Proposed Amendment 4
Revisions to Standard Form for District Bylaws

Submitted by: The Kiwanis International Board of Trustees
Purpose: To provide greater flexibility in district operations, in agreement with proposed revisions to the Standard Form for District Bylaws.
Effective date: October 1, 2014
Vote required to adopt: 2/3

KI Board position: The Kiwanis International Board proposes this amendment for the following reasons:

- The Kiwanis International Board appointed the Task Force on Governing Documents to, among other things, conduct a comprehensive review of the Standard Form for District Bylaws, with the goal of allowing more flexibility for districts within specified parameters.
- The task force has proposed revisions to the Standard Form for District Bylaws, but before they can be implemented, some provisions of the Kiwanis International Bylaws must first be amended. Those are reflected in this amendment.

Note: The Standard Form for District Bylaws should not be confused with the Standard Form for Club Bylaws, the latter of which was comprehensively updated in 2011.

Amend Article IX, Sections 3-7, 10-15, 18, and 21; and Article XIX, Sections 14-16, as follows:

ARTICLE IX. DISTRICTS

Section 3. The officers of a district shall be a district governor, a governor-elect, the immediate past governor, a lieutenant governor for each division of the district, and/or a trustee for each region of the district, a secretary, and a treasurer. If so provided in the district bylaws, districts may designate an existing office or an additional office, hereinafter referred to as vice-governor, that shall be the sole candidate for governor-elect. There may be an acting governor appointed as provided in these Bylaws. (6/2010)

The officers of the district may also include:
- A vice-governor, whose occupant shall normally succeed to the offices of governor and governor-elect;
- Any positions required by applicable laws.
- Any other positions as determined by the district house of delegates and stated in the district bylaws, provided any person filling such position is an active member in good standing of a club in good standing in the district;

Section 4. Each district officer shall be an active member in good standing in a club in good standing of the district; and each lieutenant governor shall be an active member in good standing in a member of a club in the division from which elected and each Trustee shall be a member of a club in the region from which elected. Each candidate for the office of governor, governor-elect, and vice-governor (if any) also shall have a clear criminal history background check conducted and verified by Kiwanis International. (6/2010)
Section 5. The board of trustees of a district shall consist of the district governor, the governor-elect, vice-governor (if any), the immediate past governor, the lieutenant governors of each division and/or the trustees of each region, the treasurer, and the secretary of said district.

The district board may also include:
- The vice-governor, if the district has one;
- Any positions required by applicable laws.
- Any other positions as determined by the district house of delegates and stated in the district bylaws, provided any person filling such position is an active member in good standing of a club in good standing in the district;

If there shall be appointed an acting governor, as provided in these Bylaws, said acting governor shall be a member of the board of trustees, during the incapacity of the district governor. The district bylaw may provide for not more than two (2) additional past governors to be members of said board. (6/2010)

NOTE: The term “district board of trustees” shall be changed to “district board,” wherever it appears in the Kiwanis International Bylaws.

Section 6. District officers shall be elected in the following manner, as specifically provided in the district bylaws: (6/2010)

a. The district governor, governor-elect, and vice-governor (if any) shall be elected at the annual district convention. (6/2010)

b. The lieutenant governors shall be elected at a meeting of representatives of the clubs in their respective divisions called expressly for this purpose and held not later than the second week in April. (6/2010)

c. The trustees of each region shall be elected at a meeting of representatives of the clubs in their respective regions called expressly for this purpose and held between the first week of the administrative year and not later than May 15. (6/2010)

b. The lieutenant governors and trustees (if any) shall be elected by club delegates from their divisions or regions, respectively, at a meeting called expressly for this purpose, to be held not later than the annual district convention. (6/2010)

Section 7. Officer terms shall be generally as follows, as specifically provided in the district bylaws, or until said officer’s successor shall be duly elected and qualified. The terms of all district officers shall begin on October 1. (6/2010)

a. The governor, governor-elect, vice-governor (if any), secretary, and treasurer shall serve for the term of one (1) year. (6/2010)

b. Each lieutenant governor shall serve for a term of up to two (2) years. (6/2010)

c. Each district trustee shall serve for a term of up to three (3) years. (6/2010)

c. All other officers shall serve a term of one (1) year, unless otherwise specified in the district bylaws.

Section 10. The board of trustees of each district shall hold at least two (2) regular meetings for each administrative year, one (1) prior to October 31, at such times and places as designated by the governor, and another in connection with the district convention, at such time and place as shall be determined by said board of trustees, and may hold special meetings as provided in the district bylaws. If the first meeting shall be
held prior to October 1, any action taken shall become effective on October 1. Notice of each meeting of the district board of trustees shall be received by the Executive Director of Kiwanis International at least thirty (30) days prior to the date of such meeting. The district secretary shall notify each member of the district board and the Executive Director of Kiwanis International of the time, place, and date of any regular meeting at least three (3) weeks in advance and of any special meeting at least three (3) days in advance. (7/1998)

Section 11. Each district shall hold an annual convention as provided herein, unless in any year the International Board of Trustees, district board shall determine that there exists a condition of emergency in the district, and because of such an emergency the holding of such convention would not be practical, in which case the International Board of Trustees by further resolution shall have power to establish and fix provisions and procedures for transacting, by any means deemed best by such Board of Trustees, any or all business that would normally be transacted by and at such convention that compels cancellation of the annual district convention, in which case the Board shall notify Kiwanis International and district clubs immediately and shall determine one of the following methods to transact any and all business that was to be transacted at the annual convention, as soon as practical. The preference will be to reschedule the convention, if possible, or, alternatively, to call a meeting of all persons having the status of delegates-at-large at district conventions, a majority of whom shall constitute a quorum. (7/1988)

Section 12. The annual convention of each district shall be held at such place and upon such dates between March 15 and September 15 as shall be fixed by the board of trustees of the district and approved by the Board of Trustees of Kiwanis International, except that no district shall schedule its convention to be held within the period of thirty (30) days prior to, during, or thirty (30) days following the annual convention of Kiwanis International, unless approved by the Kiwanis International Board. In the event the annual convention of Kiwanis International is held within the geographic boundaries of a district, the district may hold its convention in conjunction with the Kiwanis International convention; in such cases, district functions may not be held during general sessions of the International Convention. Notice of the annual district convention shall be received by the Executive Director of Kiwanis International at least six (6) months prior to the dates of the convention. The district secretary shall notify each club in the district and the Executive Director of Kiwanis International at least sixty (60) days prior to the date of the annual convention. (1/2012)

Section 13. Each member club of a district in good standing with Kiwanis International and with said district shall be entitled in all conventions of its district to three (3) delegates, one (1) of whom shall be the president, said delegates to be selected and to have such powers as are prescribed in the district bylaws. All officers and past district governors of the district who are active members of a club in the district shall be delegates-at-large to the all district conventions. (7/1998)

Section 14. Each district, through its convention, shall adopt bylaws that conform to the Kiwanis International Bylaws and the Standard Form for District Bylaws established by the International Board of Trustees, as adopted or amended. Any modification of or amendment to said district bylaws shall become effective only upon approval thereof by the Board of Trustees. Any amendments not in conformity shall not be effective until or unless approved by the Kiwanis International Board. Any questions regarding conformity shall be determined by the Kiwanis International Board.
Section 15. Within thirty (30) days after the close of a convention, or a meeting of the board of trustees, or a conference of the officers of a district, the district secretary shall send to the Executive Director of Kiwanis International a written report of the proceedings, actions taken, approved by the district governor. This report shall summarize the proceedings, provide a synopsis of all actions taken, and include copies of all adopted district bylaw amendments, resolutions, and recommendations. (7/1998)

Section 18. Each club within the territorial limits of a Kiwanis district and in good standing as defined by Kiwanis International shall be a member of said district, so long as such club continues to comply with these Bylaws and the district bylaws.

Section 21. All districts must comply with all governmental reporting requirements for finances, taxation, employment and any other areas of operation. Each district shall report regularly annually on its financial status to the Kiwanis International Board, and at such other times and including such information as requested by the Board. (6/2012)

ARTICLE XIX. VACANCIES IN OFFICE

Section 14. In the event of a vacancy in the office of district governor for any district during the administrative year, by a two-thirds (2/3) majority vote of the entire district board of trustees, the vacancy shall be filled by a past governor, current or past trustee (if any), or a current or past lieutenant governor, or a past lieutenant governor of that district who is an active member of a club in the district. However, in any year in which a condition of emergency compels the cancellation of the annual district convention, the district officers to be elected under the district bylaws at the annual convention shall be elected for the following year by a district council meeting held during the period provided for district conventions, such council to be comprised of the district board of trustees and other persons who would have had the status of delegates-at-large at the canceled convention. (10/1990)

Section 15. In the event of disability or inability of a governor-designate to serve for the year for which elected, as certified by the district governor and affirmed by a two-thirds (2/3) vote of the entire district board of trustees-designate, the district board of trustees-designate for said year shall proceed to elect a successor as prescribed in the district bylaws for filling vacancies in office during the administrative year. (6/1989)

Section 16. In the event that a district governor is temporarily incapacitated and unable to discharge the duties of the office, the district board of trustees shall elect by a two-thirds (2/3) majority vote of the entire district board of trustees, a past governor, current or past trustee (if any), or a current or past lieutenant governor, or a past lieutenant governor of that district who is an active member of a club in the district to become acting governor of the district until the district governor is able to reassume said duties. While the district governor is so incapacitated, the acting governor shall be the executive officer of the district and shall have all the duties, responsibilities, and authority given to the district governor by the bylaws of the district and the Bylaws of Kiwanis International. If, after a period of sixty (60) days, it shall appear to the district board of trustees that the district governor continues to be incapacitated and is not able to reassume the duties and responsibilities of the office, the district board of trustees may declare the office of district governor vacant and the vacancy shall be filled in accordance with the provisions for filling vacancies in office as prescribed in the district bylaws. (6/1989)