

Rotary International District 6960 By-Laws

Effective date: April 10, 2010

Article I Officers

- Section 1. The Governor is the officer of Rotary International in the District, functioning under the general control and supervision of the Rotary International Board of Directors.
- Section 2. Additional officers of the District are the Governor-Elect (DGE), Governor Nominee (DGN), and the Governor Nominee Designate (DGND).

Article II Election of Officers and Duties

- Section 1. Any Rotarian who engages in campaigning or canvassing for elective office in District 6960 may be subject to disqualification from election to the office sought and possibly to future District offices for such periods as the Governor and other officers may determine.

Section 1a. Nominating Committee

The nominating committee will select a DGND in the fall of each Rotary Year. The name of the DGND will be presented to the next District Assembly, District Conference, or separate business meeting, for ratification of the nominating committee's selection.

Section 2. Duties

Section 2a. Governor

- The Governor shall appoint the committees as stated in the District Rules of Procedure. The Governor should undertake the orientation, education, and motivation of the DGE and provide training of his/her successor.
- Coordinate with the DGE in organizing a District Assembly and President-Elect Training Seminar (PETS)
- Require The Rotary Foundation Chair to organize and conduct a Foundation Assembly
- Must arrange and hold a District Conference
- Appoint a District Trainer
- Attend the Rotary International Convention
- Organize an advisory council of Past Governors (College of Governors)
- Issue a monthly letter to each club president and secretary in the District

Section 2b. **Governor-Elect**

- Must be a member in good standing of a functioning Rotary Club within the District
- Must have served as President of a Rotary club
- Demonstrate willingness to fulfill the duties and responsibilities of the office of Governor, show commitment and ability and be physically fit to assume office
- Must attend the Governor-Elect Training Seminar (GETS)
- Must attend the International Assembly for additional Governor Training
- Attend District Committee meetings as specified by the Governor
- Attend PETS Training
- Arrange for and prepare to Chair a District Assembly
- Attend the Rotary International Convention.
- Work with the Treasurer to prepare a Budget for his/her year as DG

Section 2c. **Governor Nominee and Governor Nominee Designate**

Governor Nominee and Governor Nominee Designate shall perform all duties and functions as required by the District Governor and Rotary International.

Section 3. **Terms of Office**

The years in office of all appointed district officers and committee chair shall be limited to three (3) consecutive years. (This provision may be waived where the office requires greater continuity for the benefit of the District).

**Article III
Meetings**

Section 1. **Annual Meeting**

The Annual Meeting of the District shall be held in conjunction with the District Assembly, District Conference, or a separate Business Meeting called by the District Governor. At one of these meetings, the duly appointed electors from the District Clubs (selected in accordance with the Rotary Manual of Procedure [refer to Annex B of the Rules of Procedure]) shall vote yea or nay on the selection of the Nominating Committee for the DGND and every third year elect a representative to the Council on Legislation.

Section 1a. **Quorum for meetings**

Two thirds of the Clubs of District 6960 shall constitute a quorum at District meetings.

Section 2. **Mandatory District Meetings**

The Governor shall hold, or make certain that, the following meetings or conferences are held within District 6960 in the Rotary Calendar Year (July 1-June 30). The

Governor may choose to hold one or more of these meetings outside the District.

- District Conference
- Finance Committee Meeting(s)
- Nominating Committee Meeting
- District Assembly
- PETS
- The Rotary Foundation Seminar
- College of Governors Meeting (At least once each year, but not limited as to the number of meetings)
- Membership Seminar

Article IV District Directory

The DGE shall publish a District Directory, which shall be an information source for all Rotarians in District 6960. The Directory shall contain a minimum of the names, addresses, and phone numbers of all the Rotarians working with the District Governor in his/her year of service, the “Official Visit” schedule, and any other information the DGE deems necessary.

The District Directory shall be available in either published or electronic form and be distributed to the District by the first day of the District Conference, but no later than the first day of the new Rotary year. The Directory of District 6960 may be used only in a manner approved by the District Governor. It shall not be used as a commercial mailing list.

Article V District Expenses

Section 1. The budget process and approval are outlined in Article II, Section 2k in the District 6960 Rules of Procedure. It is the goal of the District to fund all expenses of the District as outlined below. However, all expenses will be subject to review and will only be funded if sufficient income is received by the District via the budget. The District is expected to support certain Rotary International and Zone programs and these programs will have priority in funding.

Section 2. Programs Requiring District Support

The following Rotary International, Zone and District Programs expect District support through an annual fee or contribution.

- Florida Rotary Youth Exchange annual District Assessment
- PETS District Contribution
- Rotary Leadership Institute (RLI) contribution
- Rotary Youth Leadership Awards (RYLA) (Note: this program is sometimes

referred to as Seminars 4 Tomorrow's Leaders [S4TL], which is a RYLA program)

- Zone Contributions

Section 3. **Funding for District Events**

The District will conduct or participate in events to include meetings, seminars, assemblies and conferences. The District may charge a registration fee to cover event expenses. These events include, but may not be limited, to:

1. **District Foundation Seminar**

- A. Registration fee will be charged.
- B. District will pay for outside speakers.

2. **District Membership Seminar**

- A. Registration fee will be charged.
- B. District will pay for outside speakers.

3. **Pre PETS meeting**

Registration fee will be charged.

4. **District Team Leadership Training Meeting**

- A. Registration fee will be charged.
- B. District will pay for outside speakers.

5. **PETS Training Seminar**

- A. District will pay for the registration fee and one nights lodging for the following:

1. Presidents-Elect
2. District 6960 Florida PETS Operating Committee
3. District 6960 Florida PETS Trainers
4. District Trainer
5. DG, DGE, DGN, DGND
6. Incoming Assistant Governors (AG's)

- B. District Support Personnel required to arrive early will be compensated for their additional room night(s).

- C. It is the desire of the District to pay for the Presidents-Elect and District Support Personnel's spouse registration fee if they attend. This is subject to annual budget review and the District having sufficient funds for these registration fees.

6. District Assembly

- A. Registration fee will be charged.
- B. District will pay for outside speakers.

7. District Conference

- A. Conference participants will pay for meals.
- B. District will pay the room and meal expenses for the RI President's Representative and their spouse.
- C. District will pay for a gift for the RI President's Representative not to exceed \$200.
- D. District will pay the room and meal expenses for the District's Aide (and spouse) to the RI President's Representative.
- E. District will pay travel, room and meal expenses for one speaker.
- F. District will pay the expenses to conduct the Conference, excluding meals, rooms, and travel expenses of individual District Rotarians.

Section 4. **Funding for Rotary International Events**

The District is expected to support and participate in Rotary International Events. These events include, but are not limited to:

1. International Assembly

RI pays all expenses for the District Governor-Elect and their spouse. Miscellaneous expenses not covered by RI should be paid from the District Governor-Elect District supplement.

2. Zone Meetings

The District Governor, DGE, DGN and their spouses are expected to attend the annual Zone meeting. The District will cover the following expenses.

- A. Registration fee, room, and meals.
- B. Round trip air fare or mileage, whichever is less.
- C. Ordinary and necessary expenses related to the meeting.
- D. If RI reimburses the DGE for the Governor Elect Training Seminar (GETS), this reimbursement will be returned to the District. If GETS is separated from the Zone Institute, the policy as stated above will apply.

3. International Convention

An allowance will be provided by the District to assist the District Governor and the DGE and their spouses in attending the International Convention. The amount will be determined by the Finance Committee and based on the location of the convention.

4. Council on Legislation

Rotary International pays expenses for the Elected Delegate from The District to the Council on Legislation. These expenses include air fare to the Council, Room, and Board, and transportation to and from the location of the Council. The District will reimburse the Delegate for miscellaneous expenses upon presentation of receipts.

Section 5. District Governor, District Governor-Elect, and District Governor Nominee Supplement

The District will provide a supplement for the District Governor, District Governor-Elect, and the District Governor Nominee. The supplement, in addition to the defined payments outlined above, may be used at the recipient's discretion. However, receipts must be provided.

Section 6. Assistant Governor (AG's) Budget

AG's are expected to conduct joint meetings of the Presidents of the clubs in their area. The funds allocated for the AG's will be divided by the number of clubs in the district to determine an amount of money per club. Each AG will have this amount of money multiplied by the number of clubs in their area. These funds are to be used by the AG's only to cover the expenses of the required meeting and not for their personal expenses. Receipts, along with a list of attendees will be required for reimbursement.

Section 7. Standing Committees

All Committee Chairpersons shall present to the Finance Committee on or before January 15th of the year prior to their assuming their position a proposed budget of expenses for the ensuing Rotary Year. If a committee chair has not been selected by the DGE, the DGE will ask the current Committee Chair to develop a proposed budget for the next Rotary Year. These amounts, after review, shall be incorporated into the proposed budget of the DGE.

Section 8. Administrative Expenses

The District Budget shall provide for Administrative Expenses including, but not limited to, the following items:

1. Printing
2. Copying
3. Postage
4. Telephone
5. District Directory
6. Publicity and Public Relations
7. Extraordinary lodging, meals and travel for events not previously mentioned, but approved by the Finance Committee.
8. Equipment to be used for the betterment of the District.
9. Office rent, if an office is deemed necessary

Section 9. **Transfer of Budgeted Funds between Expense Categories**

1. The District Governor may transfer funds from one expense account to another expense account to meet the needs of the District
2. The District Governor may not exceed the total budget without the approval of a majority of the Finance Committee.

Section 10. **Emergency and/or Extraordinary Expenses**

The Finance Committee must approve all expenditures deemed to be “Emergency” and/or “Extraordinary” expenses that are not on the previously approved District Budget.

**Article VI
Member Voting**

(This section shall apply to all voting on district business, whether at the District Conference, District Assembly, or a special business meeting called as authorized by the By-Laws of District 6960)

Section 1. **Voting by Electors**

Each club in the district shall select, certify, and send to its annual district conference, district assembly, or other district business meetings at least one elector. Any club with a membership of more than 25 shall be entitled to one additional elector for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to any election. Each elector shall be a member of the club. An elector must be present at any of the above meetings to vote

Section 1a. **Voting Procedures**

Every member in good standing of a club in a district present at the district conference, district assembly or a district business meeting shall be entitled to vote on all matters submitted to a vote as such gathering. Any elector shall have the right to demand a poll upon any matter presented to the meeting to which he has been certified as an elector. In all cases, voting shall be restricted to electors. When voting to confirm the Nominating Committee’s selection of a District Governor Nominee Designate, (DGND), electors from a club with more than one elector shall cast all votes for the same candidate.

Section 1b. **Proxies**

A club may designate a proxy for its absent elector(s) when the club is located in a country other than in which its district meeting held. Such club must obtain the consent of the governor for such proxy. The proxy may include a member of its own club or a member of any club in the district in which the club is located. The proxy designation must be certified by the president and secretary of such club. The proxy shall be entitled to vote a proxy for the not-attending elector(s) represented, in addition to any other vote the proxy may have.

Article VII
Conflicts with the RI Manual of Procedure

If there are any conflicts in this document with the RI Manual of Procedure, the RI Manual of Procedure (MOP) shall be the governing interpretation.