

## Bylaws of Rotary International District 5610

### Article I – Name, Purpose, Commitment, and Membership

**Section 1:** The name of the organization shall be District 5610 of Rotary International.

**Section 2:** The administration of Rotary International policies is the purpose of the district. It shall exist solely to help individual Rotary clubs advance the objects of Rotary in accordance with Rotary International Bylaws, Roberts Rules of Order, and the Rotary International Manual of Procedure.

**Section 3:** District 5610 shall be committed to support the Rotary Foundation and its programs.

**Section 4:** The district's membership shall consist of the Rotary clubs assigned by Rotary International.

### Article II – Officers

**Section 1: District Governor** – The District Governor is an officer of Rotary International, functioning under the supervision of the Rotary International Board of Directors. The District Governor is charged with the duty of furthering the objectives of Rotary International while supervising the clubs in the district. The District Governor shall be responsible for the following activities in the District:

- (a) organizing new clubs
- (b) strengthening existing clubs
- (c) planning for and presiding at the district conference, District Leadership meetings, and assisting the District Governor-Elect in planning and preparing the president-elect training seminar (PETS), District Assembly, and District Team Training Seminar
- (d) personally visiting every club as early in the year as possible, and preferably during the first six months
- (e) issuing a monthly newsletter via the website
- (f) reporting promptly to RI as may be required by the President or the board
- (g) supplying to the District Governor-Elect, prior to the International Assembly, full information as to the condition of clubs
- (h) transferring the continuing district files to the District Governor-Elect
- (i) performing such other duties as are inherent as an officer of Rotary International.

**Section 2: District Governor-Elect** – The District Governor Nominee shall become the District Governor-Elect in accordance with Rotary International Bylaws and Manual of Procedure as amended at the beginning of the fiscal year proceeding the year in which he/she will become District Governor.

- (a) The District Governor-Elect shall plan and develop, in coordination with the District Governor, the PETS program for the club president-elects who will serve as presidents during his/her term as District Governor.
- (b) The District Governor-Elect shall plan and conduct, in cooperation with the District Governor, a District Assembly, within the requirements of the Rotary International Bylaws and Manual of Procedure as amended.
- (c) The District Governor-Elect shall prepare a District Directory which shall be available for distribution by the date he/she assumes office as District Governor.
- (d) The District Governor-Elect shall actively participate in all aspects of the District's activities insofar as possible to prepare for leadership as District Governor.

**Section 3: District Governor Nominee** – The District Governor Nominee is selected by the district’s nominating committee of Past District Governors which is to include the immediate Past District Governor. He/she is to be selected no more than 30 months but not less than 24 months prior to the day of taking office as District Governor.

- (a) The District Governor Nominee shall assist the District Governor-Elect with the planning and development of the president-elect training seminar (PETS).
- (b) The District Governor Nominee shall actively participate in all aspects of the District’s activities insofar as possible to prepare for the District Governorship.

**Section 4: Assistant Governors** – Assistant Governors will assist the Governor in accordance with the District Leadership Plan. The District Governor may delegate such duties to the Assistant Governors as she/he may desire so long as they are consistent with the District Leadership Plan, Rotary International Bylaws, and the Manual of Procedure.

- (a) Assistant Governors will attend their respective PETS meeting, and implement a PETS workshop for president-elects of their respective areas who failed to attend PETS.
- (b) Assistant Governors will endeavor to be present at their respective area clubs when the District Governor makes his/her official visitation.
- (c) Assistant Governors are a part of the district leadership team. As such, they will be present at the district conference District Leadership Meeting as well as the mid-winter District Assembly.
- (d) Assistant Governors will serve as a liaison between the Governor and clubs within their areas with regard to problems, questions, and the collecting of dues, reports, etc.

**Section 5: District Treasurer** – The District Treasurer shall be a PDG and appointed by the District Governor and shall serve for the term of the District Governor.

- (a) The Treasurer shall oversee the collection of all district funds and the payment of all district obligations.
- (b) The Treasurer oversees the maintaining of all district financial records.
- (c) The Treasurer shall assist the District Governor in making financial reports to Rotary International.
- (d) The Treasurer shall oversee the production of a quarterly report to compare actual expenses against the budget; such report to be supported by a schedule of unpaid dues and other district bills. The report will be provided to the District Governor and the Chair of the Finance Committee not later than the end of the month following the end of the quarter.
- (e) The Treasurer shall procure an annual audit as required, and see to it that District tax work is prepared in a timely manner.
- (f) The Treasurer shall be responsible for the purchase of a ¼ carat ruby District Governor’s pin as a token of the District’s appreciation. It is to be presented at the successful completion of the District Governor’s term.

**Section 6: District Representative to the Council on Legislation** – The Representative and an Alternate shall be elected by the District Conference in the Rotary year two years preceding the year in which the Council On Legislation is to meet. The election shall be held in accordance with the Bylaws of Rotary International. The Representative and Alternate shall be, as required by Rotary International, a present or past officer of District 5610. On the year in which the Council on Legislation and the Zone Nominating Committee for RI Director meets, the Council on Legislation Delegate will be the Nominating Committee Delegate. The Representative shall make a report at the District Conference following the Council meeting on the essential results of the Council on Legislation.

**Section 7: The Executive Director** – The primary duties of the Executive Director will be to take minutes at district leadership meetings including the District Conference and one PETS meeting. The Executive Director will also assist the District Governor in maintaining a district database. The Executive Director will work with the Treasurer by billing clubs, receiving dues and bills, and writing checks to submit to the treasurer for signing. In effect, a system of checks and balances will monitor district spending. Other duties will include monitoring the District website and posting the Governor’s newsletter, maintaining a calendar of events, and recording club attendance reports. It is the intention of District leadership to pay the Executive Director an honorarium.

### **Article III – Committees**

**Section 1: General** – The terms of office for all committee members begins on July 1<sup>st</sup>. A list of all committees shall be posted on the website and printed in the annual District Directory. It will be sent to all club secretaries, district officers, and Past District Governors in the District.

**Section 2: District Leadership Committee** – The District Leadership Committee shall be composed of all Past District Governors living within District 5610, Assistant Governors, and District Officers. The Council shall be called and directed by the District Governor at least twice each year. The Leadership Committee shall act in an advisory capacity to the District Governor and his/her administration. The authority and/or the responsibility of the District Governor shall not be impaired or impeded by the advice or actions of the Leadership Committee.

**Section 3: Finance Committee** – The Finance Committee shall be composed of the current District Governor as a non-voting adviser, The District Treasurer, The District Governor-Elect, and three Past District Governors living within the District. The immediate Past District Governor living within District 5610 shall serve as chairperson. The Finance Committee shall prepare the District Budget in coordination with the District Governor-Elect for approval at the District Conference. This proposed budget shall be in the possession of all club presidents, Past District Governors, Assistant Governors, and officers 30 days prior to the District Convention. They will monitor the income and expenses during the year based upon information provided by the District Treasurer in quarterly reports as listed in article II, Section 5(d) of these bylaws. The budget prepared by the District Governor-Elect and Finance Committee will project total income in excess or equivalent of total expenditures.

**Section 4: Nominating Committee** – The nominating committee shall be composed of the three most recent available Past District Governors living within District 5610. The immediate Past District Governor shall serve as the Chair. This committee shall review nominations

for District Governor and Representative to the Council on Legislation.

- (a) The Nominating Committee shall meet at the call of the Chair.
- (b) After review, the Committee shall make a recommendation for final selection to the District Conference.
- (c) All nominations shall be made in accordance with the Rotary International Bylaws and the Manuel of Procedure as amended.

**Section 5: Additional Committees** – Any additional committees shall be created and/or continued at the discretion of the District Governor with advice and guidance of the District leadership Committee.

## **Article IV – Voting**

**Section 1: Voting at District Conference or District Assembly** – All voting at the District Conference or District Assembly shall be done in accordance with the Bylaws of Rotary International and the Manual of Procedure as amended.

**Section 2: Electronic Voting** – Except with regard to voting on Amendments to these Bylaws, and except as otherwise specifically required by the Bylaws of Rotary International or the Manual of Procedure, the Rotary Clubs of District 5610 may approve, reject, endorse, resolve, or ratify with voting by electronic mail, facsimile, or telephone on any action that could be considered by the District in person or by mail. In such circumstances, the District Governor shall distribute copies of the proposal electronically to each Club for consideration and post the matter on the District website and then allow 14 calendar days for consideration, discussion, and voting on the proposal. A Rotary Club may change its vote until the 15<sup>th</sup> day at which time all votes cast shall become final. A proposal shall be adopted if approved by a majority of the Rotary Clubs voting. No motion to table shall be in order for a proposal pending electronic voting.

**Section 3:** Each Rotary Club shall designate at least one electronic mail address for receipt of Rotary information electronically by the Club. Each Club President is encouraged to maintain an electronic mail address for receipt of Rotary information.

## **Article V – Finances**

**Section 1: Annual Finances** –

- (a) Each club in the District shall pay to the District Treasurer a semi-annual per member assessment of \$10.00.
- (b) All dues and assessments will be based upon the membership reported as of June 30<sup>th</sup> of the preceding Rotary Year.
- (c) Each club will pay \$10.00 per member for the District Conference.
- (d) Dues and Assessments are due and payable within 30 days of receipt of the bill from the District Treasurer or his/her representative.

**Section 2: Funds** –

- (a) The Finance Committee shall invest reserve funds in a financial institution whose deposits are insured by an agency of the United States Government.
- (b) The expenditure of reserve funds must be authorized by the District Leadership Committee. This said committee is to be called to meet by the District Governor. The meeting will be conducted by the Chair of the Finance Committee. Notice and details of any proposed expenditures from reserve funds must be provided to committee members 30 days in advance of the meeting. A majority must vote in support of a proposal to approve expenditures.
- (c) The District Treasurer shall maintain a checking account (Operating Funds) in a bank whose deposits are insured by an agency of the United States government. All operating funds belonging to the District shall be deposited to that account as soon as received by the District Treasurer or District Governor or representative.

**Section 3:** All expenses shall be accounted for in accordance with the approved annual budget. Approved expenses must be submitted to the Treasurer for payment within 90 days of encumbrance. All disbursements shall be made by the District Treasurer, and be supported by receipts or reasonable documentation.

**Section 4:** Audit - a review, by a certified public accountant, as directed by Article XV, Section 15.060, subsection 15.060.4 of the Bylaws of Rotary International, is required.

## **Article VI – Interpretation**

None of these District 5610 Bylaws shall violate the Bylaws of Rotary International. Any provision deemed inconsistent with the Bylaws of Rotary International as amended shall be void.

## **Article VII – Amendments**

**Section 1:** With the exception of Article V, Section 1(a), these District 5610 Bylaws may be amended by a majority vote of the electors present and voting at the District Assembly or District Conference. [Electors are to be determined in accordance with the Bylaws of Rotary International as follows: Each club shall select, certify and send to the District Assembly/District Conference, one (1) elector for every twenty-five (25) or major fraction thereof of its members, based on the membership as of the last day of the month preceding the District Assembly/District Conference.]

**Section 2:** Article V. Section 1 (a) may be amended by the approval of three-fourths (3/4) of incoming club presidents present.

**Section 3:** All proposed amendments shall be distributed in writing to all clubs in the Governor's monthly newsletter and on the District website at least 30 days prior to consideration. In the event that 30 days notice is not practical, then a waiver of the time constraint shall be required to be ratified at the next subsequent District Assembly, or the District Conference.

Unanimously Adopted September 23, 2006.