

**BY-LAWS OF  
ROTARY  
INTERNATIONAL  
DISTRICT 7850, INC.**

As amended May 18, 2012

# **TABLE OF CONTENTS**

- I. PURPOSES**
- II. DISTRICT TERRITORY**
- III. DISTRICT GOVERNOR, DISTRICT GOVERNOR ELECT, DISTRICT GOVERNOR NOMINEE, AND DISTRICT GOVERNOR NOMINEE DESIGNATE**
- IV. OTHER DISTRICT OFFICERS**
- V. DISTRICT REPRESENTATIVE TO THE COUNCIL ON LEGISLATION**
- VI. DISTRICT COMMITTEES**
- VII. GOVERNOR'S ADVISORY BOARD**
- VIII. EXECUTIVE COMMITTEE**
- IX. ASSISTANT GOVERNORS**
- X. DISTRICT-WIDE MEETINGS**
- XI. DISTRICT FINANCES**
- XII. NOMINATING COMMITTEE FOR DISTRICT GOVERNOR NOMINEE DESIGNATE**
- XIII. AMENDMENTS**

# **BY-LAWS OF ROTARY INTERNATIONAL DISTRICT 7850, INC.**

## **I. PURPOSES**

- A. Rotary International (“RI”) has divided the Rotary world into districts to assist the Board of Directors of Rotary International in carrying out its administrative functions and in the promulgation of Rotary ideals and programs. These By-laws are an augmentation and interpretation of the By-laws of Rotary International and the Manual of Procedure. In the event of any conflict, the language in and the provisions of the current Manual of Procedure of Rotary International shall take precedence.
- B. These By-laws are promulgated to standardize responsibilities and operations of the Officers and Committees of the district and to facilitate the interchange between them and the Rotary clubs in the district. Their ultimate purpose is to help District 7850 strengthen our individual clubs and Rotary International. Nothing in these By-Laws shall be interpreted as restricting the District Governor in the execution of the responsibilities of that office as established by Rotary International.

## **II. DISTRICT TERRITORY**

- A. Rotary District 7850 is comprised of the following territory:
  - 1. Canada -- In Quebec, all territory south of the St. Lawrence River between longitudes 72 degrees and 73 degrees as well as all territory south of latitude 46 degrees between longitudes 71 degrees and 72 degrees.
  - 2. U.S. -- In New Hampshire, that portion of the state west of longitude 71 degrees and north of the southern boundaries of the counties of Carroll and Grafton; in Vermont, all that portion of the state north of the southern boundaries of the counties of Orange and Addison.

## **III. DISTRICT GOVERNOR, DISTRICT GOVERNOR ELECT, DISTRICT GOVERNOR NOMINEE, AND DISTRICT GOVERNOR NOMINEE DESIGNATE**

- A. Background -- The administration of District 7850 is under the direct supervision of the District Governor (“DG”) as the officer of Rotary International. It is essential that the Rotarian elected District Governor, be fully qualified, well informed as to the duties and responsibilities, and be willing and able, physically and otherwise, to perform those duties. The qualifications and requirements of the office of District Governor must be clearly understood and duly regarded in the selection of District Governor Nominee Designate (“DGND”).
- B. Selection as District Governor Nominee Designate -- The District Governor Nominee Designate is elected as per Article 13 of the Bylaws of Rotary International using the method of selection of District Governor nominee by a nominating committee in the third year prior to the year that the DGND would be trained at the International Assembly and elected at the 1 Rotary International Convention. District 7850 shall elect a DGND who shall become District

Governor Nominee (“DGN”) on the 1<sup>st</sup> of July, 24 months prior to assuming the office of DG.

- C. Confirmation as DGE --The District Governor Nominee is confirmed as the District Governor Elect (“DGE”) at the District Conference in the year immediately prior to the year in which the DGE will be trained at the International Assembly and elected at the Rotary International Convention. If the DGN is unable or unwilling to continue as the District Governor Elect, a replacement District Governor Elect will be elected at this time.
- D. Election as DG -- The District Governor Elect is elected to the office of District Governor at the International Convention immediately preceding the year the District Governor Elect will serve as District Governor.
- E. Qualifications of the DGND -- A candidate for DGND must have the following qualifications:
  - 1. Active membership in good standing in the club in District 7850 by which the candidate is nominated;
  - 2. Full qualifications for such membership in the strict application of the provisions therefore, and the integrity of the candidate’s classification must be without question;
  - 3. Membership in a functioning club in good standing which has no outstanding indebtedness to Rotary International and District 7850 as of the close of the fiscal year preceding that in which the proposed candidate’s name is submitted;
  - 4. Service as president of a Rotary Club for a full term;
  - 5. Willingness and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of District Governor;
  - 6. Ability and commitment to meet all the additional qualifications in Subsection G of this section;
  - 7. Been an active member of one or more Rotary clubs for five or more years on or before July 1 of the year the candidate becomes DGN.
  - 8. Demonstrate knowledge of the qualifications, duties and responsibilities of District Governor as prescribed in the RI By-laws, and submit to RI, through its general secretary, a signed statement acknowledging a clear understanding of them. This statement shall also confirm that the Rotarian is qualified for the office of governor and willing to assume the duties and responsibilities of the office and to perform them faithfully.
- F. Qualifications of the DGE -- For a DGN to be confirmed as DGE the DGN must, in addition to meeting all the Qualifications for DG and having acquired full knowledge concerning the qualifications, duties and responsibilities of a District Governor as listed in the By-Laws of Rotary International, submit to Rotary International, through its general secretary, a signed

statement that the candidate understands clearly the qualifications, duties and responsibilities of the office of District Governor as listed in the By-laws of RI, and that the candidate is qualified for the office of District Governor and is willing and able to assume the duties and responsibilities of that office and to perform them faithfully. In the event of rejection of the District Governor Elect by the Board of Directors of RI under the provisions of the By-laws of RI, the District Governor will notify the District Governor Elect, including the reasons for the rejection. Time permitting; the District Governor will conduct a ballot by mail to select an alternate. Otherwise, the vacancy will be filled as specified in the By-laws of RI.

- G. Qualifications of the DG -- Unless specifically excused by the Board of Directors of RI, a District Governor at the time of taking office must have attended for its full duration the International Assembly and the Governor Elect Training Seminar (GETS), must have been a member of one or more Rotary clubs for a total of seven or more years, and must continue at that time and thereafter to possess all the qualifications for the DGND, DGN, and DGE as listed above.
- H. Duties of the DGN -- The year prior to assuming the role of District Governor Elect will be used by the DGN to enhance the Nominee's knowledge of Rotary and the structure and operation of District 7850. The DGN will serve as a member of the District Finance Committee, and the District Governor's Executive Committee, as well as any role requested by the DG or the District Governor Elect.
- I. Duties of the DGE -- The DGE serves on the District Governor's Executive Committee and chairs the District Finance Committee. The District Governor Elect is responsible for planning and conducting the Presidents-Elect Training Seminar (PETS), District Team Training Seminar (DTTS), and the District Assembly with the assistance of the DG. The District Governor Elect serves in any role requested by the DG.
- J. Duties of the District Governor -- The Governor is the officer of RI in the district, functioning under the general control and supervision of the RI Board. The Governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The Governor should work with district and club leaders to encourage participation in the district leadership plan. The Governor shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs. The Governor shall be responsible for the following activities in the district:
  - 1. Organizing new clubs;
  - 2. Strengthening existing clubs;
  - 3. Promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district;
  - 4. Supporting The Rotary Foundation with respect to program participation and financial contributions;
  - 5. Promoting cordial relations among clubs and between the clubs and RI;

6. Planning for and presiding at the district conference and assisting the governor-elect in the planning and preparation for the presidents-elect training seminar and the district assembly;
7. Providing for an official meeting, individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the governor's presence for the purpose of:
  - a. Focusing attention on important Rotary issues;
  - b. Providing special attention to weak and struggling clubs;
  - c. Motivating Rotarians to participate in service activities; and
  - d. Personally recognizing the outstanding contributions of Rotarians in the district.
8. Issuing a monthly letter to each club president and secretary in the district;
9. Reporting promptly to RI as may be required by the president or the RI Board;
10. Supplying to the governor-elect, prior to the date of the international assembly, full information as to conditions of clubs in the district with recommended action for strengthening clubs;
11. Assuring that district nominations and elections are conducted in accordance with the RI constitution, the RI bylaws, and the established policies of RI;
12. Transferring continuing district files to the governor-elect; and
13. Performing such other duties as are inherent as the officer of RI in the district.

The Governor is also expected to:

1. Read THE ROTARIAN, Rotary World, and all other bulletins and literature from RI, and the publications from the clubs in the district;
2. Encourage each club to participate in at least one intercity or inter-town meeting during each year;
3. Promote attendance at the Rotary International Convention;
4. Identify potential leaders for District Committees, Programs and offices;
5. Arrange, when circumstances require, for special conferences of club presidents and/or secretaries; and
6. Prepare a summary of the attendance reports of the clubs in the district each month and send this report to the general secretary.

#### IV. OTHER DISTRICT OFFICERS

- A. General -- A District Secretary, District Treasurer, District Webmaster and District Trainer shall be appointed by the District Governor prior to assuming office. District Historian/Archivist and District Parliamentarian may be appointed by the DG prior to assuming office. An Assistant Treasurer may be appointed by the District Governor Elect. If appointed the Assistant Treasurer will become Treasurer for the District Governor Elect's year as District Governor. Rotary International has special requirements for appointment of the Rotary Foundation Chair.
- B. District Secretary -- The District Secretary shall be responsible for the following activities in the district:
1. Receiving the attendance reports from all clubs in the district;
  2. Compiling this information and providing reports as requested by the DG;
  3. Assisting in the arrangements for district meetings;
  4. Handling some routine correspondence; and
  5. Other duties as mutually agreed upon between the District Secretary and the DG which may include:
    - a. Reminding Clubs to report their attendance monthly;
    - b. Take minutes or be willing to get all minutes taken at District meetings and develop a system to achieve important District documents and list major decisions made at District meetings;
    - c. Be willing to help the District Trainer and District Governor, as requested to arrange District meetings;
    - d. Help the DG with correspondence;
    - e. Help train Club secretaries;
    - f. Work one-on-one with Club secretaries who ask for support; and
    - g. Help the DGE gather demographic information of Presidents-elect and other District officers.
- C. District Treasurer -- The District Treasurer shall be responsible for the following activities in the district:
1. Accept custody of all district funds, depositing them in a federally insured bank and arranging the deposits to maximize interest income while maintaining the necessary liquidity;
  2. Prepares invoices and bills all clubs for annual district dues in two installments--the first on August 15<sup>th</sup>, and the second on February 15<sup>th</sup> of the Rotary year;
  3. Notify the District Governor on the 1<sup>st</sup> of September and the 1<sup>st</sup> of March of any clubs that have not paid their assessments in full;

4. Issue checks as requested by the District Governor for charges that are within the limits of the approved district budget;
  5. Maintain up-to-date financial records and provide quarterly reports to the District Governor and the District Finance Committee; and
  6. Perform all normal functions expected of the treasurer of a not for profit organization.
- D. Assistant Treasurer -- In the event the District Treasurer is unavailable, the Assistant Treasurer is authorized to assume the duties of that office until the District Treasurer is once again available.
- E. District Historian/Archivist -- Shall maintain historical data and records as requested by the District Governor.
- F. District Parliamentarian – Shall advise and counsel the District Governor, district committees and club presidents on matters of parliamentary procedure and develop and provide the resolutions to the District Governor for the District Conference.
- G. District Foundation Chair -- Shall be appointed every three years by the District Governor Elect, DGN and DGND as set forth in the Rotary By-laws.
- H. District Trainer -- Shall be responsible for assisting the District Governor Elect in preparing for the District Team Training Seminar, District Assembly and PETS. The District Trainer shall assist the District Governor and District Governor Elect in other training meetings or events as assigned.
- I. District Webmaster -- Is responsible for maintaining and updating the district website at the direction of the District Governor. The webmaster should also recommend and maintain any social media websites that would be useful to the District.

## V. DISTRICT REPRESENTATIVE TO THE COUNCIL ON LEGISLATION

- A. General -- The Council on Legislation, the legislative body of RI, meets every three years. Prior to each meeting, the clubs in each district elect a representative as a voting member of the Council.
- B. Candidates -- All district clubs are invited to nominate for this position an active member of their club who is a past officer of RI at the time of election and has agreed to serve. Nominations must be in writing, certifying that the candidate has agreed to serve and must be signed by the club president and club secretary. Nominations must be received by the District Governor at least two months prior to the District Conference in the second year prior to the year when the Council on Legislation convenes.
- C. Election -- The District Governor, following notice to all club presidents, will submit the names of the candidates to the electors of the clubs at the District Conference. Each elector present at the District Conference is entitled to cast one vote in the election of the



representative. The candidate receiving the highest number of votes is the representative and the candidate receiving the second highest number is the alternate who will serve only if the person with the highest number of votes is unable to serve. If neither of these is able to serve, the DG may designate some other qualified Rotarian from District 7850. Candidate is proposed, no ballot is required and the District Governor will declare such candidate to be the representative. In the event of a tie, the District Governor shall cast the deciding vote.

- D. Campaigning -- The candidates shall refrain from any conduct that could be interpreted as campaigning for the position. Candidates and those interested in furthering their candidacy, should refrain from contact with other clubs involving any discussion relating to the position or the election.
- E. Expenses -- Only approved expenses of the representative are reimbursed by RI. No further expenses shall be reimbursed by the district.

## VI. DISTRICT COMMITTEES

- A. Background -- District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors, DGE, DGN. DGND, club presidents and all interested district Rotarians. Committees shall be appointed as follows:

- Membership Development

- Club Extension

- District-level programs that are ongoing in nature (e.g. Youth Exchange, Rotaract, Interact, Early Act GSE, RYLA, etc.)

- Public Relations

- District Conference

- The Rotary Foundation (includes District Simplified Grants and Ambassadorial Scholarships)

- RI Convention Promotion

Additional district committees are appointed only when they serve a *specific* function as identified by the governor. Committees not meeting these criteria should not be appointed.

- B. Committee Structure -- During the first year of the District Leadership Plan, the governor appointed a *minimum* of three members to each district committee—at least one to serve one year, one to serve two years, and one to serve three years. Each succeeding year the DGE shall appoint at least one Rotarian for a period of three years to fill any vacancies. Each year, the DGE shall appoint one member of each committee to serve as chairperson during the DGE's year as governor.
- C. 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 strongly recommended that the chairperson 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.

- D. Training Requirements -- District committee chairpersons, unless excused by the DGE, must attend the district team training seminar and District Assembly, prior to serving as chairperson. All committee members are encouraged to attend all district training events except for PETS.
- E. Reporting Requirements -- District committees shall report to the governor on the status of their activities on a regular basis. District committees shall report successful activities to RI for possible publication in RI publications and on the RI web page. All committees should regularly update the appropriate section of the district website and any social media used by the district.
- F. Committee Descriptions -- The following outlines the purpose, additional qualifications, duties and responsibilities, and additional training requirements for district committees noted above.

1. *Membership Development Committee*

- a. Purpose: The committee will identify, market, and implement membership development strategies within the district that are appropriate for the district and will result in membership growth. The committee chairperson will serve as the link between the governor, RI, and the clubs in the district with respect to membership issues.
- b. Additional Qualifications of Members: Preference should be given to those who have served as chairperson of club committee(s) related to membership development; or to those who have been active and successful in inviting new members to join Rotary, and in implementing membership programs.
- c. Duties and Responsibilities:
- i. Plan, market, and conduct a district membership seminar in consultation with the governor and district trainer.
  - ii. Work with the governor and club leaders to ensure that the district achieves its membership goal.
  - iii. Coordinate district-wide membership development activities.
  - iv. Encourage clubs to participate in RI or presidential membership development recognition programs.
  - v. Maintain communication with other district committees — such as the district extension committee and the district public relations committee — to coordinate activities that will aid membership development efforts.
  - vi. Identify committee members to all clubs and indicate that members of the committee are available to help them.
  - vii. Encourage clubs to develop and implement an effective membership recruitment plan.
  - viii. Assist club membership development chairpersons in carrying out their responsibilities.
  - ix. Visit clubs to speak about successful membership development activities; share information on successful activities.
  - x. Ensure that each club committee has a copy of the *Membership Development and Retention Manual*.

In addition, the chairperson of the committee shall attend a training session conducted by the RI membership coordinator.

- d. Additional Training Requirements: In addition to the chairperson, as many committee members as possible should attend a training meeting conducted by the RI membership coordinator, or RI membership zone coordinator.

## 2. *District Club Extension Committee*

- a. Purpose: Under the direction of the governor, the district extension committee shall develop and implement a plan to organize new Rotary clubs within the district.
- b. Additional Qualifications of Members: Preference should be given to those who have been active and successful in establishing new clubs.
- c. Duties and Responsibilities:
  - i. Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.
  - ii. Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs.
  - iii. Assist in organizing and establishing new clubs.

In addition, the chairperson of the committee shall attend a training session conducted by the RI membership coordinator or RI membership zone coordinator.

- d. Additional Training Requirements: In addition to the chairperson, as many committee members as possible should attend a training meeting conducted by the RI membership coordinator, or RI membership zone coordinator.

## 3. *District Finance Committee*

- a. Purpose: The finance committee shall advise the DGE in preparing a budget and advise the DG on general fiscal matters.
- b. Structure: The DGE shall serve as Chair. The district treasurer shall serve as ex-officio member of the committee. Other members of the committee shall include the DG, DGN, DGND, and two PDG's selected by the Chair.
- c. Additional Qualifications of Members:
  - i. Preference should be given to those with previous service as club treasurer.
  - ii. Preference should be given to accounting/finance as a component of their vocation or profession.
- d. Duties and Responsibilities:
  - i. Prepare a budget of district expenditures in cooperation with the district governor to be submitted to the clubs at least four weeks prior to the district assembly and approved at a meeting of incoming club presidents at said assembly or at PETS.
  - ii. Review and recommend the amount of per capita and per club levies. All levies must be approved by at least three-fourths of the incoming club presidents.

- iii. Assure that proper records of income and expenditures are kept.
- iv. A member of the committee, preferably the treasurer, shall, together with the district governor, be a signatory on the bank account(s) of the district fund. The bank account shall be held in the name of the district.
- v. The committee shall be responsible for preparation and filing of tax returns.

#### 4. *District RI Program Committees*

- a. Purpose: District RI program committees are responsible for promotion and administration of a RI program at the district-level and provide specific support and guidance to the clubs involved with the particular program in the district. These committees may include:

- Interact
- Rotaract
- Early Act
- Rotary Community Corps
- Rotary Friendship Exchange
- Rotary Fellowships
- Rotary Volunteers

- b. Additional Qualifications of Members:
  - i. Preference should be given to those with club-level experience with the particular RI program.
  - ii. Youth oriented program volunteer members must pass a background check by ESSEX.
- c. Duties and Responsibilities:
  - i. Promote an understanding of and effective participation in the particular RI program through regular contacts with each club in the district and through district and inter-city meetings.
  - ii. Organize exhibits of effective implementation of RI programs at district or zone meetings, circulate these noteworthy examples among clubs in the district.
  - iii. Visit clubs within the district to speak about effective examples of the use of the particular RI program and provide information on the RI program to help strengthen club activities.
  - iv. Encourage and assist club RI program chairpersons in carrying out their responsibilities.
  - v. Encourage clubs in the district to determine local needs that could benefit from the RI program.
  - vi. Identify areas for cooperation between club RI program activities and local non-Rotary service organizations, by sharing information and helping clubs to set goals.
  - vii. Administer district-wide efforts related to the RI program.
  - viii. Promote publication of RI program aims and achievements in all appropriate Rotary and non-Rotary communication media in the

district.

#### 5. *Public Relations Committee*

- a. Purpose: The district public relations committee should promote Rotary to external audiences and foster understanding, appreciation and support for the programs of Rotary. The committee should promote awareness among Rotarians that effective external publicity, favorable public relations and a positive image are desirable and essential goals for Rotary.
- b. Additional Qualifications of Members:
  - i. Preference should be given to those who have experience as a club public relations chairperson.
  - ii. Preference should be given to media, public relations or marketing skills as a component of their vocation or profession.
- c. Duties and Responsibilities:
  - i. Encourage Rotary clubs within a district to make public relations (PR) a priority.
  - ii. Promote Rotary to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.
  - iii. Contact the media with newsworthy stories of district projects and events.
  - iv. Keep in touch with the governor and the chairpersons of key committees to stay informed about district projects and activities.
  - v. Share RI public relations materials with clubs.
  - vi. Seek opportunities to speak to individual clubs about the importance of club public relations.
- d. Additional Training Requirements: Attendance at public relations workshops held in conjunction with RI meetings, whenever possible.

#### 6. *District Conference Committee*

- a. Purpose: Under the direction of the governor, the district conference committee shall plan, promote and implement the necessary arrangements to ensure maximum attendance at the district conference.
- b. Additional Qualifications of Members:
  - i. Preference should be given to those who have experience in the meeting coordination and/or hospitality industry.
  - ii. Preference should be given to media, public relations or marketing skills as a component of their vocation or profession.
- c. Duties and Responsibilities: Under the direction of the governor:
  - i. Select the district conference venue and coordinate all related logistical arrangements.
  - ii. Coordinate the finances of the conference to ensure maximum attendance.
  - iii. Promote conference attendance with particular emphasis on: new Rotarians; all members of newly organized clubs in the district; and representation from every club in the district.
  - iv. Promote the district conference to external audiences, such as the

media, community leaders, and beneficiaries of Rotary's programs.

- v. If requested by the District Governor coordinate with the district trainer, a district leadership seminar to be held in conjunction with the district conference.

7. *Rotary Foundation Committee* -- Policy pertaining to the district Rotary Foundation committee is determined by the Trustees of The Rotary Foundation as outlined in the *Rotary Foundation Code of Policies*.

8. *RI Convention Promotion Committee*

- a. Purpose: The committee shall promote attendance at the annual RI Convention to Rotarians throughout the district.
- b. Additional Qualifications of Members:
  - i. Preference should be given to Rotarians who have attended a minimum of one previous RI Convention.
  - ii. Preference should be given to Rotarians with marketing skills as a component of their vocation or profession.
- c. Duties and Responsibilities:
  - i. Attend club and district meetings to promote the convention.
  - ii. Serve as a local resource for convention materials and information;
  - iii. Create or expand a district website with links to RI's webpage.
  - iv. Translate important convention information into local language(s), if necessary.
  - v. Identify and target potential registrants by e-mail, letters, and other methods of communication.

9. *Other District Committees* -- Other Committees will consist of three to nine members unless the District Governor finds it necessary to make alternate arrangements and shall be organized in accordance with the District Leadership Plan. Committee members when initially appointed are expected to serve for three years. District Governors, in the year preceding their term of office, will usually name replacements for one-third of the members of the committee and request that the other two-thirds remain on the committee to provide continuity to the committee's work. Membership shall be as set out above unless otherwise provided for in these bylaws or the Manual of Procedure. These Committees are:

Governor's Advisory Board (see section VIII)  
District Executive Committee (see section IX)  
District Nominating Committee  
District By-Laws Committee  
District Youth Exchange Committee  
District RYLA Committee  
Group Study Exchange Committee  
District Foundation Committee including Ambassadorial Scholarship, and  
District Simplified Grants

10. *Special Committees* -- Special Committees are appointed by the District Governor as special needs dictate. Such committees are appointed at the beginning of each Rotary year and serve until the start of the next Rotary year. Special Committees include, but are not limited to, the Rotary Friendship Exchange Committees, and World Fellowship Activities Committee.

## **VII. GOVERNOR'S ADVISORY BOARD**

- A. General -- The Governor's Advisory Board functions under the direct supervision and guidance of the District Governor. The purpose of the Governor's Advisory Board is to counsel the District Governor regarding all aspects of district administration.
- B. Membership -- The membership of the Governor's Advisory Board shall consist of the District Governor and all Past District Governors who are members of a Rotary Club in District 7850 residing in the District and who are willing to serve.
- C. Duties -- Review the proposed budget for the following year as presented by the DGE at the annual Governor's Advisory Board meeting, held at the call of the DG and to stay abreast of district programs and progress and provide insights and counsel to the DG, DGE, DGN and DGND as requested.

## **VIII. EXECUTIVE COMMITTEE**

- A. General -- The Executive Committee is appointed to function under the direct supervision and guidance of the District Governor. The Purpose of the Executive Committee is to assist the District Governor in all aspects of district administration. The Executive Committee is composed of the DG, DGE, DGN, DGND, the immediate three past District Governors and three Assistant Governors to be appointed by the District Governor. The District Foundation Chair shall also serve as an Ex-Officio member of this committee.
- B. Duties
  1. Review the proposed budget for the following year as presented by the DGE and to recommend modifications as deemed appropriate by the Board members;
  2. Work with the DG, DGE, DGN, and DGND to help create and maintain district programs; and
  3. Since the RI Manual-of-Procedure prevents the District Governor from being "relieved of any authority or responsibility with regard to the clubs in the district," it is the responsibility of the Executive Committee to provide any council, advice, support, and assistance needed to accomplish the district goals.
- C. Quorum -- A majority of the committee members shall constitute a quorum for the conduct of any meeting.
- D. Agenda -- Notice of any meeting of the committee shall be accompanied by an agenda.

## IX. ASSISTANT GOVERNORS

A. Assistant Governors shall be appointed by the District Governor to serve at the district-level and are assigned the responsibility of assisting the governor with respect to administration of designated clubs. All assistant governors will be responsible for providing the following support to the clubs to which they have been assigned:

1. Meet with and assist the incoming club presidents before the beginning of the Rotary year to discuss the clubs' goals and to review the *Planning Guide for Effective Clubs*;
2. Attend each club assembly associated with the governor's official visit;
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 and resources available to them;
4. Assist club leaders in scheduling and planning for the governor's official visit;
5. Keep the governor posted on progress of the clubs and suggest ways to enhance Rotary development and address problems;
6. Encourage clubs to follow through on requests and recommendations of the governor;
7. Monitor each club's performance with respect to service projects;
8. Identify and encourage the development of future district leaders;
9. Advise the incoming governor on district committee selections;
10. Attend and actively promote attendance at the district conference and other district meetings; and
11. Participate in Rotary Foundation programs, annual and special giving events, and other special assignments as necessary.
  - a. Unless excused by the District Governor Elect, all assistant governors shall attend the DTTS, PETS and District Assembly.

Minimum criteria in selecting assistant governors include:

1. Membership, other than honorary, in good standing in a club in the district for at least three years;
2. Service as president of a club for a full term;
3. Willingness and ability to accept the responsibilities of assistant governor;
4. Demonstrated outstanding performance at the district-level; and



5. Potential for future leadership in the district.

Assistant governors are to be appointed annually, with no assistant governor serving more than three one-year terms. It is recommended that no past governor serve as an assistant governor. The district's budget shall provide for financial support to assistant governors in performing their duties and responsibilities.

**X. DISTRICT-WIDE MEETINGS**

- A. General -- District 7850 will hold a minimum of four meetings each year, namely, District Conference, District Assembly, Presidents Elect Training Seminar (PETS), and the District Team Training Seminar. Other special district-wide meetings may be held at the discretion of the District Governor, the date and place for each of these meetings to be selected by the District Governor although, particularly in the case of the District Conference and PETS, the DGE is authorized to make the decision prior to actually taking office as DG.
- B. District Team Training Seminar --This meeting will be held in January or February of each year. The planning and conduct of this meeting is the responsibility of the District Governor Elect. The primary purpose of this meeting is for the District Governor Elect to present the annual theme and train incoming district leaders. At this meeting the District Governor may update club leaders and potential leaders on the district's progress toward goals set by RI as well as those set by the DG, to provide a forum for club leaders to bring up any concerns they may have, and to disseminate Rotary information.
- C. District Assembly -- This meeting , which may take place as one meeting or at two or more regional meetings will be held between March 1st and June 30th of each year at a time that will not interfere with the International Convention, International Assembly, District Conference, or Presidents Elect Training Seminar. The DGE is responsible for planning and conducting these seminars with the cooperation of the DG. The number and location of these seminars is the responsibility of the DGE with advice from the DG. The purpose of the District Assembly is to provide incoming club officers, directors, and other club leadership, with Rotary instruction and information about their specific roles and duties and to communicate district goals and objectives. Each club's president-elect shall attend a District Assembly unless excused by the DGE and represented at the seminar by a designated representative whose duty it is to report back to the club president-elect.
- D. Presidents-Elect Training Seminar (PETS) -- The PETS will be held prior to 15 April each year at a time different from that of the District Assembly. The DGE is responsible for planning and conducting this meeting, with the cooperation of the DG. The purpose of the PETS is the orientation and training of all presidents-elect of Rotary clubs in District 7850. Each club's president-elect shall attend the District PETS, unless excused by the DGE. If so excused, the president-elect shall attend another District's PETS or send a designated representative from the club whose duty it will be to provide the president-elect with a detailed report of the proceedings. Clubs will be billed for the "tuition" expenses for PETS and are encouraged to reimburse the club's representative for travel, lodging, and meal expenses. District 7850 has joined Rotary Northeast PETS, Inc., a multidistrict PETS and conducts its PETS with the other seven (7) districts in Rotary Northeast PETS, Inc. Any

appointments to advisory committees within Rotary Northeast PETS, Inc will be made by the District Governor.

- E. District Conference -- The DG shall select the date and place for the District Conference so that it will not conflict with the dates selected for the District Assembly, the International Assembly, or the International Convention. The purpose of the District Conference is to further the program of Rotary by providing inspiration, fellowship, and Rotary information to all district Rotarians and guests who attend. The DG's responsibilities for the District Conference include:
1. Naming a conference secretary whose duties include recording the attendance at, and proceedings of, the District Conference;
  2. Assuring that, within thirty days after the close of the District Conference, a report of the proceedings of the conference is prepared by the conference secretary, signed by both the DG and conference secretary and forwarded to the general secretary of RI (3 copies) with a copy to the secretary of each club in the district; and
  3. Arranging for certification of club electors and conducting district elections in accordance with the By-laws of RI. No less than three (3) district Rotarians will be selected by the District Governor to comprise a District Elections Committee charged with carrying out these two responsibilities. Those selected will reflect the three geographic regions of the District, namely Quebec, New Hampshire, and Vermont and shall not be from clubs that have current candidates seeking election to a district office. Electors shall be chosen pursuant to the provisions of the Manual of Procedure.

## **XI. DISTRICT FINANCES**

- A. General -- District 7850 has established a fund called "The District Fund" which is funded by a per capita levy on the members of all clubs in the district and by a per club levy for training and PETS. The payment of these levies is mandatory on all clubs in District 7850.
- B. District Budget -- The district budget is prepared by the District Governor Elect and presented to the District Finance Committee for their consideration and input by December 15 of the year preceding the year in which the DGE will serve as District Governor. The budget is subsequently presented at meetings of the Governor's Advisory Board and Executive Committees for their information.
- C. District Dues -- The amount of the per capita levy is determined by dividing the amount required to fund the DGE's proposed budget by the anticipated number of active members in the district. The per club levy will be determined by dividing the amount necessary for funding PETS and training by the anticipated number of clubs. All district clubs will be billed for their district dues by the district treasurer in two installments--the first on August 15<sup>th</sup> and the second on February 15<sup>th</sup> of the Rotary year.
- D. Budget Approval -- The proposed budget will be presented to the club presidents-elect at the District Team Training Seminar or sent directly to them for their information and at the

Presidents-Elect Training Seminars for their approval. The proposed budget must be approved by three-fourths of the incoming presidents present at the Presidents-Elect Training Seminar or the District Assembly

- E. Authorizations for Expenditures -- As long as expenditures are within the overall limit of the approved budget, the Treasurer may make disbursements on the authority of the District Governor. Single expenditures over \$ 1,000 above the overall limit of the approved budget must be approved by a majority vote of the Executive Committee via e-mail, conference call or video conference vote. No person is authorized to commit the district to pay any amount in excess of funds on hand in The District Fund.
- F. Reporting Requirements -- Each quarter of the fiscal year a statement of receipts and expenditures compared to the budget shall be prepared by the 15th of the month following the end of the quarter. Copies of the report will be sent to the District Governor, each member of the Governor's Advisory Board each member of the Executive Committee, and each member of the District Finance Committee. The District Governor may request more frequent reports.
- G. Annual Financial Review -- Annual financial review of the district finances must be supplied to each club in the district within five months of the completion of the Rotary Year. The District Governor Elect shall select a Financial Review Committee consisting of three (3) Rotarians one of whom must be a PDG during July of each year. The Committee shall present its review to the DG and the Finance committee by November 15 of each year. The DG will supply copies of the report and the federal tax return file on November 15 to each of the clubs. The Financial Review shall be presented, discussed and formally adopted by the following District Conference.
- H. Signature Authority -- District checks may be signed by either the District Governor, District Treasurer or the Assistant District Treasurer as well as the District's CPA (as appointed by the DG), after approval of the expenditure by the District Governor.
- I. Funds Depository -- All district funds shall be deposited in a federally insured bank approved by the District Governor or the District Finance Committee.

## **XII. NOMINATING COMMITTEE FOR DISTRICT GOVERNOR NOMINEE DESIGNATE**

- A. General -- The nominating committee for DGND shall be charged with the duty to seek out and propose the best available for District Governor Nominee Designate. B. On or before July 15 of each year the District Governor shall officially invite clubs to submit resolutions for candidates for DGND. Resolutions with appropriate application shall be sent to the Chair of the Committee for receipt no later than September 15. A club may suggest only one of its own members as a candidate for DGND. The nominating committee for governor shall not be limited in its selection to those names submitted by clubs in the district.
- B. On or before October 1, the Nominating Committee shall select a candidate for DGND and shall submit the candidate's name to the District Governor who shall give notice to the clubs. The notices, selection and membership of the committee shall be consistent with Article 13 of the bylaws of RI.

- C. Members of the Nominating committee shall be the Immediate past DG, acting as chair, or in the event that individual is no longer eligible then that PDG having served immediately prior thereto, and those four individuals living in the District who are the most recent PDG's. Should one or more PDG no longer reside in the district, the committee shall consist of those five most recent PDG's still residing in the district.
- D. A quorum of the committee shall be at least three members and the vote of the committee shall be a simple majority of those voting or some other method to be determined by the members present.

### **XIII. AMENDMENTS**

- A. These by-laws may be amended only through the following process:
  - 1. A District 7850 Rotary club or the District By-laws committee must submit a proposed amendment to the District Governor in suitable form for "line in/line out" substitution into these By-laws. If a proposed amendment is not in the proper form, the DG will return it to the proposer with recommended modifications. When a proposal in proper form is submitted to the DG, the DG will present the changes to the Executive Committee. The Committee will decide whether to recommend the changes. The DG will then post the proposed changes to the district website and give notice of the posting to every club in the district noting if the Executive Committee recommends the adoption of the changes. The notification will state that the proposed amendment will be voted on at the next District Conference that occurs at least 60 days after the distribution of the proposal to all district clubs.
  - 2. The proposed amendment will then be considered at the district business meeting held during the District Conference referred to in (1) above. Voting on the measure will be by duly qualified electors present at the business meeting using a written ballot or upon motion for unanimous consent without objection. If a simple majority approves, the amendment will be adopted.
  - 3. The Executive Committee may adopt changes to these bylaws to comply with changes to the Rotary International By-laws or Rotary Foundation By-laws prior to a District Conference so long as those changes are ratified in the same matter as a vote on amendments at the next District Conference.