

Past Lieutenant Governors' Committee **Proposed Amendments to PLG By-Laws and dues**

Proposed Amendments to the "Past Lieutenant Governors' Committee – Bylaws and Dues"
(Revised August 2013):

Incorporate this document as an appendix to the
Eastern Canada & the Caribbean (EC&C) District Policy and Procedures (Revised August 2013):

Appendix B - PAST LIEUTENANT GOVERNORS' COMMITTEE - BYLAWS AND DUES
(Revised August 2013)

Replaces A108

B-1 Preamble: The Past Lieutenant Governors' Committee (also referred to as the PLG Committee) has been requested to be formed in order to put to use the expertise and experience of Past Lieutenant Governors. Formation of this committee began in 1980. Original Bylaws passed by the District Board of Trustees on August 15, 1984. The Bylaws were amended at the August, 1998 Annual Meeting of the PLG Committee, held in conjunction with the EC&C District Convention in Trois-Rivières.

B-2 Policy: That a PLG Committee for the E.C. & C. District is established and the Bylaws are as presented below and that the Dues be established at \$10.00 per member.

B-3 Procedure/bylaws:

Replaces A108B **BYLAWS FOR THE PAST LIEUTENANT GOVERNORS'**
COMMITTEE,
Eastern Canada and the Caribbean District,
Of Kiwanis International

[Note: The original set of Bylaws was adopted by the PLG Committee on August 13, 1984, and signed by Chairman F. Lorne Simpson and Secretary-Treasurer Bill Yatco, and approved by the EC&C District Board of Trustees on August 15, 1984, and signed by Governor Ross Muller. The Bylaws were amended at the August, 1998 Annual Meeting of the PLG Committee, held in conjunction with the EC&C District Convention in Trois-Rivieres. The Bylaws were again amended and passed by the District Board of Trustees in May, 2011. This present text contains these amendments.

ARTICLE 1 - NAME: Section 1. This organization shall be known as the "Past Lieutenant Governors' Committee, Eastern Canada and the Caribbean District, of Kiwanis International". It shall also be referred to as the PLG Committee.

ARTICLE II – Vision and Mission Statements

Section 1 - VISION STATEMENT

As an engaged group of Kiwanis leaders within our diverse and unique District of Eastern Canada the Caribbean, the PLG Committee is committed to building a strong viable District. The PLG Committee works closely with all District governing bodies, and particularly Club leaders, in developing and implementing innovative ways to ensure the District maintains its role as the premier service organization delivering needed services to the children of our District.

Past Lieutenant Governors' Committee
Proposed Amendments to PLG By-Laws and dues

Section 2 - MISSION STATEMENT

The District PLG Committee, through Regional and Divisional sub-committees, will ensure all PLGs will be able to participate in the future of our District.

We the PLG Committee

Will actively participate, along with the Executive, Regional and Board of Trustees in the development of District Bylaws and Policy and Procedures.

Will play an active role in District activities including District Conventions and Regional meetings.

Will work closely with Club leaders to effect positive changes in membership growth and service.

Are committed to a sustainable District through positive involvement of all PLGs.

ARTICLE III – PURPOSE

Section 1 The Purposes of this Committee shall be:

1. To consider and report to the District Governor and the District Board of Trustees on all matters referred to it by the Governor or the District Board of Trustees:
 - a. To aid and assist in District Conferences, Regional Conferences, and Division Conferences, as requested by the Governor, Regional Trustees or Lieutenant Governors.
 - b. To assist the Credentials Committee at District Conventions by
 - c. Setting-up and running the Delegate Credentials Desk. (Refer to Appendix C - Role of the PLG Committee at District Conventions from the EC&C Policy and Procedures document for a full list of duties.
2. To host and finance a first timers reception at each District Convention.
3. To promote the adoption of Regional Past Lieutenant Governors' Councils or Associations in every Region, to promote the adoption of Division Past Lieutenant Governors Councils or Associations in every Division and thereby to help strengthen and maintain service provided by Kiwanis Clubs in their respective Divisions and Regions. Each Region and Division Past Lieutenant Governors' Councils or Associations shall assist in recruiting Regional Trustees for their respective Region and Lieutenant Governors for their respective Divisions
4. To provide assistance to Lieutenant Governors and Regional Trustees.
5. Work to aid in maintaining harmony and unity in the Divisions and Regions.
6. To assist and promote new Club Development in all organizations of the Kiwanis Family throughout the District.
7. To promote and support all Service Leadership Programs (SLPs) within the District.
8. To promote participation by all clubs in both District and Kiwanis International fundraising and service projects.
9. To promote and support the translation of Kiwanis material from English into French in order to realize the formation of new French speaking Clubs in all organizations of the Kiwanis Family in both Eastern Canada and the Caribbean.
10. To promote the Kiwanis Foundations.
11. To provide an opportunity for fellowship among Past Lieutenant Governors.
12. To promote continuing interest and participation of Past Lieutenant Governors in District affairs.

Past Lieutenant Governors' Committee
Proposed Amendments to PLG By-Laws and dues

ARTICLE IV - MEMBERSHIP

Section 1 All Past Lieutenant Governors who are still members of Clubs within the District are eligible for membership in this Committee.

Section 2 Current membership in the Past Lieutenant Governors' Committee will be maintained by the payment of annual dues.

ARTICLE V - OFFICERS

Section 1 Members of the Executive of the Past Lieutenant Governors' Committee shall be elected at the Committee's Annual Meeting, held in conjunction with the District Convention and be recommended to the District Governor in accordance with District Bylaws.

Section 2 The Executive of the Past Lieutenant Governors' Committee shall be the Chair, the Vice-Chair, the Secretary, the Treasurer and the Immediate Past Chair, whose duties shall be those generally pertaining to such offices. These officers shall enter upon their official duties on the first day of October of each year, and shall serve for a term of one (1) year. Consecutive one-year terms may be permitted to a maximum of three terms.

ARTICLE VI - COMMITTEES

Section 1 There should be a member of the Past Lieutenant Governors' Committee in each Region who will act as "Regional Contact". The role of this Regional Contact will be to act as liaison between the Past Lieutenant Governors' Committee Executive and the Past Lieutenant Governors' Committee members in each Region. Under these circumstances, the Regional Contact will be appointed by the Chair of the District Past Lieutenant Governors' Committee
Where a Region Past Lieutenant Governors' Council or Association is in place, a member of that association council will be appointed by the Chair of the Regional PLG Council to serve as the Regional Contact

Section 2 There should be a member of the Past Lieutenant Governors' Committee in each Division who will act as "Divisional Contact". The role of this Divisional Contact will be to act as liaison between the Past Lieutenant Governors' Committee Executive and the Past Lieutenant Governors' Committee members in each Division.
Where a Division Past Lieutenant Governors' Council or Association is in place, a member of that association council will be appointed by the Chair of the Division PLG Committee to serve as Divisional Contact.

Section 3 The Chair of the District Past Lieutenant Governors' Committee shall recommend, through the Executive of the District Past Lieutenant Governors' Committee, all other committees necessary to ensure proper functioning of the District Past Lieutenant Governors' Committee, and may appoint the Chairs for those committees.

Past Lieutenant Governors' Committee
Proposed Amendments to PLG By-Laws and dues

ARTICLE VII - MEETINGS

- Section 1 The Annual Meeting of the Past Lieutenant Governors' Committee shall be at the time and location of the annual District Convention
- Section 2 Special meetings shall be held on call of the Chairman and approval of the District Governor, provided that such meetings shall not be held less than thirty (30) days prior to the annual District Convention
- Section 3 The members present at any duly called meeting shall constitute a quorum, provided at least twenty (20) current members are present.
- Section 4 Notification to the current membership of any special meeting shall be made in writing by the Chair or Secretary at least thirty (30) days in advance to both the Regional and the Divisional Contacts, and, when possible, in the District Newsletter, and on the District PLG Committee Website.

ARTICLE VIII - NOMINATION AND ELECTION OF OFFICERS

- Section 1 The election of Officers shall be held at the Annual Meeting held in conjunction with the annual District Convention.
- Section 2 Nomination and Election shall be held for the four positions of Chair, Vice-Chair, Secretary and Treasurer. The incumbent Chair will automatically become Immediate Past Chair, when a new Chair is selected.
- Section 3 Voting will be by a show of hands or by ballot at the discretion of the Chair. There shall be no voting by proxy.
- Section 4 The Chair shall appoint a committee to be known as the Nominating Committee. This committee shall consist of three (3) current members of the Past Lieutenant Governors' Committee. The Chair shall designate the chair of this committee. The duties of this committee shall be to make nominations, with the consent of those nominated, and to prepare a ballot of said officers.
- Section 5 Further nominations from the floor may be made, provided consent has been given by the nominee.

ARTICLE IX - MINUTES OF MEETINGS

- Section 1 The Secretary shall keep written minutes of each meeting, and shall disseminate these Minutes to the Executive and Divisional Contacts within thirty (30) days of such meeting. As well, information on key decisions or activities will be forwarded posted to District Newsletter, and on the District PLG Committee Website.

ARTICLE X - ACTIVITIES

- Section 1 The Past Lieutenant Governors' Committee shall seek, by fair discussion at its Annual Meeting, through liaison with appropriate District committees, and in other ways, to develop and implement plans and activities to fulfill the purposes of the Committee, as contained in Article II of these Bylaws.

Past Lieutenant Governors' Committee
Proposed Amendments to PLG By-Laws and dues

ARTICLE XI - REVENUE

- Section 1 Annual Membership dues shall be set for the following year at the Annual Meeting. The current annual membership dues are set at \$10.00
- Section 2 The Treasurer shall receive all dues, donations and gifts from the Past Lieutenant Governors and other sources maintain an accurate accounting of all funds and be prepared to give an accounting of receipts and disbursements at the Annual Meeting or any other time he or she is called upon, through the Executive, to do so.

ARTICLE XII - FINANCE

- Section 1 The fiscal year of the Past Lieutenant Governors' Committee shall begin on the first day of October each year.
- Section 2 The Treasurer shall submit a financial report to the Past Lieutenant Governors' Committee at the end of the fiscal year or any other time he or she is called upon, through the Executive, to do so.
- Section 3 The Officers shall determine the official depository for the Past Lieutenant Governors' Committee funds.
- Section 4 All funds shall be deposited in the name of the Past Lieutenant Governors' Committee. The signature of all the duly elected Officers of this Committee shall be placed on file with the depository. Cheques drawn on the Past Lieutenant Governors' Committee account shall be signed by any two (2) of the five (5) Officers of the Committee; i.e. the Treasurer and one of the other Officers.

ARTICLE XIII - RULES OF ORDER

- Section 1 "Roberts Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.

ARTICLE XIV - APPROVAL AND AMENDMENTS

- Section 1 Any amendment to these Bylaws may be adopted by affirmative vote of two-thirds (2/3) of the current members present at any regular meeting where there is a quorum present and notice has been given at least thirty (30) days prior to the meeting through the Executive and/or Regional and/or Divisional Contacts.
- Section 2 All amendments to these Bylaws shall be forwarded, through the District Secretary Treasurer, to the Board of Trustees of the Eastern Canada and the Caribbean District of Kiwanis International for ratification.

ARTICLE XV – THE KIWANIS MOTTO

- Section 1 The PLG Committee promotes the use of the Kiwanis Motto: “Serving the Children of the World”

END