

8360 Red Oak Street, Suite 201 • Rancho Cucamonga, CA 91730-0608  
Office: 909-989-1500 Fax: 909-989-7779 Email: convention@cnhkiwanis.org

May 15, 2017

To: All Club Secretaries  
From: Mark McDonald, Executive Director

Please use the attached form to designate your club's delegates and alternates to the 97th Annual District Convention to be held at the Nugget Casino Resort in Reno/Sparks, NV, August 3-5, 2017. For your information, we provide below Article VI, Sections 6, 7, 8, 9 and 10 of our District Bylaws:

**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. Club delegates and alternates shall be active members of the clubs they represent. However, the Lieutenant Governor or a past Lieutenant Governor may represent any club in their division not otherwise represented by three delegates. Delegates shall be elected by each club prior to the convention and certified to the district by the club president and secretary. A current or past Lieutenant Governor representing a club may be certified by the Credentials Committee or its designee.*

**Section 7.** *Official delegates of a newly organized club shall be granted full privileges at district conventions after the charter has been approved by the Kiwanis International Board of Trustees, even if it has not been formally presented to such club.*

**Section 8.** *All officers, Past Governors, Secretaries Emeriti and Lt. Governors-designate of this District who are active members of a Kiwanis club in this District which is the primary club of such delegates shall be delegates-at-large to all District Conventions.*

**Section 9:** *To be accredited, a delegate must have paid a convention registration fee, if such is required.*

**Section 10.** *There shall be no voting by proxy or absentee ballot.*

Delegates-at-large only need to complete the delegate form if they plan to represent a specific club.

We ask that you **do not** name a 2016-2017 Trustee, 2016-2017 Lt. Governor, 2017-2018 Lt. Governor, 2016-2017 District Officer or Past District Governor, who is a member of your club, as a delegate or alternate since they are automatically delegates-at-large. ***If you do choose to have the current Lt. Governor or a past Lt. Governor in your division represent your club as one of your delegates, please use this form to certify them as a delegate (but only if they are specifically representing your club – otherwise, they do not have to complete the form)!***

Please complete and return the enclosed form to the District office at the earliest possible date and before **July 19, 2017**. Any last minute changes or additions of delegate names may be presented to the Credentials Committee at the District convention in the form of a letter signed by the club president and secretary.

No delegate will receive voting credentials for any club that has any indebtedness to Kiwanis International or the Cal-Nev-Ha District. Please ensure your club's financial obligations are paid prior to the convention.

**THE REGISTRATION DESK AND CREDENTIALS DESK WILL CLOSE PROMPTLY AT 12:00 P.M. ON SATURDAY, AUGUST 5, 2017.**

MWM:tjk

cc: 2016-2017 Board of Trustees; 2017-2018 Board of Trustees; 2016-2017 Lt Governors;  
2017-2018 Lt. Governors; Karen Gibbs, Credentials Chairman

## Certification of Delegates and Alternates

to the 97th Annual Kiwanis District Convention – Reno/Sparks, NV - August 3-5, 2017

THIS IS TO CERTIFY the following members of the

Kiwanis Club of \_\_\_\_\_, Division \_\_\_\_\_

are the duly elected Delegates and Alternates of this club for the 97th Annual Convention of the California-Nevada-Hawaii District of Kiwanis International to be held in Reno/Sparks, NV, August 3-5, 2017.

Delegate #1 Name: \_\_\_\_\_

Delegate #2 Name: \_\_\_\_\_

Delegate #3 Name: \_\_\_\_\_

**No Alternates will be given credentials until the morning of Saturday, August 5, 2017.**

Alternate #1 Name: \_\_\_\_\_

Alternate #2 Name: \_\_\_\_\_

Alternate #3 Name: \_\_\_\_\_

**\*\*\*This is to certify our club will be represented by our Lt. Governor or a Past Lieutenant Governor in this division, named below as one of the three (3) elected delegates we have listed above:**

Lt. Governor or Past Lt. Governor Representative Name: \_\_\_\_\_

Year Served: \_\_\_\_\_ Division \_\_\_\_\_ Kiwanis Club of \_\_\_\_\_

Verified by Credentials Committee, District Secretary or Governor: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Club President, Lt. Governor or Governor (electronic signature not acceptable)

Club Secretary, Lt. Governor or District Secretary (electronic signature not acceptable)

**Note: Two different signatures are required to certify delegates.**

Date: \_\_\_\_\_ Date: \_\_\_\_\_

### Attention Club Secretaries:

Please complete this form immediately following the election of delegates and alternates.

Keep a copy of this form for your files and forward the original, no later than **July 19, 2017**, to:

**Cal-Nev-Ha Kiwanis District Office, 8360 Red Oak Street, Suite 201, Rancho Cucamonga, CA 91730**

Alternately, you may email ([convention@cnhkiwanis.org](mailto:convention@cnhkiwanis.org)) or fax this form (909-989-7779). *Note: If you are emailing this form, an electronic signature is not acceptable. Please sign, scan and email this form with original signatures. If you are emailing or faxing this form, please do not mail this form to the District office.*

**Questions? Call: 909-989-1500**