



**Kiwaniis**<sup>®</sup>  
EASTERN CANADA AND THE CARIBBEAN DISTRICT  
L'EST DU CANADA ET DES CARAÏBES

**Proposed  
Bylaw Amendments**  
for adoption at the EC&C District Convention  
May 20, 2023

**STANDING HOUSE RULES FOR THE HOUSE OF DELEGATES**  
**AT EASTERN CANADA AND THE CARIBBEAN DISTRICT CONVENTIONS**

1. The official languages of this Convention shall be English and French.
2. Only delegates with official “delegate” and “delegate-at-large” ribbons may present or speak on motion(s) and vote.
3. Only delegates and delegates-at-large may be seated in the area designated for delegates.
4. The House of Delegates shall be open.
5. Any main motion of amendment shall be written in English, signed by the maker and seconder, and presented to the District Secretary-Treasurer before it is moved.
6. No delegate may speak for more than three (3) minutes at a time unless allowed to do so by the orders of the day or by a majority vote of the Delegates.
7. No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.
8. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.
9. Delegates shall alternate between those speaking for and those speaking against the motion.
10. Microphones shall be designated “FOR” and “AGAINST” and speakers shall use the appropriate microphone to speak to the motion. The Chair will recognize microphones in rotating order.
11. A delegate shall not speak for or against a motion and move to close the debate on the same recognition.
12. An Assistant Sergeant-at-Arms shall be positioned at each microphone to relay to the Chair priority motions. (i.e. point of order, point of information, etc.)

PROPOSED AMENDMENT 1  
Revision of to Standard Form for District Bylaws by Kiwanis International

**Submitted by:** EC&C Board of Trustees

**Purpose:** To change the current bylaws of Eastern Canada and the Caribbean District (EC&C) so they conform to the Standard Form for District Bylaws approved by Kiwanis International in January 2023.

**Effective date:** October 1, 2023

**Vote required to pass:** 2/3 Vote required.

**EC&C Board Position.** The EC&C Board recommends this amendment.

Changes made include:

To address an issue in the Standard Form for District Bylaws that has sometimes caused confusion and concern among districts: the matter of nominations from the floor for governor-elect and governor. This has been resolved by providing that the governor-elect will be the sole candidate for governor (and, if the district has a vice-governor, that person will be the sole candidate for governor-elect). Nominations from the floor are only proper if the sole candidate was not previously elected by the district house of delegates (such as when an officer had died or resigned, and the vacancy was filled by the district board) or if the sole candidate is no longer qualified to hold office.

The Standard Form was also updated to incorporate changes in operations since the last version was issued in 2014.

- Added the fact that Lt. Governors may now come from outside the division they lead (Article 3)
- Removed references to Governors as officers of Kiwanis International (Article 3)
- Added the fact that districts must also appoint not just district chairs but also 'key positions' and SLP Administrators (Article 5)
- Reduced the quorum for district Trustee elections and Lt. Governor elections from majority to 1/3 of the clubs in the region or division. (Article 7)
- Adjusted the language regarding sole candidates for Lt. Governor versus nominations from the floor. (The matter is irrelevant for district Trustees, since districts do not have Trustees-elect.) (Article 7)
- Made the change to prorated dues for districts whose dues are billed and collected by K.I
- Added the option for districts to waive dues for two years for SLP alumni (Article 10)
- Emphasized the definition of "club" (meaning club in good standing) and "member" (meaning member in good standing), per the existing language in Article I. (Throughout)
- Made minor language updates with no change in meaning. (Throughout)
- Changed the article numbering from Roman numerals (II, III, IV) to Arabic numerals (2, 3, 4)

**Additions** shown in **Bold Underlined**.

**Deletions** shown in **Bold Strikethrough**.

## ARTICLE 1. DEFINITIONS

**Section 1.** Wherever these terms appear throughout these bylaws, "club" means a club in good standing as defined from time to time by Kiwanis International and "active member" means a member in good standing with his/her club **as defined by the club**. However, provisions regarding sending notice to clubs about meetings, amendments, and resolutions and provisions regarding payment of club financial obligations shall apply to all chartered clubs, whether in good standing or not in good standing.

## ARTICLE 2. PURPOSE AND STRUCTURE

**Section 2.** The boundaries of this District, **as determined by the Kiwanis International Board**, shall include, in Canada: the provinces of New Brunswick, Newfoundland and Labrador, Nova Scotia, Prince Edward Island, Quebec, and the portion of Ontario east of the 85<sup>th</sup> West Meridian; French Guiana; Guyana; Suriname; the Commonwealth of The Bahamas; and, in the Caribbean: all islands and nations excluding those of Cuba, Dominican Republic, Puerto Rico, Cayman Islands, Turks and Caicos Islands, and any coastal islands or nations which are within the boundary of a Latin American district.

**Section 3. Neither the District name nor District boundaries shall be changed unless permission shall first have been obtained from the Kiwanis International Board of Trustees.**

**Section 4.** The purpose of this District shall be primarily to help Kiwanis clubs and Kiwanis International advance the Objects, objectives, policies and strategic goals of Kiwanis, and specifically to cooperate with Kiwanis International in:

## ARTICLE 2. PURPOSE AND STRUCTURE

**Section 1.** The name of this organization shall be The Eastern Canada and the Caribbean District of Kiwanis International, hereafter referred to as "District" throughout these bylaws.

**Section 2.** The boundaries of this District, **as determined by the Kiwanis International Board**, shall include, in Canada: the provinces of New Brunswick, Newfoundland and Labrador, Nova Scotia, Prince Edward Island, Quebec, and the portion of Ontario east of the 85<sup>th</sup> West Meridian; French Guiana; Guyana; Suriname; the Commonwealth of The Bahamas; and, in the Caribbean: all islands and nations excluding those of Cuba, Dominican Republic, Puerto Rico, Cayman Islands, Turks and Caicos Islands, and any coastal islands or nations which are within the boundary of a Latin American district.

**Section 3. Neither the District name nor District boundaries shall be changed unless permission shall first have been obtained from the Kiwanis International Board of Trustees.**

**Section 4.** The purpose of this District shall be primarily to help Kiwanis clubs and Kiwanis International advance the Objects, objectives, policies and strategic goals of Kiwanis, and specifically to cooperate with Kiwanis International in:

- **Building Opening** new clubs and strengthening existing clubs;
- Delivering education to clubs; and
- Delivering service leadership programs and global campaign for children programming to and through clubs.

The purpose of the District also shall be to promote the interests of the clubs within the District to Kiwanis International.

**Section 5.** The District shall group clubs into divisions and divisions into regions. The ~~composition boundaries~~ of the divisions and regions shall be defined by the District Board in district policies.

From time-to-time changes to the composition of divisions/regions may be made following consultation with the clubs/divisions/regions involved and the final approval of the District Board.

### ARTICLE 3. DISTRICT OFFICERS

#### Section 2.

- d. Each Lieutenant Governor shall be a member\*\* of a club\* in the division from which elected and must have completed one full term as a club president. However, if there is no member\*\* from a club\* in a particular division qualified and willing to serve as lieutenant governor, a member\*\* of a club\* in another division may serve.

**Section 3.** Officer terms shall be as follows ~~or until said officer's successor shall be duly elected and qualified~~. The terms of all District Officers shall begin on October 1.

**Section 5.** The Governor has the further duties and responsibilities:

- d. Attend all conventions and other meetings required by Kiwanis International and the district's region.

**Section 6.** The Governor-elect has the further duties and responsibilities:

- a. Attend all meetings required by Kiwanis International and the region for Governors-elect, including the Governors-elect Education Conference and the International Convention.
- c. Support the Governor ~~in his/her role as an officer of Kiwanis International~~.

### ARTICLE 5. DISTRICT COMMITTEES AND KEY POSITIONS

**Section 1.** The titles, structure, and duties of District Standing Committees, District Key Positions, and Service Leadership Program district administrators shall be those defined by the Kiwanis International Board ~~of Trustees in policies~~.

**Section 6.** The Governor shall be ~~an ex-officio~~ a non-voting member of all standing and special committees of the District

## ARTICLE 6. CONVENTIONS

**Section 1.** The annual convention of the District shall be held at such place and date, between March 15 and September 25, as shall be mutually agreed upon by the District Board and the Kiwanis International Board ~~of Trustees~~, except that no District convention shall be held within the period of thirty (30) days prior to, during, or thirty (30) days following the Convention of Kiwanis International unless approved by the Kiwanis International Board. In the event the annual convention of Kiwanis International is held within the geographic boundaries of a District, the District may hold its convention in conjunction with the Kiwanis International Convention; in such cases, District functions may not be held during general sessions of the International Convention.

**Section 6.** At any District convention, each club\* shall be entitled to seat up to three (3) delegates, two (2) of whom should be the club president and president-designate, ~~as well as nominate three alternates who may serve if any delegate is absent~~ and may nominate up to three (3) alternates who may to serve if any delegate is absent.

## ARTICLE 7. NOMINATION AND ELECTION OF OFFICERS

**Section 3.** The nominating and election procedure for officers to be elected at the annual convention shall be as follows:

- a. ~~The Governor-elect shall be the sole candidate for the office of Governor and the Vice-Governor shall be the sole candidate for the office of Governor-elect. The Governor-elect shall be the sole candidate for the office of Governor and the Vice-Governor shall be the sole candidate for Governor-elect. However, in any year in which the Governor-elect or Vice-Governor was not previously elected by the district house of delegates or is no longer qualified to hold the office, other qualified candidates shall be permitted.~~
- b. All qualified candidates for offices to be elected at the annual convention must submit written notice of candidacy to the District Secretary-Treasurer no later than 30 days before the convention begins. This deadline may be extended by the District Board if candidates other than the sole candidate(s) are necessary.
- c. Qualified candidates for Governor, Governor-elect, and Vice-Governor in the year of the nomination:
  - ~~Submit a signed agreement to Kiwanis International to fulfill the duties of office. Must~~ submit a signed agreement to provided by Kiwanis International to fulfill the duties of office.
  - Must have a clear criminal history background check conducted and verified by Kiwanis International
  - In the case of candidates from Canada, they shall also have a clear Vulnerable Sector Check conducted by local Canadian Police and verified by the District.
- e. ~~Nothing in this article shall be construed as limiting the right to make further nominations of qualified candidates during the House of Delegates session.~~

## Section 5. Election of Lieutenant Governor and Lieutenant Governor-elect

- b. The Lieutenant Governor of each division shall hold, not earlier than the first week of the administrative year and not later than the 15<sup>th</sup> of May or the annual District Convention, whichever comes first, preceding the expiration of the Lieutenant Governor's term, a meeting to elect a Lieutenant Governor and a Lieutenant Governor-elect for the next term. The time and place of this meeting shall be designated by the Lieutenant Governor. The president of each club in the division shall be notified at least ten (10) days prior to the meeting. ~~Past Governors, current and Past District Trustees, and Past Lieutenant Governors who are active members of a club in the division, as well as non-delegate club members, shall also be invited to the meeting and shall have the privilege of the floor, but shall be without vote.~~
- c. Each club\* in the division is entitled to seat up to three (3) delegates, two (2) of whom should be the club president and president-designate, ~~as well as nominate three alternates who may serve if any delegate is absent. All club delegates and alternates shall be active members."~~ as well as nominate up to three (3) alternates who may serve if any delegate is absent. All club delegates and alternates shall be active members\*\*.
- d. Past Governors, current and past Trustees, and past Lieutenant Governors who are active members\*\* of a club\* in the division, as well as non-delegate club members\*\*, shall also be invited to the meeting and shall be allowed to participate in discussion, but shall not have voting rights.
- e. Delegates from at least ~~a majority~~ one third (1/3) of the clubs\* in the division shall constitute a quorum.
- h. The Lieutenant Governor-elect shall be the sole candidate for the office of Lieutenant Governor. ~~However, nothing shall preclude additional nominations of qualified candidates from the floor. However, in any year in which the Lieutenant Governor-elect was not previously elected by the division or is no longer qualified to hold the office, other qualified candidates shall be permitted.~~

## Section 6. Election of District Trustees.

- a. The District Trustee of each region shall hold, not earlier than the first week of the administrative year and not later than the 15<sup>th</sup> of May or the annual District convention, whichever comes first, preceding the expiration of the District Trustee's term, a meeting to elect a new District Trustee for the next term. The time and place of this meeting shall be designated by the District Trustee. The president of each club in the region shall be notified at least thirty (30) days prior to the meeting. ~~Past Governors, current and Past district Trustees, and Past Lieutenant Governors who are active members of a club in the region, as well as non-delegate club members, shall also be invited to the meeting and shall have the privilege of the floor, but shall be without vote.~~
- b. Each club\* in the region is entitled to seat up to three (3) delegates, two (2) of whom should be the club president and president-designate, ~~as well as nominate three alternates who may serve if any delegate is absent. All club delegates and alternates shall be active members~~ as well as nominate up to three (3) alternates who

may serve if any delegate is absent. All club delegates and alternates shall be active members\*\*.

- c. Past Governors, current and past Trustees, and past Lieutenant Governors who are active members\*\* of a club\* in the division, as well as non-delegate club members\*\*, shall also be invited to the meeting and shall be allowed to participate in discussion, but shall not have voting rights.

- f. No person shall be considered a candidate for Trustee:
- Without first providing written consent and an agreement to carry out the duties and responsibilities of office to the District Office.
  - ~~No person Who has not completed one full term as Lieutenant Governor may be nominated as a candidate for the office of District Trustee.~~

- ~~g. Nothing shall preclude additional nomination of qualified candidates from the floor.~~

## ARTICLE 8. VACANCIES IN OFFICE

**Section 4.** In the event of a vacancy in the office of Lieutenant Governor or Trustee, the vacancy shall be filled as follows:

- a. If the term has one year or less remaining, a qualified member\*\* ~~from a club in the same division~~ shall be elected by a majority vote of the District Board to serve the remaining term.
- b. If the term has more than one year remaining, the District shall notify the clubs in the affected division or region that a replacement Lieutenant Governor or Trustee may be elected at a division or regional meeting to be held within sixty (60) days from the date of such vacancy. In the absence of a replacement being elected by the division or region, a qualified member\*\* ~~of a club in the same division~~ shall be elected by a majority vote of the District Board.

**Section 7.** In the event that the Governor is temporarily incapacitated and is unable to discharge the duties of office, as determined by two-thirds (2/3) vote of the entire district board, the District Board then shall elect, by a majority vote, a qualified Past Governor, current or Past Trustee, or current or Past Lieutenant Governor to become Acting Governor until the Governor is able to resume the duties of office. While the Governor is incapacitated, the Acting Governor shall have all the duties, responsibilities, and authority given to the Governor by these bylaws and the Bylaws of Kiwanis International. If, after a period of sixty (60) days, ~~it appears to the Board~~ the district board determines by another two-thirds (2/3) vote of the entire board that the Governor continues to be incapacitated and is not able to resume the duties and responsibilities of office, the Board may declare the office of Governor vacant and the vacancy shall be filled in accordance with the provisions for filling vacancies in such office as provided in these bylaws.



## ARTICLE 9. DISCIPLINE OF OFFICERS

### Section 2.

- b. If an allegation of 'conduct unbecoming a member of the Kiwanis family' is made against a District Officer, allegedly committed while he/she was engaged in his/her duties as a District Officer, the Governor shall immediately request from Kiwanis International a copy of the detailed procedures to be followed by the District and shall appoint a special investigator to investigate the matter. If an allegation is made against the Governor, ~~it shall be referred to the Kiwanis International President and Executive Director to be handled under the process for Kiwanis International Officers~~ the Immediate Past Governor shall fulfill the Governor's role throughout the process. If the investigation report concludes there is a reasonable basis for the allegation, the Governor shall notify the accused officer and refer the matter to the District Board to conduct a hearing to decide the matter. The Board shall then meet and report its decision whether the accused officer did or did not engage in 'conduct unbecoming,' and, based on that decision, the appropriate disciplinary action, as follows: counseling, a verbal or written reprimand, or suspension or removal from office.

## ARTICLE 10. REVENUE

### Section 1.

- c. A club shall be relieved of any obligation to pay District dues for any club member, for a period of two (2) administrative years ~~from the date of joining that club~~ from the date of joining their first club, provided that, ~~upon joining, the member is under the age of twenty-seven (27) years and provided that~~ such member was a former member of a Kiwanis International Service Leadership Program.

### Section 2.

- a. ~~Pro-rated district dues shall be charged for each new member of a club on the same prorated schedule used by Kiwanis International.~~  
District dues shall be charged for each new member of a club on the same basis used by Kiwanis International.
- ~~Prorated~~ District dues are waived for any new member who was a former member of a Kiwanis International service leadership program, upon joining their first Kiwanis club.  
~~The pro-rated dues shall in no case exceed the current District dues.~~
- b. ~~A club shall be relieved of any obligation to pay District dues for any club member, for a period of two (2) administrative years from the date of joining that club from the date of joining their first club, provided that, upon joining, the member is under the age of twenty-seven (27) years and provided that such member was a former member of a Kiwanis International Service Leadership Program.~~

## c. ARTICLE 11. FINANCE

**Section 2.** The financial records of the District shall be examined at the end of each fiscal year by a qualified individual(s) or company selected by the District Board in accordance with Kiwanis International standards. The individual(s) should be qualified to perform

such work in their respective jurisdiction. A copy of the annual financial examination shall be sent to the Executive Director of Kiwanis International by March 31 and to the District Board and shall be made available, upon request, to clubs and members in the District.

## ARTICLE 12. OTHER AUTHORITIES

**Section 2.** For authority on all matters not covered by these bylaws, the following documents will apply, in this order of priority:

- a. **First** -- Kiwanis International Bylaws
- b. **Second** -- Kiwanis International Policies and Procedures
- c. Third – **The Bylaws of the district's region (if any)**
- d. **Fourth** — District Policies and Procedures
- e. **Fifth** — “Robert’s Rules of Order - Newly Revised” (latest edition)

**Note:** Renumbering, spelling and grammar shall be corrected as required.  
The asterisk in the document involving the marking of Club\* and Member\* refer to Club or Member in good standing.