

DISTRICT 7620 of ROTARY INTERNATIONAL BYLAWS

PREFACE

District 7620 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.

These Bylaws were previously known as the *Manual of Procedure*, which was adopted at the Altoona, PA District Conference in 1936. Subsequent revisions were made in 1952, 1966, 1974, 1976, 1979, 1993, 1995, 1997 and 1999.

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ARTICLE I – INTRODUCTION

A. Definitions

Section 1: The following words and acronyms will have the meanings indicated, but references to the Constitution of Rotary International, the Standard Rotary Club Constitution and the Bylaws of Rotary International will be referred to by their titles:

AG	Assistant District Governor
Club	A Rotary Club in the District
District	District 7620 of Rotary International
DDF	District Designated Funds
DG (Governor)	District Governor
DGE	District Governor-elect
DGN	District Governor-nominee
DGSC	District Grants Sub-committee
DRFC	District Rotary Foundation Committee
DSG	District Simplified Grant
Foundation (TRF)	The Rotary Foundation
GSE	Group Study Exchange
MG	Matching Grant
RI	Rotary International
RI Manual	Rotary International's <i>Manual of Procedure</i>
Rotary Year	Period beginning July 1 and ending the following June 30

B. Governance

Section 1: The District is a geographical area in which Rotary Clubs are combined for RI administrative purposes.

The District shall adhere to the Constitution of Rotary International and the Bylaws of Rotary International, the rules and regulations promulgated thereunder by the RI Board of Directors, and/or these Bylaws. If there is a conflict between these Bylaws and the Constitution of RI, the Bylaws of RI and/or the RI Manual, the latter documents shall take precedence.

Section 2, District Governor (DG): The administration of Clubs in the District is under the direct supervision of the DG. The DG serves as the officer of RI in the District and is charged with the furthering of the Object of Rotary by providing leadership and supervision of the Clubs in the District. The DG shall work with District and Club leaders to encourage participation in the District Leadership Plan. The DG shall also ensure continuity within the District by working with past, current and incoming District leaders in fostering effective Clubs. Specific duties and responsibilities of the DG are outlined in the current RI Manual.

The DG is the sole person with authority to obligate the District and sign contracts on its behalf. If the DG delegates this responsibility, such must be in writing and must identify, with specificity, the scope of the authority being delegated.

The DG shall refer all contracts to be signed on behalf of the District to one or more attorneys and/or accountants, for the purpose of review and comment, before such contract is signed. Those reviewing the contract may seek guidance from others who have special knowledge about the subject matter of the contract. If deemed appropriate, the DG may ask those reviewing the contract to negotiate it on behalf of the District.

C. Territory

The boundaries of the District are: the Susquehanna River on the northeast; the Mason-Dixon line on the north; the western boundary of Frederick County, Maryland on the west; the Potomac River and its estuary on the southwest; and the Chesapeake Bay on the east. RI may change these boundaries at any time.

D. Purpose

The purpose of the District is to help the Clubs advance the Object of Rotary and not to diminish the services provided by the Clubs and individual Rotarians. To assist the Clubs and its members, the District maintains a website to promote Club and District activities.

ARTICLE 2 – DISTRICT ORGANIZATION

A. District Leadership Plan

Every Rotary District is required to have a District Leadership Plan (Plan) for the purpose of strengthening Rotary at the District and Club levels as outlined in the RI Manual. This District has adopted a plan to conform to RI requirements. 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 any appointments without consulting with the DGE, the DGN, and DGN-Designate (if selected.)

B. District Orientation

By March 1 of the calendar year in which he or she will take office as Governor, the DGE, with advice and counsel of the DGN, shall: assign the Clubs to regions, taking into consideration the number of Clubs, and their geographical proximity; and, appoint an AG for each of the regions designated.

C. District Staff

In accordance with RI policy, the DGE shall make appointments for the positions of: District Secretary, District Treasurer, District Trainer, Aide to the RI President and/or the RI President's Representative, as well as other members of his or her leadership team. The DGE may also make appointments to other 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 may be necessary or desirable to conduct the business of the District. All assignments and appointments shall become effective on July 1.

D. District Secretary

The DG shall appoint a member of a Club to be District Secretary for a one year term. The primary duties of the District Secretary are to assist the Governor in making arrangements for District meetings, handle correspondence as necessary, compile and maintain minutes of

District meetings, and keep appropriate District records.

The District Secretary's duties shall also include, but not be limited to: (1) collecting and maintaining monthly records of District membership and attendance; (2) instructing the Club secretaries as to their duties and responsibilities; (3) assisting the Governor in District administration; (4) keeping records and filing timely reports with RI; (5) receiving any funds due the District from the Clubs or elsewhere; and (6) performing such other duties attendant to the position, as well as those assigned, from time to time, by the DG. Some of these duties under the direction of, and with the concurrence of the DG, may be delegated to others.

E. Executive Secretary

The District created the position of Executive Secretary in 1994 to work with the DG, the DGE, the DGN and the District Secretary on a contractual basis. The Executive Secretary is an independent contractor and not an employee of the District. The primary purpose of the position is to assist the DG, DGE and DGN in managing the affairs of the District. Duties and responsibilities may vary depending upon the needs of the District as determined by the DG, DGE and DGN. The contract with the executive Secretary should be executed no later than May 1 of the calendar year in which the DGE will take office as Governor.

F. District Treasurer

Section 1: The DG shall appoint a member of a Club, who is an accountant, to be District Treasurer. The primary duty of the District Treasurer is to safeguard the financial assets of the District and account for the disbursement of the same. At District expense, the District Treasurer shall be bonded in an amount to be determined.

Section 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 in a timely fashion as directed by the Governor; (b) the monthly issuance of, within 30 days of month's end, an income statement and balance sheet for the previous month, compared with the approved budget, including such detailed information as is deemed necessary to properly exhibit the financial status of the District; (c) preparing and issuing by July 31, a financial statement, balance sheet, profit and loss statement, and general ledger for the Rotary Year just ended, compared with the approved budget, as well as supporting documents relating to distributions; (d) overseeing the annual filing of all state and federal returns and reports, where required, by the established due dates, which may be prepared by the District Treasurer or others hired by the District for this purpose; and (e) transferring signature control over any and all accounts in behalf of the District to his or her successor by July 31.

Section 3. The District Treasurer shall sign all checks on District Accounts. If the District Treasurer is unavailable for any reason, the DG or the DGE in the DG's absence, shall sign any check written during the Treasurer's absence.

G. 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 past governor, appointed by the Governor, to assist when such individual is 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.

H. Advisory Council of Past Governors

An Advisory Council of past governors shall be formed so that the Governor may call upon them for advice and assistance. The authority and/or responsibility of the Governor shall in no way be impaired or impeded by the advice or actions of the past governors. The most recent past district governor, willing and able to do so, shall serve as chairperson. The Advisory Council shall meet at least twice each Rotary year.

ARTICLE 3 – DISTRICT FINANCES

Section 1: The District shall maintain a District Fund known as the District budget. The District Fund shall be financed by the 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. Such levy shall be approved by the affirmative vote of three-fourths of the incoming Club presidents present at the District Assembly immediately preceding the Rotary Year for which the budget is adopted. Part of the District Fund may be restricted as to its source of income and the purpose(s) for which those funds may be spent. The DGE should distribute his or her proposed budget to the incoming Club presidents approximately 30 days prior to the District Assembly.

The District shall not borrow funds for current expenses, if the repayment of such funds is to take place during a subsequent Rotary year, without the consent of the individual(s) who will assume the office of Governor during the proposed year(s) of repayment. In addition, a majority of the current Club presidents must vote to approve the taking out of the loan.

Section 2: Payments into the District Fund shall be as follows: one-half of each Club's annual contribution shall be paid by July 31 based on the number of active members reported as of June 30, and, one-half shall be paid by January 31 based on the number of active members reported as of December 31.

The RI Semiannual Report, which each club forwards to RI when it pays its dues, shall be the basis for each Club's District dues payment as well. If a Club has fewer than ten (10) active members listed on its Semiannual Report, its dues payment shall be the same as if it had ten active members. Clubs shall forward a complete copy of the Semiannual Report to the District with the payment of District dues. All payments and copies of the Semiannual Report will be sent to the District Secretary.

Section 3. All monies to be paid to the District shall be sent to the District Secretary. The District Secretary shall deposit all monies received and forward a copy of the deposit slip to the District treasurer. All bank statements shall be sent to the District Secretary for review of deposits and disbursements of unusual items.

Section 4. The District maintains a District Project Trust Fund, which is incorporated separately under the laws of the State of Maryland, with its own Bylaws. The purpose of this

fund, which qualifies under Section 501(c)(3) of the Internal Revenue Code, is to fund educational and charitable activities. The District shall report the status of the Fund, including income and expenditures, to the membership at least once a year.

ARTICLE 4 – GOVERNOR SELECTION PROCESS

A. Appointment of Selection Committee

Section 1: Prior to assuming office, the DGE shall select a past governor as Chairperson of the Governor Selection Committee (GSC). The GSC shall be charged with selection of a person to serve as Governor for the Rotary Year beginning on July 1 of the second calendar year following the Rotary Year in which the person is selected.

Section 2: The Governor will select five (5) Selection Committee Regional Chairpersons no later than August 31.

Section 3: The Governor shall send the names of the Chairperson of the GSC and the Regional Selection Chairpersons to Club presidents by September 15.

Section 4: The Regional Chairpersons will each convene a meeting of the Club presidents in their respective regions no later than December 31 to choose members of the GSC. All members of the GSC must be past Club presidents. Each region will elect one member to serve on the Committee, and one alternate. The alternate shall serve in the event the elected member is unable to serve.

No one is eligible to serve as a member or an alternate on the GSC from a Club nominating one of its members for Governor. In addition, those selected to be members or alternates of the GSC are not eligible to be considered as nominees for Governor during the Rotary Year they were elected as members or alternates.

B. Nomination Process

Section 1: The Chairperson of the GSC shall notify Club presidents by September 30 that nominations for the office of Governor are open. Such notification shall include: the application form that a nominee must complete; the qualifications the nominee must meet; 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; any additional application requirements; and, the deadline date for the submission of applications,

In addition to the enumerated qualifications found in Section 15 of the Bylaws of Rotary International, a nominee should possess other qualifications such as: having chaired a District Committee or a Lane of Service; having served as a District officer; or, having served as the coordinator of a District-wide project.

Section 2: All nominations must be submitted by a Club, with the required number of copies,

to the GSC chairperson by November 30.

C. Selection Process

Section 1: The GSC will review all nominations and interview those nominees who meet the criteria for the office of Governor, and select a nominee by no later than January 31. The role of the Chairperson of the GSC during the interview and selection process is to facilitate the meetings. The Chairperson is not to influence the members of the GSC in their deliberations, express an opinion on any candidate, and has no vote.

Section 2: No nominee shall be selected without having received four out of five votes of the members of the GSC. If only four members are present, then three votes are necessary to select a nominee as Governor. If fewer than four voting members of the GSC are present, the Committee shall adjourn to a later time or date, so as to guarantee the presence of at least four voting members. (In this section, member refers to member or alternate, as defined in A, Section 4, above.)

Section 3: If a nominee is selected by January 31, the Chairperson of the GSC will promptly inform the DG and the District Secretary. The District Secretary will promptly notify all Club presidents of the selection or nominees, if more than one, by no later than February 5. If there are two or more nominees under consideration, the selection may be appealed if ten percent of the Clubs (rounded up to the next whole number) notify the DG by February 25 of their objection to the person selected. If there is no appeal, the nominee of the GSC will be designated as the District Governor Nominee as of July 1 of the calendar year of selection.

Section 4: If, after the interviews, the GSC determines that none of the nominees are qualified to hold the office of Governor, then the following procedure shall apply:

- a) The GSC will meet and list the best qualified Rotarians in Clubs who meet the qualifications for Governor;
- b) The Chairperson of the GSC will immediately contact those listed to ascertain whether they will accept the office of Governor, if selected;
- c) The GSC will then interview those who have indicated a willingness to serve and, from this group, select a nominee for Governor; and,
- d) The interviews and selection shall take place on or before February 28.

Section 5: If a nominee is selected by February 28, the Chairperson of the GSC will promptly inform the DG and the District Secretary. The District Secretary will promptly notify all Club presidents of the selection no later than March 5. If there are two or more nominees under consideration, the selection may be appealed if ten percent of the Clubs (rounded up to the next whole number) notify the DG by March 25 of their objection to the person selected. If there is no appeal, the nominee of the Committee will be designated the DGN as of July 1 of the calendar year of selection.

D. Appeals

Section 1: In the case where the requisite number of Clubs appeals the selection of an

individual to be Governor, the list of nominees interviewed will be sent to the Club presidents by the Chairperson of the GSC no later than 14 days following the deadline date for the appeal.

Section 2: The Club presidents will vote their selection for Governor from the list of nominees via a mail ballot which is to be returned and received by the DG no later than 28 days following the deadline date for the appeal.

Each Club shall be entitled to at least one vote. Any Club with an active membership greater than 25 shall be entitled to one additional vote for each additional 25 active members or major fraction thereof. Such membership shall be determined by the number of active members in the Club as of the date of the most recent semiannual payment prior to the date on which the vote is held. However, any Club whose membership in RI has been suspended by the Board of RI shall not be entitled to participate in the voting. If a Club is entitled to cast more than one vote, the Club shall cast all votes for the same candidate. The name of the candidate for whom the Club has cast its vote(s) shall be verified by the secretary and president of the Club and forwarded to the DG in a sealed envelope provided therefor. The DG shall immediately forward the sealed envelopes to the Chairperson of the GSC.

Section 3. The Chairperson of the GSC shall call a meeting of the GSC to be held on a date that falls between the 29th through the 35th day following the appeal. At the same time, the Chairperson of the GSC shall notify the nominees for Governor of the date, time and location of this meeting. All sealed envelopes containing the ballots from each Club shall be opened in the presence of the nominees or their representatives. If a nominee does not have a representative present when the envelopes are to be opened, he or she will be deemed to have waived the right to attend, and the envelopes will be opened and the ballots tallied.

The nominee receiving the majority vote of all ballots cast shall be selected. If no nominee receives a majority of votes, the process will be repeated with Clubs voting for one of the two candidates (three, if there is a tie for the second highest number of votes received) with the highest number of votes received in the initial balloting. If in the first runoff ballot there are three candidates and none of the candidates receives at least 50% of the votes, then the process will be repeated with Clubs voting for the two candidates receiving the highest number of votes. If any runoff results in two candidates each receiving 50% of the votes, and one of the candidates is the nominee of the GSC, this person shall be declared the successful candidate. If neither of such candidates is the nominee of the GSC, the Governor shall cast the deciding vote for the successful candidate.

ARTICLE 5 – DISTRICT PROJECTS

A. Purpose

Each year, Clubs engage in projects that provide a benefit to their local or the world community. Some projects have a way of expanding beyond the initiating Club's capability to continue them and, therefore, the help of other Rotary Clubs is not only desirable but also necessary. In other situations, the Club may not need help in carrying out its project but may need other types of assistance, such as donations of goods to be shipped for distribution to relief victims, schools,

and the like. To enable these acts of goodwill, a project may be designated as a District Project for up to one year.

B. How to Apply

Section 1: Any Club, or a member of a Club, has the right to submit a Community Service, Club Service, Vocational Service or an International Service project to the Governor, the DGE and/or the DGN, as applicable, for consideration as a District Project. Projects so designated shall be promoted by the District to the Clubs, and will also allow the sponsor to approach other Clubs for their support. Such support may take the form of volunteer efforts and/or the contribution of funds or goods.

The DG is the only person who may designate a project as a District Project to take place during his or her year as Governor. All projects will cease to be a District Project on June 30th, unless the Governor taking office for the ensuing year maintains the District Project designation.

Section 2: In order for a project to qualify as a District Project, the sponsor must submit a written request to the DG, DGE, and/or DGN. The DG or DGE, prior to designating a proposal as a District Project, shall distribute copies of the request to the Club presidents for the year in which the proposal is requested to be a District Project. The District Project designation may be denied if opposed by a majority of those Club presidents. The format and requisite information shall be provided on the District website.

C. Continuity

The DG is under no obligation to continue or designate any project as a District 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 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 sponsor must understand that it might not be approved by the Governor for that Rotary year, and therefore, must have a plan in place to complete the project as soon as possible.

D. Projects Ineligible for Consideration

A project may not be considered a District Project if: (1) it directly benefits a member of a Club, or an employee of a Club or the District; (2) funds are used for travel, salaries or other administrative costs; (3) its purpose is to construct a new building or substantially expand an existing building; or, (4) it will create a liability on the part of the District.

ARTICLE 6 – THE ROTARY FOUNDATION

A. Introduction

Each Rotary Year, members of Clubs are encouraged to contribute to the Foundation. Every Rotarian is asked to contribute at least \$100.00 every Rotary Year. The contributions fund the

educational and humanitarian programs of the Foundation implemented by Rotary Clubs and Districts throughout the world. All contributions to the Foundation are invested for three years, after which a District is allowed to designate up to 50% of the funds credited to that District for Foundation programs of its choice. These funds, known as District Designated Funds (DDF), may be used for: (1) major and minor Matching Grants; (2) scholarships; (3) Group Study Exchange; (4) individual grants; (5) Blane Immunization Grants; and (6) District Simplified Grants. Any Club or District may apply for a grant from the Foundation through its District Rotary Foundation Committee (DRFC). Applications are reviewed by the District Grants Subcommittee (DGSC), which is part of the DRFC.

Any application to the Foundation by a member of a Club or a Club, regardless of whether DDF money or other funding is being sought, must be signed by the Chairperson of the District Simplified Grant (DSG) Committee. If the applicant wants the District to fund part of the grant, the application must be directed to the DRFC.

B. District 7620 Simplified Grants

Section 1: Beginning June 1, the DRFC will accept DSG applications for the upcoming Rotary Year. The funds for these grants come from DDF. The DGE is permitted to allocated up to 20% of available DDF for DSGs during his or her year as Governor.

The DSG funds are designed to assist Clubs in undertaking projects in their own communities, or in other countries, and to provide funding for one-time only community service projects that involve active, personal participation of Rotarians. The projects are intended to improve the community and/or lives of disadvantaged people. The grants process is managed by the DGSC.

Prior to the start of activity, proposals must be submitted to the DGSC, which will review the applications and make funding recommendations. Recommendations of the DGSC will be forwarded to the DRFC Chairperson and the Governor, or DGE, as the case may be, from whose DDF the grant will be allocated.

No member of the DGSC or the DRFC may participate in the deliberation of, vote on, or solicit the votes of other members of these committees, for a project sponsored by his or her Club.

Section 2: Completed applications must be submitted to the DRFC Chairperson for the Rotary Year in which the grants will be awarded, at the address listed. Such applications must be signed by the Club president for that Rotary Year.

Section 3: Requests for grant awards under the DSG program must meet the Foundation requirements outlined on the District website.

Section 4: The sponsoring Club must contribute at least 50 percent of the overall cost of the project. The *maximum* grant amount available to a sponsoring Rotary Club shall be set each year. The *minimum* grant amount is \$250.00. However, the actual limits for any particular Rotary Year shall be set by the DG in consultation with the Chairpersons of the DRFC and the DGSC. The goal is to get as many Clubs participating in this process as possible. If, by December 31 of any Rotary Year, there are still DSG funds available, the DRFC shall notify all

Clubs in the District of the amount of funds remaining and further indicate that if there are no further applications received that meet the criteria set forth in this Article, then Clubs that have already received funds may apply for a supplemental grant.

As part of the interim or final report, all original invoices, along with documentation showing how the invoices relate to the Grant, must be sent to the DRFC for approval before a check may be disbursed. All funds must be spent in strict conformity with the stated purposes of the approved Grant, as spelled out in the Grant application. If an invoice is submitted without the required documentation, or the documentation does not support the expenditure, the invoice will be returned to the Club.

All records pertaining to a DSG, including original invoices, shall be maintained at the District Office for a minimum of three years following the completion of the project.

Section 5: The DGSC shall consider the following criteria in its funding recommendations:

- (a) The number of people in the community who will be affected by the project;
- (b) The documented need for the project;
- (c) The strength of the sponsoring club's participation, and its ongoing commitment to the project; and,
- (d) The reasonableness of the project budget.

The DGSC may also take into consideration the sponsoring Club's per capita or total giving to the Annual Fund of the Foundation.

Section 6: All requests for a DSG must be submitted separately and must contain the required information as detailed on the District website.

C. Matching Grants

Section 1: Any Club may apply directly to the Foundation for a Matching Grant (MG). The DGSC has the responsibility of assisting Clubs with their applications, which must be signed by the DGSC Chairperson. The prescribed application can be found on the RI website - www.rotary.org

Section 2: Clubs may also apply to the District for matching funds. All MGs requesting DDF money must be submitted to the DGSC. If approved by the District, the total of 50% of Club funds and 100% DDF monies may be used as the amount requested from the Foundation for the MG.

Section 3: The Foundation application form shall be used by the DRFC as the objective basis for making its decision. Further, the DRFC shall take into consideration the applicant Club's three-year history of Annual Giving to the Foundation. Clubs must be aware that the pool of funds for Foundation MGs comes from unrestricted annual giving contributions to the Foundation, made or procured by Club members during the Rotary Year three years prior to the Rotary Year in which the funds are available for dispersal. The DRFC will apply The 4 Way Test

in making its decision – Is it fair to the Clubs that have contributed to the Foundation to award monies for a project of a Club that has not contributed? The DRFC is not obligated to match all or part of a Club's contribution.

No member of the DGSC or the DRFC may participate in the deliberation of, vote on, or solicit the votes of other members of these committees, for a MG application sponsored by his or her own Club.

D. Group Study Exchange

The Group Study Exchange (GSE) program is a unique cultural and vocational opportunity that promotes international understanding designed to develop professional and leadership skills of young men and women in the early years of their professional lives. A GSE team, composed of one Rotarian (acting as team leader) and four non-Rotarians representing a Rotary District, travels to a Rotary District in another country. A similar team from that country visits District 7620.

Section 1: A standing District GSE Committee shall be appointed. The members shall serve a three year term, with two members being appointed each year by the Governor to succeed those whose terms have expired. To the extent possible, the returning GSE team leader should be one of the appointees. The Governor shall be an *ex officio* member of the Committee with voting rights, and shall select another member of the GSE Committee to serve as Chairperson.

Section 2: The GSE Committee will be responsible for selecting the team that will represent the District, using criteria developed by the Foundation. Approximately nine months before the District's team is to depart, the Committee will notify the president of each Club that applications will be accepted for team leader and team members, outlining the required qualifications, the foreign district to be visited, the date by which applications must be returned to the Committee, and the time lines for the selection process. The Committee shall assist the presidents by giving the references on the RI website where the prescribed application and other materials pertaining to the program can be found.

The Committee may set its basic operating rules and time deadlines. However, each candidate for team leader and team member must appear in person before the Committee for a personal interview.

Section 3: The Committee is also required to organize the schedule of the visiting GSE team. Care must be taken to make sure that the visiting team has a variety of experiences, visits all regions of the District, and that each team member be scheduled the appropriate number of vocational days.

E. Scholarships

The Foundation offers a number of educational opportunities. The extent to which the District can participate is dependent upon the amount of the DDF available each year from which the scholarships are allocated. Programs include, among others: the Ambassadorial Scholarship, available only to those seeking a post-graduate education and who are not related by blood nor marriage to a Rotarian; and, University Teaching Grants, available to any individual, including

Rotarians and members of their family, for the purpose of going to a low-income country to teach at the University level for a period of three to five months, or six to ten months.

In addition, the Foundation also offers World Peace Scholarships. Each District may nominate a candidate without regard to funding (DDF not required).

Section 1: A standing District Scholarship Sub-Committee shall be appointed. The members shall serve a three year term, with two members being appointed each year by the Governor to succeed those whose terms have expired. The Governor, DGE or DGN, depending upon whose year from which the funds will be allocated for the scholarship(s), shall be an *ex officio* member of the Sub-Committee with voting rights. The Governor shall select the Sub-Committee Chairperson.

Section 2: The Sub-Committee will be responsible for selecting scholars who will represent the District, using criteria developed by the Foundation. Within the first quarter of each Rotary Year, the Sub-Committee will notify the president of each Club that applications will be accepted for the scholarship(s) to be offered, outlining the required qualifications, the date applications must be returned to the Sub-Committee, and the time lines for the selection process. The Sub-Committee shall assist the presidents by giving the references on the RI website where the prescribed application and other materials pertaining to the program can be found. The Sub-Committee may set its basic operating rules and time deadlines. All candidates must appear in person before the Sub-Committee for personal interviews.

F. Other Programs

Information on other Foundation programs, such as the Blane Immunization Grants and individual grants, as well as more detail on the programs mentioned in this Article, can be found on the RI website at <http://www.rotary.org/foundation>

G.

The Chairperson of the DRFC in cooperation with the DG shall have posted to the District web site, the allocation of DDF by July 1 for the Rotary Fiscal Year. The allocation shall be updated as necessary.

No later than October 1 of the Rotary year, the Chairperson of the DGSC shall cause to be posted to the district web site information on projects proposed to and being considered by the DGSC by October 1 and to update that information monthly.

Separate postings shall be made of the MG and DSG portion of the DDF. The postings shall include the name of the club proposing the project or the district, as appropriate, as well as contact information, title and sufficient information to identify the purpose of the grant. The total MG funds available should include any carry over funds from prior years as provided by The Rotary Foundation.

ARTICLE 7 – CLUB EXTENSION

A. Purpose

The District is charged with the duty of supervising and organizing new Clubs within its territory. New Clubs help further the Object of Rotary, however, if not formed properly and given the proper guidance, their success may be limited. The process the District shall use to enhance club extension is set forth below.

B. Extension Committee

Section 1: Prior to July 1 of the year in which the Governor takes office, he or she will appoint an Extension Committee. The purpose of the Committee is to identify localities where a new Club can be formed, taking into account population growth, the strength and weakness of existing nearby Clubs, and business vitality in the area.

Section 2: The Extension Committee, in carrying out its objective, shall use the tools recommended in the current *RI Manual of Procedure* and other RI resources that may be available.

Section 3: The Extension Committee should be sensitive with regard to recommending a new Club in an area where an existing Club is weak or struggling to get new members.

C. Sponsoring Club

Section 1: No Club shall sponsor a new Club unless the sponsoring Club has a minimum of 20 active members.

Section 2: The sponsoring Club must agree that one or more of its members will attend each meeting of the new Club during its provisional status period, and for a period of at least two years following its chartering as a Rotary Club.

ARTICLE 8 – COUNCIL ON LEGISLATION

A. Purpose

The Council on Legislation meets every three years for the purpose of acting as the legislative body of RI. Each District is entitled to have one representative to serve as a voting member of the Council.

B. Selection of Representative

Section 1: The District's representative and alternate to the Council shall be elected by a majority vote of the electors at the District Conference held in the second Rotary Year prior to the Rotary Year in which the Council meets. Electors are active members, registered for the District Conference and in attendance at the business session at which the vote is to occur.

Each elector is entitled to cast one vote in the election of the Council representative.

Section 2:

(a) Any Club may nominate a qualified member of a Club in the District for representative, where such member is a past district governor who has indicated a willingness and ability to serve.

(b) The Club shall certify such a nomination in writing, signed by the Club president and secretary. The District Secretary must receive all nominations no later than 45 days prior to the start of the District Conference at which the selection is to be made. The District Secretary and/or Executive Secretary shall forward all properly endorsed nominations to the Clubs and to the DG who shall provide copies to the moderator of the business session at which the election shall take place.

(c) Each nominee shall submit a statement, to accompany his or her nomination, pledging that he or she will: (1) fully support all proposals endorsed by the District and submitted to the Council on Legislation; (2) work with the sponsoring Club and the General Counsel's office at RI to perfect any proposal that has technical deficiencies; (3) gather from the sponsoring Club all arguments in favor of the proposal that can be used to promote the proposal during Council deliberations; and (4) agree that he or she will not campaign to be selected nor will others be permitted to campaign on his or her behalf. If any nominee campaigns, or permits others to campaign on his or her behalf, then such nominee shall be disqualified from representing the District.

(d) A nominee may also submit a one page summary of his or her qualifications to serve as a representative. The summary shall be sent to the moderator of the business session approximately one week prior to the opening of the District Conference. The moderator shall inform the nominee of the required number of copies approximately two weeks prior to the opening of the District Conference at which the selection is to be made. The moderator or his or her designee shall distribute the summaries at the beginning of the business session.

Section 3: The nominee receiving a majority of the votes cast for representative shall be declared the District's representative to the Council. A subsequent ballot shall be conducted to select the alternate representative by majority vote, to serve only in the event the elected representative is unable to serve. In either election, if no nominee receives a majority of the votes in the election, a runoff election shall be held between the two nominees who received the highest number of votes. If there is a tie for second place, the runoff election shall include all nominees who are tied for second place. If the first runoff election does not provide a nominee with a majority, one or more additional runoff elections shall be conducted until a nominee receives a majority of the votes.

No ballot shall be required where there is only one nominee in a district. In such cases, the governor shall declare such nominee the representative to the Council.

C. Submission of Proposal to the Council on Legislation

Section 1: Any Club may submit a proposal to be considered at the Council on Legislation. However, no proposal may be considered by the Council unless it has been endorsed at the District Conference. The Club president and secretary must sign all proposals.

Section 2: All proposals must reference: the Article and Section number (if applicable) of the Constitution of Rotary International, the Standard Rotary Club Constitution, or the Bylaws of

Rotary International to be amended; the current wording; the proposed new wording or deletion; and, whether such amendment should be the subject of a new Article or Section. If the subject matter of the submission is a request to the RI Board of Directors to consider a proposal, the submission must indicate such. In either case, the proposal must be accompanied with a summary of its purpose and effect. The formats outlined on the District website shall be used to submit all proposals.

Section 3: All proposals must be accompanied, on a separate page, by a short narrative giving the reason for the amendment, including the problem to be corrected or anticipated, and its impact on Clubs and/or the District.

Section 4: All proposals, plus supporting documents, shall be submitted to and received by the District Secretary no later than 45 days prior to the opening day of the District Conference at which the proposals will be considered for endorsement.

Section 5: The District Secretary and/or Executive Secretary shall forward all proposals that meet the above criteria to every Club president for receipt no later than 30 days prior to the opening day of the District Conference.

Section 6: If a proposal is received by the District Secretary in a timely manner, but is deficient in its form or is not accompanied by the required supporting documents, the proposal shall be returned to the Club with an indication of the deficiency(ies), and with a request to resubmit promptly so that the 30 day deadline mentioned in Section 5 might still be met.

Section 7: If a proposal fails to meet the above criteria, it shall not be eligible for consideration and may not be put on the agenda for the business session of the District Conference.

Section 8: The DG is encouraged to appoint a small committee of Rotarians, preferably with past Council experience, to review proposed legislation originating in the District and to assist and inform Rotarians at the District Conference concerning such legislation.

D. Voting on Proposals for the Council on Legislation

Section 1: All properly submitted proposals will be placed on the agenda for the business session of the District Conference for which the proposals are being submitted for consideration.

Section 2: A Club's proposal(s) shall be presented at the business session by the Club president, secretary or designated representative. Those proposals receiving a majority of the votes cast (by active members, registered for the District Conference and in attendance at the business session) will be deemed endorsed by the District and shall be forwarded to RI.

Section 3: If a proposal is defeated, it may only be reconsidered at the business session if the president or secretary of the Club submitting the proposal asks for reconsideration and such request receives a majority of the votes cast. If the motion for reconsideration is defeated, or the proposal is defeated a second time, it may not be further reconsidered at that District Conference.

ARTICLE 9 – AMENDMENTS

A. Who May Submit

Any Club may submit amendments to these Bylaws. Each amendment must be submitted separately from other amendments. All properly submitted amendments shall be considered at the business session of the District Conference that immediately follows the deadline date for the proper submission of the amendment.

B. Procedure for Submitting Amendments

Section 1: All proposed amendments 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. If the subject matter of the amendment is not covered in the Bylaws, the submission must indicate where the proposed wording should be inserted.

Section 2: A short narrative giving the reason for the amendment, including the problem to be corrected or anticipated, and its impact on Clubs and/or the District must accompany all amendments.

Section 3: All amendments, plus supporting documents, shall be submitted to and received by the District Secretary no later than 45 days prior to the opening day of the next District Conference.

C. Notification and Voting

Section 1: The District Secretary and/or Executive Secretary shall forward all amendments that have met the criteria set forth in A and B, 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.

Section 2: If a proposed amendment is received by the District Secretary 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 deficiency(ies), and with a request to resubmit promptly so that the 30 day deadline mentioned in Section 1 might still be met.

Section 3: If a proposed amendment fails to meet the criteria set forth in B, above, it shall not be included on the agenda for the business session of the District Conference.

Section 4: All properly submitted proposed amendments to these Bylaws shall be placed on the agenda for the business session of the District Conference for which the amendments were submitted for consideration.

Section 5: The president, secretary or designated representative of the Club submitting the proposed amendment shall present same. Proposals receiving a two-thirds vote in the

affirmative, of the votes (of active members, registered at the District Conference and in attendance at the business session) cast will be deemed adopted and will take effect on the first day of the following Rotary Year.

Section 6: If a proposed amendment is defeated, it may only be reconsidered at the business session if the president or secretary of the Club submitting the proposal asks for reconsideration and such request receives a majority of the votes cast. If the motion for reconsideration is defeated, or the proposal is defeated a second time, it may not be reconsidered at that District Conference.

Appendices A, B, C and D, follow, and are part of these By-Laws.

Adopted May 21, 2005

Amended May 5, 2007

Amended May 3, 2008

districtbylaws2008.wpd

districtbylaws2008.doc

APPENDIX A DISTRICT PROJECTS

To qualify a project as a District Project, the sponsor must submit a written request to the Governor, DGE, and/or DGN. The request must include;

- 1 - Name of Club submitting request.
- 2 - Date Club's Board or membership voted to submit the request.
- 3 - A narrative that includes the following information:
 - a - Description of the project listing the beneficiaries and the goal to be accomplished;
 - b - An explanation of how the project will be identified as a Rotary-sponsored project;
 - c - Time lines to include date of origin and when the project will be completed;
 - d - An explanation of how the project's goals will be measured;
 - e - Names of those who will be providing direct oversight of the project, if not the sponsoring Club.
 - f - Details of the Club's commitment to the project, outlining the number of hours that members have pledged to devote, along with the Club's financial commitment;
 - g - All other funding resources being utilized to support the project;
 - h - Reasons the project should be considered a District Project, and the benefit to the other Clubs and/or to the District;
 - i - Names and affiliations of non-Rotarians that have committed to help in this project;
 - j - A list of what is expected of other Clubs that decide to associate themselves with the project, such as a specified number of volunteer hours, a specified amount of Club funds, etc;
 - k - Amount of District funds being requested to support the project;
 - l - A description of how the project will be affected if the District does not designate it as a District Project or provide funds;
 - m - An explanation of why the project is not a Club project if it is submitted by a member of the Club; and
 - n - Additional information as needed.

The Governor has the authority to waive any of the above requirements if it is deemed the proposed project will have a significant humanitarian impact, generate favorable publicity for Rotary, or further the Rotary cause in a significant way.

APPENDIX B FOUNDATION REQUIREMENTS TO RECEIVE DSG FUNDING

- 1 - Projects must be Rotary sponsored and identified as such;
- 2 - Projects must clearly be directed at improving the community and/or lives of disadvantaged individuals – either in communities within the District or in other countries;
- 3 - Projects must be of a short-term nature with the expectation that they will be completed within one year of payment;

- 4 - Projects must not directly benefit a Rotarian; an employee of a club, district, or other Rotary entity or Rotary International; or a spouse, lineal descendant, spouse of a lineal descendent, or ancestor of any living Rotarian or Rotary employee;
- 5 - Projects must not fund existing projects or activities primarily sponsored by another organization nor fund operational expenses of another organization;
- 6 - Funds must not be used for travel, salaries or other administrative costs;
- 7 - Projects must not involve liability on the part of District 7620, Rotary International, or The Rotary Foundation—except to provide the amount of grant funds;
- 8 - Funds must not be used to reimburse applicants for projects already initiated or completed;
- 9 - Funds must not be used to purchase land or buildings or to construct substantial buildings. Funds must be used in compliance with The Rotary Foundation’s policies on construction and renovation;
- 10 - Funds cannot be used to fund the ongoing projects of a Rotary club or district. This does not prevent the replication of successful projects that will benefit other communities;
- 11 - Grant funds shall be deposited in an account established specifically for the project, which must be separate from the District Fund account, within two weeks of the receipt of payment;
- 12 - Sponsoring clubs must provide interim reports by December 31 and June 30, and a final report within two months of the project completion if the project has not been completed by June 30. Copies of receipts for all expenditures under the grant will be included in the final report;
- 13 - Rotary sponsors must appoint two Rotarians who will provide oversight and management of the award funds, and who will serve as contacts for The Rotary Foundation; and
- 14 - Projects are subject to The Rotary Foundation’s Stewardship Guidelines and Financial Guidelines and Regulations for Humanitarian Grant Projects.

APPENDIX C INFORMATION REQUIRED FOR DSG REQUESTS

- 1 - Club Name;
- 2 - A description of the project, its location, and its objectives with its start date and estimated completion date;
- 3 - A description of how the project will benefit the community;
- 4 - A description of the non-financial participation by Rotarians in the project (i.e. Rotarian activities);
- 5 - Project Contacts – Two Rotarians must be listed who will provide oversight and management of the project funds. Include for primary contact and secondary contact: Name, Rotary position/ Title, Mailing Address, Telephone and Fax Numbers, e-mail address.
- 6 - A description as to how the general public will know this is a Rotary-sponsored project, e.g., publicity in a newspaper or display of the Rotary wheel;
- 7 - Cooperating Organization – Provide a letter of participation from that organization that specifically lists its responsibilities and how Rotarians will interact with the organization in the project;
- 8 - Budget – Submit a complete, detailed and itemized budget for the entire project. Supporting documentation utilized for the development of this budget may be requested, to include funds to be provided by the Club; funds to be provided by others; and funds requested from the District;
- 9 - The application must include the following statements and signature, at the end of the application document, in the format shown below:

All Rotary Clubs involved in this project are responsible to District 7620 and The

Rotary Foundation for the conduct of the project, the proper spending of the DSG funds, and understand they are to file all reports completely and on a timely basis.

The signatures on the application confirm that the sponsors understand and accept this responsibility. The signatures of the sponsors also affirm that all information in this application is true and accurate, to the best of their knowledge, and that all cooperating organizations, if any, are reputable, responsible, registered with the project country, and are acting within the laws of the project country.

As president of the Rotary Club of _____, I hereby affirm that the Club has voted to undertake this project as an activity of the Club.

Name (print): _____

Signature: _____

Date: _____

Club Number: _____ District 7620

The following sample format may be used:

DATE: October 1, 2005

TO: District 7620 Grants Committee

FROM: Rotary Club of _____

RE: District Simplified Grant Proposal – \$1100.00

PROJECT DESCRIPTION: The Club proposes a joint program with the Boys & Girls Clubs of _____. Given the broad spectrum of Rotary members' careers, the Club seeks to share experiences with youngsters of the Boys & Girls Clubs, attempting to answer the questions: (1) what do people really do in their jobs; (2) how to develop each individual's unique talents; (3) what does it take to get the job you want?

Phase One w/ the Boys & Girls Clubs: For over ten years, the Boys & Girls Clubs of _____ have been leaders in youth development, reaching over 3,500 seven-to 18 year olds, teaching positive self-esteem, how to work as a team, how to say "no" and how to become a leader. Youth come from Frederick's most distressed neighborhoods – over half come from single-parent homes; 27% from homes where no one is employed; 90% are minority youth.

On Saturday, November 22, from 11AM to 1 PM, a career fair will be held for about 70 teens at the newly opened clubhouse – "Job/Career Fair at the Clubhouse". Bring together volunteer Rotarians from various backgrounds and club members (of an older age group)–"Come and ask Rotarians what their jobs are about and what their careers are like". Tables will be set up to have small, one-to-one interviews/conversations.

Phase Two - Expand the Program: To build "sustainability", upon the successful completion of Phase One, fine-tune what has been learned and establish a similar, second program in early 2006 with Big Brothers, Big Sisters.

The completion date is expected to be no later than March 31, 2006.

COMMUNITY BENEFIT: The immediate benefit of Phase One will be to city-wide Boys & Girls Clubs' teen members, demonstrating the wide variety of possible careers. This benefit will inure to the Phase Two participants' city-wide Big Brothers, Big Sisters program. As a result of the career fair, participants will be able to earn what courses they need to study, how to apply for jobs, etc, so that they will have the skills to apply for decent jobs.

NON-FINANCIAL ROTARY PARTICIPATION: It is expected that 20 to 25 Rotarians will share career experiences in Phase One with participation by our newly minted Rotarians. First, they will be required to provide a summary background; second, they will be coached in order to ensure their message is appropriate for teens; third, their participation will be evaluated after Phase One to enhance Phase Two success.

PROJECT CONTACTS:

Chip Jones

Debbie Smith

1234 Main St
1232 Main St
_____, MD 21700
_____, MD 21700
240-555-0123 (fx) 240-555-3210
240-555-0124 (fx) 240-555-4210
chip@aol.com
Debbi@aol.com

ROTARY PUBLICITY: Media expert and committee member, Debbie Smith, working with B&G Clubs and Club member Chris White, intend to achieve appropriate Rotary publicity via:

- Print (Newspaper Announcements)
- Neighborhood publicity using flyers;
- Publicity via Boys & Girls Clubs;
- On-site publicity the day of the event.

The Rotary symbol will be prominently displayed on all print materials.

COOPERATING ORGANIZATIONS:

Phase One: Sandy Green, Director of Program Operations of the Boys & Girls Clubs of District 7620
301-555-3333
Phase Two: Michael White, Rotary member and Director, Big Brothers, Big Sisters
301-555-1325

BUDGET:

Phase One:

		\$550.00
Chair and Table Rental	\$225.00	
Pizza/ Coke for 95	300.00	
Miscellaneous Printing	25.00	

Boys & Girls Clubs contribute clubhouse use and buses to get teens to clubhouse.

Phase Two: same approximate cost distribution

The Big Brothers, Big Sisters will provide a location and transportation to the Career Fair.

Total Budget: \$1100.00

Total Funding Breakdown:

Funds to be provided by
the Rotary Clubs of Frederick
\$550.00
Funds requested via DSG
550.00

Total Funding \$1100.00

The Rotary Club of _____ acknowledges it is responsible to District 7620 and The Rotary Foundation for the conduct of the project, the proposer spending of the DSG funds and to file all reports completely and on a timely basis.

The signatures on the application confirm that the sponsors understand and accept this responsibility. The signatures of the sponsors also affirm that all information in this application is true and accurate, to the best of their knowledge, and that all cooperating organizations, if any, are reputable, responsible, registered with the project country, and are acting within the laws of the project country.

As president of the Rotary Club of _____, I hereby affirm that the Club has voted to undertake this project as an activity of the Club.

Name (print): Martin S. Blanco

Signature: s/Martin S. Blanco

Date: October 1, 2005

Club Number: 5921 District 7620

APPENDIX D COUNSEL ON LEGISLATION PROPOSAL FORMAT

1 - For changes to a Constitution and/or the Bylaws:

BE IT ENACTED by Rotary International that the BYLAWS OF ROTARY INTERNATIONAL be and hereby are amended as follows:

*Article XI Nominations and Elections for President
11.030 Election of Members to the Nominating Committee for President
11.030.4 Club Voting*

Each club shall be entitled to at least one vote. Any club with a membership of more than 25 shall be entitled to one additional vote 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 as follows: If the vote is to be held between 1 July and 31 December: membership as of 1 January of the same calendar year; if between 1 January and 30 June: membership as of 1 July of the last calendar year. However, any club whose membership in RI has been suspended by the board shall not be entitled to participate in the voting. [End of Text]

PURPOSE AND EFFECT – This enactment would amend the RI Bylaws to revise the dates for determining the number of votes to which each club is entitled when selecting members of the nominating committee for president.

2 - For proposals to be considered by the RI Board of Directors:

To request the RI Board to consider proposing legislation to the next Council on Legislation to allow the governor to lead in the process of merging clubs.

WHEREAS, a new club can be organized with 20 members, however, when, several years after organization, the number of members decreases and it is objectively judged that the decrease interferes with the club's operation financially and systematically,

IT IS RESOLVED by Rotary International that the Board of Directors of Rotary International consider proposing legislation to the next Council on Legislation to allow the governor to take on the job of leading in merging the club with another, provided it was approved by the clubs, and the majority of members of both clubs agree to the merger.

PURPOSE AND EFFECT – This resolution requests the RI Board to consider proposing legislation to the next Council on Legislation to allow the governor to lead in the process of merging clubs provided that such action is approved by the club to be merged and the majority of members in both clubs agree to the merger.