

CHARLES E. LAWALL

P6373

By-Laws
OF
West Virginia
Kiwanis District



ADOPTED SEPTEMBER 27, 1929

**WEST VIRGINIA DISTRICT CONVENTIONS
AND
DISTRICT GOVERNORS**

1920	Charleston.....	H. R. Stapp
1921	Huntington.....	L. R. Frantz
1922	Wheeling	O. W. Burdatts
1923	Bluefield.....	E. B. Henson
1924	Parkersburg	W. S. Sugden
1925	Clarksburg	W. A. Wilson
1926	Charleston	Albert Snedeker
1927	Martinsburg	B. R. Bias
1928	Huntington.....	Nat. T. Frame
1929	Morgantown	H. P. Tompkins
1930	Bluefield.....	W. H. S. White

Article I

NAME AND TERRITORIAL LIMITS

Section 1. The name of this organization shall be the West Virginia District of Kiwanis International.

Sec. 2. The territorial limits of this district shall be confined to the State of West Virginia. These shall not be changed unless permission shall first have been had and obtained from the Board of Trustees of Kiwanis International.

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Article II

OBJECTS

Section 1. The objects of this district shall be:

To seek within the district and through the clubs of the district the attainment of the objects of Kiwanis International as set forth in the Constitution.

To increase the fellowship and co-operative effort of the clubs within the district.

To co-operate with Kiwanis International in building new clubs and in educating and strengthening clubs within the district.

To promote participation of the clubs of the district in the general objectives, programs, and policies of the district and of Kiwanis International.

Article III

DIVISIONS

Section 1. The territory of this district shall be divided into four divisions.

Sec. 2. The territorial limits of these divisions shall be as follows:

- Div. 1—Jackson, Wirt, Calhoun, Roane, Wood, Ritchie, Tyler, Wetzel, Pleasants, Marshall, Ohio, Brooke, Hancock and Doddridge Counties.
- Div. 2—Monongalia, Marion, Harrison, Lewis, Gilmer, Braxton, Webster, Nicholas, Upshur, Randolph, Barbour, Taylor, Preston, Tucker, Grant, Hardy, Pendleton, Hampshire, Mineral, Morgan, Berkeley and Jefferson Counties.
- Div. 3—Mason, Cabell, Putnam, Kanawha, Clay, Boone, Logan, Wayne, Mingo, Lincoln, Fayette, Greenbrier, Pocahontas, Summers and Monroe Counties.
- Div. 4—McDowell, Mercer, Raleigh and Wyoming Counties.

Article IV

MEMBERSHIP

Section 1. Every chartered Kiwanis club in this district shall be a member of this district.

Sec. 2. Any member club more than sixty (60) days in arrears for any indebtedness to Kiwanis International or to this district shall be considered not in good standing.

Sec. 3. Any member club that fails for two (2) successive years to have present at

least one (1) delegate at the annual convention of the district and that does not furnish a satisfactory excuse for such failure to the Board of Trustees within thirty (30) days after an official request therefor, shall be considered not in good standing.

Sec. 4. Any member club not in good standing with Kiwanis International shall be considered not in good standing with this district.

Article V

OFFICERS

Section 1. The officers of the district shall be a Governor, the Immediate Past Governor, a Lieutenant Governor for each division, a Treasurer, and a Secretary.

Sec. 2. Each officer shall be an active or privileged member in good standing in a club of the district; and each Lieutenant Governor shall be a member of a club in the division from which he is elected.

Sec. 3. All officers shall enter upon their official duties on the first day of January 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 Governor shall be the executive officer of the district and shall preside at all conventions and at all meetings of the Board of Trustees and of the Executive Committee. He shall be an ex-officio member of all standing and special committees. Under the direction and supervision of the Board of Trustees of Kiwanis International, the Governor shall have the duty of furthering the

objects of Kiwanis International and of promoting the interests of the clubs within the district. It shall be his duty to attend any convention of Kiwanis International.

(b) The Lieutenant Governors shall assist the Governor in the work of the district. They shall represent the Governor and shall have full responsibility under the direction of the Governor in supervising the district executive work in their respective divisions. The Lieutenant Governors shall also perform such other duties as may be assigned to them by the Governor or the Board of Trustees.

(c) The Treasurer shall receive from the Secretary all funds paid to the district and shall deposit the same in the official depository. He shall disburse these funds in the manner authorized by the Board of Trustees. He shall countersign all checks. His accounts and books shall at all times be open to the inspection of the Governor, the Board of Trustees, and any authorized auditor. He shall make a report at the annual convention and at such other times as the Governor or Board of Trustees may require. He shall give a good and sufficient bond to be approved by the Board of Trustees.

(d) The Secretary shall keep all records of the district and minutes of the convention and of the meetings of the Board of Trustees and committees. He shall collect all funds due the district and shall promptly turn the same over to the Treasurer, taking the Treasurer's receipt therefor. He shall submit a report to the annual convention and at such other times as the Governor or the Board of Trustees may require. He shall submit to the proper officials and committees all communications received from Kiwanis International. He shall co-operate with the Governor

in forwarding all official reports required by Kiwanis International. He shall perform such other duties as may be assigned to him by the Governor or the Board of Trustees. He shall give a good and sufficient bond to be approved by the Board of Trustees.

Article VI

BOARD OF TRUSTEES

Section 1. The Board of Trustees shall consist of the Governor, the Immediate Past Governor, the Lieutenant Governors, the Treasurer, the Secretary, and the Trustee from each chartered club in the district.

Sec. 2. The management and control of the affairs of the district not otherwise provided for in these by-laws shall be vested in the Board of Trustees, subject to the direction of the Board of Trustees of Kiwanis International.

Sec. 3. The Board of Trustees shall hold at least two meetings during each calendar year, one not later than in January at such time and place as is designated by the Governor, and another in connection with the district convention, at such time and place as shall be determined by the Board of Trustees.

Sec. 4. A special meeting of the Board of Trustees may be called by the Governor, and the Governor shall call such meeting upon the written request of one-fourth ($\frac{1}{4}$) of the Board of Trustees.

Sec. 5. The Secretary shall notify each member of the Board of Trustees and the Secretary of Kiwanis International, in writing, of the time, place, and date of any meet-

ing, at least two (2) weeks in advance of the date of such meeting.

Sec. 6. In the absence of the Governor from a meeting, the Board of Trustees shall designate a Lieutenant Governor to act as chairman.

Sec. 7. One-third ($\frac{1}{3}$) of the total members of the Board of Trustees shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required in these by-laws.

Sec. 8. A chartered club may elect an alternate to act in place of its regularly elected Trustee; provided such alternate shall act only when the Trustee, duly elected, is unable to attend any meeting of the trustees or any convention. Certification of the alternate to the District Secretary by the President and the Secretary of a club, shall constitute proper credentials.

Sec. 9. Within thirty (30) days after any special or regular meeting of the Board of Trustees, the Secretary shall make a report of the proceedings of the meeting, comprising a complete synopsis of all action taken, and shall transmit a copy thereof to the Secretary of Kiwanis International and a copy to the Secretary and to the Trustee of each chartered club within the district.

Article VII

EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the Governor, the Immediate Past Governor, the Lieutenant Governors, the Treasurer, and the Secretary. The commit-

tee shall perform such administrative duties and shall exercise such administrative authority as may be delegated to it by the Board of Trustees.

Sec. 2. The Executive Committee shall meet at the call of the Governor, or upon written request of three (3) members of the committee. Notice of such meeting shall be mailed by the Secretary to each member not later than ten (10) days prior to the date of the meeting.

Sec. 3. In the absence of the Governor from a meeting, the committee shall designate a Lieutenant Governor to act as chairman.

Article VIII

STANDING COMMITTEES

Section 1. There shall be the following standing committees:

- (a) Agriculture
- (b) Attendance
- (c) Business Standards
- (d) Classification and Membership
- (e) Convention Program
- (f) Finance
- (g) Good Will and Grievances
- (h) Inter-club Relations
- (i) Kiwanis Education
- (j) Laws and Regulations
- (k) Music
- (l) Public Affairs
- (m) Publicity
- (n) Under-privileged Child
- (o) Vocational Guidance and Placement

Sec. 2. Each standing committee shall be composed of at least five (5) members and

shall serve for a term of one (1) year beginning on the first day of January. All committeemen shall be appointed by the Governor not later than thirty (30) days after taking office and shall be subject to removal by him. Each committee shall be responsible to the Governor and shall make such reports as he may direct.

Article IX

DUTIES OF STANDING COMMITTEES

Section 1. The Committee on Agriculture shall study and suggest ways and means to bring about a better understanding and a closer relationship between the farmer and the city man.

Sec. 2. The Committee on Attendance shall study and suggest methods to promote attendance among the several clubs of the district. This Committee shall promote participation in the International Attendance Contest and shall have charge of any and all Attendance Contests conducted by the district and shall determine the winning clubs in any district Attendance Contest. It shall be the duty of this Committee to cooperate with club Committees on Attendance for the purpose of promoting methods and plans whereby attendance at club meetings may be fostered.

Sec. 3. The Committee on Business Standards shall study modern, progressive, and ethical business standards and submit its recommendations for the benefit of business men in general and Kiwanians in particular, and shall give counsel upon any specific problems of business ethics referred to it by clubs.

Sec. 4. The Committee on Classification and Membership shall assist within the district in interpreting the classification and membership principles of Kiwanis International and shall co-operate with all clubs in the district in assisting them to maintain an adequate membership of proper standards and the correct classification of all members in accordance with the Constitution and By-laws of Kiwanis International.

Sec. 5. The Committee on Convention Program shall assist the Board of Trustees in formulating the official program and order of business for the conventions of the district.

Sec. 6. The Committee on Finance shall prepare a budget of estimated income and expenditures for submission to the Board of Trustees, and shall submit such other recommendations on finance as may be requested by the Board of Trustees or the Executive Committee.

Sec. 7. The Committee on Good Will and Grievances shall seek to create good will throughout the district and to adjust any grievances among clubs or between clubs and the district, and shall co-operate in maintaining Kiwanis standards and practices and in securing the proper discharge of all obligations upon the clubs as provided in these by-laws.

Sec. 8. The Committee on Inter-club Relations shall devise ways and means of developing the spirit of fellowship among the clubs within the district and the members thereof, in order to exchange successful club methods, to increase the esprit de corps of the entire organization, and to create better inter-community spirit.

Sec. 9. The Committee on Kiwanis Education shall disseminate true concepts of the objects, policies, and ideals of Kiwanis International and shall assist clubs to educate all members as to their opportunities and responsibilities in Kiwanis.

Sec. 10. The Committee on Laws and Regulations shall examine the district by-laws and shall submit any recommendations concerning revisions thereof to the Board of Trustees; and it shall make a report on all properly proposed amendments to the district by-laws to be submitted to any convention.

Sec. 11. The Committee on Music shall devise and employ ways and means of making more effective the use of music and particularly of Kiwanis songs in the meetings of clubs and conventions.

Sec. 12. The Committee on Public Affairs shall have submitted to it all proposals for the district participation in public activities and shall make recommendations to the Board of Trustees on such matters. The committee shall develop definite working plans for such public activities, and shall forward the objectives of Kiwanis International and of this district the promotion of which is not otherwise provided for.

Sec. 13. The Committee on Publicity shall concern itself with the material and the media by which the public shall receive a true knowledge of the ideals, objects, programs, and achievements of Kiwanis International and of the district and the clubs thereof.

Sec. 14. The Committee on Under-privileged Child shall study the various needs of all classes of under-privileged children within

the territorial limits of the district and shall recommend the best methods by which the clubs may assist them.

Sec. 15. The Committee on Vocational Guidance and Placement shall promote the participation of the clubs of the district in the approved activity of Kiwanis International in vocational guidance and placement and shall assist in the education of these clubs in the most approved thought and methods on the subject.

Sec. 16. Each standing committee shall at all times co-operate with its corresponding committee of Kiwanis International in promoting in the clubs of the district any program suggested by such International Committee.

Article X

SPECIAL COMMITTEES

Section 1. Special committees may be appointed by the Governor and shall perform such duties as may be defined in their creation. Such committees shall consist of at least three (3) members. Each committee shall be responsible to the Governor and shall make such reports as he may direct. All committeemen shall be subject to removal by him.

Article XI

CONVENTIONS

Section 1. The annual convention of the district shall be held at such place and date, between the first day of August and the fifteenth day of November, as shall be mutually agreed to by the Board of Trustees of the district and the Board of Trustees of

Kiwanis International. In determining the location of a given annual convention, the Board of Trustees may be guided and advised by the majority vote of the qualified delegates present and voting at the preceding annual convention.

Sec. 2. An invitation from any chartered club for holding an annual convention in its city shall be delivered in writing to the District Secretary, not later than the first day of May preceding the convention at which the invitation is to be presented. Only such invitations as are approved by the Board of Trustees shall be presented to the next annual convention.

Sec. 3. Special conventions of the district shall be called by the Governor upon the request of a majority of the chartered clubs in good standing, or upon the request of three-fourths ($\frac{3}{4}$) of the members of the Board of Trustees.

Sec. 4. The Secretary shall mail to each chartered club and to the Secretary of Kiwanis International an official call to the annual convention at least sixty (60) days prior to the date of the convention, and an official call for any special convention at least thirty (30) days prior to the date of the same. The Board of Trustees shall have full supervision and management of all conventions.

Sec. 5. At each duly called convention, or prior thereto, the Governor shall appoint a Committee on Credentials, a Committee on Resolutions and a Committee on Elections, each to consist of at least five (5) members. Of the Committee on Resolutions, at least one (1) member shall be a Past Governor of the district. Of the Committee on Elections,

all members shall be delegates or delegates-at-large. Three (3) members of each of the foregoing committees shall constitute a quorum.

Sec. 6. Each chartered club in good standing in the district shall be entitled in any convention to three (3) delegates, one (1) of whom shall be the Trustee. Each chartered club at the time of selecting its delegates for the convention may choose one (1) alternate for each delegate, including the Trustee.

Sec. 7. The delegates and their alternates shall be active or privileged members in good standing of the chartered clubs they represent and shall be elected by such clubs not less than thirty (30) days prior to the date of any convention; and their election shall be evidenced by a certificate to the District Secretary duly authenticated by the President and the Secretary of the club. In the event that any chartered club shall fail to certify the election of its delegates and alternates as herein set forth, then the Committee on Credentials shall have the right to determine the seating of the delegates or alternates for such chartered club.

Sec. 8. Elective officers, the Secretary, and Past Governors of the district, who are still members of a Kiwanis club, shall be delegates-at-large to all conventions.

Sec. 9. Each accredited delegate and delegate-at-large present shall be entitled to vote on each question submitted in any convention. There shall be no voting by proxy.

Sec. 10. The Board of Trustees may establish a uniform convention registration fee to be paid by all persons attending any convention of the district. The proceeds derived

from such registration fee shall be expended solely upon approval of the Board of Trustees.

Sec. 11. The convention may propose, discuss, and adopt resolutions recommending legislation to Kiwanis International. It shall also consider and act upon matters submitted to it by Kiwanis International.

Sec. 12. In the absence of the Governor from any convention of the district, the Board of Trustees shall designate a Lieutenant Governor to act as chairman.

Sec. 13. A quorum at any convention of the district shall comprise the official delegates present and representing not less than one-third ($\frac{1}{3}$) the total number of clubs within the district.

Sec. 14. Within thirty (30) days after any convention, the Secretary shall make a report of the proceedings of the convention comprising a complete synopsis of all action taken, and shall transmit a copy thereof to the Secretary of Kiwanis International and a copy to the Secretary and to the Trustee of each chartered club within the district.

Article XII

CONVENTION PROCEDURE

Section 1. The official program of a convention as approved by the Board of Trustees or the Executive Committee shall be the order of the day for all sessions. Changes in the program may be made from time to time by a majority vote of the delegates and delegates-at-large present and voting.

Sec. 2. All resolutions shall be referred to the Committee on Resolutions for its consideration and recommendation to the convention. Debate on such resolutions shall not be in order until they have been reported out by the Committee on Resolutions.

Sec. 3. Reports of committees, communications to the convention, resolutions presented by the Committee on Resolutions, and all motions save such as are "undebatable" may be debated upon the floor of the convention, unless by a two-thirds ($\frac{2}{3}$) vote the convention decides to dispose of them without debate.

Article XIII

NOMINATION AND ELECTION OF OFFICERS

Section 1. The official program of the annual convention shall indicate the day and the hour for the nomination and election of officers and shall be subject to change only in accordance with the rules of convention procedure.

Sec. 2. The election of officers, except the Secretary shall be held at the annual convention.

Sec. 3. The Committee on Elections shall have general charge of the election and of distributing and counting the ballots.

Sec. 4. The Governor shall on the first day of the annual convention give notice of and cause to be called a conference of representatives of the several divisions to determine and submit to the convention recommendations for nominations of the several offices to be filled at the convention. The

conference to be constituted and to proceed as follows:

(a) The conference shall consist of three (3) registered delegates or delegates-at-large from each of the several divisions, selected by a majority vote of the members in attendance from the clubs in such divisions at meeting places designated by the Lieutenant Governors. In the absence of a Lieutenant Governor, the District Governor shall designate a meeting place for the division not officially represented. If a Lieutenant Governor is not present at a division meeting, a chairman shall be selected to preside. Each Lieutenant Governor or Chairman shall forthwith certify to the District Secretary the names of the three (3) representatives selected. The division meeting herein provided for may indicate its recommendation for the nomination of a Lieutenant Governor from such division.

(b) A majority of the members present and voting at a division meeting shall determine a choice.

(c) No person other than the representatives selected by the division meeting as aforesaid shall be eligible or be permitted to attend or to participate in the proceedings of the conference, except the Past Governor presiding.

(d) The Chairman of the conference shall be the Immediate Past Governor, or in his absence his immediate predecessor, and so on, but without vote. In the event of the absence of all the Past Governors, the conference shall select one (1) of its members to act as Chairman with the right to vote. The conference shall further select one (1) of its members to act as Secretary, and the

Chairman of the conference shall appoint such tellers as may be considered necessary.

(e) It shall be the duty of the District Secretary to announce to the convention at a business session prior to the meeting of the conference, the representatives selected by the divisions to the conference called by the Governor.

(f) The conference of representatives of the divisions shall be held on the evening of the day prior to the election of officers by the convention at a time and place to be designated and announced to the convention by the Governor.

(g) Two-thirds ($\frac{2}{3}$) of the representatives as certified to the District Secretary shall constitute a quorum at the conference.

(h) Upon completion of organization as above outlined, the conference shall proceed to select the candidates for the offices of Governor, Lieutenant Governors for each division and Treasurer. The candidates are to be selected and submitted to the convention in accordance with the following provisions:

(1) The conference shall select for its submission for the offices of Governor, Lieutenant Governors for each division, and Treasurer from all candidates submitted to it for its consideration, provided that for each of these offices there shall not be submitted to the convention in excess of two (2) candidates.

(2) When the number of candidates submitted to the conference is in excess of this number for each office, then voting on the candidates for each office separately, only the two (2) candidates receiving the highest number of votes

shall be selected for submission to the convention from the conference.

(3) No person shall be submitted to the conference as a candidate for any office, without the consent of said person being first obtained.

(i) Prior to the convening of the next regular session of the annual convention succeeding the adjournment of the conference, the presiding officer of the conference shall certify to the District Secretary the result of the conference as to all recommendations for nomination for each office, same to be verified by the tellers and secretary of the conference, said record to be preserved by the District Secretary until the adjournment of the convention.

(j) When the nomination of candidates for district offices shall become the order of business of the annual convention, the report of the conference shall be presented by the District Secretary.

(k) Nothing in this section shall be construed as limiting the right to make further nominations from the floor of the convention.

Sec. 5. Nominations upon the conference report and any further nominations for the offices to be filled shall be made from the floor of the convention. Nominations for Lieutenant Governors shall be made for each respective division by delegate members of chartered clubs from that division. Nominations for other offices shall be made by any delegate or delegate-at-large.

Sec. 6. Before the election, the District Secretary shall provide the Committee on Elections with a list of the delegates and delegates-at-large as shown by the report of the Committee on Credentials.

Sec. 7. All of the elective officers shall be chosen by ballot by the delegates and delegates-at-large present and voting.

Sec. 8. 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 cast does not show a majority for any nominee for any particular office, the Governor shall 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 on each ballot the same procedure shall be followed until some nominee shall have received a majority of all votes cast.

Sec. 9. Cumulative voting shall not be permitted.

Sec. 10. The Committee on Elections shall report promptly to the convention the results of the balloting and the report shall be signed by a majority of the committee.

Sec. 11. The District Secretary shall be appointed by the Governor with the approval of the Executive Committee assuming office with the Governor.

Article XIV

VACANCIES IN OFFICE BETWEEN CONVENTIONS

Section 1. In the event between conventions, of a vacancy in the office of Governor, the Board of Trustees shall elect one of the Lieutenant Governors to become Governor for the unexpired term.

Sec. 2. In the event between conventions of a vacancy in the office of Lieutenant Gov-

ernor, the Board of Trustees shall elect a qualified member of a chartered club of the same division to fill the office for the unexpired term.

Sec. 3. In the event between conventions of a vacancy in the office of Treasurer, the Board of Trustees shall elect a qualified member of a chartered club to fill the office for the unexpired term.

Article XV

PUBLIC ACTIVITIES

Section 1. The district may, from time to time, express by proper means its attitude on questions of public importance and any proposed legislation affecting communities within the territory of the district, provided that no Kiwanis clubs without the district are affected by the same.

Sec. 2. When Kiwanis clubs without the district are affected by any such public question or such proposed legislation, the district shall refer its favorable or unfavorable recommendations to the Board of Trustees of Kiwanis International. After action on such matter by the Board of Trustees of Kiwanis International, the district may give expression to its attitude provided that such action is consistent with that of Kiwanis International.

Sec. 3. No action on any public question or proposed legislation shall be taken by the district until the same shall first have been submitted to the Committee on Public Affairs and the recommendations of that committee have been received and considered by the Board of Trustees of the district.

Sec. 4. The district shall not be used in any way for political purposes, nor shall it

as a district actively participate in the political candidacy of any person.

Article XVI

REVENUE

Section 1. Each member club shall pay to the district for each and every member, with the exception of honorary members, the sum of \$2.25 per annum, which shall be payable not later than sixty (60) days after the first day of January and July each year. These dues shall be based upon the membership of the respective clubs as shown in their semi-annual reports to Kiwanis International, as of January 1st, and July 1st.

Sec. 2. The dues to be paid to the district by any new club admitted to membership during any fiscal year, shall be pro-rated according to the unexpired portion of the fiscal year in which said club was completed.

Sec. 3. No financial obligation other than the annual dues, herein provided, shall be placed upon the clubs by the district and no voluntary contribution for any district activity shall be requested of all clubs by the district except by the majority vote of the delegates at a convention or a majority vote upon a referendum submitted to all clubs of the district, and with the approval of the Board of Trustees of Kiwanis International.

Article XVII

FINANCE

Section 1. The fiscal year of the district shall begin on the first day of each year.

Sec. 2. At the first meeting of the Board of Trustees a budget of estimated income and

expenditures for the year shall be approved and adopted by the Board.

Sec. 3. All disbursements shall be made solely by voucher check, which shall show the payee, the items of service rendered or material purchased and the amount of payment.

Sec. 4. The books of account of the district shall be audited at least once each year. The auditors shall be named by the Board of Trustees.

Sec. 5. The Board of Trustees shall determine the official depository or depositories.

Sec. 6. The Board of Trustees shall designate the official or officials who shall sign checks, and in case the Treasurer is unable to countersign checks, shall designate one who shall act as a substitute.

Sec. 7. The necessary traveling expenses of all district officers attending any district convention or regularly called meeting of the Board of Trustees or of the Executive Committee shall be paid by the district. The necessary traveling expenses of the Governor and Lieutenant Governors when engaged in the business of the district shall be paid by the district in accordance with the provisions of the budget.

Sec. 8. The necessary expenses of the Governor incurred in attending any convention of Kiwanis International shall be paid by the district.

Sec. 9. Each Trustee or alternate in attendance on any regular or special meeting of the Board of Trustees herein provided shall file an itemized statement of railroad and Pullman expense with the Secretary

within ten (10) days after such meeting. Such statements when received shall be totaled and each club in the district shall pay its pro-rata share of such total expense. Refund shall be made by the Secretary to each Trustee or each alternate submitting statement of expense, immediately upon receipt of pro-rated share from his club. Each club shall determine any reimbursement to be made to its Trustee for hotel or incidental expenses incurred in attending any regular meeting of the Board of Trustees.

Article XVIII

BULLETIN

Section 1. The Board of Trustees in connection with the Governor and Secretary shall issue a bulletin which shall be sent at least to all present Secretaries and District Trustees of the member clubs at stated intervals of not more than sixty (60) days.

Article XIX

RULES OF ORDER

Section 1. Roberts' Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered in these by-laws.

Article XX

AMENDMENTS

Section 1. Amendments to these by-laws, if in conformity with the Constitution and By-Laws of Kiwanis International, may be

adopted by a two-thirds ($\frac{2}{3}$) vote of the delegates and delegates-at-large present and voting at any annual convention. Proposed amendments shall be received by the Secretary at least sixty (60) days prior to the date of the convention. The secretary shall send a copy of all proposed amendments to the Secretary of each chartered club not less than thirty (30) days prior to the date of the convention.

Article XXI

APPROVAL OF KIWANIS INTERNATIONAL

Section 1. These by-laws and all amendments or additions, including any districting, redistricting, or grouping of clubs, shall not be effective unless approved by Kiwanis International.

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