

OFFICIAL BYLAWS

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT PAST DISTRICT OFFICERS ORGANIZATION

ARTICLE 1 – NAME

Section 1. This organization shall be known as the Past District Officers’ Organization of the Louisiana-Mississippi-West Tennessee District of Kiwanis International. The name will be shortened as LaMissTenn PDO.

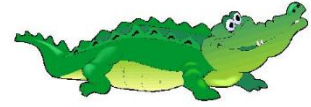
ARTICLE 2 – PURPOSE

Section 1. The purposes of this organization shall be:

- Mentorship and Leadership Development
 - To encourage Kiwanians to run for District Offices and to prepare them to serve.
 - To form a Speaker’s Bureau as subject matter experts on Kiwanis.
 - To encourage and promote attendance at all District conventions, conferences, and other official functions.
- District Support and Growth
 - To assist in New Club opening.
 - To help clubs experiencing difficulty.
 - To promote the District Foundation.
 - To provide, through a dues structure, a treasury through which to disperse funds for projects benefiting the Kiwanis community to be decided upon by the organization.
- Fellowship and Heritage
 - To establish a functioning group of past District Officers that will establish pride and spirit and cause them to remain active.
 - To preserve the history of the LaMissTenn Kiwanis District.
 - To promote continuing interests, participation, and fellowship among the District Officers—both past and present.

Section 2. The core mission is to retain the knowledge, experience, and passion of former district leaders to benefit the current administration, clubs, and members of the LaMissTenn Kiwanis District.

ARTICLE 3 – MEMBERSHIP



Section 1. Kiwanians who have served or are currently serving, in whole or in part, in any of the offices of the LaMissTenn Kiwanis District, including Division Lieutenant Governor, Region Trustee, Executive Director, Vice Governor, Governor-Elect, Governor, and Immediate Past Governor, are eligible to become members of the Past District Officers' Organization.

Section 2. A PDO Member shall be an active member* in a club** of the LaMissTenn District and pays his/her annual dues or is a Life Member. **Active member* means a Kiwanis member in good standing with his/her club as defined by the club. ***Club* means a club in good standing as defined from time to time by Kiwanis International.

Section 3. Honorary PDO membership may be voted upon.

ARTICLE 4 – EXECUTIVE COMMITTEE

Section 1. The organization shall be directed by an Executive Committee. The Executive Committee shall consist of three (3) representatives from each region in the District.

- a. The representatives shall be elected by the Past District Officers of those regions.
- b. The election shall be no later than 30 days prior to the Annual PDO Meeting held at the LaMissTenn District Convention.
- c. In the absence of an election, the regional representatives shall be appointed by the current Lieutenant Governors of the region.

Section 2. The officers shall be a Chair, Vice Chair, Secretary, Treasurer, and Immediate Past Chair. The Treasurer shall perpetually be the LaMissTenn Kiwanis Executive Director. The officers shall be nominated from the members of the Executive Committee, except the Immediate Past Chair and Treasurer, and elected by the PDO membership.

- a. Officers shall enter upon their official duties on the first day of October of each year.
- b. The term for officers shall be one (1) year or until their successors shall be duly elected and qualified.

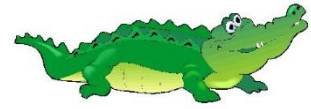
Section 3. Representative terms shall be as follows. The terms of all PDO representatives shall begin on October 1 following their election or appointment.

- a. The representative shall serve for a term of three (3) years.
- b. The representative shall be limited to serving two (2) consecutive terms.

Section 4. The current District Governor will be an ex-officio member of the Executive Committee.

Section 5. In the case of a vacancy in the office of Chair, the Vice Chair shall succeed in the office. In the case of a vacancy of any other officer, the vacancy shall be filled by an appointed member of the Executive Committee.

Section 6. The term of office of regional representatives appointed to vacancies shall be the same as that of the representative they replaced.



ARTICLE 5 – DUTIES OF OFFICERS

Section 1. The Chair has the duty and responsibility to:

- a. Preside over all meetings of the PDO.
- b. Promote the purpose of the PDO Organization.
- c. Work with the District Governor to promote his/her goals within the District.
- d. Encourage all Past District Officers to be part of the PDO Organization.
- e. Through partnership with the Past Governors' Committee, encourage active Kiwanians to run for District offices.
- f. Promote the LaMissTenn District Foundation.

Section 2. The Vice Chair has the duty and responsibility to:

- a. Preside over PDO meetings when the Chair is unavailable.
- b. Promote the purpose of the PDO Organization.
- c. Encourage all Past District Officers to be part of the PDO Organization.
- d. Attend all meetings of the Executive Committee.

Section 3. The Immediate Past Chair has the duty and responsibility to:

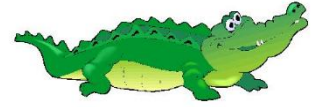
- a. Advise the current PDO Chair on issues related to the PDO Organization.
- b. Encourage active Kiwanians to run for District offices.
- c. Attend all meeting of the Executive Committee.

Section 4. The Secretary has the duty and responsibility to:

- a. Attend all meetings of the Executive Committee.
- b. Record accurate minutes of each meeting.
- c. Disseminate the important activities through articles in the District Newsletter after each PDO meeting.
- d. Notify in writing of any special meetings called by the PDO Chair to the PDO membership.
- e. Ensure all PDO members receive the appropriate acknowledgement at District events. This may include ensuring paid members have a PDO ribbon for their name tags.

Section 5. The Regional Representatives have the duty and responsibility to:

- a. Promote the purpose of the PDO Organization.
- b. Attend all meetings of the Executive Committee.
- c. Encourage active Kiwanians in their region to run for District offices.
- d. Serve as the subject matter expert on Kiwanis and be willing to be a speaker at local club meetings.
- e. Identify clubs that may be experiencing difficulty in order to inform the PDO Organization of their needed assistance.
- f. Assist in any New Club building activities in their region.



- g. Promote the LaMissTenn District Foundation to clubs in their region.

Section 6. The Treasurer has the duty and responsibility to:

- a. Collect dues from Past District Officers in accordance with the PDO bylaws.
- b. Maintain an accurate of accounting of all receipts and disbursements.
- c. Maintain a list of PDO members (both active dues-paid and potential unpaid).
- d. Prepare and submit financial reports when called up on by the Executive Committee.
- f. Attend all meetings of the Executive Committee.

ARTICLE 6 – MEETINGS

Section 1. The annual meeting of the LaMissTenn PDO shall be at the time of the LaMissTenn District Convention.

- a. The annual meeting shall consist of a review of PDO finances and activities from the previous year, an election of officers, seeking through fair discussion to develop and implement programs to promote Kiwanis within the District, discuss mentorship opportunities for potential district office candidates, and other key operational issues that need to be addressed.
- b. The LaMissTenn PDO Annual Meeting is open to all Past District Officers attending the District Convention.

Section 2. The Executive Committee shall hold meetings at least four (4) times per year. These meetings may be held virtually or in person during District meetings.

Section 3. The Executive Committee members needed to be present at a duly called meeting shall be one-half plus one (50 percent plus 1) to constitute a quorum.

Section 4. Special meetings of the PDO membership may be held on call of the PDO Chair and approval of the District Governor.

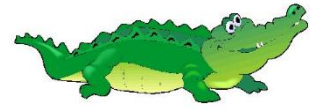
Section 5. Notification of any called special meeting shall be posted in the District Newsletter, or by the PDO Secretary in writing to the active membership and shall be made at least fourteen (14) days in advance of the meeting.

ARTICLE 7 – NOMINATION AND ELECTION OF OFFICERS

Section 1. The election of officers shall be held at the Annual PDO Meeting in conjunction with the LaMissTenn Kiwanis District Convention.

Section 2. Voting shall be by ballot. There shall be no voting by proxy or absentee ballot.

Section 3. The Chair shall appoint an ad-hoc committee to be known as the Nominating Committee. This Committee shall consist of at least three active members of the PDO membership.



The Chair shall also designate the Committee Chair. The duties of this Committee shall be to make nominations, with consent of those nominated; and to prepare a ballot for the election of the slate of Officers.

Section 4. Further nominations from the floor may be made, provided consent has been given by the nominee.

ARTICLE 8 – REVENUE

Section 1. Membership dues shall be \$10.00 per year.

Section 2. Lifetime memberships are available by paying 15-years' worth of annual dues at one time, or \$150.00.

Section 3. Sustaining Member is any PDO Member, lifetime or annual, who give additional donations annually towards specific PDO projects. These Sustaining Members may be recognized for their generous gifts as determined by the Executive Committee.

Section 4. The Treasurer shall receive all dues, donations, and gifts from the Past District Officers, and maintain an accurate accounting of all receipts and disbursements.

ARTICLE 9 – FINANCE

Section 1. The fiscal year of the PDO Organization shall operate the same as the Kiwanis International administrative year. This date is currently the first day of October of each year.

Section 2. The Treasurer shall submit a financial report to the membership at the Annual Meeting. Changes to the financial reports shall be submitted to the Executive Committee during regular meetings.

Section 3. The official depository shall be in alignment with the LaMissTenn Kiwanis District policy and maintained by the Treasurer.

Section 4. All funds shall be deposited in the name of the Past District Officers. Signatories and check procedures shall be in alignment with LaMissTenn Kiwanis District policy.

Section 5. Distribution of funds shall be by action of the Executive Committee.

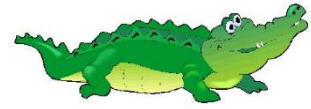
ARTICLE 10 – RULES OF ORDER

Section 1. “Roberts Rules of Order Newly Revised” shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

ARTICLE 11 – APPROVAL AND AMENDMENTS



LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT
PAST DISTRICT OFFICERS ORGANIZATION



Section 1. These bylaws shall be adopted on approval by a majority vote of active PDO members present at a regular meeting.

Section 2. Any amendment of these bylaws may be adopted on the affirmative vote of two-thirds (2/3) of the active PDO members present at any regular meeting where there is a quorum present, provided a copy of amendment(s) has been shared via the District Newsletter, or emailed to PDO membership at least thirty (30) days prior to the meeting.

Revised: March 2026

Revised: August 1997

Revised: August 1991