

# HOW TO MERGE TWO KIWANIS CLUBS

*Follow these eight steps when merging two clubs.*

**1. Get both clubs' agreement.**

Mergers must be approved by the club membership. See Standard Form for Club Bylaws Article 10, Bylaws and Policies.

**2. Pay any outstanding debts.**

Both clubs must be current in their obligations to both Kiwanis International and the district. Contact the finance department at Kiwanis International to resolve any debts.

**3. Complete the Club Merger Information form.**

*(See attached.)*

**4. Resolve the transfer of funds.**

The club that is retiring must dissolve its corporate status as well as its charitable foundation, if any (or amend the foundation bylaws and/or name), with the Secretary of State or appropriate governmental agency.

**5. Resolve the transfer of SLP sponsorship.**

Indicate the transfer of any sponsored SLPs to the active club on the Club Merger Information form.

**6. Get the rosters from the secretary dashboards.**

You may also request rosters from Kiwanis International. Have the new club secretary look over rosters of both clubs and edit if necessary. Delete any members who will not continue after the club merger and add any new members to the newly formed club. Turn in the updated roster with the Club Merger Information form.

**7. Change the club's name.** *(See attached.)*

**8. Return all paperwork to Member Services.**

When Kiwanis International has processed all of the information, an official club merger notification will be issued.

**If you have questions or concerns, please contact Rene Booker, Member Services Department, at 1-800-549-2647, extension 203. Or e-mail her at [rbooker@kiwanis.org](mailto:rbooker@kiwanis.org).**



# CLUB MERGER INFORMATION

Name of newly merged club Kiwanis Club of Key number \_\_\_\_\_

Name of charter to be retired Kiwanis Club of Key number \_\_\_\_\_

Name of charter being retained Kiwanis Club of Key number \_\_\_\_\_

Date of merger \_\_\_\_\_ Number of members \_\_\_\_\_

District \_\_\_\_\_ Division \_\_\_\_\_

## MEETING INFORMATION (newly merged club)

Day, time & frequency of meeting \_\_\_\_\_

Address \_\_\_\_\_ State/province \_\_\_\_\_ Zip \_\_\_\_\_

State/province \_\_\_\_\_ Country \_\_\_\_\_

## PRESIDENT (newly merged club)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ State/province \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

## SECRETARY (newly merged club)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ State/province \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

**LIEUTENANT GOVERNOR** Name \_\_\_\_\_ Email \_\_\_\_\_

## SLP SPONSORSHIP TRANSFER

List all service leadership program sponsorships to be transferred to the new club \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Kiwanis International

\_\_\_\_\_  
Date approved

**RETURN TO:** Rene Booker, club processing representative  
and bylaws specialist, at [rbooker@kiwanis.org](mailto:rbooker@kiwanis.org)



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GOMS-519-209

# 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](mailto:rbooker@kiwanis.org)



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