

# Kiwanis

International

www.kiwanis.org

3636 Woodview Trace, Indianapolis, IN 46268 USA • kiwanismail@kiwanis.org  
Worldwide: 1-317-875-8755 • USA and Canada: 1-800-KIWANIS • Fax: 1-317-879-0204

## MEMORANDUM

**To:** Club Secretary (United States and Canada Kiwanis Clubs)  
**From:** Bill Parker, Controller  
**Date:** September 1, 2006  
**Subject:** Annual Dues and New Member Fees – Group 1 Clubs

As we begin the second year of billing Kiwanis Clubs annually for membership dues, we wanted to take a moment and remind each of our clubs of the important facts and dates surrounding the dues billing that impact how existing and new members are reported and paid for. Please refer to the enclosed membership roster for fees pertaining to each member. International new member fees are US\$50. Districts that have new member fees will have a separate amount.

Clubs have been divided into three groups based upon club anniversary date. The club anniversary date can be located on your club's membership roster, annual dues invoice, or monthly balance due statements. Your club is in Group 1. Please note the important dates below.

Group #	Club Anniversary Date	Date Roster Sent to Club	Annual Membership Cut-off Date	Date Roster Due to Kiwanis International	Payment Due Within 30 Days But No Later Than
1	Sept – Dec	September 1	September 30	October 10	December 30

- ✓ **Existing Members** - Members that are listed on the annual club roster and remain members as of the annual membership cut-off date (September 30) are obligated to pay annual dues.
- ✓ **New Members Reported Prior to Membership Cut-off Date** - New members added to the club prior to the membership cut-off date (September 30) will owe the new member fee and annual dues. The annual membership cut-off date is the official date used by Kiwanis to determine what members your club pays annual dues for. *Example: For Group 1 - if a new member is reported by September 30, the club owes both annual dues and a new member fee for that member.*
- ✓ **New Members Reported After Membership Cut-off Date** - A club pays only the new member fee for any new member reported after the annual membership cut-off date (September 30). The new member fee is a "one-time fee" to join a club. For new members that join after the annual membership cut-off date, the fee is US\$50. *Example: For Group 1 - if your club reports a new member to Kiwanis after September 30, the club owes only the new member fee (and not annual dues).*



- ✓ **Submit Roster by Roster Due Date** – It is very important to submit your updated membership roster to Kiwanis by the roster due date (October 10). Dues and new member fees are calculated based upon when the roster is **received** by Kiwanis. Former members deleted by the club and reported by the roster due date are removed as of the membership cut-off date and no annual dues are owed for these deleted members. *NOTE: Be sure that your roster is sent so that Kiwanis **receives** it by October 10 - the roster due date.*
- ✓ **Members Deleted After Roster Due Date** – Clubs must pay annual dues for any member deleted from a club roster and the roster is received by Kiwanis after the roster due date (October 10). *For Group 1 - if your club roster is received after October 10, members deleted from the roster are required to pay annual dues. NOTE: Members are considered deleted on the date Kiwanis **receives** the updated roster changes or the member-delete notice. IT IS VERY IMPORTANT TO SUBMIT YOUR CLUB ROSTER AND YOUR CLUB MEMBERSHIP CHANGES BY OCTOBER 10.*

Here is another table that should help you understand how your club will be invoiced for new and existing members – depending upon when they are reported by the club to Kiwanis International.

Group #	Date Roster is Due to KI	New Members Received @ KI by this Date are Included in Annual Membership Count (and will be billed for Annual Dues)	New Members Received @ KI <u>after</u> this Date only Pay New Member Fee (These Members DO NOT Pay Annual Dues)	Former Members (those to be Deleted) Received @ KI by this Date <u>DO NOT</u> Pay Annual Dues (Date is also the Roster Due Date)	Dues Payments must be Received by this Date to Keep Your Club from being Considered for Charter Suspended Status (CS)
1	Oct 10	September 30	September 30	October 10	December 31

If you have any questions related to the annual dues billing or new member fee, please contact 1-800-KIWANIS, ext. 390, and they will assist you. You may also e-mail [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) or [finance@kiwanis.org](mailto:finance@kiwanis.org). We want to thank your club for the continuing support and dedicated service you provide on behalf of Kiwanis International.

