



## **THE KIWI CLUB CHAPTER BYLAWS GUIDE**

Following are suggestions for establishing bylaws for your chapter. Although this is not a required format or content, the National Executive Board highly recommends that these articles be part of your local bylaws.

If you should need help in developing your chapter bylaws, do not hesitate to contact The Kiwi Club's Past President/Parliamentarian for assistance.

### **SAMPLE**

#### **ARTICLE 1 – OFFICERS**

##### Section 1. Officers

- a. President and duties
- b. Vice President and duties
- c. Secretary and duties
- d. Treasurer and duties
- e. Parliamentarian (optional) and duties
- f. Historian (optional) and duties
- g. Others and duties

#### **ARTICLE II – ELECTION**

##### Section 1. Procedures for Election of Officers

- a. Election date and pertinent information
- b. Installation date (month and year)

#### **ARTICLE III – MEETINGS**

##### Section 1. Meeting Format

- a. Quorum
- b. Meeting times and days
- c. Number of meetings per year
- d. Special events and/or fund-raising

#### **ARTICLE IV – REPRESENTATION**

##### Section 1. Explanation of Chapter Delegates and Responsibilities at Conventions

- a. Selection of delegate and alternate
- b. Chapter delegate and duties
- c. Chapter alternate and duties

#### **ARTICLE V – AMENDMENTS**

Bylaws can be amended at any regular meeting by a two-thirds (2/3) vote, *provided* that the proposed amendment has been submitted in writing at the previous meeting or earlier. Prior notice *must* be given in advance to the membership before the bylaws can be amended.