A. PURPOSES

The Finger Lakes Division’s goals are to promote Division, District and Kiwanis International programs among the Kiwanis clubs of the division, and to provide a forum for the exchange of ideas, the discussion of common club concerns, participation in joint projects with other K-Family clubs within the division, and to provide a mechanism for implementing division-wide projects and events.

B. MEMBERSHIP

1. Composition: The Finger Lakes Division shall consist of the Kiwanis clubs within the boundary of the Finger Lakes division as determined by the NY District Kiwanis Board.

2. Voting: Voting will be done in compliance with the bylaws of the New York District:

   Section 5, b: Each club in the division is entitled to three (3) delegates,
two of whom should be the club president and president-designate, as well as three alternates who may serve if any delegate is absent. All club delegates and alternates shall be active members.

3. **Elections**: The election of a lieutenant governor and lieutenant governor-elect for the following year will take place at the April Division Council meeting. Should a vacancy exist in either office, an election can take place at any Division Council meeting as long as there is a quorum.

**C. OFFICERS**

1. **Lieutenant Governor**: The lieutenant governor of the Finger Lakes Division is the chief operating officer of the division. The lieutenant governor shall be an ex-officio member of all division committees. In the absence of the lieutenant governor, the lieutenant governor-elect shall assume his/her duties.

2. **Secretary**: The secretary shall prepare and maintain the records of the division council. The secretary shall be appointed by the lieutenant governor.

3. **Treasurer**: The treasurer shall be the custodian of all division funds. The division treasurer shall be appointed by the lieutenant governor. The treasurer shall report on division finances at all division council meetings.

4. **Lieutenant Governor-Elect**: The lieutenant governor-elect of the Finger Lakes Division should use his/her time to prepare for service as lieutenant governor and step fill the role of lieutenant governor in the case of his/her absence.

5. **Combining of Offices**: In the event that there are no suitable volunteers for the offices of Secretary and Treasurer, the offices may be combined.

**D. MEETINGS**

1. **Division Council Meetings**: The lieutenant governor shall convene division council meetings in October, December, February, April, June and August. The precise schedule and location is at the discretion of the lieutenant governor.

2. **Agenda**: The agenda for division council meetings shall be set by the lieutenant governor.

3. **Governor’s Visit**: This meeting shall be scheduled by the lieutenant governor in consultation with the district governor. The governor’s visit shall be organized as a break-even event, with the goal of avoiding a loss or a profit.

4. **Quorum**: In order to conduct business at any meeting of the division council a majority of the clubs within the division shall be represented by at least one voting representative. Members holding dual membership can only represent their home club.

**E. FINANCE**

1. **Club Contributions**: Each Kiwanis club within the division shall be requested to make a contribution of twelve dollars ($12) per member annually by
December 15 based on the number of members for which International dues are payable.

2. The council may also vote to request additional funding from clubs for approved division-wide projects.

3. **Division Budget:** The proposed division budget shall be presented by the lieutenant governor at least 14 days before the October Division Council meeting. The budget shall be ratified by a majority vote of the voters present. Voting on the budget is done in accordance with the lieutenant governor election procedure.

4. **Expenses:** The budget shall contain subsidies for the lieutenant governor’s attendance at New York District and Kiwanis International events and for the lieutenant governor-elect to attend required training in advance of his/her year in office. The approved amounts should be paid by the Division Treasurer following attendance at such events.

5. **Delegate Lunch:** The lieutenant governor shall schedule and conduct a division caucus at any NY district annual, special or emergency convention. Lunch shall be provided at the caucus, the expense of which shall be paid from Division Budget funds.

6. The budget should also include any other division expenses, such as meeting room rental, postage, etc.

7. Any fund balance at the end of an Administrative Year should be carried over to the next year.

**F. DIVISION COMMITTEES**

Division Committees shall be established as determined by the lieutenant governor. Chairs should report on committee activity at division council meetings.

**G. AMENDMENT PROCEDURES**

These operating procedures can be amended by the Division Council. Proposed amendments must be presented at one meeting and then voted on at a later meeting.