

## ARTICLE X. COMMITTEES

**Section 1.** The basic standing committee structure for clubs is established by the International Board of Trustees. The basic structure should include separate committees that address community services, sponsored youth, Young Children: Priority One, human and spiritual values, club administration, membership growth and education, public relations, and finance and fund raising. This structure, along with the duties and responsibilities of standing committees, shall be included in annual club and district officer guidebooks and/or manuals.

**Section 2.** Where and when the opportunity exists to extend Kiwanis through the sponsorship of a new Kiwanis club, the President shall appoint a Committee on New Club Building. This committee shall have the responsibilities as outlined in the procedures for new club building established by Kiwanis International.

**Section 3.** Where desired, there shall be the option of expanding the committee structure by creating other standing committees which would

enable the club to function more effectively in terms of its own needs and interests. The duties of such committees shall be determined at the time they are created.

**Section 4.** Each standing committee shall be composed of three (3) or more members and shall serve for a term of one (1) year, commencing on the first day of October. All members of a committee are appointed by and are subject to removal by the President. Each committee shall be responsible to the President and shall make such reports as the President or Board of Directors may direct.

**Section 5.** Subject to the approval of the Board of Directors, special committees may be appointed by the President and shall perform such duties as may be defined in their creation.

**Section 6.** Each committee shall cooperate with the appropriate Kiwanis International or district committee(s) to promote, when practical, programs suggested by such committee(s).

## ARTICLE XI. MEETINGS

**Section 1.** This club shall hold one (1) weekly meeting.\* The day and place shall be determined by the Board of Directors.

**Alternate:**  **Check if selected**

**Section 1.** This club shall hold two (2) regularly scheduled meetings per month. The day and place shall be determined by the Board of Directors.

**\*Note--**The Bylaws of Kiwanis International provide that a club shall have the option to hold regularly scheduled meetings not less than two (2) each month and not more than one (1) in any week.

**Section 2.** If the club's regular meeting falls on a legal holiday or eve thereof, the Board may reschedule the meeting for another day during the affected week or cancel the meeting, provided not more than two (2) regular

meetings are cancelled during the administrative year.

**Section 3.** The club may hold such other meetings as the Board of Directors or membership may desire.

**Section 4.** The regular meetings shall not be more than one (1) hour and thirty (30) minutes in duration, except on special occasions as approved by the Board of Directors.

**Section 5.** The annual meeting of this club should be held at a regular meeting no earlier than the first meeting in April and no later than the second week in May. The membership shall be given at least two (2) weeks notice of the date and place of the annual meeting. One-third (1/3) of the active, senior, and privileged members of the club shall constitute a quorum.

## ARTICLE XII. NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

**Section 1.** The election of officers and directors, except the Secretary, shall be held at the annual meeting.

**Option:**  **Check if selected**

This provision may be modified to also require the election of the Secretary by the club at the annual meeting, in which case, Sections 7 and 8 of this Article are hereby changed to conform with such modification.

**Section 2.** Voting shall be by ballot and shall not be cumulative. Only active, senior, and privileged members present and in good standing may vote. There shall be no voting by proxy or absentee ballot.

**Section 3.** At a regular meeting at least five (5) weeks prior to the annual meeting, the President shall appoint a Nominating Committee. The committee shall consist of not less than five (5) members and, if possible, a majority shall be Past Presidents. The President shall designate the chairman of this committee. The duties of this committee shall be to make nominations, with the consent of those nominated, and to prepare a ballot for the election of such officers and directors.

**Section 4.** At least two (2) weeks before the annual meeting, the Nominating Committee shall submit:

- the President-elect as its sole nominee for the office of President;
- a list of nominees not exceeding two (2) in number for each office to be filled; and
- a list of nominees not exceeding the number of directors to be elected plus three (3).

At least one (1) week before the annual meeting, at a regular meeting of the club, nominations from the floor may be made for any office and, when so made, together with the list submitted by the Nominating Committee, shall then be the list of nominees submitted for an election of officers and directors.

**Section 5.** The President shall appoint an Elections Committee consisting of not more than seven (7) members. The duties of this committee shall be to distribute, collect, and count the ballots and report the results to the President, who shall announce them. A majority of all votes cast shall be necessary to elect any officer. If any ballot does not have a majority for a nominee for any office, the President shall immediately designate a time and place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and in each ballot, the same procedure shall be followed until one (1) nominee shall have received a majority of all votes cast.

**Section 6.** If the names of more than the number of directors to be elected are placed in nomination, the individuals who receive the highest number of votes up to the number to be elected shall be declared elected.

**Section 7.** The Secretary shall be elected within one (1) week after the annual meeting by the officers and directors who comprise the Board of Directors for the succeeding year.

**Section 8.** Nothing contained in this Article shall be construed as limiting the right to make further nominations from the floor of the meeting.

## ARTICLE XIII. VACANCIES IN OFFICE

**Section 1.** In the case of a vacancy in the office of President, [choose one:]  the President-elect; or  the Vice-President\* shall succeed to the office. In the case of a vacancy in the office of President-elect, Vice-President, Treasurer, or Director, the vacancy shall be filled at a regular club meeting, upon one (1) week's notice of nomination(s) by the Board of Directors. In the case of a vacancy in the office of Secretary, the vacancy shall be filled by the Board.

**\*Note--**If more than one (1) Vice-President, insert "the first" here

**Section 2.** After the election and prior to October 1, in the event of the disability or inability to serve by an officer-designate or director-designate, except the Secretary, the vacancy shall be filled at a regular club meeting, upon one (1) week's notice of nomination(s) by the Board of Directors-designate. In case of a vacancy in the office of Secretary for the following year, the vacancy shall be filled by the Board of Directors-designate.