

CLUB NAME CHANGE PROCEDURE

POLICIES GOVERNING CLUB NAME

301.4 CLUB NAME (4/15)

Official Name

To conform with the Bylaws, the official name of a Kiwanis club shall commence with the three words “**Kiwanis Club of:**” The official name shall then be used for the club’s articles of incorporation. The name of the club shall be lettered on the club banner as it appears in the club’s bylaws. (6/91)

Geographic Location

The club name shall include the city, geographical location, or corporate area, and may be followed by the unabbreviated name of the country, state, province, or territory. (Examples: Kiwanis Club of Calgary, Alberta, and Kiwanis Club of Santa Rosa, Philippines.) (6/91) (4/15)

Honoring an Individual

A Kiwanis club shall not be named to honor an individual. (Existing clubs as of April 2015 are grandfathered as exempt from this rule.) (1980) (4/15)

Prohibitions

A club shall not use in its name a specific gender designation, such as the words “man/woman,” “men/women,” or “male/female,” nor shall it use any designation which would impugn the good name of Kiwanis. (10/90) (4/15)

HOW TO CHANGE YOUR CLUB’S NAME

To effect a change of its official name, a club must:

1. Obtain approval of the proposed name from the district. (*Form attached.*)
2. Amend its bylaws according to Article 10, Bylaws and Policies, 10.2, to reflect the club’s new name. (*Form attached.*)
3. If incorporated, amend the Articles of Incorporation to reflect the club’s new name.
4. If a club foundation has been established, amend the Foundation Bylaws and Articles of Incorporation to reflect the club’s new name.
5. Submit the required documents to the Member Services Department of Kiwanis International:
 - a. One copy of the **amended Club Bylaws**.
 - b. If applicable, a photocopy of the **certified amendment to the Articles of Incorporation** showing date of filing with the state or province.
 - c. If applicable, a copy of the **amended Foundation Bylaws** and a photocopy of the **certified amendment to the club’s Foundation Articles of Incorporation** showing date of filing with the state or province.

Upon receiving written approval from the district secretary and a copy of the amended club bylaws, Kiwanis International will process the name change request.

The club may use its new name *only* after the International Office has notified the club in writing that the new name has been officially assigned.



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AMENDMENT

AMENDMENT TO THE BYLAWS OF THE KIWANIS CLUB OF

_____ adopted by two-thirds (2/3) vote of the active members present at the meeting called for this purpose, with the membership having been given two (2) weeks' prior notice.

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.

President _____

Secretary _____

Adopted _____
(date)

Approved _____
(date)

KIWANIS INTERNATIONAL

By _____



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DISTRICT APPROVAL

DISTRICT APPROVAL OF A CLUB NAME CHANGE

KIWANIS CLUB OF _____

Key Number _____

Division _____

District _____

This club proposes to change its name to:

KIWANIS CLUB OF _____

Date Approved _____

By _____

(District Secretary)

UPON APPROVAL, PLEASE RETURN TO:

Kiwanis International
Attn: Member Services Department
3636 Woodview Trace
Indianapolis, IN 46268

Email: rbooker@kiwanis.org



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