KIWANIS INTERNATIONAL POLICIES GOVERNING CLUB NAME:

Club Name

A. **Official Name:** To conform with the Constitution, the official name of a Kiwanis club shall commence with the three words “Kiwanis Club of__________________________.” The official name shall then be used for the club’s articles of incorporation. The name of the club shall be lettered on the club banner as it appears in the club’s bylaws.

B. **Geographic Location:** The club name may include the city, geographical location, or corporate area, followed by the unabbreviated name of the country, state, province, or territory. (Examples: Kiwanis Club of Calgary, Alberta, and Kiwanis Club of Santa Rosa, Philippines.)

C. **Two Communities:** Where two communities are involved, it is desirable to include the names of both communities. (Example: Kiwanis Club of Whiting-Robertsdale, Indiana.)

D. **Historical Area:** If the club is organized in an historical area, the club name may be followed by a word that is descriptive of the area. (Example: Kiwanis Club of San Antonio-Texas.)

E. **Honoring an Individual:** In selecting a name to honor an individual, the club name must contain the name of the community or area, along with the last name of the individual who is no longer living and whose contribution to the community or country is outstanding. (Example: Kiwanis Club of Mitchell-Grissom, Indiana, named after astronaut Virgil Grissom.)

F. **Gender Designation Prohibited:** A club shall not use in its name a specific gender designation, such as the words “man/woman,” “men/women,” or “male/female,” or any designation which would impugn the good name of Kiwanis.

REF: 253/NAME CHANGE/Policies
PROCEDURE FOR CHANGING CLUB NAME

To effect a change of its official name, a club must:

1. Notify the International Office of the intended change of name (by phone, fax, or letter)

2. Obtain approval of the proposed name from both the division and the district

3. Amend its bylaws according to Art. XVIII, Sec. 1, to reflect the club’s new name

4. If incorporated, amend the Articles of Incorporation to reflect the club’s new name

5. If a club foundation has been established, amend the Foundation Bylaws and Articles of Incorporation to reflect the club’s new name

6. Submit the required documents to the Member Services Department of Kiwanis International at the address on this letterhead:
   a. Two copies of the amended Club Bylaws
   b. If applicable, a photocopy of the certified amendment to the Articles of Incorporation showing date of filing with the state or province
   c. If applicable, a copy of the amended Foundation Bylaws and a photocopy of the certified amendment to the club’s Foundation Articles of Incorporation showing date of filing with the state or province

The International Office will furnish appropriate forms to the lt. governor and the district secretary/executive director to secure written approval of the club’s proposed name.

As soon as written approval has been received from the lt. governor and district secretary/executive director, the International Office will furnish the club with the proper forms to amend the club’s bylaws.

Two (2) copies of the amended club bylaws must be received before the Kiwanis International Office will process a name change request.

The club may use its new name ONLY after the International Office has notified the club in writing that the new name has been officially assigned.
DISTRICT APPROVAL OF A CLUB NAME CHANGE

KIWANIS CLUB OF ___________________________________________________________

Key Number: ____________________________

Division: ______________________________

District: __________________________________________________________

This club proposes to change its name to:

KIWANIS CLUB OF __________________________________________________________

Date Approved: ____________________________

By: _______________________________________
(District Secretary/Executive Director)

Upon approval, please return to:
Kiwanis International
Attn: Member Services Department
3636 Woodview Trace
Indianapolis, IN 46268
Or fax to: 317/879-0204

REF: 253/Name Change/District Form
DIVISION APPROVAL OF A CLUB NAME CHANGE

KIWANIS CLUB OF ___________________________________________________________

Key Number: ___________________

Division: ____________________

District: _________________________________________________________________

This club proposes to change its name to:

KIWANIS CLUB OF ___________________________________________________________

Date Approved: ________________________________

By: __________________________________________
    (Lieutenant Governor)

Upon approval, please return to:
Kiwanis International
Attn: Member Services Department
3636 Woodview Trace
Indianapolis IN 46240-3196
FAX: (317) 879-0204

REF: 253/NameChange/Division Form
AMENDMENT TO THE BYLAWS OF THE KIWANIS CLUB OF

adopted by two-thirds (2/3) vote of the active, privileged, and senior members present at the meeting called for this purpose with the membership having been given two (2) weeks’ prior notice.

ARTICLE I

Official Name

Section 1. This organization shall be known as the KIWANIS CLUB OF _________________________________.

This name shall not be changed unless permission shall first have been obtained from the International Board of Trustees.

__________________________________________
President

__________________________________________
Secretary

Adopted: ________________________________
   (date)

Approved: ________________________________
   (date)

KIWANIS INTERNATIONAL

By:_____________________________________

(Submit two (2) copies of amendment or the Standard Form For Club Bylaws to Kiwanis International for approval)