

ROTARY INTERNATIONAL



DISTRICT 7890, ZONE 32

BYLAWS

Revised: April 30, 2022

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Article 1. Definitions

As used in the bylaws, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Area: a group of clubs within an assigned geographic area of the district as designated in Article 4 of these bylaws.
2. Assistant Governor: a Rotarian appointed by the sitting governor to assist the governor with administrative work associated with club operations for designated clubs within an area.
3. Bylaws: the official Rules and Regulations of District 7890, Zone 31 (Zone 32 as of July 1, 2009), provided that if any rule is in conflict with the Constitution or Bylaws of Rotary International, such rule is null and void.
4. Club: A Rotary club.
5. College of Governors: an advisory body of past district governors with duties and responsibilities specified in Article 3 of these bylaws.
6. Committee: a district committee charged with carrying out the goals of the district as formulated by the governor and appointed to address ongoing administrative functions, including those specified in Article 7 of these bylaws.
7. District Conference: a meeting held annually to further the program of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to club and district affairs.
8. District Trainer: a Rotarian appointed by the sitting governor to assist the governor and governor-elect in training club and district leaders.
9. Electors: the duly accredited, credentialed delegates at the annual District Conference. In these bylaws, the terms “elector” or “electors” and “credentialed delegate” or “credentialed delegates” are used interchangeably.
10. Governor: the officer of RI in the district, functioning under the general control and supervision of the RI Board, who directly supervises all clubs in the district, provides leadership and ensures continuity.
10. Member: A member, other than an honorary member, of a Rotary club.
11. RI: Rotary International.
12. Year: The twelve-month period which begins on 1 July.

Article 2. Fiscal Matters

- A. The district shall have a Finance Committee comprised of the district governor, the district governor-elect, the district treasurer, and two Rotarians, active and in good standing in the district, who shall be appointed by the governor.
- B. The District Finance Committee shall be responsible for and have the power to:
 1. Assist the incoming district governor in preparing a district budget for the upcoming year;
 2. Create policies and procedures to manage the fiscal affairs of the district, including oversight of the district funds however and by whomever held, specifically including expenditures by the committees of the district; and
 3. Publish said policies to all club presidents and secretaries on an annual basis.

- C. The district shall have a Financial Oversight Committee, comprised of three Rotarians, active and in good standing in the district, who are not also members of the District Finance Committee. These members shall be appointed by the district governor and are responsible for working with the district treasurer to ensure that all District Finance Committee policies and procedures are followed and for engaging outside accountants to conduct an annual review, for receiving the reviewed financial statements from the accounting firm, and for acting as liaison between the district treasurer and the outside accountants. An additional function of this committee is to evaluate the risk management practices of the district and report to the governor and the district concerning same.

Article 3. College of Governors

- A. The College of Governors shall be a standing committee composed of past district governors holding active or honorary service membership in a club within the district. The chairperson of the College of Governors will be, each year, the immediate past district governor; and the secretary will be the immediate past chairperson.
- B. The district governor shall be an ex-officio member of the College of Governors. The district governor shall call at least two meetings a year. Meetings of the College of Governors shall be called at the discretion of the district governor and at district expense. The College of Governors may meet on its own initiative anytime, at their own expense.
- C. The College of Governors shall consider such matters as are referred to it and may give advice and make recommendations thereon to the district governor. No action shall be taken by the College of Governors, which in any way, may tend to dilute the authority or responsibility of the district governor.

Article 4. Areas and Assistant Governors

- A. Assigned Areas within the district.
 - Area 1: Dalton, Great Barrington, North Adams, Pittsfield, Williamstown
 - Area 2: Amherst, Chicopee, Easthampton, Franklin County, Holyoke, Northampton
 - Area 3: East Longmeadow, Ludlow, Wilbraham/Hampden
 - Area 4: Agawam, Southwick, Springfield, Westfield, West Springfield
 - Area 5: Killingly-Brooklyn, Plainfield, Putnam, Stafford, Willimantic
 - Area 6: East Hartford, Glastonbury, Manchester, Rockville, South Windsor
 - Area 7: Bloomfield, East Windsor, Enfield, Simsbury/Granby, Somers, Suffield, Windsor/Windsor Locks
 - Area 8: Litchfield/Morris, New Milford, Salisbury, Torrington and Winsted Areas, Washington, Watertown,
 - Area 9: Avon/Canton, Farmington, Hartford, Newington, West Hartford, Wethersfield/Rocky Hill
 - Area 10: Bristol, Kensington/Berlin, New Britain-Berlin, Plainville, Southington, Terryville, Thomaston

B. Assistant Governors

1. Officers of the district appointed by the governor elect, to serve during his/her year, whose qualifications and duties are in harmony with “The Role of the Assistant Governor,” in the RI Manual of Procedure. These are district appointees, not RI officers.
2. Each Area shall be assigned at least one Assistant Governor.
3. Among other duties, the assistant governor shall ensure that presidents-elect for area clubs attend pre-PETS and PETS as well as the District Assembly and encourage sitting presidents to attend the District Conference and the District Assembly.
4. Among other duties, the assistant governor shall work with each club to ensure the club’s constitutional documents provide for election of a president-elect as well as president.
5. Terms for Assistant Governor are one-year and may be renewed by the incoming District Governor.

Article 5. Selection of District Governor Nominee

A. The District shall select a nominee for governor by a nominating committee procedure as hereinafter provided and in accordance with the RI MOP Article 13.020.

B. Nominating Procedure

1. Composition of District Nominating Committee

- a. Assistant Governors from the ten (10) areas, when due for a change in representation on the Nominating Committee, shall be directed by the District Governor to solicit from the clubs in their respective areas names of Rotarians to serve as Delegates and Alternates. Such names shall be reported to the Nominating Committee in time for its annual meeting when it will select a slate. Those selected will be included in the Nominating Committee’s report at the District Conference. Approval of the report will have the effect of electing the new Delegates and Alternates along with the District Governor-nominee. In the event of nominations from the floor, the delegates to the Conference will elect.
- b. Principals and Alternates shall be elected for a two-year term. They shall be elected from Areas 2,4,6,8, and 10 in even numbered years and from Areas 1,3,5,7, and 9, in each odd numbered year. The principal delegate and alternate delegate from each Area may not both be from the same Rotary Club. The chairperson shall be from Area 1 in 2016-2017, Area 2 in 2017-2018, Area 3 in 2018-2019, Area 4 in 2019-2020, Area 5 in 2020-2021, Area 6 in 2021-2022, Area 7 in 2022-2023, *Area 8 in 2023-2024, Area 9 in 2024-2025, and Area 10 in 2025-2026. The same order shall be followed post 2015-2016, beginning with Area 1 in 2026-2027.* The immediate past district governor or, if he/she cannot serve, another past district governor, will be appointed to serve on the Nominating Committee as a voting member by the district governor. The past district governor shall have the same voting rights as all other members of the Nominating Committee. The past district governor shall constitute the eleventh (11th) voting member of the Nominating Committee. The district governor shall vote only to break a tie vote.

- c. A principal who is candidate for district governor-nominee shall not serve on the committee but shall be replaced by an alternate. If the alternate is also a candidate for district governor, he or she shall be replaced in accordance with paragraph d. hereunder. A principal, who has served for two years, may not serve the following two years. An alternate who has served in place of a principal, due to the principal's inability to serve, may be re-elected as an alternate or elected as a principal at the next election from his or her own Area."
- d. Whenever a principal and his or her alternate are both unable to serve, the district governor shall appoint a Rotarian in good standing to serve on the committee for the unexpired terms of the Area(s).

2. Suggestions by clubs for Governor-nominee

The governor shall invite the clubs to submit their suggestions for nominations for governor-nominee. Nominations from clubs shall be considered by the Nominating Committee so long as they reach the committee by the date established and announced by the governor. Such announcement shall be made to the clubs in the district no later than August 10th, or at least two months before such suggestions must reach the nominating committee, whichever is earlier. The announcement shall include the qualifications for candidates per RI Bylaws, Article 15, the form of the resolution to be certified by the club secretary, and the address to which suggestions shall be sent. A club may suggest only one of its own members as a candidate for governor-nominee.

3. The chairperson shall convene the Nominating Committee for its annual meeting at a time and place chosen by the chairperson and convenient for all members of the committee, not earlier than October 1st and not later than October 15th. If, for any reason, such as illness, hospitalization, or other good and sufficient cause as determined by the district governor, a candidate for district governor-nominee is unable to attend a meeting between the dates of October 1st and October 15th as herein provided, the district governor may advance all dates by the same number of days, and provided further, that he or she notify all clubs of the District and all members of the Nominating Committee of such actions.

4. Nomination by Committee of Best Qualified Rotarian (see RI Bylaws Article 13-20, especially 13.020.5)

- a. The nominating committee will, each year, select only one candidate.
- b. The nominating committee shall not be limited in its selection to those names submitted by clubs in the district. The committee shall nominate the best qualified Rotarian who is available to serve as governor.
- c. Qualifications of a Governor-nominee, as specified in RI Bylaws, Article 15 should be among the factors considered by the committee.

5. Notification of Nomination

The chair of the nominating committee shall notify the governor of the candidate selected within 24 hours of the adjournment of the nominating committee. The governor shall then publish to the clubs of the district the name and club 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 governor by letter, e-mail or facsimile to

the clubs in the district, and should include a date, not more than 14 days from the date of the announcement's publication date, for receipt by the governor of any challenges.

6. Challenging Candidates & Challenges shall be handled in accordance with RI Bylaws, Article 13.020, especially Sections 13.020.8 through 13.020.11.
7. Lack of Valid Challenging Nomination.

Where no valid challenging nomination is received by the date specified in the governor's announcement of the nominating committee's selection, the governor shall declare the candidate of the district nominating committee as governor-nominee. The governor shall notify all clubs in the district of such nominee within 15 days of that date.

Article 6. The District Governor

- A. Qualifications of a Governor: Unless specifically excused by the board of RI, a governor at the time of taking office must have attended the international assembly for its full duration, been a member of one or more Rotary clubs for at least seven years and must continue to possess the qualifications specified in RI Bylaws Sec. 15.070 regarding qualifications of a governor-nominee.
- B. No district governor may serve two consecutive terms as an elected district governor. In cases of emergency, if appointed by Rotary International, he or she may do so, but not as an elected representative of the district.
- C. The district governor may appoint such assistants as he or she deems desirable, provided (a) they are Rotarians in good standing in clubs in District 7890, (b) they shall have only those duties and powers specifically given them by the district governor, (c) their terms of office shall be co-terminus with that of the district governor, and (d) their appointment in no way relieves the governor of his or her responsibilities to the District or Rotary International.
- D. If any of the assistants shall be called the district treasurer, such assistant shall not withdraw funds from the reserve account and shall issue checks against the checking account only upon warrants of the district governor.
- E. Expenses incurred by such assistants, shall be paid from the District checking account, provided that they have been approved in writing by the district governor.
- F. The district governor shall appoint assistant governors and prescribe their duties and responsibilities in addition to those specified in Article 4 of these Bylaws.
- H. Scheduling of Committee Meetings
 1. The district governor shall call meetings of the District Bylaws Committee in time for said committee to make recommendations concerning bylaw proposals to be acted upon at the District Conference and shall arrange for the committee to give a report at the District Conference.
 2. Prior to the district conference, the district governor shall work with the governor-elect and the District Finance Committee to prepare a tentative budget for the incoming year as provided in Article 2 of these bylaws and shall arrange for the District Financial Oversight Committee to give a report at the District Conference.

I. The District Newsletter

1. The district governor shall make provisions for the preparation and distribution of at least twelve (12) issues each year of a newsletter entitled the District 7890 Newsletter.
 - a. The newsletter shall contain items of special interest and importance, including the monthly membership report and shall be mailed *electronically* to each Rotarian in the District at an *email* address of his or her choosing.
 - b. Each president of a club in the district, or his or her designee, shall make printed copies available to any club member who is unable to receive the district newsletter electronically. The method for accomplishing delivery is at the discretion of each club.
2. The District website will support the insertion of the newsletter.

J. Publication of Bylaws

1. The district governor, shall each year, provide to the Nominating Committee and all candidates for district governor, an updated edition of the bylaws, including amendments thereto, adopted by the delegates at the annual District Conference.
2. The outgoing governor shall transmit to the incoming governor and to the governor-nominee, a complete list of the then existing bylaws of District 7890 at the time of the District Assembly or by June 30th, whichever comes first, and he or she shall cause said bylaws to be printed, published, and distributed to the clubs in the district at district expense. (Note: If bylaws are printed in the directory or published on the district website, such printing/publishing shall be deemed satisfactory.)

Article 7. Vacancy in the Office of Governor

A. Vice Governor.

The nominating committee for governor may select a past governor, proposed by the governor-elect, to be vice governor, who shall serve during the year following selection. If the nominating committee makes no selection, the governor-elect may select a past governor to be vice governor. The role of the vice governor is to replace the governor in case of a temporary or permanent inability to perform the governor's duties.

B. Permanent Vacancy in the Office of Governor.

If there is no vice governor, the RI board may elect a past governor, preferably from the same district, to fill a governor's vacancy for the unexpired term. Until the board acts, the president may appoint a past governor, preferably from the same district, as acting governor.

C. Temporary Inability to Perform Duties of Governor.

If a governor temporarily cannot perform the duties of the office and there is no vice governor, the RI president may appoint a past governor, preferably from the same district, as acting governor.

Article 8. Committees

- A. The district governor-elect shall select all committee chairpersons and all committee members prior to going to the International Convention. Such committee assignments should be announced at the District Assembly.

The district governor elect, who is the ex-officio member of all committees, shall appoint the following committees:

1. District Finance Committee and District Financial Oversight Committee
 2. District Bylaws Committee
 3. Rotary Foundation Committee
 4. District Interact and Rotaract Committees
 5. District Membership and Extension Committee
 6. Rotary Youth Leadership Awards Committee
 7. Youth Exchange Committee
 8. Such other committees as the district governor deems necessary
- B. The reports of the Financial Oversight and Bylaws Committees should be in the hands of the district governor in time for duplication and distribution to club presidents and secretaries at least 30 days prior to the date of the District Conference.
- C. The District Rotary Foundation Committee is composed of Rotarians appointed for varying terms of office to ensure continuity of its operation.
1. The committee consists of a chair and *various* subcommittee chairs.
 - a. To be effective the District Rotary Foundation committee must have continuity of leadership; therefore, the chair is a three-year appointment subject to removal for cause.
 - b. The district governors (if selected) scheduled for each of the years of the three-year term will participate in the selection of the chair.
 2. In addition to the chair, the members of the District Rotary Foundation Committee are the chairpersons of the various sub-committees, including sub-committees mandated or recommended by The Rotary Foundation of Rotary International, and other sub-committees deemed necessary by the chair and the incoming district governor.

Article 9. Leadership Training

A. Duties of the District Trainer

1. The trainer chairs a committee, made up of Rotarians who are trainers for the governor-elect and governor-nominee.
2. The trainer and the committee are responsible for supporting the sitting governor and governor-elect in training club and district leaders.
3. Trainers shall ensure that assistant governors and club officers, especially, sitting presidents, presidents-elect and secretaries, become familiar with the latest printing of the Constitution and Bylaws of RI as found in the latest issue of the Manual of Procedure (MOP).

B. Presidents-elect Training Seminar (PETS)

1. The PETS seminar will be held annually in March for the purpose of orientation and training of club presidents-elect in the district.

2. The governor-elect, with support from the sitting governor and the governor-nominee, is responsible for planning PETS. A portion of the program must be allocated to meetings between governors-elect, incoming club presidents, and assistant governors.

C. District Training Assembly

1. A district training assembly shall be held annually, preferably in April or May, to prepare incoming Rotary club leaders for their roles.
2. The governor-elect and a trainer chosen by him or her are responsible for planning the District Training Assembly.
3. There may be a business meeting of credentialed delegates from all clubs in District 7890 held on the same date and at the same location as the leadership training at the District Training Assembly.
 - a. All voting at the annual business meeting will be by credentialed delegates.
 - (1) To be eligible to be a credentialed delegate, one must be a member of a club in the district, appointed by the sitting president of his/her club, registered to attend the meeting, and physically present at the meeting.
 - (2) Each credentialed delegate has one vote.
 - (3) 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 semiannual payment of District Dues to the District Treasurer 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.
 - b. Voting procedures during the annual business meeting of credentialed delegates of clubs.
4. Every member in good standing of a club in the district present at the annual business meeting shall be entitled to vote on all matters submitted to a vote at such meeting EXCEPT for the selection of a governor-nominee, election of a member and alternate member of the nominating committee for director, composition and terms of reference of the nominating committee for governor, election of representative and alternate representative of the district to the council on legislation, and the decision as to amount of the per capita levy. However, any elector shall have the right to demand a poll upon any matter presented to the meeting. In such cases, voting shall be restricted to credentialed delegates. When voting on the selection of the governor-nominee, all votes from a club with more than one vote shall be cast for the same candidate.

Article 10. The District Conference

- A. Time and place: A conference of Rotarians in the district shall be held annually at a time and place selected by the governor. The conference dates shall not conflict with the district assembly, the international assembly, or the international convention. The governor may request permission from the RI Board to hold a conference with another district.
- B. Attendees: Open to all Rotarians in the district and their families.
- C. Conference actions and proceedings shall be in accord with RI Bylaws, Articles 13 and 15, and these district bylaws.

Article 11. Amendments to the Bylaws

- A. The governor shall appoint a Bylaws Amendment Chair to accept from any Rotarian who is a member of a club in this district any proposed bylaws changes and present said changes to credentialed delegates at the annual business meeting which may be held on the same date and at the same location as the District Training Assembly.
- B. All proposed bylaws amendments must be submitted to said chair no later than March 15th in order to be considered at the annual business meeting.
- C. Publication of proposed amendments
 - 1. The chair shall provide to the sitting president and secretary of each club by electronic mail no later than March 31st all proposed bylaws changes which will be considered at the annual business meeting, including:
 - a. Text of existing bylaw provision
 - b. Text of proposed amendment and
 - c. Explanation of need/purpose of proposed amendment.
 - 2. Additionally, all such documents mailed to the sitting presidents shall be made available via the district website.
- D. Each proposed bylaw amendment shall be placed on the table at the business meeting and shall be voted upon by credentialed delegates of each club separately at the conclusion of reasonable discussion as determined by the Bylaw Amendment Chair. To be effective, a proposed bylaws change must be voted on in the affirmative by at least two-thirds (2/3) of the credentialed delegates in attendance.