



# ***Rotary International***

## **District 7640**

*Serving the Rotary Clubs of the Atlantic, Camden,  
Cape May, Cumberland, Gloucester and Salem Counties  
in the southern part of the State of New Jersey, U.S.A.*

*Established in 1925*

# **Rules of Procedure**



*Adopted April 9, 2011  
Swedesboro, New Jersey*

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## **INTRODUCTION**

These Rules of Procedure ("Rules") will serve as a directive to all Rotarians concerned with the administration of Rotary International District 7640 ("the District"). They reflect the will of the clubs as expressed in resolutions and enactments approved at District Conferences. Since the clubs provide the funding and the personnel to carry out the District program, projects, and activities, it is only proper that their decisions are carried out.

Rotarians concerned with the administration of the District and particularly the District Governor should become familiar with these Rules, the latest revision of Rotary International's Manual of Procedure ("current Manual of Procedure"), as well as recommendations of the Board of Directors of Rotary International, which are incorporated herein by reference. Such duties, responsibilities and policies, as set forth in the current version of those documents, are considered to be a part hereof.

The District Governor has the primary responsibility for ensuring these directives are complied with by all concerned. The District Governor and the two most recent, active<sup>1</sup> Past District Governors will serve as the official committee for interpreting these rules as necessary, in consultation with District Legal Counsel.

### **ARTICLE 1 PURPOSE**

These Rules are intended to supplement the current Manual of Procedure insofar as they apply to the administration of the District. Nothing in these Rules is intended to limit the authority of the District Governor which may be granted to him/her by Rotary International.

### **ARTICLE 2 DISTRICT OFFICERS**

#### **Section 2.1**

The officers of the District shall be the District Governor and the District Governor Elect, the District Governor Nominee, the District Governor Designee, the Assistant District Governors, the District Secretary, the District Finance Chair, the District Treasurer, the District Publications Chair, the District Leadership Trainer, District Club Extension Officer, the District Legislative Chair, the District Public Relations Chair, the District Membership Chair, and the District Internet Chair.

#### **Section 2.2**

The District Governor shall be nominated by a Nominating Committee organized as set forth in this Article and shall be elected by the Convention of Rotary International as provided in the current Manual of Procedure.

#### **Section 2.3**

The Nominating Committee shall consist of a Chair, who shall be a Past District Governor, and six members, one from each of the six counties in the District. Four of the members shall be Past Presidents who are not Past District Governors and two shall be Past District Governors.

The District Governor shall, in accordance with the time and manner prescribed by the Rotary International bylaws, invite the clubs in the District to submit suggestions to the Committee for Governor-

Nominee. The nominated Rotarian must be a member of the club nominating him/her and be a member in good standing. The club doing the nominating must be a functioning club in the District.

The Nominating Committee shall, in accordance with the time and manner prescribed by the Rotary International bylaws, meet, interview each candidate, and select the most qualified Rotarian for Governor-Nominee. It shall not be limited to those names submitted by the clubs.

<sup>1</sup> As used herein, "active" means "still residing or working in the District."

## **Section 2.4**

All non-elected officers of the District, as provided above, shall be appointed by the current District Governor and shall serve concurrently with the District Governor during the District Governor's term of office. Each officer shall perform the duties assigned to that officer by the District Governor from time to time. No officer shall serve in a particular capacity more than three consecutive terms.

## **Section 2.5**

(a) The District Finance Chair shall be responsible for overseeing all aspects of the administration and operation of the District's finances, including but not limited to "The District Fund," in accordance with the requirements of the current Manual of Procedure as well as the provisions of Article 5 of these Rules.

(b) The District Treasurer shall be responsible for the processing and accounting of all receipts and disbursements of all District monies. Accordingly, it is recommended that the District Treasurer be a certified public accountant. The District Treasurer shall receive all monies paid to the District Fund for all purposes including the District Conference, for which a separate bank account may be established. The District Treasurer shall deposit all receipts in such depositories as may be designated by the District Governor. The District Treasurer shall make all disbursements from the District Fund in accordance with the approved budget and when so directed by the District Governor. All checks drawn on the District Fund or on any other separate District bank account shall require the signatures of the District Governor and the District Treasurer or the District Secretary for withdrawals generally, or the District Governor and the Assistant District Treasurer/District Conference Treasurer for District Conference withdrawals specifically, consistent with Articles 4.7 and 5.1(d).

The District Treasurer shall calculate and prepare all bills to clubs for District charges. The District Treasurer shall prepare the following financial reports for the District fiscal year July 1 to June 30:

- (i) Monthly Finance Committee reports for Current, Budget, Actual, and Balance to Date at District Executive Committee meetings;
- (ii) Quarterly report for Finance Committee meetings;
- (iii) Quarterly report covering all receipts and disbursements of the District Conference and other District events.

The District Treasurer shall maintain such records and accounts as may be necessary to show the receipts, expenditures, and the financial condition of the District and shall perform all other duties connected with this office. The District Treasurer shall receive expenses at the end of the calendar-year quarters.

The Assistant District Treasurer/ District Conference Treasurer shall prepare, within 45 days after the District Conference, a written financial report outlining how District Conference funds were received and used and any other pertinent information pertaining to the management of the District Conference for the guidance of the next succeeding District Conference Chairperson. A copy of this report shall be sent by

the District Treasurer to the District Governor, the District Governor Elect, the District Finance Chair, the District Conference Chair for the succeeding year, the District Secretary, and any individual Rotarian who requests a copy of it in writing.

### **Section 2.6**

The District Secretary shall be a member of and responsible for recording, printing and distributing minutes of both the District Executive and Finance Committee meetings at least five days before the next respective meeting. The District Secretary shall alert the District Governor, the District Governor Elect, the District Governor Nominee, and the District Governor Designee of pertinent dates and the duties for District action as prescribed by the current Manual of Procedure and these Rules and as designated by the District Governor. The District Secretary shall perform other duties as designated by the District Governor. The District Secretary shall receive expenses quarterly at the end of the calendar quarters.

### **Section 2.7**

The District Governor, the District Treasurer, the Assistant District Treasurer/District Conference Treasurer, and the District Secretary shall each be bonded, and the cost of such bonds shall be paid by the District.

### **Section 2.8**

The District Governor shall be the supervisor of the District's Office and the personnel employed in that office by the District. The District Governor shall direct daily routines and procedures as they pertain to an efficient operation of said facilities. All District records and files of the District will be housed here along with the District's audio-visual materials and equipment. References and other library material will be cataloged also. A system of information retrieval will be maintained at the District Office for the benefit of the clubs. The District Office facilities, when possible, will be made available for small group meetings. Expenses for the operation of the District Office shall be paid by the District. The District Governor shall perform such additional duties as prescribed by the Rotary International ByLaws.

### **Section 2.9**

The District Governor shall convene monthly meetings of all of the District officers, and others as necessary, to assist the District Governor in managing the business of the District.

### **Section 2.10**

Major expenses of District officers incurred in the conduct of District business may be reimbursed by the District at the discretion of the current District Governor.

## **ARTICLE 3 DISTRICT LEADERSHIP PLAN**

### **Section 3.1**

The purpose of the District Leadership Plan is to enable the District Governor and his/her leadership team to better serve the District's clubs and thus enable the District as a whole to function more effectively. The Plan shall be formulated and implemented in accordance with the requirements of the current Manual of Procedure and Rotary International's current Assistant District Governor Training Manual.

## **ARTICLE 4 DISTRICT COMMITTEES**

### **Section 4.1**

The Governor shall appoint the chairs and members of the Standing Committees of the District as follows:

- Finance Committee
- Audit Committee
- Committee on Rules of Procedure, Resolutions and Legislation
- District Conference Committee
- District Conference Site Planning Sub-Committee
- On to Rotary Institute Committee
- On to Rotary International Convention Committee
- Internet Communications Officer
- Nominating Committee
- Annual District Assembly Committee
- President Elect Training Seminar (PETS) Committee
- Publications Committee
- Public Relations Committee
- Extension Committee
- Avenues of Service Committees, including
  - Club Service Subcommittee
  - Vocational Service Sub-Committee
  - Community Service Sub-Committee
  - International Service Sub-Committee
  - Membership Sub-Committee
  - Attendance Sub- Committee
  - The Rotary Foundation Committee
  - District Legal Counsel

and any other committee required by the current Manual of Procedure or designated by the current District Governor that is not inconsistent with the requirements of the current Manual of Procedure.

### **Section 4.2**

The current District Governor shall appoint the chairs and members of all of the Standing Committees, which committees shall provide resources to the clubs for programs and projects of Rotary International, the Rotary Foundation and the District.

### **Section 4.3**

The District Governor Elect shall appoint the District Leadership Trainer to work with the following committees with the consent of the District Governor:

- (a) President-Elect Training Seminar (PETS) Committee;
- (b) Annual District Assembly Committee; and
- (c) Any other necessary committees.

#### **Section 4.4**

(a) The Finance Committee shall consist of twelve Rotarians of which nine shall vote: the current District Governor, the District Governor Elect, three Past District Governors, which shall not include the Immediate Past District Governor, the District Governor Nominee, the District Governor Designate, the District Treasurer, the District Secretary, and three past club Presidents, who are not Past District Governors, each past President serving a term of three years, staggered so that only the term of one member shall expire in any Rotary year. The District Governor shall appoint one past club President for a term of three years to replace the one whose term expires. No member of the Finance Committee shall serve more than three consecutive years. Any vacancy shall be filled by appointment by the District Governor for the remainder of the term of the vacancy. The non-voting members shall be the DGE, DGN, and DGD.

(b) The Chair shall be the past club President with the most committee seniority. The committee shall perform such duties as are set forth in Article 5 of these Rules.

#### **Section 4.5**

(a) The Audit Committee shall consist of three past club Presidents, who are not Past District Governors, each serving a term of three years, staggered so that only the term of one member shall expire in any Rotary year. The Audit Committee shall perform the duties set forth in Article 5 of these Rules. No member of the Audit Committee shall concurrently serve as a member of the Finance Committee, nor shall such members have served as a member of the Finance Committee during the year immediately preceding his/her appointment.

(b) The District Governor shall also appoint a person who is a certified public accountant who is not a member of the Audit or Finance Committees to consult with the Audit Committee, in accordance with the requirements of the current Manual of Procedure.

#### **Section 4.6**

The Committee on Rules of Procedure, Resolutions and Legislation shall consist of five Rotarians. They shall propose amendments to these Rules at the District Conference, shall propose resolutions to the District Conference, and shall propose such legislation and resolutions which may be recommended by the District to the Council on Legislation. The committee shall also review and make recommendations on Rules of Procedure amendments, resolutions and/or legislation proposed by Rotarians through their clubs. The committee shall develop a written policy to administer the voting procedure for resolutions and/or legislation proposed by Rotarians through their clubs and submitted to the District Conference within the rules of Rotary International.

#### **Section 4.7**

The District Conference Committee shall consist of the following: a Chair of the District Conference Committee, an honorary co-chair who is a Past District Governor (at the discretion of the current District Governor) and other committee members. The host club shall be the home club of the District Governor unless the District Governor determines otherwise. The District Conference Treasurer shall also be designated the Assistant District Treasurer, consistent with Article 2.5(b) and 5.1(d). Specifics for the District Conference will be found under Article 10.

#### **Section 4.8**

The On to Rotary Institute Committee shall consist of three Past District Governors who shall promote the attendance of incoming, current and Past District Governors at the annual Rotary Institute, and the active participation of the District in Zone activities.

#### **Section 4.9**

The On to Rotary International Convention Committee shall be named the "On to (name of city hosting convention) Committee" and shall consist of five Rotarians. The committee shall actively promote attendance by District Rotarians at the annual Rotary International Convention and shall be urged to host a reception at such convention for District Rotarians in attendance.

#### **Section 4.10**

The Internet Communications Officer shall assist in the maintenance and promotion of the District's website and any related Internet operations of the District.

#### **Section 4.11**

The Publications Committee shall consist of some number of Rotarians. They shall assist in the publication of the District Governor's monthly newsletter and any other publications authorized by the District Governor.

#### **Section 4.12**

The Public Relations Committee shall consist of some number of Rotarians. They shall assist in the public relations efforts of the District.

#### **Section 4.13**

The Extension Committee shall consist of five Rotarians known as Extension Counselors, in accordance with the requirements of the current Manual of Procedure. Each shall be a past club President. They shall assist in the formation of new clubs within the District and encourage Club members to attend club meetings and activities, (New 50% Rule).

#### **Section 4.14**

The Avenues of Service Committees and subcommittees shall assist in promoting activities by the District and clubs within their areas of service and shall provide advice and resources to the clubs to further each Avenue of Service, in addition to Membership.

#### **Section 4.15**

The Rotary Foundation Committee shall consist of the Chair and the chairs of the subcommittees appointed by the current District Governor in accordance with the recommendations of the Rotary Foundation. Each subcommittee shall consist of Rotarians appointed by the District Governor. The committee shall promote participation in the activities of the Rotary Foundation and such fund- raising activities and events as the District Governor shall approve.



## **Section 4.16**

District Legal Counsel shall consist of one or more Rotarians who are currently licensed attorneys in good standing before the bar of the State in which the District is located. They shall offer legal counsel as necessary on District matters.

## **Section 4.17**

The College of Governors ("College") shall consist of all Past District Governors who are members of clubs within the District. The College shall be convened by the current District Governor on at least two occasions, in accordance with the requirements of the current Manual of Procedure. In addition to the requirements of the current Manual of Procedure, the College shall also promote activity by Past District Governors in Zone and International events and activities. The current District Governor shall preside at all meetings of the College and may invite other District officers, committee members, etc., to attend the meetings of the College. The District Governor shall provide a reasonable expense out of the District Fund to finance the expense of the College. The members of the College may be asked by the District Governor to serve as liaison consultants on any District committee.

## **Section 4.18**

The District Governor shall be an ex-officio member of and shall approve all projects, events and activities of all District committees except the Audit and Nominating Committees.

## **Section 4.19**

The District Governor may appoint other special committees consisting of one or more Rotarians for the current District Governor's term of office as the District Governor may deem appropriate.

## **Section 4.20**

The District Governor shall recommend to the R.I. Board that a Rotary Club should be suspended that fails to investigate any allegations that a club member violated any Youth Protection Laws.

# **ARTICLE 5—FINANCES FINANCE**

## **Section 5.1 Budget**

(a) The District Governor Elect shall propose a budget for his/her term of office to the Finance Committee by March 1 of the year preceding his/her term of office as District Governor. The Finance Committee shall meet with the District Governor Elect during the month of March and shall give him/her their recommendations concerning the proposed budget.

(b) The budget shall consist of projected income, the annual per capita District dues and allocations for program expenses and operating expenses. The budget shall show a reserve for contingencies of at least \$10,000 but not more than 25% of a three year average of total expenses as reported by Rotary District 7640 on its IRS Form 990 or Form 990 EZ. The Finance Committee shall certify the proposed budget to the District Governor Elect by April 1 of the preceding year and the District Governor Elect shall provide a copy of such proposed budgets to each Assistant District Governor, club president and club president-elect with a notice that such budget shall be presented for adoption at the annual District Assembly. Such notice shall be given at least 20 days preceding the date of the District Assembly.

(c) The budget as presented by the Finance Chair or his/her designee to the District Assembly and as may be amended by the District Assembly shall be adopted by a majority of the club Presidents-elect present and voting at the District Assembly. Only club Presidents-elect may vote to amend or adopt the District budget.

(d) The District Treasurer shall designate a bank as the District depository and shall open a checking account which shall require the signatures of the District Governor and the District Treasurer or the District Secretary for all withdrawals generally, or the Assistant District Treasurer/District Conference Treasurer for District Conference withdrawals specifically, consistent with Articles 2.5(b) and 4.7. The District Governor may also open a savings account or like account in a commercial bank or savings bank for funds not currently obligated by the District. Investment of funds not currently obligated may be made by the District Governor and District Treasurer in accordance with the requirements of the current Manual of Procedure. A separate bank account for the District Conference may be opened by the District Governor at his/her discretion, consistent with Articles 2.5(b) and 4.7.

(e) The District Governor may expend the funds budgeted and received. The District Governor shall have the authority to adjust line items provided that the District Governor may not expend more than the total amount appropriated by the District budget, except as hereinafter provided. Items which contemplate a contribution to a succeeding year's budget or a contribution to special funds may not be expended by the District Governor for any other purpose.

(f) The budget shall provide an appropriation sufficient to enable:

- (i) the District Governor Nominee and partner to attend the Rotary International Convention;
- (ii) the District Governor, District Governor Elect, District Governor Nominee, District Trainer, and their partners to attend the District Conference;
- (iii) the District Governor, the District Governor Elect, the District Governor Nominee, and the District Trainer and their partners to attend the Rotary Institute (including the annual Foundation Seminar and any allied programs such as GETS, etc.); and
- (iv) the District Governor, the District Governor Elect, the District Governor Nominee, and the chair of the District's Rotary Foundation Committee to attend the annual Foundation Seminar.

Nothing is intended in this provision to restrict the District from providing an appropriation for other District, Zone or International meetings.

(g) In the event that a Rotary International Convention is held in a location which requires an unusually large appropriation for attendance by the District Governor Nominee, the budget in prior years may anticipate such expense by a partial appropriation which shall be paid over to the succeeding District Fund until needed for such convention.

(h) The budget may contain an appropriation toward the conduct of the District Conference to cover those expenses assumed by the District for the District Conference, including, for example, the expenses of the Rotary International President's representative, and the attendance of both the in-bound and out-bound Group Study Exchange Team members.

(i) The District Governor shall pay all of the obligations of the District no later than one month following the end of his/her term of office and shall dispose of any excess funds as follows:

(i) The Outgoing District Governor shall pay over to the Incoming District Governor the sums budgeted which were intended to be paid to a succeeding budget for a specific future use.

(ii) The funds remaining will be paid over to the Finance Committee for deposit in the District Contingency Fund, provided that no such transfer to the District Contingency Fund shall be made which will raise the amount of the Fund to more than 25% of the total amount of the budgeted expenditures for

the year during which the transfer is made.

(iii) Any excess above the 25% described in the foregoing paragraph shall be contributed by the District Governor to the succeeding year's District budget.

## **Section 5.2 Annual Audit**

The immediate Past District Governor shall, by September 1 after the expiration of his/her term of office, deliver a complete set of records of (a) any and all income and expenditures passing through the District, including but not limited to the District Fund, the account if any for the District Conference, and any other funds with sources and uses separate from assessed District dues, as well as (b) budget status, to the Chair of the current District Audit Committee. The Audit Committee and the certified public accountant appointed to consult with the committee shall review the records of the immediate Past District Governor and shall meet with the immediate Past District Governor and the current District Treasurer to review the records by November 1.

The Audit Committee will prepare an annual report and forward a copy of that report to the current District Governor for distribution, in accordance with the requirements of the current Manual of Procedure, as well as the immediate Past District Governor, the current District Finance Chair, and the current District Treasurer.

## **Section 5.3 Contingency Fund**

The District Contingency Fund, as provided above, shall be maintained in a depository established by the District Treasurer. All withdrawals shall be made by the Chair of the Finance Committee and the District Governor. The funds held in the District Contingency Fund may be expended only in an emergency as approved by a majority of the Finance Committee upon the recommendation of the District Governor. The Governor Elect, however, may borrow up to \$4,000 from the fund on or after February 1, preceding the start of his/her term of office, in order to defray the costs of organizing the District. The funds borrowed shall be provided for in the District budget and shall be repaid to the District Contingency Fund no later than September 1 of the current District Governor's term. A negative decision of the Finance Committee as to the payment of any funds from the District Contingency Fund may be appealed by the current District Governor to the Presidents of the clubs at a regular or special meeting of the District Assembly or District Conference.

## **Section 5.4 Per Capita Dues**

(a) Each club shall pay such annual per capita dues as shall be approved in the District budget to cover the District's general expenses. Such dues shall be payable semi-annually by each club. The District Treasurer shall provide:

(i) an initial bill to each club on or about July 1 of each year with such dues payable on August 1; and

(ii) a subsequent bill to each club on or about January 1 of each year with such dues payable on February 1.

For each billing, the per capita dues shall apply to all members, other than honorary, of a club as of June 30 and December 31 of each year, respectively.

(b) In the case of a newly chartered Rotary club, there shall be no per capita contribution for the first two calendar quarters of its existence from the date of its charter and including that date in the first quarter; payment for the balance of the Rotary year shall be one-fourth per capita contribution quarterly

based on the number of charter members.

### **Section 5.5 District Securities**

All securities held in the District Fund shall be kept in a safe deposit box or in such depositories as may be designated by the District Treasurer. The signatories shall be the District Governor or the District Treasurer or the District Secretary for access to such safe deposit boxes. As securities of the District Fund mature, it shall be the duty of the District Governor and the District Treasurer to convert such securities into cash for deposit into the District Fund cash account and to reinvest the proceeds as soon as possible pursuant to the instructions of the District Finance Committee.

### **ARTICLE 6 CHARTER NIGHT**

Charter Night for new clubs shall be guaranteed financially by the clubs of the District to the extent of the allocations and purchase of Charter Night tickets in the amount of 10% of each club's membership, the cost of which shall be approved by the Finance Committee. All monies relating to Charter Night shall be handled by the District Treasurer. No funds shall accrue to the District as a result of profit on the Charter Night. Such funds shall be expended for adequate equipment and supplies for the new club after paying in its entirety the cost of the Charter Night. The balance shall be presented to the newly chartered club.

### **ARTICLE 7 ROTARY FOUNDATION ENDORSMENT**

This District has actively endorsed the Rotary Foundation program by encouraging the District's clubs to contribute to the Rotary Foundation since its inception, and it is proposed that a continuing program, "Every Member A Participant," be considered by this District in order to implement our obligation to the high ideals of Rotary and the Rotary Foundation. The resolutions first adopted at the 1954 District Conference and since amended call for a continued program of "Every Member A Participant" in a three-phase program to implement our obligation to the Rotary Foundation:

- (a) By soliciting from each Rotarian in the District annually the sum of at least \$100 to become or continue to be a Rotary Foundation Sustaining Member;
- (b) By constantly seeking increases in Major Donors, Permanent Fund contributions, Benefactor Gift Pledges, the number of Paul Harris Fellows, as well as Paul Harris Sustaining Members in the District; and
- (c) By encouraging participation in District and club activities which benefit the Rotary Foundation.

### **ARTICLE 8 PRESIDENTS- ELECT TRAINING SEMINAR**

The District Governor Elect shall schedule and conduct a Presidents-Elect Training Seminar ("PETS") annually, preferably in February or March, in accordance with the requirements of the current Manual of Procedure. All Rotary Club Presidents' Elect must attend the Presidents-Elect Training Seminar (PETS), or be excused by the incoming Governor and have another Rotarian attend in his/her place.

The expenses for attending PETS by the club President-Elect or his/her designated representative and his/her partner shall be paid by his/her club.

## **ARTICLE 9 DISTRICT ASSEMBLY**

The District Governor Elect shall plan and conduct the District Assembly which shall be held annually, preferably in March, April or May and in accordance with the requirements of the current Manual of Procedure.

## **ARTICLE 10 DISTRICT CONFERENCE**

The current District Governor shall plan, organize, and conduct the District Conference in accordance with the requirements of the current Manual of Procedure, with the help and direction of the District Conference Committee.

### **Section 10.1**

The District Conference Committee shall be responsible for assisting the District Governor in all arrangements for the District Conference, including but not limited to hotel accommodations, registration, publicity, promotion and all other areas assigned to it by the District Governor.

### **Section 10.2**

The Honorary Chair, if selected, shall assist the District Governor in preparing the program for the conference sessions and shall assist him/her in all other ways as the District Governor may determine.

### **Section 10.3**

The District Conference Committee is responsible for the administrative functions of the District Conference, under the direction of the District Governor. The committee shall have definitive delegated responsibilities for certain details in District Conference planning, including final site selection and contract negotiations and other activities, as indicated in the Rotary International District Conference Manual, District Conference Committee Organization Chart of the District Governor's Handbook, as well as the Conference Program section.

### **Section 10.4**

The District Conference Committee shall consist of thirteen, or more Rotarians: Two Past District Governors' in addition to the immediate Past District Governor, two Past Presidents', who shall not be Past District Governors', a Treasurer, a Secretary, the District Trainer, the District Governor, the immediate Past Conference Chair, the incoming Conference Chair, or chairs, the District Governor Elect, and the District Governor Nominee. The two Past Governors and the two Past Presidents shall be appointed to one and two year terms, to be staggered so that the two outgoing members will be replaced for the next Rotary year. The Secretary and the Treasurer shall be appointed each year with the current District Trainer as a member of the committee. The Governor will appoint the Chair of the Conference and Conference Committee.

### **Section 10.5**

The District Conference Committee shall appoint a Sub-Committee for site planning and selection.

This Sub-Committee will be made-up of three or more committee members who, under the direction of the Conference Committee, will investigate possible conference sites along with the costs, and report back to the Conference Committee. The full Conference Committee will evaluate the costs and benefits of the proposed locations and vote to approve the sites selected. This site selection should be planned two or more years in advance. The final conference time and place must be agreed to by the District Governor and a majority of the clubs in the district.

## **ARTICLE 11 DISTRICT CHANGE-OVER MEETING**

There shall be an annual District "Change-Over" Meeting as close as possible to the last week of June. This event shall be the change-over of District Governors and the Presidents of the clubs. The District Governor Elect will chair a committee which will be responsible for making all arrangements, publicizing and conducting this event.

## **ARTICLE 12 AMENDMENTS**

### **Section 12.1**

These Rules may be amended by the duly constituted delegates at a District Conference by a vote of two-thirds of those delegates present and voting.

### **Section 12.2**

No Rules amendment may be considered for adoption unless the Presidents and Presidents-Elect and the Secretaries of each club will have received a copy of any proposed Rules amendment at least 30 days prior to the first day of the District Conference at which the proposed amendment shall be considered. In order to meet this 30-day schedule, all Resolutions, Amendments and Changes originated by the clubs must be delivered to the District Governor at least 90 days prior to the District Conference so that the matters may be considered by the proper District committee for presentation of the resolution and for submission to all clubs of the District, as set forth herein.

### **Section 12.3**

The District Governor Elect shall arrange for copies of the current Rules and the current Manual of Procedure to be distributed to all club Presidents-Elect at the annual PETS.

## **ARTICLE 13 PARLIAMENTARY PROCEDURE**

District meetings shall be conducted according to Robert's Rules of Order.

## **ARTICLE 14 ADOPTION**

The adoption of these District Rules rescinds any other Rules of Procedure or revisions or amendments thereto previously adopted by this District. Also, any action taken by delegates at the International Council of Legislation shall be effective and will rescind any section of these Rules previously adopted, which are in conflict with the requirements of the current Manual of Procedure.

Adopted April 9, 2011  
Swedesboro, New Jersey

Rules of Procedure Committee:

Paula C. Kaluhiokalani-Merrill, Esq., District Legislative Chair

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**Service  
Above Self**