

**BY-LAWS OF**  
**ROTARY DISTRICT 5340**

**INDEX**

<u>Article</u> <u>No.</u>	<u>Title</u>	<u>Page</u> <u>No.</u>
I.	STATEMENT OF ORGANIZATION.....	1
II.	DISTRICT FINANCES .....	1
III.	OPERATION OF THE DISTRICT FUND.....	2
IV.	ROTARY ITEMS FOR NEWLY CHARTERED CLUBS.....	2
V.	DISTRICT GOVERNOR NOMINEE SELECTION.....	2
VI.	DISTRICT GOVERNOR’S ADVISORY COUNCIL.....	3
VII.	THE DISTRICT 5340 COUNCIL OF ROTARY CLUBS .....	4
VIII.	ROTARY INTERNATIONAL COUNCIL ON LEGISLATION.....	4
IX.	AMENDMENTS TO THE DISTRICT BY-LAWS.....	4
X.	YOUTH.....	5

**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 By-Laws, together with amendments subsequently adopted, shall constitute the entire legislation governing the administration of Rotary District 5340 in accordance with the Rotary International Constitution and By-Laws, 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 By-Laws, and any subsequent amendments, shall be formally recorded as an addendum and part of these By-laws.
4. According to The Rotary Code of Policies, all districts are required to develop and adopt a District Leadership Plan (17.030). This document is an operational plan and not a legislative document and as such it may be changed from time to time as conditions warrant. The current version shall be available on the District 5340 website

**ARTICLE II**

**DISTRICT FINANCES**

1. In conformance with the current Rotary Manual of Procedure and By-Laws 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 (  $\frac{3}{4}$  ) 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. Present District per capita dues are \$28 and shall remain in effect until amended. 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 shall 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 shall provide an audited annual statement of the District finances to each club in the District within three months of the completion of his year of service as governor. The audited annual statement shall also be presented, discussed as necessary, and formally adopted by the following District Conference.

**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 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 shall prepare a budget of district expenditures which shall be submitted to the club four weeks prior to the district assembly. Preferably the district finance committee will be made up of the district treasurer, DGE, DGN, and PDGs.
  - b.) The district governor and treasurer shall serve as *ex officio* members of the committee and keep proper records of income and expenditure of the district fund. The funds shall 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 upon the sole discretion of the District Governor.

**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 By-laws, and whose qualifications shall be as follows:
  - i.) Membership other than honorary, in good standing of a club in the District.
  - ii) Full qualifications for such membership in the strict application of the provisions therefore, and the integrity of the individual's classification be without question.
  - iii) Membership in a functioning club in good standing, which has no outstanding indebtedness to Rotary International as of the close of the fiscal year preceding that in which the individual is proposed as a candidate for nomination for District Governor.
  - iv) Served as president of a club for a full term.
  - v.) Demonstrate willingness, commitment, and ability, physically and otherwise to fulfill the duties and responsibilities of the office of District Governor.
  - vi) 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 that the Rotarian understands clearly such qualifications, duties, and responsibilities. Such 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 should meet no later than May or twenty six months prior to taking office.

3. The immediate PDG shall chair the nominating committee. The nominating committee shall be composed of the DG, DGE, DGN, the three immediate PDGs, and up to two additional PDGs as determined by the sitting Governor. Committee members shall be elected by a majority of club electors present and voting at a District Conference.
4. The District Governor shall issue, or caused 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 on-going District 5340 programs and projects.
2. The Advisory Council of District 5340 shall consist of Past District Governors ( PDGs ), District Governor ( DG ), District Governor Elect ( DGE ), and District Governor Nominee ( DGN ). Past District Governors include those who held office in 5340 and those PDGs who served as DG in other Districts but now reside within 5340. Widows, Spouses, and Significant Others of PDGs, DG, DGE, and DGN 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. The January Meeting: to be arranged several months in advance by the sitting Governor to insure optimum attendance with plenty of notice. Typically, an attractive venue is selected which will include a luncheon followed by a meeting. Imagination and ingenuity are encouraged in this venue site-selection. The sitting District Governor will set the Agenda. This meeting will generally last one and a half hours and include a State of the District presentation by the sitting District Governor. This presentation will allow the sitting District Governor the opportunity to discuss the first six months in office including a budget forecast versus actual expenditures explanation. The sitting District Governor will also discuss the anticipated five months remaining in the term, especially the progress of the District Conference. At least ten minutes will be accorded the DGE to discuss the status of their organizational progress at this point in time. At least five minutes will be available for the newly-selected DGN to address this group. Alternate activities will be planned for the spouses, widows, and significant others during the meeting time.
5. The February /March Meeting will be arranged by the District Governor Elect within 30 days following the International Assembly. Normally, this one-hour meeting is designed for the DGE to explain happenings at the International Assembly and what we can expect in the next Rotary year. A review of PETS ( Presidents-Elect Training Seminar ) is in order. The DGN should report on GNATS ( Governor Nominee Advanced Training Seminar ) if not covered in the January meeting. A meal is not expected but can be apart of this informational get-together.

6. The July/August/September Meeting: the immediate PDG coordinates this date with the new District Governor so as to not interfere with the new Governor's Official Club visits, etc. This meeting is strictly social in nature.

#### **ARTICLE VII**

##### **THE DISTRICT 5340 COUNCIL OF ROTARY CLUBS**

1. The District Governor is responsible for promoting the Object of Rotary, the exchange of Rotary ideas among club officers and board members, and the development of fellowship opportunities among District Club members.
2. The District Governor will appoint the District Council Chair.
3. It is up to the District Council Chair, in consultation with the District Governor, to decide on the type, number, agenda and funding for District Council meetings in each Rotary year.

#### **ARTICLE VIII**

##### **ROTARY INTERNATIONAL COUNCIL ON LEGISLATION**

1. The Rotary International Council On Legislation is constituted in accordance with the Rotary Manual of Procedure, 2004 Article X, Section 1. In the Rotary year two years preceding each council, the clubs in each district select a Rotarian to represent them at the council. These representatives are 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, succeeding election pursuant to paragraph 1 above. The chairman and vice chairman 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 By-laws and/or legislation received for submittal to the District Conference for approval in accordance with District By-laws.

#### **ARTICLE IX**

##### **AMENDMENTS TO THE DISTRICT BY-LAWS**

1. A proposed amendment to the District By-laws 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**

**YOUTH**

1. District youth programs are any district sponsored or directed activities involving youth 17 years of age and under, such as, but not limited to: RYLA, Youth Exchange, Interact, Scouting and Youth Music camps.
2. The District Governor is responsible for all activities, revenues, and expenses related to district youth programs. The Chair of each youth program shall submit a fiscal budget to the District Governor no less than six months prior to start of the new Rotary fiscal year. The Chair must submit to the District Governor a detailed statement of revenues and expenses related to their program within 30 days following the end of the fiscal year.
3. All youth programs of a Club or the District where youth 17 years of age and under are involved, will be subject to the District 5340 “Youth Abuse and Harassment Prevention Policy,” which will be certified by Rotary International on an annual basis.

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