



## **PREFACE**

District 6920 of Rotary International has adopted these Bylaws for the purpose of outlining the procedures to be followed in administering District affairs, and the actions of the Clubs and members of those Clubs, only to the extent that their actions affect the operation of the District and/or District activities.

This document supersedes any previously approved policy, procedures, or operating guidelines of District 6920.

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## **ARTICLE I - INTRODUCTION**

### **Section A. Definitions**

The following words and acronyms shall have the meanings indicated; however, references to the *Constitution of Rotary International*, the *Standard Rotary Club Constitution*, the *Bylaws of Rotary International*, the *Rotary Code of Policies*, and the *Rotary Foundation Code of Policies* will be referred to by their titles:

AG	Assistant Governor
Club	A Rotary Club in the District
COL	Council on Legislation
COG	College of Governors
DACdb	District and Club Database
District	District 6920 of Rotary International
DDF	District Designated Funds
DELT	District Executive Leadership Team
DES	District Executive Secretary
DRFC	District Rotary Foundation Chair
DG	District Governor
DGE	District Governor Elect
DGN	District Governor Nominee
DGN-D	District Governor Nominee Designate
DTR	District Trainer
GSC	Governor Selection Committee
IPDG	Immediate Past District Governor
Member	A member, other than honorary member, of a Rotary Club
PDG	Past District Governor
PETS	Presidents Elect Training Seminar
RI	Rotary International
RI MOP	Rotary International Manual of Procedure
TRF	The Rotary Foundation
Year	Period beginning July 1 and ending the following June 30

## **Section B. Purpose**

The purpose of the District is to strengthen and support the Clubs by helping the Clubs advance the Object of Rotary.

## **Section C. Legal Status**

The district shall operate as a non-profit, non-stock corporation under RI's 501(c)(4) group tax exemption and Georgia's laws.

## **Section D. Territory and Governance**

**Subsection 1:** The District is a geographical area in which Rotary Clubs are combined for RI administrative purposes. RI may change these boundaries at any time.

**Subsection 2:** The District shall adhere to the *RI Manual; Constitution of Rotary International; the Bylaws of Rotary International; and the Standard Rotary International Club Constitution; the rules and regulations promulgated thereunder by the RI Board of Directors and the Trustees of the Rotary Foundation, including the Rotary Code of Policies; Rotary Foundation Code of Policies; and these Bylaws.*

If there is a conflict between these Bylaws and the *Constitution of Rotary International*; the *Bylaws of Rotary International*; the *Rotary Code of Policies*; and/or the *Rotary Foundation Code of Policies*, the latter documents shall take precedence.

## **ARTICLE II - DISTRICT ORGANIZATION**

### **Section A. District Executive Leadership Team**

The District Executive Leadership Team (DELT) shall serve as the governing body that oversees the business and affairs of the District and is comprised of IPDG, DG, DGE, DGN, and DGND. The District Treasurer, Executive Secretary, District Rotary Foundation Chair may serve as non-voting members. These Rotarians serve as the executive board for District 6920 and work collectively to manage the District's affairs. The chair of the DELT is the DG, who establishes its agenda and meeting calendar.

### **Section B. District Advisory Board of Directors**

The District Advisory Board of Directors (Advisory Board) shall serve as the administrative body formed for the purpose of continuity and communication between District leadership. The Advisory Board acts in an advisory capacity to the District Governor. Meetings of the Advisory Board shall be held at least twice throughout the Rotary Year for the purpose of discussing District goals and progress.

The District Governor shall serve as the Chair of the Advisory Board. The District Governor Elect shall serve as Vice Chair. The Board is selected by the sitting District Governor and correlates with the current year's District Leadership team.

### **Section C. District Leadership Plan**

Every RI District is required to have a District Leadership Plan (Plan) for the purpose of strengthening Rotary at the District and Club levels. This District has adopted a Plan to conform to RI requirements under the *Rotary Code of Policies*.

The DG shall make appointments to the positions required by the Plan from members of the Clubs. Under the Plan, some appointments may be for more than one year, and in those cases, the DG shall not make those appointments without consulting with the DGE, DGN, and DGND whose years are impacted. While this consultation and coordination is important to District leader continuity, the ultimate decision rests with the DG.

By March 1 of the calendar year in which he or she will take office as DG, the DGE, with advice and counsel of the DGN, shall:

- a) Assign the Clubs to areas, taking into consideration the number of clubs and their geographical proximity; and
- b) Appoint an AG for each of the areas designated.

#### **Section D. Areas**

Each Club in the District shall be assigned to one (1) of fifteen (15) areas (numbers 1 to 15). The DGE for the 2021-22 Year, and the DGE every three (3) years thereafter, shall designate regions that are reasonably constituted according to active member counts of contiguous Clubs, such that the 15 areas shall be approximately equal in active member counts. The basis for these counts shall be Club membership identified in the RI Semi-Annual Report (SAR). The DGE shall consider the SAR for July 1 at the start of his/her term as DGE. The regional assignments shall be completed by November 30, to become effective on the next July 1, and to be in effect for three (3) years. The DELT reserves the right to redesignate earlier than three (3) years as the District's membership grows or declines.

#### **Section E. District Governor**

The administration of Clubs in the District is under the direct leadership of the DG. As RI's officer in the District, the DG is charged with furthering the Object of Rotary by providing leadership and supervision of the Clubs in the District. The DG shall ensure continuity within the District by working with past, current, and incoming District leaders to foster effective Clubs. Specific duties and responsibilities of the DG are outlined in the *Bylaws of Rotary International*.

The DG is the sole person with authority to obligate the District and sign contracts on its behalf. The DG may delegate this responsibility, but such authority must be done in writing and must identify the scope of the authority being delegated. For annual District Conference obligations extending beyond the current year by one or two years, the DG should grant signature authority to the DGE and DGN, respectively.

#### **Section F. District Governor Elect**

The DGE shall be responsible for chairing the Strategic Planning Committee and any other committees, as designated by the DG.

The DGE may make appointments to positions and committees; create positions and committees as may be necessary or desirable; and set the number of members to serve on a committee or subcommittee as needed to conduct the business of the District. All assignments and appointments shall become effective on July 1. DGE appointed committee chairs may begin to plan activities that begin on July 1 only after consultation with the current DG.

## **Section G. District Governor Nominee**

The DGN shall be responsible for developing and maintaining any displays for promoting the District at Zone and other related RI functions, and for any other committees, as designated by the DG. The DGN shall function as the Recording Secretary for all meetings of the DELT and provide the DELT minutes in advance of the next meeting of the DELT for approval.

## **Section H. District Governor Nominee Designate**

The DGND shall become DGN on July 1 of the Year following when he or she was selected.

Once the name of the DGND is officially announced, the DGND shall learn the operations of the District and be a voting member of the DELT. The DGND shall undertake assignments as directed by the DG and attend all required RI training programs.

## **Section I. District Executive Secretary**

The District Governor shall appoint a District Executive Secretary to assist the DG, DGE, and DGN in administering the affairs of the District. Duties and responsibilities may vary depending upon the needs of the DG.

## **Section J. District Treasurer**

**Subsection 1:** The DG shall appoint a member of a Club to be District Treasurer to serve for their year as Governor. The primary duty of the District Treasurer is to safeguard the financial assets of the District and account for disbursement of the same. At District expense, the District Treasurer, and any other financial account signatories, shall be bonded in an amount to be determined by the DG and DGE. There should be, at all times, two signatories on each account.

**Subsection 2:** The District Treasurer's duties shall also include, but not be limited to: (a) accounting for the receipts of the District, and making payments promptly as directed by the DG; (b) the issuance, no less frequently than monthly, of a profit and loss statement compared with budget; (c) preparing and issuing by July 31, a balance sheet, profit and loss statement, and general ledger for the Rotary Year just ended; (d) overseeing the annual filing of all state and federal returns and reports; and (e) transferring signature control over any and all accounts on behalf of the District to his or her successor by no later than July 5 of the new Rotary year.

**Subsection 3:** The District Treasurer shall have the primary signatory authority for all checks on District accounts. In the absence of the District Treasurer, checks shall be signed by the Assistant District Treasurer.

**Subsection 4:** The District Treasurer shall support and provide all necessary records for the preparation of an annual review.

## **Section K. Aide to RI President and/or President's Representative**

The Aide to the RI President and/or the RI President's Representative shall be a PDG, appointed by the DGE to serve in the upcoming year, to assist when such individuals are visiting the District. The Aide shall serve as host and assist the President or President's Representative in whatever respect may be required for the prompt and complete conduct of his or her business within the District.

## **Section L. College of Governors**

An advisory council of PDGs, also known as the College of Governors (COG), including those who may have served in other Districts and who are members of Rotary Clubs in District 6920 shall be formed. Duties of the COG include a). selecting a District 6920 Council on Legislation Representative, b). selecting the district 6920 Peach State PETS Executive Representative, c). act as an advisory council that the DG may call upon for advice and assistance.

The authority and/or responsibility of the DG shall in no way be impaired or impeded by the advice or actions of the COG. The IPDG shall serve as chairperson for the upcoming Rotary Year. The COG shall meet at least once each Rotary Year.

## **Section M. District Legal Advisor**

The DG shall appoint a Rotarian to serve as District Legal Advisor, who shall provide *pro bono* counsel to assist the DG in assessing and responding to any potentially adverse actions, reviewing all district contracts, and providing general legal counsel. In the event the District needs legal assistance beyond the scope of pro bono council the DELT may hire legal representation. The District Legal Advisor shall not speak as an officer of Rotary; only the DG has this authority. The District Legal Advisor shall also be available to render advice and counsel to the DELT on Rotary matters.

## **Section N. Vice Governor**

A Vice Governor, who has agreed to serve, shall relieve the DG in the event the DG is temporarily or permanently unable to perform the DG's duties. The disability determination shall be made by the RI President.

Per the *RI Manual of Procedures*, the GSC may select a PDG, proposed by the DGE, to be Vice Governor, who shall serve during the year following selection. If the GSC makes no selection, the DGE may select a PDG to be Vice Governor. (Reference *Bylaws of Rotary International*). The Vice Governor shall serve until the DG is able to resume his/her duties.

## Section O. Assistant Governors

AGs are appointed by the DGE to motivate and support a group of designated clubs to thrive. Only past Club Presidents residing in District 6920 are eligible to be AGs.

## Section P. Committees

District committees shall operate to assist the DG in carrying out the goals of the District. The District shall have the following five (5) standing committees, as required by *Rotary Code of Policies*:

1. Membership
2. Public Image
3. Finance
4. Training
5. Rotary Foundation

In addition, the District may adopt other committees including;

6. District Conference,
7. RI Convention Promotion
8. Extension and New Clubs
9. Strategic Planning Committee

A description of these standing committees and their responsibilities should be set forth in the District's Policies and Procedures Manual. *Ad hoc* and special committees may be appointed as needed by the DG.

The DGE shall be responsible for appointing committee chairs and committee members and for conducting planning meetings prior to the start of his or her year as DG. Standing committee chairs should be selected by the DGE and reported to RI by December 31 in the year before taking office on July 1. The DG and DGE shall work together to ensure continuity of leadership and succession planning.

Each committee shall transact business as delegated to it by these bylaws, *Rotary Code of Policies*, *Rotary Foundation Code of Policies*, and the DG. Committees shall not take action on behalf of the District until such proposed action is reported to and approved by the DG or the DELT.

Using commonly accepted parliamentary procedures, each committee chair shall be responsible for holding periodic committee meetings; overseeing the activities of the committee; ensuring that committee actions are recorded in meeting minutes; and reporting the status of activities of the committee to the DG on a regular basis. Committee meeting minutes shall be posted in DACdb under District Files.

The DG shall be an *ex officio* member of all committees and shall have all the privileges of membership thereon; however, the DG shall not serve as a committee chair. Committee chairs and members should participate in District training meetings. Committee chairs and members serve at the discretion of the DG.

### **ARTICLE III -- CONFLICT OF INTEREST POLICY**

The district shall adopt a conflict-of-interest policy that is consistent with *Rotary Code of Policies*, to cover members of the District Leadership Team, the District Staff, members of the District Finance and Grants Committees, and others with significant decision-making authority with respect to financial or other resources of the District (collectively, the “Interested Parties”). Each Interested Party shall sign the conflict-of-interest policy statement annually, at the beginning of each Year, and for each subsequent Year he or she remains an Interested Party.

### **ARTICLE IV -- HARASSMENT POLICY**

**Section A.** Rotary is committed to maintaining an environment that is free of harassment. Harassment is broadly defined as any conduct, verbal or physical, that denigrates, insults, or offends a person or group based on any characteristic (age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity).

All members and individuals attending or participating in Rotary meetings, events or activities should expect an environment free of harassment and shall help maintain an environment that promotes safety, courtesy, dignity, and respect to all. Adults who work with youth are subject to policies outlined in Rotary’s *Code of Policies*.

The district shall adopt and maintain a harassment policy that is consistent with Rotary’s *Code of Policies*.

All allegations of criminal activity should be referred to appropriate local law enforcement authorities.

**Section B.** The district shall promptly address allegations of harassment and shall not retaliate against those making the allegation.

Allegations of harassment at Rotary events or activities shall be reviewed by the DG, or a committee appointed by the DG for this purpose, and responded to within a reasonable timeframe, typically one month. If the DG is the alleged offender, the IPDG (or most recent PDG), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. The Rotary International General Secretary shall be informed within two weeks of any allegations of harassment by DG, DGE, DGN. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not



adequately addressed by the district, may be referred with appropriate documentation to the RI director.

**Section C.** District leaders, including DG, AG's and Committee Chairs are encouraged to work with their clubs to create a harassment-free environment. District leaders should also work with their clubs to establish a code of conduct and policies for how to address and prevent harassment within their clubs, among their membership and with other participants in Rotary.

District leaders must report severe and pervasive harassment and any resulting membership terminations to the Rotary International General Secretary. If a club or district fails to adequately address findings of harassment, the RI Director shall notify the RI Board for appropriate action. Such action may include club termination or other appropriate sanctions.

**Section D.** Training on Adult Harassment Policies (per Rotary's *Code of Policies*). Incoming and current club presidents and AG's shall be provided annual training on RI's adult harassment policies and procedures at events including, but not limited to, presidents-elect training seminars (PETS) and International Assemblies. (*January 2020 Mtg., Bd. Dec. 85*)

## ARTICLE V - DISTRICT MEETINGS

The District Leadership Team shall approve a sequence of training events and meetings each Year, as required by the *Bylaws of Rotary International* and *RI Manual*.

### Section A. District Conference

In accordance with the *Bylaws of Rotary International*, the District Governor shall host a District Conference. This is a conference of Rotarians held annually at a time and place selected at the discretion of the DG for his/her year.

*Time:* The DGN may begin planning the conference when selected and certified by the RI General Secretary. The conference dates shall not conflict with the District Training Assembly, The Rotary International Assembly, or The Rotary International Convention.

*Site Selection:* The DGN will make the site selection with recommendations from the DELT.

*Conference Actions:* A conference may adopt recommendations on matters important to the district, in accordance with the RI constitution and bylaws and the spirit and principles of Rotary. Each conference shall consider and act on all matters submitted.

*Conference Report:* Within 30 days after the conference, the DG or acting chair, along with the Secretary, shall prepare a report of the conference proceedings and send it to the General Secretary of Rotary International and each club secretary in the district.

## **Section B. Presidents Elect Training Seminar**

In accordance with the *Bylaws of Rotary International*, a District (or multi-district) PETS shall be held annually, preferably in February or March, to orient and train incoming club presidents in the district, as determined by the DGE. The DGE shall plan, conduct, direct, and supervise the PETS

**Subsection 1.** Attendance is mandatory for Presidents-Elect. The DGE has the authority to waive attendance when club presidents serve two consecutive years.

**Subsection 2.** District 6920 may partner with other districts in Georgia in hosting PETS subject to the governing documents of Peach State Multidistrict PETS.

**Subsection 3.** The program is designed to provide club level leadership by: (a) emphasizing the theme announced by the RI President-Elect: (b) describing new and continuing programs of RI and TRF: (c) planning club and district programs and activities for the succeeding year; (d) motivating club presidents-elect to develop their leadership roles; and (e) informing club presidents elect about the operational activities of the district.

**Subsection 4.** Participants attending PETS, in addition to the DGE and Club Presidents-Elect, should include the DG, DGN, DGND, the AG's, District Executive Secretary, and the District Trainer.

**Subsection 5.** The DGE shall utilize the DTR and other members of the district leadership team in preparing for PETS.

## **Section C. District Training Assembly**

In accordance with the *Bylaws of Rotary International*, a District (or multi-district) training assembly shall be held annually (prior to July 1), to develop club leaders who have the necessary skills, knowledge, and motivation to: sustain and expand their membership base; implement successful projects that address the needs of their communities and communities in other countries; and support TRF through both program participation and financial contributions.

The DGE shall plan, conduct, direct, and supervise the District Training Assembly. Those specifically invited shall include incoming club presidents and club leaders.

## **ARTICLE VI - DISTRICT FINANCES**

### **Section A: District Funds**

The District shall maintain a District Operating Account and District Reserve Account. The District Operating Account shall be financed by Clubs through a mandatory per capita levy on their members, for the purposes of financing District operations, sponsored projects, if any, and the administration and development of Rotary in the District. Part of the account may be restricted as to its source of income and the purpose(s) for which those funds may be spent. The District Reserve Account should strive to maintain a balance of 75% of the annual budget, not to go below \$25,000.

### **Section B: District Budget**

The DGE should distribute his or her proposed budget to the incoming club presidents no fewer than 30 days in advance of the President Elect Training Seminar (PETS). In the proposed budget, anticipated total expenses shall not exceed total anticipated revenue. The levy and budget shall be approved by the affirmative vote of a majority of the incoming club presidents present and voting at the President Elect Training Seminar (PETS) immediately preceding the Rotary Year for which the budget is adopted.

The District shall not borrow funds for current expenses if repayment of such funds is to take place during a subsequent Rotary Year unless the individual(s) who will be DG during the proposed year(s) of repayment consent. Any borrowing must be approved by the DELT.

### **Section C: Dues Payments**

One-half of each Club's annual dues payment shall be paid to the District by July 31, based on the number of active members reported as of July 1; and the second half of the Club's annual dues payment shall be paid by January 31, based on the number of active members reported as of January 1.

### **Section D: District Designated Fund**

The District Designated Fund (DDF) involves funds contributed by District members to The Rotary Foundation's (TRF's) Annual Fund. DDF funds are managed by the DRFC who is the District's representative to the TRF. The DRFC, shall manage and, after approval by the DG, direct disbursement of all DDF funds; oversee the District's Grant Management Training Program so the district can be Qualified to receive TRF Grants Funds annually; and provide DDF financials to the DELT upon request. Grant requests must be in compliance with the District 6920 approved procedures.

### **Section E: District 6920 TRF Grant Funds**

In order to receive TRF grant funds, the District must have a dedicated, district-controlled bank account that is used solely for receiving and disbursing TRF grant funds. The District Foundation Committee shall establish a separate District account for TRF grant funds. The Account may not be an investment account, and all monies on deposit in the Account shall be used solely for eligible, approved grant activities, or returned to TRF. The District Treasurer shall be the primary signatory. The district must maintain a written financial plan for transferring custody in the event of a change in leadership.

#### **Section F: Rotary District 6920 Foundation, Inc.**

The District maintains the Rotary District 6920 Foundation, Inc., a separate organization incorporated under the laws of the State of Georgia and registered as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. The Foundation, which has its own bylaws, was formed to help District Clubs with no Section 501(c)(3) organization of their own through which to accept and disburse charitable contributions. The Rotary District 6920 Foundation, Inc. is available to District Clubs to deposit monies from qualifying fundraising activities and charitable contributions, and to issue checks for expenses and to fund charitable and educational activities. The District shall report the status of the Foundation, including income and expenditures, to the membership at least once a year.

#### **Section G: Finance Committee**

This committee is comprised of the same members as the DELT. This committee supervises District funds and shall review, study, and plan for the financial administration of the District and its programs and projects.

### **ARTICLE VII - GOVERNOR SELECTION PROCESS**

#### **Section A. Selection of a District Governor**

**Subsection 1:** The DGND of the District shall be selected by a Governor Selection Committee (GSC) in accordance with the procedures set forth in this Article VII. The procedures shall be consistent with the *Bylaws of Rotary International*, Article 12 - Nominations and Elections for Governors.

**Subsection 2:** The GSC shall be charged with selecting a DGND to serve as DG for the Rotary year beginning on July 1 of the third calendar year following the Rotary year in which the person is selected.

**Subsection 3:** The GSC shall consist of seven (7) members, each of whom shall be appointed in the manner provided in Section B of this Article VII. Each member will be from different Rotary Clubs in the District. They shall be three (3) past District Governors, one of whom shall serve as Chair, and four (4) past Club presidents.

## **Section B. Appointment of Selection Committee**

**Subsection 1:** The DG shall appoint the IPDG, willing and able to serve, as the Chair of the GSC. The GSC Chair shall facilitate the meeting(s) of the GSC, and shall have full rights to participate in the selection deliberations, but vote only if necessary, to break a tie.

**Subsection 2:** The two (2) additional PDGs, who served immediately prior to the IPDG, who are able and willing to serve, will serve as members of the GSC, with full rights to participate in GSC deliberations and to vote. The role of these additional PDGs is to educate and enlighten the members of the GSC as to the role of DG.

**Subsection 3:** The GSC Chair, with the DELT's approval, shall divide the District into four geographic areas with a comparable number of members, labeled A through D, no later than August 31. The GSC Chair shall select four AGs, each of whom shall represent one of the four geographic areas.

**Subsection 4:** The four AG representatives of the geographic areas shall convene a meeting of the club presidents within their respective areas, no later than September 15, to review nominations for the GSC, and elect one member and one alternate to serve on the GSC. Each of these members shall be a past club president and may not have served as a DG. The alternate shall serve in the event the elected member is unable to serve. The GSC Chair shall provide to each member and alternate a copy of the provisions of this Article VII, and a copy of the relevant sections of the *RI Manual* relating to the status, qualifications, duties, and code of ethics relating to the position of DG.

**Subsection 5:** No member of a candidate's club shall sit as a member of the GSC. No member of the GSC may resign to become a candidate for the position of DG, except as approved by the DELT.

**Subsection 6:** Past presidents shall not serve on the GSC for more than one consecutive year.

## **Section C. Nomination Process**

**Subsection 1:** The GSC Chair shall notify the club presidents by September 15 that nominations for the position of DG are open. Such notification shall include the application form that a nominee must complete and the requirements the nominee must meet, which shall include:

- a) A copy of the resolution to be signed by the club secretary stating that the nominee has received the endorsement of a majority of the active members of his or her Club at a meeting where it was known to the members, in advance, that a vote to endorse the nominee would occur.
- b) The required number of printed or electronic copies for all documents; and
- c) Any additional application requirements.

**Subsection 2:** In addition to the enumerated qualifications found in Article 12 of the *Bylaws of Rotary International*, a nominee shall possess other qualifications, such as chairing a District Committee; serving as a District AG; or serving as the coordinator of a District-sponsored project.

**Subsection 3:** All completed nomination packages shall be submitted by the club's secretary, either electronically or by mail, to the DES by close of business, which is 5:00 pm (EST), on November 15. Any exception to this date and time shall be approved by the DG.

#### **Section D. Selection Process**

**Subsection 1:** The GSC shall review all nominations and interview those nominees who meet the criteria for DG and select a nominee by no later than November 30. Interviews of all candidates shall take place in person (face-to-face) or virtually, as necessary.

**Subsection 2:** If, after the interviews, the GSC decides not to select any of the candidates for office of District Governor, then the following procedure shall apply:

- a) The GSC shall meet and list the best qualified Rotarians in Clubs who meet the qualifications for DG.
- b) The GSC Chair shall immediately contact those listed to ascertain whether they shall accept the office of DG, if selected.
- c) The GSC shall then interview those who have indicated a willingness to serve and, from this group, select a nominee for DG.
- d) The interviews and selection shall take place on or before February 1.

**Subsection 3:** No nominee shall be selected without having received four votes of the GSC. All GSC members shall be present for a vote to be held. If no candidate receives the required number of votes, then the GSC shall re-open discussion of the candidates and re-vote as they deem necessary until a qualified candidate is chosen. If no decision can be reached then alternative selection methods (club ballot or District Conference vote) shall be used, as outlined in Article 12 of the *Bylaws of Rotary International*.

**Subsection 4:** If a nominee is selected by November 30, the GSC Chair shall notify the DG and the DES within one business day of the adjournment of the GSC. The DG shall publish to the District's Clubs the name and club of the nominee within three business days from receipt of the notice from the GSC Chair. Publication of the announcement consists of written notice from the DG by letter, e-mail, or fax to the Clubs in the District. Clubs shall have fourteen (14) business days from the date of receipt of such publication to challenge the selection of the nominee. If no challenge is received within that fourteen (14) business-day period, the DG shall declare the nominee to be the DGND and shall certify the name of the DGND to the General Secretary of Rotary International within ten (10) business days after such nominee has been declared the DGND.

## **Section E. Challenging Candidates**

If a defeated candidate wishes to challenge the selection of the candidate for DGND, as proposed by the GSC, procedures delineated in *Bylaws of Rotary International*, Article 12 shall apply.

If two or more nominees were under consideration, the selection may be appealed if ten (10) percent of the Clubs (rounded up to the next whole number) notify the DG within fourteen (14) business days of the publication referred to in Subsection 3, above, of their objection to the person selected. If there is no appeal, the GSC's nominee shall be designated as the DGN as of July 1 of the subsequent Rotary Year.

## **ARTICLE VIII – DISTRICT SPONSORED PROJECTS**

Any Club may submit local, District-wide, or international projects to the DGE and/or the DGN, as applicable, for consideration as a District Sponsored Project. The DGE may designate a qualified project as a District Sponsored Project to take place during his/her year as DG.

The DG is under no obligation to continue or designate any project as a District Sponsored Project, regardless of how worthy the sponsor may deem a project to be. Further, projects that will carry over into the following Rotary year may not be designated as a District Sponsored Project unless approved in advance by the DGE, and, if applicable, the DGN.

If, for unforeseen reasons, a project carries over to the following Rotary year, the originating Club must understand that it might not be approved by the DG for that Rotary year, and therefore, must have a plan in place to continue the project absent District funding or to complete the project.

A project may not be considered a District Sponsored Project if it violates the District Conflict of Interest Policy.

## **ARTICLE IX - DISTRICT RECORDS AND THEIR RETENTION**

The District shall keep correct and complete books and records of accounts and documentation of District transactions. The outgoing DG and Treasurer shall pass on to his or her successors all information, including all relevant records, no later than 30 days after the end of the Rotary Year.

The District shall maintain a record retention policy for the purpose of preserving and destroying the District's records, as appropriate, including corporate documents; accounting, tax, banking, and other financial records; insurance records; committee meeting minutes; press releases and public filings; legal files; and contracts. The District shall maintain records consistent with the requirements of federal and state law, and good

business practices. The record retention policy shall specify the means of disclosure of District records.

## **ARTICLE X - REPRESENTATIVE ON COUNCIL ON LEGISLATION**

### **Section A. Qualifications**

The District Representative to the Council on Legislation (COL) and an alternate shall be a 6920 PDG. If no candidates that meet the criteria are willing and able, the current DG may be considered, with the exception approved by RI.

### **Section B. Election**

Candidates for District Representative to the COL shall (i) be nominated by The College of Governors (COG) (ii) and receive the majority of votes at the business session of the District Conference prior to the start of their three-year position.

## **ARTICLE XI - ZONE NOMINATING COMMITTEE FOR RI DIRECTOR**

### **Section A. Eligibility and Selection**

The representative to the Zone Director Nominating Committee shall be nominated by the current DG with the approval of the DELT.

Candidates must be a PDG within the District at the time of selection. The representative must have attended two Rotary Zone Institutes and one Rotary International Conference in the three years prior to serving on the Committee. The selected member serves for a one-year period. No Rotarian who has served twice as a representative shall be eligible to serve again.

## **ARTICLE XII - AMENDMENTS**

Bylaw amendments shall be proposed and considered during the annual business session of the District Conference or at a legislative meeting. The DGN, with concurrence of the DG and DGE, shall manage the amendment process.

### **Section A. Proposed Amendment Eligibility**

Amendments to these Bylaws may be proposed by the DG, DGE or by any Rotary Club in good standing. Each proposed amendment shall be submitted separately. All properly submitted proposals shall be considered at the business session of the District Conference or a legislative meeting that immediately follows the deadline date for the proper submission of the proposal.



## **Section B. Procedure for Proposing Amendments by DG or DGE**

**Subsection 1:** Amendments proposed by the DG or DGE shall: (1) be signed by the DG, if proposer, or by both the DG and DGE if the latter is the proposer; (2) reference the Article and Section (if applicable) of the bylaw to be amended; (3) set forth the current wording of the Bylaw; (4) the proposed new wording or deletion; and (5) the Article and Section (if applicable) as written with the new wording or deletion. If the subject matter of the amendment is not covered in the Bylaws, the submission shall indicate where the proposed wording should be inserted.

**Subsection 2:** A short narrative, not to exceed 200 words, giving the reason for the amendment, including the problem to be corrected or anticipated, and its impact on Clubs and/or the District shall accompany all amendments.

**Subsection 3:** All amendments, plus supporting documents, shall be submitted to, and received by the DGE or DGN no later than 45 days prior to the opening day of the next District Conference. The DGE or DGN shall organize them for presentation at the business session of the upcoming District Conference or legislative meeting and forward the amendments and the documents to the DG.

## **Section C. Procedure for Proposing Amendments by Clubs**

**Subsection 1:** Amendments proposed by Clubs shall: (1) be signed by both the president and secretary of the club; (2) reference the Article and Section (if applicable) of the bylaw to be amended; (3) set forth the current wording of the bylaw and, (4) the proposed new wording or deletion; and (5) the Article and Section (if applicable) as written with the new wording or deletion. If the subject matter of the amendment is not covered in the Bylaws, the submission shall indicate where the proposed wording should be inserted.

**Subsection 2:** Subsections 2 and 3 of Section B above shall apply to club-proposed amendments.

## **Section D. Notification and Voting**

**Subsection 1:** The DG shall forward all amendments that have met the criteria set forth in Sections A, B, and C, above to every club president in the district for receipt no later than 30 days prior to the opening day of the next District Conference or legislative meeting, with an appropriate cover letter explaining the procedure for amending these Bylaws. Said letter shall include the following statement, prominently displayed, when amendments proposed by the DG or DGE are to be considered:

*“The following amendments have been proposed by the District Governor (or District Governor Elect)”:*

**Subsection 2:** If a proposed amendment is received by the DGE in a timely manner but is deficient in its form or is not accompanied by the required supporting documents, the proposed amendment shall be returned to the Club with an indication of the deficiencies,

and with a request to resubmit promptly so that the 30-day deadline in Section D, Subsection 1, might still be met.

**Subsection 3:** If a proposed amendment fails to meet the criteria set forth in Sections B and C above, it shall not be included on the agenda for the District Conference or legislative meeting.

**Subsection 4:** All properly submitted proposed amendments to these Bylaws shall be placed on the agenda for the District Conference or legislative meeting for which the amendments were submitted for consideration.

**Subsection 5:** The proposer of the amendment shall present the proposal at the meeting. Proposals receiving a two-thirds vote in the affirmative of the votes cast (by active members registered at the District Conference or legislative meeting) shall be deemed adopted and shall take effect on the first day of the following Rotary Year.

**Subsection 6:** If a proposed amendment is defeated, it may not be reconsidered at that meeting.

## **ARTICLE XIII – BYLAWS REVIEW PERIODICITY**

These Bylaws shall be reviewed every three (3) years, at a minimum, in the Rotary Year that follows the COL. The DG in that year shall appoint a committee, led by the DGN with the DGE and the District immediate past COL representative, as members. Should Bylaw proposals emanate from the Clubs in the interim years, the DG shall appoint a committee to process the proposals to meet the requirements of Article XII.