



KIWANIS CLUB OF

*Capitol Hill, Salt Lake City, Utah*

ARTICLE I

OFFICIAL NAME

Section 1. This organization shall be known as Kiwanis Club of

*Capitol Hill, Salt Lake City, Utah, 84114*

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 1. 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 three (3) other classes of membership, viz., privileged, senior, and honorary.

Sec. 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.

Sec. 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.

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

Qualifications for Active Membership

Sec. 5. (a) An active member must be a male 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 male who is engaged in an occupation in a recognized line of business, vocation, agriculture, or institutional or professional life 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 all the privileges of this club.

(d) A male of good character is a male who adheres to the standards of good conduct in his community and believes in and subscribes to the Objects of Kiwanis International. That is, he believes in giving primacy to the human and spiritual, rather

than the material values of life; he believes in treating other human beings as he would be treated himself in all human relationships; he believes in promoting the adoption and application of higher social, business, and professional standards; he desires to develop, by precept and example, a more intelligent, aggressive and serviceable citizenship; he believes in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill; and he desires to provide, through this club a practical means to form enduring friendships, to render altruistic service, and to build a better community.

Qualifications for Privileged Membership

Sec. 6. (a) Any active member of this club who, on or before July 31, 1963, shall have been elected a privileged member, may continue to be a privileged member.

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

(c) A privileged member must pay annual membership dues, and shall be entitled to all privileges of this club. He shall be excused from conformity to the attendance rule for active and senior members.

(d) No member shall be elected to privileged membership after July 31, 1963.

Qualifications for Senior Membership

Sec. 7. (a) Any active member of this club who shall have been an active member in good standing of one or more Kiwanis clubs for a number of years, not less than ten (10), and 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

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## Qualifications for Honorary Membership

Sec. 8. (a) Any ~~one~~ who has performed some distinguished public service may be elected an honorary member of this club (of which he is not an active, privileged, or senior member) for a period of one (1) year and thereafter may be reelected annually.

(b) An honorary member shall pay neither membership fee nor annual membership dues, and shall be entitled to all privileges of the club except those of voting and holding office. He 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) A Proposal for Membership shall be submitted to the Secretary or the Committee on Membership Growth and Education on which shall appear the endorsement of at least two (2) members in good standing.

(b) The proposals for membership shall be referred to the Board of Directors.\*

\*[Note—Clubs desiring to give notice to members concerning those proposed for membership (before action of the Board) may add to this section the following: "who shall inform the club members of the names of those proposed for membership which will be acted upon by the Board of Directors after a period of two (2) weeks."]

(c) At a meeting of the Board of Directors at which a quorum is present, members shall be elected by a two-thirds (2/3) vote of those present.

(d) Upon favorable action by the Board of Directors the new members shall be personally notified concerning the action of the Board and the membership fee shall then be secured.

Sec. 2. Senior and honorary members shall be elected by a majority vote of the entire Board of Directors (quorum required).

Sec. 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, privileged or senior member being two (2) months in arrears in the payment of dues and/or financial obligations shall, at the direction of the majority vote of the Board of Directors (quorum required), stand suspended and shall be so notified in writing by the Secretary. Such member upon payment of arrears and upon making application for reinstatement to the Board of Directors, may by majority vote of the Board of Directors (quorum required) be reinstated within thirty (30) days of the date of aforesaid written notice from the Secretary. In case such member be not so reinstated within thirty (30) days of aforesaid written notice from the Secretary, he shall be dropped from the membership.

Sec. 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 will 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 excuse, 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 Board of Directors (quorum required), stand suspended and shall be so notified in writing by the club Secretary.

(b) Any senior member who, without excuse, 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 Board of Directors (quorum required), stand suspended and shall be so notified in writing by the Secretary.

(c) Such member upon making application for reinstatement to the Board of Directors may, by a majority vote of the Board of Directors (quorum required), be reinstated within thirty (30) days. In case such member shall not be reinstated within thirty (30) days, he shall be automatically dropped from the membership.

Sec. 3. 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.

Sec. 4. 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 a President, the Immediate Past President, Vice-President (indicate whether one or more), a Treasurer and a Secretary.\*\* If, in any year, the Immediate Past President ceases to be an active, privileged, or senior member of this club, the active, privileged, or senior member who served as President of this club most recently prior to the immediate Past President shall automatically become Immediate Past President.

\*[Note—After their election and before their assumption of office all officers shall be known and designated by the titles of the

offices to which they have respectively been elected followed by the term "designate."]

(Alternative Section)

Section 1. The officers of this club shall be a President, the Immediate Past President, a First Vice-President, a Second Vice-President (additional numbered Vice-Presidents may be here provided for), a Treasurer and a Secretary.\*\* If, in any year, the Immediate Past President ceases to be an active, privileged, or senior member of this club, the active, privileged, or senior

member who served as President of this club most recently prior to the Immediate Past President shall automatically become Immediate Past President.

\*[Note—If desired, there may be a President-elect, an Assistant Treasurer, an Assistant Secretary or any or all of these officers.]

Sec. 2. Each officer shall be an active, privileged, 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.

Sec. 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.

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

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

(b) Any Vice-President, in the absence of the President, shall preside at all meetings of this club and of the Board of Directors. The Vice-President shall also perform such other duties as usually pertain to that office, or as may be assigned him by the President or the Board of Directors.

(Alternative Section)

(b) The First Vice-President, in the absence of the President, shall preside at all meetings of this club and of the Board of Directors. In the absence of the President and the First Vice-President, the Second Vice-President shall preside at meetings of this club and of the Board of Directors. (If there are additional

numbered Vice-Presidents, additional sentences like the immediately preceding one should be here included pertaining to their power to preside.) The Vice-Presidents shall also perform such other duties as usually pertain to that office or as may be assigned them by the President or the Board of Directors.

(c) The Treasurer shall receive from the Secretary all funds paid to this club and shall deposit the same in the official depositories and shall disburse same on order of the Board of Directors. He shall countersign all checks. His accounts and books shall at all times be open to the inspection of the President, the Board of Directors, and any authorized auditors. He 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.\*

(d) The Secretary, when he is Secretary-designate, shall attend the training conference for club Secretaries-designate. He 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. He shall present all bills to the Board of Directors for approval and shall sign all checks for their payment. He shall collect all funds due this club and shall promptly turn the same over to the Treasurer, taking the Treasurer's receipt therefore. He shall submit a report to the annual meeting of the club and at such other times as the President or the Board of Directors may require. He shall submit to the proper officials and committees or to the club, all communications received from Kiwanis International and the district. He shall submit all official reports required by the International and district organizations.†

(e) The Immediate Past President, and the President-elect (if any), and the Assistant Secretary (if any), and the Assistant Treasurer (if any) shall perform such duties as may be assigned to each of them from time to time by the Board of Directors.

\*[Note—A provision may be added providing bond for the Treasurer as follows: "The Treasurer shall give bond in such form and amount as may be required by the Board of Directors."]

†[Note—A provision may be added providing bond for the Secretary as follows: "The Secretary shall give bond in such form and amount as may be required by the Board of Directors."]

## ARTICLE VII BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the officers and of   5   \* elected directors.

\*[Note—Not less than five (5).]

Sec. 2. Each director shall be an active, privileged, or senior member in good standing.

Sec. 3. All directors 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.\*

\*[Note—This provision may be modified in case a club prefers to divide the Board of Directors into two and not more than three classes in which plan the directors would serve for a term of not

less than one (1) year nor more than three (3) years and a certain number as nearly equal as may be, would be elected each year.]

Sec. 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.

Sec. 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. At the discretion of the Board, the committee chairmen shall meet with the Board of Directors in joint session.

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

## ARTICLE VIII COMMITTEES

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

- a. Club Meeting
- b. Membership Growth and Education
- c. Youth Services
- d. Community Services
- e. Support of Spiritual Aims
- f. Sponsored Youth (Circle K Clubs and/or Key Clubs)
- g. Major Emphasis Programs\*

\*[Note—The President shall have the right to assign the current Major Emphasis Program(s) to the Youth and/or Community Services Committees rather than appoint this committee.]

Sec. 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.

which would enable the program of 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.

Sec. 4. Each standing committee shall be composed of three or more members and shall serve for a term of one (1) year, commencing on the first day of October. All committeemen shall be appointed by the President and shall be subject to

Sec. 5. Special committees may be appointed by the club and they shall perform such duties as may be defined in their creation.

[Note—If because of size of membership and/or special needs and interests, a club desires to incorporate other standing committees in its bylaws, such additional standing committees may be named and duties defined by attaching to these bylaws an addendum to Articles VIII and IX.]

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## ARTICLE IX DUTIES OF STANDING COMMITTEES

Section 1. The Committee on Club Meeting shall provide for the most effective club meeting possible for each week of the administrative year. Areas of responsibility involved include the club meeting program, music, house, reception, fellowship and inter-club relations, as well as other areas which the committee may deem pertinent.

Sec. 2. The Committee on Membership Growth and Education 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. The committee shall also devise effective plans for the orientation and induction of new members and the utilization of all members. The committee shall also promote the concept of regular attendance at club meetings.

Sec. 3. The Committee on Youth Services shall study, devise and suggest methods and means to assist boys and girls to adjust themselves to their environment and become adapted to the social, economic, and moral demands which they may encounter, and shall develop ways and means of assisting in the guidance of youth in the selection of proper and suitable vocations, as well as other areas which the committee may deem pertinent.

Sec. 4. The Committee on Community Services shall study, devise and suggest methods and means whereby this club can render effective community services. Areas of concern shall include agriculture, conservation, environment, pollution, public and business affairs, international relations, safety, as well as other areas which the committee may deem pertinent.

Sec. 5. The Committee on Support of Spiritual Aims shall cooperate on broad and non-denominational lines with religious leaders and groups in their communities to create a greater individual and public consciousness of the importance of religious and spiritual values.

Sec. 6. The Committee on Sponsored Youth shall devise ways and means to establish Key Clubs in high schools and/or 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/or Circle K Clubs sponsored by this club.

Sec. 7. The Committee on Major Emphasis Programs shall study, devise and suggest methods and means to implement the current Major Emphasis Program(s) of Kiwanis International.

## ARTICLE X MEETINGS

Section 1. This club shall hold one weekly meeting on such day and at such place as shall be determined by the Board of Directors, except (a) any club organized prior to 1924 whose approved organizational bylaws permitted the club to meet bi-weekly and such club has continuously followed such practice without having been specifically disapproved by the Board of Trustees of Kiwanis International; or (b) clubs not in Canada and the United States, which shall meet at least bi-weekly. It may hold such other meetings as the Board of Directors or membership may desire. 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.

Sec. 2. The annual meeting of this club shall be the regular weekly meeting in May (see note). The membership of this club 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, privileged, and senior members of the club shall constitute a quorum.

[Note—As required by the Bylaws of Kiwanis International, the annual meeting of a club shall not be held earlier than the first meeting in April and not later than the second meeting in May.]

## 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.

[Note—This provision may be modified to require the election of the Secretary also by the club at the annual meeting in which case Sections 7, 8, and 9 will have to be changed to conform with such modifications in Section 1.]

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

Sec. 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 five (5) members, and if possible, a majority shall be Past Presidents of the club. The President shall designate the chairman of this committee. 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.

Sec. 4. At least two (2) weeks before the annual meeting, the Nominating Committee shall submit 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, nominations from the floor of a regular meeting of the club may be made for any officer or for a director and when so made together with the list submitted by the Nominating Committee shall then be the list of nominees submitted to the club for an election of officers and directors.

[Note—If Article VI, Section 1, provides for the office of President-elect, insert at this point the words "the President-elect as its sole nominee for the office of President and shall submit ..."]

[Note—Those clubs preferring a plan of general primary

*Nomination should delete the last sentence of Section 3 and substitute for Section 4 the following: "The committee shall cause to be prepared a primary ballot listing all offices (add the words "except the President" if Article VI, Section 1, provides for a President-elect) to be filled at the annual meeting. Said ballot shall be delivered to the Secretary, who, at least four (4) weeks prior to the date of the annual meeting, shall mail a copy of the same to each eligible member of his club. Each member shall indicate on the ballot his choice for the nominee of each office (add the words "except that of President" if Article VI, Section 1, provides for a President-elect), and shall deliver the ballot to the chairman of the committee three (3) weeks prior to the date of the annual meeting. The committee shall count the ballots and two (2) members receiving the highest number of votes for each of the offices of President (add the word "elect" if a President-elect is provided for in Article VI, Section 1), Vice-President and Treasurer shall be the nominees for these offices respectively, and the members (number to be elected plus three (3)) receiving the highest number of votes for the office of director shall be the nominees for that office. (If Article VI, Section 1, provides for the office of President-elect, add "The President-elect shall be the sole nominee of the committee for the office of President.")"*

**Sec. 5.** 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 to determine the choice of any officer to be elected. In the event that any ballot does not show a majority 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.

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

**Sec. 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.

**Sec. 8.** In the case of a vacancy in the office of the President,\* the Vice-President shall succeed to the office. In the case of a vacancy in the office of the (President-elect if this office is provided for in Article VI, Section 1) Vice-President, 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.

*[Note—If two or more Vice-Presidents are provided for in Article VI, Section 1, change the last part of this sentence to: "one of the Vice-Presidents shall be elected by the club to fill the vacancy at the next regular meeting." If more than one numbered Vice-President is provided for in Article VI, Section 1, change this sentence to read: "In the case of a vacancy in the office of the President, the First Vice-President shall succeed to the office. In the case of a vacancy in the office of the First Vice-President, the Second Vice-President shall succeed to the office. In the case of a vacancy in the office of the (President-elect, if this office is provided for in Article VI, Section 1) Second Vice-President, 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."]*

**Sec. 9.** In the event, after his 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.

**Sec. 10.** Nothing contained in this article shall be construed as limiting the right to make further nominations from the floor of the meeting.

## 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 it is 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.

**Sec. 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.

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

**Sec. 4.** Delegates and alternates 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, privileged, senior, and honorary members shall become a bona fide paid subscriber to the official publication of Kiwanis International and shall continue as such as long as he remains a member. Such subscription price shall be collected by this club from each

member as a part of his regular dues and the same shall be forwarded to the Secretary of Kiwanis International.

**Sec. 2.** This club shall act as the agent of its member subscribers to the official publication, and 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 any proposed legislation

affecting the community, state, province, or nation in which this club is located.

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

Sec. 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.

Sec. 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.

Sec. 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 shall be \$ 15.00 payable upon election to membership.

Sec. 2. The annual dues shall be \$ 48.00 payable twice monthly

\*[Note— Weekly, monthly, quarterly or otherwise.]

Sec. 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,

privileged, 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 the meeting.

Sec. 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 and shall be used only for the charitable, educational, religious, and eleemosynary activities of the club.

### 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.

\*[Note— A provision for a semi-annual budget is permissible.]

Sec. 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.

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

Sec. 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.

Sec. 5. In the event that a 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 such funds or donate such 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, privileged,

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. These bylaws and all amendments or additions shall not be effective unless approved by Kiwanis International.

Adopted June 20, 1988 Salt Lake City, UT

Kiwanis Club of CAPITOL HILL, UT

By [Signature] President

[Signature] Secretary

Approved JUL 14 1988

KIWANIS INTERNATIONAL

By [Signature]

MOTIONS MADE IN THE ADOPTION OF BYLAWS

KIWANIS CLUB OF Capitol Hill, Salt Lake City

1. (Article I, Section I - Club Name) Motion made by Scott Wheeler,  
seconded by John Vickrey that this organization shall be known as  
the Kiwanis Club of Capitol Hill, Salt Lake City. Motion carried.
2. (Article VI, Section I - Number of Vice-Presidents) Motion made by  
Robert Bellesteros, seconded by James Brohamer that the  
club shall have 2 Vice-President(s). Motion carried.  
number
3. (Article VII, Section I - Board of Directors) Motion made by William Callahan,  
seconded by Dan Davis that the Board of Directors shall include  
5 of elected directors. Motion carried.  
number
4. (Article X, Section I - Weekly Meetings) Motion made by Charles Bradford,  
seconded by Barbara Roberts that 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. Motion carried.
5. (Article X, Section II - Annual Meetings) Motion made by Dolores Riley,  
seconded by David Higbee that the annual meeting of the club  
shall be the first regular weekly meeting in May. Motion carried.  
  
(The International Bylaws provide that this meeting be held not earlier than  
the first meeting in April and not later than the second meeting in May.)
6. (Article XV, Section I - Membership Fee) Motion made by Ivan Johnson,  
seconded by Joseph Ligori that the membership fee shall be \$15.00  
payable with application. Motion carried.
7. (Article XV, Section II - Annual Dues) Motion made by Scott Wheeler,  
seconded by Robert Draper that the annual dues shall be \$48.00  
payable monthly, quarterly, semi-annually or annually. Motion carried.

- 8. (Intent to Incorporate) Motion made by Jack Quintana, seconded by Jeff Done that this club affirms its intent to complete the incorporation of said club within one year from the date on which the club receives its official charter from Kiwanis International. Motion carried.
- 9. (Article XII, Section I - International and District Obligations) Motion made by Ann Marie Boyden, seconded by Gary Gardner, that this club and its members will at all times recognize, abide by, and accept as effectively binding upon itself and its members the constitution and Bylaws of Kiwanis International, the District Bylaws, and the Standard Club Bylaws prescribed by Kiwanis International, now in force or as hereafter amended, and that it will from time to time amend its Bylaws to conform to those of Kiwanis International. Motion carried.
- 10. Motion made by James Brohamer, seconded by Connie Reed that the club bylaws as submitted and as amended by the preceding motions be adopted as the bylaws of this club. Motion carried.
- 11. **NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS - Official or Accredited Representative.**

REPORT of Nominating Committee - Chairman Robert Draper

ADDITIONAL NOMINATIONS FROM THE FLOOR

ELECTION of Officers and Directors:

PRESIDENT	<u>Alan F. Edwards</u>	DIRECTOR	<u>Charles E. Bradford</u>
PRESIDENT-ELECT*	<u>Robert L. Draper</u>	DIRECTOR	<u>Barbara W. Roberts</u>
VICE-PRESIDENT**	<u>Robert L. Draper</u>	DIRECTOR	<u>John C. Vickrey</u>
VICE-PRESIDENT**	<u>Stephen J. Sorenson</u>	DIRECTOR	<u>Ivan A. Johnson</u>
VICE-PRESIDENT**	_____	DIRECTOR	_____
TREASURER	<u>Pierre Carlson</u>	DIRECTOR	<u>David Higbee</u>

INDUCTION OF OFFICERS AND DIRECTORS by Lt. Governor

Date: 6-20-88

[Signature]  
Acting Secretary



10. Amend Article IV, Section 3, to read:

Section 3. Any member may resign from this club provided that all his/her 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.

We hereby certify that the foregoing amendments to the bylaws of the Kiwanis Club of Capital Hill, SALT LAKE CITY, UT were adopted by a two-thirds (2/3) vote of the active, privileged, and senior members present at the regular meeting of the club held on June 20, 1988 and that written notice of the proposed amendments had been given the members at least two (2) weeks prior to this meeting.

Alan Edwards  
Club President

Scott Wheeler  
Club Secretary

Date Approved JUL 14 1988

KIWANIS INTERNATIONAL

BY Neil Braun

**NOTE:** Please return two signed copies to the International Office of Kiwanis International, 3636 Woodview Trace, Indianapolis, Indiana 46268. On approval, one copy will be returned for the club file.