



# Kiwanis®

## Proposed amendments and resolutions

for consideration at the  
103rd Annual Kiwanis International Convention  
June 29, 2018

Updated June 29, 2018: House of Delegates decisions



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**WITHDRAWN BY THE CLUB**



# Kiwaniis®

To all Kiwanis clubs:

March 2018

Proposed amendments to the Kiwanis International Bylaws and proposed resolutions will be presented for action at the 103rd Annual Kiwanis International Convention in Las Vegas, Nevada, USA. Several important issues will be considered and voted on at the House of Delegates on Friday, June 29, 2018. Complete information is included in this booklet.

In accordance with the provisions of the Kiwanis International Bylaws, these proposals are being sent to the secretary of each chartered club 90 days prior to the convention. The reasons for each proposal are stated, along with the Kiwanis International Board’s position on those from clubs and districts. The current provisions of each Bylaws article and section are shown. Text that would be added by the proposed amendment is underlined (underlined), and text that would be deleted is lined out (~~lined out~~).

*Example:*

Original wording .....Each club may hold a program.

Proposed changes shown.....Each club ~~may~~ shall hold ~~a~~ an annual program.

New wording would be .....Each club shall hold an annual program.

We hope each club will send two delegates to this convention, ensuring that important decisions on the organization’s future are made by a wide array of Kiwanians. We look forward to seeing you in Las Vegas.

Sincerely,

Stan D. Soderstrom  
Executive Director

# PARLIAMENTARY PROCEDURE AT A GLANCE

(Per *Robert's Rules of Order—Newly Revised*)

**Please note:** As stated in Standing Rule 5, anyone wishing to make a change to a proposed amendment (making an amendment to a motion) is required to submit the change in writing, in English, to the executive director (or designee) before going to the microphone. This ensures your change will be reflected accurately.

**Putting a motion on the floor:** To make a motion or an amendment to a motion, the maker should go to the microphone, be recognized by the presiding officer (the Kiwanis International president), state his/her name and club, and then state the motion (or amendment to the motion). The motion (or amendment) must be seconded from the floor. The presiding officer then places the motion (or amendment) before the House for discussion. The club delegate may speak to the motion (or amendment) first. *Note:* Once a motion is placed before the House by the presiding officer, it is under the control of the House and does not belong to the delegate making the motion. For example, it cannot be withdrawn later without permission of the House.

**Seconds to motions:** It is not necessary to agree with a motion to second it. A second only implies that more than one person wishes to *discuss* the motion. Therefore, if a motion is coming from the Kiwanis International Board or a committee, it does not need a second from the floor.

**Amendments to motions:** Bylaw amendments are main motions. A main motion that is on the floor may have two amendments pending at one time. However, the first amendment must relate to the main motion, and the second amendment must relate to the first amendment to the motion.

**Referring:** A motion to refer to a committee can be made while a main motion or an amendment to a main motion is pending. A motion to refer should only be used if problems are identified with the content of the motion that indicate more study or adjustments are needed. A referral should not be made without instructions regarding what aspects are to be addressed before the motion is brought back to the House. Referral should not be used to kill the motion on the floor or to put off a difficult decision. If a delegate does not like a motion, he/she should simply vote against it. (*Note:* It takes a majority vote either to refer or defeat.)

**Closing debate or calling the question (same motion):** A delegate must go to a microphone and wait for recognition to move to close debate or call the question. To proceed, the motion must receive a second. There is no discussion, and it takes a two-thirds (2/3) vote. If the motion to close debate or call the question is approved, there will be an immediate vote on the pending motion.

**Postponing or tabling a motion:** A motion to postpone can be made while a main motion or an amendment to a main motion is pending. A motion to table (or to “lay on the table”) is used only in an emergency; it should not be used to kill the motion on the floor or to postpone consideration of the motion. If a delegate does not like the motion,

he/she should simply vote against it. If a delegate believes there is good reason to discuss the motion later, he/she can move to postpone. There is no such motion as “table until xxxx time.” Instead, the correct motion would be “postpone until xxxx time.” A motion cannot be postponed until the next annual convention.

**Point of order:** If a delegate believes there was a breach of parliamentary procedure, he/she may call for a point of order. If the point of order refers to an action made by someone other than the presiding officer, the delegate should give the presiding officer time to address the problem before interrupting with the point of order. If a delegate cannot reach a microphone in a timely manner, he/she may shout “point of order” from his/her place while approaching a microphone.

**Point of information:** A delegate should call for a point of information if he/she wishes to *request* information. To ask for a point of information, go to a microphone and let the sergeant know you wish to do so. If the delegate wants to *provide* information, he/she may only do so by being recognized for debate.

**Questions:** If a delegate wishes to make a motion and is not sure how to proceed, the delegate should ask the presiding officer. Any questions or concerns about the process used during the House of Delegates must be made known and addressed *during* the session. Questions or concerns cannot be addressed *after* the session.

## STANDING RULES FOR THE HOUSE OF DELEGATES

**Rule 1:** The official language of this Convention shall be English. Simultaneous interpretations may be made available, as designated in the official program.

**Rule 2:** Only delegates with official delegate badges may present or speak on motions and vote.

**Rule 3:** Only delegates may be seated in the area designated for delegates.

**Rule 4:** The House of Delegates shall allow delegates to leave and re-enter; however, individual electronic voting units shall not leave the House. Delegates leaving the House early must surrender voting units to an Elections Committee volunteer at the pass-out door; voting units will be returned to delegates upon re-entry to the House. In no case will a delegate be allowed to cast a ballot for any votes conducted in his/her absence.

**Rule 5:** Any main motion or amendment shall be written in English, signed by the maker and seconder, and presented to the Executive Director or designee before it is moved.

**Rule 6:** No delegate may speak in debate more than three (3) minutes at a time unless allowed to do so by a majority vote of the delegates.

**Rule 7:** No delegate may address the assembly a second time on the same question until all other delegates who desire to speak on the topic have spoken.

**Rule 8:** The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.

**Rule 9:** Microphones shall be designated by number. Speakers for the main motion shall use the odd-numbered microphones, and speakers against the main motion shall use the even-numbered microphones. The chair will recognize microphones in rotating order. Debate on each issue will begin at Microphone One and alternate between those speaking for and those speaking against a motion.

**Rule 10:** A delegate shall not speak for or against a motion and move to close debate on the same recognition.

**Rule 11:** An assistant Sergeant at Arms shall be positioned at each microphone to relay to the chair priority motions, such as a point of order, a point of information, etc. Any microphone may be used to make priority or secondary motions.

**Rule 12:** Debate on main motions (i.e., any resolution or proposed amendment to the Bylaws) shall be limited to 15 minutes, at which time the vote shall be taken on the resolution or amendment, unless the House, by a majority vote, orders debate to be extended. Debate on debatable secondary motions from the floor, such as amendments or motions to refer, shall be limited to five (5) minutes, which shall not apply to the 15-minute limit on debate on the main motion. Debate may be closed by a two-thirds (2/3) vote on any immediately pending motion or series of motions at any time.

**Rule 13:** If the submitting body wishes to withdraw a motion after it has been moved and seconded, the House, by a majority vote, may grant permission for withdrawal.

**Rule 14:** Subject to the discretion of the chair, no proposed amendment to the Bylaws shall be introduced later than 15 minutes before the scheduled adjournment of any morning or afternoon session.

**Rule 15:** Candidates for the offices of Kiwanis International President and President-Elect may have one (1) nominating speech not to exceed three (3) minutes.

**Rule 16:** Candidates for the office of International Vice-President shall have a nomination not to exceed one (1) minute, and each candidate shall have up to five (5) minutes to personally address the House of Delegates. In the event of a run-off election, each of the candidates involved shall return to the stage before the second ballot to present remarks not to exceed two (2) minutes.

**Rule 17:** Candidates for the office of International Trustee shall have a nomination, the content of which shall include only: (a) the nominator's name and club; and (b) the name of the candidate and the office the candidate is seeking. Each candidate shall have up to three (3) minutes to personally address the House of Delegates.

**Rule 18:** Candidates whose remarks require interpretation shall be allowed no more than twice the normal time limit for the presentation of their remarks and interpretation combined. Candidates must provide their own interpreters.

**Rule 19:** Any candidate who is unopposed for office may be elected by a voice vote.

**Rule 20:** Any of the above rules may be suspended by a two-thirds (2/3) vote.

**Rule 21:** *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws of Kiwanis International and these standing rules.

**Rule 22:** The Kiwanis International Board and Staff are authorized to make nonsubstantive corrections that may be necessary as a result of adopting Bylaw amendments that cause unintentional conflicts or inconsistencies in terminology, grammar, numbering, cross-references, etc.

# Proposed Amendment 1 - Approved

## District Board Endorsement of Kiwanis International Board Candidates

**Submitted by:** Kiwanis International Board

**Purpose:** To clarify that a district board may only endorse a candidate for Kiwanis International Board offices if the district board has first secured permission from the Kiwanis International Board. This does not affect normal endorsement by a district house of delegates

**Effective date:** October 1, 2018

**Vote required to adopt:** Majority

**Board's position:** The Kiwanis International Board proposes this amendment for the following reasons:

- In the recent past, several districts determined that endorsement of candidates for Kiwanis International Board offices fell under “extenuating circumstances,” and therefore secured district board endorsement rather than the normal district house of delegates endorsement. However, the Kiwanis International Board has the sole authority to interpret the Kiwanis International bylaws, and it did not agree with the districts on this matter. This led to confusion and required significant additional work by the districts and their clubs to correct.
- Elimination of the phrase “extenuating circumstances” and stating that approval by a district board requires pre-approval by the Kiwanis International Board clarifies the process, eliminating confusion and the need for unanticipated additional actions by districts and clubs.
- This change in no way affects the normal process for endorsing a candidate by a district’s house of delegates. It only applies when the district *board* wishes to endorse a candidate in lieu of endorsement by its district *house of delegates*.

**Financial impact:** None.

**Amend** Kiwanis International bylaw provisions as follows:

### ARTICLE XVIII. NOMINATION AND ELECTION OF OFFICERS

#### Section 3.

- a. The nomination and election procedures for officers to be elected at the annual International convention shall be as follows: (7/1998)
  - (1) The President-Elect shall be the sole candidate for the office of President. (6/1995)
  - (2) The Vice-President shall be the sole candidate for the office of President-Elect. (6/1997)
  - (3) All candidates for the offices of President-Elect, Vice-President, and Trustees for the announced number of terms available must submit notice of candidacy to the Executive Director no later than the opening of the first business session of the annual International convention. (6/2010)

- (4) No person shall be considered as a candidate until or unless the following requirements have been met: (6/2010)
- The candidate shall have completed a full term as a district governor prior to announcing his/her candidacy to Kiwanis International. (6/2013)
  - Written consent of such person has been given. (6/2010)
  - The candidate has been endorsed by the candidate's district house of delegates prior to the candidate announcing his/her candidacy to Kiwanis International. ~~If extenuating circumstances make it impossible for the district house of delegates to endorse a candidate, he/she may be endorsed instead by the district board in authority during the administrative year in which the election will take place. However, if the district board believes the district has circumstances which make it impossible for its house to endorse a candidate, the district board may petition the Kiwanis International Board for permission to make the endorsement. All endorsements shall comply with Kiwanis policy.~~ (6/2013)
  - A clear criminal history background check has been conducted and verified by Kiwanis International. (6/2010)
- (5) Except as otherwise provided by these Bylaws, nothing contained in this Section shall be construed as limiting the right to make further nominations from the floor of the convention. (6/2010)

## Proposed Amendment 2 - Approved as Amended Timing of Kiwanis International Candidate Announcements

**Submitted by:** Kiwanis International Board

**Purpose:** To require that Kiwanis International trustee candidates shall have served as immediate past governor prior to formally announcing candidacy to Kiwanis International.

**Effective date:** October 1, 2018

**Vote required to adopt:** Two-thirds

**Board's position:** The Kiwanis International Board proposes this amendment for the following reasons:

- This change encourages Governors to fully complete their commitment to their district board as Immediate Past Governor prior to campaigning for another office in the organization.
- It also eliminates the necessity for a sitting Governor to seek endorsement while still holding the highest office in the district and presiding at the convention, thus removing the perception of conflict of interest or undue influence.
- This proposal may reduce the pool of candidates to a small degree. However, it will also encourage better candidates with stronger leadership skills and experience.

**Financial impact:** None.

**Amend** Kiwanis International bylaw provisions as follows:

### ARTICLE XI. OFFICERS

**Section 3.** Each elected officer shall be an active member in good standing of a club and the members of the Board of Trustees shall have served as a district governor at least two (2) administrative years prior to assuming a Kiwanis International office. Each officer also shall have and maintain a clear criminal history background check conducted and verified by Kiwanis International. No offices shall be held by the same member, nor shall any officer simultaneously hold more than one (1) International office. (6/2015)

### ARTICLE XVIII. NOMINATION AND ELECTION OF OFFICERS

#### Section 3.

- a. The nomination and election procedures for officers to be elected at the annual International convention shall be as follows: (7/1998)
  - (1) The President-Elect shall be the sole candidate for the office of President. (6/1995)
  - (2) The Vice-President shall be the sole candidate for the office of President-Elect. (6/1997)
  - (3) All candidates for the offices of President-Elect, Vice-President, and Trustees for the announced number of terms available must submit notice

- of candidacy to the Executive Director no later than the opening of the first business session of the annual International convention. (6/2010)
- (4) No person shall be considered as a candidate until or unless the following requirements have been met: (6/2010)
- The candidate shall have ~~completed a full term~~ served as an immediate past district governor prior to announcing his/her candidacy to Kiwanis International. (6/2013)
  - Written consent of such person has been given. (6/2010)
  - The candidate has been endorsed by the candidate's district house of delegates prior to the candidate announcing his/her candidacy to Kiwanis International. If extenuating circumstances make it impossible for the district house of delegates to endorse a candidate, he/she may be endorsed instead by the district board in authority during the administrative year in which the election will take place. A candidate may not be endorsed while serving as district governor. (6/2013)
  - A clear criminal history background check has been conducted and verified by Kiwanis International. (6/2010)
- (5) Except as otherwise provided by these Bylaws, nothing contained in this Section shall be construed as limiting the right to make further nominations from the floor of the convention. (6/2010)

## Proposed Amendment 3 - Failed Family Membership Status

**Submitted by:** Pacific Northwest District (Co-sponsored by the Southwest District)

**Purpose:** To permanently adopt a new family membership status that provides a 50 percent Kiwanis International dues discount for qualifying members.

**Effective date:** September 30, 2018

**Vote required to adopt:** Two-thirds

**Proposer's position:** The district advocates this amendment for the following reasons:

- This change will provide one more tool for attracting new members.
- This change will provide financial incentive for family members to join Kiwanis clubs, including graduating Key Club and Circle K members who live at home.
- Kiwanis clubs will benefit by strengthening membership and providing more service.
- It will also benefit Kiwanis by strengthening the promotion of the Kiwanis family.
- Districts are encouraged, but not required, to offer the same 50 percent discount for family members by adopting the appropriate bylaw amendments.

**Board's position:** The Kiwanis International Board does not support this amendment for the following reasons:

- From 2010-2015, Kiwanis International piloted family membership in three districts that requested to participate: New England & Bermuda, Ohio, and Pacific Northwest, with the goal of determining whether family membership would increase membership enough to warrant the 50 percent discounts in dues and fees. In January 2016, the Board analyzed the results and determined not to continue family membership.
- The proposer indicates that the bulk of family members will be new members and former Key Club and Circle K members. However, the majority of new family members in all three pilot districts were simply members who changed their designation to receive the dues discount, while only a minority were unique new members. It is unknown how many were former Key Club or Circle K members. Two of the pilot districts lost more members annually during the pilot than they had lost before it, while the third district lost slightly fewer than they had lost before.
- Former members of Key Club and Circle K may already join Kiwanis clubs. They immediately qualify, without documentation, for a two-year waiver of Kiwanis International dues.
- Historically, discounted membership programs have not increased membership in clubs. Rather, a positive club membership experience is the key factor in adding and retaining members. Discounted memberships do, however, provide a greater level of confusion for secretaries entering new members.
- The pilot program allowed a family to enroll up to three family members who join the same club if the family member is a spouse, partner, adult offspring or adoptee,

sibling, or equivalent of a regular member who paid full dues. This proposal does not require any actual familial relationship.

- Districts participating in the pilot program were required to offer a 50 percent discount as well. There is no such requirement in this proposal.

**Financial impact:** When average figures from the three pilot districts are applied to all districts worldwide, family membership would result in unrealized revenue of up to US\$250,000 annually. It is impossible to know or measure how many family members would have otherwise left clubs without this option or how many persons who joined clubs would not have joined without the family membership discount.

**Amend** Kiwanis International bylaw provisions as follows:

## **ARTICLE VIII. CLUB MEMBERS**

### **Section 7. Family Membership Status**

- Family membership status may be granted by a club to members who have the same primary address as an active member and who are members in the same club. Each family residence must include as least one active member who pays full Kiwanis International dues (known as the primary member) and may include up to two members with family membership status. The club will be responsible for verifying the legitimacy of the primary address and family connection.
- Family members shall pay 50% of new member enrollment fees at the time of joining an existing club and 50% of the annual Kiwanis International dues thereafter. All other applicable fees remain payable, including insurance, as well as the financial obligations to the member's club and district. Family member status shall not apply to any members forming new clubs. After the club is formally organized, members may apply for family membership status.
- Family membership status is not transferable to other clubs. Clubs shall pass all discounted fees and dues on to the family members.
- Family members shall have all the rights and privileges of club membership.

## **ARTICLE XXI. OFFICIAL PUBLICATIONS**

**Section 4.** Each club in the United States and Canada, excluding the French-speaking clubs in Canada, shall make it a condition of membership that each member except those with family membership status shall be a subscriber to the official publications of Kiwanis International and shall continue as such while a member. However, if spouses are both members of a club, one spouse may choose not to subscribe. (6/2012)

**Section 6.** Each club in the United States and Canada, excluding the French-speaking clubs in Canada, shall collect from each of its members except those with family membership status the subscription price of the official publications together with the regular club membership dues. Such subscription shall be duly entered upon the books of the club in a special subscription account, and the subscriptions for official publications shall be forwarded to the Executive Director of Kiwanis International. However, clubs shall not collect the subscription price from both spouses who are members of a club if one spouse has chosen not to subscribe. (6/2012)

## **ARTICLE XXII. REVENUE**

**Section 1.** Subject to Sections 2 and 3 of this Article, each club shall pay to Kiwanis International for each member, with the exception of those holding life member status, the sum of fifty-two dollars (US \$52) per annum. However, members holding family member status shall pay dues as provided elsewhere in these bylaws. Such sum shall be based on each club's annual membership report as of September 30 of each year and shall be due annually on October 1 and payable by November 30. (6/2015)

## Administrative Resolution Kiwanis International Convention Funding Changes

**Submitted by:** Kiwanis Club of Victoria, British Columbia, Canada

**Purpose:** To revise funding of the Kiwanis International convention by reducing the registration fee and establishing an annual convention assessment for each member; to segregate convention income and expenses in a separate account; and to have selected convention functions livestreamed and archived online.

**Effective date:** October 1, 2018

**Vote required to adopt:** Majority

**Proposer's position:** The club advocates this resolution for the following reasons:

- See the Whereas clauses stated further below.

**Board's position:** The Kiwanis International Board does not support this resolution for the following reasons:

- The intent of the resolution is unclear. Is it to increase attendance? Or increase the registration fee to further one goal, but at the expense of the other.
- The resolution requires the Kiwanis International Board to draft and present bylaw amendments that the board does not believe are in the best interest of the organization, including a very limited registration fee and a mandatory per-member annual convention assessment fee (essentially, a dues increase). Most of these decisions are usually at the discretion of the Kiwanis International Board, per existing bylaw provisions that give the board responsibility over conventions.
- Adoption of a resolution one year, which requires only a majority vote, does not ensure adoption of the necessary bylaw amendments the following year, which requires a two-thirds vote. Even if the resolution is adopted this year, the proposal cannot be implemented unless the proper bylaw amendments are ultimately adopted at a future Kiwanis International convention.
- As noted below in the Financial Impact, it is unclear whether the resulting revenue would have a negative or positive effect.
- Even a significant discount on registration fees may not make a difference in attendance because travel costs are still the major expense for most attendees.

**Financial impact:** This will have a significant financial impact, both positive and negative. Based on recent averages for convention attendance, it could generate US\$650,000 in revenue for convention costs. However, convention attendance may decrease, and of course, membership currently continues to decrease. And it is unknown yet whether there will be additional costs for livestreaming the sessions.

## WHEREAS:

Holding Annual General Meetings is a legal requirement and thus a responsibility shared by all members;

The costs are borne largely by those who attend conventions, and registration fees can be a barrier;

Conventions provide valuable education and excitement – content only seen by the less than two percent of the membership who attend;

Clubs throughout the world would benefit from greater access to convention programming through free video streaming;

Video streaming would create excitement about attending subsequent conventions in person; and

Allowing access by non-members could spark interest in our organization.

## THEREFORE, BE IT RESOLVED THAT THE 2018 HOUSE OF DELEGATES DIRECTS THAT:

1. Income and expenses related to International Conventions be segregated in a separate convention fund;
2. General sessions (and House of Delegates sessions) be streamed live online at no charge; portions in which a paid speaker or entertainer has participated be removed from video broadcast;
3. All recordings of general sessions and selected educational sessions be archived online for at least two years and made available at no charge;
4. The fee for basic registration for Kiwanis International conventions (including general sessions but not including meals, special events, special access passes, or late fees) be capped at US\$25 for Kiwanis members and US\$50 for guests;
5. An annual Kiwanis International convention assessment of US\$3 per member be assessed and retained in the convention reserve fund;
6. These changes come into force in 2019-20 to allow time for planning, education, and implementation; and
7. The Kiwanis International Board draft any bylaw amendments necessary to codify these changes and present them to the House of Delegates for consideration at the 2019 International Convention.



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