



## THE KIWI CLUB CHAPTER NAME CHANGE PROCEDURES

When a new chapter of The Kiwi Club is formed, the chapter members select a name which they feel relates to their area. That chapter name becomes officially affiliated by the National Executive Board in support of the National Bylaws (Article III, Section 2). It is then added to the list of other chapters.

However, once affiliated and chartered, there may be instances when the original name no longer applies to the area or members wish to change the name to one they deem more appealing. In order to make the name change, established procedures must be used to receive approval for the change. The following procedures are necessary in order to make a name change of a chapter:

1. After a majority vote of chapter members to change the name, the chapter president submits the request in writing to the National President, stating the name change and reasons for the change.
2. The National President will bring the matter to the attention of the Executive Board whereby a majority vote for approval is needed to make the name change official. This official action is recorded in the published official minutes of the Executive Board.
3. The chapter's original Certificate of Affiliation is returned by the chapter to the National President for processing. A new certificate will be issued and forwarded to the chapter president bearing the new name, the date of approval, and the signatures of the National President and National Secretary.
4. Once approved, the chapter president should notify any relevant state officials regarding the change of name so that changes can be made on the chapter's state charter as applicable.
5. The chapter bylaws should then be revised to incorporate the new name, and a copy of the revised bylaws sent to the National Parliamentarian and to local chapter members.
6. The chapter name-change file is maintained by the Executive Board, and all correspondence lists are revised and a new chapter delegate place card made for convention business meetings.
7. It is recommended that the chapter adopting the name change submit a local press release, along with a recruitment message, to the local newspaper.