

ROTARY INTERNATIONAL DISTRICT 9930 INCORPORATED

BY-LAWS

1/7/2013

These by-laws should be read in conjunction with the Rotary International Manual of Procedure, and the Constitution of Rotary International District 9930 Incorporated both of which take precedence over these by-laws.

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1.0 ADVISORY COMMITTEE

- 1.1 The purpose and function of the Advisory Committee is to provide counsel and advice to the District Governor when required. The authority and/or responsibility of the District Governor shall in no way be impaired or impeded by the advice or actions of the Committee.
- 1.2 The Advisory Committee is composed of
 - District Governor
 - District Governor Elect
 - District Governor Nominee
 - District Governor Nominee DesignateAll Past Governors resident in District 9930 and who hold active membership in a Rotary Club in the District. A Past Governor who resigns as a Rotarian or becomes an Honorary Member surrenders any previous status and is not eligible to continue on the Advisory Committee.
- 1.3 The Immediate Past District Governor is the Secretary of the Advisory Committee.
- 1.4 Meetings of the Advisory Committee will be chaired by the District Governor or the nominee of the District Governor. Should neither be in attendance, the meeting will elect a chair by simple majority.
- 1.5 The District Governor will call meetings of the Advisory Committee.
- 1.6 On receiving the written request of at least six Past Governors, who are members of the Advisory Committee, the District Governor shall call a special meeting of the Advisory Committee within fourteen days.
- 1.7 At the discretion of the District Governor, or the District Governor Elect, as the case may be, members of the Advisory Committee shall be included in the distribution list of all communications from
 - 1.7.1 the District Governor to Club Presidents
 - 1.7.2 the District Governor Elect to Club Presidents and Club President' Elect

2. DISTRICT BOARD

- 2.1 The District Board shall be constituted and appointed as provided for in the Constitution.

After completion of the year as Immediate Past District Governor he/she shall have two years absence from the Board before again being eligible for appointment to the Board.
- 2.2 Each Past Governor appointed by the District Governor shall serve on the District Board for no more than three consecutive years. After two years absence from the Board a Past Governor shall again be eligible for appointment to the District Board.
- 2.3 The District Treasurer appointed by the District Governor shall serve for a term ideally between three and five years.
- 2.4 Where a District Board vacancy occurs:
 - 2.4.1 For the District Treasurer or any of the three Past Governors the vacancy shall be filled by an appointment made by the current District Governor.

- 2.4.2 For the Immediate Past District Governor then the immediately preceding Past District Governor to them. If they shall not be willing to assume the role then that vacancy shall remain unfilled through until the completion of the current Rotary year.
- 2.4.3 For any other vacancy on the District Board the vacancy shall be filled subject to the usual appointment processes of that position.
- 2.5 The procedure for meetings will be as follows:
 - 2.5.1 A quorum will be at least five of its members.
 - 2.5.2 All questions will, if possible, be decided by consensus. In the event that a consensus cannot be reached then a decision will be made by a majority vote by show of hands.
 - 2.5.3 If the voting is tied, the Chairperson will exercise a casting vote.
 - 2.5.4 Each meeting will be chaired by the District Governor or the nominee of the District Governor or, in their absence, by a person appointed by the District Board.
- 2.6 The District Board will meet as required by the District Governor, but there shall be a minimum of three meetings of the District Board in each Rotary year. Meetings may be held in person or by any other means of communicating as decided on by the District Board from time to time. All members of the District Board will be given at least twenty one days notice of the meeting by the District Board Secretary.
- 2.7 The District Board shall:
 - 2.7.1 Control and administer, invest and manage, the property, funds, and affairs of the District
 - 2.7.2 Decide by resolution the names of the bank account signatories
 - 2.7.3 On advice from the District Governor fix the dates of the Annual General Meeting of the District, and the District Conference.
 - 2.7.4 Recommend to the Annual General Meeting a nomination of Auditor of the District's Financial Statements for the ensuing year.
 - 2.7.5 Recommend to District Assembly the amount of the District Levies for the next Rotary year.
 - 2.7.6 Enter into a contract of service with any person or body, to appoint officials and any other servants or workers whether honorary or otherwise and upon such terms and conditions and at such remuneration as the District Board shall think fit and from time to time remove and to replace any person so appointed. A member of the District Board shall be ineligible for any such contract or appointment.
 - 2.7.7 Effect and maintain adequate insurance.
 - 2.7.8 Do all things within the law and within the terms of the Constitution as may in the opinion of the District Board be desirable for carrying out the objects of the Society, and to at all times act in the best interests of the Society.
- 2.8 The District Board Secretary will ensure that minute books are maintained that are available for inspection, free of charge, by any Rotarian on behalf of a member Club of the Society at any reasonable hour. The minutes will record:
 - 2.8.1 the names of those present at District Board Meetings;

- 2.8.2 all decisions which are required by the constitution or by law to be made by the Society; and
- 2.8.3 any other matters discussed at the meeting.
- 2.8.4 the signature of the chair of the meeting at the foot of the relevant minutes that have been confirmed as true and correct.
- 2.9 The District Board may from time to time appoint any subcommittee and may delegate any of its powers and duties to any such subcommittee or to any person. The subcommittee or person may, without confirmation by the District Board, exercise or perform the delegated powers or duties in the same way and with the same effect as the District Board could itself have done.
- 2.10 Any subcommittee or person to whom the District Board has delegated powers or duties will be bound by the charitable terms of the Society and any terms or conditions of the delegation set by the District Board.
- 2.11 The Society will be able to revoke such delegation at will, and no such delegation will prevent the exercise of any power or the performance of any duty by the District Board.
- 2.12 It will not be necessary for any person who is appointed to be a member of any such subcommittee, or to whom such delegation is made, to be a Rotarian.
- 2.13 No member of the District Board shall be liable for the acts or defaults of any other member of the District Board or any loss occasioned thereby, unless occasioned by their willful default or by their willful acquiescence.
- 2.14 The District Board and each of its members shall be indemnified by the Society for all liabilities and costs incurred by them in the proper performance of the functions and duties, other than as a result of their wilful default.
- 2.15 The District Board will at all times be bound by the decisions of the Society member Clubs at General Meetings.

3. GENERAL MEETINGS

All General Meetings, including Annual and Special Meetings shall be conducted in accordance with the following:

Procedure

- 3.1 The quorum for a General Meeting will be fifteen member Clubs, entitled under the Society's constitution to vote, represented in person by at least one elector of each member Club.
- 3.2 No item of business shall be transacted at a General Meeting unless a quorum of member Clubs entitled under this Constitution to vote are present during the time the meeting is considering that item.
- 3.3 At least 30 days notification of each General Meeting will be given by the District Governor to member Clubs at the current e-mail address of the President of such member Clubs recorded in the register of members. Where the General Meeting is the Annual General Meeting this shall be specified as such in the notice convening it.

- 3.4 Notification of a General Meeting will specify the time, date and place of the meeting. Notification will also describe in a general way all the matters that will arise to be considered and specify what further and more detailed information on these matters is available from the District Governor. Full information will be provided concerning any proposed amendments to the constitution or any matter which is the business of a Special General Meeting.
- 3.5 A member Club desiring to bring any business before a General Meeting may give 60 days notice in writing of that business to the District Governor who must include that business in the next notice calling a General Meeting given after receipt of the notice from the member Club.

Presiding Member

- 3.6 The General Meeting will be chaired by the District Governor, or the nominee of the District Governor. In the absence of both the District Governor and the nominee of the District Governor the meeting will elect a person to chair the meeting from among the member Clubs present.

Voting

- 3.7 A member Club may be represented at a General Meeting by a proxy appointed by notice in writing to the District Governor and received by the District Governor before the meeting. A member Club will have the right at any time to change, withdraw or revoke the appointment of the member Club's proxy by notice in writing to the District Governor.
- 3.8 All questions will, if possible, be decided by consensus. However, where a consensus decision cannot be reached on a matter, the decision will, unless otherwise specified in this constitution, be made by a majority vote.
- 3.9 Every member in good standing of a Club in the District present at the meeting shall be entitled to vote on all matters submitted to a vote at the meeting except those matters that under the Constitution can only be voted on by Electors.
- 3.10 A member Club, or a member of a member Club, is not entitled to vote at any General Meeting of the District unless all money due and payable by the member Club to the District and to Rotary International has been paid other than the amount of the Rotary International semi annual dues and the District Levies payable in respect of the then current Rotary year.
- 3.11 Voting will be by a show of hands unless an Elector indicates an alternative preference.
- 3.12 At a General Meeting of the District a poll may be demanded by the chair or by an Elector.
- 3.13 If a poll is demanded at a General Meeting in accordance with Clause 3.12, the poll shall be taken:
- 3.13.1 Immediately in the case of a poll which relates to the election of the chair of the meeting or to the question of an adjournment; or
- 3.13.2 In any other case, in such manner and at such time before the close of the meeting as the chair directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.
- 3.13.3 In taking a poll a member Club shall be entitled to the number of votes it is eligible to exercise by virtue of the Constitutional Documents.
- 3.14 If voting is tied, the chairperson will have a casting vote.

- 3.15 A declaration by the chair that a resolution has been carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the District, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

Adjournment of Meeting

- 3.16 The chair of a General Meeting at which a quorum is present may, with the consent of the majority of electors present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 3.17 If a General Meeting is adjourned for fourteen days or more, the District Governor shall give written notice of the resumption of the adjourned meeting to each member Club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 3.18 Except as provided in Clause 3.16 and 3.17, notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

4. ANNUAL GENERAL MEETINGS

The Annual General Meeting will carry out the following business:

- 4.1 Receive and confirm the minutes of the previous Annual General Meeting and of any other General Meetings held since the last Annual General Meeting that have not been confirmed.
- 4.2 Receive the then Immediate Past District Governor's report on the activities of the Society over the previous Rotary year.
- 4.3 Receive and confirm the Audited Financial Statements for the previous Rotary year.
- 4.4 Appoint an auditor of the Society's financial statements for the ensuing Rotary year.
- 4.5 Conduct any other business which may properly be brought before the meeting.

5. ASSISTANT GOVERNORS

The District is divided into Areas where groups of Clubs meet. For each Area the District Governor Elect will appoint, or re-appoint, an Assistant Governor for the ensuing Rotary year.

Assistant Governors, while appointed for a one year term, can accept appointment for up to three consecutive years.

The role and duties of an Assistant Governor will be determined by the District Governor.

6. DISTRICT COMMITTEES

For the better administration of the activities undertaken within the District, the District Governor shall have power to establish, and disestablish, committees to coordinate, promote, organise and conduct those activities or any one activity on behalf of the member Clubs within the District.

- 6.1 Every District Committee shall be part of the District and shall have the name of the District as part of its name.
- 6.2 Every District Committee shall have a chair appointed by the District Governor and Rotarian members as appointed jointly by the District Governor and the District Committee chair.
- 6.3 The District Governor may remove any District committee chair or Rotarian member from any District committee at any time.
- 6.4 The District Governor shall be an ex officio member of all District Committees.

7. FINANCES

7.1 District Board

All District Finances shall be administered by the District Board.

7.2 Bank Accounts, Investments

All District monies shall be promptly lodged in a bank account, or accounts, at a recognized savings or trading bank, to be known as 'Rotary District 9930'.

District Funds may be invested as the District Board determines, such determination shall exercise the care, diligence, and skill that a prudent person of business would exercise in managing the financial affairs of others.

7.3 Income

District Income shall comprise District Levies on member Clubs, surpluses from District Conferences, other District meetings, and any other activities undertaken by District and donations and grants received.

The District Treasurer shall, by 1 September, send to each member Club an account showing the amount of District Levy payable, based on the membership of the member Club at 30 June as set out in the Semi Annual Return required to be filed by the member Club with Rotary International, at the rate approved at District Assembly, plus the amounts, if any, payable by the member Club for the District Insurance Scheme, the District Conference Levy and any other levy approved by the members necessary to finance a district event or activity.

7.4 Expenditure

District Expenditure shall be applied for the benefit of Rotary on a District basis. All payments shall be made only with the approval of the District Governor, however where such payments shall cause an overrun in the cost item of the District Budget the Treasurer shall refer the matter to the District Board for ratification. Payments from the bank accounts will be by cheque signed by the Treasurer and one other Board Member, however it shall be appropriate for the District Treasurer to be able to arrange and make payments through Internet banking using an account specifically set up for that purpose and to which only funds drawn from the main accounts and required to cover the approved payments have been lodged. No other funds shall be lodged to this account.

7.5 District Activities

Properly prepared Statements of Receipts and Payments relating to all District Conferences, and other District Events shall be supplied to the District Board as soon as practical after the holding of such functions.

7.6 Annual District Budget

A District Budget, exclusive of GST, for the coming Rotary year shall be prepared by the then District Governor Elect in collaboration with the District Treasurer and the then District Governor Nominee. This shall be presented to the District Board for consideration and approval. Once approved by the District Board the Budget shall be forwarded to all member Clubs at least 4 weeks prior to the District Assembly where it shall be presented for adoption. The District Levies required to meet the Budget shall be payable by member Clubs on the basis of a pro rata payment per member per year, and will be based on the Membership of each member Club as at 30 June. ie the day before the Rotary year that the Budget applies to. Budget approval shall be determined by a three fourths majority of Incoming member Club Presidents present at District Assembly. Where an Incoming member Club President cannot attend District Assembly their vote can be lodged in writing with the District Governor Elect not later than forty eight hours prior to the start of District Assembly. Where the Budget has not been presented to District Assembly for adoption, it can be presented at the District Conference where it can be approved by a majority of the Electors present and voting.

7.7 District Committee Budgets

District Committees are entitled to reimbursement of expenses relating to the work of that Committee, up to the amount provided in the Annual District Budget, on a written claim. The District Governor may, at their discretion, give approval for limited expenditure in excess of the approved budget. The District Governor may approve an advance to a District Committee against the amount approved in the Annual District Budget, but the Committee is required to account for the amount subsequently by supplying a written claim. Any excess advanced over the amount claimed is to be returned to the District Treasurer promptly.

7.8 District Committee Funds, Registration Fees

All District Committee funds held are funds of the District.

Funds received directly by District Committees by way of Registration or other fees approved by the District Governor, or from the sale and purchase of uniforms and equipment for participants in Committee Projects, or by other activities of the Committee will be administered and expended by that Committee.

A District Committee shall obtain the permission of the District Governor to establish, or increase an established Registration Fee, to be paid by the nominating member Club or the nominee for a District Programme. The Committee will have control of funds so collected, and will expend those funds only for the purposes approved by the District Governor.

The Committee is accountable to the District Board and in addition to the six monthly Statements required, a complete Statement of Receipts and Payments covering the full year's activities of such Committee funds shall be presented to the District Treasurer within two months from the end of the Rotary year, for consideration and approval by the District Board.

District Committees may not solicit funds from member Clubs.

7.9 District Conference Fund, Annual Levy and Financials

A District Conference Fund shall be maintained up to a maximum as determined by the Board from time to time. Surpluses from a District Conference shall be

added to this fund up to the maximum. Any amount above this shall be added to the District Funds. Deficits from a District Conference shall be subtracted from this fund. Where the fund is completely used up the remaining deficit shall be taken from District Funds.

An Annual District Conference Levy shall be charged to member Clubs on a similar basis to the District Levies in Clause 7.3. The District Conference Levy shall provide income for the District Conference Committee to assist with the fixed costs associated with staging the Conference. The maximum amount of the levy shall be approved at the time and in the same manner as the District Budget and District Levy is approved at District Assembly or District Conference. The District Conference Fund and Annual District Conference Levy forms part of the District Conference Committee's income and is intended to cover the fixed costs associated with staging the Conference. Provision for the Levy shall be made in the Annual District Budget.

The District Conference Committee will prepare a Budget and fix the Registration Fee, which must be presented to the District Board and subsequently approved by the District Governor.

Any operating surplus on a Conference is to be returned to the District Treasurer with the final Statement of Receipts and Payments. The District Board may approve a payment from the District Fund to meet an operating deficit, after considering the final Statement of Receipts and Payments.

7.10 Annual Financial Statements

The financial year of the Society will be from 1 July to 30 June the following year.

The District Treasurer shall prepare Annual Financial Statements for the District prepared in accordance with the financial reporting standards and generally accepted accounting principles as promulgated by the New Zealand Institute of Chartered Accountants. The Annual Financial Statements shall be audited by a suitably qualified person appointed by the Society. The audited Annual Financial Statements shall be forwarded to all member Clubs not later than 60 days prior to the District Annual General Meeting.

7.11 Level of District Funds

Accumulated District Funds shall be retained up to a level that the District Board considers will provide an adequate level of security against imbalances of Income and Expenditure and the financial risks of District activities.

7.12 District Officer Reimbursement of Expenses

A person undertaking the Office of District Governor shall be entitled to reimbursement of the costs of preparing for the Office of District Governor and of providing leadership in the District, up to a maximum amount fixed by the District Board and approved in the Annual District Budget each year

7.13 District Governor's Rotary International Allowance

The amount claimed and paid by Rotary International to the District Governor shall be disclosed in the District's Annual Financial Statements by way of note. At the first meeting of the District Board after the District Governor has completed their year of Office, the Board shall review the adequacy of the Rotary International allowance provided and after ensuring that the reimbursement from

Rotary International has been maximized, if necessary authorise a supplementary payment to the Immediate Past District Governor to help cover costs incurred in carrying out those duties as prescribed by Rotary International.

7.14 Disaster Funding

At the time of approving the district budget prepared by the District Governor Elect the Board shall determine a sum of money to be immediately available to send to a disaster situation with the proviso that there is a recognised, or Rotary, recipient agency which will receive and administer this donation. The sum will initially be drawn from the District's reserves. Member Clubs shall be invited to immediately contribute to the district disaster fund to cover the District donation made. The District Governor, District Governor Elect, and District Treasurer may increase the funds donated to any disaster to the extent that the funds provided from within the District for that particular disaster exceed the initial donation made on behalf of the District by the District Governor. All funds donated to the disaster fund must be accounted for and acknowledged by the District Board for each year. Should there not be sufficient funds donated from within the District to cover the disaster relief donation made on behalf of the District, then the deficit will be accounted for within the District's annual expenditure and met from the District reserve funds.

7.15 District Functions – Fund Raising

District Meetings and Functions are not to be used as fundraising activities. The cost to the attendees of each function should be the net cost of running the function. The organising committee may, with the approval of the District Governor, arrange a separate fundraising activity to be conducted in conjunction with a District function. Accounting for the fundraising activity will be kept separate from that for the District function and separate accounts for the function and the fundraising activity are to be provided to the District Treasurer within two months from the end of the function for consideration by the District Board. Any surplus from the running of the function will become part of the income of the District.

7.16 Reimbursement for Travel

Officers of the District will be entitled to reimbursement for travel on District business approved by the District Governor against a written claim to the District Treasurer

7.17 Rotaract District Representative Annual Training Seminar

The District Rotaract Representative is entitled to claim reimbursement for the cost of travel and registration, at the multi District leadership training meeting providing the District Governor, having considered the membership and function of Rotaract in the District, has given explicit approval for such reimbursement. Provision for such reimbursement shall be made in the Annual District Budget.

7.18 Insurance

It is the responsibility of the District Board to ensure that adequate insurance is held on all items of District equipment and regalia. The District Board will arrange insurance in the name of the District on the incoming District Governor, at the District cost, for the period of time from their departure to International Assembly to the end of the Governor's year of office. The intention of the

insurance on the District Governor is to ensure that funds are available to enable the work of the office of District Governor to be carried on, in the event the District Governor is unable to continue fully in that role.

As a service to member Clubs, the District Board shall, providing competitive rates are available, arrange a group insurance to provide protection to member Clubs, Rotarians of the District and others against the risks associated with involvement in Rotary activities. The District Board shall supervise the functioning of the District Insurance Scheme, set the levy to be charged and ensure the scheme is well understood by Rotarians.

8. DISTRICT LEVIES

The District Governor shall certify to the Rotary International Board the name of any member Club that has failed for more than ten months from the date of invoice to pay their District Levy. The Rotary International Board shall consider the certification provided by the District Governor and may suspend the services of Rotary International to the delinquent member Club while the District Levy remains unpaid.

9. NOMINATION OF DISTRICT GOVERNOR

In accordance with the Provisions of the Rotary International By-laws, the District has the following terms of reference and method for selection of the nominating Committee for Governor.

9.1 Nominating Committee

The Nominating Committee shall consist of the four past Governors, most recently in Office, together with the District Governor. The District Governor Elect and District Governor Nominee should be invited to attend all meetings as observers. The longest serving of the four Past District Governors most recently in Office who is available to serve on the Committee will be the convener. If any other member of the Committee is unable to act, then the District Governor will invite the Past District Governor next most recently in Office, and available, to fill the vacancy as an ordinary member of the Committee.

9.2 Duties of the Nominating Committee

The Nominating Committee:

9.2.1 Should actively promote interest in the Office of District Governor.

9.2.2 Will maintain a list of prospective District Governors.

9.2.3 Will review the list updated the previous year and those Rotarians whose names are retained or added to the list approached personally to ascertain that Rotarian's current interest.

9.2.4 Should communicate with the member Club President of each Rotarian on the list, and advise them of the Committee's interest in that Rotarian as a prospective District Governor.

9.2.5 Will supply to the District Governor names of Rotarians who are considered suitable to hold Office in the District.

9.3 Procedure up to Selection by Nominating Committee

The procedure will be in accordance with the Rotary International By-laws.

The District Governor may delegate to the Convenor of the Nominating Committee any of the responsibilities required of the District Governor relating to the nomination of the Governor.

The responsibilities are:

- 9.3.1 Distribute to member Clubs a statement of the status, qualifications and duties of a Governor.
- 9.3.2 Call for nominations of Rotarians who are qualified and considered suited to the Office of District Governor to be received in writing, and in the form of a resolution adopted at a regular meeting of the member Club naming the nominated candidate and certified by the member Club Secretary, by a date set by the District Governor that shall be not less than two months following the invitation to make nominations.
- 9.3.3 Immediately after the date set, the Convenor will send to each other member of the Committee, a copy of each nomination and will advise all other members of the District Advisory Committee, confidentially, the names of those Rotarians, the Rotarian's Club and the nominating member Club, if this is not the Rotarian's Club, together with brief details of each nominee's Rotary service.

The Nominating Committee is not limited to the names nominated by member Clubs.

Members of the District Advisory Committee may make suggestions of candidates for the consideration of the Nominating Committee and may forward any comments on the candidates nominated to the Nominating Committee. After consideration, the Committee will advise the District Governor of the name and member Club of the Rotarian selected to be District Governor Nominee Designate.

9.4 Procedure to be Followed by District Governor After Selection

On receiving the advice of the Nominating Committee the District Governor will take the following steps, in accordance with the By-laws of Rotary International:

- a) They will satisfy themselves that the candidate chosen is medically fit and prepared to accept the nomination.
- b) They will then advise all member Clubs of the name and member Club of the selected Nominee and the date by which any challenging nomination, made in terms of the By-laws of Rotary International, must be received by the District Governor. Challenging nominations are limited to member Clubs who formally nominated a candidate.
- c) If by the date set in b), a challenging nomination is received, the District Governor will immediately advise all member Clubs in the form prescribed by Rotary International, and set the date by which each member Club may concur with the challenging nomination.
- d) If by the date set in c), the challenging nomination has been concurred to by at least five member Clubs, then after a further seven days has elapsed, the District Governor will notify all member Clubs of the name and qualifications of each challenging candidate and state that such candidates will be balloted upon in a ballot by mail. The District Governor shall conduct a ballot by mail among the member Clubs, by preparing a ballot in the form provided by the

District Board, giving the name of the candidate selected by the Nominating Committee, and listing in alphabetical order the names of other candidates nominated in the challenge or challenges, and endorsed by the member Clubs. The District Governor will appoint a Balloting Committee consisting of the Secretary of the District Advisory Committee and two Past Presidents of member Clubs in the District, to open and count the returned ballots.

- e) If no challenging nomination is received by the date set in b), or a challenging nomination is not concurred to by at least five member Clubs by the date set in c), or after the result of the ballot has been decided, the District Governor will, within seven days of the appropriate date:
 - Declare the candidate nominated by the Nominating Committee or elected by ballot, to be the District Governor Nominee Designate
 - Announce the nomination to the Candidate's Club
 - Announce the final result to all member Clubs
- f) The District Governor will advise Rotary International in the prescribed form.

9.5 Timing of Nomination Procedures

The following nominating procedures shall take place no later than the month indicated:

- | | |
|-----------------|---|
| <u>December</u> | 1. Set Interview date and determine membership of Nominating Committee. |
| | 2. District Governor calls for nominations from member Clubs. Closing date for Nominations 28 February. |
| <u>March</u> | 3. Copies of nominations to other members of Nominating Committee, and District Advisory Committee advised. |
| | 4. Nominating Committee interviews candidates and advises the District Governor, the name and member Club of the Rotarian selected for the Office of District Governor Nominee Designate. |
| | 5. District Governor advises all member Clubs of the selected nomination and sets date by which challenges to the selected nomination must be received. A period of at least two weeks must be allowed. |
| <u>April</u> | 6. Date set by District Governor for receipt of challenging nominations. |
| | 7. Either: |
| | a) If no challenging nomination has been received, District Governor declares Nominee to be District Governor Nominee Designate, and then proceeds to: |
| | i) Announce to District Governor Nominee Designate's Club. |
| | ii) Announce to all member Clubs. |
| | iii) Notify Rotary International or |
| | b) If a challenging nomination is received, District Governor immediately advises all member Clubs in the form prescribed by Rotary International, and sets date by which concurrence (endorsement) of member Clubs must be received. |
| <u>May</u> | 8. Then either: |
| | a) If less than five concurrents for any challenging nomination |

have been received, District Governor declares Nominee to be District Governor Nominee Designate, and then proceeds to

i) Announce to District Governor Nominee Designate's Club.

ii) Announce to all member Clubs.

iii) Notify Rotary International or

b) If five or more concurrences have been received for a challenging nomination, and while it remains effective, no action for seven days.

9. If after seven days a challenging nomination endorsed by five or more member Clubs remains effective, the District Governor advises member Clubs and proceeds to conduct a ballot by mail.

June

10. Ballot decided – District Governor declares the District Governor Nominee Designate, and then proceeds to

i) Announce to District Governor Nominee Designates' Club.

ii) Announce to all member Clubs.

iii) Notify Rotary International.

9.6 Campaigning, Canvassing, Electioneering

Rotary International By-laws apply.

The prohibition applies from the time the member Clubs are notified that they may nominate until the completion of the electoral process. During this period all communications from a member Club relating to the elective position must be directly with the District Governor, or the Convenor of the Nominating Committee as the Representative of the District Governor. No member Club or Rotarian should communicate with another member Club or Member of another member Club on the matter of a nomination or endorsement of a challenging nomination. Such communication is in breach of the Rotary International By-laws.

10. SELECTION OF DISTRICT REPRESENTATIVE FOR THE COUNCIL ON LEGISLATION

The selection of District Representative and an Alternate shall be based on the nominating committee procedure as set out in the Rotary International By-laws. A candidate for District Representative or Alternate shall not be eligible to serve on the committee. The nominating committee procedure is based on the nominating committee procedure for the position of District Governor.

This procedure, including any challenges and a resulting election, shall be conducted and completed in the Rotary year, two years preceding the council.

To qualify each nominee must be, or have been an Officer of Rotary International, having served a full term, Rotary year, as an Officer of Rotary International and must furnish a statement that they:

1) understand clearly the qualifications, duties and responsibilities of a Representative

2) are qualified, willing and able to assume those duties and responsibilities

3) will attend the meeting of the Council for its full duration

11. RESOLUTION OF INTERNAL DISPUTES

Disputes between member Clubs relating to the District affairs or disputes between member Clubs and the District shall be resolved as provided for in the Constitutional Documents.

12. DISCIPLINING OF MEMBER CLUBS

- 12.1 A complaint may be made by any member Club that another member Club (“Questioned Club”):
 - 12.1.1 has persistently refused or neglected to comply with a provision or provisions of this constitution; or
 - 12.1.2 has persistently and willfully acted in a manner prejudicial to the interests of the District
- 12.2 On receiving such a complaint, a complaint committee established by the District Governor for that purpose (“Complaint Committee”):
 - 12.2.1 must cause notice of the complaint to be served on the Questioned Club concerned and
 - 12.2.2 must give the Questioned Club at least fourteen days from the time the notice is served within which to make submissions to the Complaint Committee in connection with the complaint; and
 - 12.2.3 must take into consideration any submissions made by the Questioned Club in connection with the complaint.
- 12.3 The Complaint Committee may, by resolution (“Resolution”) recommend that the District Governor refers the matter to Rotary International for resolution. Notice of such Resolution shall be served on the Questioned Club within thirty days of the date on which the Resolution was passed.
- 12.4 A Questioned Club may appeal to the District in General Meeting (“Appeal”) against a Resolution under Clause 12.3 within seven days after notice of the Resolution is served on the Questioned Club by lodging with the District Governor a notice to that effect.
- 12.5 The notice may, but need not, be accompanied by a statement of the grounds on which the Questioned Club intends to rely for the purposes of the Appeal.
- 12.6 On receipt of a notice from a Questioned Club under Clause 12.4, the District Governor shall convene a Special Meeting of the District.
- 12.7 At a Special General Meeting convened pursuant to Clause 12.6:
 - 12.7.1 no business other than the question of the Appeal shall be transacted; and
 - 12.7.2 the Complaint Committee and the Questioned Club shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - 12.7.3 the member Clubs present are to vote by secret ballot on the question of whether the Resolution should be confirmed or revoked.
- 12.8 If at the Special General Meeting the member Clubs pass a special resolution in favour of the confirmation of the Resolution, the Resolution is confirmed.

13.0 AMENDMENTS

Any alteration to these By-laws may be made at a District General Meeting by resolution of which at least 30 days notice has been given in writing to all

member Clubs in the District, such notice can be by e-mail. A simply majority of Member Clubs present and eligible to vote shall be required.