

BYLAWS

PREAMBLE

The constituent clubs of District 7930, Rotary International acting by and through their members and electors, recognize and affirm as follows:

That accomplishment of the Object of Rotary can best be achieved through planned activity authorized through orderly deliberation;

That the strength of individual clubs is directly related to the support, advice and assistance of a district organization;

That the fellowship of Rotarians is fundamental to the effectiveness of the service Rotary represents;

That the coordination of activities of members, clubs and districts within Rotary International requires recognition of and representation in each level of organization; and

That any district within the framework of the international organization has individual and collective organizational needs distinct and apart from those other districts.

AND THEREFORE do hereby ordain and establish these Bylaws on 10 May 1972 to take effect 1 July 1972. Revised, May 1975 to take effect 1 July 1975.

Revised, May 1975 to take effect 1 July 1975.

Revised, April 1979 to take effect 1 July 1979.

Revised, April 1981 to take effect 1 July 1981.

Revised, April 1983 to take effect 1 July 1983.

Revised, April 1986 to take effect 1 July 1986.

Revised, April 1990 to take effect 1 July 1990.

Revised, April 1991 to take effect 1 July 1991.

Revised, April 1993 to take effect 1 July 1994.

Revised, April 1994 to take effect 1 July 1995.

Revised, April 1996 to take effect 1 July 1996.

Revised, April 1997 to take effect 1 July 1997.

Revised, April 1999 to take effect 1 July 1999.

Revised, May 2001 to take effect 1 July 2001

Revised, April 2002 to take effect 1 July 2002

ARTICLE I

District Officers

Section 1. District Governor

The District shall be governed by a District Governor who is an officer of Rotary International who has been duly selected as District Governor Nominee by the electors* at the annual conference of Rotary District 7930 and elected by the International Convention of Rotary International, and nothing in these bylaws may overrule or alter any procedure or bylaw or announced policy of Rotary International, nor restrict the Governor of District 7930 in the performance of any duties required by Rotary International (*R.I. Bylaws Article XIII).

Section 2. District Governor Elect

There shall be a District Governor Elect who has been duly selected as District Governor Nominee by the electors present and voting at the annual conference of Rotary District 7930, in the calendar year immediately preceding the year in which that term of office begins, whose term, when qualified under Article XIII of the Bylaws of Rotary International, shall begin on July 1 of the following calendar year, and shall serve as Governor-Elect after election at the RI Convention. (R.I. By-laws 13.010).

Section 3. District Governor Nominee

There shall be one District Governor Nominee selected by the electors present and voting at the annual conference of District 7930. The term of office will commence July 1, next, for one year.

Section 4. District Governor Designee

There shall be one District Governor Designee selected by the nominating committee pursuant to Article II.

Section 5. Other District Officers

(a) There shall be a District Secretary and Assistant District Secretary, District Treasurer and Assistant District Treasurer, all of whom shall, after due nomination, be elected by a majority vote of active, senior active and past service members of the clubs in Rotary International District 7930 present and voting at the annual District Conference. They shall hold office for two years beginning July 1 and until their successors have been elected and qualified and shall not serve more than two consecutive two-year terms. Two consecutive terms as Assistant Secretary or Assistant Treasurer shall not disqualify such officer from election to the office of Secretary or Treasurer respectively.

(b) There shall be a Board of Trustees of the Permanent Fund. This Board shall consist of the District Governor as a non-voting ex-officio member and three Trustees, who after due nomination shall be elected by a majority vote of the active, senior active and past service members of the clubs in Rotary International District 7930, present and voting at the Annual District Conference. One Trustee shall be elected each year for a three-year term and shall not serve more than one full term. Candidates for Trustee must have served as President of a Rotary Club, must have leadership potential and display above average interest in Rotary service.

(c) There shall be an election of a District Representative and Alternate to the Rotary International Council on Legislation at the District Conference in the Rotary year immediately preceding the convening of the Council on Legislation or as otherwise provided for in the Bylaws of R.I. Article VIII.

(d) Any club in the district may nominate a qualified member of the club for representative where such member has indicated a willingness and ability to serve. The club shall certify such nomination in writing. Such certification must include the signatures of the club president and secretary. Such nomination shall be forwarded to the District Governor 30 days prior to the district conference for presentation to the electors at the district conference. Each elector at the district conference shall be entitled to cast one vote in the election of the representative.

(e) The candidate receiving the highest number of votes shall be the representative to the council. The candidate receiving the second highest number of votes shall be declared the alternate representative, to serve only in the event the representative is unable to serve.

(f) Any club in the district may nominate a qualified member of the club for membership on the Rotary International Director nominating committee where such member has indicated a willingness and ability to serve. The club shall certify such nomination in writing. Such certification must include the signatures of the club president and secretary. Such nomination shall be forwarded to the District Governor 30 days prior to the district conference for presentation to the electors at the district conference. Each elector at the

district conference shall be entitled to cast one vote in the election of the member.

(g) The candidate receiving the highest number of votes shall be the member of the nominating committee. The candidate receiving the second highest number of votes shall be declared the alternate member, to serve only in the event the member is unable to serve.

(h) In the event any office, except District Governor Elect and District Governor Nominee becomes vacant for any reason, the District Governor shall appoint a successor to serve until the end of the then current Rotary Year. His/her successor shall be elected at the next District Conference.

ARTICLE II

District Nominating Committee

Section 1. Committee Members

On or before October 15 of each year, the DG shall appoint three Rotarians representing three geographical areas of the district as he/she deems feasible and practical, who, together with the two immediate PDGs who are members of a club in this District, the DGE and with the DG as a member ex-officio and Chairman, shall constitute the District Nominating Committee.

Section 2. Duties

(a) It shall be the duty of the Committee to survey the District and propose the name of that Rotarian who seems best qualified to serve as District Governor Nominee as well as candidates for:

- (1) District Governor Designee, for one-year term beginning July 1, next.
- (2) District Secretary, for a two-year term beginning July 1, next.
- (3) Assistant District Secretary, term concurrent with (2).
- (4) District Treasurer, term concurrent with (2)
- (5) Assistant District Treasurer, term concurrent with (2).
- (6) Trustee, District 7930 Permanent Fund to serve for one three year term.

(b) Prior to the meeting of the Committee, the District Governor shall urge the clubs of the District to submit names to the Committee for consideration as District Governor Nominee and other District elective officers. Any club may propose for consideration as candidate for District Governor Nominee and District Governor Designee, the name of any qualified Rotarian in the District, provided that in the event the person named is a member of another club, that club shall be informed of the proposer's action.

(c) The Committee shall meet not later than December 15 of each year and announce their findings in the January monthly newsletter of the District Governor and such findings shall be reported to the District Conference.

Section 3. Additional Nominations

Any club may make further nominations at the District Conference for District Governor Nominee and for any other District elective officers, provided it has informed the District Governor in writing not later than February 1st of its intention to do so, and the District Governor, in his/her March Monthly newsletter shall publicize such intention of nomination.

Section 4. Election

In the event of there being more than one candidate for election to any district office, the election shall be by ballot as provided in Article XIII of the Bylaws of Rotary International; and if there be no more than one candidate for any office, the election may be by acclamation as provided in the same Article XIII of the Bylaws of Rotary International.

ARTICLE III Duties of District Officers

Section 1. District Governor

(a) The duties of the District Governors are set forth in the Bylaws of Rotary International (Article XV).

(b) The District Governor shall appoint District Committees in accordance with policies established by Rotary International and these By-laws, giving due consideration to continuity for District programs. Early, but not later than July 31 in his/her administration, he/she shall publish a District directory listing officers and committees with addresses and telephone numbers, and cause such directories to be distributed to club officers and directors, the chairs of the Four Avenues of Rotary Service, as well as to Rotary Foundation and Membership Development Chairs and Past District Governors.

(c) District Governor shall be ex-officio member of all committees.

(d) It shall be the duty of the District Governor to advise and counsel the District Governor-Elect and District Governor Nominee in the exercise of his/her responsibilities as District Governor and assign him/her duties within the District as consistent for this purpose. The District Governor shall invite the District Governor-Elect and District Governor Nominee to attend all District meetings

(e) The District Governor each year shall provide for and cause to be made an audit and examination of all accounts in the custody of the Treasurer of all District funds as soon as practicable after the close of the Rotary year, June 30. A copy of the audited statements will be provided to each club in the district within three months. (R.I. By-laws 15.060.4)

(f) At the expiration of his/her term of office, he/she shall turn over to the District Secretary such District records which are not of a personal nature. These records shall be available to succeeding Governors during their term in office for their guidance and information.

Section 2. District Governor-Elect and Nominee

The District Governor-Elect and the District Governor Nominee shall make every effort to attend all district meetings. He/she shall set goals and plan for his/her year as Governor, including committee structure, etc. He/she

shall cooperate with the District Governor in every way possible, and whenever called upon, perform such duties as are requested or assigned to him/her by the District Governor.

Section 3. District Secretary

(a) The Secretary shall assist the District Governor in whatever way may be required and serve as Secretary of the District Conference, District Assembly and shall keep the minutes of all District Council meetings and special meetings called by the District Governor when requested to do so. The Secretary shall keep all district records and papers, maintaining continuity in District affairs and shall see that such records and papers are suitably filed and preserved and handed over in good condition to his/her successor when qualified.

(b) The District Secretary shall provide suitable space for the safekeeping of the current records of District 7930. This may be in his/her home or office or any other convenient and safe place. With the Governor's approval, he/she shall be authorized to purchase any equipment necessary for the safe and efficient storage of said records.

(c) The Secretary shall keep a roster of membership in every club in the district from information furnished and updated annually by each club secretary with the "Annual Report."

Section 4. Assistant District Secretary

The Assistant Secretary shall perform such duties as requested by the District Governor and in the absence or disability of the Secretary perform the duties of the Secretary and act in his/her stead.

Section 5. District Treasurer

(a) The Treasurer, with such assistance from the District Governor as may be appropriate, shall collect all assessments due and all monies payable to the District, and shall deposit all monies so received in such banks as seem to him/her proper in the name of Rotary International District 7930 and said monies shall be known as the District Operating Fund. The Treasurer shall withdraw and expend such funds only upon vouchers or invoices properly approved by the District Governor. Checks drawn on banks where current funds are maintained require only the signature of the Treasurer.

(b) The Treasurer shall segregate each year, as soon as practical, a sum from the District Operating Fund for the purpose of providing for the International Convention expense of the District Governor Elect and the Delegate to the Council on Legislation as provided for in these bylaws.

(c) The Treasurer shall send to the Secretary of each Club in the District a per capita dues invoice based on each Club's membership on May 31 and November 30 of each year. Such invoices shall be mailed on or about the 15th day of July and January. The Treasurer shall report delinquencies to the District Governor.

(d) The Treasurer shall turn over to the Board of Trustees of the Permanent Fund any and all monies remaining in the District Operating Fund from the prior year by September 30.

(e) The Treasurer shall file with the District Governor, to be published at the District Conference, an interim financial report of receipts and expenditures for each and all funds, separately.

(f) The Treasurer shall provide, in time to be published not later than the November issue of the Governor's Monthly Letter, a complete and final report of all receipts and expenditures for the past Rotary year, for each year and all District funds. The District Governor each year shall provide for and cause to be made an audit and examination of all accounts in the custody of said Treasurer of said District funds as soon as practicable after the close of the Rotary year, June 30. The audit shall be completed within three months of the close of the Rotary year.

(g) The Treasurer and Assistant Treasurer shall furnish to the District Governor a fidelity bond in such sum and with such surety or sureties as shall be approved by the District Governor the cost of same to be paid out of District funds.

Section 6. Assistant District Treasurer

The Assistant Treasurer shall perform such duties as requested by the District Governor and, in the absence or disability of the Treasurer, perform the duties of the Treasurer and act in his/her stead.

Section 7. District Trustees

(a) The Board of Trustees of the District Permanent Fund shall have full authority to manage the affairs of the fund, a majority vote being required for all disbursements, and all orders for disbursement shall be in writing.

(b) The Trustee serving his/her third year, or the Trustee with the most experience and/or seniority in R.I. District 7930, shall become Chairman of the Board. The Trustee serving his/her second year shall assume the duties of Treasurer. The Trustee serving his/her first year shall carry out the duties of the Secretary.

(c) Meetings of the Board shall be called by the Chairman to consider the requests for funds or other pertinent matters. The Board shall meet at least twice during the fiscal year, preferably immediately before or immediately after a meeting of the District Council at no expense to the Permanent Trust Fund. The Chairman shall cause an audit of the funds to be made at the end of the fiscal year.

(d) The Treasurer of the Fund shall collect all monies, and he/she shall have custody of all records and evidences of deposit of such funds as may be agreed by the full Board. Interest and dividends earned by the Fund shall be added to the corpus. The Treasurer shall maintain adequate records of all transactions and make them readily available at any time and at all Board meetings. The Treasurer shall not make nor authorize any disbursement without a voucher from the full Board which states the purpose of the disbursement and reflects the vote of the Board. The Treasurer shall present an Interim Report, in detail, on the status of the Permanent Fund at the District Conference and a fiscal year Final Report to the Governor on July 1 of every year.

(e) The Secretary of the Board shall take minutes at each and every meeting in sufficient detail for ready-reference at any time, and shall constitute a permanent record of all deliberations and actions of the Board, chronologically, in a bound volume. The Secretary shall be responsible for the safekeeping of said records, and for all correspondence pertaining to action of the Board.

(f) The Governor of R.I. District 7930 shall attend the meetings of the Board of Trustees of the Permanent Fund to make requests, offer advice and pertinent information on matters before the Board. The Governor may request a meeting of the Board anytime upon due notice to all Trustees for good and valid cause.

(g) The Board of Trustees shall give due consideration to any and all requests for funds that are within the scope and limits set by the bylaws of R.I. District 7930, only when such requests are in written form and formally presented.

(h) The board of Trustees may authorize an advance to the District Governor- Elect and District Governor-Nominee (to be accounted for in the budget for his/her term of office and repaid within ninety days after such term of office begins) for such purposes and such amounts as the Board may deem appropriate and approve in writing.

Section 8. Bylaws

All District Officers shall be required to read and become familiar with the District Bylaws.

ARTICLE IV District Funds

Section 1. District Operating Fund

(a) The District fund shall be financed by all clubs in the District by way of a per capita levy on the members of those clubs. The amount of the levy shall be decided by the District Assembly only after approval of three-fourths of incoming club presidents present, provided that where a president-elect is excused from attending the District Assembly by the incoming governor, the designated representative of the president-elect shall be entitled to vote in the president-elect's place.

(b) The per capita levy is mandatory on all clubs of a District. The Governor shall certify to the Rotary International Board the name of any club that has failed for more than six months to pay such levy. The Board shall suspend the services of RI to the delinquent club while the levy remains unpaid.

(c) Monies received from this source shall be deposited in the name of Rotary International District 7930 by the District Treasurer and shall be in his/her custody. Disbursements from this fund are for use during the current Rotary year as authorized in these bylaws and at the discretion of the District Governor for the furtherance of the program of Rotary in the District. In addition to the dues above, each club will be billed to cover liability insurance on a per capita basis.

(d) The expenses incurred by the spouse of the District Governor Elect at the International Assembly shall be paid for from this fund, after taking into account any reimbursements by R.I.

(e) Any balance of funds left on hand shall be paid over to the trustees of the District Permanent Fund to be added to the principle of said fund, pursuant to Article III Section 5(d).

Section 2. District Permanent Fund

(a) There shall be continued in this District the fund known as the Permanent Fund of Rotary International District 7930 under control of the Board of Trustees (Art. III, Sec. 7).

(b) Said Trustees shall deposit all monies together with all other funds which may come into their custody in such depository as may be voted by a majority of said Trustees.

(c) Said Funds shall be expended for any and all District purposes or needs as shall be voted by a majority of said Board of Trustees, except that if by such action the corpus of the Fund falls to a balance below \$20,000.00, such action shall be only by the unanimous affirmative vote of the Board of Trustees.

(d) The Board of Trustees shall give due consideration to requests for funds to be used in a Group Study Exchange program. Need for such funds shall be demonstrated in a budget of district operating expenses against anticipated income.

Section 3. International Convention Fund and Council on Legislation Fund

There shall be a District International Convention Fund for the purpose of stabilizing the expense to be incurred in providing for representation of the District at Rotary International Conventions and Councils on Legislation. The fund shall be established by the District Treasurer setting aside each year from the Operating Fund an amount equal to one and one-half times the average cost of reimbursement for convention expense for the preceding three Rotary years. These funds shall be accounted for separately and shall be withdrawn only by the Treasurer upon vouchers submitted by the District Officer or Representative to be reimbursed. Such vouchers may be submitted and reimbursement may be paid at any time convenient to or appropriate for reservations and planning for convention or council or council attendance. Reimbursement to the Representative will take into account any payments or allowances made by Rotary International for his/her attendance at the Council on Legislation.

ARTICLE V

Assistant District Governors

(a) The District Governor may appoint up to 12 Assistant District Governors to assist him/her with his/her duties in District 7930. Their duties will be assigned by the District Governor.

(b) An Assistant District Governor must have been a member of good standing in a club located in District 7930 for at least 3 years, and must have served a full term as a Rotary Club President.

(c) Service is limited to appointment for no more than 3 one-year terms.

(d) An Assistant District Governor must attend and participate in meetings of assigned Rotary Club Assemblies, the District Assembly, the District Conference, the District Council, in District Training, in PETS meetings and any other meetings that the District Governor may designate.

(e) It is encouraged that each club receive its Assistant District Governor as its guest when visiting the club on official district business.

ARTICLE VI Budget

The District shall be operated on a budget to be arrived at by a Budget Committee of five members, three appointed by the District Governor from the District Council, the District Governor Elect and the District Governor as Chairman. This Committee shall meet as soon after the District Conference as possible and not later than June 1st. The detailed items of the budget should be more or less flexible to allow for unexpected expenses. This Committee will be concerned with the Operating Fund monies only and should submit a report of its recommendations and findings at the next Council meeting.

ARTICLE VII District Council

(a) There shall be a District council which shall consist of the District Governor as Chairman, the Governor-Elect, the District Governor Nominee, the District Governor Designee, the District Secretary, Assistant District Secretary, the District Treasurer, the Assistant District Treasurer, the Assistant District Governors, the Trustees of the Permanent Fund and all Past District Governors of Rotary International District 7930. The duties of the District Council shall be to discuss proposals and matters of District interest and advise the District Governor thereon. Any action taken by the Council shall be advisory in nature only and shall in no way dilute or abridge the authority of the Governor.

(b) Meetings of the council shall be called by the District Governor whenever necessary, but at least once in each six-month period of the Rotary year, and shall be at the expense of the District except that no payment shall be made to members of the council for travel expense.

ARTICLE VIII Convention Attendance

Section 1. District Governor Nominee and District Governor Nominee

(a) The District Governor-Elect will be expected to attend the Rotary International Convention. In order to defray the costs incurred, he/she will be reimbursed from the International Convention Fund in an amount equal to the round trip economy class airfare or inclusive Rotary endorsed group tour plus \$200.00 per day for the days of the actual convention attendance (normally five days). In the event that the District Governor Elect's spouse accompanies him/her to the convention, the District shall reimburse him/her for her/his economy class airfare or inclusive Rotary endorsed group tour plus conference registration and an amount equal to one-half of the per diem expense allowance to the Nominee for convention attendance.

(b) A District Governor Nominee will not be expected to attend the International Assembly or Convention. If he/she chooses to attend for personal education or enjoyment, such expenses will not be paid for by the District and are on a personal basis only.

Section 2. District Representative to Council on Legislation

(a) The District shall be represented by a Representative at the R.I. Council on Legislation. The Representative shall be reimbursed for his/her own and in the event that his/her spouse chooses to accompany him/her, her/his transportation and expenses in the same manner as the District Governor Nominee taking into account any payments or allowances made by Rotary International to the Representatives.

ARTICLE IX District Records

There shall be a central repository for all permanent District records not currently in use. District records shall include among other things, the annual reports of the District Officers, the minutes of the District Council, Trustees, and annual business meetings, District assemblies and conferences, summaries of conclaves, and the official correspondence of the District Governor, Treasurer and Secretary.

It shall be the responsibility of the District Secretary to see that the district records are stored in an adequate repository, at little or no cost to the district.

ARTICLE X District Meetings

Section 1. Credentials Committee

(a) There shall be a Credentials Committee appointed by the District Governor to serve for one year, composed of three (3) Rotarians, in good standing, from any three (3) clubs in good standing (within the District), who shall serve until their successors are qualified.

(b) The Credentials Committee shall determine the qualifications of electors at the District Conference or other District meetings, for the election of District Governor Nominee, the District Governor Designee and/or Representative to the Council on Legislation of Rotary International and member of the Rotary International Director nominating committee. Electors from clubs, which are more than twelve (12) months in arrears in District or Rotary International per capita dues, shall not be permitted to vote.

Section 2. Conference Voting

Every member in good standing of a club in the District present at the District Conference shall be entitled to vote on all matters submitted to a vote at such conference except for the selection of a District Governor Nominee, District Governor Designee, election of a member and alternate member of the nominating committee for Rotary International Director, composition and terms of reference of the nominating committee for Governor, election of the club representative and alternate representative of the District to the Council on Legislation and decisions as to the amount of the per capita levy. Any elector shall have the right to demand a poll on any matter presented to the conference. In such cases, voting shall be restricted to electors.

Section 3. Quorum

A quorum shall consist of 25% total number of electors. Absent electors may be represented by proxy when certified by the President and Secretary of their respective clubs.

Section 4. Balloting Committee

There shall be a Balloting Committee of 3 Rotarians in District 7930, appointed for 1 year by the District Governor, to count the ballots of any

election, and report the results to the District Governor. (R.I. By-law 13.040.2).

Section 5. District Conference Report

The District Governor or acting conference chair, along with the district secretary, shall prepare and execute a written report of the conference proceedings within 30 days of adjournment. A copy will be sent to the secretary of each club in District 7930. (R.I. By-law 15.040.5)

Section 6. The Presidents-Elect Training Seminar (PETS) and District Assembly

For a better understanding of the duties and responsibilities of club president, the president-elect of each club shall attend the PETS and the district assembly unless excused by the District Governor-elect. If so excused, the president-elect shall send a designated representative from the club whose duty it will be to report back to the president-elect. It is recommended that the club pay the expenses of the participants.

ARTICLE XI Necrology

A District Necrology shall be part of the District Conference program.

ARTICLE XII Amendments

These Bylaws may be amended only by affirmative vote of two-thirds (2/3) at a District Conference, only after due notice of proposed amendments to be given by publishing same in the District Governor's monthly newsletter or supplement at least 30 days prior to the opening of the conference. Voting shall be in accordance with Article X, Section 2. Any and all action not conforming to these bylaws are automatically null and void, and are to be followed by immediate corrective action.

ARTICLE XIII Rotary Ambassadorial Scholarships for Study Abroad

Section 1. Selection

(a) The District Ambassadorial Scholarship Committee shall annually select the recipient (s) of the Academic year Ambassadorial Scholarships and/or the Cultural Ambassadorial Scholarships available.

(b) Each Rotary Club in District 7930 may submit only one applicant for each kind of Scholarship available.

Section 2. Qualifications

(a) Each Scholarship Applicant must meet all qualifications set by The Rotary Foundation and must have either attended high school, or have current legal residence, or have full time vocational work, in District 7930.

(b) The high school, or legal residence, or vocational work requirement of (a) above may be waived by the District Governor as long as the intent of the scholarship award to someone native, and/or raised, and/or living, and/or working in Rotary International District 7930 as a permanent resident is maintained.