**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.

Revised, May 2010 to take effect 1 July 2010.

***Revised May 2016 to take effect 1 July 2016.***

**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 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 Mid-Year Presidents’ Meeting of District 7930. The term of office will commence July 1, next, for one year.

**Section 4. District Governor-nominee Designee**

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

***Section 5. Vice Governor***

***The nominating committee for governor will select one past governor to serve as a vice governor. The role of the vice governor is to replace the governor in case of temporary or permanent inability to serve. (RIB 6.120.1.)***

**Section *6*. 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 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 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, may have been a Past District Governor, 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 ***and***  the two immediate PDGs who are members of a club in this District, the DGE, *the DGN* 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) The Committee shall meet no later than November 15 of each year and shall notify the Governor of the candidate selected for each position within 24 hours of ajdournment of the nominating committee, but no later than December 1 of each year. The Governor shall then publish to the clubs of the District the name and club of each Nominee within 72 hours of receipt of the notice from the chair of the nominating committee. Publication of the announcement shall be by email to the club presidents and in the first e-bulletin following the announcment.***

(***c***) 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 designee, the name ***o***f 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.

***Deleted section 3 as redundant***

**Section *3.* *Challenges***

***Any club in the district which has been in existence for at least one year as of the beginning of that year may also propose a challenging candidate for governor-nominee provided this club has previously suggested such candidate 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 not more than 14 days after publication of the announcement of the selection for governor-nominee by the governor.***

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 ***13.020.7*** 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 ***13.020.7*** of the Bylaws of Rotary International or no later than December 31.

**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 ***Five*** Avenues of 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 ***review*** 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 ***reviewed*** statements will be provided to each club in the district within three months***,*** (R.I. By-laws 15.060.4***), by posting on the District website.***

(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.

***(a) (1) The Treasurer shall establish and maintain such bank accounts as required for the Foundation Committee Grants given in any given year. Upon the direction of the District Foundation Chair, shall expend such funds as necessary. Checks drawn on each account where Grant funds are maintained need only the signature of the Treasurer but the Assistant Treasurer and the Foundation Chair may be additional signers on the accounts.***

***(a) (2) 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). The Treasurer shall establish a separate account for the District Permanent fund and shall expend such funds as directed by the Permanent Fund Trustees.***

***(a) (3) 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.***

***(a) (4) 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.***

(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 newsletter, 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.

***Delete entire (g) as no longer practiced***

**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 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 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.

(***e***) 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.

(***f***) 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.

**Section 8. Bylaws**

All District Officers ***and Committee Chairs*** shall be required to read***,*** become familiar ***and follow*** the District Bylaws and the Rotary International *Manual of Procedure*.

**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 ***such 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. ***Deleted last sentence***

(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).

***Deleted all of Section 3 as no longer practiced****.*

**ARTICLE V**

**Assistant District Governors**

(a) The District Governor may appoint 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) ***The term of an Assistant Governor shall be one year, service limited to no more than three consecutive years.***

(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**

***Annual Operating Budget***

The District shall be operated on a budget to be arrived at by a Budget Committee of ***eight*** members, three appointed by the District Governor from the District Council, the District Governor-elect ***and nominee*** ,the District Governor, ***Assistant District Treasurer and District Treasurer 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 District Assembly for approval by a majority of President-elects***.

**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. (b)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.

(c) 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-elect 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 ***District Operating 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 ***District Governor-elect*** 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. ***Deleted end of sentence.***

**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, 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 three 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***

***District Foundation Chair***

***Section 1. There shall be a District Foundation Chair who shall be appointed by a committee consisting of the District Governor-elect, District Governor Nominee and District Governor Nominee Designee for a three-year term, subject to removal for cause. Any removal for cause must have the Foundation Trustee chair’s prior approval. The district governor-elect shall be responsible for appointing committee members to fill vacancies on the Foundation Committee****.*

***Section 2. The District Foundation Chair shall be responsible for filling all positions of the Foundation Committee with the advice and consent of the District Governor.***

***Section 3. The District Governor-elect shall be responsible for appointing committee members to fill vacancies on the Foundation Committee.***

**ARTICLE XII**

**Necrology**

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

**ARTICLE XIII**

**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 actions not conforming to these bylaws are automatically null and void, and are to be followed by immediate corrective action. ***All articles in these By-laws shall be in accordance with Rotary International rules and regulations as delineated in the Manual of Procedure, Code of Policies and The Foundation Trustee Code of Policy.***

***Deleted all of previous Article XII relating to Future Vision Pilot District as the trial has been completed.***