
Bylaws of Rotary International District 7150

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Table of Contents

Bylaws of Rotary International District 7150 5

Article 1. Preface 5

1.1 Foreword.....5

1.2 General Statement.....5

1.3 Definitions5

1.4 General Qualification to Serve at the District Level.....5

Article 2. District Role, Organization and Administration 6

2.1 Role of the District6

2.2 District Organization and Administration6

2.3 District Leadership Plan [DLP]6

Article 3. Rotary Leadership Training Cycle 6

3.1 Leadership Training Cycle.....6

Article 4. District-Level Elections 7

4.1 District-Level Elections.....7

4.2 Guidelines for District-Level Elections.....7

4.3 Qualifications of a Governor-nominee7

4.4 The Nominating Committee.....7

4.5 Suggestions by Clubs for Governor.....7

4.6 Nomination by Committee of Best-Qualified Rotarian8

4.7 Notification of Nomination.....8

4.8 Committee Inability to Select Nominee8

4.9 Challenging Candidates.....8

4.10 Concurrence to Challenges8

4.11 Absence of Challenging Candidate8

4.12 Challenging Nominations8

4.13 Failure of Challenging Nomination to Remain Effective.....8

4.14 Exceptional Circumstances.....9

4.15 Procedure.....9

4.16 Club Nomination of Two or More Candidates9

4.17 Ballot-by-Mail Specifications9

4.18 Club Voting9

4.19 Balloting Committee.....9

4.20 Majority Vote9

4.21 Report of Balloting Committee10

4.22 Less than Majority Vote10

4.23 Certification of Governor Nominee and Governor Nominee Designate.....10

4.24 Failure of Nomination to Remain Effective10

4.25 Timetable for District DGN and DGND Elections10

4.26 Selection of Governor-nominee/Governor-nominee designate.....11

4.27 Selection of Governor-nominee/Governor-nominee Designate-Ballot-by-Mail.....11

Article 5. Rotary District Records 11

5.1 District Records.....11

5.2 Governor’s Report to RI.....12

Article 6. Rotary District Finances and District Funds 12

6.1 Establishment of a District Fund12

6.2 Operation of a District Fund12

6.3 Governor’s Oversight of District Finances.....12

6.4 Governor’s Oversight of Club Finances.....13

Article 7. District Governor	13
7.1 District Governor Responsibilities.....	13
Article 8. Assistant Governors	13
8.1 Assistant Governor Appointments.....	13
8.2 Assistant Governor Responsibilities	13
Article 9. District Secretary	14
9.1 District Secretary Appointment	14
9.2 District Secretary Responsibilities.....	14
Article 10. District Treasurer	14
10.1 District Treasurer Appointment	15
10.2 District Treasurer Responsibilities.....	15
Article 11. District Trainer	15
11.1 District Trainer Appointment.....	15
Article 12. District Council	16
12.1 District Council Purpose	16
12.2 District Council Function.....	16
12.3 District Council Composition.....	16
12.4 District Council Meetings	16
12.5 District Council Agenda.....	17
Article 13. District Committees	17
13.1 Committee Responsibilities	17
13.2 Committee Qualifications.....	17
13.3 Training Requirements	17
13.4 Relation to RI, Rotary Foundation or Presidential Appointees	17
13.5 Reporting Requirements	17
Article 14. District Expenses	17
14.1 District Meeting Attendance Expenses.....	17
14.2 Regional and International Meetings Expenses	18
14.3 Multi-district PETS Expenses	18
14.4 District Conference Expenses.....	18
14.5 District Assembly Expenses	18
14.6 Mid-year Meeting or One Area Meeting Per Area Expenses.....	18
14.7 Pre-PETS Area Meeting Expenses	18
Article 15. District Assembly Voting	18
15.1 Voting.....	18
15.2 Proxies.....	18
Article 16. District Conference Procedures	18
16.1 Purpose and Purpose	19
16.2 Place	19
16.3 Conference Secretary	19
16.4 Conference Voting - Electors	19
16.5 Insurance.....	19
16.6 Requirements of the District Conference.....	19
Article 17. Council on Legislation	20
17.1 District Representative on Council on Legislation.....	20
Article 18. Rotary Resolutions	20
18.1 The DG shall appoint a District Resolution Chair	20
18.2 District Resolutions	20
18.3 District Resolutions Committee	20
18.4 At the District Conference.....	20

Article 19. Rotary District Projects	21
19.1 Uncompleted District Project	21
Article 20. District Rotary	21
20.1 Policy for District Rotary Foundation Committees	21
20.2 District Rotary Foundation Chair Appointment and Term	21
20.3 District Rotary Foundation Chair Duties and Responsibilities	21
20.4 District Rotary Foundation Committee Members Duties and Responsibilities.....	22
20.5 District Rotary Foundation Committee Members and Subcommittees	23
Article 21. District Amendment(s) Procedure	23
21.1 District Amendment(s) Procedure.....	23
Article 22. Indemnification	23
Article 23. District Bylaws Amended	23
23.1 District Bylaws Amended	23
Article 24. Rotary International Manual of Procedure	24
24.1 Manual of Procedure Purpose.....	24
24.2 Manual of Procedure Amended	24
Article 25. Dictionary of Acronyms	25

Bylaws of Rotary International District 7150

Article 1. Preface

1.1 Foreword

This manual sets out procedures for use by District Officers to ensure continuity from year to year in the administration of the District.

1.2 General Statement

The purpose of these District Bylaws is to further the *Object of Rotary* by establishing District practices designed to aid:

- 1.2.1 The DG with routine District Bylaws [DB] necessary for the smooth functioning of the clubs, thus freeing them to concentrate their efforts on inspiring clubs to greater service through leadership.
- 1.2.2 The DG in implementing a DLP that allows flexibility, provides enhanced and responsive communication at all levels, increases potential for future leadership, and motivates club and individual participation in all District objectives
- 1.2.3 The Clubs and individual Rotarians to better understand and utilize the assistance that is available through the District organization.
- 1.2.4 The Clubs and individual Rotarians to better understand R. I. and District policies and procedures.
- 1.2.5 The Constitution and Bylaws of Rotary International shall take precedence over any bylaw or other provision adopted by the District or any constituent club and in the event of any conflict, the Rotary International Constitution and Bylaws shall govern.
- 1.2.6 Rules of Construction- All general provisions, terms, phrases and expressions contained in this Code are to be construed in a manner that allows for the implementation of policies. Words and phrases are to be taken in their plain or usual sense, but technical words and phrases having a particular or appropriate meaning in law or in the constitutional documents are to be understood according to their technical import. As used in this Code, the words "shall," "is," and "are" are mandatory, and the words "may" and "should" are permissive. *(June 1998 Mtg., Bd. Dec. 348)*
- 1.2.7 Nothing in these bylaws is intended to limit the authority of the district governor which may be granted to him/her by Rotary International.

1.3 Definitions

- 1.3.1 Unless otherwise specifically provided herein, each word shall be given its ordinary meaning.
- 1.3.2 Unless otherwise specifically provided herein, the masculine shall include the feminine and vice versa.
- 1.3.3 As used in these Bylaws:
 - (a) "District" shall mean Rotary District 7150
 - (b) "Writing", unless otherwise specifically indicated, shall include a confirmed Internet communication.
 - (c) "Clubs" shall mean the Rotary clubs in Rotary District 7150
 - (d) "Year", unless otherwise defined, shall mean the calendar period commencing on 1 July in any given year and continuing uninterrupted until the following 30 June.

1.4 General Qualification to Serve at the District Level

Any person being considered for appointment and/or election to a District-level position must be –

- 1.4.1 An Active member of a District club and in good standing with it
- 1.4.2 Willing and able to perform their duties effectively
- 1.4.3 This DB repeals all prior issues, immediately upon official adoption of its contents.

- 1.4.4 Throughout these District Bylaws, RI *District 7150* shall be understood to qualify all entities and individuals named herein.

Article 2. District Role, Organization and Administration

2.1 Role of the District

A district is a group of clubs within a geographical boundary established by the RI Board pursuant to the bylaws for RI administrative purposes. The activities and organization of a Rotary district shall exist solely to help the individual club advance the object of Rotary and should not tend to diminish services provided.

2.2 District Organization and Administration

Our district was required to develop and adopt a District Leadership Plan (DLP). The required components of the DLP are as follows:

- 2.2.1 Common terminology such as “assistant governor,” “district trainer,” “district committees,” and “club leadership plan”;
- 2.2.2 Defined responsibilities and duties for assistant governors, district trainers, district committee members, and club leadership;
- 2.2.3 District committees that ensure continuity of leadership within the district;
- 2.2.4 A clear statement of the duties and responsibilities that the governor cannot delegate;
- 2.2.5 A defined plan for assisting clubs in the implementation of a corresponding club leadership plan

2.3 District Leadership Plan [DLP]

The DLP provides for the appointment by the governor of assistant governors to carry out much of the administrative work associated with club operations, thereby giving the governor more time to:

- 2.3.1 Emphasize the importance of membership development and retention through attendance at charter events, induction ceremonies, ceremonies, membership development seminars, and new member orientation programs;
- 2.3.2 Motivate Rotarians to participate in club and district activities & projects through attendance at specific events;
- 2.3.3 Encourage participation in Rotary Foundation seminars, the programs of The Rotary Foundation, and financial support of the Foundation through Foundation recognition programs such as those for Paul Harris Fellows, Foundation Benefactors, and Major Donors;
- 2.3.4 Recognize the work of individual Rotarians, through personal recognition, such as the Five Avenues of Service Citation, Service Above Self Award, Presidential Citations and district-level recognitions and awards;
- 2.3.5 Plan for the future of the district;
- 2.3.6 Address the long term development of the club through the Club Leadership
- 2.3.7 Undertake the duties set forth in section 15.090 of the RI Bylaws

The District Leadership Plan strengthens Rotary at both the district and club level by providing:

- 2.3.1 Faster and more responsive support to clubs;
- 2.3.2 A larger supply of well-trained leaders in the district;
- 2.3.3 A larger and stronger field of district leaders;
- 2.3.4 Improved participation in Foundation programs and district-level

Article 3. Rotary Leadership Training Cycle

3.1 Leadership Training Cycle

The preferred sequence for Rotary leadership development shall be as follows:

- 3.1.1 District Team Training Seminar;
- 3.1.2 Presidents-elect training seminar;
- 3.1.3 District Assembly.
- 3.1.4 Rotary Leadership Institute

Article 4. District-Level Elections

4.1 District-Level Elections

This district shall use the nominating committee system for the selection of the positions of District Governor Nominee [DGN] and District Governor Nominee Designate [DGND] and all other district elections (with a ballot-by-mail in the event of a challenge to the selection of the nominating committee) provided however, that nominating committees need not be used to select the members of nominating committees.

4.2 Guidelines for District-Level Elections

The governor shall send the “Guidelines for Candidates for Elective Position in RI,” as adopted by the RI Board, as well as the following list of election guidelines to all clubs at the time of the official call for nominations. Rotarians and election candidates shall:

- 4.2.1 Learn and follow both the spirit and the letter of RI’s election guidelines.
- 4.2.2 Consult with knowledgeable Rotarians if you have any concerns about a current assignment or a new assignment if it may give an appearance of campaigning.
- 4.2.3 Not undertake personal initiatives to gain visibility, personal recognition, or favor.
- 4.2.4 Not respond in kind to another candidate’s improper activities.
- 4.2.5 Not communicate with or visit clubs involved in the applicable election except to fulfill necessary functions.

4.3 Qualifications of a Governor-nominee

The Rotarian must be a member in good standing of a functioning club in the district and must have full qualifications for such membership in the strict application of the provisions therefore, and the integrity of the Rotarian's classification must be without question.

4.4 The Nominating Committee

The Nominating Committee shall consist of nine members

- 4.4.1 The DG; The DGE; The DGN; The IPDG; Two (2) PDG’s of and residing in District 7150, to be appointed by the DG: Three (3) immediate Past President’s of District 7150 clubs, rotated alphabetically, selected one each from the following: a club of 20 or less members; a club of 21 to 75 members; a Club of 76 or more members.
- 4.4.2 The immediate PDG shall serve as Committee Chairperson
- 4.4.3 The DG shall vote only in the case of a tie
- 4.4.4 Any five (5) members shall comprise a quorum
- 4.4.5 In case there are not a sufficient number of available PDG’s, then their place shall be filled by appointment of the DG. In case other members cannot serve, the immediate Past President of the next club of the unrepresented group, who shall be notified by the DG, shall fill their place.
- 4.4.6 No PDG may serve on the Nominating Committee for more than two (2) consecutive years. In case a club, which has a member on the Nominating Committee, and the position, proposes a candidate for DGN or DGND filled by the immediate Past President of the next club of the unrepresented group who shall be notified by the DG.

4.5 Suggestions by Clubs for Governor

The governor shall invite the clubs to submit their suggestions for nominations for governor. The nominating committee shall consider such suggestions so long as they reach the committee by the date

established and announced by the governor. Such announcement shall be made to the clubs in the district at least two months before such suggestions must reach the nominating committee. The announcement shall include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The club secretary shall certify the resolution. A club may suggest a candidate for governor nominee who is a member of another club, so long as the suggesting club first obtains the concurrence of the club where such candidate is a member.

4.6 *Nomination by Committee of Best-Qualified Rotarian*

The nominating committee for governor shall not be limited in its selection to those names submitted by clubs in the district. The committee shall nominate the best-qualified Rotarian who is available to serve as governor.

4.7 *Notification of Nomination*

The nominating committee shall notify the governor of the candidate selected. The governor shall then publish to the clubs of the district the name and club of the nominee.

4.8 *Committee Inability to Select Nominee*

Where the nomination committee cannot agree upon a candidate, the governor nominee shall be elected in a ballot-by-mail as provided herein. Alternatively, the governor nominee may be selected from among those candidates suggested to the nominating committee at the district conference.

4.9 *Challenging Candidates*

Any club in the district may also propose a challenging candidate for governor nominee. The challenging candidate must have been duly suggested to the nominating committee. The name of the challenging candidate shall be submitted pursuant to a resolution by the club adopted at a regular meeting. The club must file the resolution with the governor by the date determined by the governor. Such date shall be at least two weeks after publication of the announcement of the selection for governor nominee by the nominating committee.

4.10 *Concurrence to Challenges*

The governor shall inform all clubs through a form prescribed by RI of the name of any challenging candidate who has been proposed as specified above. The governor shall also inquire whether any club wishes to concur with the challenge. A club must file a resolution of the club adopted at a regular meeting to concur with a challenge. Such resolutions must be filed with the governor by the date determined by the governor. Only challenges that have been concurred to by at least five other clubs or 10 percent of the total number of clubs as at the beginning of the year in the district, whichever is higher, shall be considered valid.

4.11 *Absence of Challenging Candidate*

The governor shall declare the candidate of the district nominating committee to be the governor nominee or governor nominee designate where no such challenging nomination has been received by the established date. Such declaration shall be made to all clubs in the district within 15 days of the deadline.

4.12 *Challenging Nominations*

The governor shall notify all clubs in the district where a challenging nomination has been received by the deadline and continues effective for 15 days thereafter. Such notice shall include the name and qualifications of each such challenging candidate and state that such candidate will be balloted upon in a ballot-by-mail or alternative at the district conference.

4.13 *Failure of Challenging Nomination to Remain Effective*

Where no challenging nomination continues effective following the 15-day period, the governor shall declare the candidate of the district nominating committee as governor nominee. The governor shall notify all clubs in the district of such nominee within 15 days.

4.14 *Exceptional Circumstances*

Where selection through ballot-by-mail of Governor the district shall select its nominee for governor in a ballot-by-mail without the assistance of a nominating committee where circumstances require such action and the RI Board gives permission.

4.15 *Procedure*

The governor shall mail to the secretary of every club in the district an official call for nominations for governor. All nominations must be made in writing and signed by the president and secretary of the club. Where the candidate suggested by a club is not a member of such club, the concurrence of the candidate's club shall first be obtained. Nominations must be in the hands of the governor by a fixed date. Such date, chosen by the governor, shall be at least one month after the call for such nominations. No ballot shall be required and the governor shall declare such candidate to be the governor nominee where only one candidate is suggest by a club.

4.16 *Club Nomination of Two or More Candidates*

Where there are two or more candidates, the governor shall notify all clubs in the district of the name and qualifications of each such candidate and that all such candidates for governor nominee will be selected through a ballot-by-mail.

4.17 *Ballot-by-Mail Specifications*

The governor shall prepare a ballot in the form provided by the board, giving the name of any candidate selected by the district nominating committee. The ballot shall then list in alphabetical order the names of any candidates received by the governor. Where there are more than two candidates, balloting shall be by the single transferable ballot system. The governor shall mail a copy of said ballot to each club with instructions that the completed ballot be returned to and received by the governor. The ballots shall be returned by a date fixed by the governor. Such date shall be no less than 15 days or more than 30 days following the date of the governor's mailing of the ballots to the clubs.

4.18 *Club Voting*

Each club shall be entitled to at least one vote of its members. A club with a membership of up to 37 members is entitled to one vote A club with 38 to 62 members is entitled to two votes

A club with 63-87 members is entitled to three votes and so on. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to participate in the voting. If a club is entitled to cast more than one vote, the club shall cast all votes for the same candidate. The name of the candidate for whom the club has cast its vote(s) shall be verified by the secretary and president of the club and forwarded to the governor in a sealed envelope provided therefore.

4.19 *Balloting Committee*

The governor shall determine and announce the place, date and time for counting of ballots and shall appoint a committee of the members to arrange a place and otherwise take charge of validating and counting the ballots. Validation of ballots shall be undertaken separately from the counting of the ballots. The committee shall make other arrangements to safeguard the secrecy of the ballots as necessary. Arrangements shall be made so that candidates or a representative of each of them may be present to observe the counting of the ballots. All sealed envelopes containing the ballots from each club shall be opened in the presence of the candidates or their representatives.

4.20 *Majority Vote*

The candidate receiving a majority of the votes cast shall be declared governor nominee or governor nominee designate for that district.

4.21 Report of Balloting Committee

The balloting committee shall promptly report the results of the ballot to the governor as soon as a candidate receives a majority vote. The report shall contain the number of the votes cast for each candidate. The governor shall promptly notify the candidates of the results of the ballot. The balloting committee shall retain all ballots cast for a period of 15 days following the governor's notification to the candidates. Such ballots shall be open to inspection by a representative of any club during such period. The chairman of said committee shall destroy such ballots following the 15-day period.

4.22 Less than Majority Vote

If no candidate receives a majority of the votes in an election, a runoff election shall be held between the two candidates who received the highest number of votes. If there is a tie for second place, the runoff election shall include all candidates who are tied for second place. If the first runoff election does not provide a candidate with a majority, one or more additional runoff elections shall be conducted until a candidate receives a majority of the votes. If two candidates each receive 50 percent of the votes in an election or a runoff election and one of the candidates is the nominee of the nominating committee, the nominee of the nominating committee shall be declared the successful candidate. If neither of such candidates is the nominee of the nominating committee, the governor shall select one of such candidates as the successful candidate.

4.23 Certification of Governor Nominee and Governor Nominee Designate

The governor shall certify the name of the governor nominee to the general secretary within ten days after such nominee has been declared the nominee.

4.24 Failure of Nomination to Remain Effective

Where a nomination fails to remain effective at least three months prior to the international assembly, the governor shall reinitiate the procedures.

4.25 Timetable for District DGN and DGND Elections

The district shall select a nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The board shall have the authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly. Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year following election. The following shall constitute the timetable for district governor elections.

- 4.25.1 July completion of selecting members of the nominating committee for governor
- 4.25.2 15 July Official call by the governor inviting clubs to submit suggestions for the office of governor for consideration by the nominating committee and announcing 15 September as the deadline for receipt of such suggestions by the nominating committee chair. Additional announcements inviting suggestions for the office of the governor should be published in the July and August issues of the governor's monthly letter.
- 4.25.3 15 September Deadline for the receipt by either the governor or the nominating committee chair of club resolutions suggesting candidates for the office of governor.
- 4.25.4 30 September Deadline for selection of nominee for governor by the nominating committee. The nominating committee chair will promptly notify all candidates of the decision.
- 4.25.5 7 October Deadline for governor to publish the name and club of the selected nominee and to announce 21 October as the deadline for receipt by the governor of challenges on behalf of previously suggested candidates.
- 4.25.6 21 October Deadline for receipt by the governor of club resolutions naming previously suggested Rotarians as challenging candidates.

- 4.25.7 30 October Deadline for the governor to publish notice to clubs of challenging candidates.
- 4.25.8 15 November Deadline for receipt by the governor of club resolutions concurring with a challenge or challenges.
- 4.25.9 1 December Mailing of ballots by the governor for a contested election when there are valid challenges with the required number of clubs concurring with each original challenge or challenges.
- 4.25.10 21 December Deadline for receipt by governor of ballots in a contested election.
- 4.25.11 30 December Deadline for counting ballots by a balloting committee appointed by the governor. Following the count, the governor will promptly notify the candidates of the election results. The name of the elected candidate will be published in the January issue of the governor's monthly letter. If resolutions of challenges are not submitted by clubs by the deadline, or they are subsequently withdrawn, or there are not a sufficient number of concurring clubs to challenge, or concurrences are withdrawn, then the governor will declare the unchallenged nominee to be the official nominee and so notify all club presidents within 15 days thereafter.
- 4.25.12 The district governor may modify or extend the timetable for selection of the DGN or DGND so as to comply with the RI By-Laws or code of policy or as otherwise permitted by RI, provided the district governor's modifications do not shorten any of the time frames between each event enumerated above.

4.26 Selection of Governor-nominee/Governor-nominee designate

The selection by the clubs in a district of a governor-nominee/governor-nominee designate should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. Districts should seek out and nominate for the office of district governor the best qualified person through procedures not influenced by a system whereby the nomination is by tradition rotated among various groups of clubs or geographic areas.

District nominating committees are encouraged to interview all candidates for governor, whether they are suggested by clubs or by the nominating committee. Each interview of governor-nominee candidates should satisfy the following minimum needs.

- 4.26.1 Verify that each candidate meets the formal requirements for nomination.
- 4.26.2 Clarify specific duties that a governor requires, including knowledge, experience, time, and fiscal resources;
- 4.26.3 Allow an overall summary of each candidate's qualifications and suitability;
- 4.26.4 Enable each candidate to reveal her or his intentions and ambitions.

4.27 Selection of Governor-nominee/Governor-nominee Designate-Ballot-by-Mail

Information to be included in the biographical data to accompany ballots-by-mail for election of the governor shall be as follows.

- 4.27.1 Name of candidate; name and location of Rotary club; number of years a Rotarian; classification or former classification; name of firm or former firm; position in firm or former firm; meetings attended in last five years; current position(s) and/or assignment(s) in Rotary (elective or appointed); former position(s) and/or assignment(s) (elective or appointed);
- 4.27.2 Special Rotary services and/or particular Rotary activities in which candidate has been engaged, i.e. what candidate has done to advance Rotary;
- 4.27.3 Most significant honors or achievements in business and professional activities;
- 4.27.4 Most significant honors or achievements in civic and public service activities.

Article 5. Rotary District Records

5.1 District Records

The outgoing governor shall pass on to their successor any and all information, including all relevant records, documents, and financial information, to assist the incoming governor in carrying out the duties of governor no later than 30 days after the end of the Rotary year.

5.2 Governor's Report to RI

Governors are required to submit the governor's report to the Secretariat prior to 1 April during the governor's term of office.

Article 6. Rotary District Finances and District Funds

6.1 Establishment of a District Fund

The RI bylaws provide for the establishment of a district fund for the administration and development of Rotary. Care must be taken to ensure that (1) per capita levy approval is sought in accordance with the RI bylaws, (2) the funds are not under the control of a single individual, and (3) an annual statement and report of income and expenditure is presented to the following district conference as well as to the clubs.

6.2 Operation of a District Fund

A district finance committee shall be set up to review and study necessary expenses of district administration.

6.2.1 The governor shall appoint one member to serve one (1) year, one to serve two (2) years, and one to serve three (3) years, and thereafter, each succeeding year, the governor in office shall appoint one Rotarian for a period of three (3) years to fill the vacancy. Cooperating with the governor, this committee shall prepare a budget of district expenditures, which shall be submitted to the clubs at least four (4) weeks prior to the district assembly and approved at a meeting of the incoming club presidents at such district assembly. The amount of any per capita levy on clubs for a district fund should be decided in accordance with the RI Bylaws.

6.2.2 One member of the district finance committee, named by the governor, shall act as treasurer and keep proper records of income and expenditure of the fund. The fund shall be held in a bank account in the name of the district and be supervised by the governor jointly with another member of the district finance committee, who should preferably be the treasurer when available. The governor must supply an annual statement and report of the district finances to each club in the district within three months of the completion of their year of service as governor. The annual statement and report shall be reviewed by a qualified accountant or a district audit committee and shall include details as prescribed by RI Bylaws section 15.060.4. This annual statement and report, shall be presented for discussion and adoption at the next district meeting to which all clubs are entitled to send a representative and for which 30 days notice has been given that the statement of the district finances will be presented for adoption, or if no such meeting is held, by the following district conference.

6.2.3 Where funds are raised for a specific purpose such as a joint district youth exchange, a budget of expenditure shall be prepared and submitted to the governor and the finance committee for approval, and this shall then be included in the financial report submitted to the district assembly or conference by the finance committee. It is essential to maintain a separate bank account for such funds and to have the chair of the joint youth exchange committee or such other committee as may be involved as one of the signatories.

6.2.4 When appropriately established, payment of the per capita levy is mandatory on all clubs of a district. The Board of Directors of RI may, upon receipt of certification from the governor that a club has failed for more than six months to pay such levy, suspend the services of RI to the club while the levy remains unpaid provided the district fund has been operated as herein prescribed.

6.3 Governor's Oversight of District Finances

The DG co-signs all approved district expense checks and signs completed District Vouchers. All District financial pass-through funds must each have individually designated lines, which clearly earmark the items.

6.4 Governor's Oversight of Club Finances

Governors should emphasize the businesslike handling of club funds during their official visits. The businesslike handling of club funds calls for a counter signature on disbursement checks and an annual audit.

Article 7. District Governor

7.1 District Governor Responsibilities

The chief officer of a Rotary district is called the District Governor (DG), and is considered an officer of the international organization. The governors serve one year, providing leadership to help clubs strengthen the programs of Rotary within the district. The DG chooses their committees and presides over all district functions.

Article 8. Assistant Governors

8.1 Assistant Governor Appointments

Appointed by the DG, for a one-year term, not to exceed 3 consecutive terms. Assistant governors are responsible for assisting the governor with respect to administration of designated clubs. It is recommended that no past governor serve as an assistant governor. District is responsible for determining any financial support provided to assistant governors in performing their duties and responsibilities. Governors are eligible to receive limited funding from RI for the purpose of training and supporting assistant governors. Minimum criteria in selecting assistant governors include:

- 8.1.1 Membership, other than honorary, in good standing in a club in the district for at least three years
- 8.1.2 Service as president of a club for a full term
- 8.1.3 Willingness and ability to accept the responsibilities of assistant governor
- 8.1.4 Demonstrated outstanding performance at the district-level
- 8.1.5 Potential for future leadership in the district

8.2 Assistant Governor Responsibilities

Duties for assistant governors may include the following in order to support the clubs to which they have been assigned:

- 8.2.1 Meet with and assist the incoming club presidents to promote, implement, or review annually the Club Leadership Plan, discuss the clubs' goals and to review the Planning Guide for Effective Rotary Clubs and section 2.010.1 "Failure to Function" of this Code
- 8.2.2 Attend each club assembly associated with the governor's official visit
- 8.2.3 Visit each club regularly, preferably monthly with a minimum of one visit each quarter of the Rotary year, and meet with the club president and other club leadership to discuss the business of the club, resources available to them, and handling club funds in a businesslike manner
- 8.2.4 Assist club leaders in scheduling and planning for the governor's official visit
- 8.2.5 Keep the governor informed on progress of the clubs and suggest ways to enhance Rotary development and address problems
- 8.2.6 Encourage clubs to follow through on requests and recommendations of the governor
- 8.2.7 Coordinate training at the club level with the appropriate district committee
- 8.2.8 Promote the District Leadership Plan and Club Leadership Plan
- 8.2.9 Advise the incoming governor on district committee selections
- 8.2.10 Attend and promote attendance at the district conference and other district meetings

- 8.2.11 Participate in district activities and events, as necessary
- 8.2.12 Attend club meetings, assemblies, or events, as invited
- 8.2.13 Participate in the district team training seminar
- 8.2.14 Attend the presidents-elect training seminar and the district assembly

Article 9. District Secretary

9.1 District Secretary Appointment

Appointed by the DG, for a one-year term, not to exceed 3 consecutive terms. The secretary should be a Rotarian knowledgeable in Rotary, familiar with district meetings, who can assist the governor in making arrangements for district meetings, handling correspondence, compiling minutes of district meetings, and in keeping records. Such individual should not serve in the position of district secretary for more than a total of three years. The follow are the duties of the Secretary.

9.2 District Secretary Responsibilities

- 9.2.1 January - Send out reminders to club secretaries (cc club presidents, assistant governors and district governors) to send in a copy of their Semi-Annual Report (SAR) for January. Update district database as you receive SARs. Collect names and current contact information for the Presidents-elect and Secretaries-elect for the following Rotary year. Prepare a report from the database to send to the DGE and PETS chairperson.
- 9.2.2 Prepare 15 minute presentation for PETS to provide the Presidents-elect with information to pass on to their secretaries, and keeps them informed about what their club is responsible for throughout the year.
- 9.2.3 June - Prepare the database for conversion to the new club officers.
- 9.2.4 July - Send out reminders to club secretaries (cc club presidents, assistant governors and district governors) to send in a copy of their Semi-Annual Report (SAR) for July. This report is important because RI uses it as the baseline to compare club membership throughout the Rotary year. For any clubs from which you do not receive the July SAR, contact RI or the DG for the baseline information. Update district database as you receive SARs.
- 9.2.4 30 days prior to the District Conference - Update the credentials form and cover letter for the club presidents in anticipation of the District Conference. Email to the club presidents and secretaries. Make sure to cc the AGs, DG, & DGE. If there are changes recommended by the Bylaws committee, make the revisions in draft format and send those out in summary form so the clubs can be prepared to vote on the changes. This needs to go out at least 30 days prior to the District Conference.
- 9.2.5 Prepare presentation for District Conference. This is usually a 2-3 minute report that includes any information of importance to your audience. In addition, if there are any changes to the District Bylaws, you will need to prepare a resolution to be voted upon by the voting members present at the general assembly during that first business meeting of the conference. The DG works with you on this.
- 9.2.6 Update the Bylaws with any approved changes and send out revised copies to club presidents and district council members. This should be in a PDF format. Write up minutes for District Conference Business meeting and send to DG for approval. These need to be sent to RI with the District Report for the Conference.
- 9.2.7 Other Duties - Prepare Monthly Attendance/Membership reports (MARs). Attend District Conference. Arrange for conference registration committee to collect the credentialing forms or participate in the registration and collect them yourself. Take minutes for the official business meeting. Attend the District Assembly and present training for Club Secretaries. Attend District Council meetings as called by the DG. Take notes, transcribe, and send to the DG for approval. Email District Council 2 weeks prior to next district council meeting. Update the district database as you receive new member forms, terminations and member change forms.

Article 10. District Treasurer

10.1 District Treasurer Appointment

The District Governor shall appoint an active Rotarian in good standing from a club other than that of the District Governor to serve as District Treasurer. The District Treasurer shall serve a one-year term and should not be reappointed for more than three (3) consecutive terms.

10.2 District Treasurer Responsibilities

- 10.2.1 The District Treasurer shall perform such duties as usually pertain to the office.
- 10.2.2 Before assuming the duties of the office, the District Treasurer shall be insured by a surety bond in the amount of \$50,000.00 or such larger sum as may be established by the District Council, the premiums on which shall be paid from District Funds.
- 10.2.3 The accrual method will be the official basis of accounting.
- 10.2.4 All funds received by the District Treasurer shall be deposited in bank accounts, which shall be clearly identified that such funds are the property of the District. Checks and withdrawals shall be arranged monthly for signatures of both the District Treasurer and the DG.
- 10.2.5 All funds and financial records shall be the continuing property of the District and shall be turned over to the successor District Treasurer by July 31st.
- 10.2.6 Payment of all invoices and expenditures must be accompanied by a District Voucher. In payment of all invoices and expenditures, the District Treasurer shall be subject to the District Budget and its allocations of amount and purposes. In the event, however, expenditures exceed the amount so budgeted for such purposes, the District Treasurer shall not pay the same without the prior consent of the DG. Budgeted line item funds may be moved from a budgeted line item to another budgeted line item only in the event a budgeted line item has not or with reasonable certainty will not be spent for its stated purpose, and with the consent of the DG. The total budget dollars will not be exceeded without the consent and approval of DG and DC.
- 10.2.7 At the end of the financial semester, the District Treasurer shall submit their records to the person(s) selected by the DG to do a financial review, and present the reviewed records to the Finance Committee for approval. During the second financial semester, the District Treasurer shall, after the Finance Committee approves reviewed records, prepare & submit the tax returns.
- 10.2.8 No records shall be destroyed until after the District Treasurer has made their annual report at the District Conference and then only upon approval of the District Council. Records should be kept for seven (7) years.
- 10.2.9 Carry out collection follow-up by mailing statements within 30 days of original invoice, if payment has not been received. Mark a copy of the original "PAST DUE" and mail to appropriate clubs in lieu of a formal statement. Subsequent follow-up should be done by phone and/or e-mail. All collection efforts are to be documented. Copy of all past due statements should be forwarded to the District Governor.
- 10.2.10 The District Treasurer shall provide the District Governor, monthly, via email and postal mail, with complete financial statements.
- 10.2.11 The District Governor shall have access to the online district banking financials.
- 10.2.12 The District Governor shall have access to all district and banking financials at all times.
- 10.2.13 Transfer of Signature Cards on District bank accounts of District Governor (and District Treasurer when needed) are required to be completed by July 1, start of the new Rotary year.

Article 11. District Trainer

11.1 District Trainer Appointment

The District Governor shall annually, upon the recommendation of the Governor-elect, appoint a district trainer who shall be responsible for supporting the District Governor and Governor-elect in training club and district leaders. The District Trainer shall be the Chair of the District Training Committee. Such training committee may include the trainer recommended by the District Governor-nominee to serve as District Trainer the following year.

- 11.1.1 Appointed by the DG, for a one-year term, not to exceed 3 consecutive terms.

- 11.1.2 Should be a PDG or other Rotarian with significant experience.
- 11.1.3 Will assist the DG in working with District Committee personnel and club officers to improve their understanding of Rotary and the performance of their duties.
- 11.1.4 Consult on training issues for the District Rotary Foundation Seminar and District Membership Seminar regarding content and presentation with the chairs of those district committees.
- 11.1.5 Parliamentarian
- 11.1.6 Appointed by the DG, for a one-year term, not to exceed 3 consecutive years.
- 11.1.7 Maintains parliamentary order at the District Conference and other District meetings at the direction of the DG.
- 11.1.8 Is required to be familiar with the RI Manual of Procedure, these Bylaws, and Robert's Rules of Order.
- 11.1.9 Other Appointments
- 11.1.10 The DG shall have the right to appoint Rotarians to other district positions, as they deem necessary to help in the administration of the District.
- 11.1.11 District Equipment
- 11.1.12 All District equipment shall be in the custody of either the sitting Governor or their District Trainer, and shall be used for District functions only

Article 12. District Council

12.1 District Council Purpose

The purpose of the District Council is the administrative body for District affairs that assists the DG in executing their responsibilities to the Clubs as provided by RI.

12.2 District Council Function

- 12.2.1 Serve as a forum for the District where matters of importance to the Clubs may be discussed and decisions made.
- 12.2.2 Review all District activities, and provide suggestions for new or replacement activities and programs.
- 12.2.3 Formulate ways of educating Club members in new positions.
- 12.2.4 Provide suggestions for new District programs to be proposed at the District Conference and/or Assembly.
- 12.2.5 Discuss and assist the DG in controlling District Finances.
- 12.2.6 Study these District Bylaws and propose additions and amendments.
- 12.2.7 Assist the DG, DGE, DGN, and DGND in any way possible.

12.3 District Council Composition

- 12.3.1 The DG serves as Chairperson of this Council.
- 12.3.2 The DGE serves as Vice Chairperson of this Council.
- 12.3.3 The DGN and DGND, upon their election to that position.
- 12.3.4 The Immediate PDG (In the event that the Immediate PDG cannot, for any reason, serve, their place shall be filled by one of the three immediate PDG's, residing in the District, appointed by the sitting Governor.)
- 12.3.5 The AGs.
- 12.3.6 The District Secretary
- 12.3.7 The District Treasurer
- 12.3.8 The District Trainer.
- 12.3.9 The PDG Council Chair
- 12.3.10 The District Committee Chairs

12.4 District Council Meetings

- 12.4.1 Shall meet at least three times during the Rotary Year at the call of the DG.
- 12.4.2 Meetings shall take place at a location selected by the DG.
- 12.4.3 All meetings shall be chaired by the DG or, in their absence, by the DGE.

12.5 District Council Agenda

- 12.5.1 AG Reports
- 12.5.2 District Chair Reports
- 12.5.3 District Treasurer Report
- 12.5.4 District Secretary Report
- 12.5.5 New programs or legislation.
- 12.5.6 Other matters proposed by the chairperson.
- 12.5.7 The DS or DG shall mail or email the agenda to members of the District Council along with notices of the meeting and copies of reports available, 7 to 14 days prior to the meeting.

Article 13. District Committees

13.1 Committee Responsibilities

District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. The governor-elect, governor, and immediate past district governor should work together to ensure continuity of leadership and succession planning. The governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office. Committees shall be appointed to address on-going administrative functions, as follows: Membership Development; Extension; Finance; District Programs (such as, Youth Exchange, Rotaract, etc.) Public Relations; District Conference; The Rotary Foundation; RI Convention Promotion; District Training. The governor and the district leadership team appoint additional district committees when they serve a specific function as identified.

13.2 Committee Qualifications

The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district. In addition, it is recommended that the chair selected be a past governor, a past assistant governor, or an effective past district committee member, and has had previous experience as a member of the district committee.

13.3 Training Requirements

District committee chairs shall attend the district team-training seminar prior to serving as chair. District committee chairs shall attend the district assembly. Committee members should participate in district training meetings as outlined in Article 23 of this Code.

13.4 Relation to RI, Rotary Foundation or Presidential Appointees

District committees should work with relevant RI and Rotary Foundation committees or task forces, as well as Rotarians appointed by the RI president or chairman of The Rotary Foundation Trustees to facilitate action at the district or club levels related to specific RI or Rotary Foundation programs or activities.

13.5 Reporting Requirements

District committees shall report to the governor on the status of their activities on a regular basis.

Article 14. District Expenses

14.1 District Meeting Attendance Expenses

- 14.1.1 For International, Regional, and Multi-District events, the Finance Committee shall, when preparing the budget for the following Rotary year, make appropriate provisions for related expenses described in this Article.

14.1.2 For District events, the organizing committee shall, when preparing the budget for the event, make appropriate provisions for related expenses described in this Article.

14.2 Regional and International Meetings Expenses

The DG and their partner shall be allowed, from District funds, for the following expenditures relating to actual attendance at the Zone GETS and Institute:

14.2.1 Coach class travel to and from the location of the sessions or mileage at the applicable federal rate, plus tolls and parking.

14.2.2 Registration Fees, and necessary board and room expenses.

14.2.3 The DGE and their partner shall be allowed, as described in Section B.1 of this Article, for expenditures relating to actual attendance at the Zone GETS and Institute not paid by Rotary International and the International Convention.

14.2.4 The DGN, the DGE's District Trainer, and their partners shall be allowed, as described in Section B.1 of this Article, for expenditures relating to actual attendance at Zone Institute.

14.3 Multi-district PETS Expenses

The DG, DGE, DGE District Trainer, DGN, DGN District Trainer, DGND, AG's shall be allowed, from District funds, for the following expenditures relating to actual attendance at the Multi-District PETS not paid by Rotary International:

14.3.1 Coach class travel to and from the location of the sessions, if more than four (4) hours driving time one-way from our District. Otherwise, mileage at the IRS standard allowance, plus tolls and parking.

14.3.2 Registration Fees, and necessary board and room expenses.

14.3.3 Miscellaneous expenses.

14.4 District Conference Expenses

The DG and partner, DG Trainer, DGE, AGs shall be allowed, from District funds, for the following expenditures relating to actual attendance not paid by Rotary International:

14.4.1 Registration Fees, and necessary board and room expenses.

14.5 District Assembly Expenses

The DG, DG Trainer, DGE, DGN, DGND, and AGs shall be allowed, from District Funds, for the registration expenditures relating to actual attendance at the District Assembly.

14.6 Mid-year Meeting or One Area Meeting Per Area Expenses

The DG and DGE may be allowed, from District funds, for the registration related to actual attendance.

14.7 Pre-PETS Area Meeting Expenses

The DGE shall be allowed from District funds, for materials necessary for these meetings.

Article 15. District Assembly Voting

15.1 Voting

Unless otherwise addressed in this DB or RI guidelines, approval of all matters will require the affirmative vote of the majority of the CPEs or their proxies present at the District Assembly.

15.2 Proxies

A CPE may designate a proxy, who shall be a member of their same club, to act in behalf of the CPE at the District Assembly. Said proxy to be in writing, signed by the CPE and filed with the DS.

Article 16. District Conference Procedures

16.1 Purpose and Purpose

The District Governor and a majority of Club Presidents so as not to conflict with the District Assembly, PETS, Council on Legislation, RI International Assembly, RI Zone Institute or RI International Convention shall hold a conference of Rotarians of the district annually at such time and place as agreed upon. The District Conference may not be held 8 days prior to the opening of the International Conference nor until 8 days after the closing of the International Conference.

16.2 Place

The District Conference shall be held in such place as to encourage maximum participation by members without undue financial burden. A District Conference to be held outside of the District requires the approval of the Clubs in District 7150. In any case, the Governor-Nominee and a majority of the then current Presidents of the Club must approve the site of the conference.

16.3 Conference Secretary

The Governor shall appoint the Conference Secretary, after consultation with President of the Host Club, whose duty it shall be to cooperate with the DG in making plans for the conference District Conference agenda and in recording the proceedings thereof. The DS shall be an ex-officio member of the Conference Committee.

16.4 Conference Voting - Electors

- 16.4.1 Each club shall select, certify, and send to the District Conference at least one Elector. Any elector club with a membership of more than 25 shall be entitled to one additional Elector for each additional 25, or major fraction thereof, of its members. That is, a club with a membership of up to 37 members is entitled to one Elector, a club with 38 to 62 members is entitled to two Electors, and a club with 63 to 87 members is entitled to three Electors and so on. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment proceeding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to any Electors. Each Elector shall be a member of the club. An Elector must be present at the District Conference to vote.
- 16.4.2 Any Elector shall have the right to demand a poll upon any matter presented to the District Conference, in which event the voting shall be restricted to electors.
- 16.4.3 Every Rotarian appointed by a club as an Elector or Alternate must be an active, senior active, or past service member of said District club, and in good standing with the club and RI.
- 16.4.4 Each Elector present at the District Conference shall be entitled to cast one vote in the selection of the district's representative on the CoL.
- 16.4.5 Only as many Alternates from a club are entitled to so vote as there are absent Electors from the club.

16.5 Insurance

The District shall have in place adequate general liability insurance for and during the period of the District Conference. Unless such policy may be procured through Rotary International, the District Governor shall seek quotes from at least three (3) reputable insurers licensed to do business in the jurisdiction in which the District Conference is held and to select the least expensive quote.

16.6 Requirements of the District Conference

- 16.6.1 The District Conference shall comply in all respects with RCP 22.020.1 and should consider RCP 22.020.2.
- 16.6.2 President's Representative. The District Governor shall ensure compliance with RCP 22.030.2 regarding the RI President's Representative at District Conference.
- 16.6.3 R.I. Conference Reports. The District Governor shall prepare or cause to be prepared a written report of the District Conference proceedings within 30 (thirty) days of adjournment. Three copies shall be sent to the District Secretary and one copy to the Secretary of each club in the District.
- 16.6.4 Proxies. Except as provided in the RI By-Laws, no proxy voting is allowed at District Conference.

Article 17. Council on Legislation

17.1 District Representative on Council on Legislation

- 17.1.1 Except as provided in RI By-Laws sections 8.060 and 8.067, the representative and the alternate representative shall be elected at the annual conference of District 7150 in the year two years preceding council.
- 17.1.2 The elected representative and alternate representative shall be a present or past officer of RI or the DGE, and shall be an active member of a Club in the District.
- 17.1.3 Any club may nominate a qualified member, and shall certify in writing, over the signature of the Club President and Club Secretary, such nomination to the DG for presentation by them to the electors at the District Conference.
- 17.1.4 Procedures and time elements pertaining to nominations shall follow the R. I. Bylaws.
- 17.1.5 Each elector present at the District Conference shall be entitled to cast one vote in the election of the representative and one vote in the election of the alternate. The candidate receiving the highest number of votes shall be the representative, and the candidate receiving the second highest number of votes shall be the alternate, to serve only in the event the Representative is unable to serve. If there be only one nominee, the DG shall declare the nominee to be the representative on the council and the DG shall appoint the alternate.
- 17.1.6 In the event that neither the representative nor the alternate is able to serve, the DG may appoint another qualified Rotarian from the District to do so.

Article 18. Rotary Resolutions

18.1 The DG shall appoint a District Resolution Chair

- 18.1.1 Resolutions which may be offered for consideration at any District Conference are:
 - (e) District Resolutions – A resolution affecting purely District 7150 policies and matters.
 - (f) Proposed Legislation – A resolution of the District Conference whereby the Conference offers a proposed enactment or resolution for transmittal to and action by the Council on Leg.
 - (g) Memorials to the Board of Directors of RI – A resolution whereby the conference recommends that the Board of Directors of RI give consideration to a certain matter.

18.2 District Resolutions

All resolutions adopted on matters of importance in the District shall be in accordance with the Rotary International Constitution and By-Laws and in keeping with the spirit and principles of Rotary.

18.3 District Resolutions Committee

The District Secretary who shall serve as an ex-officio member of the committee, without vote, for the purpose of facilitating the committee functions. In the event a Resolution Committee is not appointed as provided in this Article, the District Secretary shall act as a temporary Committee of one, and at the District Conference, they shall, upon taking the roll of all of the clubs, turn the proposed resolutions over to the electors present at the conference, who shall –

- 18.3.1 As a committee of the whole, go into committee session at its own appointed hour that day
- 18.3.2 Make its report to the District Conference immediately following the roll call of clubs at the Conference.

18.4 At the District Conference

- 18.4.1 The Resolution Committee Chair, or in their absence the DS, shall give the Committee's report and recommendations upon each of the proposed resolutions.

- 18.4.2 On motion, without second, any proposed resolution shall be submitted for discussion, parliamentary procedure applicable thereto, and vote thereon.
- 18.4.3 Any resolution, and motions thereon, shall be carried or defeated by a majority vote of those entitled to vote.
- 18.4.4 In the event more formal parliamentary procedures are deemed desirable, Roberts' Rules of Order shall be prescribed, but such procedure shall be invoked only at the discretion of the DG
- 18.4.5 On motion, without second, any proposed resolution shall be submitted for discussion, parliamentary procedure applicable thereto, and vote thereon.

Article 19. Rotary District Projects

19.1 *Uncompleted District Project*

- 19.1.1 The District Governor shall report to the Finance Committee at least eight weeks prior to the District Assembly that a current District approved project cannot reasonably be completed by June 30th next, such project may be continued within the next Rotary year for a period not exceeding four months, providing the following conditions are met:
- 19.1.2 The Finance Committee determines that there are remaining adequate funds within the budget of the then District Governor, which the Finance Committee may allocate to such project as a separate expense during the next Rotary year. The continuation of such project into the next Rotary year be recommended by the incoming District Governor and that such recommendation be approved at the District Assembly by vote separate and distinct from the approval of the proposed District Budget.
- 19.1.3 The approval of the proposed District Budget containing the allocation of the necessary funds to complete such project.
- 19.1.4 The appointment by the incoming DG of the then DG as chairperson of a special committee charged with the completion of said project. Said committee reporting to and being directly responsible to the incoming DG, in the subsequent role as DG.
- 19.1.5 Notwithstanding all of the above, the DG shall have the right to terminate such project, even though not completed, if acting in the best interests of Rotary International and District 7150.

Article 20. District Rotary

20.1 *Policy for District Rotary Foundation Committees*

The district Rotary Foundation committee (DRFC) is a group of experienced and dedicated Rotarians who assist the governor in educating, motivating and inspiring Rotarians to participate in Foundation program and fundraising activities in the district. The committee serves as the liaison between The Rotary Foundation and club Rotarians. The district governor is an ex officio member of the committee.

20.2 *District Rotary Foundation Chair Appointment and Term*

To be effective, the district Rotary Foundation committee must have continuity of leadership; therefore, the district Rotary Foundation committee chair shall be appointed for a three-year term, subject to removal for cause. Any removal for cause must have the Trustee chairman's prior approval. The district governor (if selected) scheduled for each of the years of the three-year term for the DRFCC will participate in the selection of the DRFCC. This selection should take place and be reported to TRF no later than 1 March before taking office on 1 July of the same calendar year. The district Rotary Foundation committee chair must have significant knowledge of, commitment to and experience with Rotary Foundation activities. Although not mandatory, it is recommended that this post be filled, if possible, by a past district governor. The current district governor cannot serve as the DRFCC. Districts will not have access to district designated funds until the DRFCC is appointed.

20.3 *District Rotary Foundation Chair Duties and Responsibilities*

- 20.3.1 With the direct leadership of the governor, the chair works with the committee to plan, coordinate and evaluate all district Foundation activities.
- 20.3.2 Assist the district governor in presenting a District Rotary Foundation Seminar for club presidents, presidents-elect, club Foundation committees, and other Rotarians in the district. Encourage district Rotary Foundation subcommittees to conduct District Rotary Foundation Seminars for club Foundation committee members and club Rotarians.
- 20.3.3 Assist the district trainer in conducting Foundation sessions at the PETS and district assembly.
- 20.3.4 Assist the governor-elect in obtaining input from club Rotarians, prior to establishing district Foundation goals for implementation during their term as governor.
- 20.3.5 Encourage clubs to conduct at least two programs on the Foundation each year, giving special observance to November – Rotary Foundation Month.
- 20.3.6 Support the appropriate subcommittees by encouraging high levels of financial support for Foundation programs through regular Annual Programs Fund contributions and gifts to the Foundation Permanent Fund.
- 20.3.7 Coordinate all district Foundation fundraising and recognition activities, including the Annual Programs Fund, Permanent Fund, Educational, Humanitarian and PolioPlus Grants.
- 20.3.8 Ensure adequate and effective communication with the club Foundation committees to convey an awareness and understanding of the Foundation to all the clubs in the district.
- 20.3.9 Encourage clubs to access up-to-date information on the RI Web site (www.rotary.org).
- 20.3.10 Use the regional Rotary Foundation coordinator, Annual Programs Fund strategic advisor, and Major Gifts advisor for support in carrying out committee responsibilities.
- 20.3.11 Ensure program review surveys are completed in a timely manner and accurately reflect opinions of Rotarians throughout the district, in order to support the Trustees in making informed decisions about program reviews.
- 20.3.12 Work with the members of the district Rotary Foundation committee in determining the distribution of district designated funds.
- 20.3.13 Coordinate the distribution of SHARE district designated funds based on the decisions of the district Rotary Foundation committee. The committee should make its SHARE decisions in consultation with the district governor and district governor-elect.
- 20.3.14 Provide the authorizing signature for the use of DDF representative of the decisions of the district Rotary Foundation committee.
- 20.3.15 Assume responsibilities of any subcommittee not appointed or functioning.
- 20.3.16 In coordination with the appropriate subcommittee chair, ensure satisfactory final reports on district-sponsored humanitarian grants and educational program activities are submitted to The Rotary Foundation in timely manner.
- 20.3.17 Facilitate the submission of timely and complete reports to The Rotary Foundation for all humanitarian grants sponsored by clubs in the district.
- 20.3.18 Serve with the members of the grants subcommittee in a district stewardship and oversight capacity to promote compliance with Humanitarian Grants Program requirements and ensures that any concerns are immediately reported to The Rotary Foundation.
- 20.3.19 Serve as an ex-officio member of all subcommittees, maintains contact with all subcommittees to be informed of their progress and at their discretion, directly supports those subcommittees, which relate to the district's goals for that year.
- 20.3.20 Work with club and district officers to ensure the full utilization of all DDF.
- 20.3.21 With the assistance of the district Rotary Foundation committee, assist the governor in selecting qualified recipients for the District Rotary Foundation Service award and in nominating candidates for the Citation for Meritorious Service, the Distinguished Service Award, the Global Alumni Service to Humanity Award and other Foundation awards nominated or endorsed by the governor.

20.4 *District Rotary Foundation Committee Members Duties and Responsibilities*

Participate in a District Rotary Foundation Seminar for club presidents, presidents-elect, club Foundation committees, and other Rotarians in the district when requested and in the decision process

for the use of DDF and encourage full use of DDF. Assist the DRFCC when conducting Foundation sessions at the PETS and district assembly when requested

20.5 District Rotary Foundation Committee Members and Subcommittees

The subcommittee chair, selected by the governor for the year, automatically becomes a member of the subcommittee as well as the district Rotary Foundation committee. These chairs should be appointed based on their commitment to The Rotary Foundation as demonstrated through program participation and financial contributions. The governor shall also appoint members for the open positions of the district Rotary Foundation subcommittees. Subcommittees shall be appointed to address on-going administrative functions, as follows:

- 20.5.1 Annual Giving
- 20.5.2 Permanent Fund
- 20.5.3 Scholarships
- 20.5.4 Group Study Exchange
- 20.5.5 Grants
- 20.5.6 PolioPlus
- 20.5.7 Alumni
- 20.5.8 Rotary World Peace Fellowships

Article 21. District Amendment(s) Procedure

21.1 District Amendment(s) Procedure

Amendments to these District Bylaws, or any document which replaces these Bylaws in any way, shall be made at any District Conference or District Assembly by resolution made by a majority vote of the duly qualified Electors present at the District conference pursuant to the procedure below.

- 21.1.1 Any proposed amendments(s) to these By-Laws shall be made only upon the recommendation of any Club in the District or duly constituted committee and shall be served, in writing, upon the District Governor, the District Secretary and the Secretary of each Club by the Secretary of the proposing Club not less than 30 days prior to the District Conference at which such amendment is sought to be adopted.
- 21.1.2 Proposed amendments shall identify all deletions/modifications by strike through letters, followed by all additions/replacements identified by bold underlined letters.
- 21.1.3 Upon receipt of any properly proposed amendment to these District By-Laws, the District Secretary shall cause a vote to be taken as the first item of business at the District Conference during the first business session at which all Electors are permitted to be present.
- 21.1.4 Upon adoption, amendments in proper form shall be annexed hereto by the District Secretary, and the District Governor shall notify all clubs of amendments adopted at the District Conference by giving written notice thereof to the Secretary of each Club.

Article 22. Indemnification

The District shall indemnify all of its present and former Governors, officers and members to the full extent permitted by NYS Law, or any other applicable law, with respect to any acts/ omissions undertaken by any or all of them in furtherance of their official sanctioned services.

Article 23. District Bylaws Amended

23.1 District Bylaws Amended

This 2010 edition incorporates changes in policy and procedures since 28 September 2007 as established at the District 7150 Annual Business Meeting held on 14 May 2011.

Article 24. Rotary International Manual of Procedure

24.1 *Manual of Procedure Purpose*

A Reference Manual for Rotary Leader

The purpose of the Manual of Procedure is to help club and district leaders understand Rotary and the Rotary policies and procedures most relevant to their service. The manual provides concise and easy-to-understand descriptions of these policies and procedures.

The *Manual of Procedure* contains policies and procedures adopted by conventions, the Council on Legislation, the RI Board of Directors, and the Trustees of The Rotary Foundation. Included in this manual are:

The current text of the Rotary International constitutional documents
RI Constitution
RI Bylaws
Standard Rotary Club Constitution
Other legal documents
Recommend Rotary Club Bylaws
Bylaws of The Rotary Foundation of Rotary International
Portions of the Articles of Incorporation of The Rotary Foundation

24.2 *Manual of Procedure Amended*

The manual is published every three years. A copy is sent to each Rotary club and RI officer. If any questions arise about the meaning or interpretation of the manual, including the RI constitutional and other legal documents, the English-language version of these materials is the official text.

This 2010 edition incorporates changes in policy and procedures since 2007 as established at the Council on Legislation held on 25-30 April 2010.

Article 25. Dictionary of Acronyms

AG	Assistant Governor	(Successor to AG)
DBC	District Bylaws Committee	
DBM	District Bylaws Manual	
COD	Codes of Policies	(R. I. and T. R. F.)
COL	Council on Legislation of RI	
CP	Club President	(Incumbent)
CPE	Club President-Elect	(Successor to CP)
CS	Club Secretary	(Incumbent)
CSD	Club Secretary-Designee	(Successor to CS)
DG	District Governor	(Incumbent)
DGE	DG-Elect	(Successor to DG)
DGN	DG-Nominee	(Successor to DGE)
DGND	DGN-Designee	(Successor to DGN)
DGR	DG-Representative	(Superseded position)
DGRD	DGR-Designee	(Successor to DGR)
DLP	District Leadership Plan	(Instituted by RI and adopted by District)
DS	District Secretary	(Incumbent)
DT	District Trainer	(Incumbent)
DSE	DS-Elect	(Successor to DS)
MOP	Manual of Procedures of RI	
PDG	Past DG	
PETS	CPE Training Seminar	
RI	Rotary International with headquarters in Evanston IL	
TRF	The Rotary Foundation of RI	

Note

1. An “s” (lower case) appended to an acronym designates more than one person.
2. A “Designee” is a person appointed to begin serving at a future date.
3. An “Elect” is a person elected to begin serving at a future date.
4. To avoid confusion, acronyms are not used to designate the Districts Council, Trainer, and Treasurer.
5. Information from R.I.’s Codes of Policies is so noted and may be accessed at www.rotary.org

End of MANUAL

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