

DISTRICT 3020 BYLAWS

[As approved at District Conference in Rotary year 2018 - 2019]

Explanation of Document Numbering System

Within the District Bylaws, various elements of the document are identified as follows:

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Note: - Any reference to one gender includes both genders.

ARTICLE – I : DEFINITION

These bylaws are being established by Rotary Clubs of Rotary International District 3020 to provide recommendations, guidelines and rules to strengthen the functioning of the district, but nothing in these bylaws shall be contrary to any recommendations, policy, definition or guidelines issued by the Board of Directors of Rotary International, or to the constitution and bylaws of Rotary International as amended from time to time. Nor are they intended to impair or impede the role of the District Governor in performance of his responsibilities as provided in the constitution and bylaws of Rotary International.

ARTICLE - II :OFFICERS

The officers of the district shall include the following:

Section I District Governor

Nominated by the District as herein provided, and elected at the Rotary International convention, he shall perform all duties and responsibilities as laid down in the bylaws of Rotary International, and as delegated to him from time to time by the District Conference / District Assembly. He shall be ex-officio chairman of all the District Committees that he appoints.

Section 2 District Governor Elect / Nominee

Nominated by the District as herein provided, he/she shall be ex-officio member of all the committees of the District that he appoints and shall be responsible for duties as may be delegated to him by the District Governor / District Conference / District Assembly.

Section 3 District Secretary

- a) Appointment by the District Governor to serve during his term of office, the District Secretary must be a past president of a Rotary Club, and shall be responsible for maintaining the District records, the preparation and circulation of the minutes of College of Governors and other meetings including the District Conference as directed by the District Governor.
- b) The records maintained by him shall include:
 - i) Localities of clubs
 - ii) Bylaws as adopted by clubs
 - iii) Resolutions adopted at the District Conference
 - iv) Copies of the semi annual and annual reports of the District Governor
 - v) District Governor's Monthly Letters.
- c) He shall pass on all records to the succeeding Governor within 15 days of the completion of service that is, before July 15.

Section 4 District Treasurer

Appointed by the District Governor to serve during his term of Office, the District Treasurer shall be a Rotarian, preferably a Past President who is well versed in maintaining accounts. He shall be responsible for collection of District Fund, and for making payments authorized by the District Governor.

Section 5 College of Governors

- a) The District Governor, DGE, DGN, DGND and past officers of Rotary International who are members of Rotary Clubs in the District shall constitute the College of Governors, with the District Governor as Chairman.
- b) The College of Governors shall meet once every three months at a time and place fixed by the District Governor who shall circulate the agenda well before the meeting, and shall serve as an Advisory Council to assist and counsel the District Governor to implement the programmes of Rotary, but in no way to dilute his authority or responsibility towards the District.

ARTICLE – III : DISTRICT LEADERSHIP PLAN

Section 1

The District Governor may, if chooses to, administer the District by dividing the Clubs in the District into zones so that each of the zones has as far as possible equal number of clubs as on July 1 and the clubs in a zone form a geographically contiguous area. The DGE may modify the zone structure for sufficient administrative reasons, in consultation with his successor.

Section 2

It is the prerogative of the District Governor to appoint / remove / change Assistant Governor. The Assistant Governor shall maintain close report with Governor, chairmen and key persons of various committees.

Section 3

To be eligible for appointment as Assistant Governor in any of the Zones, a Rotarian must fulfill the following requirements at the beginning of his term as AG:

- a) He has been a Rotarian in good standing in Clubs for at least five years and be an active past president.
- b) He has served as President in a Rotary Club for a complete term.
- c) He is not a past District Governor, or District Governor Nominee.
- d) He has the willingness and ability to accept the responsibilities of Assistant Governor.
- e) He has the potential for future leadership in the District.

Section 4 Role of Assistant Governor

The publication 244, ‘Assistant Governors’ Training Manual’ and standardized District Leadership plan (Excerpt from R.I. Code of policies May, 2011) give many details but following are some of the responsibilities which Assistant Governor is supposed to shoulder in addition to the special conditions imposed in the District 3020 Bylaws:

- a) To attend the Assistant Governor's training session for the district.
- b) To attend the President-Elect Training Seminar and the District Assembly.
- c) To work with the Governor to develop goals for the District.
- d) To meet with and assist the incoming presidents of the clubs in their assigned area before beginning of the Rotary year to discuss the club goals and to review the Summary of Clubs Plans and Objectives.
- e) To visit each club in his/her assigned area regularly with a minimum of one visit each quarter of the Rotary year.
- f) To conduct the club assembly associated with District Governor's official visit.
- g) To hold regularly scheduled meetings (preferably monthly and no less than quarterly) with club presidents and secretaries to discuss the business of the clubs and resources available to them, along with goals, programmes, and objectives of the district and R.I.
- h) To schedule and plan for the visit of the governor to the purpose of which should be to enhance Rotary's object.
- i) To keep the governor posted on progress within the assigned clubs and suggest ways to enhance Rotary's image in the respective communities.
- j) To encourage clubs to follow through on requests and recommendations of the Governor.
- k) To attend and actively promote attendance at the District Conference and other District meetings.
- l) To monitor each club's performance with respect to service projects.

ARTICLE - IV : DISTRICT COMMITTEES / APPOINTMENT

Section 1

The District Governor shall appoint Committees he may deem necessary as per R.I. guidelines received from time to time for implementing the various programmes of Rotary and administration of the District:

Section 2

Every Committee shall work in accordance with the terms of reference defined separately.

Section 3

The incoming District Governors should appoint the committees for his year latest by 30th April. The committees shall submit their plans of action to him 15days before the District Assembly where he shall unfold the plans for his year.

Section 4

The District Rotaract Representative shall be a member of the District Rotaract Committee during the tenure of office.

ARTICLE – V : ROTARACT

Section 1

Rotaract is an important part of Rotary activities and the District Rotaract Committee shall guide and coordinate all Rotaract activities as per policy of Rotary International.

Section 2

The District Rotaract Representative shall be selected as per guidelines issued by Rotary International from time to time, and will be a member of the District Rotaract Committee.

Section 3

Rotary Clubs are encouraged to help Rotaract activities, but are not obliged to provide funds to their projects. Rotaract Clubs should not solicit funds from Rotary Clubs or Rotaract Clubs without the permission of the Rotary club president at local level, and without the permission of the District Governor at the district level.

Section 4

Past, present and incoming R.I. Officers are encouraged to participate at District and Multiple District Functions, provided these meetings have the written approval of the District Rotaract Committee and the District Governor.

ARTICLE – VI : INTERNATIONAL AID FOR PROJECTS & DDF ADMINISTRATION

Section 1

Clubs in the District are encouraged to participate in Rotary Foundation activities and other international humanitarian projects.

Section 2

Whenever a Rotary Club receives any AID in kind or funds for a particular project, from a club outside India, or from Rotary International / Rotary Foundation, the Secretary of the club shall immediately acknowledge the AID to the benefactors with copies to the District Governor, District Governor Elect, District Governor Nominee, and the chairman of the concerned district committee.

Section 3

When AID is in the form of financial AID, the funds will be kept in a separate bank account opened specifically for the particular project and the account shall be operated by the club secretary along with club president, chairman of the project.

Section 4

The DDF of the District is to be judiciously used by the serving duo of District Governor and District Rotary Foundation Committee Chair in accordance with the decisions made by the District Strategic Planning Committee from time to time.

ARTICLE – VII : DISTRICT MEETINGS

The District Governor shall decide on all district meetings including Intercity Meetings, District Seminars and the District Conference, and conduct them to promote the programmes of Rotary. No District meeting or regional meeting shall be conducted without written consent of the District Governor. The agenda and programme of such meetings are subject to the approval of the District Governor.

ARTICLE – VIII : R.I. LETTER HEAD

Except for the current, past and incoming officers of Rotary International, or those Rotarians who have been appointed by the R.I. President or TRF Chair to serve Rotary International, no Rotarian even though serving as a club officer, or a District Committee Chairman shall use the Rotary International letter-head. The District Chairman can, however, use District letter-head with Rotary emblem while communicating with Rotarians.

ARTICLE – IX : DISTRICT FUND

- A. Subscription :** Each club shall pay district fund at Rs.400/- (Rupees Four Hundred only) per member for all the members on its rolls on 1 July.
- B. Operation of Bank Account:** The district fund shall be deposited in a scheduled bank in the style “RI District 3020 District Fund” and shall be jointly operated by the district governor and the district treasurer.
- C. Usage of District Fund:** The district governor shall use the district fund for the following purposes at his discretion:
 - i) Supporting the President Elects Training seminar by providing subsidy to the host club.
 - ii) Supporting the clubs hosting the district events like seminars and workshops.
 - iii) Defraying the expenditures involved with visits of RI officers from outside the district to participate in Rotary events in the district.

- iv) Supporting the clubs' service projects that do not involve any Rotary Foundation Grants, not exceeding INR 40,000 per club.
- v) Purchase and distribution of audio/video/print publications of RI/TRF for the benefit of Rotarians in the district.
- vi) Creation and maintenance of District website/s.
- vii) Meeting the expenditures involved with selection of vocational Training Teams (VTT) and Group Study Exchange Teams(GSE) orientation meetings for VTTs/GSE teams, their internal travel, hotel stay for visiting VTTs/GSE teams, conducting of College of Governors/ District Advisory Council meetings, strategic planning committee meetings conduct of District Governor Nominating Committee meetings and cost of training S.A.As, their registration fee and hotel charges at the district conference.
- viii) To support Rotaract / Interact organization in the District and the IYE programme.
- ix) Expenditure incurred in collection & remittance of TRF donations, TRF recognition material, TRF Grant reports and TRF stewardship activities.
- x) To reimburse the actual expenditure incurred by the office of DRFC Chair, DGSC Chair and that of the District Technology Officer.
- xi) To defray the expenditures involved in procuring, storing and distributing wheel chairs & e. learning kits to clubs in the district.
- xii) Any other expenditure that is not covered by this section, up to a ceiling of RS 40000 per year deemed necessary by the DG for advancing Rotary program in the district.

ARTICLE X : COLLECTION OF FUNDS AT DISTRICT AND CLUB LEVEL

Section 1 Collection of Funds by clubs:

- a) A club must obtain permission in writing from the District Governor before soliciting funds in Rotary's name from other clubs, or from Rotarians who are members in other clubs and general public.
- b) In granting such permission, the District Governor must ensure that the funds are for the cause of Rotary at the district level even when it is by way of sponsorships, and intended to be utilized for publication of directories, souvenirs, or for similar purposes.
- c) All clubs making such collections shall maintain a separate account of the amounts collected, and how the same are utilized, and periodically furnish the details to the District Governor and the District Finance Committee.

- d) Whenever such permission is given, the District Governor shall be liable to collect the details of collections and the utilization of funds within a reasonable time, and pass on the same to the District Finance Committee.
- e) In the event of the District Finance Committee not being satisfied for any cause whatsoever, it is free to make suitable recommendations to the district.

Section 2: Collection of Funds by District Governor or District Governor Elect / District Governor Nominee

Any funds, other than those which are a part of the District Fund, which are collected by the District Governor or District Governor-Elect/District Governor Nominee for any Rotary cause whatsoever, shall be duly accounted for, and details provided to the District Finance Committee, and duly included in the District Fund account.

Section 3: Failure to Submit District Accounts

In the event of the District Governor failing to submit the accounts before the District Finance Committee in time, or in not getting the same audited and circulate to clubs within time (30 September of succeeding year) the College of Governors may recommend to the Rotary International Board for appropriate action against him.

Section 4: Named Endowment Fund

The district foundation committee comprising of DG, DRFCC and DGSCC will evolve a policy every year to try and help the clubs that set up Named Endowment Funds with TRF, with allocation of DDF for their global grants or through the district grants.

Section 5: Inter or intra – city club meets

The clubs planning an intra – city or inter – city meet shall obtain prior approval of the DG in writing. Clubs planning joint installations or service projects are exempted.

ARTICLE – XI : BANK ACCOUNTS BY CLUBS AND DISTRICT

- a) All the funds received by the district or clubs either from Rotary International or The Rotary Foundation or any other Aid Agency or Organization shall be deposited in an account opened for that purpose in a scheduled bank.
- b) All such accounts at the district level shall be jointly operated by at least two signatories who are District officers of RI District 3020 and authorized for that purpose by the District Governor. The District Governor himself can be one of the two signatories. In case of clubs, the club president shall nominate at least two

club members to jointly operate the bank accounts. One of the members can be the club president himself.

c) Any such account opened for a specific purpose should be closed immediately after the purpose has been served.

d) Any changes in the names of persons nominated to operate those accounts shall be authorised only by the District Governor in the case of district and club president in the case of clubs.

e) Any interest earned on the amounts deposited in to these accounts shall be used only for the purpose for which the funds were earmarked.

ARTICLE XII : DISTRICT GOVERNOR NOMINATING COMMITTEE

- a) The district governor nominating committee (DGNC) shall be responsible for seeking out and proposing the best available candidate who is willing to serve as District Governor. The committee shall function as described here in after, but nothing may be deemed to mean contrary to what is prescribed in the R.I. By Laws relating to DGN election.
- b) The district governor shall group the clubs in to 7 Zones and in doing so, will strive to have approximately equal number of Rotarians in each Zone.
- c) The clubs in each Zone will be invited to suggest a candidate from among its members to serve on the DGNC.
- d) The candidate suggested should
 - i) Be an active member of the suggesting club
 - ii) Have been a Rotarian for a minimum of 5 years
 - iii) Have served as a club president for full term
 - iv) Have attended at least two district events in the preceding Rotary year
 - v) Not have functioned on the DGNC in the previous year
- e) If there are multiple candidates in one or more Zones, an election will be conducted with all the eligible clubs participating.
- f) An eligible club is one that does not have any financial indebtedness to district and Rotary News Trust.
- g) The DGNC will be constituted with the seven elected representatives from the Zones, the IPDG and the PDG predecessor of the IPDG.

- h) The 9 member DGNC shall meet at a place and time chosen by the district governor for interviewing DGN candidates.
- i) The IPDG shall chair the DGNC meeting.
- j) The DGNC shall choose the DGN candidate after interview by a majority vote. The candidate getting a simple majority of votes of members of DGNC present will be the choice of DGNC.
- k) The DGNC is vested with the right to reject all the suggested candidates and choose an eligible candidate who is a member of a club in the district.
- l) In the event of DGNC failing to choose the DGN candidate, all the candidates interviewed by the DGNC shall be included on the ballot for electing the DGN.

ARTICLE – XIII : ELECTION OF C.O.L.REPRESENTATIVE / ALTERNATE REPRESENTATIVE

The District Governor shall invite nominations from the clubs in the District from among the past district governors to represent the district at the Council On Legislation. In the event of receipt of more than one nomination, the District Governor shall constitute a 3-member balloting committee to conduct the balloting at the District Conference for electing the representative / alternate representative to C.O.L.

ARTICLE – XIV : GRIEVANCE COMMITTEE

Section 1

No person / club aggrieved by an action of the District Governor, or by that of individual or committee authorized by him to select the District Nominating Committee or the District Governor Nominee, shall seek relief in a court of law till such time as the Grievance Committee has considered the complaint and given its finding on it. The Grievance Committee shall be the District Election Committee nominated as per DGN pilot.

Section 2

In the event of a complaint the aggrieved person / club shall immediately refer the complaint in writing to the District Governor, requesting that the complaint be corrected.

Section 3

If the District Governor fails to satisfy the aggrieved person / club within 15days of the complaint, the aggrieved person / club can ask the District Governor for convening of Grievance Committee.

Section 4

The aggrieved person / person / club shall submit four copies of the complaint, three for the committee, and one for the records. Similarly, the District Governor shall submit four copies of his views on the subject.

Section 5

The Grievance Committee shall meet at the earliest within 21days of the receipt of the request by the District Governor for convening of such committee and if necessary invite the aggrieved party / District Governor to the meeting, give them due hearing, and give their decision.

Section 6

The decision of the Grievance Committee shall be final and binding on all concerned.

Section 7

In the event of person / club nor adopting the procedure herein laid out, the person proposed for the elective position will be debarred from contesting the same for the five years.

ARTICLE – XV : PROCEDURE FOR AMENDMENTS

Section 1

With the change in the Rotary International Constitution and Bye-laws or the DGN Election pilot these Bylaws may be considered automatically amended to conform with them.

Section 2

These Bylaws may be amended at the District Conference by a majority of electors present and voting, or at a District Assembly by a majority of the presidents-elect present and voting, or in special circumstances when such amendments are submitted for approval by ballot by mail.

Section 3

Amendments to these Bylaws may be proposed by a club in good standing by a resolution adopted at a regular meeting of the club or by the College of Governors, and shall be submitted in writing, certified by the club secretary or the District Secretary, so as to reach the District Governor on or before a date set by DG for that purpose.

Section 4

The District Governor shall mail such proposed amendments to the clubs / presidents elect of each club in the District, thirty days before the District Conference or the District Assembly as required.

Section 5

In the event of an emergent need for making amendment/s as shall be verified by the College of Governors, the proposed amendment/s shall be circulated on the first day of the District Conference.

Section 6

Voting on the amendments shall be restricted to electors, or presidents-elect and or in case of ballot by mail, to the clubs.