



DISTRICT BY-LAWS

RI DISTRICT 3220 - SRI LANKA & MALDIVES

(As amended and adopted on 14th June 2020 Effective from 1st July 2020)

**DISTRICT BY-LAWS
RI DISTRICT 3220 (SRI LANKA)
(AS AMENDED AND ADOPTED AT THE DISTRICT CONFERENCE
ON 14TH JUNE 2020)**

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Note: - Any reference to one gender includes both genders.

ARTICLE- I-OBJECTIVES

These By-laws are being formulated by Rotary Clubs of District 3220 (Sri Lanka and Maldives) of Rotary International to provide recommendations, guidelines and rules to strengthen the functioning of the District, but nothing in these By-laws shall be contrary to any recommendations, policy, definition or guidelines issued by the Board of Directors of Rotary International (RI), or to the constitution and By-laws of Rotary International as amended from time to time. These are not intended to impair or impede the role of the District Governor in the performance of his responsibilities as provided in the constitution and By-laws of Rotary International.

ARTICLE- II-OFFICERS

The Officers of the District shall include the following:

Section I District Governor

Nominated by the District as herein provided, and elected at the Rotary International Convention, he shall perform all duties and responsibilities as laid down in the By-laws of Rotary International,. He shall be ex-officio Chair and member of all the District Committees. However he may delegate the Chair.

Section 2 District Governor - Elect / Nominee

Nominated by the District as herein provided, he shall be ex-officio member of all the Committees of the District, and shall be responsible for duties as may be delegated to him by the District Governor.

Section 3 District Secretary

- 3.1 Appointed by the District Governor to serve during his term of office, the District Secretary must be a Past President of a Rotary Club, and shall be responsible for maintaining the District records, the preparation and circulation of the minutes of meetings as directed by the District Governor. A Rotarian shall serve as District Secretary for one term only.
- 3.2 The records maintained by him shall include:
 - (i) Localities of clubs
 - (ii) By-laws as adopted by clubs
 - (iii) Resolutions adopted at the District Conference / District Training Assembly
 - (iv) Copies of the semiannual and annual reports of the District Governor
 - (v) District Governor's Monthly Letters.
- 3.3 He shall pass on all the records such as District conference/ District Training Assembly Attendance records , amendments to District By Laws and other relevant records pertaining to the District administration. to the succeeding Governor through the outgoing District Governor within 15 days of his completion of office, that is, before July 15.

- 3.4 At his discretion in consultation with the District Governor appoint an Assistant District Secretary or Secretaries, but not exceeding Five (5) in number.

Section 4 District Treasurer

Appointed by the District Governor to serve during his term of Office, the District Treasurer shall be a Rotarian, preferably a Past - President who is well versed in maintaining accounts. He shall be responsible for collection of District Dues, and for making payments authorized by the District Finance Committee. The District Treasurer shall function as the secretary to the District Finance Committee. A Rotarian is eligible to serve as District Treasurer for a maximum of two terms only.

Section 5 College of Governors

- 5.1 The District Governor, District Governor Elect, District Governor Nominee and past officers of Rotary International who are members of Rotary Clubs in the District shall constitute the College of Governors, with the Chair and Secretary elected annually at the AGM.
- 5.2 The meeting date and venue will be set in consultation with the District Governor and at his convenience, where such meeting is convened at his request. The College of Governors may also meet whenever deemed appropriate to do at the discretion of the Chair, or at the request of a member to discuss any matter relevant to the District.
- 5.3 Notwithstanding anything to the contrary the Regular Meetings of the College of Governors shall be held at least once every Three months, and the Secretary of the College of Governors shall circulate the agenda well before the meeting.
- 5.4 The College of Governors will not interfere with the District administration and will recognize the District Governor as the administrative Head of the District. Its role shall be merely of an advisory nature.
- 5.5 One-third of the members shall form a quorum for a meeting of the College of Governors.

ARTICLE – III-DISTRICT LEADERSHIP PLAN

- Section 1** The District Governor shall administer the District by dividing the Clubs in the District into groups so that each of the groups have as far as possible equal number of Clubs as on July 1 and the Clubs in a group may form as far as possible a geographically contiguous area.
- Section 2** It is the prerogative of the District Governor to appoint / remove / change any Assistant Governor. The Assistant Governor shall maintain close rapport with the Governor, Chair and the Key persons of various committees.
- Section 3** The eligibility for appointment as Assistant Governor shall be as described in the RI Manual of Procedure.
- Section 4** Role of the Assistant Governor shall be as described in the RI Manual of Procedure.
- Section 5** **Additional conditions in District 3220 District Leadership Plan**
- 5.1 The Assistant Governor or District Secretary shall not be eligible to submit nominations for the post of District Governor Nominee if nominations for same are called during their year of office as Assistant Governor or District Secretary in order to avoid their influence in Office. In the event the District Governor has appointed Governor's Aides and/ or District Co-ordinators, they too shall not be eligible to submit nomination during their term in office
- 5.2 The Assistant Governor shall have a maximum of three terms with at least a gap of one year between two such appointments.

ARTICLE – IV- DISTRICT COMMITTEES

- Section 1** The District Governor shall appoint such standing Committees as recommended by RI, if any. The District Governor may appoint additional Committees he may deem necessary as per RI guidelines for implementing the various programmes of Rotary and administration of the District.

- Section 2** Every Committee shall work in accordance with the terms of reference defined separately
- Section 3** In order to ensure continuity, the outgoing Standing Committee Chairs shall continue to serve in the same committee for another term.
- Section 4** The District Governor shall appoint a Chair of the Committee for his/her year of service.
- Section 5** The incoming District Governor should appoint the Committee for his year latest by 30th April. The Committees shall submit their plans of action to him 15 days before the District Training Assembly where he shall unfold the plans for his year.

ARTICLE – V- ROTARACT AND INTERACT

- Section 1** Rotaract and Interact are programs of Rotary which form an important part of Rotary activities and the District Rotaract and Interact Committees shall guide and coordinate all Rotaract and Interact activities respectively as per RI policy.
- Section 2** The District Rotaract and Interact Representatives shall be selected as per guidelines issued by RI and will be members of the District Rotaract and Interact Committees.
- Section 3** Rotary Clubs are encouraged to help Rotaract and Interact activities, but are not obliged to provide funds for their projects. Rotaract and Interact Clubs should not solicit funds from Rotary Clubs or other Rotaract and Interact Clubs without the permission of the Rotary Club President at local level, and of the District Governor at the District level
- Section 4** Past, Present and Incoming RI Officers are encouraged to participate at Rotaract and Interact District and Multiple District Functions, provided these meetings have the written approval of the respective District Committees and the District Governor.
- Section 5** All Rotaractors, Interactors and Rotaract and Interact Clubs shall be governed by Article XIV (Arbitration and Mediation) of these District By-laws and the said Article and all sub Articles therein shall apply mutatis mutandis. The sponsor Rotary Clubs of their respective Rotaract and Interact Clubs shall ensure that Rotaractors, Interactors and the Rotaract and Interact Clubs coming under their purview shall strictly adhere to these provisions.

ARTICLE – VI-PROJECT AID

- Section 1** Clubs in the District are encouraged to participate in The Rotary Foundation (TRF) activities. In this regard all TRF projects/grants shall be in full conformity with TRF requirements and shall be under the purview of the District Foundation Committee.

Section 2 Whenever a Rotary Club receives any aid in cash or kind for a particular project above the Sri Lankan Rupee equivalent to US\$2000.00 from any individual, Institution, Club or Rotary District, the Secretary of the Club shall immediately acknowledge the aid to the benefactors, with copies to the District Governor and the Secretary of the District Finance Committee.

2.1 Subject to USD 2000.00 value contribution stated in Section 2, Rotary Clubs are requested to keep the District Governor briefed on proposed international aid Projects, prior to embarking on such Projects. Similarly, for any international aid Projects, at District level, the District Governor shall keep the District Finance Committee informed of the proposed Project, prior to embarking thereon.

2.2 After careful consideration, if in the opinion of the District Governor or the District Finance Committee, as the case may be, the project is not viable, he/she or they shall recommend that the Project be not proceeded with.

Section 3

3.1 When aid is in the form of funds, such funds will be kept in a separate Bank Account, opened specifically for that particular Project.

3.2 After receiving any aid, whether in cash or kind, the Club President in office shall submit the half-yearly progress reports, along with the statement of Income and Expenditure, together with photographs of the Project, to the benefactors, with copies to the DG, DG-Elect, DG-Nominee and the Chairmen of the District Finance Committee. These regular reports shall be sent until the Project is completed.

3.3 When funds are received directly from other sources, the account shall be operated jointly by the Club Treasurer, together with the Club President or Project Chairman or Club Secretary.

Section 4 The District Governor shall publish information from such reports in the Governor's Monthly Letter.

Section 5 The accounts of the project shall be subjected to an annual audit by an independent Auditor. The final accounts of the project, incorporating all the income and expenditure from the inception of the project, shall be similarly subjected to an audit.

Section 6 The failure of a Club to prepare and send these reports will be considered as a serious lapse on the part of the receiving Club and could be termed as mis-utilization of aid. In such an event, the District Governor shall be free to take suitable action against the erring Club/Club Officers.

Section 7 When aid is received in kind from abroad, for a Club or a District Project, the Club or the District Governor, as appropriate, shall ensure that the goods are

cleared promptly, in order to avoid demurrage charges and deterioration of quality.

Section 8

- 8.1 In the case of a District Project, the District Governor shall acknowledge the receipt of aid to the benefactors, with a copy to the District Finance Committee. Thereafter, he shall keep these parties regularly informed of the progress of the Project, with half-yearly reports accompanied by statements of account.
- 8.2 In the event the District Governor, without good and sufficient reason, fails to submit such reports, the District Finance Committee may refer the matter to the College of Governors for appropriate action.
- 8.3 However, the District Governor is discouraged from personally embarking on international aid Projects at District level, which would interfere with the performance of his legitimate duties.

ARTICLE – VII – DISTRICT MEETINGS

The District Governor shall preside at all district meetings including Intercity Meetings, District Seminars and the District Conference, and conduct them to promote the programmes of Rotary.

ARTICLE – VIII PROTOCOL AT DISTRICT MEETINGS

The order of precedence as approved by Rotary International and described in the Manual of Procedure shall be followed.

ARTICLE - IX –RI LETTER HEAD

Except for the current, past and incoming officers of Rotary International, or those Rotarians who have been appointed by the RI President or the RI Board to serve Rotary International, no Rotarian even though serving as a club officer, or a District Committee Chair shall use the Rotary International letter-head. The District Chair can, however, use District letter-heads with Rotary emblem while communicating with Rotarians. All such material shall conform to RI branding guidelines

ARTICLE -X - DISTRICT FUND

Section 1 In line with RI By-Laws Section 15.060.1 a “District Fund” shall be established to be used for purposes hereinafter mentioned, and administered as per provisions contained herein read together with the applicable provisions of the Manual of Procedure of Rotary International. The District Fund shall be used for the purposes listed in 1.3 to 1.6 below.

- 1.1 The annual member fee towards District fund shall be determined at the District conference or at the District assembly. The amount approved shall fall due on 01st July of the Rotary year for every club in the District as of 1st July. The number of members for each club shall be based on the RI Invoice for 1st Semi Annual Period.
- 1.2 Services shall be suspended to the clubs in line with RI Bylaws Section 15.060.3 for failure to settle in full the District dues within 180 days.
- 1.3 To contribute towards the Presidents-elect and Secretaries-elect Training Seminar, the District Training Assembly and the District Conference to the extent provided in the District Budget;
- 1.4 To meet part of the expenses on training and orientation of the District Rotaract Representative as per recommendations of Rotary International
- 1.5 20% of the District funds shall be allocated for youth service.
- 1.6 To meet any other expenses as may be provided in the budget

Section 2 Administration of the District Fund

- 2.1 The District Fund shall be managed by the District Finance Committee consisting of the District Governor (DG), District Governor Elect (DGE), District Governor Nominee (DGN), the District Treasurer, a Past District Governor appointed by DG for a one year term, and one nominee each by the DG, DGE and DGN who are not below the rank of Past President, who shall serve for periods of one year, two years and three years respectively. The DG may appoint not more than two additional members to the Committee as deemed necessary. Such appointee's term will cease at the end of their year of appointment. The Immediate Past Chairman shall serve as an *ex-officio* member of the Committee.
- 2.2 The nominee of the District Governor, serving for the 3rd year as member of the Committee shall Chair the Committee. Outgoing members of the Committee shall not be re-appointed to the Committee before two years after their retirement.
- 2.3 In the event of a vacancy for any cause whatsoever of a nominee, the corresponding DG, DGE or DGN will appoint a replacement subject to clause 2.2 for the remaining term of the outgoing nominee.
- 2.4 The District Treasurer shall be responsible for the day to day operation of the accounts. He shall maintain books and records of the District Fund. He shall present the status of expenses for each item as compared to the budgeted amounts reflecting variances, if any, at each meeting of the District Finance Committee, and as and when required.

- 2.5 The incoming District Governor shall prepare an estimate of income from per capita District Fund dues and the proposed expenses against it in the form of a District Budget which shall be mailed to all incoming Club Presidents at least four weeks before the District Training Assembly so that the Clubs may discuss the same before formal presentation of the same at the District Training Assembly for approval or amendment agreed by a simple majority of the incoming Presidents present or voting delegates. The District Budget shall become effective from the following July 1.
- 2.6 In the event of the District Budget not getting the approval, the District Budget shall be referred to the District Finance Committee for consideration, and representation to the Clubs in whatever way they consider appropriate, and have the Budget approved by a majority of clubs by June 30.
- 2.7 The District Finance Committee shall open or terminate accounts in banks. The authorized signatories of such bank accounts shall be the District Treasurer or in his absence the Chairman of the District Finance Committee along with the District Governor, or District Secretary.
- 2.8 The District Treasurer shall make all payments as approved by the District Governor in accordance with the budget. However, the variance, if any, shall be limited to 10% of the budgeted amount. Any variances above the limit of 10% shall be referred to the District Finance Committee for the approval.
- 2.9 While any unbudgeted expenditure within 5% of the District revenue shall be approved by the District Finance committee and proceeded upon, The District Governor with the recommendation of the District Finance Committee, shall obtain approval by circulation from clubs towards obtaining a simple majority of the eligible clubs for any expenditure not included in the budget and above 5% in value of the District revenue
- 2.10 Within one year of serving as Governor, the Immediate Past Governor must provide each club an independently reviewed annual statement and report of district finances. The Immediate Past Governor must provide the statement and report and have it discussed and adopted at a district meeting to which all clubs are entitled to send a representative and for which 30 days' notice has been given. Alternatively, within one year of serving as governor, the Immediate Past Governor may ask the District Governor to conduct a club ballot for adoption of the statement and report. The statement and report shall be sent at least 30 days before the club ballot. The governor shall start this process within 30 days of receiving the request from the Immediate Past Governor.

The review may be conducted by either a qualified accountant or a district audit committee. An audit committee must:

- (a) have at least three active members be selected in accordance with established district procedures;
- (b) include at least one member who is a past governor or an independent, financially literate person; and
- (c) not include any current governor, treasurer, signatory of district bank accounts, or member of the finance committee.

The annual statement shall include, but not be limited to, all:

- (a) sources of the district's funds (RI, TRF, district, and club);
- (b) funds received by or on behalf of the district from fundraising activities;
- (c) grants received from TRF or TRF funds designated by the district for use;
- (d) financial transactions of district committees;
- (e) financial transactions of the governor by or on behalf of the district;
- (f) expenditures of district funds; and
- (g) funds received by the governor from

Section 3 District Dues

- 3.1 Every club in the District shall contribute per capita dues for every member at a rate as approved by the District Training Assembly as determined by the District Budget.
- 3.2 The District Dues shall be payable by the Clubs in one installment on the basis of the Club membership as on July 1. If there is an increase in membership during the year, the Club shall pay additional dues for new members at the rate approved by the District irrespective of the number of days of membership during that year.
- 3.3 The District Treasurer shall collect the dues, and shall be the custodian of the District Fund.
- 3.4 In the event of a club failing to pay the District Dues for a period of six months, or more, the District Governor shall inform Rotary International for further action.

Section 4 Collection of Funds at District and Club level

- 4.1 A Club or an individual Rotarian must take permission in writing from the District Governor before soliciting funds from other Clubs, or from Rotarians who are members in other Clubs.
- 4.2 In granting such permission, the District Governor must ensure that the funds are for the cause of Rotary at the District level even when it is by way sponsorships, and intended to be utilized for publication of directories, souvenirs, or for similar purposes.
- 4.3 All Clubs making such collections shall maintain a separate account of the amounts collected, and how the same are utilized, and periodically furnish the

details to the District Governor and the District Finance Committee.

- 4.4 Whenever such permission is given, the District Governor shall be liable to collect the details of collections and the utilization of funds within a reasonable time, and pass on the same to the District Finance Committee.
- 4.5 In the event of the District Finance Committee not being satisfied for any cause whatsoever, it is free to make suitable recommendations to the district.

Section 5 Collection of Funds by District Governor or District Governor-Elect / District Governor-Nominee

Any funds, other than those which are a part of the District Fund, which are collected by the District Governor or District Governor-Elect / District Governor-Nominee for any Rotary cause whatsoever, shall be duly accounted for, and details provided to the District Finance Committee, and duly included in the District Fund account. The provisions of the Manual of Procedure of Rotary International pertaining to “Annual Statements and Report of District Finances” shall apply.

Section 6 Failure to Submit District Accounts

- 6.1 In the event of the Immediate Past District Governor not submitting any accounts as per Article X , Section 2.10, the District Finance Committee shall request the District Governor to circulate such information to all the clubs in the District with a copy to the College of Governors, who shall bring it to the attention of the RI Zonal Director for appropriate action.

ARTICLE-XI – SELECTION OF DISTRICT GOVERNOR NOMINEE DESIGNATE

- Section 1** The selection of DGND shall be by club ballot as per article 12 section 12.020 of RI By-Laws

SECTION 2 – Procedure for Proposal of District Governor – Nominee Designate

- 2.1 The District Governor shall issue or cause to be issued, an announcement latest by 30th September, inviting Clubs to submit proposals for District Governor Nominee Designate. Such proposals must reach the District Governor within 30 days thereafter. The District Governor with the Balloting Committee would a week thereafter notify the Clubs of the eligible Candidates and invoke the RI procedure of Voting within a period of 3 weeks, completing the process of voting by the Clubs by the 30th of November.
- 2.2 The District Governor shall send the “Guidelines Regarding Campaigning, Canvassing and Electioneering”, as adopted by the RI Board (shown as Appendix I), as well as the “Rotary Election ‘Do’s and Don’t’s” (shown as Appendix II) at the time of the official call for nominations together with qualifications required for a District Governor as given in the Rotary International By Laws.
- 2.3 The periods of candidacy for elective office begin when individual Rotarians begin to give serious consideration to submitting their names for a position covered by the RI rules for nominations and elections. Commencing at that time, candidates should be particularly careful to avoid any actions designed to publicize their names or achievements, to call attention to the applicable nominations or elections, or to give candidates an unfair advantage over other candidates for the same position. (RI Code of Policies 26.060.4)
- 2.4 The normal performance of duly-assigned Rotary activities would not be considered to be a violation of the policies related to campaigning, canvassing or electioneering.(RI Code of Policies 26.060.4)
- 2.5 The proposal shall be submitted to the District Governor on the Club’s letterhead in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate, and certified by the Club President and Secretary along with 4 copies of his/her bio data in the form prescribed by the District Governor and the written consent of the candidate. The same proposal in its entirety should be sent in soft copy to the District Governor as well. The achievements of the candidate as required to be submitted in the prescribed form should not exceed 200 words in each category.
- 2.6 If for any reason whatsoever no proposal or nomination is received by the District Governor after the 30 days (above 1.1) the College of Governors will collectively propose a suitable qualified proposal for the position of District Governor Nominee Designate who will be ratified by the Voting Delegates at the District Conference as a matter of procedure only.
- 2.7 In the event of the death or inability of the District Governor Nominee Designate to take office as District Governor, the District Governor for the time being shall take steps to fill the vacancy so created as provided in the By-Laws of Rotary International.

SECTION 3 - Club Balloting - Electronic Voting

- 3.1 The District Governor in communication with RI shall arrange for electronic voting wherever a mail ballot is needed for elections.
- 3.2 The District Governor will communicate to all clubs of the eligible candidates and the 'window' period/dates for the conducting of voting in accordance with the details of the link and password informed to the clubs directly by RI for their strict relevant compliance.
- 3.3 The electronic voting shall take place at a regular meeting of the club duly convened for the said purpose in the presence of 50% of the membership or 30 members whichever is lower.
- 3.4 The link as directed by RI shall be displayed on screen for the observance of the casting of the vote for the relevant candidate as decided by the club to ensure transparency of proceedings.
- 3.5 Minutes of the General Meeting of the club held for the purpose of casting the club vote should be sent to DG by email within 3 days of the said meeting with the names of all members present.
- 3.6 Any Rotarian who has valid cause or grievance and wishes to lodge a complaint with regard to the conducting of the vote of his/her club shall do so by email to the District Governor with copy to his/her Club President within 3 days from the date of the said meeting.

Section 4 6 : Activities in Support of Candidate for District Governor Nominee Designate

Activities in support of a candidate for District Governor Nominee Designate should be consistent with the importance and functions of the District Governor. The District Governor shall ensure that the content of literature pertaining to candidates should be limited to the photograph and a statement of his Rotary, civic, family and business, educational and professional achievements limiting to 200 words and activity in the form prescribed and shall circulate the same amongst the Clubs ensuring that the literature so circulated is fair by all candidates and no further steps should be taken to promote his candidature. No Rotarian or Club shall canvass or campaign, or allow campaigning on his behalf to influence his selection, keeping in mind the provisions in the By-laws of Rotary International, and the guidelines detailed in Appendix I and Article XV herein.

ARTICLE-XII PROCEDURE. FOR SELECTION OF NOMINATING COMMITTEE FOR DISTRICT REPRESENTATIVE AND ALTERNATE REPRESENTATIVE FOR COUNCIL ON LEGISLATION

Section 1 : Qualifications of Representative of the Council

- 1.1 A representative of the Council shall be a member of a Rotary Club in good standing;
- 1.2 Each representative shall have served a full term as an officer of RI at the time of election. However, upon certification by the Governor, with the concurrence of the President of RI that no past officer is available in the District, a Rotarian who has served less than a full term as District Governor or the District Governor-Elect maybe elected.

Section 2 : Duties of District Representative to the Council

It shall be the duty of a representative to :

- 2.1 Assist Clubs in preparing their proposals for the council;
- 2.2 Discuss proposed legislation at the District Conference and / or other District meetings;
- 2.3 Be knowledgeable to the existing attitudes of Rotarians with the District;
- 2.4 Give critical consideration to all legislation presented to the Council and effective communication those views to the Council;
- 2.5 Act as an objective legislator to RI;
- 2.6 Attend the meeting of the Council for its full duration;
- 2.7 Participate in the Council on Resolutions;
- 2.8 Report on the deliberations of the Council to the Clubs of the District following the meeting of the Council; and
- 2.9 Be accessible to Clubs in the District to assist in their preparation of proposals for future Councils.

Section 3 : Election of Representative by Electors & Term of Representative

- 3.1 Subject to Section 5 and 6 the representative and the alternative representative shall be elected at the annual District Conference in the year two years preceding the Council. The term of representative shall begin on 1 July in the year following the year in which they are to be selected. Each representative shall serve for three years or until a successor has been selected and certified.
- 3.2 To qualify for service at the Council, the representative must be informed of the qualifications and submit to the General Secretary a signed statement that the Rotarian;
 - (i) understands the qualification, duties and responsibilities of a representative;

- (ii) is qualified, willing and able to assume and perform faithfully such duties and responsibilities; and
- (iii) will attend the meeting for its full term.

Section 4 : Nominations

- 4.1 The District Governor shall issue an announcement inviting Clubs to submit nominations for District Representative to the Council on Legislation. Such nominations must reach the District Governor on or before the date specified by him.
- 4.2 The District Governor shall send the “Guidelines Regarding Campaigning, Canvassing and Electioneering”, as adopted by the RI Board (shown as Appendix I), as well as “Rotary Election – “Do’s and Don’t’s” (shown as Appendix II) at the time of the official call for nominations.
- 4.3 The nomination shall be submitted to the District Governor in the form of a resolution adopted at a regular meeting of the Club naming the suggested candidate, and certified by the Club President and Secretary along with eight copies of his/her bio-data in the format prescribed by the District Governor, and the written consent of the candidate.

Section 5 : Selection of Representatives by Nominating Committee Procedure

- 5.1 The nominating Committee shall consist of seven Past District Governors nominated by the College of Governors.
- 5.2 The candidates nominated by Clubs for selection as the District Representative to the Council on Legislation and any Past District Governor who is a member of the Rotary Club where the candidates belong to are ineligible to serve on the Nominating Committee
- 5.3 The Secretary of the College of Governors shall arrange to hold a meeting of the College of Governors to select the members of the Nominating Committee by September 5
- 5.4 Nominating Committee shall meet on a day specified by the District Governor and the business of the committee shall be completed at one sitting only. The District Governor shall ensure that the meeting of the Nominating Committee is held by September 20, the latest.
- 5.5 If the meeting of the Nominating Committee is not held or no decision is taken for any reason whatsoever, the names of all the candidates will be proposed for election.
- 5.6 The nomination made by the Nominating Committee shall be intimated to all Clubs in the District by the District Governor within one week and the procedure for challenging the nomination made by the Nominating Committee. The concurrence of Clubs and the election procedure, if it becomes necessary, shall be based on the Nominating Committee procedure for the District Governors

set forth in sub sections (11) to (17) of Section 7 of Article XI of these By-laws, subject to the balloting be conducted at the District Conference to be held during the Rotary year two years preceding the Council on Legislation.

- 5.7 Immediately following the election, the names of the representative and alternate representative should be reported by the District Governor, to the Council Services Section at World Headquarters forthwith.

Section 6 : Election of Representatives by Ballot by Mail

Board Authorisation for Mail Ballot.

- 6.1 Notwithstanding Section 5, In certain circumstances the District Governor may obtain RI Board's authorization to select the representative and alternative representative to the Councils in a ballot-by-mail. In such case, the District Governor shall prepare and cause to be mailed to the Secretary of every Club in the District an official call for nominations for representatives. All nominations must be made in writing and signed by the President and the Secretary of the Club. The nominations must be received by the District Governor on or before a date to be fixed by the District Governor. The District Governor shall cause to be prepared and mailed to each Club a ballot naming in alphabetical order the qualified nominees so offered and shall conduct the ballot-by-mail. Those candidates whose written requests for exclusion from the ballot are received no later than the date fixed by the District Governor shall be excluded from such ballot. Each Club shall be entitled to at least one vote. Any Club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the Club as of the date of the most recent Club invoice preceding the date on which the vote is to be held. However, any Club whose membership in RI has been suspended by the board shall not be entitled to participate in the voting. The District Governor may appoint a Committee for the purpose of conducting the ballot-by-mail procedure as provided herein.

- 6.2 **Election through Ballot-by-Mail**

A majority vote of electors present and voting at a District Conference may vote to have the selection of the representative and the alternate representative to the Councils pursuant to a Ballot-by-Mail. The Ballot-by-Mail shall be conducted in the month immediately following such Annual District Conference. Such Ballot-by-Mail shall be conducted in accordance with the provisions set forth in Section 6.1 herein.

- 6.3 **Suggestions by Clubs for Representative**

In the event the Club nominating the candidate is not the candidate's Club, for the nomination to be accepted, the candidate's Club shall expressly agree in writing, and such document should be signed by both the Club's President and Secretary.

Section 7 Representative and Alternates

The candidates 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.

Section 8 One Candidate for Representative

No ballot shall be required where there is only one nominee in a District. In such cases, the District Governor shall declare such nominee the representative to the Council. In such an event, the District Governor shall, in consultation with the Council of Governors, select a Past District Governor to be the alternate representative.

Section 9 Representative and Alternate Unable to Serve

Where neither the representative nor the alternate representative is able to serve, the District Governor may designate some other member of a Club in the District possessing the qualifications set out in Section 1.2 of Article XII of these By-laws or as provided in the RI By-laws to be the representative to the Council.

ARTICLE – XIII CAMPAIGNING, CANVASSING AND ELECTIONEERING

Section 1 No Rotarian or Club shall canvass, or campaign or allow campaign on his behalf to influence his selection, keeping in mind the provisions in the By-laws of the Rotary International and the guidelines issued by the RI Board. A Club intending to propose a candidate to be a member of the Nominating Committee, District Governor Nominee or District Representative to the Council on Legislation shall not announce or cause to be announced the Club's intended candidate in any forum whatsoever other than at a closed meeting of the Club, until such time the District Governor has officially called for nominations.

Section 2 Should a candidate become aware of any campaigning or electioneering activities which are undertaken on the candidate's behalf, the candidate shall immediately and in writing express disapproval to all concerned and to instruct them to terminate such activity.

Section 3 The District Governor shall also send the "Guidelines Regarding Campaigning, Canvassing and Electioneering" as approved by the RI Board (Appendix I) as well as the "Rotary Election – Do's and Don'ts" (Appendix II) at the time of the official call for any nominations.

ARTICLE-XIV -: ARBITRATION & MEDIATION

Section 1 Every member / club aggrieved by an action of the District Governor, or by that of an appointee or Committee authorized by him to select the District Nominating Committee or the District Governor Nominee Designate, or the District Representative or Alternate Representative to the Council on Legislation shall only seek relief in Arbitral proceedings.

Section 2 In the event of a complaint the aggrieved person / club shall immediately refer the complaint in writing to the District Governor, requesting that the complaint be

considered for redress, if any.

- Section 3** If the District Governor fails to satisfy the aggrieved member / club within 15 days of the complaint, the aggrieved member / club can ask the District Governor for appointment of an Arbitral Panel which shall be known as the Arbitral Tribunal.
- Section 4** The Arbitral Tribunal shall be constituted of three Past District Governors from within the District, one to be nominated by the aggrieved member / Club, the other by the District Governor, and the third by the two Past District Governors nominated by the aggrieved member /Club and the District Governor. Past District Governors who are members of the Nominating Committee for the selection of District Governor Nominee Designate or the District Representative to the Council on Legislation shall not be eligible to serve on the Arbitral Tribunal appointed to adjudicate the grievances relating to the election to those respective positions.
- Section 5** The aggrieved member / Club shall submit four copies of the complaint, three for the Arbitral Tribunal , and one for the record. Similarly, the District Governor shall submit four copies of his views on the subject, if applicable.
- Section 6** The Arbitral Tribunal shall meet at the earliest within 21 days of the receipt of the request by the District Governor for appointment of such Arbitral Tribunal and if necessary invite the aggrieved party / District Governor to the meeting, give them due hearing, and convey their decision.
- Section 7** The decision of the Arbitral Tribunal shall be final and binding on all concerned.
- Section 8** The term of the Arbitral Tribunal shall end as soon as it submits its final report.
- Section 9** In the event a member / Club not adopting the procedure herein laid out, the person proposed for the elective position will be debarred from contesting the same for five years.
- Section 10** This Article shall also apply in respect of any dispute, difference, or grievance of any kind or nature between the Rotary Clubs, or Rotaract Clubs and Interact Clubs or District Officials within Rotary District 3220. Further no member of a Rotaract Club or Interact Club shall seek any recourse except through his/her sponsor Rotary Club.

ARTICLE – XV -: DISTRICT RULES AND PROCEDURES COMMITTEE

- Section 1** There shall be a “District Rules and Procedures Committee” to advise and assist the District Governor on nominations and elections and other matters involving Rotary’s constitutional documents, and these District By-laws.
- Section 2** The Committee shall consist of three Past District Governors, each serving a staggered three – year term with the possibility of re-appointment. Such appointments to the Committee shall be made by the District Governor in consultation with the District Governor Elect and the District Governor Nominee

ARTICLE-XVI - PROCEDURE FOR AMENDMENTS TO THE DISTRICT BY-LAWS

- Section 1** With the change in the Rotary International Constitution and By-laws, these By-laws may be considered automatically amended to conform with them.
- Section 2** These By-laws may be amended at the District Conference by a majority of electors present and voting, or at a District Training Assembly by a majority of the Presidents-elect and Secretaries-elect present and voting, or in special circumstances when such amendments are submitted for approval by Ballot-by-Mail.
- Section 3** Amendments to these By-laws may be proposed by a Club in good standing by a resolution adopted at a regular meeting of the Club, or by the College of Governors, and shall be submitted in writing, certified by the Club Secretary or the District Secretary, so as to reach the District Governor forty five days before the District Conference or District Training Assembly as required.
- Section 4** The District Governor shall mail such proposed amendments to the Secretary / Secretary-elect and the President-elect of each Club in the District, thirty days before the District Conference or the District Training Assembly as required.
- Section 5** In the event of an emergent need for making an amendment/s as shall be verified by the College of Governors, or by one-third of the electors present, the proposed amendment/s shall be circulated on the first day of the District Conference.
- Section 6** Voting on the amendments shall be restricted to electors, or Presidents-elect and Secretaries-elect or in case of ballot by mail, to the clubs.

ARTICLE – XVII EFFECTIVE DATE OF THE BY-LAWS & AMENDMENTS THERETO

- Section 1** These By-Laws originally became effective upon adoption of same at the District Conference held in 2005. The latest amendments to these District By-laws were adopted at the District Conference held on 14th June 2020 and such amended By-Laws shall come into force with effect from July 1, 2020.

APPENDIX I

GUIDELINES REGARDING CAMPAIGNING, CANVASSING AND ELECTIONEERING

It is a fundamental principle in Rotary that the best qualified candidate should be selected for service in Rotary’s elective offices. Therefore, any effort to influence the selection process by campaigning, canvassing, electioneering or otherwise is prohibited under the RI Bylaws.

The following guidelines shall be followed concerning campaigning, canvassing and

electioneering for any Rotarian considering election to the office of President, Director, Governor, or Representative to the Council on Legislation, or the Nominating Committee for any such office. These guidelines are designed to ensure that the best qualified candidate is selected for office :

1. Rotarians should at all times conform to the prohibition contained in the RI Bylaws concerning campaigning, canvassing or electioneering. All Rotarians should observe both the letter and the spirit of the bylaws and refrain from any activity whose purpose or effect is to influence others by promoting or soliciting support for the candidate's or another Rotarian's candidacy. Such activity is repugnant to the spirit of the bylaws and the principles of Rotary and will be grounds for disqualification of a candidate.
2. Campaigning, canvassing, electioneering or any action seeking votes, requesting support in a forthcoming election, distributing of literature or promotional materials or other overt actions intended to promote one's candidacy for an elected Rotary office are prohibited.
3. The periods of candidacy for elective office begin when individual Rotarians begin to give serious consideration to submitting their names for a position covered by the RI rules for nominations and elections. Commencing at that time, candidates should be particularly careful to avoid any actions designed to publicise their names or achievements, to call attention to the applicable nominations or elections, or to give candidates an unfair advantage over other candidates for the same position.
4. The normal performance of duly-assigned Rotary activities would not be considered to be a violation of the policies related to campaigning, canvassing or electioneering.
5. Should a candidate become aware of any campaigning or electioneering activities which are undertaken on the candidate's behalf, the candidate shall immediately and in writing express disapproval to all concerned and instruct them to terminate such activity.

APPENDIX II

ROTARY ELECTION "DO'S AND DON'TS"

- Do become familiar with the rules.
- Do observe the spirit and letter of the rules.
- Do continue normal Rotary service.
- Do consult with knowledgeable Rotarians if you have any concerns about a current

assignment or a new assignment if it may give an appearance of campaigning.

- Do not undertake personal initiatives to gain visibility.
- Do not participate in schemes to gain personal recognition or favor.
- Do not respond in kind to another candidate's improper activities.
- Do not communicate with or visit clubs involved in the applicable election except to fulfill necessary functions.

The Four-Way Test

Of the things we think, say or do

- 1) Is it the TRUTH?
- 2) Is it FAIR to all concerned?

3) Will it build GOODWILL and BETTER FRIENDSHIPS?

4) Will it be BENEFICIAL to all concerned?

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