have you found that no one paid any attention to you and you had to introduce yourself? When you were seated did the conversation flow all around you but never included you?

It does not seem possible, but it does happen. Sometimes this is the result of thoughtlessness, usually unintentional because there are no planned reception activities and club members become engrossed in their own conversations with known, fellow members.

Yet a few questions about the visitor's club, the members' businesses, or mutual acquaintances will break the ice quickly and make the visitor feel welcomed and part of the group.

The following is a checklist that should be observed.

- Develop a friendly spirit.
- Schedule greeters to arrive early at each meeting.
- Have identification badges ready for pickup at each meeting.
- Be certain the registration book and attendance blanks are on hand for each meeting.
- Extend a friendly welcome to all club attendees, whether they be first-time guests, or longtime members.

- Be alert for the entrance of guests and visiting Kiwanians, and give them a special welcome.
- Present these people with a guest identification badge.
- Introduce guests to appropriate individuals, including the president.
- Introduce visiting Kiwanians to as many members as possible. Seat these individuals with members of like occupations or interests.
- Arrange for visiting Kiwanians to sign an attendance blank, and have it certified by your club secretary so makeup credit can be obtained.
- Give special attention to new members, being sure they felt most welcomed during the first few months of their membership. Seat them with individuals of like interests.
- Prepare a list of guests and visiting Kiwanians for the president so he or she can give them proper recognition.
- Give personal news items to the club bulletin editor.

### Other Activity Suggestions

- Check the members' identification badges periodically to be certain every member has one and that the badges are attractive. The badges should reveal the members' names clearly.

**KIWANIS ADMINISTRATION**  
**CMI #7**

## **Get-acquainted or Reception Period**

If time and space permit, consider a get-acquainted or reception period preceding the club meeting. Include special events such as a spouses or guests night or a banquet. Arrange for punch or juice to be served with hors d'oeuvres.

## **Get-well and Sympathy Messages**

Send messages or cards in the case of an illness or death in the families of club members.

## **Periodically Evaluate the Meeting Place**

If your club has good club meeting programs and well-rounded service activities, but suffers from poor attendance, it may be that your regular meeting place is unattractive or the meal service is poor. In any event, it is good to periodically evaluate the meeting place and meal service.

## **Souvenir Booklet for Guests and Visitors**

An attractive but brief story of your club in a booklet form, presented to visiting Kiwanians and non-Kiwanis guests, would be an excellent gesture, as well as good public relations.

## **Attendance or Door Prize**

Many clubs enjoy the fun of an attendance prize donated by the members. The individual bringing the prize might be asked to determine the method of selecting the recipient, or the membership committee can develop unusual ways for accomplishing this.

## **Observing Club Members' Birthdays**

Many clubs have the custom of setting aside one meeting of the month to celebrate birthdays. All members whose birthdays occur during that month sit at a special table. A special birthday cake is brought in, accompanied by the singing of *Happy Birthday*. Some clubs ask celebrants to contribute a penny per year to the birthday bank. (If the club desires to present a gift for a special birthday or other occasion, an excellent selection of appropriate gifts bearing the Kiwanis emblem can be found in the Official Kiwanis Family Store Catalog.)

## **Other Fellowship Activities:**

### **Club Membership Visitation Contest**

Divide the club into teams. Members are required to visit all other club members at their places of business. Each visiting member carries a small pocket card imprinted with "Kiwanians I have visited." The Kiwanians sign the visitor's card. Hanging in the place of business of each member is a large white card on which is printed "My Kiwanis Visitors." Each visiting member should sign this card. If a member is absent at the time of a visit, an office attendant, secretary, or another member of the firm may be authorized to sign the Kiwanian's name.

Set a time for the contest to end. The losing teams might be required to treat the winners. Clubs using this idea report enthusiastic support.

### **Fireside Fellowship Meetings**

Here is a plan to further friendship and fellowship in a way not possible during regular club meetings. It also includes spouses. Select a number of hosts. Depending upon the size of the club and the number of members and spouses each host can accommodate, one host for every six members is likely adequate.

Each host draws the name of guests, who are invited for a social evening at the host's home. The host writes a letter of invitation and is responsible for entertaining of guests.

### **Seating Arrangement**

Does your seating arrangement need a face-lift? If so, consider some different arrangements. The following suggestions may be of some interest:

- For the small club, arrange the tables in the form of a "T."
- Several long rows of tables present another variation.
- Using arrangements in the form of an "E" or "U" may help to change the seating habits of the small table arrangement.

## KIWANIS PROTOCOL

The following outline will assist you in seating arrangements when Kiwanis International and district officers are visitors to your club.

The president of the club takes precedence over all International and district officers present unless a toastmaster is used. If a toastmaster is used, the individual should occupy the center position with the president at his or her right and the speaker (if any) at the toastmaster's left. The positions of honor then alternate from right to left, down to the end of the head table. These positions are assigned according to the following order of precedence:

- Invocator
- Past District Secretary
- Past District Governor
- Past International Vice-President
- Lieutenant Governor
- District Treasurer
- District Governor-Elect
- District Governor
- International Trustee
- Immediate Past International President
- International President
- Club President
- Toastmaster
- Speaker
- International President-Elect
- International Vice-President
- International Treasurer
- Executive Director
- Immediate Past Governor
- District Secretary
- Past International President
- Past International Trustee
- Past District Treasurer
- Past Lieutenant Governor
- Song Leader

If any officer is the toastmaster or speaker, he or she should occupy the toastmaster's position, rather than a position of honor according to office.

When spouses are invited and space available permits, they are to be seated alternately between the individuals present, preferably to the right of their spouse, if possible, at the head table. If space does not permit, a corresponding table should be placed in front of the head table for the spouses, who should be seated directly in front of their spouses and facing the audience.

At a district function for which a club acts as the host club, the governor should occupy the same position that the International President does in the diagram as shown, with others following on the left and right sides of the podium as indicated by position in the district, the division, and the club.

When a division function is conducted, the lieutenant governor replaces the governor, and others sit in the places, which their rank determines.