



By-Laws of Rotary International District 7510

SERVING THE ROTARY CLUBS OF HUNTERDON, MERCER,
MIDDLESEX, SOMERSET, AND UNION COUNTIES IN THE
STATE OF NEW JERSEY, USA

PDG Andy Calamaras, Chairman
By-Laws, Rules and Procedures Committee
5/13/2016

These By-Laws are reviewed annually and adopted by duly authorized delegates of the clubs that constitute District 7510. Any club may propose amendments to these By-Laws as provided herein.

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BYLAWS of DISTRICT 7510 – ROTARY INTERNATIONAL

Effective July 1, 2016

Article I Purpose

These Bylaws are intended to supplement the Constitution and Bylaws of Rotary International and the policies of Rotary International insofar as they apply to the administration of District 7510. Nothing in these bylaws is intended to limit the authority of the District Governor granted to him or her by Rotary International. It is understood that the Rotary International Manual of Procedure and Code of Policy have precedence over the district bylaws.

Article II Officers

2.1 District Governor.

The District Governor is the only officer of Rotary International in the district and functions under the general control and supervision of the Board of Rotary International. The status, qualifications, duties, and code of ethics of the District Governor may be found in the RI Manual of Procedure (Section 2 – DISTRICT – Page 19 MOP 2014).

2.2 Vice-Governor.

The role of the Vice-Governor will be to replace the District Governor in the event of his or her inability to continue in the performance of the District Governor's duties. The Vice-Governor shall be appointed by the District Governor-Elect by January 1st of the year preceding his or her term as governor. Selection of the Vice - Governor shall be based on the following:

1. Shall have served as District Governor of District 7510 within the past five (5) Rotary years.
2. If none of the Past District Governors in the above five-year pool is available to serve, the District Governor-Elect will attempt to choose from a pool of Past District Governors of District 7510 who have served in the five (5) years prior to the first pool.

The District will provide funds for the Vice-Governor to attend PETS I, PETS II, the District Assembly, Changing of the Guard, and any other functions that require his or her attendance. The Vice-Governor's attendance at these functions shall be determined by the sitting Governor.

The Vice-Governor will be an ex-officio member of all committees and will be a contributing member of at least one committee, per prior arrangement with the District Governor-Elect at the time of his or her appointment.

2.3 District Officers.

The officers of the district shall be the District Governor, Lieutenant Governor, Assistant Governors, District Secretary, District Treasurer, District Trainer, and District Sergeant-at-Arms.

2.4 District Trainer.

All other officers of the district as provided above, except for the District Trainer, shall be appointed by the District Governor and shall serve concurrently with the District Governor during his or her term of office. Each officer shall perform the duties assigned to that officer by the District Governor from time to time. The District Trainer shall be appointed by the District Governor-Nominee and shall serve the District Governor-Nominee during his or her terms as District Governor-Elect and District Governor.

2.5 Staff Meetings.

The District Governor shall convene from time to time a group of district officers, District Governors-Elect and -Nominee, Deputy Governor(s), Assistant Governors, District Directors, and key committee chairs, who shall constitute the district staff. The district staff shall be the District Governor's aides in the conduct of the business of the district. The expenses of the district staff meetings shall be defrayed from the district treasury in accordance with the district budget.

2.6 First Staff Meetings.

In May or June of each year the District Governor-Elect shall convene a meeting or meetings of the incoming district staff and committee chairs to prepare for the District Governor-Elect's term of office as District Governor. The expenses of such meetings(s) shall be defrayed from the district treasury in accordance with the district budget of the current District Governor

2.7 District Areas.

The District Governor shall designate areas within the district, each area to consist of clubs reasonably contiguous to each other. Each area shall be designated by a number. The District Governor shall appoint one Rotarian who is a Past President of a Rotary Club within the district to serve as an Assistant Governor for each area. Such Assistant Governors shall serve as liaison and resource coordinators between the district and the clubs and shall visit with and communicate regularly with the officers and members of each club within the Assistant Governor's area. The Assistant Governors shall perform the duties assigned to them by the District Governor in accordance with the District Leadership Plan.

Article III. District Committees

3.0 Directors

The District Governor may appoint a number of Directors to help administer the district committees. The recommended District Directors are: Administrative, Club and Community, Foundation, International, Membership, Public Relations, Vocational, and Youth Services. Each Director is requested to serve for a three (3) year term, but is appointed to a one (1) year term that is renewed each year by succeeding District Governors, with the exception of the Foundation Director, which is a three (3) year term not subject to annual renewal (per Rotary International Manual of Procedure Section – DISTRICT–Page 23 MOP 2014).

3.1 Appointment of Chairs and Committee Members.

The District Governor shall appoint the chairs and members of the committees of the district in accordance with the provisions of this Article. All standing and special committees except The Rotary Foundation Committees and the District Training Committee shall be grouped by the District Governor in accordance with the recommendations of Rotary International. The Rotary Foundation Committees shall be grouped together and managed by the Director of The Rotary Foundation Committees.

3.2 Standing Committees.

The following shall be the standing committees of the district. Unless otherwise noted, committee members and their chairs shall be appointed by the District Governor-Elect

3.2.1 Finance Committee.

The Finance Committee shall be established to review and study the necessary expenses of district administration. Refer to the Rotary International Code of Policies to clarify appointment of members. The District Governor shall appoint one member to serve one

(1) year, one to serve two (2) years, and one to serve three (3) years; thereafter, each succeeding year, the District Governor in office shall appoint one member for a period of three (3) years to fill the vacancy for that year. The Treasurer or Treasurer-Elect shall be invited to attend all Finance Committee meetings.

3.2.2 Audit Committee.

The Audit Committee shall consist of the three (3) most junior Past District Governors in terms of service to District 7510, who are members of clubs in this district and are available to serve. It is preferred that these Past District Governors have served

consecutive terms. A Past District Governor who has served on the Finance Committee or who has served as District Governor the previous year is not eligible to serve on the Audit Committee. The most senior Past District Governor on the committee shall serve as Chair. The District Governor may also appoint a Rotarian who is a Certified Public Accountant (CPA) to consult with the Audit Committee and attend its meetings. The Audit Committee shall perform the duties set forth in Article V of these Bylaws.

3.2.3 Bylaws, Rules, and Procedures Committee.

The Bylaws, Rules, and Procedures Committee shall consist of three (3) Past District Governors, each serving a staggered three (3) year term with the possibility of reappointment. The District Governor-Elect and the District Governor-Nominee shall also serve as members. Appointments to the committee are made by the District Governor-Elect. The Chair of this committee shall be chosen by the District Governor-Elect. Members should be knowledgeable about Rotary International's constitutional documents and election procedures. They shall propose amendments to these Bylaws to the District Conference and shall propose such legislation and resolutions, which may be recommended by the District to the Council on Legislation. The committee shall also comment on Bylaw amendments, resolutions, or legislation proposed by Rotary Clubs.

3.2.4 Long-Range Planning Committee.

The Long-Range Planning Committee shall consist of the immediate Past District Governor, District Governor, District Governor-Elect, and the District Governor-Nominee. The sitting District Governor will select two (2) additional Past District Governors to fill out the committee. The chair of the committee will be selected by the sitting District Governor. The committee shall study the long-term trends, needs, and policies of the district; and shall prepare a long-term strategic plan that, along with any other recommendations, shall be submitted to the District Governor. After review and approval by the District Governor, he or she will advise the committee chair to distribute the Long-Range Plan to all club Presidents and Presidents-Elect for review. A courtesy copy will also be provided to the Advisory Council of Past District Governors. The Long-Range Plan will be presented for approval on an annual basis by a vote of duly constituted delegates at either the District Assembly or the District Conference.

3.2.5 District Conference Committee.

The District Conference Committee shall be appointed by the District Governor, District Governor-Elect, or District Governor-Nominee who will serve as District Governor during the year in which the conference will be held, and shall consist of the following: A Conference Chair who shall be a Past District Governor, a Chair of the Host Club Committee, and such other members as are deemed appropriate. The Host Club shall be

the Rotary Club of the then-District Governor unless such District Governor determines otherwise.

- (a) The District Conference Committee shall be responsible for assisting the District Governor in all arrangements for the District Conference, including, but not limited to hotel accommodations, registration, publicity, promotion, and all other areas assigned to it by the District Governor.
- (b) The Conference Chair and Host Club Chair shall assist the District Governor in preparing the programs for conference sessions and in all other ways as the District Governor may determine.
- (c) The Host Club Chair shall direct all subcommittee chairs and shall report directly to the Conference Chair.

3.2.6 District Nominating Committee.

The District Governor shall be nominated by a nominating committee organized as set forth in this Article and shall be elected by the Convention of Rotary International as provided in the Bylaws of Rotary International.

- (a) In November of each year, the District Governor shall appoint a Chair of a District Nominating Committee, which chair shall be a Past District Governor. The Chair of the District Nominating Committee shall, during the month of December, issue a call in writing to the Presidents and Secretaries of each Rotary Club in the district for nominations for the office of District Governor for the year beginning two years from July 1st of the next Rotary Year. Such notice shall call for nominations on forms provided by Rotary International, to be received by the Chair of the District Nominating Committee by January 31st of that Rotary Year. No club shall nominate more than one candidate.
- (b) After January 31st of the current year, the District Governor shall appoint the six remaining members of the District Nominating Committee, which committee shall consist of seven (7) Past Presidents, of whom two (2) including the Chair shall be Past District Governors. The remaining five (5) Past Presidents shall not be a current, past or incoming District Governor or a candidate for District Governor. The committee shall be so constituted so that each county within the district shall be represented by at least one non-District Governor Past President. No member of a Rotary Club that shall have nominated a candidate for District Governor shall serve on the committee.
- (c) The District Nominating Committee shall meet during the month of February, shall personally interview all candidates who shall have been nominated by their clubs, and shall nominate a qualified Rotarian for District Governor, whether or not nominated by any club. At least five votes of committee members shall be required to nominate a Rotarian for District Governor. The Chair shall notify the current District Governor in writing of the name, address, and club of the nominee selected by the committee, and the District Governor shall give notice in writing to all clubs in accordance with Article

- XIII, Sec. 020.5 of the Rotary International Bylaws. Such notice shall give each club three (3) weeks to make another nomination in accordance with the Rotary International Bylaws. If no other nomination is received by the District Governor within the three (3) week period, the District Governor shall declare the nominee of the nominating committee as the nominee of the district, shall certify such nominee to Rotary International, and the nominee shall be designated as District Governor Designate.
- (d) The District Governor Designate shall automatically become the District Governor Nominee on July 1st following the nomination.

3.2.7 Rotary International Convention Promotion Committee.

The committee shall consist of five (5) Rotarians and will be chaired by the District Governor-Elect who will be one of the members. The committee shall actively promote attendance by Rotarians in the district at the annual RI Convention and, if possible, shall assist the District Governor-Elect in hosting a reception at such convention for district Rotarians in attendance. The District Governor-Elect shall select up to four (4) Rotarians to help in this promotion and provide any other assistance with approval of the District Governor.

3.2.8 Public Relations and Awareness Committee.

The Public Relations and Awareness Committee shall provide resources and advice to the clubs in furthering their public relations activities to improve their public image. It shall also recommend to the District Governor public relations activities on the district level and implement any such activities as may be approved by the District Governor. The committee will be chaired by a District Director of Public Image who will choose up to four (4) Rotarians to help in this endeavor and provide any other assistance with the approval of the District Governor.

3.2.9 DGN Orientation Committee.

The DGN Orientation Committee shall consist of six members: Two Past District Governors, one of whom is appointed by the District Governor as Chair; the immediate Past District Governor; the District Governor; the District Governor-Elect; and the District Governor-Nominee. The immediate Past District Governor shall serve a one (1) year term and the remaining two Past District Governors shall serve a term of three (3) years each. The meetings of the DGN Orientation Committee shall not be conducted in the absence of the DGN being oriented. The purpose of the DGN Orientation Committee is to help train and orient the incoming DGN and to develop a working relationship between the District Governor, District Governor-Elect, and the District Governor Nominee. Other guests may be invited by any member of the committee with the approval of the Chair.

3.2.10 District Training Committee.

The District Governor-Elect shall appoint the District Training Committee, of which the District Trainer shall be the Chair. The District Training Committee shall be charged with assisting the District Trainer and the Governor-Elect in organizing all district training events, including but not limited to PETS I, PETS II, District Assembly, District Team Training Seminar, Assistant Governor training, and membership training.

3.2.11 Membership Development Committee.

The Membership Development Committee will identify, market, and implement membership development strategies within the district that are appropriate for the district's membership growth. In addition to the business community, the committee will encourage member recruitment from a range of professional spheres including nonprofit, education, arts, non-elected government and clergy. The Membership Development Committee shall consist of at least three (3) members. The Chair of the committee shall be selected by the District Governor-Elect to serve during his or her District Governor term. The remaining members shall be chosen by the District Governor-Elect in consultation with the Chair. The members shall be required to have a least Club President experience.

3.2.12 The Rotary Foundation Committee.

The Rotary Foundation Committee shall consist of a Director and the Chairs of the subcommittees, appointed by the District Governor in accordance with the recommendations of the Rotary Foundation. The Rotary Foundation Committee shall consist of the following subcommittees: Fundraising, Grants, Polio, and Stewardship. Each subcommittee shall consist of Rotarians appointed by the District Governor. The subcommittees shall promote participation by the district and clubs in the educational, cultural, humanitarian, and fund development activities of The Rotary Foundation of Rotary International and such district events as the District Governor shall approve. The Director of the District Foundation Committees shall be appointed, after consultation with the incoming District Governors, for a term of three (3) years. In the event of a vacancy in The Rotary Foundation Committee Chair, the District Governor shall appoint another Rotarian to the balance of the three (3) year term.

3.2.13 Extension Committee.

Under the direction of the District Governor, the District Extension Committee shall develop and implement a plan to organize new Rotary Clubs within the District. The Extension Committee shall consist of at least three (3) members. The Chair of the Extension Committee shall be selected by the District Governor-Elect, to serve during his or her term as District Governor. The remaining members of the committee shall be chosen by the District Governor-Elect in consultation with the Chair. The members shall be required to have a least Club President experience.

The District Governor may appoint special committees consisting of one or more Rotarians during his or her term of office as may be deemed appropriate.

The District Governor shall be an ex-officio member of and shall approve all projects, events and activities of all committees except the Finance Committee, Audit Committee, and District Nominating Committee. The District Governor may attend the meetings of all committees, but shall not participate in questions to candidates for nomination and may not vote at the District Nominating Committee meetings.

Article IV Advisory Council of Past District Governors

The Advisory Council of Past Governors (“College of Governors”) shall be composed of all Past District Governors who are members of Rotary Clubs within the district. District Governors are urged to call a meeting of the Advisory Council at least once a year within the month following the end of the International Assembly, to allow the District Governor-Elect to inform the District Governor and Past District Governors of the issues debated and presented at the International Assembly. The authority and responsibilities of the District Governor shall in no way be impaired or impeded by the advice or actions of the Past District Governors. Additional meetings may be called at the discretion of the District Governor, without limitation. The sitting District Governor will convene and chair all Advisory Council meetings.

Article V Finance

5.1. Budget

Cooperating with the Governor-Elect, the Finance Committee shall prepare a budget of district expenditures, which shall be submitted to the clubs at least four (4) weeks prior to the District Assembly and approved at a meeting of the incoming Club Presidents at such District Assembly. The amount of any per capita levy on clubs for district funding should be decided in accordance with the RI Bylaws 15.060.2.

5.1.1 Budget Development.

The budget shall consist of projected income, the proposed annual per capita district dues, and allocations for program and operating expenses. The budget shall show a reserve for contingencies of at least two percent (2%) of the amount of total income. The Finance Committee shall certify the proposed budget to the District Governor-Elect by April 1st of the preceding Rotary year, and the District Governor-Elect shall provide a copy of such proposed budget to each club President and President-Elect with a notice that such budget shall be presented for adoption at the annual District Assembly. Such notice shall be mailed at least thirty (30) days preceding the date of the District Assembly.

5.1.2 Adoption of the Budget

The budget as presented by the Finance Chair or designee to the District Assembly, and as may be amended by the District Assembly, shall be adopted by a simple majority of the Presidents-Elect present and voting at the District Assembly. Only Presidents-Elect may vote to amend or adopt the district budget, provided that where a President-Elect is formally excused from attending the District Assembly by the District Governor-Elect, a designated representative of the President-Elect shall be entitled to a proxy vote.

5.1.3 Investments

Investment of funds not currently needed may be made by the District Governor and District Treasurer in accordance with the policies of Rotary International. Separate accounts for the District Conference or for other purposes may be opened at the discretion of the District Governor, provided that all such other district depository accounts shall have the Treasurer and another District Officer as signatories on each account and that all bank statements shall be delivered by relevant banks to the Treasurer. The above requirements shall not apply to the District Emergency Fund, which shall be governed as provided below.

5.1.4. Supervision of Funds

The Governor-Elect shall name a District Treasurer, who shall be a member of the Finance Committee and who will keep proper records of income and expenditure of district funds. The funds shall be held in a bank designated by the Governor-Elect, in an account in the name of the district, and shall be supervised by the District Governor jointly with another member of the Finance Committee, who should preferably be the Treasurer when available. In accordance with the Rotary Code of Policies 17.030.3, all funds require two (2) signatories.

5.1.5 District Governor Authority Over Budget

The District Governor may expend the funds budgeted and received. The District Governor shall have the authority to revise budget line items after consultation with the Finance Committee, provided that the District Governor may not expend more than the total amount appropriated by the district budget except as hereinafter provided. Those items which contemplate a contribution to a succeeding year's budget, a contribution to special funds, or as may be specified by these bylaws or district resolutions may not be expended by the District Governor for any other purpose. The District Governor shall not approve any fundraising program for general district budget purposes that does not appear in the approved budget or which has not been approved by the District Assembly. The prior sentence of this subparagraph is not intended to prevent the District Governor from approving the solicitation of advertisements or other methods of raising funds for any district publication.

5.1.6 Budget for Attending RI Functions

The budget shall provide an appropriation sufficient to enable the District Governor-Elect and his or her partner to attend the Rotary International Convention, to enable the District Governor and partner, and the District Governor-Elect and partner to attend the District Conference, and to enable the District Governor, the District Governor-Elect, and the District Governor-Nominee to attend Rotary Zone Institute programs such as Governor-Elect training, Governor programs, etc. The budget shall further provide an appropriation to enable the District Trainer to attend the sessions provided for such trainers at the Rotary Zone Institutes. Nothing is intended in this provision to restrict the district from providing an appropriation for other officers or partners for other district, zone or international meetings. In determining such appropriations, the Finance Committee and the District Assembly shall consider the lowest costs reasonably necessary for an officer to attend the specific meeting only.

In the event that a Rotary International Convention is held in a location requiring an unusually large appropriation for attendance by the District Governor-Elect, the budget may in prior years anticipate such expense by a partial appropriation, which shall be paid over to succeeding district treasuries until needed for such convention. Any unused funds appropriated for attendance at the Rotary International Conventions shall be considered line items and shall be paid over to succeeding district treasuries solely for the same purpose.

5.1.7 Appropriations for Charitable Purposes

The budget may provide for an appropriation or contribution to any fund created by the district for a charitable Rotary purpose.

5.1.8 Appropriation for District Conference

The budget may contain an appropriation towards the conduct of the District Conference to cover those expenses assumed by the district for the conference, including but not limited to the expenses of the RI President's Representative, the attendance of Interact and Rotaract leaders, and the attendance of a Group Study Exchange team.

5.1.9 Payment of Obligations Due

The District Governor shall pay all of the obligations of the district no later than two (2) months following the end of his or her term of office and shall dispose of any excess funds as follows:

- (a) The exiting District Governor shall pay over to the incoming District Governor the sums budgeted that were intended to be paid to a succeeding treasury for a specific future use;
- (b) Ten percent (10%) of the funds remaining, except for restricted funds which must be paid over to the succeeding District Governor, shall be paid over to

- the Finance Committee for deposit in the District Emergency Fund, provided that no such transfer to the District Emergency Fund shall be made which shall raise the amount of the Fund to more than sixty percent (60%) of the amount of budgeted operating expenditures for the year during which the transfer is made.
- (c) For the purpose of this section, “operating expenses” shall be defined as all budget items except for the programs and district events that are intended to be funded by sources other than district per capita dues.
 - (d) Funds in excess of those required to be paid over to the District Emergency Fund may be used for any purpose permitted by the Rotary International Bylaws of the Board of Directors Code of Policies.

5.2 Annual Audit.

The District Governor must supply an annual statement and report of the district finances to each club in the district by October 1st of the completion of his or her term of office. The annual statement and report shall be reviewed by a qualified accountant and the Audit Committee, and shall include details as prescribed by RI Bylaws section 15.060.4. This annual statement and report shall be presented for discussion and adoption at the next District Assembly, to which all clubs are entitled to send a representative and for which a thirty (30) day notice has been given that the statement of the district finances will be presented for adoption or, if no such meeting is held, by the following district conference.

5.3 District Emergency Fund

The District Emergency Fund, funded as provided above, shall be maintained in a depository designated by the Finance Committee. All withdrawals shall be made jointly by the Chair of the Finance Committee and the District Governor. The funds held in the District Emergency Fund may be expended only in an emergency as approved by a majority of the Finance Committee upon the recommendation of the District Governor. District Governors-Elect may borrow up to eight thousand dollars (\$8,000.00) from the fund on or after January 2nd of each year in order to defray the costs of organizing the district. The funds borrowed shall be deposited in the Governor-Elect’s district treasury account, and all expenditures from those funds as provided for in the Governor-Elect’s annual district budget shall be subject to review by the Audit Committee and shall be repaid to the District Emergency Fund no later than September 1st of the District Governor’s term. A negative decision of the Finance Committee as to the payment of any funds from the District Emergency Fund may be appealed by the District Governor to the presidents of the clubs at a regular or special meeting of the District Assembly or District Conference.

5.4 Per Capita Dues.

Each Club shall pay such annual per capita dues which shall be approved in the district budget. The incoming District Treasurer shall provide a bill to each club on or about June 1st of each year and such dues shall be due and payable on July 1st. The per capita dues shall apply to all members, other than honorary, of a club as of July 1st of each year. A club that has not paid their dues in a timely fashion will be solicited by the District Treasurer for the purpose of encouraging the club to pay their dues.

Article VI Council on Legislation

The Council on Legislation is the legislative body of Rotary International and has the authority to amend the RI constitutional documents. It meets every three years in April, May, or June in the vicinity of RI World Headquarters (Chicago, IL). Each district sends one representative. The representative must have previously been a District Governor and must be a current member of a club in the district. No representative may attend more than three councils. The representative is selected two years before the Council by a nominating committee, similar to the process used to select a future District Governor. For details, refer to the RI Manual of Procedure chapter on Council on Legislation.

Article VII Amendments

7.1 Voting

These bylaws may be amended by the duly constituted delegates at either the District Assembly or District Conference by a vote of two-thirds (2/3) of those delegates present and voting.

7.2 Proposals for Amendments

Proposals for amendments shall be presented to the District Bylaws, Rules, and Procedures Committee at least sixty (60) days before any scheduled vote. The Committee shall send its recommendations with any changes to the District Governor within the sixty (60) day to thirty (30) day period prior to the vote for approval. Proposed amendments shall be circulated to the club Presidents and Presidents-Elect at least thirty (30) days prior to the scheduled vote for approval.

7.3 Distribution of Amendments Prior to Adoption

No Bylaw amendment may be considered for adoption unless the presidents of each club shall have received a copy of proposed amendments at least thirty (30) days prior to the vote. The District Governor-Elect shall arrange for the distribution of copies of the current bylaws to all Presidents-Elect at the annual PETS. The Chair of the District Bylaws, Rules, and Procedures Committee shall publish a full copy of the Bylaws on the district website, which shall be made available on request to all Rotarians in the

district.

7.4 Effective Date

All amendments to the Bylaws shall take effect on July 1st following adoption by either the District Assembly or District Conference unless an earlier date is specified in the amendment.

Adoptions:

Proposed by the Committee on Bylaws, Legislation, and Resolutions April 1994.
Amended April 26, 1995; June 6, 1998; May 22, 1999; May 5, 2000; April 2006; April 24, 2009; May 30, 2010; April 29, 2011; June 1, 2012; April 12, 2013; May 2, 2014; May 1, 2015; and May 13, 2016.