

THE KIWI CLUB BYLAWS

ARTICLE I - NAME

The name of this organization shall be The Kiwi Club.

ARTICLE II - OBJECT AND POLICY

Section 1. Object

This organization shall endeavor to bring about by united effort the closer fellowship of its members and to encourage participation in charitable activities.

Section 2: Policy

This organization shall be noncommercial, nonsectarian, and nonpartisan.

ARTICLE III - MEMBERSHIP AND CHAPTER AFFILIATION

Section 1: Membership

The membership shall consist of former and current American Airlines Stewardesses/Flight Attendants and former Stewardesses/Flight Attendants of airlines acquired by or merged with American Airlines who are members of local affiliated chapters or members at large (MAL) and shall include former and current (non-contracted) Flight Attendants of American Eagle, now Envoy.

A. Chapter Membership Classification

(1) Active members shall be those who pay dues as determined by their chapter, shall be listed on the chapter roster, shall be entitled to all privileges of the chapter, shall receive all national mailings, shall be eligible to attend national conventions, shall have delegate vote representation at the convention or delegates' meetings, and shall be eligible to run for national office.

B. Membership at Large

- (1) Former and Current American Airlines Stewardesses/Flight Attendants and former Stewardesses/Flight Attendants of airlines acquired by or merged with American Airlines who live in areas not having an affiliated chapter, or who do not choose to join an affiliated chapter, shall be eligible to become members at large (MAL).
- (2) Members at large in good standing (those who pay their national dues) shall receive all national mailings, shall be eligible to attend national conventions, shall have delegate vote representation at the convention or delegates' meetings, and shall be eligible to run for national office.
- (3) A member at large who desires to become a member of an affiliated chapter may do so at any time; any paid national dues shall be honored by the chapter and national for the current two-year period.
- (4) Membership at large shall be administered by the National Executive Board.

C. Honorary Membership

- (1) **National Honorary Membership** may be conferred upon an individual deemed deserving of special recognition of her/his outstanding contribution to The Kiwi Club and who is not otherwise eligible for membership in The Kiwi Club.
 - a. To effect *National* Honorary Membership, the name and qualifications of a proposed individual shall be submitted in writing to the National Executive Board. Upon unanimous approval of the Executive Board, the proposal shall be sent to the delegates at least sixty (60) days prior to the national convention/delegates' meeting. A unanimous vote of the delegates shall be required.
 - b. All privileges of The Kiwi Club shall be extended to *National* Honorary Members except those of voting and holding office. They shall not pay dues.
- (2) **Chapter Honorary Membership** may be conferred upon an individual deemed deserving of special recognition of her/his outstanding contribution to The Kiwi Club and who is not otherwise eligible for membership in The Kiwi Club.
 - a. The name and qualifications of the proposed individual shall be certified by two-thirds (2/3) of the active chapter members. If approved, the petition shall then be submitted in writing to the National Executive Board for their approval.
 - b. All privileges of the chapter shall be extended to Chapter Honorary Members except those of voting and holding office. They shall not pay national dues inasmuch as they are not members of The Kiwi Club.

D. Life Membership

- (1) In addition to the first four American Airlines Stewardesses upon whom Life Membership was conferred at the 1954 national convention, the following Kiwis shall be eligible for such membership:
 - a. Past National President after completing service as an active Advisor.
 - b. Members who have provided outstanding inspiration and guidance to further the prestige and development of The Kiwi Club. Name and qualifications of candidates for Life Membership must be submitted in writing to the National Executive Board at least sixty (60) days prior to the national convention/delegates' meeting. Unanimous vote of the delegates at convention/delegates' meeting shall be required to confer this membership.
- (2) Life Members shall be entitled to all privileges of The Kiwi Club and of their respective chapters. They shall not pay dues.

Section 2: Chapter Affiliation

A minimum of five (5) members in good standing who desire to further the object of the organization may, with authorization of the National Executive Board, form a chapter of The Kiwi Club in a given locality.

A. The potential chapter shall submit the following:

(1) Application for Affiliation, which shall contain:

- a. A resolution stating a majority of potential chapter members voted for chapter affiliation,
- b. A certified statement that all potential chapter members are former or current American Airlines Stewardesses/Flight Attendants, including former Stewardesses/Flight Attendants of airlines acquired by or merged with American Airlines.
- c. The signature of the potential chapter president.

(2) An accurate list of names, addresses, and membership classification (Active, Life) of all potential chapter members.

(3) Two (2) copies of potential chapter's bylaws said bylaws to be in conformity with the National Bylaws of The Kiwi Club.

(4) A check in the amount to cover a full term (two years) per capita dues of the potential chapter. Two (2) years per capita national dues to cover a full term shall then be payable again by November 1st of the even-numbered years.

B. The National President shall review the Application for Affiliation for accuracy of the specified requirements and, if all requirements are met, shall present the application to the National Executive Board for approval.

(1) A Certificate of Affiliation shall be signed by the National President and National Secretary and sent to the president of the new chapter.

(2) The approved Application for Affiliation, roster of charter members, and the approved chapter bylaws shall be stored in the National Archives. The National Secretary will maintain an up-to-date Chapter Affiliation List.

C. In the event of the chapter's dissolution, the Certificate of Chapter Affiliation and all property belonging to The Kiwi Club shall be returned to the National President immediately.

ARTICLE IV - DUES

Section 1: Dues

The national per capita dues of fifty dollars (\$50.00) shall be collected biennially and paid to the national organization. Any change in dues must come before the delegates at convention or delegates' meeting.

A. Dues shall be paid by November 1st of each even-numbered year for the coming two (2) years and shall be delinquent thirty (30) days thereafter.

(1) A reminder shall be sent by the National Executive Board to each member prior to the due date.

(2) Chapter members shall pay national dues to their chapter treasurer, who will remit the total per capita amount to the National Treasurer.

(3) Name, address, and national dues of new members shall be sent to the National Treasurer immediately upon receipt of same.

(4) Members at large shall pay national dues directly to the National Treasurer.

B. A new member, one who has never before been a Kiwi, joining after September 1st of the odd-numbered year, shall pay one-half of the established dues. At the time of the next regular dues collection, they shall pay the full amount of the established dues.

ARTICLE V - OFFICERS AND THEIR ELECTION

Section 1: Officers

The officers of this organization shall be a President, Vice President, Second Vice President, Secretary, Treasurer, and Past

President/Parliamentarian **Section 2: Eligibility**

A. A candidate for the office of National President shall have served at least one term on the National Executive Board.

B. A candidate for national office shall be an active member of an affiliated chapter or a member at large in good standing at the time of consideration and shall have been a Kiwi *for a minimum of* one year.

C. Officers shall be elected to serve a two (2) year term.

D. The outgoing National President shall automatically assume the office of Past President/Parliamentarian.

Section 3: Nomination and Election

A. A Candidate Review Committee shall be composed of five (5) members, two (2) Members from the National Executive Board, and three (3) from the general membership, no more than one (1) from a single chapter. The committee members shall be appointed by the National Executive Board at least sixty (60) days prior to a convention or delegates' meeting. The National Past President/Parliamentarian shall act as consultant and/or overseer of this committee but will not be a committee member. Should the National Past President/Parliamentarian not be available for this responsibility, the sitting National President will appoint a representative to oversee the committee.

(1) The Candidate Review Committee shall present the slate of candidates, all of whom shall have previously submitted in writing their qualifications and consent to run for office by the prescribed deadline.

B. Should there be more than one candidate for a specific office, the election shall take place by ballot. A majority vote of the delegates present at convention or delegates' meeting shall be required for election. In the event of no majority vote, a run-off vote shall be taken for the two (2) candidates receiving the highest number of votes. Should there be but one candidate for an office, election shall be by voice.

C. Elected officers shall be officially installed at the close of convention or delegates' meeting and shall assume their official duties at that time.

D. National officers shall be incumbent until their successors are installed at the following convention or delegates' meeting.

Section 4: Vacancies

A. Should the office of National President become vacant because of death or incapacitation to such an extent that she/he is unable to carry out the duties of National President as outlined herein or is otherwise unable to fulfill her/his obligations as such, the presiding Past President/Parliamentarian will assume the office of President until such time as the sitting President is again available or until the end of the term, whichever comes first.

(1) At the end of the subject term, if the Past President/Parliamentarian has fulfilled that term in place of the sitting National President, she/he will then hold the position of Past President/Parliamentarian and sitting Advisor in the upcoming term.

(2) If, however, the Past President/Parliamentarian cannot assume the position of the absent National President, she/he shall serve in the office of National President only until the National Executive Board confers, at which time a successor to the office of National President shall be named through unanimous appointment at the discretion of the National Executive Board. The Past President/Parliamentarian would then assume her/his duties as originally stated.

B. All other vacancies shall be filled through appointment by the National Executive Board.

(1) If, at any time following convention, the National President determines a national officer is not properly executing her/his duties as outlined, the National President shall have the option, with a majority vote of the National Executive Board, to request the resignation of that officer.

(2) If, for any reason, an officer is unable to continue in the elective position, a resignation shall be tendered to the National President.

(3) If, for any reason, there is no candidate in an election for an office or offices on the National Executive Board, the incoming National President shall have the authority to appoint a member or members to fill the vacancy or vacancies. This appointment shall be for the duration of the two-year term.

ARTICLE VI - DUTIES OF OFFICERS

Section 1: President

The President shall preside at all national meetings of the organization, and the National Executive Board, shall act as head of the organization and superintend all activities thereof, shall be the ex-officio member of all committees except the Candidate Review Committee, and shall appoint and supervise such committees as she/he deems necessary to conduct the business of the organization unless otherwise specified in these Bylaws.

A. Shall receive copies of all correspondence pertaining to the national organization.

B. Shall process potential chapter Applications for Affiliation as directed in Article III, Section 2.

C. Shall issue and have mailed to each affiliated chapter an official call to all national meetings at least sixty (60) days prior to such meetings.

Section 2: Vice President

The Vice President shall function as the official National Membership, Chapter Formation, and Members at Large Chairs.

A. **National Membership Chair:** As such, shall be responsible for public relations and getting The Kiwi Club's name and charitable activities before the public. In performing this duty, she/he shall be in contact with the media, including television, radio, newspapers, and magazines. She/he will be responsible for actively recruiting new members, including the newly retired American Airlines Flight Attendants, as well as on-line Flight Attendants. She/he will also be responsible for contacting by phone, email, and letters those members who have not renewed their membership, making every effort to bring them back to the Club.

B. **k Formation Chair:** As such shall be alert to potential chapter formation in areas where a nucleus of members at large and/or relocated chapter members are situated. She/he shall seek these members out and promote the formation of a new chapter or reforming a defunct chapter. She/he shall provide guidance and materials in forming all new chapters.

C. **Member at Large Chair:** As such, shall extend membership invitations to potential members at large and shall be the direct liaison between them and the National Executive Board. She/he shall keep members at large informed of Kiwi events and meetings being held in their areas and shall encourage chapters to extend invitations to these members at large for all such meetings and events.

Section 3: Second Vice President

The Second Vice President shall function as the Database Coordinator.

A. She/he shall receive all changes of address and other pertinent changes from Members and make the needed corrections, changes, additions, or deletions.

B. She/he shall supply list of names and addresses for official mailings of The Kiwi Club.

C. She/he shall update all pertinent lists and forward as requested.

Section 4: Secretary

The Secretary shall take and keep a permanent record of minutes of all national meetings and National Executive Board meetings.

A. The approved Application for Affiliation, roster of charter members, and the approved chapter bylaws shall be kept in the National Archives. The Secretary will maintain a permanent, updated Chapter Affiliation List in her/his files.

Section 5: Treasurer

The Treasurer shall receive all funds due the organization and pay out funds as authorized by the organization, shall keep an accurate record of receipts and expenditures, and present a Statement of Account at each National Executive Board meeting and convention/delegates' meeting.

A. In the name of the organization, she/he shall sign all checks and deposit all moneys of the organization in a bank designated by the National Executive Board.

B. She/he shall submit all accounts for examination at the conclusion of each term.

Section 6: Past President/Parliamentarian

The Past President/Parliamentarian shall be the authority of the interpretation of the National Bylaws and on questions of procedure using Robert's Rules of Order, Newly Revised, as a guide for rulings not covered by these Bylaws.

Section 7: Officers

Inasmuch as National Executive Board members often rely on each other in performing their individual jobs and duties, these jobs and duties shall be interchangeable as needed and at the discretion of the sitting National Executive Board. All officers shall update the National Officers Manual at the end of the term and shall keep a pertinent file to pass on to her/his successors.

ARTICLE VII - NATIONAL EXECUTIVE BOARD

Section 1: The National Executive Board shall consist of the national officers.

Section 2: Duties

It shall be the function of the National Executive Board to transact all necessary business of the organization between scheduled national meetings. The duties shall be as follows:

A. To approve the plans and work of appointed committee chairs.

B. To approve potential chapters' Applications for Affiliation.

C. To appoint the Candidate Review at least sixty (60) days prior to a convention or delegates' meeting.

D. To prepare and submit for approval at each convention or delegates' meeting an estimated operating budget for the ensuing two- (2) year period.

E. The National Executive Board has the authority, without coming before the general membership, to change Standing Rules. Any additions, amendments, or deletions shall require the unanimous approval of the sitting National Executive Board to be in effect. It is understood that any Standing Rules approved by the National Executive Board shall not be in conflict with the Club's Bylaws.

Section 3: Meetings

The National Executive Board shall meet at the call of the National President or upon the request of a majority of members of the Board. Otherwise, they shall ballot by mail on the proposals submitted to them by the National President. A quorum shall consist of a majority of the members of the Board.

ARTICLE VIII - CONVENTIONS

Section 1: Time and Site

A national convention of the organization shall be held biennially in the even-numbered years. Should a chapter or chapters fail to submit a bid for convention, the National Executive Board shall decide whether to proceed with a convention held under the auspices of the National Executive Board and without a host chapter, or to hold a national delegates' meeting in its stead at a site chosen by the Board.

Section 2: Business

A. The convention's business shall be conducted by delegates.

B. The delegates at a convention or delegates' meeting shall consider and authorize for action a program, elect national officers, adopt an operating budget for the ensuing two-year period, and transact such other business as may be presented. A delegate or alternate may not be a member of the current National Executive Board, nor represent more than one chapter.

(1) Each affiliated chapter may choose one (1) delegate and one (1) alternate delegate to represent their chapter. They shall be active members of that chapter.

(2) Members at large shall choose one (1) delegate and one (1) alternate delegate during a caucus held by members at large in attendance at convention or delegates' meeting.

- (3) Each affiliated chapter president shall send the names of the chosen delegate and alternate delegate to the National President at least thirty (30) days prior to the convention or Delegates' Meeting.
- (4) Only delegates or substituting alternates from both chapters and membership at large shall have voting privileges at conventions or delegates' meetings.
- (5) The delegates and alternate delegates shall attend all business sessions. The alternate delegates shall be available for discussion with their respective chapter delegates if necessary.
- (6) A majority of the voting delegates or substituting alternate delegates present at any business session of a convention or delegates' meeting shall constitute a quorum.
- (7) The names of the member at large delegate and alternate delegate shall be submitted to the National President prior to the Call to Order at the delegates' meeting.

ARTICLE IX - AMENDMENTS

The National Bylaws of this organization may be amended at any Kiwi Club national convention or delegates' meeting by two-thirds (2/3) vote of the delegates present, provided the proposed amendments have been sent by the National Executive Board to the presidents of all affiliated chapters sixty (60) days prior to the convention or Delegates' Meeting.

ARTICLE X - EMBLEM

The official emblem of this organization shall be the specific one, the Kiwi bird, adopted at the first delegates' meeting.

ARTICLE XI - CHAPTER ELECTIONS

Affiliated chapters shall hold elections in March through May for the purpose of uniformity.