

***NOTE: THIS FORM IS DOWNLOADABLE ONLY. THE FORM MUST BE SIGNED BY BOTH THE CLUB PRESIDENT AND SECRETARY; DIGITAL SIGNATURES WILL NOT BE ACCEPTED.***

## DELEGATE CERTIFICATION FORM PROCEDURE (form on next page)

**On the next page is the Delegate Certification Form** on which to designate your club's delegates and alternates to the 105th Annual Michigan District Convention, to be held at the Doubletree Hotel in Bay City, August 25-28, 2022.

District Bylaws provide the following in Article VI, Sections 6, 8 & 9:

**Section 6.** At any District convention, each club shall be entitled to seat up to three (3) delegates, two (2) of whom shall be the 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 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 8.** All officers and past Governors of the District who are active members of a club in the District 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.

Clubs are encouraged not to name a 2021-22 Lt. Governor, Lt. Governor-Designate, a District Chair, or past District Governor who is a member of your club as either a delegate or alternate as they can vote as a Delegate-at-Large.

If you desire to have the current or past Lt. Governor in your division represent your club as one of your delegates, the form below will be used to certify them as delegates. They should be entered into the box provided, **not** in the club delegate area. ***Please make sure this person has agreed to represent your club prior to entering their name.*** This person should not be a member of your club. The form **must** be signed by **both** the president and secretary of your club.

Please complete and return the signed form to the District Office at the earliest possible date, but before **August 15, 2022**.

No delegate may receive credentials for any club that has any indebtedness to Kiwanis International or the Michigan District.

**(Please don't return this page, only submit the next page)**

***This delegate form must be signed by both the club president and secretary. Forms not signed by both officers will be returned for completion. It is not the option of the secretary to sign for the president or vice-versa. No forms will be available at the convention.***

### **CERTIFICATION OF DELEGATES AND ALTERNATES**

To the 105th Annual Michigan District Convention – Doubletree Hotel Bay City, MI – August 25-28, 2022

This is to Certify the following active members of the

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

Are the duly elected Delegates and Alternates of this club for the 105th Annual District Convention of the Michigan District of Kiwanis International, to be held in Bay City – August 25-28, 2022.

**THIS IS NOT A REGISTRATION FORM. ALL PEOPLE ATTENDING THE CONVENTION MUST ALSO FILL OUT A REGISTRATION FORM.**

#### **CLUB DELEGATE INFORMATION (MEMBERS OF YOUR CLUB)**

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

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

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

#### **CLUB ALTERNATE INFORMATION (MEMBERS OF YOUR CLUB)**

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

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

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

The below box when completed certifies the above listed Club will be represented by the Current Lt. Governor or a Past Lt. Governor in this Division, as one of our three (3) elected delegates. ***This person should not be a member of your club (don't list a club member who is a past Lt. Governor in this area).*** CLUB MEMBERS SHOULD BE LISTED IN THE ABOVE AREAS ONLY.

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

Year Served: \_\_\_\_\_ Division \_\_\_\_ Verified by Executive Director: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Club President 2021-22 Club Secretary 2021-22

#### **ATTENTION CLUB SECRETARIES**

Please complete this form immediately following the election of delegates and alternates. Keep a copy for your files and forward the original, **no later than August 15, 2022** to:

Michigan District of Kiwanis, P.O. Box 231, Mason, MI 48854 Fax: (517) 676-6600  
Email: [districtoffice@mikiwanis.org](mailto:districtoffice@mikiwanis.org) Questions? Call: 517-676-3837

**Only ONE form per club please.**