

## 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. The 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. Six 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 Governor's designates 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 completed Governor Nominee Data Form as well as 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 (for Governor's designates) or IPDG (for past presidents). 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 may 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. The current DG will normally be selected for the position of vice governor by the Committee. This position will be for the DGE's year as governor. The committee will confirm that the DG, DGE, and DGN unanimously concur with this selection. If there is unanimous agreement, then the committee will designate the current DG as the VG for the next Rotary year. If there is not unanimous agreement, then the committee chair will entertain nominations of recent PDGs or the current DG from the committee. Upon voting, the Rotarian with most votes will be designated as the VG for the next Rotary year. Throughout these bylaws, should the VG and IPDG be the same person, that person is entitled to only one vote when serving on designated committees.
  - k. Any and all votes for DGND and VG will be conducted by collecting confidential written ballots, with only the candidate's name having the highest vote total being disclosed at the end of each vote (vote totals will not be disclosed).
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 up to two consecutive 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 up to two consecutive 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 that ended on 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 following officials and their trainers: the DG, DGE, DGN and DGND. Other members will be the IPDG and VG, but not their trainers. 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 he or she deems necessary. This committee will normally meet monthly, but at least once each calendar quarter.

9. The District Conference Committee will work with the DG, DGE, DGN, and DGND (hereinafter referred to as the DGXs) to plan and run the annual district conference. This Committee will consist of the DGXs and their trainers, IPDG, and VG. In addition to these district officers, the Committee will have a Chairperson, Treasurer, and one other Rotarian from each of the clubs of the DGXs. The chairperson and treasurer will be appointed by the DGXs in whose year as DG they will serve. The DGXs will appoint the additional person from his or her own club. The DG whose conference is currently being planned will also appoint anyone else to the committee that he or she shall deem to be necessary.
10. 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 DGXs and their trainers, IPDG, VG, 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.
11. The District Finance Committee will consist of the DGXs and their trainers, IPDG, VG, 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. The committee chair may invite non-voting guests to attend a meeting to provide advice, counsel, and additional expertise to the committee members.
  - a. The District 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(s) will be appointed by the Finance Committee, see d. below) within three months of the end of the budget year.
  - b. The District Finance Committee will recommend a proposed budget and any changes to the per capita assessment for the next Rotary year. 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 provide reimbursement for ordinary and necessary expenses for the operations of the District including expenses of District Officers authorized by the approved budget.
  - d. The District Finance Committee will appoint District Auditor(s) to review District finances for the previous Rotary year. The District Auditor(s) will give the DG and the District Finance Committee a Review Report and financial statement for the

previous year to be presented to each club in the District before October 1. This financial statement will be discussed and adopted at the next district meeting to which all clubs are invited to send a representative.

12. The DGND will appoint a recent PDG to serve as his or her district trainer and mentor through the DGND's years as a DGX. If the DGND feels that there are no PDGs available who can adequately fill this role, he or she may select another member of District 7150 who has considerable district experience. A district trainer may serve more than one member of the DGX line concurrently. The DGND may choose his or her own trainer without restriction unless the DG, DGE, and DGN unanimously reject the selection. Should such a unanimous rejection occur, another Rotarian will be selected by the DGND. The specific role and duties of the DGND's trainer will be specified by the DGND.
13. 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

In addition to the regular visits specified above, the AG will be present for the Official Visits of the DG to area clubs. The AG will introduce the DG to the club during each Official Visit.

14. The DG will officially visit each club, including an address, at a regular, special, joint meeting, or other club gathering at a time and date mutually acceptable to the DG and the club during the Rotary year.
15. 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 a meeting specified to be at District Conference wherever such a requirement is 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.
16. 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.
17. 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.
18. 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.
  - d. Accepted by unanimous vote on April 28, 2018 at the District 7150 Conference.