

## MEMORANDUM

**To:** Club President and/or Secretary

**From:** Joan M. Wilson, Director, Member Services

**Subject:** Instructions for Amending the Standard Form For Club Bylaws

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If your club intends to amend its bylaws and bring them up to date, using the latest (revised) form for club bylaws, please report that action, approved by a two-thirds majority vote of the club in attendance at a meeting announced for that purpose. Be certain that **all blanks are completed** throughout the bylaws, making any notations or adjustments as per the instructions in the bolded or boxed notes. Secure the original **signatures of both the club president and secretary** on two copies of the bylaws. Note the **date approved** and return **both** copies to the International Office for approval. Upon approval, one copy will be returned to your club for the club's permanent files.

The Kiwanis International Board of Trustees created the Standard Form for Club Bylaws so that the clubs will function in a uniform manner. Therefore, there are very few changes that can be made to the bylaws.

Areas that must stay as written in the Standard Form for Club Bylaws are as follows:

- Article I. Official Name
- Article II. Objects
- Article III. Membership and Classification: *The only change allowed to this section is the reference to privileged members. If there are no privileged members in your club you may leave Section 9 out.*
- Article V. Discipline of Membership
- Article VIII. Continuing or Long-Term Projects
- Article XIV. Removal of Officers or Directors
- Article XV. International and District Obligations
- Article XVI. Public Activities
- Article XXI. Other Authorities
- Article XXII. Severability
- Article XXIII. Parliamentary Authority
- Article XXIV. Amendments
- Article XXV. Approval of Kiwanis International

If the International Office can be of further assistance to you or your club in the future, please do not hesitate to contact us at 1-800/549-2647 extension 203.

JMW/

Enclosures: 2 copies of the Standard Form for Club Bylaws (portfolio style)