



INDIANA DISTRICT BYLAWS

As amended by the House of Delegates-August 12, 2007
District Convention-Evansville, Indiana

Article I. NAME AND TERRITORIAL LIMITS

Section 1. The name of this organization shall be the Indiana District of Kiwanis International.

Section 2. The territorial limits of this District shall be confined to the State of Indiana. These shall not be changed unless permission shall first have been had and obtained from the Board of Trustees of Kiwanis International.

Article II. OBJECTS

Section 1. The objects of this District shall be:

To seek within the district and through the Clubs of the District the attainment of the Objects of Kiwanis International, as set forth in the International Bylaws.

To increase the fellowship and co-operative efforts of the clubs within the District.

To cooperate with Kiwanis International in building new clubs and membership in existing clubs, educating club members, and strengthening clubs services within the District.

To promote participation of the Clubs of the District in the general Objectives, Programs and Policies of the District and of Kiwanis International.

Immediate Past Presidents, and Secretaries of all clubs in good standing in the Division. The Lieutenant Governor shall be the executive officer of the Council and shall preside at all meetings.

Section 4. The purposes of the Division Council shall be: to promote participation of the Clubs within the Division in the general objectives, programs and policies of the Indiana District of Kiwanis International, to increase the fellowship and co-operative efforts of the Clubs in the Division, and to provide a clearinghouse among the Clubs in the Division for the solution of local problems.

Article IV. MEMBERSHIP

Section 1. Every chartered Kiwanis Club in this District shall be a member of this District.

Section 2. Any member club more than sixty (60) days in arrears for any indebtedness to Kiwanis International or to this District shall be considered not in good standing.

Section 3. Any member club that fails for two (2) successive years to have present at least one (1) delegate at the annual Convention of the District and does not furnish a satisfactory excuse for such failure to the Board of Trustees within thirty (30) days after an official request therefore shall be considered not in good standing.

Section 4. Any member club not in good standing with Kiwanis International shall be considered not in good standing with this District.

Article V. OFFICERS

Section 1. The territory of this District shall be divided into such number of Divisions, with such territorial limits and including such clubs as may be determined from time to time by the District Board of Trustees.

Section 2. Each Division shall have a Division Council, which shall hold regular meetings at least quarterly each year, as called by the Lieutenant Governor, one of which meetings may be held in conjunction with the annual election conference.

Section 3. The Division Council shall consist of the Lieutenant Governor, the Lieutenant Governor-elect, all Past District Officers in the Division, and the Presidents,

Section 1. The officers of the District shall be the Governor, the Governor-elect, the Immediate Past

Indiana District of Kiwanis

Governor, the Lieutenant Governor for each Division, and the Executive Director/Secretary-Treasurer-Treasurer. If in any administrative year the Immediate Past Governor ceases to be an active, privileged, or senior member in a Club of the District, the active, privileged, or senior member who served as District Governor most recently prior to the Immediate Past Governor shall automatically become the Immediate Past Governor. The Executive Director shall also, serve as Executive Director/Secretary-Treasurer. No offices other than those of Executive Director/Secretary and Treasurer may be combined in one person.

Section 2. The qualification of the officers shall be as follows:

- (a) Each officer shall be an active, privileged, or senior member in good standing in a Club of the District.
- (b) Each Lieutenant Governor shall be a member of a Club in the Division from which he/she is elected.
- (c) The Governor shall have been a member of Kiwanis for at least six (6) years; shall be past club president; shall have been a Lieutenant Governor of a Division in the Indiana District; and shall be active in the affairs of his/her Club, his/her Division, and the District.
- (d) The Governor-elect shall have been a member of Kiwanis for at least five (5) years: shall be a past club president; shall be, or have been, a Lieutenant Governor of a Division in the Indiana District; and shall be active in the affairs of his/her Club, his/her Division, and the District.
- (e) Each Lieutenant Governor shall have been a member of Kiwanis for at least five (5) years, shall be or have been, a club president; and shall be active in the affairs of his/her club and his/her Division.
- (f) The District Board of Trustees may approve a candidate who has not been a club president but who has served at least two (2) years as a club officer, and who fulfills the other requirements for election.

Section 3. The terms of all officers shall begin on the first day of October of each year and continue for one (1) year, or until their successors shall be duly elected and qualified.

Section 4. The duties of the officers shall be as follows:

- (a) The Governor shall be the executive officer of the District and shall preside at all

Conventions and at all meetings of the Board of Trustees. He/she shall be an ex officio member of all standing and special committees. Under the direction and supervision of the Board of Trustees of Kiwanis International, the Governor shall have the duty of furthering the Objects of Kiwanis International and of promoting the interest of the clubs within the District. It shall be the duty of the District Governor to attend the Kiwanis International Council following his/her election, the International and District Convention and the District Training Conference.

- (b) The Governor-elect, in the absence of the Governor, shall preside at all meetings of the District and of the Board of Trustees. He/she shall be furnished all information from the District Office as is furnished to the Governor. He/she shall be entitled to attend meetings of all standing and special committees, including the Budget Committee, in order that he/she may familiarize him/herself with the responsibilities of the office of Governor and the operation of the District. He/she shall devote his/her time as Governor-elect to selecting chairmen for each of the District Committees, and to formulating the program for the year in which he/she will serve as Governor. The Governor-elect shall attend all District Training Conferences and shall attend the Convention and the District or of Kiwanis International. The Governor-elect shall also perform such other duties as may be assigned by the Governor or the Board of Trustees.
- (c) The Lieutenant Governors shall assist the Governor in the work of the District. They shall represent the Governor and shall have full responsibility under the direction of the Governor in supervising the District executive work in their respective Divisions. It shall be the duty of the Lieutenant Governors to attend the International and District Convention, District Board Meeting, District and Division Training Conferences. They shall make the minimum required club visitations, consisting of one (1) contact visit, one (1) official club visit, and one (1) official board visit to each club in the Division, and shall file reports on such visits to the Executive Director/Secretary-Treasurer prior to the

International Convention. They shall also make any and all special visits necessary to maintain the efficient and proper functioning of each club in the Division. They shall see that the club officers in their Divisions are present at the District Training Conference to receive proper training prior to assuming club leadership responsibilities. They shall also perform such other duties as may be assigned by the Governor or the District Board of Trustees.

- (d) The Executive Director/Secretary-Treasurer shall keep all records of the District and minutes of the Convention and of the meetings of the Board of Trustees. He/she shall submit to the proper officials and committees all communications received from Kiwanis International. He/she shall cooperate with the Governor in forwarding all official reports required by Kiwanis International. He/she shall collect all funds due the District and shall deposit the same in the official depository and shall disburse these funds in the manner authorized by the Board of Trustees. His/her accounts and books shall at all times be open to the inspection of the Governor, the Board of Trustees and any authorized auditor. The Executive Director/Secretary-Treasurer shall make a report at the annual convention and at such other times as the Governor or the Board of Trustees may require and shall perform such other duties as may be assigned by the Governor or the Board of Trustees. He/she shall give a good and sufficient bond in an amount set by the Board of Trustees.

Article V (A). LIEUTENANT GOVERNOR-ELECT

Section 1. Each Division in the District shall have a Lieutenant Governor-elect, who shall not be considered a District Chair.

Section 2. The Lieutenant Governor-elect shall be an active, privileged, or senior member in good standing in a Club in the Division from which he/she is elected. He/she shall have been a member of Kiwanis International for at least four (4) years; shall be, or have been a club president; and shall be active in the affairs of his/her Club and his/her Division.

Section 2 (a). The District Board of Trustees may approve a candidate who has not been a club president but who has served at least two (2) years as a club officer, and who fulfills the other requirements for election.

Section 3. Lieutenant Governors-elect shall not be members of the District Board of Trustees, but they shall be entitled to attend all meetings of the District, of the District Board of Trustees, and of the Division from which they are elected. They shall be furnished all information from the District Office as is furnished to the Lieutenant Governors. They shall devote their time as Lieutenant Governors-elect to familiarizing themselves with the duties and responsibilities of the office of Lieutenant Governor and the operation of their Division and the District. They shall appoint Division Committees and Committee Chairmen for the year in which they are to serve as Lieutenant Governor, and shall submit the names of Division Committee Chairmen to the Executive Director/Secretary-Treasurer at least ninety (90) days prior to the date they are to take office.

Article VI. BOARD OF TRUSTEES

Section 1. The Board of Trustees shall consist of the Governor, the Governor-elect, the Immediate Past Governor, the Lieutenant Governors, and the Executive Director/Secretary-Treasurer.

Section 2. The management and control of the affairs of the District not otherwise provided for in these bylaws shall be vested in the Board of Trustees, subject to the direction of the Board of Trustees of Kiwanis International.

Section 3. The Board of Trustees shall hold at least two (2) meetings during each administrative year, one (1) prior to October 31, at such time and place as designated by the Governor and another in connection with District Convention at such time and place as shall be determined by the Board of Trustees. If the first meeting shall be held prior to October 1, any action taken shall become effective on October 1.

Section 4. A special meeting of the Board of Trustees may be called by the Governor, the Executive Director/Secretary-Treasurer, or two-thirds (2/3) of the Board of Trustees.

Section 5. With the approval of the Governor, the Board of Trustees, without meeting together, may transact business by mail as allowed by law, by voting upon proposed resolutions sent to them by the Executive Director/Secretary-Treasurer by the most efficient and

Indiana District of Kiwanis

timely means possible as desired by the member. If within twenty (20) days thereafter, a majority of the members of the Board of Trustees shall send in writing to the Executive Director/Secretary-Treasurer their vote in favor of any such resolution, said resolution shall be deemed carried, provided, however, that no such affirmative action shall go into effect for ten (10) days after the Executive Director/Secretary-Treasurer shall have sent to each member of the Board of Trustees a report of the tabulated result of such vote. The vote and report shall be recorded in the minutes of the meeting. The ballots before being destroyed are to be produced at the following meeting of the Board of Trustees.

Section 6. The Executive Director/Secretary-Treasurer shall notify each member of the Board of Trustees, each Lieutenant Governor-elect, and the Chief Executive Officer of Kiwanis International in writing of the time, place, and date of any meeting of the District Board of Trustees at least three (3) weeks in advance of the date of such meeting.

Section 7. In the absence of the Governor and the Governor-elect from a meeting, the Board shall designate one of its members to act as chairman.

Section 8. One-half (1/2) of the total members of the Board of Trustees shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required by these bylaws.

Section 9. Within thirty (30) days after any special or regular meeting the Board of Trustees, the Executive Director/Secretary-Treasurer shall make a report of the proceedings of the meeting, comprising a complete synopsis of all action taken and shall transmit a copy thereof to the Chief Executive Officer of Kiwanis International. Within thirty (30) days the Executive Director/Secretary-Treasurer shall post the same synopsis to the District Website and shall submit the same synopsis to be included in the next issue of the District Bulletin. If so requested by any Club President or Club Secretary the Executive Director/Secretary-Treasurer will make available one (1) copy of the synopsis.

Article VII. STANDING COMMITTEES

Section 1. The titles, structure, and duties of district standing committees shall be as defined by the Kiwanis International Board of Trustees and set forth in appropriate documents of Kiwanis International.

Section 2. Each standing committee shall at all times cooperate with the appropriate committee of Kiwanis International in promoting among the clubs of the district programs suggested by such International committees.

Section 3. Subject to the approval of the District Board of Trustees, special committees may be appointed by the Governor and shall perform such duties as may be defined in their creation.

Section 4. All committee members shall be subject to removal by the Governor.

Article VIII. CONVENTIONS

Section 1. The annual convention of the District shall be held at such place and date, between March 15 and September 15, as shall be mutually agreed to by the Board of Trustees of the District and the Board of Trustees of Kiwanis International, except 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.

Section 2. An invitation from any chartered Club for holding an annual Convention in the city of its choice shall be delivered in writing to the Executive Director/Secretary-Treasurer not later than the first day of August three (3) years preceding the year in which the Convention for which the invitation is extended is to be held.

The selection of the city in which the annual convention is to be held shall be made by the District Board of Trustees not later than its meeting in connection with the district convention as defined in Article VI, in the third year before said convention, provided that said Board of Trustees shall have power to substitute another city in case circumstances later make such action necessary or advisable.

Section 3. Special Conventions of the District shall be called by the Governor upon the request of a majority of the chartered clubs in good standing, or upon the request of three-fourths (3/4) of the members of the Board of Trustees.

Section 4. The Executive Director/Secretary-Treasurer shall mail to each chartered club and to the Chief Executive Officer of Kiwanis International an official call to the annual Convention at least sixty (60) days prior to the date of the Convention, and an official call for any special convention at least thirty (30) days prior to the date of the same. The Board of Trustees shall have full supervision and management of all conventions.

Indiana District of Kiwanis

Section 5. At each duly called convention, or prior thereto, the Governor shall appoint a Committee on Credentials and a Committee on Elections, each to consist of at least five (5) members. Of the Committee of Elections, all members shall be Delegates or Delegates-at-Large. Three (3) members of each of the foregoing committees shall constitute a quorum.

Section 6. Each chartered club in good standing in the District shall be entitled in any convention to three (3) delegates, two of whom shall be the president and president-elect. Each chartered club at the time of the selection of delegates for the convention may choose one (1) alternate for each delegate, including the president and the president-elect.

Section 7. Official delegates of newly organized Kiwanis Clubs shall be granted full privileges at District Convention after the Charter has been issued by Kiwanis International, whether or not then formally presented to such clubs.

Section 8. The delegates and their alternates shall be active, privileged or senior members in good standing of the chartered clubs they represent and shall be elected by such clubs not less than thirty (30) days prior to the date of the annual convention, nor less than fifteen (15) days prior to the date of any special convention, and their election shall be evidenced by a Certificate to the Executive Director/Secretary-Treasurer, duly authenticated by the president and secretary of the club. Should any chartered club fail to certify the election of its delegates and alternates as herein set forth, then the Committee on Credentials shall have the right to determine the seating of the delegates or alternates for such chartered club.

Section 9. (a) The elective officers, the Executive Director/Secretary-Treasurer of the District, and all Past Governors and all Past Lt. Governors of any District who are active, privileged, or senior members of a Kiwanis club of the District shall be delegates-at-large to all conventions.

(b) All current District chairmen who are active, privileged or senior members of a Kiwanis Club of the District during their year of such service shall likewise be delegates at-large at all conventions in the year of such chairmanship.

Section 10. Each accredited delegate and delegate-at-large present shall be entitled to vote on each question submitted in any convention. There shall be no voting by proxy. A delegate or delegate-at-large to be accredited must be certified according to the provision of the Bylaws

and must have paid a Convention registration fee, if such is required.

Section 11. The Board of Trustees may establish a uniform convention registration fee to be paid by all Kiwanians attending any convention of the District. The proceeds derived from such registration fee shall be deposited in the General Fund of the District and disbursed as approved in the budget of the District.

Section 12. The convention may propose, discuss, and adopt resolutions recommending legislation to Kiwanis International. It shall consider and act upon matters submitted to it by Kiwanis International.

Section 13. In the absence of the Governor or Acting Governor (if one thereby) from any convention of the District, the Board of Trustees shall designate the Governor-elect, the Immediate Past Governor or a Lieutenant Governor to act as Chairman.

Section 14. A quorum at any convention of the District shall comprise the official delegates present and representing not less than one-third (1/3) the total number of clubs within the District.

Section 15. Within thirty (30) days after any convention, the Executive Director/Secretary-Treasurer shall make a report of the proceedings of the convention comprising a complete synopsis of all action taken, and shall transmit a copy thereof to the Chief Executive Officer of Kiwanis International and a copy to the Secretary and to the President of each chartered club within the District.

Section 16. In the event that in any year the District Board of Trustees shall determine by resolution that there exists a condition of emergency in the district that compels cancellation of the annual district convention, the Board shall then establish procedures to transact any and all business that would normally be transacted by and at such convention. The preference will be to call a council meeting to be held during the period provided for district conventions. Such council shall be comprised of the Board and other persons having the status of delegates-at-large to all district conventions.

Article IX. CONVENTION PROCEDURES

Section 1. The official program of a convention as approved by the Board of Trustees shall be the order of the day for all sessions. Changes in the program may be made from time to time by a majority vote of the Delegates and Delegates-at-Large present and voting.

Section 2. All resolutions submitted sixty (60) days prior to the date of the district convention shall be referred to the Committee on Resolutions for its consideration and recommendation to the convention. No resolutions other than those so submitted or originated by the Committee on Resolutions shall be considered unless consideration thereof shall be recommended by two-thirds (2/3) vote of the Board of Trustees. Debate on such resolutions shall not be in order until they have been reported out by the Committee on Resolutions.

Section 2A. The financial details of District Conventions shall be under the direction of the Board of Trustees. The host club shall not be responsible for any expense in relation to the convention, except as shall be specifically agreed upon between the Board of Trustees and the host club at the time a definite place is agreed upon by the convention.

Section 2B. All cost of convention shall be paid from a fund specifically set up for convention expense and obtained specified elsewhere in these bylaws.

Section 2C. This part of the bylaws is not intended to deprive any club from extending invitation, but is made solely to relieve the host club from responsibility from any deficit, which may arise from such convention.

Section 3. Reports of Committees, communications to the convention, resolutions presented by the Committee on Resolutions, and all motions save such as are "undebatable" may be debated upon the floor of the convention, unless by a two-thirds (2/3) vote the convention decides to dispose of them without debate.

Article X. NOMINATIONS AND ELECTION OF OFFICERS AND LIEUTENANT GOVERNORS-ELECT

Section 1. The election of officers, except the lieutenant governors and the Executive Director/Secretary-Treasurer, shall be held at the annual convention.

Section 2. The Committee on Elections shall have general charge of the election and of the distributing and counting of ballots.

Section 3. (a) Nominations for Governor and Governor-elect may be made by any member of a chartered club of the District who is a delegate to the annual convention.

(b) No person shall be submitted to the convention as a candidate for any office without the consent of said person being first obtained, nor without assurance from said person that he/she will attend the training schools held for his/her District, Division, and Club, as outlined by Kiwanis International.

(c) Nothing in this section shall be construed as limiting the right to make further nominations from the floor of the convention.

Section 4. Before the election, the Executive Director/Secretary-Treasurer shall provide the Committee on Elections with a list of Delegates and Delegates-at-Large as shown by the report of the Committee on Credentials.

All of the elective officers shall be elected by ballot by the Delegates and Delegates-at-Large present and voting.

Section 5. A majority of all votes cast shall be necessary for the election of Governor and Governor-elect. In the event that any ballot cast does not show a majority for any nominee for the foregoing offices, the Governor shall designate a time and place for the further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until some nominee shall have received a majority of all votes cast.

Section 6. Cumulative voting shall not be permitted.

Section 7. The Committee on Elections shall report promptly to the convention the results of the ballot and the report shall be signed by a majority of the Committee.

Section 8. The Executive Director/Secretary-Treasurer shall be appointed by the Governor-elect with the approval of two-thirds (2/3) of the Lieutenant Governors-elect assuming office with the Governor-elect. The appointment shall be made in accordance with the District Personnel Policy at the annual training session and shall become effective on the first day of October following such appointment. The Executive Director/Secretary-Treasurer shall within thirty (30) days after appointment become a member in good standing in a Kiwanis Club in the District. The office of Executive Director/Secretary-Treasurer shall become a full time position beginning October 1, 1991.

Section 9. In the event that in any year the Board of Trustees shall by resolution determine that there exists a condition of widespread emergency so affecting the District as to compel cancellation of the annual District Convention,

Indiana District of Kiwanis

the Board of Trustees shall then have power to elect District Officers for the normal term of office and to transact all other business that could otherwise be transacted at an annual District Convention, at a council meeting held during the period provided for the District Convention, such council to be comprised of the Board of Trustees and other persons having the status of Delegates-at-Large to all District Conventions. Such council shall formulate its own procedures.

Section 10. (a) The Lieutenant Governor of each division shall, no earlier than the first week in January and no later than the second week in April, by ten (10) days written notice to the president of each club of the division, call a conference for the purpose of electing a Lieutenant Governor and a Lieutenant Governor-elect, if such latter position is provided for in the District bylaws or by action by the District Board of Trustees. The time and place of this conference shall be designated by the Lieutenant Governor.

(b) The personnel of the conference shall be the president and immediate past president of each club in the division or their duly elected alternates, the Lieutenant Governors, all Past Governors, and all Past Lieutenant Governors still active, privileged, or senior members of a club of the division.

(c) The representatives of two-thirds (2/3) of the clubs of the division shall constitute a quorum at the conference, and each club shall have one vote for each representative present. The Lieutenant Governor and the Past Governors and Past Lieutenant Governors in attendance at the conference shall have the privilege of the floor without the right to vote, except however, in the event of a tie vote, in which case the Lieutenant Governor shall be entitled to vote.

(d) The Immediate Past Lieutenant Governor shall be chairman of the conference or in his/her absence his/her immediate predecessor, and so on. In the absence of a Past Lieutenant Governor, the conference shall elect one of its members as chairman. The conference shall elect one of its number, as secretary and such tellers as may be necessary.

(e) Upon completion of organization as above outlined, the conference shall proceed to elect a Lieutenant Governor and a Lieutenant Governor-elect, if such latter position is provided for in the District bylaws or by action by the District Board of Trustees. The Lieutenant Governor-elect, if any, shall be the sole candidate for the office of Lieutenant Governor. However, nothing shall preclude additional nominations from the floor.

When the number of names presented to the conference in either case is in excess of two (2), a vote shall be taken. The person receiving the fewest number of votes shall be eliminated after the first ballot, and this procedure shall be followed until one person receives a majority vote. No person shall be submitted to the conference as a candidate for Lieutenant Governor or Lieutenant Governor-elect without the consent of said person first being obtained. Each candidate for Lieutenant Governor shall possess the qualifications set forth in Article V (A) of these Bylaws, and shall give assurance that he/she will attend the leadership education conferences held for his/her district, division and clubs as outlined by Kiwanis International and that he/she will officially visit the clubs of his/her division as prescribed in Article V of these Bylaws.

(f) A Lieutenant Governor-elect is not a district officer.

(g) The division conference shall, in the consideration of all names presented, be guided by the principles, traditions and precedents of Kiwanis International in its election of officers, and particularly consider the ability of a proposed candidate and his/her service and experience in Kiwanis.

(h) The Lieutenant Governor shall certify the results of the election to the Executive Director/Secretary-Treasurer and Kiwanis International immediately following the conference.

Article XI. VACANCIES IN OFFICE

Section 1. (a) In the event of a vacancy in the office of Governor, during an administrative year, by a two-third (2/3) vote of the entire District Board of Trustees, the District Board of Trustees shall elect a Past Governor or one of the Lieutenant Governors or former Lieutenant Governors who is an active, privileged or senior member of a Kiwanis club in the District to become Governor for the unexpired term.

(b) In the event, during an administrative year, of a vacancy in the office of Lieutenant Governor-elect, the vacancy shall be filled by the Board of Trustees from the Lieutenant Governors or from Past Lieutenant Governors who are active, privileged, or senior members of a Kiwanis Club in the District.

Section 2. (a) In the event, during an administrative year, of a vacancy in the Office of Lieutenant Governor, the Lieutenant Governor-elect of the same Division shall become Lieutenant Governor for the unexpired term and such succession shall not disqualify such Lieutenant Governor-elect from being nominated and elected

Indiana District of Kiwanis

Lieutenant Governor of the same Division for the following administrative year.

(b) In the event, during an administrative year, of a vacancy in the office of Lieutenant Governor-elect, the Board of Trustees shall elect a qualified member of a chartered club in the same Division to fill the office for the unexpired term.

Section 3. In the event, during an administrative year, of a vacancy in the office of Executive Director/Secretary-Treasurer, the Board of Trustees shall elect a qualified member of a chartered club to fill the office for the unexpired term.

Section 4. In the event, after his/her election and before October first, of the disability or inability of a District Officer-designate to serve for the year for which he/she was elected, the Board of Trustees-designate for said year shall proceed within ten (10) days to the election for a successor in the manner now provided for filling vacancies in the office during the administrative year. The Governor-designate shall give reasonable notice of the time and place of such election and in his/her absence or disability; the Governor or Acting Governor of the District shall act.

Section 5. In the event that the District Governor shall be temporarily so incapacitated as to be unable to discharge the duties of the office of Governor, the Board of Trustees may appoint the Governor-elect to become acting Governor of the District until the District Governor is able to resume his/her duties. While the District Governor is incapacitated, the acting Governor shall be the executive officer of the District, and by these bylaws, and the constitution and bylaws of Kiwanis International. If, after a period of sixty (60) days, it shall appear to the Board of Trustees that the District Governor continues to be incapacitated and not able to reassume the duties and responsibilities of office, the Board of Trustees may declare the office of District Governor vacant and the vacancy shall be filled in accordance with the provisions for filling vacancies in office, as contained in these bylaws.

Article XII. REMOVAL of OFFICERS

Section 1. Whenever it shall appear to the Governor that any Lieutenant Governor or Executive Director/Secretary-Treasurer is failing to perform the duties of his/her office, the Governor shall give such District Officer immediate written notice by U.S. Certified Mail, return receipt requested, of such failure and shall call a meeting of the Board of Trustees to be held not less than five (5) days nor more than three (3) weeks thereafter at a time and place to be named by the Governor; at this meeting the Governor

shall place before the Board of Trustees the facts upon which he/she determined said District Officer to be delinquent in duties as a District Officer. The Board of Trustees shall consider such facts and if a majority of said Board finds said facts to be true, as alleged by the Governor, the Board of Trustees shall authorize the Governor to declare the office vacant and the Board of Trustees shall proceed to elect a new officer to fill such vacancy, provided that in the instance that the office of Lieutenant Governor of any Division be declared vacant, the vacancy shall be filled in accordance with the provisions for filling vacancies in the office of Lieutenant Governor as contained in these bylaws.

Article XIII. PUBLIC ACTIVITIES

Section 1. The District may, from time to time, express by proper means its attitude on questions of public importance any proposed legislation affecting communities within the territory of the District, provided that no Kiwanis clubs outside the District are affected by the same.

Section 2. When the Kiwanis Clubs outside the District are affected by any such public questions or proposed legislation, the District shall refer the matter, with its recommendation to the International Board of Trustees. Upon approval of the recommendation by the International Board, the District may publicly express its opinion through legal and proper means.

Section 3. The District shall not be used in any way for political purposes, nor shall it as a District actively participate in the political candidacy of any person.

Section 4. Notwithstanding Sections 1,2, and 3 above no substantial part of the activities of the district shall be there carrying on of propaganda, or otherwise attempting to influence legislation, and the district shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Article XIV. REVENUE

Section 1. Each member club shall pay to the District for each of its members, with the exception of its honorary members, \$23.00 per annum as dues, and two dollars \$2.00 per annum to be forwarded to the Kiwanis Indiana Foundation as the subscription price for its publication. The total amount shall be due annually with the payment date based on the club's anniversary date, as further detailed in Section 2 following. An annual membership report from

Indiana District of Kiwanis

each club shall be due eighty (80) days prior to the due date for the club's annual dues payment, and shall be made on the official forms provided by Kiwanis International. The total amount shall include all District charges other than the new member add fee and registration feeds for district conventions and conferences.

Section 2. Annual dues payments as required by Article VI. Section 10 of the International Bylaws shall be due and payable according to the club's organization date as follows:

- Payment for clubs organized between September 1 and December 31, shall be due on December 31;
- Payment for clubs organized between January 1 and April 30, shall be due on March 31;
- Payment for clubs organized between May 1 and August 31, shall be due on May 31.

Section 3. New member add fees, as established by the House of Delegates, shall be paid to the District in the amount of \$3.00.

Section 4. Registration fees for District conventions and conferences, as established by the District Board of Trustees, shall also be paid to the District.

Section 5. No financial obligation other than the revenues provided in this Article shall be placed upon the clubs by the District, except:

- a. by a two-thirds (2/3) vote of the delegates at a convention; or
- b. by a two-thirds (2/3) vote upon a referendum submitted to all clubs of the District, and with the approval, of the International Board of Trustees.

Section 6. A Kiwanis club shall be relieved of any obligation to pay Indiana District dues for any club member under age of twenty-five (25) for a period of two (2) years from the date of joining that club, provided such member was a former member of a Kiwanis International sponsored program. The financial obligations for subscription to the Hoosier Kiwanian bulletin and new member processing fee shall remain payable.

Article XV. FINANCE

Section 1. The fiscal year of the District shall begin on the first day of October of each year.

Section 2. At the first meeting of the Board of Trustees, a budget of estimated income and expenditure for the year shall be approved and adopted by the Board.

Section 3. All disbursements shall be made solely by voucher check, which shall show the payee, the items of service rendered, of material purchased and the amount of the payment. Total disbursement shall not exceed the gross amount of the budget adopted by the Board of Trustees in each year. A copy of the audit report shall be sent to the of Kiwanis International by March 31, and to members of the current District Board of Trustees.

Section 4. The books of account of the District shall be maintained at the District Office and audited at least once each fiscal year by an independent auditing firm or a committee of members appointed by the Governor, approved by the Board of Trustees, headed by a public accountant or an equivalently qualified individual.

Section 5. The Board of Trustees shall determine the official depositories.

Section 6. The Board of Trustees shall designate the official or officials who shall sign checks.

Section 7. (a) The necessary traveling expense of all District Officers when engaged in the business of the District shall be paid by the District in accordance with the provisions of the budget.

(b) Two dollars (\$2.00) of the dues paid by member clubs shall be segregated in a separate account. These funds shall be used to pay the reasonable expenses of the District Officers incurred attending the International Convention. These expenses are limited to registration fees, travel and hotel costs.

Section 8. The necessary expenses of the Governor and the Executive Director/Secretary-Treasurer incurred in attending any convention of Kiwanis International may be paid by the District.

Article XVI. NATIONAL or LOCAL REQUIREMENTS

Section 1. Provisions required by national or local laws are as follows [list provisions, if any]:

Article XVII. OTHER AUTHORITIES

Indiana District of Kiwanis

Section 1. For authority on all matters not specifically covered by these bylaws, the following documents, current or as amended in the future, shall be consulted in order of priority to determine such matters:

- First-Kiwanis International Bylaws
- Second-Kiwanis International Policies & Procedures

Article XVIII. PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered in these bylaws.

Article XIX. AMENDMENTS

Section 1. Amendments to these bylaws if in conformity with the Bylaws of Kiwanis International, may be adopted by two-thirds (2/3) vote of the Delegates and Delegates-at-Large present and voting at any annual Convention. Proposed amendments shall be received by the Executive Director/Secretary-Treasurer at least sixty (60) days prior to the date of the convention. The Executive Director/Secretary-Treasurer shall send a copy of all proposed Amendments to the Secretary of each chartered club not less than thirty (30) days prior to the date of the Convention.

Section 2. If these bylaws are in conflict with the Kiwanis International Bylaws, current or as amended in the future, this district shall amend these bylaws to bring them into conformity with the Kiwanis International Bylaws.

Article XX. SEVERABILITY

Section 1. In the event that any provision of these bylaws is held invalid, all other provisions shall remain in effect.

Article XXI. NOT FOR PROFIT ORGANIZATION

Section 1. The District shall operate as a not-for-profit organization incorporated within the laws of the State of Indiana.

Section 2. The District is organized and operated exclusively for the purposes set forth in Section 501c3 of the Internal Revenue Code of 1986, as amended. The Objects, stated in Article II of these bylaws, shall be accomplished exclusively through charitable and educational activities as described in Section 501c3 of the International Revenue Code of 1986, as amended.

Article XXII. APPROVAL OF KIWANIS INTERNATIONAL

Section 1. These Bylaws and all Amendments or additions, including any districting, redistricting, or grouping of clubs, shall not be effective unless approved by Kiwanis International.

AS ADOPTED by the HOUSE of DELEGATES at the 89th ANNUAL DISTRICT CONVENTION in Evansville, Indiana on August 12, 2007

James R. Wruck
2006-07 Governor
Indiana District of Kiwanis

Susan Walker
Executive Director/Secretary-Treasurer
Indiana District of Kiwanis

