

BYLAWS OF THE PAST LIEUTENANT GOVERNORS' ASSOCIATION

INDIANA DISTRICT OF KIWANIS INTERNATIONAL as approved August 6, 2016

Article I - Name

This organization shall be known as the "Past Lieutenant Governors' Association" (Hereinafter referred to as "Association") and shall function as a subordinate part of the Indiana District of Kiwanis International.

Article II - Purpose and Objectives

Section 1. The purpose of this association shall be to promote the Objects and Goals of Kiwanis International in the Indiana District through the active support of the elected Governor and Lieutenant Governors within the Indiana District. This shall be accomplished through the pursuit of the following objectives:

- A. To promote membership in the association of all Past Lieutenant Governors in the Indiana District;
- B. To promote continuing interest and participation of Past Lieutenant Governors in Kiwanis activities;
- C. To provide opportunities for fellowship and continuing Kiwanis education among Past Lieutenant Governors;
- D. To assist in the promotion of the Kiwanis International Foundation, Indiana District Foundation, Circle K Clubs, Key Clubs, Builders Clubs, K-Kids Clubs, Aktion Clubs and any future sponsored organizations;
- E. To assist in the adoption and promotion of Division Councils in each division;
- F. To assist in the adoption and promotion of Past Lieutenant Governors' Councils in each division;
- G. To assist in the promotion of division projects;
- H. To assist in membership growth and retention, and new club building within the divisions of the district;
- I. To assist the Governor and Lieutenant Governors as advisors and consultants to the clubs, as needed;
- J. Upon request, to provide assistance to the current Lieutenant Governor to foster and promote harmony and unity within the division.

Article III - Membership

Section 1. Past Lieutenant Governors of Kiwanis International who are in good standing in a Kiwanis club of the Indiana District are eligible for membership in the Past Lieutenant Governors' Association.

Section 2. Current Lieutenant Governors shall become eligible for attendance, and subsequent membership, at the Past Lieutenant Governors' Association meeting held during the District Convention, traditionally held in August of each year. During that meeting they shall be encouraged to apply for membership and to participate fully in all future meetings and activities of the association.

Section 3. Active membership in good standing will be maintained by the payment of annual dues.

Article IV - Officers

Section 1. The officers shall consist of a President, Vice President, Secretary-Treasurer, and Immediate Past President, whose duties shall be those generally pertaining to such offices.

Section 2. Newly elected officers shall assume their positions and enter upon their respective duties at the close of the association meeting held during the District Convention.

Section 3. Each officer's term of office shall last for one (1) year, or until a successor shall be duly qualified and elected.

Section 4. Membership in good standing in the Association for at least one year shall qualify any member for election to any officer position; however, a Governor or Governor-Elect will be ineligible for office.

Article V - Committees

Section 1. The President shall appoint such committees as are necessary to insure the proper functioning of the association.

Section 2. There shall be no requirements for standing committees.

Article VI - Meetings

Section 1. The annual meeting of the association shall occur at the District Convention.

Section 2. Members present at any meeting shall constitute a quorum.

Section 3. Special meetings may be held on call of the President, upon approval of the District Governor, provided that such meetings shall not be held less than thirty (30) days prior to the District Convention.

- A. Notification in the Hoosier Kiwanian, email or by mail to the active membership in writing by the President or Secretary-Treasurer shall be made at least fifteen (15) days in advance of any special meeting.

Section 4. If there is a need for a special meeting, the officers of the Association shall conduct the business of the Association between regular meetings. Actions of the officers shall be reported and reviewed at the next regular meeting of the Association.

Article VII - Nomination and Election of Officers

Section 1. The nomination and election of officers for the succeeding year shall be conducted as follows:

- A. The announcement of officers shall take place at the Mid-Year Gathering.

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Section 2. Voting shall be by ballot and shall not be cumulative. There shall be no voting by proxy.

Section 3. The President shall appoint a committee to be known as the Nominating Committee at least ninety (90) days prior to the Annual Meeting, provided there is a single Midyear Conference, or at least ninety (90) prior to the Nomination and Election Meeting if there are multiple Midyear Conferences.

A. This committee shall consist of not less than three (3) or more than five (5) active members of the Association.

B. The President shall designate the chairman of this committee.

C. The duties of the Nominating Committee shall be to prepare a slate of candidates, present nominations, with the consent of those nominated, and to prepare a ballot for the election.

Section 4. Further nominations from the floor may be made, provided consent of the nominee has been given.

Section 5. In the case of a vacancy of any office, the vacancy shall be filled at a called meeting upon thirty (30) days notice of nomination.

Article VIII - Minutes of Meetings

The Association Secretary-Treasurer shall keep written minutes of each meeting, shall provide any newsworthy items for possible publication in a District Publication, shall have copies of the said minutes available at the next scheduled meeting, and shall post the said minutes on the Indiana District of Kiwanis International Web site, if available, within thirty (30) days after each meeting. The Association Secretary-Treasurer shall file complete copies of such minutes with the Indiana District of Kiwanis International Executive Director/Secretary-Treasurer within thirty (30) days after each meeting.

Article IX - Divisional Past Lieutenant Governors' Councils

Section 1. At the request of the current Lieutenant Governor, the Immediate Past Lieutenant Governor shall serve as the chairman of the Past Lieutenant Governors' Council for that division.

Section 2. In the event of the inability of the Immediate Past Lieutenant Governor to serve as chairman of the council, the chairmanship shall be filled from within the ranks of the Past Lieutenant Governors of the division, as determined by the Past Lieutenant Governors active in the council.

Section 3. The current Lieutenant Governor shall be an ex-officio member of the Past Lieutenant Governors' Council in each division and, in that capacity, shall be invited to all meetings of the council.

Section 4. The chairman of the Past Lieutenant Governors' Council and the current Lieutenant Governor shall formulate that portion of the agenda for each council meeting which addresses specific ways and means in which the past lieutenant governors may assist the current lieutenant governor, especially as it has to do with implementing the objectives contained in Article II, Section 1 of these Bylaws.

Section 5. The Council shall attempt to meet quarterly, at a time and a place as determined by the chairman.

Section 6. The first meeting of the Council in each administrative year shall take place in October. The name, address, and telephone number of the chairman shall be sent to the President of the Past Lieutenant Governors Association by November 15 of that year.

Article X - Memorial Tributes

The Association will give a yearly memorial donation to the Kiwanis Indiana District Foundation in the amount of \$250 to recognize those Past Lt. Governors who have died during the year.

Article XI - Revenue

Section 1. Membership dues having been established at \$10.00 per year shall be subject to change only by a majority vote of a duly declared quorum at a regular meeting of the Association.

Section 2. The Association Secretary-Treasurer shall be informed of the receipt of any and all funds; donations and gifts designated for the Association and the Indiana District of Kiwanis International Executive Director/Secretary-Treasurer shall regularly deposit it in the official depository of the Association.

Article XII - Finance and Accounting

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

Section 2. The Indiana District of Kiwanis International Executive Director/Secretary-Treasurer shall submit a financial report to the Association Secretary-Treasurer at least seven (7) days prior to each of the Association's regular meetings. The Association Secretary-Treasurer shall submit the aforesaid financial report at each of the regular meetings. Additionally, a year-end financial statement shall be submitted by the Director/Secretary-Treasurer Indiana District of Kiwanis International Executive to the President, with a copy to the Association Secretary-Treasurer no later than November 1 of each year.

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Section 3. Funds shall be deposited in the name of the Association. The signatures of all duly elected officers of this association and the Indiana District of Kiwanis International Executive Director/Secretary-Treasurer shall be placed on file with the depository. Checks drawn on the association funds shall be authorized by two (2) signatures, one of which shall be the current President or Secretary-Treasurer and the other shall be that of the Indiana District of Kiwanis International Executive Director/Secretary-Treasurer. Actions shall be reported and reviewed before any Association money can be expended.

Article XIII - Rules of Order

Robert's Rules of Order, Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.

Article XIV - Approval and Amendments

Section 1. These Bylaws shall be adopted on approval by a majority vote of members present at the Annual meeting.

Section 2. Any amendment to these Bylaws may be adopted on the affirmative vote of two-thirds (2/3) of the members present at any regular meeting, provided written notice of the proposed amendment(s) shall have been publicized at least thirty (30) days prior to the meeting by appearing in a District Publication and, if not published in a District Publication, then in that event, the said notification/publication must be accomplished by sending the aforesaid notice by email or mail to all current active members in good standing at least thirty (30) days before the meeting .

Section 3. These Bylaws and all amendments or additions shall not be effective unless approved by the Board of Trustees of the Indiana District of Kiwanis International.

Presented to the PLGA membership for adoption on February 9, 2002.

Approved by the Kiwanis District Board of Trustees on June 9, 2002.

Amended by the PLGA August 2003-changed Article XI-Revenue from \$5 per year to \$10.00 per year. (Actually approved changing/updating bylaws August 11, 2007).

Amended by the PLGA February 2008-changed Article X-to a flat donation instead of one amount per individual.

Amended by the PLGA February 2010-added Section 5 to Article VII; and added email or by mail to any reference of the Hoosier Kiwanian.

Amended by the PLGA August 2011-deleted section 3 from Article XII, amended Section 4 becomes Section 3 amended Section 1A of Article VI for election of officers.

Adopted changes/updates on the 6th day of August 2016:

James Bare
2015-16 President -Past Lt. Governors' Assoc.

James Stolt
2015-16 Secretary-Treasurer -Past Lt. Governors' Assoc.