

BYLAWS

KIWANIS CLUB OF HIGH POINT

ARTICLE I.

OFFICIAL NAME

Section 1. This organization shall be known as Kiwanis Club of High Point, North Carolina. This name shall not be changed unless permission shall first have been obtained from the Board of Trustees of Kiwanis International.

ARTICLE II.

OBJECTS

Section 2. The Objects of this club shall be:

To give primacy to the human and spiritual, rather than to the material values of life.

To encourage the daily living of the Golden Rule in all human relationships.

To promote the adoption and application of higher social, business, and professional standards.

To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.

To provide, through this club, a practical means to form enduring friendships, to render altruistic service, and to build a better community.

To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and good will.

ARTICLE III.

MEMBERSHIP AND CLASSIFICATION

Classes of Membership:

Section 1. Membership in this club shall be primarily of the active class as herein defined. There may be only two (2) other classes of membership, viz., senior and honorary.

Section 2. Membership in this club shall not be granted to anyone who holds membership (other than honorary) in any other chartered Kiwanis club or service club of like character.

Section 3. The active members of this club shall represent a cross section of occupations in the community in which this club is located. To promote this objective, the number of active members in any one classification shall not exceed twenty percent (20%) of the total active membership.

Section 4. Membership in this club is limited to persons over eighteen years of age who satisfy the qualifications for either active membership, senior membership, or honorary membership.

Qualifications for Active Membership:

Section 5. (a) An active member must be a person of good character and community standing who resides or has other community interests within the area of this club.

(b) An active member must be a person engaged in a recognized business, agriculture, vocation, trade or institutional or professional career, or who, having been so engaged, has retired.

(c) An active member must pay a membership fee and annual membership dues and shall be entitled to the privileges of this club.

(d) A person of good character is any person who adheres to standards of good conduct in his or her community and believes in and subscribes to the Objects of Kiwanis International as set forth in Article II of these bylaws.

(e) Any reference to gender in any provision of these bylaws shall mean any person irrespective of the gender otherwise specified in any such provisions.

Qualifications for Senior Membership:

Section 6. (a) Any active member of this club who shall have been an active member in good standing of one or more Kiwanis clubs for not less than ten (10) years, who is unable to meet attendance requirements because of health, business, or other extenuating circumstances, and who shall have met such other conditions as may be prescribed by this club in its bylaws, may be elected a senior member upon making written application.

(b) A senior member must meet the standards of attendance and participation as set forth by the club Board of Directors. A senior member must pay annual membership dues and shall be entitled to all privileges of the club.

(c) The Board of Directors of this club shall review the list of senior members not less than once each year and shall have authority, for such reasons as seem adequate, to terminate any such members' senior membership, or to reinstate any such

members as active members.

Qualifications for Honorary Membership:

Section 7. (a) Any person who has performed some distinguished public service may be elected an honorary member of this club (of which he/she is not an active or senior member) for a period of one (1) year and thereafter may be reelected annually.

(b) An honorary member shall pay neither membership fees nor annual membership dues and shall be entitled to all privileges of the club except those of voting and holding office. He/she shall be a paid subscriber to the Kiwanis magazine.

ARTICLE IV.

ADMISSION TO MEMBERSHIP AND RESIGNATION

Section 1. Prospective active members shall be considered for membership under the following procedure:

(a) Prospective members may be considered only by invitation from two (2) active members in good standing.

(b) An invitation for Membership shall be submitted to the Secretary or the Committee on Membership on which shall appear the endorsement of at least two (2) members in good standing.

(c) Invitations for membership shall be reviewed by the Membership Committee for investigation and submitted to the Board of Directors with the recommendation of the Membership Committee as to what action shall be taken.

(d) Members shall be elected by at least two-thirds (2/3) of the directors present at a meeting of directors at which a quorum is present.

(e) Upon election by the Board of Directors new members shall be personally notified concerning the action of the board and the membership fees shall then be payable.

Section 2. Senior and honorary members shall be elected by a majority vote of the entire Board of Directors

Section 3. Any member may resign from this club provided that all his indebtedness to the club has been paid. The resignation shall be submitted in writing to the Board of Directors, and shall become effective when accepted by the board.

ARTICLE V.

DISCIPLINE

Section 1. Any active or senior member three (3) months in arrears in the payment of dues and/or other financial obligations shall, at the direction of a majority vote of the entire Board of Directors, stand suspended and shall be so notified in writing by the Secretary. Such member may by paying all arrears and making application for reinstatement to the Board of Directors within thirty (30) days after receiving written notice of suspension, be reinstated by majority vote of the entire Board of Directors.

Section 2. The Board of Directors shall review semi-annually the individual active membership of this club based on the following criteria: regular attendance at club meetings, which is vital to the successful functioning of the club; and individual membership participation in club activities.

(a) The Board of Directors shall then measure the personal involvement and attendance at regular club meetings of each active member. At the discretion of the Board of Directors any active member who, without justification, shall fail to regularly attend club meetings or actively participate in the activities of this club, shall, at the direction of a majority vote of the entire Board of Directors, stand suspended and shall be so notified in writing by the club Secretary.

(b) Any senior member who, without justification, shall fail to meet the standards of attendance and participation set forth by the Board of Directors shall, at the direction of a majority vote of the entire Board of Directors, stand suspended and shall be so notified in writing by the Secretary.

(c) Upon making written application for reinstatement within thirty (30) days next succeeding receipt of notice of suspension, an active or senior member suspended under the provisions of this section may be reinstated by majority vote of the entire Board of Directors.

Section 3. The membership of all suspended active and senior members who fail to obtain reinstatement under the provisions of Section 1 or Section 2 as the case may be shall be terminated without further action.

Section 4. Any member charged with conduct unbecoming a Kiwanian and against whom such charges are sustained after due and proper hearing before the Board of Directors, may be expelled from membership by a two-thirds (2/3) vote of the entire Board of Directors. All complaints shall be referred to a special committee appointed for the purpose of making an investigation, report and recommendation before any action is taken on such charges by the Board of Directors.

Section 5. Any person whose membership in this club has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the club and all rights to the use of the Kiwanis name, emblem, or other insignia.

ARTICLE VI.

OFFICERS

Section 1. The officers of this club shall be the President, Immediate Past President, President-elect, Vice President, Treasurer and Secretary. If in any year the Immediate Past President ceases to be an active or senior member of this club, the active or senior member who served as President of this club most recently shall serve as Immediate Past President during the remainder of that year.

Section 2. Each officer shall be an active or senior member in good standing. No offices other than those of Secretary and Treasurer shall be combined in one person and no person shall simultaneously serve as an elected director and an officer.

Section 3. All officers shall enter upon their official duties on the first day of October of each year and shall serve for a term of one (1) year or until their successors shall be duly elected and qualified.

Section 4. The duties of the officers shall be as follows:

(a) The President shall be the executive officer of the club, preside over all meetings of the club and the Board of Directors, be an ex officio member of all standing and special committees, present the views of the club to the district and perform a like function for the district in relation to the club, promote the growth of Kiwanis in adjacent territory, cooperate with any sponsoring committee of the club, act as one of the delegates of the club to the district and international convention and perform such other duties as usually pertain to the office of President.

(b) The President-elect shall, in the absence of the President, preside at all meetings of this club and of the Board of Directors, perform such other duties as usually pertain to that office or as may be assigned by the President or the Board of Directors, act as one of the delegates of the club to the district and international convention and attend the training conference for club president.

(c) The Vice-President shall perform such duties as are assigned by the Board of Directors.

(d) The Treasurer shall receive all funds paid to this club, deposit such funds in official depositories, make disburse-

ments on order of the Board of Directors and sign all checks. The accounts and books shall at all times be open to the inspection of the President, the Board of Directors, and any authorized auditors. The Treasurer shall present all bills to the Board of Directors for approval. The Treasurer shall make a report at the annual meeting of the club and at such other times as the President or Board of Directors may require.

(e) The Secretary shall after election but before taking office attend the training conference for club Secretaries. The Secretary shall keep the records of membership, attendance, and membership fees and dues, and minutes of the meetings of this club, Board of Directors, and committees; submit reports to the annual meeting of the club and at such other times as the President or the Board of Directors may require; submit to the proper officials and committees or to the club all communications received from Kiwanis International and the district; and submit all official reports required by the International and district organizations.

(f) The Immediate Past President shall perform such duties as may be assigned from time to time by the Board of Directors.

ARTICLE VII.

BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the officers and ten (10) elected directors.

Section 2. Each director shall be an active or senior member in good standing.

Section 3. All new directors (except directors elected to fill unexpired terms) shall enter upon their official duties on the first day of October of each year and shall serve for a term of two (2) years. The ten (10) elected directors shall be divided into two (2) equal classes with five (5) new directors elected each year.

Section 4. The Board of Directors shall determine the policies and activities of the club, elect and discipline members, approve the budget, approve all bills, take counsel with committees, and have general management of the club.

Section 5. The Board of Directors shall meet regularly at least once each month and at the call of the President, or by call of a majority of the Board of Directors. The committee chairmen shall by invitation meet with the Board of Directors in joint session.

Section 6. A quorum of the Board of Directors shall be a majority.

Section 7. No action of the Board of Directors shall be valid in the absence of a quorum.

ARTICLE VIII.

COMMITTEES

Section 1. The basic committee structure shall include the following standing committees:

- a. Achievement
- b. Attendance
- c. Community Services
- d. Education
- e. House
- f. Interclub
- g. International Relations
- h. Major Emphasis
- i. Membership
- j. Music
- k. New Members
- l. Program
- m. Fund Raising
- n. Publicity
- o. Reception
- p. Sponsored Youth
- q. Support of Spiritual Aims
- r. Vocational Guidance

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. The Board of Directors may in its discretion delete, combine, or expand the committee structure by creating other standing committees so as to enable the club to function more effectively. 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 who shall serve for a term of one (1) year, commencing on the first day of October. All committee members shall be appointed by the President and shall be subject to removal by him. Each committee shall be responsible to the President and shall make such reports as the President may direct.

Section 5. Special committees may be appointed by the President and shall perform such duties as may be defined in their creation.

ARTICLE IX.

DUTIES OF STANDING COMMITTEES

Section 1. The Committee on Achievement shall prepare and file consistently with rules formulated by Kiwanis International a report of the club's achievement during the year.

Section 2. The Committee on Attendance shall promote full attendance at all club meetings and shall communicate with members whose attendance is unsatisfactory for the purpose of improving such members' attendance record.

Section 3. The Committee on Community Services shall study all requests for and recommend all disbursements of funds through Kiwanis Boys and Girls, Inc. to be given to service and/or charitable groups in need and in conformity with the objects of Kiwanis International. The committee shall also study, devise, and suggest methods and means whereby this club can render effective community services.

Section 4. The Committee on Education shall be responsible for educating all members as to their opportunities and responsibilities in Kiwanis. The Committee will also be responsible for an orientation session to be given to each new member. This orientation session shall be held as often as needed. No person may become a member without attending an orientation session.

Section 5. The Committee on House shall provide effective meeting facilities for weekly meeting of the club. Areas of responsibility include making all arrangements for the place to hold club meetings, checking facilities, seating, menus, banner, flag, gifts to speakers, etc.

Section 6. The Committee on Interclub shall devise ways and means of developing through interclub visits the spirit of fellowship between the members of this and other Kiwanis clubs in order to exchange successful club methods, increase the spirit of the entire organization and create a better inter-community spirit.

Section 7. The Committee on International Relations shall recommend methods of implementing objectives relating to the development of friendship between nations and increasing understanding by residents of one country of the way of life, problems, and aspirations of the people of other nations. It shall recommend the methods by which such purposes may be accomplished and, when these methods have been approved by the Board of Directors, shall seek to carry out such methods and programs.

Section 8. The Committee on Major Emphasis shall study, devise, and suggest methods and means to implement the current Major Emphasis Program(s) of Kiwanis International.

Section 9. The Committee on Membership shall devise ways and means of maintaining an adequate membership of such standards as are provided in these bylaws. The committee shall consider all proposals for membership and shall submit its recommendations to the Board of Directors.

Section 10. The Committee on Music shall be responsible for music at the weekly meeting and also on special occasions such as the Valentine program.

Section 11. The Committee on New Members shall assist all new members (those having been a member less than a year), making them feel welcome, introducing them to fellow members and answering questions that may arise.

Section 12. The Committee on Program shall arrange a program for every regular meeting of this club as far in advance as possible, cooperating with the Board of Directors and other committees of this club to the end of diversifying and coordinating programs with club activities and shall at the same time carry out the principles, objectives and ideals of Kiwanis International.

Section 13. The Committee on Fund Raising shall be responsible for planning and coordinating events during the year to raise money for Kiwanis Boys and Girls, Inc.

Section 14. The Committee on Publicity shall consider such public and business matters as being worthy of and consistent with the purpose of Kiwanis. The committee shall also promote the club and its activities by reporting newsworthy events of the club to the local newspapers and television stations, Kiwanis Magazine and other forms of media as warranted.

Section 15. The Committee on Reception shall greet all members as they arrive at meetings, keep all name badges up to date and make arrangements for the proper reception and introduction of visiting Kiwanians and other guests.

Section 16. The Committee on Sponsored Youth shall devise ways and means to establish Key Clubs in high schools and Circle K Clubs in the universities and colleges within the territorial limits of this club and shall encourage and promote the activities of all Key Clubs and Circle K Clubs sponsored by this club.

Section 17. The Committee on Support of Spiritual Aims shall cooperate with religious leaders and groups in the community to create greater individual and public consciousness of the importance of religious and spiritual values and shall urge each member of this club to support by precept and example the work of his own church in his own community. The committee shall also be responsible for appointing a member of the club to have the invocation at each regular meeting.

Section 18. The Committee on Vocational Guidance shall develop ways and means of assisting in the guidance of youth and adults in the selection of proper and suitable vocations. The committee shall also be responsible for selecting nominees for any scholarship funds made available by the club and make recommendations to the Board of Directors concerning the nominees and scholarships.

ARTICLE X.

MEETINGS

Section 1. This club shall hold a weekly meeting on such day and at such time and place as shall be determined by the Board of Directors. It may hold such other meetings as the Board of Directors or membership may determine. The regular weekly 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 2. The annual meeting of this club shall be the first regular weekly meeting 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 and senior members of the club shall constitute a quorum.

ARTICLE XI.

NOMINATION AND ELECTION OF OFFICERS

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

Section 2. Voting shall be by ballot if more than one candidate is nominated and shall not be cumulative. Only active and senior members present and in good standing may vote. There shall be no voting by proxy.

Section 3. At a regular meeting of the club at least five (5) weeks prior to the date of the annual meeting, the President shall appoint a committee to be known as the Nominating Committee. This committee shall consist of the five (5) most Immediate Past Presidents who are currently active or senior members of the club. The committee shall be chaired by the most Immediate Past President. The duties of this committee shall be to make nominations, with consent of those nominated, and to prepare a ballot for the election of such officers and directors, except the President and Secretary.

Section 4. At least five (5) weeks before the annual meeting the Nominating Committee shall submit to the membership a preferential ballot containing the names of all active and senior members whereby members may submit recommendations for officer

and director candidates. Such preferential ballots shall be advisory only and the results shall not be binding upon the nominating committee.

Section 5. 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 and shall submit a list of nominees not exceeding two (2) in number for each office to be filled and a list of nominees for directors not exceeding the number of directors to be elected plus three (3). At least one (1) week before the annual meeting, nominations from the floor of a regular meeting of the club may be made for any office or for director. Nominations so made, together with the list submitted by the Nominating Committee, shall be the list of nominees submitted to the club for an election of officers and directors.

Section 6. If a ballot is required on the day of the annual meeting the President shall appoint a committee to be known as the Committee on Elections 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 the same to the club. A majority of all votes cast shall be necessary for election to any office. In the event that any ballot does not result in a majority vote for any nominee for any particular 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 7. If the names of more than the number of directors to be elected are placed in nomination, the persons who receive the highest vote up to the number to be elected shall be declared to be elected.

Section 8. The Secretary shall be elected within two (2) weeks after the annual meeting by the officers and directors who comprise the Board of Directors for the succeeding year.

Section 9. In the case of a vacancy in the office of the President, the President-elect shall succeed to the office as President and serve for the remainder of the unexpired term and one (1) additional year. In the case of a vacancy in the office of the President-elect, Treasurer, or Director, the vacancy shall be filled by the club at a regular meeting, upon one (1) week's notice of nomination or nominations by the Board of Directors. In the case of a vacancy in the office of the Secretary, the vacancy shall be filled by the Board of Directors.

Section 10. In the event, after the election and prior to October 1, of disability or inability of an officer-designate,

except the Secretary, or of a Director-designate to serve for the term for which he was elected, the vacancy shall be filled by the club at a regular meeting, upon one (1) week's notice of nomination or nominations by the Board of Directors-designate. In case of a vacancy in the office of the Secretary for the following year, the vacancy shall be filled by the Board of Directors-designate.

Section 11. Nothing contained in this article shall be construed as limiting the right to make further nominations from the floor.

ARTICLE XII.

INTERNATIONAL AND DISTRICT OBLIGATIONS

Section 1. In full recognition of the values of International and district fellowship and cooperation available to this club and its members through its privileges and rights of participation in the government and activities of Kiwanis International and the district with which is it affiliated, it is hereby declared a major policy of this club to exercise fully those privileges and rights and to discharge promptly and fully all obligations imposed upon it by the Constitution and Bylaws of Kiwanis International and by the district bylaws.

Section 2. The Board of Directors shall provide for the prompt review, approval, and forwarding of all reports required or requested by Kiwanis International and by the district.

Section 3. The Board of Directors shall provide for the prompt payment of all dues and other obligations to Kiwanis International and to the district.

Section 4. Delegates and alternate delegates to all conventions of Kiwanis International and of the district at which this club is obligated to be represented shall be elected by this club at dates sufficiently in advance of such meetings to comply with the Bylaws of Kiwanis International and the district bylaws. Provision for the expense of such representation shall be made by the Board of Directors in making the financial budget of this club. The Board of Directors shall also provide for the proper representation at any other International and district meeting of Kiwanis in which this club has the privilege of participation.

ARTICLE XIII.

OFFICIAL PUBLICATION

Section 1. In conformity with Article XIII of the Constitution of Kiwanis International, the club hereby makes it a condition of membership that each of the active, senior, and honorary members shall become and remain a bona fide paid subscriber to

the official publication of Kiwanis International for the duration of his or her membership. Such subscription price shall be collected by this club from each member as a part of the regular dues and forwarded to the Secretary of Kiwanis International.

Section 2. This club shall act as the agent of its member subscribers to the official publication, shall enter such subscriptions in its books in a special subscription account and shall forward the subscription price of the official publication to the Secretary of Kiwanis International.

ARTICLE XIV.

PUBLIC ACTIVITIES

Section 1. The club shall seek by fair discussions at its meeting and in other ways to keep its members informed on all questions of public importance and proposed legislation affecting the community, state, province, or nation in which this club is located.

Section 2. This club shall have the right, and it shall be its duty, from time to time to give expression by proper means of its attitude on such public questions and such proposed legislation, provided that no other Kiwanis club is thereby affected.

Section 3. When any other Kiwanis club is affected by any such public questions or such proposed legislation, this club may refer this with favorable or unfavorable recommendation to the Kiwanis district, if only a club or clubs within the district are affected; and to Kiwanis International if a club or clubs outside the district are affected. After action in such matter by the district and Kiwanis International respectively, this club may give expression to its attitude, provided that such action is consistent with that of the district or Kiwanis International.

Section 4. No action on any public question or proposed legislation shall be taken by this club until the same shall first have been submitted to the Committee on Community Services and the recommendations of the committee have been received and considered by the Board of Directors.

Section 5. This club shall not be used in any way for political purposes nor shall it, as a club, actively participate in the political candidacy of any person.

ARTICLE XV.

REVENUE

Section 1. The membership fee as set by the Board of Directors and approved by the members shall be payable upon election to membership.

Section 2. The annual dues are presently \$280.00, payable quarterly. The Board of Directors may, but only with the approval of the members, increase or decrease the annual dues for such purposes as it may determine are in the best interests of the club and its members.

Section 3. Revenue from sources other than those defined in this article may be raised as determined by the Board of Directors and approved by a two-thirds (2/3) vote of the active and senior members present at any regular meeting of this club, provided written notice shall have been given the members at least two (2) weeks prior to such meeting.

Section 4. Monies received from fund raising projects in which the public participates, or from members or others, for the service activities sponsored by this club shall be segregated from the administrative funds of this club; shall be used only for charitable, educational, religious, and eleemosynary activities of the club; and shall be held and administered by Kiwanis Boys and Girls, Inc.

ARTICLE XVI.

FINANCE

Section 1. Not later than the fifteenth day of October a budget of estimated income and expenditures for the year shall be adopted by the Board of Directors.

Section 2. This club's books of account shall be audited at least once each year. The auditors shall be named by the Board of Directors.

Section 3. The Board of Directors shall determine the official depository or depositories.

Section 4. In case of the inability of persons designated to sign checks to perform their functions, the Board of Directors shall designate those who shall act as substitutes.

Section 5. In the event that the club goes on non-meeting status or is dissolved, or otherwise ceases operations, and there are funds or other club assets remaining after club obligations are paid, and the last Board of Directors of the club makes no provision for the distribution of these funds or other club assets, then the Treasurer shall pay over and deliver such funds and other assets to the Kiwanis International Foundation.

ARTICLE XVII.

RULES OF ORDER

Section 1. "Robert's Rules of Order" shall be the

parliamentary authority for all matters of procedures not specifically covered by these bylaws.

ARTICLE XVIII.

AMENDMENTS

Section 1. Any amendment of these bylaws, if in conformity with the Constitution and Bylaws of Kiwanis International, may be adopted by two-thirds (2/3) vote of the active and senior members present at any meeting of this club, provided written notice of the proposed amendment shall have been given the members at least two (2) weeks prior to the meeting. There shall be no voting by proxy.

ARTICLE XIX.

APPROVAL OF KIWANIS INTERNATIONAL

Section 1. Neither these bylaws nor any amendments or additions shall be effective unless approved by Kiwanis International.

Adopted _____

Approved _____

KIWANIS CLUB OF HIGH POINT

KIWANIS INTERNATIONAL

By _____
Ron D. Crowder, President

By _____

Carlos D. Hicks, Secretary