



Kiwanis®

Holding charter celebration within 90 days of completion of club

At the October 2, 2020, Kiwanis International Board meeting, the board approved the following change to Procedure 307 - Club Charter.

307.2 - Charter Ceremony: A newly chartered Kiwanis club must hold its charter ceremony within 90 days after official notification from Kiwanis International that the chartering process, including all necessary paperwork and fees, has been completed.

The club is welcome to submit names and fees for any additional charter members they may recruit up to 90 days after the completion of paperwork for the club. After this period, new members would be considered inducted after chartering, and the club will be billed the appropriate new member fee instead of the charter fee. This helps new clubs establish an effective timeline for finalizing the formation of its club, so it may then move on to providing the crucial service that the children in its community need.

Clarification of dates:

Organization date: *The date the club officially hosts its organizational meeting. That date is placed on the new club information sheet and determines the club's first day of business with Kiwanis International. This date holds even if club roster, dues, and bylaws have not been officially sent to Kiwanis International.*

Completion date: *The date all paperwork has been finalized and submitted to Kiwanis International. This includes membership roster, chartering fee, club bylaws, and EIN/Form 8976 completion. All required documentation should be completed within 30 days of the organization date.*

Charter date: *The date the club hosts a celebratory event to honor the club's formation in the community. The charter date is not officially recorded at Kiwanis International.*

EIN/Form 8976 completion – new guidelines effective October 1, 2020:

For a club to be completed a club must report its EIN and Form 8976 to Kiwanis International.

You can find the updated official charter paperwork documents – which include resources on obtaining an EIN and completing IRS form 8976 – on the Kiwanis website:

<https://www.kiwanis.org/clubs/member-resources/training/division-leader/club-opening/official-charter-paperwork>.

EIN SUBMISSION TO KIWANIS INTERNATIONAL - The club must submit the following form to Rene Booker (rbooker@kiwanis.org):

https://www.kiwanis.org/docs/default-source/membership/club-opening/letter-of-authorization-for-group-exemption-reporting.pdf?sfvrsn=a2eb26ef_0

FORM 8976 SUBMISSION TO KIWANIS INTERNATIONAL - An acknowledgment notice will be sent electronically to the account that the organization set up when filing Form 8976. This confirmation email may not happen immediately. The recipient of that email acknowledgement should forward the email to rbooker@kiwanis.org. Please change the subject line to the name of the new club.