



STANDARD FORM FOR CLUB BYLAWS

*As adopted by the Kiwanis International Board, May 1, 1996
and as amended to and including June 29, 2004.*



BYLAWS of the

KIWANIS CLUB OF _____

KEY NUMBER: _____

ARTICLE I. OFFICIAL NAME

Section 1. This organization shall be known as the Kiwanis Club of _____.
This name shall not be changed unless permission shall first have been obtained from the International Board of Trustees.

ARTICLE II. OBJECTS

Section 1. The Objects of this club shall be the Objects of Kiwanis International, which are:

- To give primacy to the human and spiritual, rather than to the material values of life.
- To encourage the daily living of the Golden Rule in all human relationships.
- To promote the adoption and application of higher social, business, and professional standards.
- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
- To provide, through this club, a practical means to form enduring friendships, to render altruistic service, and to build a better community.
- To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

ARTICLE III. MEMBERSHIP AND CLASSIFICATION

Section 1. Membership in this club shall be primarily of the active class as herein defined. There may be only three (3) other classes of membership: senior, privileged, and honorary.

Section 2. A person may hold membership in more than one (1) Kiwanis club.

Section 3. The active members shall represent a cross section of occupations in the community in which this club is located.

Section 4. Members (other than honorary) have the duty to attend meetings, participate in service projects and other activities, pay club financial obligations, wear the Kiwanis emblem, be appointed to committees, be elected as officers or directors, and attend Kiwanis conferences and conventions.

Section 5. Membership in a chartered club is open to persons eighteen (18) years of age and over who satisfy the qualifications for either active membership, privileged membership, senior membership, or honorary membership.

Section 6. All members of this club must believe in and subscribe to the Objects of Kiwanis International and be of good character and community standing.

Section 7. Qualifications for Active Membership.

- a. An active member must believe in and subscribe to the Objects of Kiwanis International.
- b. An active member must be of good character and community standing who resides or has other community interests within the area of the chartered club.
- c. An active member must pay a membership induction fee and annual membership dues and shall be entitled to all privileges of club membership.

Section 8. Qualifications for Senior Membership.

- a. Any member who shall have been an active member in good standing of one (1) or more Kiwanis clubs for not less than ten (10) years, and who is unable to meet attendance requirements because of health, business, or other extenuating circumstances, and who shall have met such other conditions as may be prescribed by this club in these bylaws, may be elected by the Board of Directors as a senior

member upon making written application.

b. The Board of Directors shall review the list of senior members not less than once each year and shall have authority, for such reasons as seem adequate, to terminate any such senior membership or to reinstate any such member to active membership.

c. A senior member must pay annual membership dues and shall be entitled to all privileges of club membership.

d. A senior member must meet the standards of attendance and participation as set forth by the Board of Directors.

Section 9. Qualifications for Privileged Membership.

a. Any active member of a chartered club who, on or before July 31, 1963, shall have been elected a privileged member, may continue to be a privileged member.

b. The Board of Directors shall review the list of privileged members not less than once each year and shall have authority, for such reasons as seem adequate, to terminate any such member's privileged membership or to reinstate any such member as an active member.

c. A privileged member must pay annual membership dues and shall be entitled to all privileges of club membership. A privileged member shall be excused from conformity to the attendance rule for active and senior members.

d. No member shall be elected to privileged membership after July 31, 1963.

Section 10. Qualifications for Honorary Membership.

a. Any person who has performed some distinguished public service may be elected by the Board of Directors as an honorary member (of which the person is not an active, senior, or privileged member) for a period of one (1) year and thereafter may be reelected annually.

b. An honorary member shall not pay either a membership induction fee or annual membership dues, and shall be entitled to all privileges of club membership, except those of voting and holding office. An honorary member shall be a paid subscriber to the KIWANIS magazine.

c. An honorary member shall not be obligated to attend club meetings.

ARTICLE IV. ADMISSION TO MEMBERSHIP AND RESIGNATION

Section 1. Prospective active members shall be considered for election to membership by invitation only, or by transfer from an active Kiwanis club, under the following procedures:

- a. Each proposal for membership shall be submitted by a member of this club to the Secretary or the Committee on Membership Growth and

ARTICLE XIV. REMOVAL OF OFFICERS OR DIRECTORS

Section 1. Whenever it shall appear to the President or a majority of the club Board of Directors, or by a petition signed by a majority of the entire club membership and presented to the club Board of Directors, that an officer or director may be engaging in conduct unbecoming a member of the Kiwanis family, or is failing to perform the duties of that office, the Club Board shall give written notice of the alleged facts to the officer or director within thirty (30) days.

A meeting of the entire club membership to consider the alleged facts shall be

held within thirty (30) days thereafter, with at least fourteen (14) days clear notice being given to the entire membership of such meeting. Service of such notice shall be deemed effective five (5) days after such notice is mailed. In the event that the club, by a two-thirds (2/3) vote of the entire membership, finds that the officer or director has engaged in conduct unbecoming a member of the Kiwanis family, or is not performing the duties of such office and declares such office vacant, the membership shall proceed forthwith to elect a new officer or director to fill such vacancy.

ARTICLE XV. INTERNATIONAL AND DISTRICT OBLIGATIONS

Section 1. This club shall exercise fully the privileges and rights of membership in Kiwanis International and the district and shall discharge promptly all obligations imposed by Kiwanis International and the district.

Section 2. The Board of Directors shall provide for the prompt review, approval, and forwarding of all reports required or requested by Kiwanis International or the district.

Section 3. The Board of Directors shall provide for the prompt payment of all dues and other obligations to Kiwanis International or the district.

Section 4. The President and President-designate should act as club delegates to the International and district conventions.

Section 5. In the event the President or President-designate is unable to

attend the district or International convention, this club should elect alternate delegates.

Section 6. Delegates and alternates to all conventions or other meetings of Kiwanis International or the district shall be elected at dates sufficiently in advance of such meetings to comply with the Kiwanis International Bylaws and district bylaws. Provision for expenses of such representatives shall be made in the club administrative budget. The Board of Directors shall also provide for the proper representation at any other International and district meetings of Kiwanis in which this club has the privilege of participation.

Section 7. If this club is also affiliated with a federation, the rights, privileges, and obligations set forth in this Article which apply to a district also apply to the federation.

ARTICLE XVI. OFFICIAL PUBLICATION

Section 1. Each active, senior, privileged, and honorary member of a chartered club shall be a paid subscriber to the official publication of Kiwanis International. The subscription price shall be collected from each active, senior, and privileged member as a part of that member's regular dues. If spouses are both members of a Kiwanis club, one spouse may choose not to subscribe to the official publication. A member who belongs to more than one (1) Kiwanis club must designate their primary club to which the subscription

to the official publication will be paid.

Section 2. This club shall enter the subscriptions for the official publication in its books in a special subscription account, and such subscriptions shall be forwarded to the Executive Director of Kiwanis International.

ARTICLE XVII. PUBLIC ACTIVITIES

Section 1. This club, by fair discussions at its meetings and in other ways, is encouraged to keep its members and the community informed on all questions of public importance and any proposed legislation affecting the community in which this club is located.

Section 2. This club shall have the right, and it shall be its duty, from time to time to give expression by proper means of its attitude on such public questions and such proposed legislation, provided that no other Kiwanis club is affected by the same.

Section 3. When any other Kiwanis club or clubs within the district are

affected by any such public questions or proposed legislation, before expressing an opinion, this club must refer the matter, with a favorable or unfavorable recommendation, to the District Board of Trustees. If a club or clubs outside the district are affected, the club must refer the matter to the International Board of Trustees. Upon approval of the recommendation by the district or International Board, respectively, the club may publicly express its opinion through legal and proper means.

Section 4. This club shall not be used in any way for political purposes, nor shall it, as a club, actively participate in the political candidacy of any person.

ARTICLE XVIII. REVENUE

Section 1. The membership induction fee and annual dues shall be as determined by the Board of Directors and shall be approved by a two-thirds (2/3) vote of the active, senior, and privileged members present at any regular club meeting, provided written notice shall have been given the members at least two (2) weeks prior to the meeting. Such membership induction fee or annual dues shall remain in effect until changed in accordance with the provisions of this Section.

Section 2. Revenue from sources other than those defined in this Article may be raised as determined by the Board of Directors and approved by a two-thirds (2/3) vote of the active, senior, and privileged members present at any regular meeting, provided written notice shall have been given the members at least two (2) weeks prior to the meeting.

Section 3. Monies received from fund-raising projects in which the public participates, or from members or others, for the service activities sponsored by this club, shall be segregated from the administrative funds and shall be used only for charitable, educational, religious, and eleemosynary activities.

Section 4. A member under the age of twenty-five (25) years shall be relieved of any obligation to pay the amount of the International (and district) dues for a period of two (2) years from the date of joining this club, provided the member was a former member of a Kiwanis International sponsored program. The member will be responsible for all dues in excess of the amount of the International (and district) dues.

ARTICLE XIX. FINANCE

Section 1. No later than October 15, separate budgets of estimated income and expenditures for the year (October 1 - September 30) for the administrative and community service funds shall be adopted by the Board of Directors.

Section 2. The club books of account shall be audited at least once each year. The auditors shall be named by the Board of Directors. The auditors

should be familiar with financial statements and should reconcile bank statements (if necessary) and conduct tests of income and expenditures for the past year. The auditors may be club members, but shall not be the Secretary or the Treasurer. A copy of the auditor's report shall be provided to the current Board of Directors and, upon request, to any club member.

