

BYLAWS OF
ROTARY DISTRICT 5340

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ARTICLE I

STATEMENT OF ORGANIZATION

1. The name of the organization shall be Rotary District 5340 in conformance with the current Rotary International Manual of Procedure. The activities and organization of a Rotary district shall exist solely to help the individual Rotary club advance the Object of Rotary and should not tend to diminish services provided by Rotary clubs and individual Rotarians on the local level. The membership shall comprise those Rotary clubs in District 5340 as approved by Rotary International.
2. These Bylaws, together with amendments subsequently adopted and the Rotary International Constitution and Bylaws, shall constitute the legislation governing the administration of Rotary District 5340, and shall replace and supersede any and all legislation previously enacted by the Rotary clubs of this District.
3. The approval of the revised Rotary District 5340 Bylaws, and any subsequent amendments, shall be formally recorded as an addendum and part of these Bylaws.
4. The District will be directed by a District Leadership Plan and Policy Manual which is a separate document and is available to all District Rotarians.

ARTICLE II

DISTRICT FINANCES

1. In conformance with the current Rotary Manual of Procedure and Bylaws of Rotary International, the District finances shall be constituted as follows:
 - a.) The District Fund is established for the administration and development of Rotary.
 - b.) The financing for the District Fund shall be provided by all clubs in the District by way of a per capita levy on the members of all clubs, called "District dues." The amount of any per capita levy on clubs for a district fund shall be decided by the district assembly after the approval of three-fourths (¾) of the incoming presidents present, or by the district conference by a majority of the electors present and voting.
 - c.) The payment of the District dues is mandatory on all clubs of the District. The District Dues are payable in two installments, due July 1 and January 1 each fiscal year. The RI Board shall, upon receipt of certification from the District Governor that a club has failed for more than six months to pay such District dues, suspend the services of RI to the club while the dues remain unpaid provided the District Fund has been operated as herein provided. The membership in RI of any club which fails to pay its approved contributions to the district fund may be terminated by the RI Board.
 - d.) Where funds are raised for a specific purpose, a budget of revenue and expenditure must be prepared and submitted, to the Governor and finance committee for approval. This will be included in the statement submitted to the district assembly or conference by the finance committee. A detailed statement of revenues and expenses shall be submitted to the Governor within 30 days following the end of the fiscal year.
 - e.) The District Governor must supply an annual statement and report of the district finances that has been independently reviewed by either a qualified accountant or the district audit committee together with a report of the district finance committee to each club in the district within three months of completion of the governor's year of service.

Article III
OPERATION OF THE DISTRICT FUND

1. The District shall maintain the District Fund in compliance with the Rotary Manual of Procedure, as follows:
 - a.) The District Finance Committee shall meet quarterly to safeguard the assets of the district fund by reviewing and studying the amount of the per capita levy and necessary expenses of district administration, and prepare an annual report on the status of the district's finances for the District Assembly. Cooperating with the Governor, this committee prepares a budget of district expenditures which shall be submitted to the club four weeks prior to the district assembly. The district finance committee will be made up of the District Governor, District Governor Elect, District Governor Nominee, and three members, preferably Past District Governors serving three year staggered terms,.
 - b.) The District Treasurer shall serve as an *ex officio* member of the committee and keep proper records of income and expenditure of the district fund. The funds must be held in a bank account in the name of the district and shall be operated upon by the District Governor, who shall sign jointly with another member of the Finance Committee, preferably the treasurer. The expenditure of all district funds shall be the sole discretion of the District Governor to not exceed the budget as approved by the club presidents.

ARTICLE IV
ROTARY ITEMS FOR NEWLY CHARTERED CLUBS

1. The Rotary items, with individual and total cost considered generally acceptable and necessary for the charter of a newly formed club shall be submitted by the Special Representative on Extension to the District Governor for approval prior to purchase. Upon receipt of the approved items, the special representative shall submit a memorandum with the supporting invoices(s) to the treasurer for payment to the supplying firm or reimbursement to the club from the district fund.

ARTICLE V
DISTRICT GOVERNOR NOMINEE SELECTION

1. The nominee selection shall be in accordance with the current Rotary International Manual of Procedure, the Rotary International Bylaws, and whose qualifications shall be as follows:
 - a) At the time of taking office, the governor must have completed seven years of membership in one or more clubs and have attended the governors-elect training seminar and International Assembly
 - b) Be a member in good standing of a functioning club in the district
 - c) Have full qualifications for membership in the strict application of the club membership provisions, and the integrity of the Rotarian's classification must be without question
 - d) Have served as president of a club for a full term or be a charter president of a club having served the full term from the date of the charter to 30 June, provided that this period is for at least six months
 - e) Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in RI Bylaws section 15.090.
 - f) Demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws, and submit to RI, through its general secretary, a signed statement acknowledging a clear understanding of them. This statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of the office and to perform them faithfully.
2. The nominating committee for District Governor shall be charged with the duty to seek out and propose the best available candidate for District Governor Nominee. This committee must select the nominee for governor not more than 36 months, but no less than 24 months, prior to taking office.

3. The immediate Past District Governor shall chair the nominating committee. The nominating committee shall be composed of the District Governor, District Governor Elect, District Governor Nominee, the three immediate Past District Governors (including the chair), and up to two additional Past District Governors as determined by the sitting Governor. Committee members shall be elected by a majority of club electors present and voting at a District Conference. If a vacancy occurs after the District Conference, the District Governor can appoint a Past District Governor to fill the open slot.
4. The District Governor shall issue, or cause to be issued, in the name of the nominating committee, an announcement inviting any club which desires to do so to submit its suggestion for consideration. In order to receive such consideration, such suggestion must reach the nominating committee before a date to be determined and announced by the District Governor. Such announcement by the District Governor shall be made to the clubs in the District at least two months prior to the cut-off date and include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular board meeting of the club naming the suggested candidate and properly certified by the club secretary.
5. In making a selection, the nominating committee for District Governor shall not be limited in its selection to those names received from the clubs in the District but shall nominate the best qualified Rotarian available to perform the functions of the office of District Governor.
6. Upon making its selection, the nominating committee shall promptly notify the District Governor of the name and club of the candidate selected. The District Governor shall then publish to the clubs of the District the name and club of that nominee.

ARTICLE VI

THE ADVISORY COUNCIL OF DISTRICT 5340

1. The purpose of the Advisory Council is to foster fellowship, communication, education, and continuation of ongoing District 5340 programs and projects.
2. The Advisory Council of District 5340 shall consist of Past District Governors, District Governor, District Governor Elect, and District Governor Nominee. Past District Governors include those who held office in District 5340 and those Past District Governors who served as District Governor in other Districts but now reside within 5340. Widows, Spouses, and Significant Others of Advisory Council members are invited to all Advisory Council Meetings at the discretion of the sitting District Governor. All expenses are to be borne by the participants with no expense to the District.
3. There are to be a minimum of three Advisory Council Meetings each year.
4. Rotary Business Meeting. The current District Governor will schedule a meeting of the Advisory Council within 30 days of the conclusion of International Assembly. The agenda of this meeting will include the following topics. The District Governor will present the State of the District for the current year, along with the status of the actual expenses to date versus the budget. Any remaining activities for the current year will also be discussed. The District Governor Elect will present the theme and plans for the upcoming year. The recently completed President-Elect Training Seminar will also be covered. The District Governor Nominee will discuss the training at the Governor Nominee Training Seminar.
5. District Conference Meeting. A meeting will be held in conjunction with the District Conference. This meeting will be a combination of business and fellowship.
6. Advisory Council Fellowship. The Immediate Past District Governor will schedule a fellowship of the Advisory Council. This will be done in conjunction with the current District Governor to ensure no scheduling conflicts.

ARTICLE VII

THE DISTRICT 5340 COUNCIL OF ROTARY CLUBS

1. There shall be a District committee known as the District 5340 Council of Rotary Clubs. The Council membership shall consist of, and include, all members of the District 5340 clubs.
2. All meetings are called by the District Governor, with the Council Chair presiding. The District Governor will approve the dates for District Council meetings to be held each fiscal year. The number of meetings is at the discretion of the District Governor, but it is recommended that there be at least four. The approved dates are planned to not interfere with major district or Rotary International events. The June meeting will serve as the venue for acknowledging the service of the District Governor for that Rotary year and installation of the District Governor Elect to serve as District Governor for the subsequent Rotary year. Special meetings may be called by the District Governor.
3. The purpose of the Council is to promote the Object of Rotary through the presentation of Rotary information, the exchange of Rotary ideas among club officers and board members, and the development of friendship and fellowship among District club members.
4. The District Governor is responsible for the officers and duties of the Council. The District Council is recognized as a District Committee and is charged with carrying out the goals of the District as formulated by the Governor with the advice of the Assistant Governors. To have continuity, the council committee shall have a minimum of three members serving three year terms each expiring on succeeding years. Each year the Governor shall appoint one member to serve as chair. The District Council must submit its final fiscal financial report to the District Governor no later than 30 days after the end of the Rotary fiscal year.

ARTICLE VIII

ROTARY INTERNATIONAL COUNCIL ON LEGISLATION

1. The Rotary International Council on Legislation is constituted in accordance with the current Rotary Manual of Procedure. In the Rotary year two years before each Council, the clubs in each district select a Rotarian to represent them at the Council. These representatives are the voting members of the Council. These representatives may be selected at the district conference, in a ballot-by-mail in certain approved circumstances, or by a nominating committee procedure. An alternate is also chosen at that time to serve in case the representative cannot attend.
2. The representative and alternate representative of the clubs shall serve as District chairman and vice chairman, respectively, and they may appoint additional members to the committee as determined to be appropriate.
3. The District Legislative Committee shall be responsible to receive, review and prepare any proposed amendment(s) to the District Bylaws and/or legislation received for submittal to the District Conference for approval in accordance with District Bylaws.

ARTICLE IX

AMENDMENTS TO THE DISTRICT BYLAWS

1. A proposed amendment to the District Bylaws shall be submitted in writing by any club in the District to the District Legislative Committee for Review at least sixty (60) days preceding the District Conference during which it is to be considered. Any amendment presented in compliance with the provision set forth shall be taken up and may be approved by a majority of the electors present at that District Conference, provided it shall have been sent to the clubs for their information at least thirty (30) days before such conference.

2. The District Governor shall designate the secretary of the District to be responsible to record any amendment or amendments approved in accordance with paragraph 1 above. The secretary shall annotate the respective amendment and the date of the approval and record the same as a continuing addendum to the District By-laws.

ARTICLE X

DISTRICT FOUNDATION SHARE COMMITTEE

1. The SHARE Committee shall be comprised of the sitting District Governor, Immediate Past District Governor, District Governor Elect, District Governor Nominee, and the District Foundation Chair. The SHARE Committee will meet in January to determine DDF (District Designated Funds) allocations for the Rotary fiscal year in question. For example, the SHARE Committee that met in January 2001 determined the allocations for 2002/03.
2. Any changes to a particular year's DDF allocations must be determined by the SHARE Committee that originally decided the DDF allocations for that particular year. The SHARE Committee will meet no later than February 28th to determine and/or review DDF allocations.
3. No one person shall have more than one vote.
4. The sitting District Governor must appoint someone to fill a vacancy on the committee with committee approval. Approval being a majority of the remaining committee members.
5. A minimum of three SHARE Committee members must be present to conduct a SHARE Committee meeting.
6. No SHARE Committee member shall vote by proxy.

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