



THE KIWI CLUB PROCEDURES FOR FORMING A CHAPTER

A minimum of five interested prospective chapter members is needed to form a Kiwi chapter. This number may include current and former Kiwi members, as well as prospective members, and includes current flight attendants from American Airlines.

Instructions

1. The person or persons in charge of a chapter formation will contact the National Vice President (who acts as the Chapter Formation Chairperson), expressing interest in forming a chapter in a particular area. The Vice President will respond, sending this person a copy of that state's member-at-large (MAL) roster. The roster lists the names and addresses of members not already affiliated with a chapter, plus any additional information that is required. After receiving the MAL list, a meeting will be held for those interested in forming a chapter. If possible, details of this meeting should appear in social media and other media.
2. After the meeting, the National Vice President will be contacted with a request for the Chapter Formation Packet. The packet includes:
 - a. Suggested guidelines and procedures for starting a chapter
 - b. Application for Affiliation Form
 - c. Current National Bylaws and Standing Rules
 - d. Sample chapter bylaws
 - e. Instructions for remitting national dues
 - f. Chapter Officer Information Form
 - g. Dues-Roster Form
 - h. New Member Information Form (accompanies Dues-Roster Form for any *new* member)
 - i. National Kiwi Fund Request Form, along with explanation of the fund
3. After receiving the Chapter Formation Packet, the prospective chapter members will carefully review this information to become familiar with procedures required to become a chapter.
4. A request may be made to your state for information on how to obtain a charter if required.
5. After reviewing all documents, an election of officers will be held, chapter bylaws will be written, national and chapter dues collected, and the Application for Affiliation Form completed submitted in duplicate.
6. Upon request, The Kiwi Club will provide funds to cover expenses incurred in affiliating, the amount not to exceed \$50.
7. If possible, place items along with contact information in social media or other media about the formation of the chapter.
8. The history of The Kiwi Club is found on the Kiwi website (thekiwiclub.org).

When the **National Vice President** receives all needed forms, chapter bylaws will be submitted to the Past President/Parliamentarian for examination. If the bylaws are in order, and approval is given by the National Executive Board, the National President and National Secretary will sign your affiliation certificate and you will become an official chapter of The Kiwi Club.

INSTRUCTIONS FOR STARTING A CHAPTER

Affiliation Certificate: After the certificate is processed, it will be returned to your chapter to be kept permanently in the chapter president's file.

Chapter Bylaws: Since each chapter is autonomous, each chapter's bylaws differ. You will be provided Sample Bylaws which will prove to be helpful when designing your chapter's bylaws. If revisions are made to your bylaws, they must be sent to the National Past President/Parliamentarian.

Chapter History: Preserve your records! Keep a file with a copy of the chapter's affiliation certificate, your state charter, the names of your spearheader(s) and charter members, your bylaws, and any other pertinent material you may deem important to the history of your chapter.

President's Starter Information File: It is suggested that the chapter president establish an information sheet for each officer and chairperson outlining the duties and responsibilities of the office to the chapter.

Agendas and Minutes: These are valuable documents and should be retained in your files.

Chapter Charity: If and when your chapter selects a charity, all pertinent information regarding time and monies contributed, any fund-raising activities, etc., should be carefully filed for future reference. Not only may this information be needed for possible tax proof, it is needed when you complete a Chapter Charity Report for inclusion in determination of the National Kiwi Charity Awards.

Fund-Raising Projects and Reports: All information regarding fund-raising projects, including monies received and time involved, should be retained in a file. The step-by-step procedures in a project or event will provide succeeding officers information; i.e., many chapters have had fund-raising events built on the same theme year after year and are able to stage outstanding affairs with a minimum effort and outstanding results.

Chapter Officers and Chairpersons: Each officer and chairperson should keep complete files for their term. These files will be turned over to succeeding officers and will be of valuable help, as well as providing a history of the offices and committees.

Business Meetings and Social Activities: Each chapter is completely free to set its own schedule and hold social activities as desired. However, keep in mind that members change as well as interests. Try to keep up with the times and provide stimulating meetings and activities.

Chapter Newsletters: Most chapters publish a newsletter. Communications between chapter members is important for the success of the chapter. Not only does a newsletter keep your chapter members apprised of chapter business and happenings, it also allows your news to be communicated to *all* members through the national newsletter, the *Kiwi Kaleidoscope*, and on the website. The *Kaleidoscope* editors glean information from your chapter to share with others, and the website is available for you to display your news and events. If you do publish a newsletter, it is to be sent not only to the *Kaleidoscope* editors and the website hostess, but it is also sent to the National Executive Board. The National Secretary keeps a file of all chapter newsletters which are put on display at each convention. The NEB will provide mailing funds if your chapter cannot afford to send the NEB copies of your newsletter. As an incentive to create an interesting and attractive newsletter, the Blue Pencil Award is given at each convention to the editor of the newsletter deemed the best for that term. If your chapter does not have a newsletter and wants to share information, a form is available in the Chapter Communication Kit to complete and send to the editor of the *Kaleidoscope*.

CORRESPONDENCE WITH NATIONAL OFFICERS: After your chapter is affiliated, you will receive a letter from each national officer outlining duties and responsibilities and the information required to keep records accurately. Communication is a problem, but is important; please keep this in mind and copy everyone concerned.