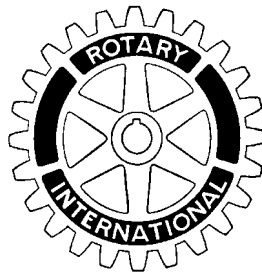


Rotary International District 7330 BYLAWS



Amended 8/21/2010

*In no instance should these bylaws be in conflict with the bylaws of Rotary International.
If such a conflict exists, the Bylaws of Rotary International control.*

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Article I. NAME, OBJECTIVE, MEMBERSHIP

- a) The name of this organization shall be District 7330 of Rotary International (RI).
- b) The object of the organization shall be to provide structure for the clubs assigned to this District by Rotary International through which the District Conference, projects, activities, and support of the Rotary Foundation programs may be conducted.
- c) The membership of the District shall consist of the Rotary Clubs assigned thereto by Rotary International.

Article II. OFFICERS

Section 2.01 **The District Governor (DG)**

- a) Shall be elected annually in such manner as set forth by Rotary International and these bylaws
- b) The District Governor shall be the chief executive officer of the District and shall perform the customary duties of a chairperson and those assigned by Rotary International and these bylaws.

Section 2.02 **The District Secretary/Treasurer DS/T)**

- a) The District Secretary/Treasurer (DS/T) shall be elected for a single three-year term. Election, in the appropriate years, shall be in a like manner as the District Governor.
- b) The DS/T shall not succeed him/herself in office.
- c) The DS/T shall maintain all District records, including financial and conference reports.
- d) The DS/T shall collect all District funds and pay all District obligations under the direction of the Finance Committee.
- e) The DS/T shall be bonded, at District expense, for not less than \$100,000.
- f) The DS/T shall receive an annual honorarium for services rendered as determined by the Finance Committee and approved at the District Assembly, and, in addition, be reimbursed for all expenses of his office, including attendance at Finance Committee meetings and the District Conference, District Assembly and other District-wide meetings.

Section 2.03 **The District Governor-elect (DGE)**

- a) The DGE shall be the designation for the person who will be DG in the next Rotary year.
- b) The DGE shall complete all RI required training while preparing for his/her year as Governor.

Section 2.04 **The District Governor-nominee (DGN)**

- a) Shall follow the DGE in succession

Section 2.05 **The Assistant Governor (AG)**

- a) Each of the four Areas in the district shall be subdivided into groups that are, as much as possible, constructed evenly according to number of clubs and number of Rotarians. See Section 5.01
- b) The District Governor shall appoint a Rotarian to serve as Assistant Governor (AG) for each group of Rotary Clubs. The District Governor may also select additional Assistant Governors-at-large to serve as liaisons to key district committees or for special assignments.
- c) Minimum criteria in selecting AG's shall be:
 - i) *Membership, other than honorary, in good standing in a club in the district for at least three years*

- ii) *Service as president of a club for a full term*
- iii) *Willingness and ability to accept the responsibilities of assistant governor, and potential for future leadership in the district*
- iv) *The AG shall be responsible for assisting the DG in the execution of tasks and duties; for acting as a liaison between clubs and the DG; for interacting with other AG's, committee members, and other district leaders; and for helping to promote club programs and activities, programs within the district, Rotary Foundation and Rotary International activities and programs.*

Section 2.06 Delegate to the Council on Legislation

- a) Two years preceding the Council on Legislation, the District shall elect, at the District Conference, a delegate and at least one alternate. Election shall be by duly designated electors.
- b) In compliance with the provisions of the By-laws of Rotary International, the nominees for the Representative (delegate) and Alternate delegate shall have served a full term as an officer of RI at the time of election.
- c) The Representative on the Rotary International Council on Legislation shall be chosen in accordance with Article VIII of the By-laws of Rotary International.
- d) The delegate will attend to all matters pertaining to the Council on Legislation as defined by RI.

Article III. DISTRICT COMMITTEES

Section 3.01 General

- a) Committees and their leadership shall be named according to the timetable dictated by RI and prior to the District Assembly.
- b) The list of the District Committees and their leadership shall be published in the District Directory.

Section 3.02 Resolutions and By-Laws Committee

- a) The District Governor shall annually appoint a Resolutions and By-Laws Committee of five members. At least one member shall be a Past District Governor and one member shall be the most recent elected delegate to the Council on Legislation or the person selected to be a delegate at the next Council. The most immediate Past District Governor, serving on this Committee, shall become the Chairperson.
- b) The Committee shall entertain and prepare appropriate resolutions and District By-Laws revisions for action by the District at its annual conference. All resolutions and suggested By-Laws revisions must be forwarded ninety (90) days in advance to the Chairperson of the Resolutions and By-Laws Committee ninety (90) days in advance prior to the annual District Conference.
- c) The Committee shall provide the resolution/revisions to the Clubs at least thirty (30) days prior to the Conference.
- d) The Committee may also prepare such proposed resolutions and enactments for the District Conference to consider for presentation to the Council on Legislation of Rotary International.

Section 3.03 Finance Committee

- a) The District Finance Committee shall manage the District's financial affairs, including the collection and disbursements of District funds as required. It shall consist of the three immediate Past District Governors (the most recent to serve as chairperson) and two Rotarians that are past club presidents.
- b) This Committee shall supervise and direct the work of the District Treasurer to whom it may delegate all necessary powers and duties.
- c) The Committee shall provide such guidance to the DS/T as it deems proper.
- d) The Committee shall be bonded jointly and individually for \$100,000.00 at District expense.
- e) All bank accounts used for District business must be approved of by the DS/T, the Finance Committee and with the knowledge of the DG.
- f) The District Governor shall not vote on any actions taken by the Committee.
- g) The electors at each annual District Conference shall elect one Rotarian for a two-year term. Each elected member of the Finance Committee will serve staggered terms to assure continuity.

- h) Nominations will be requested in the same manner as used for soliciting nominations for the Nominating Committee. This Committee shall supervise and direct the work of the District Treasurer to whom it may delegate all necessary powers and duties. The District Governor shall not participate in any actions taken by the Committee.
- i) The Committee shall meet annually meet prior to February 1. It may be convened specially at the call of the chairperson, District Governor or District Secretary-/Treasurer.
- j) The Committee may from time to time recommend to the annual Conference that the DG plans to secure funds to carry on the business of the District.
- k) The Committee shall receive from the Secretary/Treasurer an annual financial report and shall deliver it to the District Conference.
- l) The Committee shall prepare and adopt a budget for the next succeeding year, which shall be presented to The District Assembly for approval by 3/4ths of the incoming presidents present.

Section 3.04 **Audit Committee**

- a) The governor must provide an annual statement and report of the district finances, which has been independently reviewed by a qualified accountant, to each club in the district within three months of the completion of the governor's year in office. It may be reviewed either by a qualified accountant or by a district audit committee as may be decided by the district conference.
- b) If an audit committee approach is selected, then it must:
 - i) *Be composed of at least three members;*
 - ii) *Have all the members be active Rotarians;*
 - iii) *Have at least one member who is a past governor or a person with audit experience;*
 - iv) *Not allow the following to serve on the audit Committee for the year in which they serve in these positions: governor, treasurer, signatories of district bank accounts, and members of the finance Committee; and*
 - v) *Have the members selected by the district in accordance with the procedures established by the district.*
- c) This annual statement and report shall include but not be limited to details of:
 - i) *All sources of the district's funds (RI, The Rotary Foundation, district and club);*
 - ii) *All funds received by or on behalf of the district from fundraising activities;*
 - iii) *Grants received from The Rotary Foundation or funds of The Rotary Foundation designated by the district for use;*
 - iv) *All financial transactions of district committees;*
 - v) *All financial transactions of the governor by or on behalf of the district;*
 - vi) *All expenditures of the district's funds; and*
 - vii) *All funds received by the governor from RI.*
- d) The annual statement and report shall be presented for discussion and adoption at the next district meeting to which all clubs are entitled to send a representative and for which 30 days notice has been given that the statement and report of district finances will be presented. If no such district meeting is held, the statement and report shall be presented for discussion and adoption at the next district conference.

Section 3.05 **District Service Fund Committee**

- a) The District Governor shall, if needed, appoint a committee of not less than four Rotarians, designating one as Chairperson, who will plan and carry out any District wide service projects. The District Governor shall be an ex officio member of this Committee.
- b) The Committee shall undertake only those projects approved by the District Governor and the Finance Committee.

- c) When authorized by the District Governor, a separate service fund shall be established and maintained by the Secretary/Treasurer. Such fund shall be administered by the Service Fund Committee, which may develop these resources by memorial or other activities.
- d) The Committee shall annually account to the District Conference for its financial and service activities.

Section 3.06 Youth Exchange Committee

- a) The District Governor shall appoint a Chairperson.
- b) The Youth Exchange Committee is responsible to assure that District 7330 is in compliance with all required regulations for youth exchange programs by RI, US Dept. of State and ESSEX (Eastern States Student Exchange, the multi-district District organization of which District 7330 is a member
- c) It shall have the responsibility to assist clubs with Youth Exchange matters.
- d) The Youth Exchange Committee shall meet at least twice per year and at least once with the District Governor.
- e) The Youth Exchange Committee shall provide the DS/T with a financial report within sixty (60) days of the end of the Rotary year.
- f) The Committee shall promote Youth Exchange activities throughout the District.

Section 3.07 Interact Committee

- a) The District Governor shall appoint a chairperson.
- b) This Committee shall administer the District 7330 Interact Program and encourage the expansion of Interact.
- c) Provide any other appropriate activity that will promote and strengthen the Interact movement.

Section 3.08 Rotaract Committee

- a) The District Governor shall appoint a chairperson.
- b) This Committee shall administer the District 7330 Rotaract Program and encourage the expansion of Rotaract.
- c) Provide any other appropriate activity that will promote and strengthen the Rotaract movement.

Section 3.09 Rotary Youth Leadership Awards (RYLA)

- a) The District Governor shall appoint a chairperson to enlist clubs to host the RYLA and coordinate RYLA activities.
- b) The club chosen will be responsible for hosting the RYLA for two years.
- c) This Committee shall organize and operate an annual leadership-training program for District 7330 high school students selected by the clubs.
- d) Select a conference site and arrange an appropriate week to conduct the Leadership Conference.
- e) Prepare a program and training material for the conference.
- f) Prepare a conference budget and establish fees to provide the necessary funds for this program.
- g) Select staff and provide training for them.
- h) Communicate with the clubs to secure and sponsor students to attend the Leadership Conference and oversee the operation of the Conference.
- i) Evaluate the Leadership Conference each year and make recommendation for improvements.

Section 3.10 District Conference Site Selection Committee

- a) Refer to RI By-laws (15.040.2)

Section 3.11 District Conference Committee

- a) At the request of a Club, the District Governor shall appoint a District Conference Coordinator to provide assistance, as needed, to the District Governor and the conference host club in planning and conducting the District Conference.
- b) A District Governor Nominee's home club will have the option to request District assistance to conduct a conference.

- c) If conference assistance support is requested, the current District Governor shall appoint a five-member committee, including a Chairman, from Clubs within the Area of the club requesting assistance.
- d) The Committee will immediately organize and remain active until the conference is held.

Section 3.12 District Trainer (DT)

- a) The District Governor-elect shall appoint a District Trainer to develop and help to conduct all major District training meetings.
- b) Duties and responsibilities include assisting the District Governor and District Governor elect in developing and conducting District training and planning meetings, including: District Leadership Training Seminar/Meeting, Presidents Elect Training Seminar, District Assembly, and other sessions and meetings as may be needed.

Section 3.13 District Technology Committee

- a) The District Governor shall appoint a District Technology Committee to create awareness through the use of technology and thus further enhance the ability to communicate with and to educate Rotarians.
- b) The Committee shall consist of members appointed by the Governor.

Section 3.14 District Strategic Planning Committee

- a) The District Strategic Planning Committee shall be appointed by the District Governor. In addition, the District Governor, the District Governor-Elect, the District Governor-Nominee, the District Governor-Nominee Designate and the immediate Past District Governor shall be members of the Committee.
- b) The Chair of the Committee shall be appointed by the District Governor.
- c) The purpose of the Committee shall be to study issues and topics and to prepare recommendations for the District Governor. The recommendations shall be in the form requested by the District Governor and shall be submitted in accordance with a timetable established by the District Governor. The issues and topics to be studied shall be selected by the District Governor.
- d) To the extent it does not interfere with assignments made by the District Governor, the members of the Committee, including ex officio members, may study other issues and topics which are selected by them and approved by the Committee Chair and prepare recommendations for the District Governor.
- e) The Committee will meet at least once a year.

Article IV. DISTRICT ROTARY FOUNDATION

Section 4.01 District Rotary Foundation Committee

- a) The District Rotary Foundation Committee shall consist of:
 - i) *Chairperson (DRFC) - will be selected by the members of the Committee from the PDG's on the Committee to serve a single three (3) year term. The Chairperson cannot succeed his/her self.*
 - ii) *The District Governor,*
 - iii) *The District Governor-elect,*
 - iv) *The District Governor Nominee,*
 - v) *Two (2) Past District Governors to be appointed by the DG.*
 - vi) *Each year the DG shall appoint two (2) PDG's to serve for a one (1) year term.*
 - vii) *The District Governor may, at his/her discretion appoint one (1) or two (2) Rotarians-at-large to serve on the Committee.*

- b) The Committee shall assist the DG in educating, motivating and inspiring Rotarians to participate in Foundation programs and fundraising activities within the District;
- c) The Chair shall serve as the liaison between The Rotary Foundation and Rotarians in the District;
- d) The Committee shall allocate and distribute District Designated Funds (DDF).
- e) The DG shall appoint other Foundation committees as directed by RI or as deemed appropriate.

Section 4.02 **District Grants Subcommittee Chair (DGSC)**

- a) The District Grants Chair shall be appointed by the District Governor and shall:
- b) Assist clubs in developing international service projects and inform the clubs of the Foundation grants that can help them;
- c) Collaborate with members of the District Rotary Foundation Committee to determine the allocation and distribution of District Designated Funds;
- d) Work with club and District officers to ensure the full utilization of all DDF,
- e) Maintain accurate records of DDF allocations and grant approvals;
- f) Provide information and training to Rotary clubs that will enhance their ability to successfully apply for grant funds from The Rotary Foundation;
- g) Encourage the highest levels of stewardship of Foundation funds;
- h) Promote the timely submission of required reports for all approved grants to the Foundation;
- i) Review all grant applications sponsored by member clubs or the District and certify that all applications are complete, eligible, and accurate prior to their submission to The Rotary Foundation.

Section 4.03 **District Scholarship Committee**

- a) The DG will select the chairperson.
- b) The Committee will:
 - i) *Solicit and select candidates for Rotary Scholarships.*
 - ii) *Provide supports and counseling for Rotary Scholar assigned to District 7330.*
 - iii) *Provide all necessary administrative support to the program.*

Section 4.04 **Group Study Exchange (GSE)**

- a) This Committee shall consist of twelve (12) Rotarians, three from each of the four Areas of the District (see the District Directory) and a Chair.
- b) Each Rotarian selected should expect to serve a three-year term in a staggered manner.
- c) Each year, the DG shall appoint four Rotarians to the Committee, fill any vacancies and name the Chair.

Article V. ELECTIONS

Section 5.01 **Partition**

- a) The District shall be divided into four geographical Areas that shall be as nearly equal in membership as possible. The District Governor shall annually review the alignment of clubs prior to the District Conference to assure such uniformity.
- b) These Areas will be used by any committee that needs to subdivide the District for administrative purposes.
- c) Where realignment is required, the District Governor and the two immediate Past District Governors shall together make the change.
- d) These four Areas will be used by all committees when it is deemed necessary to subdivide the District for administrative purposes.

Section 5.02 **Credentials and Elections Committee**

- a) The District Governor shall appoint a Credentials and Elections Committee. The chairperson shall be a Past District Governor.
- b) It shall be the duty of the Credentials and Elections Committee in cooperation with the District Governor, to provide the proper forms to all clubs, at least thirty (30) days in advance of the District

Conference, upon which clubs may certify club members who will represent the club as electors at the District Conference.

- c) The Credentials and Elections Committee shall receive club credentials reports at the Conference and shall report the District Governor and the Conference Secretary, the number of electors present and voting for each Club.
- d) It shall be the duty of the Credentials and Elections Committee to prepare ballots, to conduct balloting during the District Conference, to count ballots on all questions, and to report the results to the District Governor and the conference Secretary.

Section 5.03 **Electors and Voting**

- a) Voting on the selection of the Nominating Committee, the election of members of the District Finance Committee and amendment to these By-laws shall be by qualified electors from each club
- b) The number of electors for each club shall be computed on a basis of one vote for each 25 members or major portion thereof, as determined by the most recent semiannual payment to Rotary International.
- c) A club with an outstanding indebtedness to RI for more than six months will be excluded from voting.

Section 5.04 **Nominating Committee**

- a) The Nominating Committee shall consist of five voting members: four members who are past club presidents and not Past District Governors and who are elected at the District Conference and a chairperson who is the immediate Past District Governor
- b) The DGE, the DGN and a PDG selected by the DG shall be present and participate in the selection process except they shall not be allowed to cast a vote.
- c) The Nominating Committee will interview and nominate individuals, from a group of applicants, the District Governor nominee, when needed, the District Secretary/Treasurer nominee and the Delegate to the Council on Legislation (and Alternate).
- d) The District Governor shall, at least 30 days prior to the District Conference, issue a call to every club for nominations for members of the Nominating Committee. Such nominations are to be presented on the floor of the District Conference.
- e) An election shall be held at each District Conference. At least two nominees shall be proposed from each area.
- f) No person, other than the Chairperson, shall succeed their self nor be eligible for re-election to except after a lapse of two years.
- g) One member of the Nominating Committee shall be elected from each Area.
- h) One alternate member shall be selected from each Area.
- i) No club shall have elected representation on the Nominating Committee two years in succession. Appointment of alternates shall be made from clubs not having served on the Nomination Committee the previous year.
- j) The immediate Past District Governor will chair the Committee.
- k) In the event that the immediate Past District Governor cannot serve at the prescribed meeting time, the District Governor shall appoint another Past District Governor to chair that Committee at that time.
- l) Each member shall serve for one year, with the exception of the chairperson, who could be asked to serve under the herein-prescribed circumstances.
- m) In the event of a vacancy, the alternate in the respective Area shall be appointed to serve on the Committee.
- n) If a vacancy remains unfilled at the time the Committee meets, the District Governor may appoint a replacement without restriction.
- o) At such time when nominations for Governor Nominee are received, if a member of the Nominating Committee is a member of the same club as a Governor Nominee candidate, then the elected member of the Committee must defer to the alternate member selected at the District conference.
- p) If the alternate member of the Committee brings about a similar situation, then the chairman must give notice to the District Governor, and the District Governor shall appoint a qualified member from the same area of the District to serve on the Committee.

Section 5.05 **Nomination and Election of the District Governor**

- a) The district shall select a nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The RI board shall have the authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly. Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year following election.
- b) On or before September 1, the District Governor shall notify all Clubs to submit to the District Governor, on or before November 1, names of candidates for District Governor and, in those appropriate years, candidates for District Secretary/Treasurer.
- c) Clubs submitting proposals for candidates for District Governor shall accompany such proposal with a copy of a resolution endorsing the proposal, adopted by the club at a regular meeting thereof, and a resume of a candidate's Rotary, vocational and community activities for consideration by the Nominating Committee.
- d) The Nominating Committee shall meet no earlier than the second Sunday in November and no later than the second Sunday in December to interview candidates for DGN, and select a nominee, or nominees, so as to insure that the office is filled for the next three Rotary years, and to select the DS/T when required.
- e) The Committee and all candidates shall follow the procedures prescribed by Rotary International.
- f) If more than one nominee is required to be selected to meet the three-year requirement, then each club will be notified in the initial request letter seeking candidates. A Club will have the opportunity to specify the Rotary year (or years) for which their candidate is to be considered.
- g) If necessary, a second meeting of the Nominating Committee will be scheduled after January 15 in order to take the needed steps to satisfy the three-year requirement.
- h) The Committee shall interview all candidates.
- i) The Committee is not confined to candidates proposed by the Clubs, but may actively seek qualified persons.
- j) The chair of the nominating committee shall notify the governor of their decision within 24 hours after the adjournment of the nominating committee. Within 72 hours, the governor must then publish by letter, email or fax to the clubs in the district the name and club the nominee. .
 - i) *The Governor will allow no more than 14 days time for clubs to file resolutions proposing a challenging candidate.*
 - ii) *Clubs in existence for at least one year as of the beginning of the Rotary year may propose a challenging candidate, provided the club had previously suggested the candidate to the nominating committee.*
 - iii) *Challenges must be in the form of resolutions passed at a regular meeting.*
 - iv) *The governor determines if they are valid.*
 - v) *The governor must notify all clubs in the district within seven days following the deadline when a valid challenging nomination has been received by the deadline. In addition to the name and qualifications of each candidate, the notification also includes the names of the challenging and concurring clubs.*
 - vi) *In a ballot-by-mail, the ballot sent to clubs shall be signed by all balloting committee members.*
 - vii) *Clubs may designate a proxy for any absent electors for voting at a district conference, with the consent of the governor.*
- k) In the event a challenge has been proposed as specified above, the Governor shall inform all clubs through a form prescribed by RI of the name of any challenging candidate and inquire whether any club wishes to concur with this challenge. To do so, a club must file with the Governor, delivered in person, or postmarked no later than January 25, a resolution of the club, adopted at a regular meeting thereof, concurring with any challenge. Challenges must be joined by five other clubs or 10 percent

of the total number of clubs in the District at the beginning of the Rotary year (whichever is greater) to be considered valid.

- l) If, by January 25, the District Governor has received no additional names, the District Governor shall declare the selection or selections of the Nominating Committee to the District Governor Nominee (and/or Secretary/Treasurer Nominee) for the designated year (or years).
- m) If a club has duly proposed an additional candidate, an election shall be held at the District Conference, or by mail ballot, as prescribed by Rotary International.
- n) In the event a vacancy occurs in the position of any District Governor Nominee after the Nominating Committee has completed its duties according to the time schedule herein provided, but at least one month prior to the District Conference, the Nominating Committee shall nonetheless resume its function to seek and propose the best available candidate to fill the vacancy. Its procedure shall include an invitation to all clubs for proposals for District Governor, a reasonable interview and review procedure, and a selection to be recommended to the next District Conference. There upon an election to fill the vacancy shall be held, after first permitting additional nominations of qualified candidates from the floor. If there is not an intervening District Conference and there is time to conduct a notification and routine election by mail, that normal process shall be pursued. If, in the judgment of the District Governor, the time is too short for normal procedures to be followed, the Nominating Committee shall designate a new District Governor Nominee, who is then or has been interviewed, and that nominee shall be presented to the clubs for confirmation by a simple majority of the clubs responding.

Section 5.06 Nomination and Election of the District Secretary/Treasurer

- a) The District Secretary/Treasurer (DS/T) shall be elected for a single three-year term.
- b) Selection, in the appropriate years, shall be in a like manner as the District Governor.

Section 5.07 Nomination and Election of the Delegate to the Council on Legislation

- a) The District shall complete the selection of a Delegate to the Council and an alternate Delegate, including any challenges and a resulting election, in the year two years preceding the council.
- b) The Nominating Committee procedure shall be based on the Nominating Committee procedure used for District Governors.
- c) In compliance with the provisions of the By-laws of Rotary International, the nominees for the Representative (delegate) and Alternate delegate shall have served a full term as an officer of RI at the time of election.
- d) The Representative on the Rotary International Council on Legislation shall be chosen in accordance with Article VIII of the By-laws of Rotary International.
- e) Their respective clubs, on an official Rotary application, must make the nomination for the delegate to the Council on Legislation. The nomination letter must include the signatures of the club president and club secretary and be mailed to the District Secretary at least 45 days prior to the District Conference or as otherwise instructed.
- f) The Representative to the Council on Legislation shall secure from the Rotary Clubs in the District opinions on the proposed enactments and resolutions to be considered by the Council on Legislation, and shall prepare a summary of such proposals.
- g) Legislation proposed by either a club or by action taken at the District conference must be voted upon to secure endorsement by the members attending the conference. All legislation delivered to the general secretary shall be accompanied by a certificate from the Governor stating that it has been considered by the District conference and whether it has been endorsed. The Representative on the Rotary International Council on Legislation shall be chosen in accordance with Article VIII of the By-laws of Rotary International.
- h) Their respective clubs, on an official Rotary application, must make the nomination for the delegate to the Council on Legislation. The nomination letter must include the signatures of the club president and club secretary and be mailed to the District Secretary at least 45 days prior to the District Conference or as otherwise instructed.

Article VI. DISTRICT MEETINGS

Section 6.01 **THE DISTRICT CONFERENCE**

- a) Authorization: The District Governor shall arrange for and preside over a Conference of Rotarians in the District, as prescribed by Rotary International.
- b) Program Requirements
 - i) *The District Governor shall, whenever possible, include Rotary Foundation recipients on the program.*
 - ii) *A memorial service for departed Rotarians shall be included in the program at each Conference.*
 - iii) *The District Governor shall host the Past District Governors, Rotary International Presidents Representative, District Secretary/Treasurer and District Governor Nominee at a special event prior to the opening of the annual District Conference.*
 - iv) *The content and programming of the Conference will conform to RI directives.*
- c) Voting
 - i) *Every active member in good standing of a Club in the District, who is present at the Conference, shall be entitled to a vote upon all matters submitted to a vote at the Conference, except the selection of the Nominee for District Governor, the composition and terms of reference of Nominating Committee for the District Governor, the election of members of the Finance Committee, and amendment of these By-laws. Any elector shall have the right to demand a poll upon any matter presented to the Conference, in which event the voting shall be restricted to electors.*
 - ii) *If a vote is necessary to select a Governor nominee, all votes cast by electors from a single club must be cast for the same candidate.*
- d) Procedure
 - i) *Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not otherwise specifically covered.*
 - ii) *These Rules of Order shall not be suspended, added to, or amended except by a two-thirds (2/3) vote of those present and entitled to vote*
- e) Conference Report
 - i) *A copy of the Conference minutes, program and other records, including a financial report of the receipts and expenditures at the Conference, shall be filed by the Conference Secretary and Treasurer with the District Secretary/ Treasurer.*
 - ii) *The District Conference Host Committee shall be required to submit a Financial Statement of the District Conference to the District Governor and District Secretary/Treasurer, and to be available to the clubs no later than October 1, following the conference.*

Section 6.02 **THE PRESIDENTS-ELECT TRAINING SESSION (PETS)**

- a) The District Trainer shall arrange the PETS at the direction of the District Governor-elect.
- b) The PETS may be a single or multiple District event at the discretion of the District Governor-elect.
- c) The District Fund shall be financed by all clubs in the district by way of a per capita levy on the members of those clubs. The amount of the levy shall be decided at the district conference by a majority of the electors present and voting.
- d) The Club President-elect nominee is also strongly encouraged to attend the PETS, at the expense of the Club, as this promotes continuity.
- e) If the President-elect is unable to meet the commitment to attend PETS, a Club representative must attend with the prior approval of the DGE.
- f) The PETS will conform to the requirements of RI for that program.

Section 6.03 **THE DISTRICT ASSEMBLY**

- a) The District Trainer shall arrange the District Assembly at the direction of the District Governor-elect.
- b) The District Assembly shall involve as many of the clubs and as many of the club officers and committee chairs as possible.
- c) The individual clubs may be billed directly for the attendance of their members.
- d) The District Assembly will provide a forum for the consideration of the District budget.
- e) The District Assembly will conform to the requirements of RI for that program.

Article VII. DISTRICT FINANCES

Section 7.01 **District Assessment**

- a) Each club shall pay to, and for the use of the District, a per capita assessment as determined by the District Finance Committee and approved at the District Conference. The method of payment will be on a semi-annual basis. The club's membership reported to the District Governor on the attendance reports for the periods June 30th and December 31st shall be used by the District Secretary Treasurer to compute the assessment notices. Payments should be made within 30 days of the receipt of these notices.

Section 7.02 **District Governor (DG)**

- a) The DG shall receive such sums as determined by the Finance Committee, and approved at the District Assembly, they shall not exceed the amounts budgeted.
- b) The reimbursed expense categories will be paid only upon submission of paid receipts to the DS/T.
- c) The general expense category will be paid without an accounting for actual expenses paid.
- d) Fifty per cent of the general expense category will be paid by October 1 and the remaining fifty per cent by February 1st by the District Secretary/Treasurer.
- e) Attendance at the Zone Institute is a reimbursable expense.

Section 7.03 **District Governor Elect (DGE)**

- a) The DGE shall receive such sums as determined by the Finance Committee and approved at the District Assembly. They shall not exceed the amounts budgeted.
- b) The reimbursed expense categories will be paid upon submission of paid receipts to the District Secretary/Treasurer.
- c) The general expense category will be paid without accounting for actual expenses paid.
- d) Fifty per cent of the general expense category will be paid by October 1 and the remaining fifty per cent by February 1st by the District Secretary/ Treasurer.
- e) Attendance at the Governor-elect Training Seminar (GETS) and Zone Institute is a reimbursable expense.
- f) District Governor Nominee (DGN)
- g) The DGN shall receive such sums as determined by the Finance Committee and approved at the District Assembly. They shall not exceed the amounts budgeted.
- h) The reimbursed expense categories will be paid upon submission of paid receipts to the District Secretary/Treasurer.

Section 7.04 **Assistant Governor (AG)**

- a) The AG's shall receive such sums as determined by the Finance Committee and approved at the District Assembly. They shall not exceed the amounts budgeted.
- b) The general expense category will be paid without accounting for actual expenses paid upon approval by the DG.
- c) District Secretary/Treasurer (DS/T)
- d) The DS/T shall receive an annual honorarium for services rendered as determined by the Finance Committee and approved at the District Assembly.
- e) The DS/T will be reimbursed for all expenses of the office, including attendance at Finance Committee meetings and the District Conference, District Assembly and other District-wide meetings.
- f) District Trainer (DT)

- g) The DT shall receive such sums as determined by the Finance Committee and approved at the District Assembly. They shall not exceed the amounts budgeted.
- h) The DT will be reimbursed for all expenses of the office.
- i) Attendance at the Zone Institute is a reimbursable expense.

Section 7.05 **Delegate to the Council on Legislation**

- a) The Delegate shall receive such sums as determined by the Finance Committee and approved at the District Assembly. He/she shall not exceed the amounts budgeted.
- b) The Delegate will be reimbursed for all expenses of the office not covered by RI.

Article VIII. RECORDER of RESOLUTIONS

- a) The District's Recorder of Resolutions shall be the District Secretary.
- b) The Recorder of Resolutions shall be responsible for the preservation of all resolutions adopted and shall furnish each District Governor Elect, District Governor Nominees to all District Officers, and other Rotarians desiring them, copies of all resolutions under which the District is being operated at the time.
- c) The Recorder of Resolutions shall submit a copy of the resolutions and By-laws to the District Governor Elect to be published in his Directory, or separately.

Article IX. USE OF LIST OF CLUBS AND MEMBERS

- a) Rotarians of District 7330 shall not use list or directories of the Clubs, Members, Club Officers, Interact Clubs, Interact Members, RYLA or Alumni or any persons involved in work of any District Committee; or furnish them to, or make it possible for anyone else to use them as a commercial mailing list, or for any other direct mailing not related to the specific duties of the respective Rotary District Committee or directly related to a Rotary function. In connection with any other matter whatsoever, the individual shall first submit the proposal to the respective District Committee, or if not specifically related to a committee, then to the District Governor for approval before using said directories or list.
- b) The authority of this resolution does not in any way prohibit the Clubs of District 7330 from using their own rosters as they see fit.

Article X. AMENDMENTS

Section 10.01 **Amendment Procedure**

- a) These articles may be amended or altered by a majority vote of the electors present and voting at the annual District Conference.
- b) Any proposed amendments to the By-laws must be submitted to the Chairman of the Resolutions Committee and the District Governor no less than ninety (90) days prior to the District Conference. The District Governor shall send to all clubs the proposed amendments to the By-laws thirty (30) days prior to the District Conference.

Article XI. Amended XXXXXXXX