



THE KIWI CLUB GUIDE FOR AMENDING CHAPTER BYLAWS

1. Reference to the chapter should be by full name: i.e. East-West Chapter of The Kiwi Club.
2. Use the word “amended” when requesting an amendment to the bylaws. Be sure to include the month and year of the request.
3. When amending your bylaws, state in the bylaws what is considered a majority vote; i.e. two-thirds vote, simple majority. A 30-day written notice of the amendment is the rule of thumb.
4. A quorum or as stated in your bylaws must be present to vote.
5. *Robert’s Rules of Order*, Revised is your guide.
6. The membership shall consist of former and current American Airlines Stewardesses/Flight Attendants and former Stewardesses/Flight Attendants of airlines acquired by or merged with American Airlines.
7. Membership classifications are Active, Life, and Honorary.
8. Define the dues breakdown in simple terms by stating when and how much is due locally and nationally.
9. Officers’ duties should be written in detail.
10. Election dates for officers should be stated, as well as the installation and assumption of duties dates.
11. Set and publish meeting times.
12. Chapter representation at convention should be explained: who the delegates and alternates are, how they are chosen, and what their duties will be at convention.
13. Editorial corrections or changes may be made if the contents remain the same.
14. When making editorial changes to the bylaws, remember that “she” or “her” should be changed to “he/she” or person since the organization is comprised of both male and female members.
15. Standing Rules are rules related to the details of the organization, rather than to parliamentary procedure. They can be adopted or changed under the same conditions as any ordinary act of the organization.
 - a. These rules are separate from the bylaws.
 - b. The rules may be adopted/amended by a majority vote with previous notice, without previous notice requires 2/3 vote.