

# Rotary International District 5520 Bylaws



Effective July 1, 2016

Revision V2

*Replaces Bylaws dated July 1, 2014*

# Table of Contents

<b>Article 1 Name and Description</b>	3
<b>Article 2 Officers, Staff and Leadership Team</b>	3
2.010 District Governor (DG)	3
2.020 District Governor-elect (DGE)	3
2.030 District Governor-nominee (DGN)	3
2.035 Vice Governor	3
2.040 District Treasurer	4
2.050 Corporate Secretary	4
2.060 District Executive Secretary	4
2.070 Lieutenant Governors (LG)	4
2.080 Assistant Governors (AG)	4
<b>Article 3 Removal from Office</b>	4
<b>Article 4 The District Fund</b>	5
<b>Article 5 Committees of the District</b>	5
5.010 General Committee Information	5
5.020 District Finance Committee (DFC)	6
5.030 Nominating Committee	7
5.040 District Training Committee	7
5.050 Membership Development Committee	8
5.060 District Rotary Foundation Committee (DRFC)	9
5.070 Public Relations Committee (PR)	9
5.080 Community Service Committee	10
5.090 New Generations Service	10
5.100 Council of Governors	11
5.110 District Conference Committee	11
<b>Article 6 Recognition and Awards</b>	12
6.010 Rotary International Awards	12
6.020 District Awards	12
6.030 Club Awards	13
6.040 Special Awards Given by the District Governor	13
6.050 Recognition and Awards Budget	14
<b>Article 7 Meetings and Training Events</b>	14
7.010 Schedule	14
7.020 Annual Meeting of the District	14
<b>Article 8 District Representative to the Council on Legislation</b>	14
<b>Article 9 District Files/History/Archives</b>	14
<b>Article 10 Manner of Conducting Business</b>	14
<b>Article 11 Insurance</b>	15
<b>Article 12 District 5520 Manual of Policy &amp; Procedures</b>	15
<b>Article 13 Record Retention and Disaster Recovery Policy</b>	15
<b>Article 14 Amendments</b>	15
14.010 Vote Necessary	15
14.020 Proposals for Amendments	15
14.030 Submission Procedures	15
14.040 Distribution	15

# ***Rotary International District 5520 Bylaws***

## **Article 1 Name and Description**

The name of this Organization is "Rotary International District 5520, Inc." It is incorporated in the State of New Mexico as a not-for-profit entity. Membership in this Corporation is limited to the Rotary Clubs designated to be in District 5520 as defined by Rotary International (RI). The addition or removal of a Club from District 5520 by Rotary International shall immediately and automatically result in a corresponding change in the membership of this Corporation.

Currently, Rotary International has designated District 5520 as consisting of the entire state of New Mexico and that portion of Texas west and south of the western and southern boundaries of the counties of Reeves, Ward, Crane, Crockett and Terrell and including the municipality of Farwell, Texas.

District 5520 has divided itself into five geographic regions to assist with administrative responsibilities. The purpose of this Organization shall be to encourage, promote, extend, and assist the Rotary Clubs within District 5520, and provide for the administration of Rotary International policies and all organizational activities. None of these Bylaws can alter in any way the Bylaws of Rotary International.

## **Article 2 Officers, Staff, and Leadership Team**

The officers of District 5520 shall be Governor, Governor-elect, Governor-nominee, the two immediate Past District Governors, and District Treasurer. The officers of District 5520 shall be the officers and directors of "Rotary International District 5520, Inc." The District Leadership Team will be composed of Lieutenant Governors, Assistant Governors, standing Committee chairs, other Committee chairs, and any others as designated by the District Governor. The Vice Governor is not a member of the leadership team unless serving in the role of acting District Governor. District Staff serves to support the District Governor and other District 5520 Leadership Team members as needed.

### **2.010 District Governor (DG)**

The District Governor is the officer of Rotary International in the District functioning under the general control and supervision of the Rotary International's Board of Directors, and is the Corporation's Chief Executive Officer. The District Governor is selected by the District Nominating Committee as provided by these bylaws. The qualifications, duties and responsibilities of the District Governor are detailed in the current version of the Rotary International Manual of Procedure. The District Governor is also expected to adhere to Rotary International's Code of Ethics for District Governor and the bylaws of District 5520 and shall perform such other duties and responsibilities as are inherent in the administration of the District. The District Governor is an ex-officio member, with full voting rights, of all committees.

### **2.020 District Governor-elect (DGE)**

The District Governor-elect shall assume the position of District Governor on July 1st following his or her Governor-elect year, provided he or she has successfully completed the Governors-Elect Training Seminar, attended the International Assembly, and completed all other preparation as required by Rotary International and District 5520. The Governor-elect is also responsible for Presidents-elect training (PETS), District assembly, District leadership team training seminar (AG/LG), and District membership seminar. The District Governor-elect is an ex-officio member, with full voting rights of all committees.

### **2.030 District Governor-nominee (DGN)**

The selection of the District Governor-nominee shall be made by the District Nominating Committee not more than 36 months, but not less than 24 months, prior to the day of taking office (July 1). The selection process shall be conducted in accordance with these bylaws and conform to the procedure detailed in the current version of the Rotary International Manual of Procedure. At the time of selection a Governor-nominee must meet the minimum qualifications of Rotary International. The responsibilities of the District Governor-nominee are detailed in the current Rotary International Manual of Procedure, and District bylaws. Upon selection, the District Governor-nominee becomes an ex-officio member of all district committees without voting rights, except on the District Finance Committee and the District Nominating Committee where he or she is a voting member. As an ex-officio committee member the District Governor-nominee will not chair any committee or hold any other office within the District. The District Governor-nominee should be copied on all District and committee correspondence.

### **2.035 Vice Governor**

The nominating committee for governor will select a vice-governor from a list of past governors that have remained active in the district and having expressed a willingness to serve as acting governor during a period of temporary or permanent inability of the governor to continue in the performance of the governor's duties. The vice governor shall be selected in the same process as the Governor-nominee for a one year term no less than 45 days prior to the year of service. The vice governor shall participate as an observer to district committees, but shall have no vote unless serving in the role of acting governor. The Vice Governor may continue to hold other positions within the District while not serving in the role of acting Governor.

#### **2.040 District Treasurer**

The District Treasurer is the keeper of the District Fund with oversight and direction by the District Finance Committee. The District Treasurer is responsible for all financial matters of the District including the preparation of all financial reports and tax returns. The District Treasurer works with the District Governor-elect and Finance Committee Chair in creating the budget for the upcoming year. The District Treasurer serves a one-year term and can be reappointed for two additional years.

#### **2.050 Corporate Secretary**

The District Governor appoints the Corporate Secretary annually. The District Executive Secretary may serve as the Corporate Secretary if appointed by the Governor.

#### **2.060 District Executive Secretary**

The District may authorize the position of Executive Secretary. The position may be a paid position; however, all funding must be budgeted and approved by the Finance Committee before the position is filled. The Executive Secretary will work with the District Governor, officers and Leadership Team to coordinate communications, maintain records, and perform other duties as outlined by the District. The Executive Secretary may perform duties that would normally be performed by the District Treasurer, but the District Treasurer shall retain all fiscal responsibility for the District's finances.

The Executive Secretary reports to the District Governor, who is responsible for supervision and performance evaluation. The District Finance Committee is responsible for reviewing the performance evaluation conducted by the District Governor, as well as hiring and terminating the Executive Secretary and setting compensation.

#### **2.070 Lieutenant Governors (LG)**

The Lieutenant Governors serve as an administrative liaison between the Assistant Governors and the District Governor. The Lieutenant Governors are appointed by the District Governor-elect to serve during his or her year as Governor and can be reappointed to serve no more than two additional years. A Lieutenant Governor will be appointed for each of the District's five regions. Lieutenant Governors are District appointees; they are not officers of Rotary International. The Lieutenant Governors can work through the Assistant Governors or directly with the individual Clubs in their regions. The Lieutenant Governors must have the same qualifications as the Assistant Governors. One year service as an Assistant Governor is preferred. The Roles and Responsibilities of the Lieutenant Governors are defined annually by the District Governor to achieve his or her goals and the goals of Rotary International and The Rotary Foundation. These Roles and Responsibilities are contained in the District's Policies and Procedures. The nominees must be recommended with the advice and consent of their Rotary Clubs.

#### **2.080 Assistant Governors (AG)**

The Assistant Governor is the first point of contact between the Club and the District and has the responsibility of assisting the Governor with the administration of their assigned clubs. Assistant Governors are appointed by the District Governor-elect to serve during his or her year as Governor and can be reappointed to serve no more than two additional years. Assistant Governors are District appointees; they are not officers of Rotary International. The Roles and Responsibilities of the Assistant Governors are defined annually by the District Governor to achieve his or her goals and the goals of Rotary International and The Rotary Foundation. These Roles and Responsibilities are contained in the District's Manual of Policies and Procedures and the current version of Rotary International's Manual of Procedure. The nominees must be recommended with the advice and consent of their Rotary Clubs.

Minimum criteria in selecting Assistant Governors include the following:

- Membership, other than honorary, in good standing in a Club in the District for at least three years.
- Service as a Club President for a full term or as a charter President of a club, having served the full term from the date of charter to June 30, provided that this period is at least six months.
- Willingness and ability to accept the responsibilities of Assistant Governor.
- Demonstrated outstanding performance at the District level.
- Potential for future leadership in the District.

More information on the role and responsibilities of the Assistant Governor is available in the Assistant Governor's Training Manual.

### **Article 3 Removal from Office**

Any member of the District Leadership Team may be removed from office and replaced due to the following circumstances:

- Upon resignation from the position.
- When he or she no longer resides in the District.
- When he or she resigns from Rotary.
- When he or she fails to carry out the duties of office.
- When the member is no longer effective, is physically incapable, or dies.
- Upon the request of the District Governor.

## Article 4 The District Fund

The District Fund shall consist of all monies owed or collected for the benefit and operation of District 5520 and its programs. Such funds will be deposited in accounts bearing the name of Rotary District 5520. Fiduciary responsibility for these funds is vested in the District Finance Committee, which has oversight responsibility for all funds held for any purpose in support of District activities.

The District budget shall be prepared by the District Treasurer, District Governor-elect, and the Finance Committee Chair. The proposed budget will be submitted to all Rotary Clubs at least four weeks prior to the requested approval by the Clubs. Such approval, by a majority vote of the Clubs in attendance, may be taken at any meeting in which each Club is invited to attend and notice of such a vote is announced with submission of the budget.

Annual per capita dues shall be recommended by the Finance Committee and presented to the Clubs for approval at the same time as the District budget.

The annual District dues are based on the Club's membership as of June 30th and payable by the Club to the District no later than July 31st. All Clubs in District 5520 must pay the per capita dues and levies. Any Club that fails to pay its approved dues and levies to the District Fund within 60 days is subject to suspension or termination by Rotary International. A reinstatement fee of \$10.00 per member will be assessed.

From time to time, events may signal the need for a special levy to support the operation of District 5520 or one of its programs. In such a case, and with approval of the District Finance Committee, the District Governor shall cause a special notice to be forwarded to all Clubs with a minimum of four weeks' notice before majority approval is sought and the levy takes effect.

The District Finance Committee will ensure that funds sought for any specific purpose (i.e. Youth Exchange or RYLA) will be used only for that purpose and will be included as separate items in the District budget.

The District will maintain a reserve account. The amount and use of that reserve will be determined by the District Finance Committee. The District Governor, with the input of the District Finance Committee, will ensure adherence to establish the financial management and stewardship policies of the District.

An annual statement of income and expenditures will be presented by the District Governor to the Clubs within 120 days of the end of the fiscal year and at the next District Conference. The District Governor will promote complete financial transparency and ensure compliance with Rotary International's policies and all local and national laws relating to financial management of The District Fund.

## Article 5 Committees of the District

District committees are charged with carrying out the goals of District 5520 as formulated by the Governor with the advice of the Lieutenant Governors, Assistant Governors, and Leadership Team. The standing Committees of the District are as follows:

- Finance
- Nominating
- Training
- Membership Development
- The Rotary Foundation
- Public Relations
- Service Committee
- New Generations
- Council of Governors

Other District committees may be created when the District Governor identifies a specific need or function. These committees operate by the same rules and regulations that govern standing committees and terminate operations at end of the Rotary year unless extended by the incoming District Governor.

### 5.010 General Committee Information

Committee Composition Committee chairs are appointed by the District Governor under whose leadership they will serve. Committee members are appointed by the committee chair with the concurrence of the District Governor. The chair and members serve a one-year term, but can be reappointed to serve no more than two additional years. Committee size is tailored to its specific mission, but must include a representative from each region of the District. The District Governor and District Governor-elect are ex-officio members, with full voting rights, of each committee. The District Governor-nominee serves as an ex-officio member without voting rights. The DG, DGE, and DGN shall be copied on all committee correspondence.

Training of committee chairs shall be conducted at the AG/LG training according to the District Training Schedule.

Continuity The District Governor, Governor-elect, Governor-nominee, and immediate Past District Governor (PDG) should work together to ensure continuity of leadership and succession planning for District committees.

Expenses Invoices are required for reimbursement of budgeted items and must be submitted to the Executive Secretary.

Meeting Locations It is encouraged that committee meetings be held in an area convenient to the committee members. Use of electronic media is appropriate and encouraged for committee meetings.

Minutes The committee chair will see that minutes of all meetings are kept and that copies are provided to the DG, DGE, DGN, and Executive Secretary.

Website The committee Chair is responsible for that region of the District website that relates to his or her committee, ensuring that the information posted is accurate and timely.

Additional information about the specific purpose, duties and responsibilities, qualifications, and training requirements for these Standing Committees can be found in the current Rotary Manual of Procedure.

#### **5.020 District Finance Committee (DFC)**

The District Finance Committee oversees the operations of the District Fund, approves the District budget and committee or program sub-budgets; approves all dues, fees and levies; arranges for an annual independent review, as defined by Rotary International, of the District Fund; and ensures dues and levies have been collected from the Clubs. The District Finance Committee is also responsible for the hiring and termination of the Executive Secretary, setting compensation, and reviewing the performance evaluation. All extra budget considerations must be approved by the Committee.

Composition The membership of the District Finance Committee shall consist of the District Governor, District Governor-elect, District Governor-nominee, and the two immediate Past District Governors. The District Treasurer and Executive Secretary serve as non-voting ex-officio members. The DGN is a voting member of the finance committee. The second immediate Past District Governor will chair the Finance Committee. If either of the two immediate PDGs is unavailable to serve on the committee, the third immediate PDG (and proceeding in rank until filled) will be asked to serve on a one-time basis.

Meetings The District Finance Committee will meet at least twice during the year: once during the first quarter of the Rotary year to review the past year's reports and once during the third quarter of the Rotary year to approve the budget for the upcoming year.

Disposition of Property The District Finance Committee is charged with the oversight of all District property and will decide when and if equipment needs to be replaced, updated, discarded, depreciated, or sold. The District Finance Committee is also responsible for seeing that an inventory of District property is maintained.

Budget The District Governor-elect is charged with the responsibility of constructing the upcoming District budget with the assistance of the District Treasurer and the Committee Chair. The District Finance Committee must approve the budget in a timely manner so as to allow no less than four weeks notification to the Clubs before a vote is scheduled at a District-level meeting to which all Clubs in the District have been invited.

Disbursement of Funds All requests for funds disbursed from the budget must be prepared on a form approved by the Finance Committee and submitted with receipts to the Executive Secretary. If the request is properly documented and budgeted funds are available, the Executive Secretary is authorized to disburse the funds.

Financial Management Policy The District Finance Committee has established the following financial management policy that applies to all District Funds:

- Committees or programs will submit an itemized annual budget to the DFC by December 31 for the Rotary year beginning July 1 of the following year.
- Committees will submit itemized semi-annual income and expense reports as of December 31 and June 30 to the DFC by January 31 and July 31 of each year.
- Committees will submit monthly reports and bank statements to the district office within 15 days of the end after each statement cycle. The monthly reporting must include all invoices, receipts, and/or other documentation necessary to support all income received and each expense paid during the month.

- The District Governor, District Governor-elect, and any others designated by the District Governor shall be signatories on all committee or program accounts. Those accounts are the property of the District and must be titled in the name of Rotary International District 5520, Inc.

For example: Rotary Int'l District 5520, Inc.  
Rotary Youth Leadership Award Committee

District funds may not be used to support travel to the International Convention by any Rotarian, other than the District Governor, District Governor-elect, and District Governor-nominee, as provided in the District budget. District funds may not be used for any travel expense outside the District except with prior approval of the finance committee.

### 5.030 Nominating Committee

District 5520 uses the Nominating Committee for the selection of the District Governor-nominee. The policies, procedures, and timetable for this process have been established by the Board of Directors of Rotary International and are detailed in the current Manual of Procedure.

Composition This committee will consist of the District Governor, District Governor-elect, the current District Governor-nominee, the two immediate Past District Governors, and a Past President from each of the District's geographical regions. It is strongly recommended that the Past Presidents selected have served as Assistant Governors. If either of the two immediate PDGs is unavailable to serve on the committee, the third immediate PDG (and proceeding in rank until filled) will be asked to serve on a one-time basis. However, no club shall be represented on the committee by more than one member. The Chair may request that the spouses of the PDGs and DGs attend the deliberations and ask questions of the candidate's spouse. The spouses shall have no vote.

Term The Past Presidents serving as committee members are appointed to three-year staggered terms. The District Governor appoints any incoming committee members and fills committee vacancies.

Chair The first immediate Past District Governor will chair the Nominating Committee and guide the selection process. If the first immediate PDG is unable to serve as Chair, the chairmanship will pass to the next PDG serving on the committee.

Meeting The committee will meet to select the DGN at a time that allows the entire selection process to be completed no later than two years prior to the date the DGN takes office and no earlier than three years prior to that date.

Process The District Governor and the Nominating Committee will actively seek and recruit the best possible candidates, assuring that the selection process is conducted in the manner prescribed by the policies established by the Board of Governors of Rotary International and detailed in the current Manual of Procedure, including challenges to the Committee's selection and the notification of Rotary International. If no suitable candidate is presented, the Committee may reopen the nominating process, as long as the selection is completed within the prescribed time frame.

### 5.040 District Training Committee

The committee should consist of, but not be limited to, two Rotarians who are knowledgeable in the programs of Rotary International and District 5520. Committee Members should also have experience with training, education, or facilitation. The District Training Committee is responsible for supporting the District Governor and Governor-elect in training Club and District Leadership.

Chair The District Governor, with a recommendation from the Governor-elect, appoints a District Trainer annually to chair the District's Training Committee.

Duties and Responsibilities The committee must have a clear understanding that it is responsible to the convener of each meeting. The committee should do the following:

- 1) Work with the Governor-elect on training needs in the District for the current Rotary year related to
  - a. PETS.
  - b. District Assembly.
  - c. Assistant Governors/Lieutenant Governors/District Leadership Team training seminar (which includes District Committee Chairs).
- 2) Work with the governor and the committee chair on training needs in the District for the current Rotary year related to
  - a. District Assembly.
  - b. District Leadership Training and Planning.
  - c. Club-level leadership development training.
  - d. Other training events in the District, as appropriate.
- 3) Have secondary responsibility for the District Rotary Foundation seminar and the District Membership seminar. These meetings are the primary responsibility of other District committees; the training committee may consult on training-related issues.

- 4) Have responsibility, under the direction of the meeting's convener, for one or more of the following aspects:
  - a. Program content (in accordance with Board-recommended curricula).
  - b. Conducting sessions.
  - c. Identifying speakers and other volunteers.
  - d. Preparing training leaders.
  - e. Program evaluation.
  - f. Logistics.

Expenses The District budget provides line items to cover the costs incurred by the District Training Program. The Training Committee may require additional funds to supplement the District training budget. In cases where additional funds are required, a registration fee may be charged, provided prior approval has been given by the Finance Committee.

#### **5.050 Membership Development Committee**

The committee will identify and implement membership development strategies within the District. The District Membership Development Chair will serve as the link between the Governor, Rotary International, and the Clubs in the District.

Composition The Membership Development Committee is composed of the Chair, appointed by the District Governor, representatives of the District's five (5) regions, and the Chairs of the Membership Development Subcommittees. In selecting committee members, preference should be given to Club Membership Chairs and Rotarians who have actively been involved in recruiting new members and implementing membership development activities.

#### Duties and Responsibilities

- Coordinate District-wide membership development activities.
- Work with the District Public Relations Committee to coordinate activities that will aid membership development efforts.
- Work directly with Club membership development committees, with emphasis on those Clubs that are showing a decrease or little increase in membership.
- Encourage Clubs to use the members of this committee as resources for their membership development programs and to share information on successful activities.
- Encourage Clubs to participate in Rotary International's recognition programs for membership development.
- Work with the District Governor and Clubs to ensure that the District's membership development goals are achieved.
- Develop programs to recruit new members and retain existing members.
- Provide information about District membership development progress at District meetings.
- Conduct the District Membership Development Seminar.

The Membership Development Chair and committee members are encouraged to attend membership development meetings sponsored by Rotary International.

Membership Development Subcommittees Extension Subcommittee Organizing new clubs is vital to Rotary's growth as an organization. The purpose of this committee is to identify and to explore locations within the District where there is a likelihood of organizing a new Rotary Club. The success of a new Club depends largely on the guidance and support it gets from existing Rotary Clubs.

Recruitment Subcommittee Changing social, political and economic conditions affect the way people perceive Rotary and what they hope to gain from Rotary membership. The purpose of this committee is to assist Clubs in developing strategies that will maximize their recruiting efforts.

Retention Subcommittee Retaining good members is as critical to long-term growth and the success of Rotary as the induction of new members. The turnover rate in existing Clubs is one of the most pressing membership issues that Rotary faces today. The purpose of this committee is to assist Clubs in addressing these issues.

Meetings The Membership Development Committee should meet annually prior to PETS to design a membership program that will benefit all Clubs throughout the coming Rotary year and address the membership goals of the District Governor. This program shall be presented to the Presidents-elect at the PETS meeting for implementation.



### **5.060 District Rotary Foundation Committee (DRFC)**

The District Rotary Foundation Committee assists the Governor in educating, motivating, and inspiring Rotarians to participate in Foundation programs and fundraising activities. The committee serves as liaison between The Rotary Foundation (TRF) and Rotarians. The committee shall do the following:

- Promote the programs of, and fundraising for, The Rotary Foundation (TRF).
- Educate individual clubs and Rotarians in the programs and operations of TRF.
- Plan, coordinate, and evaluate the operations District 5520 associated with TRF.

#### **District Rotary Foundation Chair:**

To be effective, the District Rotary Foundation Committee must have continuity of leadership. Therefore, the DRFC Chair is appointed for a three-year term, subject to removal for cause. The District Governor scheduled for each year of the DRFC Chair's term participates in selecting the Chair. If the District's DRFC Chair position is open, it is the District Governor-elect's responsibility to consult with the Governors whom the Chair will serve during the three-year term. Selection of the DRFC Chair will take place and be reported to TRF no later than March 1 of the year in which he or she takes office. A DRFC Chair may be reappointed for an additional three-year term with the approval of the District Governors serving during that three-year period. The DRFC Chair must have significant knowledge of, commitment to, and experience with TRF activities. This post should be filled, if possible, by a Past District Governor. The current District Governor cannot serve as the DRFC chair.

The District will not have access to the District Designated Fund (DDF) until the DRFC chair is appointed.

In the interest of improving stewardship, TRF will monitor appointments to ensure the three-year term policy is followed.

#### **District Rotary Foundation Committee:**

Composition The District Rotary Foundation Committee consists of the District Rotary Foundation Chair (DRFC) and the Chairs of the District Rotary Foundation Subcommittees. The Rotary Foundation Subcommittees are defined in the current Rotary Foundation Manual. The Subcommittee Chairs are appointed by the District Governor and should represent the five regions of the District. The Subcommittee Chairs may be reappointed for no more than two additional terms.

Responsibilities, Goals and Administration The District Rotary Foundation Committee's responsibilities, goals and administration policies are established by the District Governor, with the input of the District Rotary Foundation Committee Chair, in accordance with the policies established by The Rotary Foundation.

#### **Reporting**

The District Rotary Foundation Committee will report to:

- a. The District Governor as requested.
- b. The District Finance Committee as required.
- c. The membership of District 5520 annually.

The annual report to the membership of District 5520 will document TRF programs conducted in the District during the year, including the use and allocation of District Designated Funds (DDF), the grants funded, scholarships awarded, exchange(s) conducted, a statement of TRF funds raised and their allocation, and the results of the financial management plan and assessment. This report will be available and sent to each Club no more than 90 days after the close of the fiscal year. The report will also be available on the District website.

### **5.070 Public Relations Committee (PR)**

The District Public Relations Committee will promote Rotary to external audiences and foster understanding, appreciation, and support for the programs of Rotary. The District PR Committee will promote awareness among District Rotarians that effective external publicity, favorable PR, and a positive image are desirable and essential goals for Rotary.

Composition The District PR Committee is composed of a Chairman, Vice-Chairman and five (5) members representing the regions comprising District 5520. The District Public Relations Chair works directly with the DG and Club PR Chairs to plan and oversee the District PR program. The PR Chair is appointed annually to serve a one-year term, which may be extended for an additional two years. The Public Relations Chair should have the following qualifications:

1. Experience as a Club public relations Chairperson.
2. Media, public relations, or marketing skills as a component of their vocation or profession.

### Duties and Responsibilities

- Encourage Rotary Clubs within the District to make PR a priority.
- Share Rotary public relations materials with Clubs and assist Clubs with PR activities to promote their events.
- Seek opportunities to speak to individual Clubs about the importance of Club public relations.
- Communicate with the District Governor and the Chairperson of key committees to stay informed about District projects and activities.
- Contact the media with newsworthy stories of District projects and events.

Requirements Develop a Public Relations Plan annually to be presented at the Long-range Planning Conference. The plan will be updated based upon comments and feedback received throughout the year and then presented at AG/LG training and at PETS. The plan should address the following items:

- The District Governor's goals and objectives for Public Relations.
- Recognize the Club Public Relations Chair as a vital component of any successful plan.
- Develop resources that can be used at both the Club and District levels, including press kits and releases, media lists, and electronic media products.
- Provide District-wide training.
- Use of all media outlets.

Accountability and Measurement of Success A successful Public Relations Plan will use the following measurements for success:

- Clubs are actively involved in Public Relations activities in their communities.
- Clubs are applying for and getting PR matching grants.
- Club Public Relations displays and awards will be visible at the District Convention.
- The AGs will be aware of PR activities in their Clubs and will report progress in their Club Visit reports.
- Periodically, public relations articles about success stories or best practices appear in the District Newsletter.

### **5.080 Community Service Committee**

Community Service provides an opportunity for every Rotarian to exemplify "Service Above Self." The District Service Committee provides guidance and leadership in Community Service activities. It encourages and fosters the ideal of service in each Rotarian's personal, business, and community life so Clubs may develop opportunities for service within their communities.

Composition The District Community Service Committee is composed of the District Community Service Chair and five (5) members representing the regions comprising District 5520. The District Community Service Chair works directly with the District Governor. Both the Chair and the members are appointed to serve a one-year term, which may be extended for an additional two years.

### Duties and Responsibilities

- Assist Clubs in identifying opportunities for community service.
- Provide assistance to Rotary Clubs in formulating community service activities.
- Encourage every Club to sponsor at least one community service activity each year.
- Be a resource for Clubs interested in seeking District Simplified Grants and Matching Grants as part of their Community Service activities.
- Provide Community Service training at PETS, at individual Clubs as requested, and as directed by the District Governor.
- Work with the District Interact and Rotaract Committees in developing their community service projects, and encourage them to use local Rotary Clubs as a resource.
- Encourage Clubs to publish their Community Service stories in the local media and in the District 5520 newsletter.
- Promote Rotary's "Avenues of Service," "The 4-Way Test," and "The Object of Rotary" as guiding documents.

### **5.090 New Generations Service**

New Generations Service, the Fifth Avenue of Service (often referred to as "Youth Services" by Rotary International), recognizes the positive change that can be implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

It is the responsibility of each Rotarian in District 5520 to prepare the New Generations — all young people up to the age of 30 — by improving their life skills to ensure a better future, while recognizing the diversity of their needs. District 5520 will support and encourage its Clubs to undertake projects that support the fundamental needs of the New Generations: health, human values, education, and self-development.

The RI Structured Programs for New Generations are Interact, Rotaract, Rotary Youth Leadership Awards (RYLA), and Rotary Youth Exchange. Guidance for the operation of these programs is provided in the Rotary International Manual of Procedure.

The District Governor will appoint a New Generations Service Chair to oversee the District's New Generations Programs and to establish district policies to protect the youth in District 5520. The Chair, with the concurrence of the District Governor, will form a committee to assist with this work. The committee should include the Chair of each New Generations program and a representative from each geographic region in the District.

**Statement of Conduct for Working with Youth** - District 5520 and Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

**Abuse and Harassment Prevention** - District 5520 and Rotary International have a zero-tolerance policy toward abuse and harassment. District 5520 will maintain a Statement of Conduct for Working with Youth and incorporate the RI guidelines for abuse and harassment prevention established by the General Secretary. District 5520 strongly encourages its Clubs to establish their own policies to include these guiding documents.

**Failure to Comply with Youth Protection Laws** - A Club must, in a timely manner, appropriately address any allegations that one of its members involved in Rotary-related youth programs has violated youth protection laws. Any Club that fails to do so may have its membership suspended or terminated by the RI Board.

Rotarians, Rotarian' spouse and partners, and other volunteers having one-on-one contact with participants of Rotary Youth programs may be asked to complete, at District 5520's expense, a criminal background check prior to participating in any District 5520 sponsored youth program. District 5520 strongly encourages each club to adopt a similar policy.

**International Travel by Youth** - No individual Rotarian or Club in the District shall undertake an alternative program structure to send minors abroad that circumvents RI youth protection policies, Youth Exchange policy, or the immigration and travel policies of any nation or government. Rotary Clubs may not send or receive Youth Exchange students outside of the structure of their District's Youth Exchange program.

Rotary International's Policies and Guidelines covering Abuse and Harassment Prevention and International Travel are published in the current Rotary International Manual of Procedure.

#### **5.100 Council of Governors**

Composition The Council is made up of all Past District Governors who are members of Rotary Clubs in the District, the current District Governor, District Governor-elect, and District Governor-nominee.

Meeting Schedule The Council will be convened twice yearly, once during the District Conference and once after the International Assembly to allow the Governor-elect to inform the current and past Governors of the issues debated and presented. This meeting should be held no more than one month after the International Assembly. The meeting scheduled after the International Assembly usually begins on Friday evening with a social hour and dinner for friendship and camaraderie, followed by the business meeting on Saturday. Only members of the Council and their spouses or partners shall be invited.

Function The current District Governor will chair the meetings and insure that the State of the District is adequately discussed along with other timely Rotary information of interest to all attendees. Governors are urged to consider the Council's assistance in extension efforts, informing incoming Governors, promoting the convention, providing Rotary information, and supporting weaker clubs by serving when invited by the Club President and the Governor as ad hoc members of the Club Board of Directors. The authority and responsibility of the Governor shall in no way be impaired or impeded by the advice or actions of the Past Governors.

#### **5.110 District Conference Committee**

A conference of Rotarians is held annually at a time and place agreed to by the Governor and the Presidents of the majority of the Clubs in the district. The dates of the conference must not conflict with the Rotary Institute, District Assembly, International Assembly, or Rotary International Convention.

The purpose of the District Conference is to bring together Rotarians in the district to do the following:

- Recognize the service programs and projects of the district,
- Inspire Rotarians to greater involvement in service,
- Share a vision of Rotary beyond the Club level,
- Enjoy a memorable fellowship experience, and
- Provide opportunities to interact with Rotary leaders.

A conference may endorse or propose legislation for the Council on Legislation and may also elect its representative to the Council on Legislation.

The Conference Committee is responsible for arranging all aspects of the District Conference, to coordinate with the on-site host committee, and to arrange hotel accommodations for attendees.

The District Governor-nominee designates the location of the District Conference to be held during his or her year and is encouraged to select a site that encourages maximum participation and limits undue financial burden for the attendees. The DGN appoints the committee chair. The District Conference Chair, with the approval of the District Governor, selects the committee members.

Requirements, recommendations and Chairman's duties for the District Conference and guidelines regarding the President's Representative are detailed in the current version of the Rotary International Manual of Procedure.

The District Conference Budget The District Conference is self-sustaining and does not receive funding from the District Budget. The District Conference Committee is responsible for establishing a budget that will achieve this goal. However, the District Fund will provide an advance of \$3,000 to assist the Conference Committee with start-up expenses. This advance will be available to the Conference Committee at the beginning of the Rotary year prior to the year in which the Conference is to be held. The Conference Committee will return this advance to the District by the end of the Rotary year in which the Conference was held.

## **Article 6 Recognition and Awards**

Composition This committee is made up of one Past President (or representative) from each of the five (5) geographical regions of the District. Each member is recommended to serve for a three-year overlapping period with other members of the committee. The Chairperson will be appointed by the District Governor. The committee shall meet at the call of the Chair no later than 45 days prior to the District Conference and report decisions to the District Governor.

Presentation All awards will be presented at the District Conference. All award recipients must be identified and forwarded to the District Governor no later than 30 days prior to the convening of the District Conference.

### **6.010 Rotary International Awards**

Rotary International offers awards to recognize the efforts and contributions of Rotarians, Rotary Clubs, and non-Rotarians. Eligible nominators may submit nominations according to each award's criteria and guidelines. The guidelines for these awards are outlined in the various sections of the current Rotary International Manual of Procedure and on the Rotary International website.

Due to the nature of these awards, the District Governor and the Recognition and Awards Committee must remain cognizant of the special lead-time required for making recommendations to RI.

### **6.020 District Awards**

**Sonny Brown Business of the Year Award** - Established in 2005, Rotary's Centennial Year, to honor Past District Governor Sonny Brown for his years of service to Rotary International, and to recognize his outstanding leadership skills, the high ethical standards by which he leads his life, and his ongoing support of District 5520. The award is designed to call attention to Rotary International and the high ethical standards that are the founding principles of our organization.

The award recognizes Non-Rotarian owned businesses in District 5520 that exemplify "Rotary's 4-Way Test" and "The Object of Rotary" in their daily dealings with their employees and customers, the quality of their product and services, and their community involvement. Three awards are presented based on the company's number of employees: small business up to 10 employees, medium business 11 to 50 employees, and large business more than 50 employees. District Rotary Clubs may endorse one business in each category and submit their nominations to the District Selection Committee. The awards are presented annually at the District Conference and the sponsoring Clubs are encouraged to host their nominee at the awards presentation.

**Schulte-DeLaHunt Leadership Award** - Chosen by the District Awards and Recognition Committee, this leadership award may be presented annually to the person who has demonstrated leadership at the District level over a period of time that has resulted in the enhancement of the District. This award cannot be given to a District Governor, District Governor-Elect, or Past District Governor until two calendar years have been completed after the term of office.

**4-Way Test Essay Contest** - The 4-Way Test is one of the hallmarks of Rotary. Its four brief questions are not based on culture or religion. Instead, they are a simple checklist for ethical behavior. They remind us of our utmost responsibility to speak the truth, to be fair, to build goodwill and better friendships, and to do our very best in all situations.

The 4-Way Test Essay Contest is open to all eighth grade students in District 5520. Clubs are encouraged to support a local contest and forward winning essays to the District Contest. A unique theme, based on the 4-Way Test, is chosen each year and published along with the current guidelines on the District website. The District Finance Committee budgets monetary awards for the top three essays. At the discretion of the District Governor and the District Conference Committee the winner(s) may be asked to read their essay(s) at the District Conference.

### **6.030 Club Awards**

The various awards presented at District Conference are based on the criteria established annually by the Recognition and Awards Committee and the District Governor and published on the District website. The committee, with the concurrence of the District Governor, will determine whether or not to use size of Club as a category in each appropriate award category, but if so structured, up to four categories may be designated. If club size is not a category, at least two awards will be made.

The following awards have traditionally been presented annually in District 5520, but remain at the discretion of the District Governor. Submission deadlines will be established to allow time for the Recognition and Awards Committee to prepare for the District Conference.

**Club Attendance Award** - To obtain this award, the Club must consistently provide attendance figures to the District Executive Secretary. Attendance is calculated on the number of attendees versus club membership total. Club attendance is determined by averaging the percent of attendance July 1 through March 31.

**Membership Growth Award** - Based on net percentage membership growth calculated July 1 through March 31.

**Best Club Bulletin Award (Printed or Published Electronically)** - Judging will be based on appearance, Rotary information content, membership information, readability, format, and humor.

**Best Club Website or Blog** - Judging of a club's internet presence will be based on appearance, Rotary information content, membership information, readability, format, and humor.

**Club Attendance at District Conference Award** - Based on actual members registered as of the opening session of the District Conference.

**Club of the Year Award** - Based on information presented in the Club's submission and recommendations of the District Leadership Team, impressions drawn during the District Governor's visit, and the Club's performance during the year. Some of the criteria for this award are:

- Attendance at District Functions, (e.g. District Assembly, District Conference, district-wide training events, and other meetings and conferences).
- Membership growth and retention results.
- Presidential Citation Qualification.
- Payment of Rotary International and District dues on time.
- Timely club membership and attendance reporting to the District Executive Secretary.
- Entry of club goals in Rotary Club Central.
- Participation in Rotary Programs including, but not limited to, Rotary Friendship Exchange, Vocational Training Team (VTT), Youth Exchange, Rotary Youth Leadership Award (RYLA), and Alumni events.

**Bob Wootten Leadership Award** - Presented by the Wootten Family and chosen by the District Recognition and Award Committee, this award is presented annually to the Club that has the most fun.

**Dick Jones/Rick Akins New Generations Award** - Chosen by the named honorees, the New Generations Committee, and the District Governor to recognize a Rotarian in District 5520 that has made a significant contribution to Rotary's "5th Avenue of Service" by encouraging and supporting youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

### **6.040 Special Awards Given by the District Governor**

The District Service Above Self Award is presented to a Rotarian who has given outstanding support to the District Governor in achieving his other goals for a successful year. The number of these awards shall be at the discretion of the DG. The criteria for this award shall be determined by the DG.

**Rotarian of the Year Award** - Presented to the Rotarian who contributed the most to the achievement of the District's goals and objectives as determined by the DG.

The District Governor may choose to present special awards and recognitions during his or her District Conference.

### **6.050 Recognition and Awards Budget**

The District Finance Committee designates certain line items to assist in the purchase of recognition and award items; however, any funds required over the budgeted amount are the responsibility of the District Governor and the Awards and Recognition Committee.

## **Article 7 Meetings and Training Events**

To further the Object of Rotary through fellowship and discussion, to prepare incoming Club and District leaders for their responsibilities, and to provide continuity within the District, the following sequence of District-wide training events and meetings have been approved.

### **7.010 Schedule**

- Long -range Planning
- Assistant Governors/Lieutenant Governors Training & Committee Chairs (District Team Training Seminar)
- Presidents-elect training seminar (PETS)
- District Assembly
- District Membership Seminar
- District Rotary Foundation Seminar
- District Leadership Development Program
- District Conference

The District-recommended leadership development and training cycle should be flexible and scheduled at the Governor's discretion to encourage maximum participation.

### **7.020 Annual Meeting of the District**

The District Conference also constitutes the annual meeting of the Corporation during which the business of the District is conducted.

## **Article 8 District Representative to the Council on Legislation**

The Council on Legislation is the legislative body of Rotary International and has the authority to amend the RI constitutional documents. The Council meets every three years. In the Rotary year two years prior to the next Council meeting, District 5520 membership will select a representative and alternate by a simple majority vote from a slate presented at the District Conference. Each candidate must have served as an officer of Rotary International, be nominated by his or her Club, and meet all other qualifications established by Rotary International. The duties of the representative include, but are not limited to, the following:

- Help Clubs prepare their proposals for the Council.
- Discuss proposed legislation at the District Conference or other meetings.
- Know the existing attitudes of Rotarians within the District.
- Critically consider all legislation proposed to the Council and communicate those views to the Council effectively.
- Act as an objective legislator of RI.
- Attend the meeting of the Council for its full duration.
- Report on the Council's deliberations to the Clubs of the District after the Council meets.
- Be accessible to Clubs in the District to assist in their preparation of proposals for future Councils.

## **Article 9 District Files/History/Archives**

The District Historian/Archivist shall be appointed annually by the District Governor and shall be responsible for collecting, safeguarding, and storing the historical documents of District 5520. The safekeeping of these documents shall be in a place approved by the District Governor and accessible to the Governor and the Executive Secretary.

The outgoing Governor is expected to pass on to the Governor-elect any and all information that will help the Governor-elect carry out the duties of Governor to the best interests of Rotary in the District. The outgoing Governor is expected to transfer all continuing District files to the Governor-elect. The Governor is responsible for supplying the Governor-elect, as soon as possible following his or her election and before the International Assembly, full information as to the condition of Clubs within the District with recommended action for strengthening the Clubs.

## **Article 10 Manner of Conducting Business**

District 5520 may conduct official business, committee meetings, and training seminars by any means available, provided adequate notice has been provided to the participating Members or Clubs.

## **Article 11 Insurance**

The U.S. Rotary Club & District Liability Insurance Program provides directors & officers (D&O)/employment practices liability (EPL) insurance to District 5520 and its Clubs. Complete information regarding this coverage is available at [www.rotary.org](http://www.rotary.org).

## **Article 12 District 5520 Manual of Policy & Procedures**

District 5520's Manual of Policy and Procedure provides additional guidance and direction to the administration and operation of Rotary within the District. The District's Manual of Policy and Procedure must reflect the policies and procedures of Rotary International and District 5520's Bylaws. If any variance or inconsistencies with these documents should occur, the Rotary Manual of Procedure or District Bylaws will take precedence. The Manual of Policy & Procedure is established annually at the direction of the District Governor, becoming effective 30 days after District notification and publication on the District website.

## **Article 13 Record Retention and Disaster Recovery Policy**

The District shall keep correct and complete books and records of all financial accounts, minutes of the proceedings of all District, Committee, and Program meetings, a directory of its members, and any other documents required for the period of time recommended by the District Treasurer or required by any governing agency. Any books, records, and minutes may be in written form or in any other form capable of being converted into written form within a reasonable time.

A backup copy of all District records will be made monthly and stored at a remote location.

## **Article 14 Amendments**

### **14.010 Vote Necessary**

These Bylaws may be amended at any District-wide meeting to which all District Clubs have been invited and four-week notice of the proposed amendment has been given to the Club Presidents. Two-thirds vote of the Clubs in attendance is necessary to amend the Bylaws.

### **14.020 Proposals for Amendments**

Any Rotarian, Club, Committee/ Program, or Council of Governors in District 5520 may propose amendments to these Bylaws. A proposal for amendment must be approved by a Rotary Club in the District and must be in harmony with Rotary International's Constitution, Bylaws, and Manual of Procedure. Proposals must be mailed or e-mailed to the District Governor or designee.

### **14.030 Submission Procedures**

All proposals for amendment must be made in writing and must be submitted to the District Governor at least 60 days prior to the District-wide meeting at which the vote shall be taken.

### **14.040 Distribution**

The District Governor shall notify each Club of such proposals for amendment in writing at least 30 days prior to the date of the District-wide meeting at which the vote shall be taken. Notification shall be by mail, e-mail, posting on the District website, or publication in the District Newsletter.