



Proposed Bylaw Amendments and Proposed Resolutions

What's the difference between a bylaw amendment and a resolution?

- A bylaw amendment proposes a change to the Kiwanis International-European Federation bylaws regarding administrative issues of Kiwanis International and its clubs.¹
- A resolution proposes action relating to service matters, social concerns, or special initiatives. Resolutions may *not* be used to change the Kiwanis International European Federation bylaws.

A sample amendment and resolution are shown at the end of this document.

[Consult the Kiwanis International-European Federation Bylaws](#)

[Consult one set of recently proposed amendments and resolutions](#)

Who may submit proposed amendments or resolutions?

Proposed bylaw amendments or resolutions may be submitted by:

- A club by majority vote of its membership. Proposals cannot be accepted from a club board or an individual Kiwanian.
- A district by a majority vote of its board of trustees or its house of delegates.
- The Kiwanis International-European Federation board.

When are proposals due?

Proposed **resolutions** must be received (not postmarked) by KI-EF Secretary no **later than December 31** prior to the KI-EF Convention; proposed **amendments** must be received by KI-EF Secretary no later than **90 days prior** to KI-EF Convention.

¹ Be aware that the Standard Form for Club Bylaws and the Standard Form for District Bylaws are under authority of the Kiwanis International board, not the House of Delegates at International Conventions. If your club or district wishes to propose a revision to either the Standard Form for Club Bylaws or the Standard Form for District Bylaws, it should do so by submitting a formal request to the Kiwanis International board, via either the Executive Director or Governance Specialist. Such request will then be considered by the International board as soon as possible and you will be advised of the outcome.



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Proposals may be sent by postal mail or email for the attention of KI-EF Secretary, c/o Member Support Center Europe, Leiekaai 25B, B-9000 Ghent or email to europaef@kiwanis.org

Note: If you send your proposal through postal mail, please use certified mail or some other traceable method.

→ **“Don’t wait until the last minute to submit a bylaw amendment or resolution,”** cautions Barry Glazer, Kiwanis International’s parliamentarian and past president of the American Institute of Parliamentarians. “Begin working on it early to allow advance time to consult with the staff, parliamentarian, and any reviewing committees. They can provide advice as to whether the amendment is in the proper form, if the language is appropriate, if it addresses all relevant provisions, and potential problems with implementation. Last minute submissions usually do not permit opportunities for improving the final wording of your proposal.”

How do I write a proposed amendment?

Drafting amendment proposals takes careful preparation.

- Include a clear statement of the basic **purpose or intention** of your proposal (what you hope it will accomplish), along with your **rationale** (key reasons) for proposing it. See the separate section below on *Statement of the Proposer’s Rationale* for further information.
- Indicate **which section(s) of the bylaws you propose to amend** and write the **exact wording of your proposal**. If your club or district needs help identifying the correct provision or finalizing the exact wording, please contact Nathalie Weber-Frisch at resolutions@kiwanis.eu or Manfred Puchner at bylaws@kiwanis.eu. Allow 2-4 weeks *prior to the submission deadline* for such consultation.
- Consider a **reasonable effective date for implementation** of your proposal, keeping in mind whether additional processes must first be developed and put into place. State the effective date as part of your proposal.
- Consider any **financial ramifications or possible unintended consequences** of your proposal and, if necessary, revise the wording to account for these.
- Your club or district must **submit a letter in writing** (postal mail, fax, or email) informing Kiwanis International that it has adopted the proposal. Follow the sample format shown near the end of this document.
- The club or district should also **designate a member who is authorized to work with Kiwanis International on behalf of the club or district to make revisions** that may be



recommended. This is a good practice because sometimes there is not enough time between recommendations from Kiwanis International and the next step in the process for a club or district to formally meet again and vote on recommended changes. Instead, the club or district may designate that a particular club member is authorized to approve changes on its behalf that are in keeping with the intention of its original proposal.

Statement of the proposer's rationale

If your club or district is submitting an amendment proposal, it must include a few key points stating why the amendment is important; why delegates should adopt it; how it will improve Kiwanis growth, service, or the member experience; etc. Text should start with "The club [or district] advocates this amendment for the following reasons," with the reasons then stated in sentence format as bullet points. See the sample format below. Your rationale should be approximately 100 words or less *altogether*, and may be subject to editing by Kiwanis International for clarity, accuracy, and succinctness. ("The club advocates" line does not count toward the 100 word limit.)

Sample rationale:

The club [or district] advocates this amendment for the following reasons:

- This change will.....
- Members should have this option because....
- It also will help Kiwanis by....

(Note: Your rationale does not need to start with these exact words or phrasing. They are just listed as helpful hints in your thought process.)

This brief rationale will be included in the amendments booklet that eventually is shared with clubs. The booklet will also contain the rationale of the Kiwanis International board in supporting or opposing your proposal.

Your club or district may also submit a cover page explaining its rationale in greater detail; however, a 100-word version is needed with submission.

Tip: Microsoft Word has a feature that will calculate the word count for you, but the instructions vary depending on which version of Word you have.

How do I write a proposed resolution?

Resolutions are simpler to construct than amendments. Simply state each of the key reasons for making the proposal as "Whereas" statements, then state what you want to ultimately accomplish in the "Therefore, be it resolved" clause. See the sample resolution at the end of this document.



What happens to proposals after they are submitted?

After you've submitted your proposed bylaw amendment or resolution to Kiwanis International-European Federation, here's what happens:

- KI-EF Secretary acknowledges receipt of your proposal in writing (by postal mail, email, or fax).
- KI-EF Secretary verifies with KI-EF's Executive Committee whether your submission is a proposed amendment or resolution and initially reviews the document for general format, content, and accuracy. Staff may give initial advice and suggestions to the proposer.
- The proposal is forwarded to the KI-EF Committee on Resolutions and Bylaws advisor for more thorough review.

If your proposal is a bylaw amendment:

- The committee or the Kiwanis International-European Federation board may contact your club or district for clarification or to offer guidance on how to form an amendment that more fully captures your intent. However, neither the committee nor the board has authority to change an amendment proposal unless the club or district agrees to the change.

If your proposal is a resolution:

- The committee has the authority to accept, reject, edit, or combine any resolution proposals.
- The Resolution committee and the Kiwanis International-European Federation determine which resolutions will be proposed and the final language of each.

- When the Kiwanis International-European Federation board meets early February, it determines whether to support, not support, or take no position on each proposal. Staff will inform your club or district of the board's position.

Please note that assistance or advice from the Resolutions and Bylaws Committee or from Staff has no bearing on whether or not the board will ultimately support your proposal. The committee and Staff help ensure the wording and format of your proposal meets your stated intention, but cannot predict board support of that intention.

- All bylaw amendment proposals from clubs or districts, as well as all resolution proposals approved by the Kiwanis International-European Federation board, are included in the annual amendments and resolutions booklet and placed on the agenda



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for the House of Delegates at the next Kiwanis International-European Federation convention.

- The annual amendments and resolutions booklet is made available to clubs on the Kiwanis.eu website not later than 90 days prior to the convention at which the proposals will be considered. Clubs are notified via email.
- At the next Kiwanis International-European Federation convention, your proposed bylaw amendment or resolution arrives on the floor of the House of Delegates.
- During the House of Delegates at the KI-EF convention:
 - Someone must move the adoption of your *bylaw amendment*. Moving adoption of your amendment may be done by a member of your club or district or by any other delegate. If no motion to adopt is received from the House of Delegates, the amendment will not be considered.
 - The Kiwanis International-European Federation board moves adoption of each *resolution*.
- Delegates vote on each proposal moved for adoption. A simple majority vote is needed to adopt resolutions. Some bylaws amendments require a majority to pass, while others require a two-thirds vote, depending on which provisions are being amended.



SAMPLE FORMAT FOR A PROPOSED AMENDMENT

Note: If a proposal is being submitted by a district, revise the following fields as appropriate.

The Kiwanis Club of _____ proposes to amend the Kiwanis International European Federation Bylaws, Article(s) ___, Section(s) ___, as shown below (or as attached).

Purpose/Intention: _____

Effective date: _____

Amend Article ___, Section __.

Current wording (example only):

ARTICLE VI. CLUB OPERATIONS

Section 9. A club shall submit to Kiwanis International-Federation such reports as required by the Board of Trustees.

Proposed new wording (example only):

ARTICLE VI. CLUB OPERATIONS

Section 9. Each club shall report its membership figures to Kiwanis International European Federation on the 15th of each month.

Note: Staff will add the correct cross-outs and underlining of specific words.

The club advocates this amendment for the following reasons:

- (State as many relevant points as can be accommodated in approximately 100 words.)
- (Use complete sentences, in bullet format.)
- (See sample rationale in the instructions.)

We certify this proposed amendment was approved by a majority vote of our club at a meeting which included a quorum on _____ (date).

Optional: We also certify that _____ (member's name) is authorized to make changes to this proposal, on behalf of the club as may be recommended by Kiwanis International European Federation, provided such changes are in keeping with the club's original intention.

Kiwanis Club of _____

Club President: _____ Club Secretary: _____

Signature: _____ Signature: _____

(If submitted by email, signatures are not required)



SAMPLE FORMAT FOR A PROPOSED RESOLUTION

Note: If a proposal is being submitted by a district, revise the following fields as appropriate.

The Kiwanis Club of _____
proposes the following resolution.

The following example is from an actual past resolution, intended for example only:

WHEREAS Kiwanis is a global organization of volunteers dedicated to changing the world, one child and one community at a time; and

WHEREAS many of Kiwanis' fellow service organizations have similar missions focused on making the world a better place for children; and

WHEREAS the Presidents of Kiwanis International, Rotary International, Lions International, and Optimist International met to discuss similarities and differences; and

WHEREAS it was agreed that we are all working to make our world a better place in which to live; and

WHEREAS it was agreed that working together on an international issue would allow our organizations to have more of an impact;

THEREFORE BE IT RESOLVED THAT Kiwanis International supports exploring collaboration with Rotary International, Lions International, and Optimist International on ways to serve the needs of children.

We certify this proposed resolution was approved by a majority vote of our club at a meeting which included a quorum on _____ (date).

Optional: We also certify that _____ (member's name) is authorized to make changes to this proposal, on behalf of the club, as may be recommended by Kiwanis International, provided such changes are in keeping with the club's original intention.

Kiwanis Club of _____

Club President: _____ Club Secretary: _____

Signature: _____ Signature: _____

(If submitted by email, signatures are not required)