

## **Bylaws of the Van Rensselaer Division Council**

### **Article I Name**

Section 1. This organization shall be known as the Van Rensselaer Division Council.

### **Article II Objects**

Section 1. The Objects of this Council shall be:

- a) to assist the officers of the clubs in this division with any problems or needs the club may have;
- b) to promote activities between clubs and in the division;
- c) to provide essential information to the clubs; and
- d) to aid in all division functions.

### **Article III Membership**

Section 1. The Council shall consist of the Lieutenant Governor, the Lieutenant Governor-Elect, all Past Lieutenant Governors, the council secretary and treasurer and all incumbent Club Presidents and Club Secretaries.

### **Article IV Officers**

Section 1. The officers of this council shall be the Lieutenant Governor, the Lieutenant Governor-Elect, the Immediate Past Lieutenant Governor, an elected secretary and an elected treasurer.

Section 2. All officers shall enter upon their official duties on October 1 of their year in office, and shall serve for a term of one administrative year or until their successors have been duly elected.

Section 3. The DUTIES of the officers shall be as follows:

- a) the Lieutenant Governor shall preside at all meetings;
- b) in the absence of the Lieutenant Governor, the Lieutenant Governor-Elect shall preside;
- c) the Treasurer shall receive all funds, and deposit same in the official depository. He shall report the financial status of the council at all meetings. He shall pay all bills that are officially due;
- d) the Secretary shall keep the official minutes of all meetings, and assist the other officers in their needs.

Section 4. Any member of the division is eligible for election to the office of secretary or treasurer, i.e. any club member.

### **Article V Meetings**

Section 1. The council shall hold a meeting approximately every six to eight weeks, and at such time and place as determined by the Lieutenant Governor, or the council, with the consent of the President of the host club.

Section 2. All meetings shall be in the evening, directly following the meeting of the host club.

Section 3. The ANNUAL MEETING shall be held in MARCH.

Section 4. Luncheon clubs shall schedule an evening meeting when the club is to host a meeting.

Section 5. All council members, and all immediate past presidents shall be notified of the ANNUAL MEETING two weeks in advance of said meeting.

### **Article VI Elections**

Section 1. The election of officers shall be held at the ANNUAL MEETING.

Section 2. The offices of Lieutenant Governor, Lieutenant Governor-Elect, Secretary, and Treasurer are filled at the ANNUAL MEETING.

Section 3. The voting shall be by majority vote. There shall be NO voting by proxy.

Section 4. The letter of notice of election shall contain the following:

- a) the date, time, and place of meeting;
- b) the notification that the Presidents and Immediate Past Presidents are eligible to vote;
- c) the regulations regarding alternate delegates for the voting members;
- d) instructions to the Past Governors, Past Lieutenant Governors, and the Lieutenant Governor-Elect that they have the privilege of the floor without the right to vote unless they are a duly elected delegate or alternate delegate; and
- e) any other instructions as notified by the District Office.

Section 5. The letter of notice on election of officers shall conform with the protocol and traditions of the Van Rensselaer Division and the New York District, Kiwanis International (this includes those provisions with respect to the presiding officer of elections being the Immediate Past Lieutenant Governor and predecessors as may be necessary).

**Article VII  
Obligations**

Section 1. In full recognition of the values derived from International, District and Division offices, the council shall strive to render service in conjunction with the policies of the above offices.

**Article VII  
Publications**

Section 1. The Lieutenant Governor, or in his/her absence, the Lieutenant Governor-Elect, shall prepare and distribute a newsletter to all clubs, at intervals, advising the clubs as to any actions taken by the council, and include in the newsletter any news item noteworthy to the clubs.

**Article IX  
Voting**

Section 1. All members of the Council shall have the right to vote.

Section 2. Any other Kiwanian shall have the right to speak on any subject brought to vote, but shall not be eligible to vote.

**Article X  
Finance**

Section 1. The Council shall be provided with funds from each club, at the rate of \$8.00 per member per club each year.

Section 2. A 2/3 vote of the entire council is necessary to change the amount provided by the clubs.

Section 3. Each club is responsible for the manner in which the moneys are raised.

Section 4. The expense of mailing and printing of newsletters, meeting notices etc. shall be paid from this fund.

Section 5. The Lieutenant Governor shall be paid an amount to be approved in the annual budget from this fund for expenses incurred during his/her term of office.

Section 6. An amount to be approved in the submitted budget shall be paid from this fund for the purchase of a gift for the visiting Governor on his official visit.

Section 7. The fund shall pay any deficit incurred to any Host Club of a division function. A division function is defined as one sponsored, authorized and executed by the division involving one or more clubs.

Section 8. The Lieutenant Governor-Designate shall be paid an amount from this fund for the expenses incurred from the time he/she is elected to this office in March.

**Article XI  
Rules of Order**

Section 1. Robert's Rules of Order shall be the Parliamentary Procedure authority for all functions not specified by these by-laws.

**Article XII  
Past Lieutenant Governors Advisory Board**

Section 1. The Division Council shall establish and maintain a Past Lieutenant Governors Advisory Board.

Section 2. The Advisory Board shall have a primary purpose of advising the incumbent Lieutenant Governor and the Division Council on matters not covered by the by-laws or traditions of Kiwanis at all levels.

Section 3. The Advisory Board shall consist of all past active Lieutenant Governors. As a Lieutenant Governor reaches this office, he/she shall immediately become a member of the Advisory Board.

Section 4. The ANNUAL MEETING of the Advisory Board shall coincide with the ANNUAL MEETING of the Division Council. At this meeting, the Advisory Board shall elect a President and Secretary of said Board to serve the same yearly term as the Lieutenant Governor.

Section 5. The Advisory Board shall meet at the discretion of the Lieutenant Governor OR when the need exists.

Section 6. The Advisory Board shall not have the privilege of decision that will effect the operations of the Division or the Division Council, but shall act as an advisor only. It shall in no way control the actions of the Lieutenant Governor.

Section 7. The Division Council shall finance the Advisory Board for individual expenses, such as postage and telephone calls.

## Division Council Policies

1. The Council shall be a clearing house for ideas, and a general round table discussion session shall be held to discuss problem clubs.
2. The Council will assist the Lieutenant Governor in the decision of the management of the Governor's Ball, such as place, cost, menu and agenda.
3. The Lieutenant Governor will read all announcements at the Council meeting.
4. The Lieutenant Governor will announce all dates of fund raising and special affairs of the clubs.
5. A program for each meeting will be one or two Division Chairmen, and the club chairmen shall be requested to attend to hear the Division Chairmen.
6. The Council shall assist and promote a Division project.
7. The Council shall arrange for a floral piece for any Lieutenant Governor, Lieutenant Governor-Elect, or past Lieutenant Governor in the event of their death.
8. All evening meeting clubs shall be host to the Council for one meeting each year.
9. A schedule of meetings for the year shall be set up in advance.
10. Make-up cards may be issued for Council meetings.
11. No credit shall be given for an interclub for a Council meeting only. Interclub are only creditable at the dinner meeting of the host club.
12. Candidates for the office of Lieutenant Governor-Elect shall have served in the capacity of Past President.
13. It is desirable that a candidate for Lieutenant Governor and Lieutenant Governor-Elect shall serve the Division on at least one Division Chairmanship or as an officer of the Council.