

**BY-LAWS OF
ROTARY
INTERNATIONAL
DISTRICT 7850**

As amended September 16 2006

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BY-LAWS OF DISTRICT 7850

I. PURPOSES

A. Rotary International has divided the Rotary world into districts to assist the Board of Directors of Rotary International in carrying out its administrative functions and in the promulgation of Rotary ideals and programs. These By-laws are an augmentation and interpretation of the By-laws of Rotary International and the Manual of Procedure. In the event of any conflict, the language in and the provisions of the current Manual of Procedure of Rotary International shall take precedence.

B. These By-laws are promulgated to standardize responsibilities and operations of the Officers and Committees of the district and to facilitate the interchange between them and the Rotary clubs in the district. Their ultimate purpose is to strengthen District 7850 and Rotary International. Nothing in these By-Laws shall be interpreted as restricting the District Governor in the execution of the responsibilities of that office as established by Rotary International.

II. DISTRICT TERRITORY

The territory that comprises District 7850 is:

(1) Canada--In Quebec, all territory south of the St. Lawrence River between longitudes 72 degrees and 73 degrees as well as all territory south of latitude 46 degrees between longitudes 71 degrees and 72 degrees.

(2) U.S.--In New Hampshire, that portion of the state west of longitude 71 degrees and north of the southern boundaries of the counties of Carroll and Grafton; in Vermont, all that portion of the state north of the southern boundaries of the counties of Orange and Addison.

III. DISTRICT GOVERNOR, DISTRICT GOVERNOR ELECT, DISTRICT GOVERNOR NOMINEE, AND DISTRICT GOVERNOR DESIGNATE

- A. Background--The administration of the clubs in District 7850 is under the direct supervision of the District Governor as the officer of Rotary International in this district. It is essential to the effective operation of the District Governor system that the Rotarian elected to the office of District Governor, as the officer of Rotary International in the district, be fully qualified, well informed as to the duties and responsibilities, carefully selected, and willing and able, physically and otherwise, to perform them. It is necessary that the qualifications and requirements of the office of District Governor be clearly understood and duly regarded in the selection of Governor nominee.
- B. Selection as District Governor Designate DGD--The District Governor Designate is elected as per Article 13 of the Bylaws of Rotary International in the third year preceding the year in which the DGD would be trained to be District Governor at the International Assembly and elected at the annual Rotary International Convention. District 7850 shall elect a DGD who shall automatically become District Governor Nominee (DGN) on 1 July, 24 months prior to assuming the office of DG.
- C. Confirmation as DGE--The District Governor Nominee is confirmed as the District Governor Elect at the District Conference in the year immediately preceding the year in which the DGE will be trained to be District Governor at the International Assembly and elected at the annual

Rotary International Convention. If the DGN is unable or unwilling to continue as the District Governor Elect, a District Governor Elect will be elected at this time.

- D. Election as DG--The District Governor Elect is elected to the office of District Governor at the International Convention immediately preceding the year the District Governor Elect will serve as District Governor.
- E. Qualifications of the DGD--In order to be considered for this office, the candidate must have the following qualifications:
- 1) Active membership in good standing in the club in District 7850 by which the candidate is nominated;
 - 2) Full qualifications for such membership in the strict application of the provisions therefore, and the integrity of the candidate's classification must be without question;
 - 3) Membership in a functioning club in good standing which has no outstanding indebtedness to Rotary International as of the close of the fiscal year preceding that in which the proposed candidate's name is submitted;
 - 4) Service as president of a Rotary Club for a full term;
 - 5) Willingness and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of District Governor as herein provided;
 - 6) Ability and commitment to meet all the additional qualifications in Subsection G of this section;
 - 7) Must have been an active member of one or more Rotary clubs for five or more years.

F. Qualifications of the DGE--In order for a DGD to be confirmed as DGE the DGD must, in addition to meeting all the Qualifications for DG and having acquired full knowledge concerning the qualifications, duties and responsibilities of a District Governor as listed in the By-Laws of Rotary International, submit to Rotary International, through its general secretary, a signed statement that the candidate understands clearly the qualifications, duties and responsibilities of the office of District Governor as listed in the By-laws of R.I., and that the candidate is qualified for the office of District Governor and is willing and able to assume the duties and responsibilities of that office and to perform them faithfully. In the event of rejection of the District Governor Elect by the Board of Directors of R.I. under the provisions of the By-laws of R.I., the District Governor will notify the District Governor Elect, including the reasons for the rejection. Time permitting; the District Governor will conduct a ballot by mail to select an alternate. Otherwise, the vacancy will be filled as specified in the By-laws of R.I.

G. Qualifications of the DG--Unless specifically excused by the Board of Directors of R.I., a District Governor at the time of taking office must have attended for its full duration the International Assembly, must have been a member of one or more Rotary clubs for a total of seven or more years, and must continue at that time and thereafter to possess all the qualifications for the DGD, DGN, and DGE as listed above. As DGE, the candidate shall attend the Governor Elect Training Seminar (GETS), as required by Rotary International.

H. Duties of the DGN--It is expected that the year prior to assuming the role of District Governor Elect will be used by the DGN to enhance the Nominee's knowledge of Rotary and the structure and operation of District 7850. The only tasks pre-assigned to the Nominee are to serve as a member of the District Finance Committee, and the District Governor's Executive Committee. However, the -- Nominee will usually serve in any role requested by the DG or the District Governor Elect.

I. Duties of the DGE--The DGE serves on the District Governor's Executive Committee and chairs the District Finance Committee. The District Governor Elect is responsible for planning and conducting the Presidents-Elect Training Seminar (PETS), District Team Training Seminar (DTTS), and the District Assembly (formerly known as the Leadership Orientation Workshop) with the assistance of the DG. Attendance at the International Assembly by the District Governor Elect is required by R.I. The District Governor Elect usually serves in any role requested by the DG.

J. Duties of the District Governor:

The governor is the officer of RI in the district, functioning under the general control and supervision of the RI Board. The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor should work with district and club leaders to encourage participation in the district leadership plan. The governor shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs. The governor shall be responsible for the following activities in the district:

- 1) organizing new clubs;
- 2) strengthening existing clubs;
- 3) promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district;
- 4) supporting The Rotary Foundation with respect to program participation and financial contributions;
- 5) promoting cordial relations among clubs and between the clubs and RI;
- 6) planning for and presiding at the district conference and assisting the governor-elect in the planning and preparation for the presidents-elect training seminar and the district assembly;
- 7) providing for an official meeting, individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the governor's presence for the purpose of:
 - a) focusing attention on important Rotary issues;
 - b) providing special attention to weak and struggling clubs;
 - c) motivating Rotarians to participate in service activities; and
 - d) personally recognizing the outstanding contributions of Rotarians in the district;
- 8) issuing a monthly letter to each club president and secretary in the district;
- 9) reporting promptly to RI as may be required by the president or the RI Board;
- 10) supplying to the governor-elect, prior to the date of the international assembly, full information as to conditions of clubs in the district with recommended action for strengthening clubs;
- 11) assuring that district nominations and elections are conducted in accordance with the RI constitution, the RI bylaws, and the established policies of RI;
- 12) transferring continuing district files to the governor-elect;
- 13) performing such other duties as are inherent as the officer of RI in the district.

The governor is also expected to:

- 1) read THE ROTARIAN or an approved and prescribed Rotary regional magazine, Rotary World, and all other bulletins and literature from RI, and the publications from the clubs in the district;
- 2) encourage each club to participate in at least one intercity meeting during each year;
- 3) promote attendance at the convention;
- 4) arrange, when circumstances require, for special conferences of club presidents and/or secretaries;
- 5) prepare a summary of the attendance reports of the clubs in the district each month and send this report to the general secretary.

IV. OTHER DISTRICT OFFICERS

A. General--A District Secretary, District Treasurer, District Historian/Archivist and District Parliamentarian shall be appointed by the DG prior to assuming office on 1 July. An Assistant Treasurer shall be appointed by the District Governor Elect. The Assistant Treasurer will be appointed as Treasurer for the District Governor Elect's year as District Governor.

B. Nomination--The District Nominating Committee, will nominate a candidate for DGD. Nominations will, in addition, be accepted at the business meeting provided that the club sponsoring the nomination has submitted a statement to the Nominating Committee at least six weeks prior to the conference, signed by the club president and secretary, stating that the persons being nominated are members in good standing of their club, are qualified to serve in the capacity for which they are being nominated, and have agreed to serve. The Nominating Committee shall advise the DG of its selection in time for the DG to publish the committee's report 60 days prior to the District Conference.

C. Duties:

(1) District Secretary--Duties include receiving the attendance reports from all clubs in the district, compiling this information and providing reports as requested by the DG; assisting in the arrangements for district meetings; handling some routine correspondence; and other duties as mutually agreed upon between the District Secretary and the DG.

(2) District Treasurer--

(a) Accept custody of all district funds, depositing them in a federally insured bank and arranging the deposits to maximize interest income while maintaining the necessary liquidity;

(b) Bill all clubs for annual district dues in two installments--the first on July 1st and the second on January 1st of the Rotary year.

(c) Notify the District Governor on 1 September and 1 January of any clubs that have not paid their assessments in full;

(d) Issue checks as requested by the District Governor for charges that are within the limits of the approved district budget--if charges exceed the budget, obtain approval of the Executive Committee (if over \$1,000) prior to issuing payment;

(e) Maintain up-to-date financial records and provide quarterly reports to the District Governor and the District Finance Committee;

(f) Perform all normal functions expected of the treasurer of a not for profit organization.

(3) Assistant Treasurer--In the event the District Treasurer is unavailable, the Assistant Treasurer is authorized to assume the duties of that office until the Treasurer is once again available.

(4) District Historian/Archivist--Maintain historical data and records as requested by the District Governor

(5) District Parliamentarian--Advise and counsel the District Governor, district committees and club presidents on matters of parliamentary procedure and develop and provide the resolutions to the District Governor for the District Conference.

V. DISTRICT REPRESENTATIVE TO THE COUNCIL ON LEGISLATION

A. General--The Council on Legislation is the legislative body of R.I. It meets every three years. Each time the Council is to meet, the clubs in each district elect a representative. These representatives are the voting members of the Council.

B. Candidates--All district clubs are invited to nominate for this position an active member of their club who is a past officer of R.I. at the time of election and has agreed to serve. Names of candidates must be in writing, certifying that the proposed candidate has agreed to serve and signed by the club president and club secretary. These nominations must be received by the District Governor at least two months prior to the District Conference in the second year preceding the year when the Council on Legislation will convene.

C. Election--The District Governor, following notice to all club presidents, will submit the names of the candidates to the electors of the clubs at the District Conference. Each elector present at the District Conference is entitled to cast one vote in the election of the representative. The candidate receiving the highest number of votes is the representative and the candidate receiving the second highest number is the alternate who will serve only if the person with the highest number of votes is unable to serve. If neither of these is able to serve, the DG may designate some other qualified club member in district 7850. In the event that only one candidate is proposed, no ballot is required and the District Governor will declare such candidate to be the representative. In the event of a tie, the District Governor may cast the deciding vote.

D. Campaigning--In this instance, as for all elected district offices, the candidates must refrain from any conduct that could possibly be interpreted as campaigning for the position in particular, candidates and those interested in furthering their candidacy, should refrain from contact with other clubs that involves any discussion relating to the position or the election.

E. Expenses--Necessary expenses of the representative that are not reimbursed by R.I. will ordinarily be reimbursed by the district. In order to avoid large expenditures once every three years, each DGE may include in his proposed budget up to \$500 for the Council on Legislation so that at the end of three years, a maximum of \$1,500 will have been put aside to help defray the personal and necessary costs of the District representative.

F. Other--In all matters relating to this position, all decisions must be in accordance with Article VIII of the By-laws of R.I and the Manual of Procedure.

VI. DISTRICT COMMITTEES

A. Background— District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. Committees shall be appointed to address on-going administrative functions, as follows:

Membership Development

Extension

District-level programs that are ongoing in nature (e.g., Youth Exchange, Rotaract, GSE, Ambassadorial, RYLA, etc.)

Public Relations

District Conference

The Rotary Foundation

RI Convention Promotion

Additional district committees are appointed only when they serve a *specific* function as identified by the governor. Committees not meeting these criteria should not be appointed.

B. Committee Structure

To be effective, these committees must have continuity of leadership. During the first year of the District Leadership Plan, the governor, in consultation with the immediate past governor and the governor-elect, shall appoint members to district committees. The governor shall appoint a *minimum* of three members to each district committee—at least one to serve one year, one to serve two years, and one to serve three years. Thereafter, each succeeding year the governor in office shall appoint at least one Rotarian for a period of three years to fill the vacancies. Each year, the governor shall appoint one member of each committee to serve as chairperson.

C. Committee Qualifications

The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district. In addition, it is strongly recommended that the chairperson selected be a past governor, a past assistant governor, or an effective past district committee member, and has had previous experience as a member of the district committee.

D. Training Requirements

District committee chairpersons shall attend the district team training seminar prior to serving as chairperson. District committee chairpersons shall attend the district assembly. Committee members should participate in district training meetings as outlined in the Manual of Procedure.

E. Reporting Requirements

District committees shall report to the governor on the status of their activities on a regular basis. District committees shall report successful activities to RI for possible publication in RI publications and on the RI web page.

F. Committee Descriptions

The following outlines the purpose, additional qualifications, duties and responsibilities, and additional training requirements for district committees noted above.

1. Membership Development Committee

- a. Purpose: The committee will identify, market and implement membership development strategies within the district that are appropriate for the district and will result in membership growth. In order to accomplish this, the committee chairperson will serve as the link between the governor, RI, and the clubs in the district with respect to membership development issues.
- b. Additional Qualifications of Members: Preference should be given to those who have served as chairperson of club committee(s) related to membership development; or, preference should be given to those who have been active and successful in inviting new members to join Rotary, and in implementing membership programs.
- c. Duties and Responsibilities:
 1. Plan, market, and conduct a district membership seminar in consultation with the governor and district trainer.
 2. Work with the governor and club leaders to ensure that the district achieves its membership goal.
 3. Coordinate district-wide membership development activities.
 4. Encourage clubs to participate in RI or presidential membership development recognition programs.
 5. Maintain communication with other district committees — such as the district extension committee and the district public relations committee — to coordinate activities that will aid membership development efforts.
 6. Identify committee members to all clubs and indicate that members of the committee are available to help them.
 7. Encourage clubs to develop and implement an effective membership recruitment plan.

8. Assist club membership development chairpersons in carrying out their responsibilities.
 9. Visit clubs to speak about successful membership development activities; share information on successful activities.
 10. Ensure that each club committee has a copy of the *Membership Development and Retention Manual*.
In addition, the chairperson of the committee shall attend a training session conducted by the RI membership coordinator.
- d. **Additional Training Requirements:** In addition to the chairperson, as many committee members as possible should attend a training meeting conducted by the RI membership coordinator, or RI membership zone coordinator.
2. District Extension Committee
- a. **Purpose:** Under the direction of the governor, the district extension committee shall develop and implement a plan to organize new Rotary clubs within the district.
 - b. **Additional Qualifications of Members:** Preference should be given to those who have been active and successful in establishing new clubs.
 - c. **Duties and Responsibilities:**
 1. Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.
 2. Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs.
 3. Assist in organizing and establishing new clubs.
In addition, the chairperson of the committee shall attend a training session conducted by the RI membership coordinator or RI membership zone coordinator.
 - d. **Additional Training Requirements:** In addition to the chairperson, as many committee members as possible should attend a training meeting conducted by the RI membership coordinator, or RI membership zone coordinator.
3. District Finance Committee
- a. **Purpose:** The finance committee shall advise the DGE in preparing a budget and advise the DG on general fiscal matters.
 - b. **Structure:** The DGE shall serve as Chair. The district treasurer shall serve as ex-officio member of the committee. Other members of the committee shall include the DG, DGN, DGD, and two PDG's selected by the Chair.
 - c. **Additional Qualifications of Members:**
 1. Preference should be given to those with previous service as club treasurer.
 2. Preference should be given to accounting/finance as a component of their vocation or profession.
 - d. **Duties and Responsibilities:**
 1. Prepare a budget of district expenditures in cooperation with the district governor to be submitted to the clubs at least four weeks prior to the district assembly and approved at a meeting of incoming club presidents at said assembly or at PETS.
 2. Review and recommend the amount of per capita levy. Any per capita levy must be approved by at least three-fourths of the incoming club presidents.
 3. Assure that proper records of income and expenditures are kept.
 4. A member of the committee, preferably the treasurer, shall, together with the district governor, be a signatory on the bank account(s) of the district fund. The bank account shall be held in the name of the district.

4. District RI Program Committees

a. Purpose: District RI program committees are responsible for promotion and administration of a RI program at the district-level and provide specific support and guidance to the clubs involved with the particular program in the district including:

- Interact
- Rotaract
- Rotary Community Corps
- Rotary Friendship Exchange
- Rotary Fellowships
- Rotary Volunteers
- Rotary Youth Leadership Awards (RYLA)
- World Community Service
- Youth Exchange

b. Additional Qualifications of Members:

1. Preference should be given to those with club-level experience with the particular RI program.

c. Duties and Responsibilities:

1. Promote an understanding of and effective participation in the particular RI program through regular contacts with each club in the district and through district and inter-city meetings.
2. Organize exhibits of effective implementation of RI programs at district or zone meetings, circulate these noteworthy examples among clubs in the district.
3. Visit clubs within the district to speak about effective examples of the use of the particular RI program and provide information on the RI program to help strengthen club activities.
4. Encourage and assist club RI program chairpersons in carrying out their responsibilities.
5. Encourage clubs in the district to determine local needs that could benefit from the RI program.
6. Identify areas for cooperation between club RI program activities and local non-Rotary service organizations, by sharing information and helping clubs to set goals.
7. Administer district-wide efforts related to the RI program.
8. Promote publication of RI program aims and achievements in all appropriate Rotary and non-Rotary communication media in the district.

5. Public Relations Committee

a. Purpose: The district public relations committee should promote Rotary to external audiences and foster understanding, appreciation and support for the programs of Rotary. The committee should promote awareness among Rotarians that effective external publicity, favorable public relations and a positive image are desirable and essential goals for Rotary.

b. Additional Qualifications of Members:

- 1) Preference should be given to those who have experience as a club public relations chairperson.
- 2) Preference should be given to media, public relations or marketing skills as a component of their vocation or profession.

c. Duties and Responsibilities:

- 1) Encourage Rotary clubs within a district to make public relations (PR) a priority.
- 2) Promote Rotary to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.
- 3) Contact the media with newsworthy stories of district projects and events.

- 4) Keep in touch with the governor and the chairpersons of key committees to stay informed about district projects and activities.
 - 5) Share RI public relations materials with clubs.
 - 6) Seek opportunities to speak to individual clubs about the importance of club public relations.
- d.. Additional Training Requirements: Attendance at public relations workshops held in conjunction with RI meetings, whenever possible.
6. District Conference Committee
- a. Purpose: Under the direction of the governor, the district conference committee shall plan, promote and implement the necessary arrangements to ensure maximum attendance at the district conference.
 - b. Additional Qualifications of Members:
 - 1) Preference should be given to those who have experience in the meeting coordination and/or hospitality industry.
 - 2) Preference should be given to media, public relations or marketing skills as a component of their vocation or profession.
 - c. Duties and Responsibilities: Under the direction of the governor:
 - 1) Select the district conference venue and coordinate all related logistical arrangements.
 - 2) Coordinate the finances of the conference to ensure maximum attendance.
 - 3) Promote conference attendance with particular emphasis on: new Rotarians; all members of newly organized clubs in the district; and representation from every club in the district.
 - 4) Promote the district conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.
 - 5) Coordinate, in cooperation with the district trainer, a district leadership seminar to be held in conjunction with the district conference.
7. Rotary Foundation Committee: Policy pertaining to the district Rotary Foundation committee is determined by the Trustees of The Rotary Foundation as outlined in the *Rotary Foundation Code of Policies*.
8. RI Convention Promotion Committee:
- a. Purpose: The committee shall promote attendance at the annual RI Convention to Rotarians throughout the district.
 - b. Additional Qualifications of Members:
 - 1) Preference should be given to Rotarians who have attended a minimum of one previous RI Convention.
 - 2) Preference should be given to Rotarians with marketing skills as a component of their vocation or profession.
 - c. Duties and Responsibilities:
 - 1) Attend club and district meetings to promote the convention.
 - 2) Serve as a local resource for convention materials and information;
 - 3) Create or expand a district website with links to RI's webpage.
 - 4) Translate important convention information into local language(s), if necessary.
 - 5) e) Identify and target potential registrants by e-mail, letters, and other methods of communication.
9. District Trainer -- The incoming governor must also appoint a district trainer. The district trainer shall have the primary responsibility of supporting the DGE at the District Team Training Seminar, PETS, and the District Assembly.
10. Standing District Committees: Standing Committees will consist of three to nine members unless the District Governor finds it necessary to make alternate arrangements and shall be organized in accordance with the District Leadership Plan. Standing Committee members when initially appointed are expected to serve for three years. District Governors, in the year preceding their

term of office, will usually name replacements for one-third of the members of the committee and request that the other two-thirds remain on the committee to provide continuity to the committee's work. Membership shall be as set out above unless otherwise provided for in these bylaws or the Manual of Procedure. Standing Committees and are listed below:

Governor's Advisory Board (see section VIII)
District Executive Committee (see section IX)
District Nominating Committee
District By-Laws Committee
District Youth Exchange Committee
District Rotary Information Committee
Group Study Exchange Committee
Ambassadorial Scholarship, University Teachers Grant, and World Peace Scholar Committee

D. Special Committees--Special Committees are appointed by the District Governor as special needs dictate. Such committees are appointed at the beginning of each Rotary year and serve until the start of the next Rotary year. Special Committees include, but are not limited to, the Interact Committee, Rotary Friendship Exchange Committees, and World Fellowship Activities Committee.

VII. GOVERNOR'S ADVISORY BOARD

General: The Governor's Advisory Board is appointed to function under the direct supervision and guidance of the District Governor. The purpose of the Governor's Advisory Board is to counsel the District Governor regarding all aspects of district administration.

Membership: The membership of the Governor's Advisory Board shall consist of the District Governor and all Past District Governors who are members of a Rotary Club in District 7850 residing in the District and who are willing to serve.

Duties: Review the proposed budget for the following year as presented by the DGE at the annual Governor's Advisory Board meeting, which is held at the call of the DG. Stay abreast of district programs and progress and provide insights and counsel to the DG, DGE, DGN and DGD as requested .

VIII. EXECUTIVE COMMITTEE

A. General—The Executive Committee is appointed to function under the direct supervision and guidance of the District Governor. The Purpose of the Executive Committee is to assist the District Governor in all aspects of district administration. The Executive Committee is composed of the DG, DGE, DGN, DGD, the immediate three past District Governors and three Assistant Governors to be appointed by the District Governor.

B Duties (1) Review the proposed budget for the following year as presented by the DGE and to recommend modifications as deemed appropriate by the Board members;

(2) Work with the DG, DGE, DGN, and DGD to help create and maintain district programs.

(3) Since the RI Manual-of-Procedure prevents the District Governor from being "relieved of any authority or responsibility with regard to the clubs in the district," it is the responsibility of the Executive Committee to provide any council, advice, support, and assistance needed to accomplish the district goals.

C. Quorum: A majority of the committee members shall constitute a quorum for the conduct of any meeting.

D. Agenda: Notice of any meeting of the committee shall be accompanied by an agenda.

IX. ASSISTANT GOVERNORS

A. District 7850 shall use the title “Assistant Governor” to reference Rotarians appointed by the District Governor who serve at the district-level and are assigned the responsibility of assisting the governor with respect to administration of designated clubs. All assistant governors will be responsible for providing the following support to the clubs to which they have been assigned:

- 1) Meet with and assist the incoming club presidents before the beginning of the Rotary year to discuss the clubs' goals and to review the *Planning Guide for Effective Clubs* and section “*Failure to Function*” of the *Code of Policies*.
- 2) Attend each club assembly associated with the governor’s official visit.
- 3) Visit each club regularly, preferably monthly with a minimum of one visit each quarter of the Rotary year, and meet with the club president and other club leadership to discuss the business of the club and resources available to them.
- 4) Assist club leaders in scheduling and planning for the governor’s official visit.
- 5) Keep the governor posted on progress of the clubs and suggest ways to enhance Rotary development and address problems.
- 6) Encourage clubs to follow through on requests and recommendations of the governor.
- 7) Monitor each club's performance with respect to service projects.
- 8) Identify and encourage the development of future district leaders.

In order to fully meet these responsibilities, all assistant governors shall:

- a) Attend the district team training seminar.
- b) Attend the presidents-elect training seminar and the district assembly.
- c) Advise the incoming governor on district committee selections.
- d) Attend and actively promote attendance at the district conference and other district meetings.
- e) Participate in Rotary Foundation programs, annual and special giving events, and other special assignments as necessary.

It is important that assistant governors assist in the development of the district goals during the year *prior* to the appointment of committees. The objective is to reach a consensus for what the district wants to achieve, and to appoint personnel only as necessary to achieve the district goals.

Minimum criteria in selecting assistant governors include:

- a) membership, other than honorary, in good standing in a club in the district for at least three years;
- b) service as president of a club for a full term;
- c) willingness and ability to accept the responsibilities of assistant governor;
- d) demonstrated outstanding performance at the district-level;
- e) potential for future leadership in the district.

Assistant governors are district appointees. They are not officers of Rotary International. Assistant governors are to be appointed on an annual basis, with no assistant governor serving more than three one-year terms to provide continuity in the district leadership. It is recommended that no past governor serve as an assistant governor. Districts are responsible for determining any financial support provided to assistant governors in performing their duties and responsibilities.

X. DISTRICT-WIDE MEETINGS

A. General--District 7850 will hold a minimum of four meetings each year, namely, District Conference, District Assembly, Presidents Elect Training Seminar (PETS), and the District Team Training Seminar. Other special district-wide meetings may be held at the discretion of the District Governor, the date and place for each of these meetings to be selected by the District Governor although, particularly in the case of the District Conference and PETS, the DGE is authorized to make the decision prior to actually taking office as DG.

B. District Team Training Seminar --This meeting will be held in January or February of each year. The planning and conduct of this meeting is the responsibility of the District Governor and the District Governor Elect with the assistance of the DGN and DGD. One purpose is for the District Governor to update club leaders and potential leaders on the district's progress toward goals set by R.I. as well as those set by the DG, to provide a forum for club leaders to bring up any concerns they may have, and to disseminate Rotary information. The second purpose of this meeting is for the District Governor Elect to present the annual theme and train incoming district leaders.

C. District Assembly--Regional or area seminars will be held between March 1st and June 30th of each year at a time that will not interfere with any participant's attendance at the International Convention, International Assembly, District Conference, or Presidents Elect Training Seminar. The DGE is responsible for planning and conducting these seminars with the cooperation of the DG. The number and location of these seminars is the responsibility of the DGE with advice from the DG. The purpose of these seminars is to provide incoming club officers, directors, and other club leadership, with Rotary instruction and information about their specific roles and duties and to communicate district goals and objectives. Each club's president-elect shall attend at least one District Assembly unless excused by the DGE and represented at the seminar by a designated representative whose duty it is to report back to the club president-elect.

D. Presidents-Elect Training Seminar (PETS)--The PETS will be held prior to 15 April each year at a time different from that of the District Assembly. If the International Assembly is held prior to 15 March, the PETS will be held within the four weeks immediately following the International Assembly. The DGE is responsible for planning and conducting this meeting, with the cooperation of the DG. The purpose of the PETS is the orientation and training of all presidents-elect of Rotary clubs in District 7850. Each club's president-elect shall attend the District PETS, unless excused by the DGE. If so excused, the president-elect shall attend another District's PETS or send a designated representative from the club whose duty it will be to provide the president-elect with a detailed report of the proceedings. Clubs will be billed for the "tuition" expenses for PETS and are encouraged to reimburse the club's representative for travel, lodging, and meal expenses.

E. District Conference--The DG shall select the date and place for the District Conference so that it will not conflict with the dates selected for the District Assembly, the International Assembly, or the International Convention. The purpose of the District Conference is to further the program of Rotary by providing inspiration, fellowship, and Rotary information to all district Rotarians and guests who attend. The DG's responsibilities for the District Conference include:

- (1) Naming a conference secretary whose duties include recording the attendance at, and proceedings of, the District Conference;
- (2) Assuring that, within thirty days after the close of the District Conference, a report of the proceedings of the conference is prepared by the conference secretary, signed by both the DG and conference secretary and forwarded to the general secretary of R.I. (3 copies) with a copy to the secretary of each club in the district;
- (3) Arranging for certification of club electors and conducting district elections in accordance with the By-laws of R.I. No less than three (3) district Rotarians will be selected by the District Governor to comprise a District Elections Committee charged with carrying out these two

responsibilities. Those selected will reflect the three geographic regions of the District, namely Quebec, New Hampshire, and Vermont and shall not be from clubs that have current candidates seeking election to a district office. Electors shall be chosen pursuant to the provisions of the Manual of Procedure.

XI. DISTRICT FINANCES

- A. General--District 7850 has established a fund called "The District Fund" as authorized by the By-laws of Rotary International, Section 6. It is financed by a per capita levy on the members of all clubs in the district. The payment of the per capita levy is mandatory on all clubs in District 7850.
- B. District Budget--The district budget is prepared by the District Governor Elect and presented to the District Finance Committee for their consideration and input by December 15 of the year preceding the year in which the DGE will serve as District Governor. The budget is subsequently presented at meetings of the Governor's Advisory Board & Executive Committees for their information.
- C. District Dues--The amount of the per capita levy referred to in A above is determined by dividing the amount required to fund the DGE's proposed budget by the number of active members in the district as stated in the District Governor's Newsletter for January (December 31 figures) of the year prior to the year of the budget. All district clubs will be billed for their district dues by the district treasurer in two installments--the first on July 1st and the second on January 1st of the Rotary year.
- D. Budget Approval--The proposed budget will be presented to the club presidents-elect at the District Team Training Seminar or sent directly to them for their information and at the Presidents-Elect Training Seminars for their approval. The proposed budget must be approved by three-fourths of the incoming presidents present at the Presidents-Elect Training Seminar or the District Assembly before the clubs may be billed for annual dues.
- E. Authorizations for Expenditures--As long as expenditures are within the overall limit of the approved budget, the Treasurer may make disbursements on the authority of the District Governor. Single expenditures over \$ 1,000 above the overall limit of the approved budget must be approved by a majority vote of the Executive Committee via e-mail vote. No person is authorized to commit the district to pay any amount in excess of funds on hand in The District Fund.
- F. Reporting Requirements--Each quarter of the fiscal year a statement of receipts and expenditures compared to the budget shall be prepared by the 15th of the month following the end of the quarter. Copies of the report will be sent to the District Governor, each member of the Governor's Advisory Board each member of the Executive Committee, and each member of the District Finance Committee. The District Governor may request more frequent reports.
- G. Yearly Audit--The District Governor must supply an audited annual statement of the district finances to each club in the district within three months of the completion of the Rotary Year. This audited annual statement shall also be presented, discussed (if need be) and formally adopted by the following District Conference.

H. Signature Authority--District checks may be signed by either the District Governor, District Treasurer or the Assistant District Treasurer as well as the District's CPA appointed by the DG after approval by the District Governor.

I. Funds Depository--All district funds shall be deposited in a federally insured bank approved by the District Governor or the District Finance Committee.

XII. NOMINATING COMMITTEE

- A. General—The Nominating Committee serves to select a future DG as set out above. It shall meet at the call of the DG, but in no event less than 75 days nor more than 100 days prior to the District Conference that its report shall be presented.
- B. The report of the committee shall be presented to the DG for notice to clubs within the district. The procedure and membership of the committee shall not be inconsistent with Article 13 of the bylaws of RI.
- C. Members of the Nominating committee shall be the Immediate past DG, acting as chair, or in the event that individual is no longer eligible then that PDG having served immediately prior thereto, and those four individuals living in the District who are the most recent PDG's. Should one or more PDG no longer reside in the district, the committee shall consist of those five most recent PDG's still residing in the district.
- D. A quorum of the committee shall be at least three members and the vote of the committee shall be a simple majority of those voting or some other method to be determined by the members present.

XIII AMENDMENTS

These by-laws may be amended only through the following process:

- (1) A District 7850 Rotary club or the District By-laws committee must submit a proposed amendment to the District Governor in suitable form for "line in/line out" substitution into these By-laws. If a proposed amendment is not in the proper form, the DG will return it to the proposer with recommended modifications. When a proposal in proper form is submitted to the DG, the DG will arrange for copies to be forwarded to every club in the district. The notification will state that the proposed amendment will be voted on at the next District Conference that occurs at least 60 days after the distribution of the proposal to all district clubs.
- (2) The proposed amendment will then be considered at the district business meeting held during the District Conference referred to in (1) above. Voting on the measure will be by duly qualified electors present at the business meeting using a written ballot. If a simple majority approves, the amendment will be adopted. Refer to RI Manual of Procedure.