

**Rotary International District 9500 Inc.**  
**Bylaws – Amended March 2017**

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**Rotary International District 9500 Inc.**  
**Bylaws**

**Article 1. - Definitions**

1. District Management Committee: the Board of Management of District 9500.
2. District Property: the material and intellectual assets of the District.
3. Manual of Procedure: The Rotary policy and governance documents
4. District: Rotary International District 9500 Inc.

**Article 2. - Scope**

- (a) These Bylaws shall not be deemed to over-rule any procedures, Bylaws or announced policy of Rotary International, or to restrict the District Governor in the performance of duties as required by Rotary International.
- (b) A copy of the District Bylaws shall be available on the District Web site or on request to the District Secretary.

**Article 3. - District Management Committee**

- (a) The governing body of Rotary International District 9500 Inc. shall be the District Management Committee who will be responsible for the management of the District.
- (b) The District Management Committee shall consist of:
  - (1) the District Governor, District Governor Elect, the most recently available Past District Governor,
  - (2) the Treasurer, Secretary and,
  - (3) up to three representatives of the members; who are suitably qualified Rotarians as appointed by the District Governor.
- (c) The District Governor Nominee may attend District Management Committee meetings as an observer.
- (d) The District Governor shall serve as chair of the committee.
- (e) Committee membership is restricted to Rotarians who are active members of Clubs in the Association.
- (f) The term of office for all committee members shall be for one year.
- (g) The Committee will meet at a convenient location within the District at least once each quarter.
- (h) A minimum of 14 days notice of meetings shall be provided to all Committee members.
- (i) *Quorum* – will be 50% plus 1 of the Committee.
- (j) A casual vacancy on the Committee shall be filled by an appointment by the District Governor.

**Article 4. - District Officers**

- (a) The District Governor shall appoint a suitably qualified Secretary and Treasurer for his/her term of office.
- (b) The District Governor shall appoint suitably experienced Rotarians to the position of Team Leaders of the major service functions of the District.
- (c) Appointment of District Committee Team Leaders and members:

The District Governor shall make such appointments as provided for in the Manual of Procedure and such other appointments considered necessary for the proper administration of the District during his/her term of office.
- (d) With the exception of the Rotary Foundation Chair; all District appointments are made on an annual basis and coincide with the District Governor's term of office. The appointment of the Rotary Foundation Chair is confirmed by the Rotary Foundation Trustees and is for a term of three years.
- (e) Appointments will be made in the context of a succession plan for the membership of each Committee and provide for some continuity in the Committees, but shall be at the discretion of the District Governor.
- (f) The tenure of office will be in accordance with the policy of Rotary International and will not exceed 3 consecutive 1 year appointments.
- (g) Any casual vacancies shall be filled by action of the District Governor in consultation

with the Team Leader and/or Committee Team Leader.

**Article 5. – Meetings of the District**

District meetings shall be conducted in accordance with the Rotary International Code of Policies and the Manual of Procedure.

**Article 6. - District Committees**

- (a) The District Governor shall organize such District Committees as he/she deems necessary during his/her term of office for the effective promotion of the various programs of Rotary International.
- (b) Service committees will operate under a Team Leader appointed by the District Governor.
- (c) The District Governor shall appoint a District Resolutions Committee that shall be responsible for calling, with due notice, for resolutions to be presented to the Clubs of the District at appropriate meetings for decision, shall advise on the formal presentation of such resolutions by meetings or ballot by mail and conduct the decision making by the standard processes of debate and the bylaws of Rotary International.
- (d) District Committees may, where necessary, seek expert advice outside of Rotary but non-Rotarians will not have voting rights on matters affecting member clubs.
- (e) Any District Committee requiring an allocation of funds from the District shall make application to the District Management Committee 60 days prior to the Presidents' Elect Training Seminar.
- (f) All District Committees that manage funds shall do so in accordance with Rotary International guidelines.

**Article 7. – District Finance**

(a) District Finance Administration:

- (1) The District finances shall be administered by the District Management Committee under the direction of the District Treasurer.
- (2) The District Management Committee shall meet a minimum of quarterly and regularly review income, expenditure and the balance of funds held by the District,
- (3) The District Management Committee shall take any necessary action to preserve financial stability of District Funds.

(b) District Expenditure:

The expenditure of the District Fund shall, subject to budgetary limits, be expended to cover the cost of:

- (1) Expenditure by District Committees approved in accordance with the District Budget or by the District Management Committee.
- (2) Maintenance of District Property and acquisition of new equipment as approved in the District Budget or by the District Management Committee.
- (3) Travel and registration expenses, included in the annual budget, for Rotarians appointed by the District Governor to attend national seminars.
- (4) Expenditure by the District Governor, and District Governor Elect, excluding allowance for loss of time and income, for directly related District and District Administrative costs not compensated by Rotary International.
- (5) Any other expenditure deemed necessary for the operation of the District, included in the annual budget and approved by the District Management Committee.

(c) Reimbursement is made by the District Treasurer after presentation of detailed claims with supporting invoices and shall be commensurate with budgeted amounts.

(d) The District Governor and the District Management Committee shall propose to the AGM a qualified auditor to audit the District Funds for the following Rotary International fiscal year. The Auditor will be independent and cannot be appointed for more than 2 consecutive years.

**Article 8. - *Nominating Committee for District Governor***

- (a) The Nominating Committee shall consist of the five most recent past District Governors who are active members of Clubs in the District and are available and willing to serve.
- (b) The committee shall elect its own chairman.
- (c) The District Nominating Committee shall be responsible to seek out and select a suitable Rotarian for the office of District Governor and shall conduct its affairs in accordance with the terms and conditions of the Bylaws of Rotary International and applicable legislation.
- (d) A suitably qualified and experienced Rotarian shall be nominated for the position of District Governor in accordance with the requirements of RI.
- (e) The District Governor and the District Governor Elect may attend as observers.
- (f) The Committee shall be convened by the District Governor who shall call for nominations for the position and provide the nominees with an information package. The Committee is to consider each nominee and undertake interviews as deemed necessary to enable an appointment to the position of District Governor Nominee by June 30<sup>th</sup> of the current year.
- (g) The chair of the nominating committee shall notify the District Governor of the nominee within 24 hours of the adjournment of the nominating committee meeting. The District Governor shall then publish to the member clubs of the district the name of the nominee within 72 hours from receipt of the notice from the chair of the nominating committee. Publication of the announcement consists of a written notice by the District Governor by letter, e-mail or facsimile to the clubs in the district.

**Article 9. – *District Projects***

The District supports those projects and programs as required by Rotary International and as adopted by the District.

**Article 10. - *Amendments to the Bylaws***

- (a) Notices of motions to amend these Bylaws may be submitted by any member Club, the District Governor, the District Management Committee or any District Committee and shall be conveyed to the District Secretary in accordance with the procedures and dates advised by the District Resolutions Committee.
- (b) These bylaws may be amended by a majority vote at a formally convened meeting of the District, in accordance with the Manual of Procedure.