

DIVISION 3 COUNCIL
FLORIDA DISTRICT, KIWANIS INTERNATIONAL
OPERATING PROCEDURES

ARTICLE I - NAME AND TERRITORIAL LIMITS

The Florida District and Kiwanis International Bylaws and Policies and Procedures shall be the governing sources for the Division Council. The Division shall be known as Kiwanis Division 3 Council, Florida District, Kiwanis International.

The territorial limits of this council shall be those territorial limits of all clubs comprising Division 3, Florida District, Kiwanis International.

ARTICLE II – DIVISION ADMINISTRATION

Section 1. Statement of Purpose of the Division

This Division elects a Lieutenant Governor to assist the Governor in this Division. The Division is not an additional organization unit, but simply an administrative area in which the Lieutenant Governor carries on the duties of assisting the Governor.

Section 2. Guidelines for Division Council Meetings

The Division Council is composed of representatives of the Division clubs and will be convened by the Lieutenant Governor for the purposes of discussion, consultation and coordination of Kiwanis programs and activities between the Clubs of the Division.

Section 3. Purposes

- a. To promote cooperation between the Clubs of the Division for the exchange of ideas without infringing on the authority of the individual Clubs or the Florida District as Kiwanis entities.
- b. To provide leadership, education and cooperation between the Clubs for promoting programs of the Florida District and Kiwanis International.

Section 4. Meetings

- a. This Council shall hold a regular meeting on the second Monday of the first month of each quarter. A special meeting may be called by the Lieutenant Governor, or upon request in writing to the Secretary or Secretary/Treasurer, by any three member clubs at any time. The place of the meetings will be determined by the Lieutenant Governor.
- b. The presiding officer at Division Council Meetings will be the Lieutenant Governor. If he/she cannot be present, the presiding officer should be the Lieutenant Governor-Elect, or if he/she too, is unable to attend, a Past Lieutenant Governor chosen by the Lieutenant Governor.
- c. At the first meeting of the new administrative year a Division Secretary and Treasurer or Secretary/Treasurer should be appointed by the Lieutenant Governor. The Secretary and Treasurer must be members in good standing from Clubs in the Division.
- d. At the Division Council Meeting persons with voting and motion privileges shall be the Lieutenant Governor and two representatives of each Club within the Division. Division Chairpersons, other officers or members of the Clubs of the Division may address the Council but shall not have the privilege of motions or voting.
- e. The voting members for the purpose of electing the Lieutenant Governor and Lieutenant Governor-Elect will be the President and Immediate Past President of each club in the division, or their duly appointed alternates.
- f. "Robert's Rules of Order -- Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these operating procedures.

Section 5. Organizations and Operations

- a. The agenda for a Division Council Meeting should be similar to a Kiwanis Club Board of Directors meeting with appropriate opening and closing.
- b. The program of the meeting, if any, shall be determined by the Lieutenant Governor.
- c. A Division Council may, with the full cooperation of the leadership of the various Clubs, reach decisions for the mutual benefit of all in the Division, and which may require the clubs to be asked for some financial support on a voluntary basis.

- d. No Club shall be obligated by any action taken at a Division Council.

ARTICLE III – Election of the Lieutenant Governor and Lieutenant Governor-Elect

Section 1. Nominating Committee

- a. The Immediate Past Lieutenant Governor shall be the Nominating Committee Chairperson or, if unable to serve, the immediate predecessor, and so on.
- b. The Nominating Committee shall accept and seek nominations for the office of Lieutenant Governor-Elect during the month of November each year. Qualified persons may self-nominate or be nominated by an active Kiwanian of a Division 3 Club with the nominees consent.
- c. In the event the Nominating Committee receives no nominations by December 1, the Nominating Committee shall poll the President of each Club in Division 3 in alphabetical order, as follows or as may be amended, beginning with the club following the home club of the Lieutenant Governor-Elect:

Bradfordville	Perry
Capital City	Quincy
Greensboro	Tallahassee
Havana	Tallahassee Killearn
Lake Jackson	Tallahassee Northside
Madison	Tallahassee Southside
Monticello	

It is the intent to fairly rotate the office of Lieutenant Governor to each interested club in Division 3.

- d. The Nominating Committee shall present at least one person for the office of Lieutenant Governor-Elect and the name of the current Lieutenant Governor-Elect as the sole candidate for the office of Lieutenant Governor. Nothing shall preclude additional nominations from the floor.
- e. The election shall be held at the January Division Council Meeting.
- f. Written notice of the election conference and the slate of candidates shall be sent, no later than 10 days prior to the meeting, to the President of each club in the Division, and to all Past Governors and Past Lieutenant Governors of the Division who are active, senior or privileged members of a club in the Division.
- g. The office of Lieutenant Governor and Lieutenant Governor-Elect shall be filled by a Kiwanian with the following qualifications:
 - 1. A Kiwanian for at least three years;
 - 2. An active member of a Kiwanis club in Division 3;
 - 3. A Kiwanian who will have served as a club President by the time he or she takes office as Lieutenant Governor-Elect;
 - 4. Has consented to be a candidate for Lieutenant Governor or Lieutenant Governor-Elect;
 - 5. Gives assurances to the Council that he/she will attend all required leadership educational training, the International and District Conventions, Florida District Trustee meetings, make the necessary club visits, and perform other duties as prescribed by the Florida District and Kiwanis International.

Section 2. Election

- a. The voting members present, representing not less than two-thirds (2/3) of the clubs of the Division, shall constitute a quorum for the election, and each club shall have one (1) vote for each representative present. The Lieutenant Governor and the Past Governors and Past Lieutenant Governors in attendance at the council meeting shall have the privilege of the floor without the right to vote, except in the event of a tie vote, in which case the Lieutenant Governor shall be entitled to vote.
- b. The Immediate Past Lieutenant Governor shall be chairman of the election or, if absent, the immediate predecessor, and so on. The council shall elect one of its members as secretary, and such tellers as may be necessary.
- c. A majority of all valid votes cast for each office shall be necessary for elections. In the event that no candidate receives a majority of valid votes cast, a new election shall take place immediately, and the person receiving the fewest number of votes shall be eliminated. This procedure shall be followed until one person receives a majority vote.
- d. The Lieutenant Governor shall certify the results of the election to the Florida District Secretary/Executive Director and Kiwanis International immediately following the election.

ARTICLE IV – COMMITTEES

Section 1. Standing Committees

- a. The Council shall have the following standing committees with the assigned duties.
 1. Governor’s Visit Committee: To plan, communicate and conduct the activities associated with the Official Visit to Division 3 of the Governor of the Florida District.
 2. Nominating Committee: To receive, review and recommend nominations for the office of Lieutenant Governor and Lieutenant Governor-Elect to the Council and to conduct the election at the January meeting each year. The chair will be the Immediate Past Lieutenant Governor or, if unable to serve, the immediate predecessor, and so on.
 3. Scholarship House Committee: To represent the Council in working with the Southern Scholarship Foundation for the Ralph Davis Scholarship House and to make recommendations on the expenditure of all scholarship house funds collected by the Council.
- b. Each standing committee shall be appointed by the Lieutenant Governor.
- c. Special committees may be appointed by the Lieutenant Governor and they shall perform such duties as may be defined at their creation. It shall be the duty of each special committee to discharge the purpose for which they were formed as quickly as possible, and following the acceptance by the council of their final report, they shall stand dissolved.

ARTICLE V -- PUBLIC ACTIVITIES

Section 1.

The Council will take no direct action upon any public or individual club matter nor will it issue any direct statements to the public press of any action taken at any meeting.

ARTICLE VI -- REVENUE

Section 1. Membership Dues

The membership dues shall be based upon the size of each member club which amount may be changed at any regular or special meeting by majority vote of the accredited representatives present, after notice has been given, and the membership contribution shall be on an annual basis in the amount of three dollars (\$3.00) per member. Such membership will be based on the club’s total members as reported in the monthly report for the month of September.

Section 2. Scholarship House Assessment

The Council from time to time may adopt an assessment schedule based upon the membership size of clubs in support of repairs, upgrades, and capital needs at the Ralph Davis Scholarship House. It is the primary intent for the funds to be used for the capital needs of the house and not ordinary operating expenses. The Assessment Schedule shall be attached to these Operating Procedures as Attachment 1.

Section 3. Miracle League Program Assessment

The Council from time to time may adopt an assessment schedule based upon the membership size of the clubs in support of the Miracle League Program at the Miracle Field in Tallahassee. The Assessment Schedule shall be attached to these Operating Procedures as Attachment 2. (No assessment scheduled has been adopted.)

Section 4.

Dues and assessments shall be payable on October 1 of each year.

ARTICLE VII -- FINANCE

Section 1.

The fiscal year of this council shall begin on October 1 and end on September 30 of the following year.

Section 2.

The Council Treasury may be used to pay any legitimate expenditures for Division purposes, as approved by the Council. This may include, but are not limited to, expenses for Division Conferences, Zone Conferences, District Governor visits, International officer visits, new club establishment, postage, office supplies and expenses incurred by the Lieutenant Governor in performing the duties of the office.

Section 3.

The Treasurer shall render an annual report at the regular meeting in October of each year, including the receipts and disbursements for the year.

Section 4.

An annual audit of receipts or disbursements shall be required. An Audit Committee of two members of the Council shall be appointed by the Lieutenant Governor to meet with the Treasurer and perform an audit with a written report made a part of the minutes of the January Council meeting.

Section 5. The Treasurer shall not be required to post bond.

ARTICLE VIII - AMENDMENTS TO OPERATING PROCEDURES

Section 1.

Amendments to these operating procedures may be adopted by a two-thirds (2/3) vote of the Representatives present who are eligible to vote, provided that copies of such amendments shall have been given to the President of each club at least thirty (30) days prior to the meeting at which the amendment is to be voted upon.

Approved: January 10, 2011