

March 2012

District Bylaws – Proposed Changes

Dear Presidents,

These are the proposed change for our District Bylaws. It is recommended that the District Foundation Committee Chair become an ex-officio member of the executive Committee, and invoice are now prepared by the treasurer and not the secretary. See changes in red below.

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.**

This change is supported by the District’s Executive Committee.

Rationale: As we move to the Future Vision Plan for the Rotary Foundation, and the District assumes more responsibility for the use of Foundation funds within the District, it will be important to have the Foundation Chair participate in these meetings.

This change will be voted on at the District Conference on 18 May 2012.

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IV. OTHER DISTRICT OFFICERS

B District Secretary-

Receiving the attendance reports from all clubs in the district,

Compiling this information and providing reports as requested by the DG;

Assisting in the arrangements for district meetings;

Handling some routine correspondence;

Other duties as mutually agreed upon between the District Secretary and the DG which may include:

- Reminding Clubs to report their attendance monthly
- ~~Help the DG prepare invoices for District Dues and send them out.~~

- 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.
- Be willing to help the District Trainer and District Governor, as requested to arrange District meetings.
- Help the DG with correspondence.
- Help train Club secretaries.
- Work one-on-one with Club secretaries who ask for support.
- Help the DGE gather demographic information of Presidents-elect and other District officers.

C District Treasurer--

- (a) 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;
- (b) Prepares invoices and bills all clubs for annual district dues in two installments--the first on August 15th and the second on February 15th of the Rotary year.
- (c) Notify the District Governor on 1 September and 1 March of any clubs that have not paid their assessments in full;
- (d) Issue checks as requested by the District Governor for charges that are within the limits of the approved district budget;
- (e) Maintain up-to-date financial records and provide quarterly reports to the District Governor and the District Finance Committee;
- (f) Perform all normal functions expected of the treasurer of a not for profit organization.

This change is supported by the District's Executive Committee.

Rationale: Now that we have an accounting software program, the treasurer can easily perform this task.