

## Rotary District 7150 Bylaws

1. District 7150 operates under the constitution and bylaws of Rotary International, which are not repeated in these bylaws, but fully govern District 7150.
2. District 7150 has adopted the Rotary International Statement of Conduct for Working with Youth (RCOP 2.100.1), a zero-tolerance policy against abuse and harassment, and the Youth Exchange Abuse and Harassment Prevention and Reporting Policies.
3. The District Governor (DG) is the officer of Rotary International in the District.
4. District Governor Nominee Designate (DGND) will be selected by the DGND Nominating Committee. The Vice Governor for the next Rotary year will also be selected by the DGND Nominating Committee. The DGND Nominating Committee members are the DG, District Governor Elect (DGE), District Governor Nominee (DGN), Vice Governor (VG), Immediate Past District Governor (IPDG), two Past District Governors (PDG), and four immediate past presidents from district 7150 clubs. This committee will complete its work prior to the end of October during the current Rotary year if practical and possible. The details concerning the above are:
  - a. Five members of the committee will be considered a quorum.
  - b. The IPDG will be the Chair of the Committee.
  - c. The DG will not vote except to break a tie.
  - d. The DG will select two PDGs to be on the committee who are active in the affairs of the District. If one or both such PDGs are not available, the DG may substitute a District Rotarian who is active in the affairs of the District. No PDG or other Rotarian may serve on the committee as one of the two PDGs for more than two consecutive years.
  - e. The IPDG will select four clubs by lot (random selection), two from the west side of the District and two from the East side. If the immediate past president of a selected club is not able or willing to serve on the Committee, the IPDG will randomly select another club. This process will continue until four immediate past presidents have been selected.
  - f. Each club may suggest one candidate for DGND by notifying the chair of the DGND Nominating Committee, and forwarding a resume of Rotary activities and other qualifications. The DG will request such suggestions from the clubs of the District.
  - g. The DGND Nominating Committee will, in addition to suggestions from the clubs, seek out the best qualified candidates for DGND and will conduct personal interviews to ensure that each candidate is aware of the duties and responsibilities of the office.
  - h. Any member of the Committee from a club making a suggestion must be replaced by the DG. If such committee member is in a titled position (e.g., the DGN), that person will be removed from the Committee. The only exceptions are

the DG and IPDG, who will continue to serve but will have no vote (ties will be worked out by the committee).

- i. No candidate for DGND will campaign for the position, nor authorize or encourage others to campaign on the candidate's behalf. Any advocacy of a candidate will be limited to a photograph and brief statement of Rotary, civic, and business/professional activity.
  - j. A recent PDG will be nominated for the position of vice governor by the DGE. This position will be for the DGE's year as governor. The committee will confirm that the DG, DGN, and the IPDG unanimously concur with this nomination. If there is unanimous agreement, then the committee will designate that PDG as the VG for the next Rotary year. If there is not unanimous agreement, then the committee chair will entertain nominations of recent PDGs from the committee. Upon voting, the PDG with the majority of votes will be designated as the VG for the next Rotary year.
5. The DG will appoint a District Secretary, who will be a member of a club in District 7150, for a term coincident with that of the DG. The District Secretary may be re-appointed for additional terms. The District Secretary will keep the records of the District, the reports of the District Treasurer, and the minutes of all official meetings (including the District Conference and the District Assembly). At the end of the term, the past District Secretary will promptly deliver to the next District Secretary all records, reports, and minutes accumulated.
  6. The DG will appoint a District Treasurer, who will be a member of a club in District 7150, for a term coincident with that of the DG. The District Treasurer may be re-appointed for additional terms. The District Treasurer will have custody of all funds, accounting for it to the clubs annually, and perform other duties as pertains to the office of treasurer. All disbursements will be approved by the DG. Upon retirement from office, the treasurer will turn over to the incoming treasurer all funds, books of accounts, and any other District property. The District Treasurer will make financial reports to the DG and to the District Secretary by September 30 for the year ending June 30. The District Secretary will forward a copy of the year-end report to each club and each PDG in the District.
  7. The DG will appoint such committees as deemed necessary for the district and will name the chair of each committee for a term coincident with that of the DG, or up to a term of three years to provide for continuity and consistency (but only with concurrence from the DGE and DGN). Additionally, the DG will appoint an assistant chair for each committee for the same reason and to provide for successors for each chair position.
  8. The District Executive Committee will manage the day-to-day affairs of the District. This Committee will consist of the DG, DGE, DGN, DGND, IPDG, VG, and Trainer(s). The DG functions as the Chief Executive Officer (CEO) of the District and chairs the Executive Committee. The Executive Committee provides counsel to the DG; the DG may delegate tasks to members of the Committee as the DG deems necessary. This committee will normally meet monthly, but at least once each calendar quarter.

9. The District Council will provide advice and counsel to the DG. It also serves as a communication medium from the District to the clubs and from the clubs to the district.
  - a. The District Council members include the DG, DGE, DGN, DGND, VG, IPDG, Trainer(s), Secretary, Treasurer, AGs, District Committee Chairs, plus any individual Rotarians selected by the DG to serve on the District Council.
  - b. The District Council will meet at least three times each Rotary Year at a date, time, and place chosen by the DG.
10. The Finance Committee will consist of the DG, DGE, DGN, DGND, VG, IPDG, Trainer(s), Treasurer, incoming District Treasurer (if known), Secretary, Youth Exchange Treasurer (or Chair), and a PDG appointed by the DG. The DG chairs this committee, except when the committee is considering the budget for the following Rotary year; in which case the committee will be chaired by the DGE.
  - a. The Finance Committee will establish and maintain financial policies and procedures, oversee administration of the District Funds, recommend the budget and per capita dues for the next Rotary year, accept the financial reports following the end of the fiscal year, including a Review Report performed by a qualified accountant (the District Auditor will be appointed by the Finance Committee, see d. below).
  - b. The District Finance Committee will recommend a proposed budget and any changes to the per capita assessment for the next Rotary year; that will be the primary responsibility of the DGE. The proposed budget will be submitted to the clubs and to the incoming presidents before May 1. The budget will be approved by the PEs at a time and place chosen by the DGE. Any changes to the per capita assessment must be approved at a properly called district meeting.
  - c. The budget will reimburse the ordinary and necessary expenses for the operations of the District including expenses of District Officers authorized by the approved budget.
  - d. The Finance Committee will appoint a District Auditor to review District finances for the previous Rotary year. The District Auditor will give the DG and the District Finance Committee a Review Report and financial statement before October 1 for the previous year.
11. The DG will appoint Assistant Governors (AG) to assist in supervising the clubs in the District, in the manner the DG determines, for a term of three years. This will be done with the concurrence of the DGE, DGN, or DGND for the years the AG will be serving. Each AG will be responsible for at least three clubs. With the chartering of new clubs in the District, the DG will determine under which AG the clubs will be added or appoint a new AG and readjust the distribution of club assignments. In addition to other duties, AGs will visit each club within their assigned region at least quarterly during the Rotary year. The AG visits will include:
  - a. A meeting with the club's President and Secretary
  - b. An assembly with club officers and committee chairs

- c. A report to the whole club at a regular meeting

The AG will also be present for the Official Visit of the DG. The AG will introduce the DG to the club during each Official Visit.

- 12. The DG will officially visit each club, including an address to a regular, special, or joint meeting, during the Rotary year.

### 13. Meetings and Resolutions

- a. District business may be conducted at any properly called and convened meeting or special meeting as defined herein. Meetings can be in person, conducted using telephonic or electronic facilities, or by mail. Such meetings can substitute for "District Conference" wherever used in these bylaws or other District documents. Meetings may be held in conjunction with events such as District Conference, District Training Assembly, PETS, and training seminars where all clubs are invited, provided that proper notice is given.
- b. Special meetings of the District will be called by the DG whenever deemed necessary or within 21 days of receipt of written request to the DG from 10 or more clubs. Such request must be specific about issue(s) for consideration.
- c. A District meeting will be considered "properly called" when the DG sends Notice of Meeting to each club president and to each PDG as follows:
  - i. In person meetings — at least 14 days before the meeting
  - ii. Telephonic or electronic meetings — at least seven days before the meeting
  - iii. By mail — notice is sent at least 14 days before due date of the mail ballot
  - iv. The notice will include the tentative agenda and supportive information and will advise the clubs that they may request that issues be added to the agenda.
- d. Resolutions, except those to amend the bylaws and except those purely courtesy in nature, will be delivered to the DG at least five days before a properly called meeting in order to be considered.
- e. Balloting may be "viva voce" (by vocal assent), written, by mail, or by electronic means as determined by the DG. The District Secretary will plan, control, and validate such balloting.
- f. "Mail," "sent," and similar terms includes U.S. Postal Service, e-mail, teleconference, video conference, or any other widely used and available electronic communication.

- 14. There will be an Advisory Council of Governors as a standing committee of District 7150 for the purpose of advising the DG on issues of concern regarding the District and may be consulted on all aspects of District administration. The IPDG will act as Chair of the Council, unless the Council has selected another PDG to serve in this position (to be approved by the DG). Council members will include PDGs residing in the District (regardless of where they served as DG), the DGE, the DGN, and the DGND. The time, date, and location of meetings will be determined by the Chair of the Council in coordination with the DG.

15. Resolutions to amend these bylaws may be proposed by a club, or district officer, that will deliver a copy to the DG at least 45 days before a properly called business meeting in order to be considered. Resolutions to amend these bylaws may also be made by the DG and be sent to the club Presidents with the Notice of Meeting in order to be considered. Such resolutions to amend these bylaws may be adopted by a majority of delegates present and voting at a properly called meeting.
16. Bylaws history:
  - a. Accepted by unanimous vote on April 25, 2015 at the District 7150 Conference
  - b. Accepted by unanimous vote on April 30, 2016 at the District 7150 Conference
  - c. Accepted by unanimous vote on April 22, 2017 at the District 7150 Conference

