

## **BYLAWS**

### **PAST LIEUTENANT GOVERNORS' ASSOCIATION GEORGIA DISTRICT OF KIWANIS INTERNATIONAL**

**August 8, 2015**

#### **ARTICLE I**

##### **NAME AND TERRITORIAL LIMITS**

- Section 1. The name of this organization shall be the Past Lieutenant Governors' Association.
- Section 2. The territorial limits of the Association shall coincide with the territorial limits of the Georgia District of Kiwanis International as established by Kiwanis International.

#### **ARTICLE II**

##### **OBJECTS**

- Section 1. The objects of this Association shall include the Objects of the Georgia District. The objects of the Association are:
- a. 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 Constitution.
  - b. To increase the fellowship and cooperative effort of the clubs within the District.
  - c. To cooperate with Kiwanis International in building new clubs and in educating and strengthening clubs within the District.
  - d. To promote participation of the clubs of the District in the general objectives, programs and policies of the District and of Kiwanis International.
  - e. To aid the Georgia District in Membership Development
    - New club building
    - Under charter-strength clubs
    - New club building in sponsored youth clubs
  - f. To aid the Georgia District in revitalizing below-charter-strength clubs.
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- g. To aid the Georgia District in Building the Kiwanis Family by helping to develop K Kids Clubs, Builders Clubs, Key Clubs, Circle K Clubs and Aktion Clubs.
- h. To aid the Georgia District by providing guidance to clubs toward more meaningful meetings.
- i. To aid the Georgia District by performing other special projects as may be assigned by the District Governor.
- j. To assist the District Governor, if requested, in the selection of District Committee Chairs.
- k. To aid the Georgia District by being a resource for the selection of quality future Lieutenant Governors.

### **ARTICLE III MEMBERSHIP AND DUES**

- Section 1. Every Past Lieutenant Governor of the Georgia District and any Past Lieutenant Governor of any other District of Kiwanis International who resides within the Georgia District and is currently an active member of a Kiwanis Club shall be eligible for membership.
- Section 2. The dues of this Association shall be \$10.00 per Kiwanis year.
- Section 3. Past Lt. Governors who are current in membership dues will be considered in good standing.

### **ARTICLE IV OFFICERS AND EXECUTIVE COMMITTEE**

- Section 1. The officers of this Association shall be Chair, Chair-Elect, Secretary, Treasurer, and Immediate Past Chair.
- Section 2. All Officers of this Association shall be either an active or senior member in good standing in a club of the Georgia District and in good standing in the Past Lt. Governors' Association.
- Section 3. The terms of all officers shall begin on the first day of October of each year and shall continue for one year or until their successors shall be duly elected and qualified by the Executive Committee.
- Section 4. The officers of the Association shall constitute an Executive Committee.

Section 5. The Executive Committee shall have the following authority:

- Approve the budget.
- Approve expense items.
- Fill unexpired vacancies of officers.
- Approve requests for Past Lt. Governor Association Grants.

Section 6. The Chair has the following duties and responsibilities:

- Be the executive officer of the association.
- Preside over all meetings of the association.
- Be an ex-officio member of all committees.
- Appoint a nominating committee and chair by June 1.
- Perform such duties and responsibilities as usually pertain to this office.
- By March 1, recommend to the District Governor the names of two members of the Association who will serve on the District Nominating and Screening Committee.
- By March 1, recommend to the District Governor two candidates for the District Finance Committee.

Section 7. The Chair-Elect has the following duties and responsibilities:

- In the absence of the Chair, the Chair-Elect shall preside at all meetings of the Association.
- Obtain Sergeants-at-Arms for events when needed. (When on duty, or when wearing Sergeant-at-Arms attire, a Sergeant-at-Arms may not promote a candidate who's running for a Kiwanis office.)
- Be a member of the Executive Committee

Section 8. The Secretary has the following duties and responsibilities:

- Send notices of all meetings to all members thirty (30) days in advance of the meeting.
- Send notices required by the Bylaws.
- Record minutes of each meeting and maintain an electronic and hard-copy Minutes Book.
- Maintain an electronic and hard-copy of the Bylaws.
- Send minutes of each meeting to all members at least two (2) weeks prior to each meeting.
- Maintain a list of the names and email addresses of all Past Lt. Governors in good standing.
- Maintain a list of the names and email addresses of all Past Lt. Governors.
- Be a member of the Executive Committee.

- Section 9. The Treasurer has the following duties:
- Submit all expense requests to the Executive Committee for approval.
  - Prepare a proposed budget by September 15.
  - Maintain a list of paid members of the Past Lt. Governors' Association.
  - Notify members at least 2 months before membership expires.
  - Be a member of the Executive Committee.
  - Distribute a financial statement to the members of the Executive committee quarterly and to the membership two (2) weeks prior to all meetings.
  - Maintain an electronic and hard copy of the PLGA Grant Application, grants awarded, and follow-up reports from grant recipients.
  - Send a reminder to any grant recipient who fails to submit a follow-up report within 3 months after the due date.

## **ARTICLE V NOMINATION AND ELECTION OF OFFICERS**

- Section 1. The election of officers shall be held at the annual meeting at the Georgia District Convention.
- Section 2. Voting shall be by ballot and shall not be cumulative. Only members in good standing may vote.
- Section 3. The Chair shall appoint a Nominating Committee by June 1 and shall give written or electronic notice to all members of the names of the Nominating Committee. The Committee shall consist of not fewer than three (3) members. The Chair shall designate the chair of the committee. The duties of this committee shall be to make nominations, with the consent of those nominated, for all officer positions and to prepare a ballot for the election of such officers.
- Section 4. By July 15, the Chair of the Nominating Committee shall give written or electronic notice to all PLGA members of the names the committee shall submit for election at the Annual Meeting.
- Section 5. Nothing contained in this Article shall be construed as limiting the right to make further nominations for any office from the floor of the meeting.
- Section 6. The Secretary shall notify the Governor-designate and the Executive Director of the names of the Officers by September 1.

## **ARTICLE VI VACANCIES IN OFFICE**

- Section 1. In the event of a vacancy in the office of Chair during an administrative year, the current Chair-Elect shall succeed to the position. The new Chair shall notify the District Governor and the District Executive Director about this change.
- Section 2. In the event of a vacancy in the office of Chair-Elect, Secretary or Treasurer during an administrative year, the Executive Committee shall elect a member to fill the vacancy.

## **ARTICLE VII MEETINGS, VOTES AND QUORUM**

- Section 1. The Past Lt. Governors' Association will hold a meeting at each Georgia District Conference or Convention. The meeting at the Georgia District Convention will be the Annual Meeting.
- Section 2. The quorum for a meeting shall be the total members in attendance at the Association meeting.
- Section 3. Any matter brought before the Association for a vote must receive a majority of the votes cast for its passage unless the Bylaws require a greater vote.
- Section 4. A called meeting of the Association will be by:
- A majority of the Executive Committee
  - A petition signed by one third (1/3) of the paid membership of the Association.

## **ARTICLE VIII ORGANIZATION**

- Section 1. In order to receive the benefits of the training and experience of the Past Lieutenant Governors for the betterment of Georgia Kiwanis, to fulfill the objectives of the Association and to aid our respective communities, the Association is authorized to have sub-organizations by Divisions of the District.
- Section 2. The Chair of the Association will contact the newly Elected District Governor immediately following the District Convention to determine the areas that the Governor would like the Association to work on for his/her year. The Chair will

contact the immediate Past Lieutenant Governor in each Division and request that the Division organization work on these areas.

Section 3. At the end of the Kiwanis year, the Association Chair will furnish the Immediate Past Lieutenant Governor of each Division a list by name and email address of all Past Lieutenant Governors in his/her Division, who are Association members. The Chair will request that the Past Lieutenant Governor contact the Association members in his/her division and ask that they provide assistance in areas of emphasis recommended by the new Governor. In the event that the immediate Past Lieutenant Governor cannot serve in this capacity, the Chair will appoint another Past Lieutenant Governor from that Division to perform this duty.

Section 4. The Past Lt. Governors' Association membership dues will fund maximum \$200 grants to under-charter-strength clubs that make application and that meet the application requirements. A grant recipient must be in good standing with the Association. To remain in good standing a grant recipient must complete a follow-up report, documenting how the grant was used.

## **ARTICLE IX**

### **DISTRICT SCREENING AND NOMINATION COMMITTEE**

Section 1. Article X, Section 5, of the District Bylaws provides for the membership and organization of the District Screening and Nomination Committee.

Section 2. Article X, Section 5a provides for the Past Lieutenant Governors' Association to nominate two (2) Past Lieutenant Governors to serve on this committee. The Executive Committee will select two (2) nominees, and the Chair will submit the names of the nominees to the District Governor by March 1.

## **ARTICLE X**

### **DISTRICT FINANCE COMMITTEE**

Section 1. Article XV, Section 2, of the District Bylaws provides for the membership and organization of the District Finance Committee.

Section 2. Article XV, Section 2C provides for the Past Lieutenant Governors' Association to nominate two (2) members to serve on the Finance Committee. The Executive Committee will select two (2) nominees, and the Chair will submit the names of the nominees to the District Governor by March 1. The Governor will select one of the nominees to serve on the Committee for a period of three (3) years.

**.ARTICLE XI  
RULES OF ORDER**

Section 1. *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered in these Bylaws.

**ARTICLE XII  
AMENDMENTS**

Section 1. Any amendment of these Bylaws may be adopted by two-thirds (2/3) vote of the members at any regular or called meeting, provided written notice of the proposed amendment shall have been given to the members at least two (2) weeks prior to the meeting.

These Bylaws were adapted from the *Organization and Operating Procedures* of the Past Lieutenant Governors' Association of the Georgia District of Kiwanis International as amended February 6, 2010.