

## Bylaws of RI District 3202

### Preamble

RI District 3202 comprises of revenue districts Kasargode, Kannur, Kozhikode, Waynad, (Kerala State) and Nilgiris, Coimbatore (Excluding Coimbatore City Limits), Tiruppur, Erode (Tamilnadu State) & UT of Lakshadweep and any other district / districts that may later be formed by the government within this area or added to this RI District 3202 by RI Board.

The District Byelaws will be applicable from 1<sup>st</sup> July 2008 onwards except in matters of election of Nomination Committee, meeting of Nomination committee and election of DGN. The above three articles will be applicable with immediate effect after the first District Conference of Dist.3202.

### Very Important notes:

1. While the Byelaws may mention one gender, it will also apply to other gender.
2. These Byelaws may be translated into other languages. However for final interpretation, the English language version will prevail.

### ARTICLE I: Definition:

These Byelaws are being established by Rotary clubs of District 3202 of Rotary International to provide recommendations, guideline and rules to strengthen the functioning of the district, but nothing in these Byelaws shall be contrary to any recommendations, policy, definition or guideline issued by the Board of Directors of Rotary International, or to the constitution and bye laws of Rotary International.

### ARTICLE II: Adoption of R.I. Programmes:

The District shall adopt all the official RI and TRF programmes and it is recommended that the clubs will undertake the relevant programmes listed under the service opportunities specified by RI and The Rotary Foundation from time to time.

### ARTICLE III: District Team Training Seminars

#### 3:01: Pre PETS

The District Governor Elect may if he so desire conduct Pre-PETS as informal meetings with President Elects preferably at locations of President

Elects convenience. If it is decided to organize formal Pre-PETS it should be organized at least one month before the date of the International Assembly.

3:02 AGs & Directors Training Programme:

A special program to train incoming Assistant Governors & Directors will be conducted by DGE.

3:03: District Officers Training Programme:

DGE will organize an orientation & training seminar for the district team comprising of all district officers of his year. DOTS will be held before PETS and after DGE returns from the International Assembly.

3:04: Presidents Elect Training Seminar (PETS) and Secretaries Elect Training Seminar (SETS):

A PETS and SETS, Which may be multidistrict PETS and SETS, shall take place for purpose of orientation and training of club presidents-elect in the district as determined by the RI Board. The PETS & SETS shall be held annually, preferably in March. The Governor-elect shall be responsible for the PETS & SETS. The PETS & SETS shall be planned and conducted under the direction and supervision of the Governor Elect.

3:05: District Assembly:

A District Assembly, which may be a multidistrict assembly, shall be held annually, preferably in April or May, to develop Rotary club leaders who have the necessary skills, knowledge, and motivation to sustain and/or grow their membership base: implement successful projects that address the needs of their communities and communities in other countries; and support The Rotary Foundation through both program participation and financial contributions. The governor Elect shall be responsible for the District Assembly. The District Assembly shall be planned and conducted under the direction and supervision of the Governor-Elect. In special circumstances, the RI Board may authorize the holding of a district assembly at a date other than provided herein. Those specifically invited shall include the incoming president to serve in key leadership roles in the upcoming year.

3:06: District Leadership Training Programme:

A DLT Programme will be conducted in a Rotary Year, preferably before December.

3:07: Host club Finances:

Clubs hosting the district events should ensure that the registration fees be kept to minimum and that profit making should not be the motive for the amount collected from the registration fees. The audited accounts of all the district events should be made available to the District Governor. The

registration fees however, should be so fixed that the event does not incur loss. Excess amount collected, if any, should be utilised for a service project suggested by the District Governor.

Note: All the above training seminars are for serious Rotary work; hence much importance should not be given to entertainment programme.

#### ARTICLE IV: District Conference

##### 4:01: Time and Place:

A conference of Rotarians of each district shall be held annually at such time and place as agreed upon by the Governor and host club. The conference dates shall not conflict with the district Assembly, the International Assembly or The International Convention. The RI Board may authorise two or more districts to hold their conferences together.

##### 4:02: Site Selection:

The site will be selected by the District Governor Elect of the concerned year and the general body of the host club.

##### 4:03: Conference Actions:

A district conference may adopt recommendations upon matters of importance in its district, provided such action shall be accordance with the constitution and by laws and keeping with the spirit and principles of Rotary. Each district conference shall consider and act upon all matters submitted to it for consideration by RI board and may adopt resolutions thereon.

##### 4:04: Conference Resolutions:

The District Governor shall invite resolutions (non-formal) from the clubs 60 days before the conference. The District Governor shall ascertain whether such proposal/s strictly fall within the district matters, do thereafter shall circulate (30 days in advance of the district conference), the finally accepted proposals for placing before the district conference for its consideration and action. However District Governor has powers to include resolutions at his discretion & present it to the District Conference at the last moment. Usually the District Trainer or any other PDG authorised by District Governor will move the resolutions in the conference.

##### 4:05: Conference Officials:

The District Governor shall appoint chairman, Secretary / Secretaries, Treasurer and other required officials for proper planning and conduct of the conference.

##### 4:06: Conference Report:

The Governor or the Chairman, along with the secretary, shall prepare and execute a written report of the conference proceedings within 30 days of the adjourned of said conference. They shall submit three copies of such report to the general secretary of RI & shall be published at District website.

The host club/ s and DG are recommended to pass a resolution in the general body meeting regarding the financial implications of the conference & specify liability in case of loss and utilisation in case of surplus.

4:07: Conference Voting:

4:07: 01 Electors: Each club in a district shall select, certify, and send to its annual district conference one elector. Each club shall be entitled to at least one vote. Any club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semi-annual report sent by RI preceding the date on which the vote is to be held. However, any club whose membership in RI stands suspended by the RI Board at the time of the conference shall not be entitled to participate in the voting. An elector must be present at the district conference to vote. The name of the elector shall reach the District Governor a minimum of 30 days prior to the District Conference. If the elector is the Club President himself, a formal communication need not be sent to the Governor. The clubs having more than one vote, shall cast all votes to the same candidate. A club can have only one elector to exercise the voting right.

4:07: 02: Conference Voting Procedures:

Every member in good standing of a club in a district present at the district conference shall be entitled to vote on all matters submitted to a vote at such conference except for the selection of a governor- nominee, election of member of the nominating committee, for RI Director nominating committee candidate, election of the representative and alternate representative of the district to the Council Of Legislation.

ARTICLE V: Appointment of District Officers:

5:01: District Governor elect shall appoint District officers on merit. Before appointment he is strongly advised to seek guidance from serving District Governor as well as two or three immediate Past District Governors about the experience and abilities of the prospective District officers. The final decision regarding appointments shall be of DGE and will not be challengeable.

Eligibility for the posts of District Chief Secretary (Dist. General Secretary) / Secretaries is that the Rotarian should be an active Past President for minimum three years and should have served two full terms as an officer at the district level.

Assistant Governors & District Directors and Dist. Treasurer should be Past presidents and must have served the District as an officer for a full year term.

Rotarian appointed for the Post of District Treasurer shall preferably be well versed in the prevailing practices of maintenance of accounts.

5:02: As far as possible, total District Officers posted in a Rotary Year may be restricted to 15% of the total membership of the district as of the end of the previous Rotary year. Lady members are to be encouraged to take up district posts.

5:03: Dist. Secretaries & Assistant Governors are not eligible for DGN election in the year in which they hold the office of DS or AG.

#### ARTICLE VI: District Leadership Plan and Club Leadership Plan:

RI. District 3202 will adopt DLP and CLP or any other Programme as recommended by RI after due consideration by COG and Club Presidents.

#### ARTICLE VII: Council of Governors:

7:01: Composition: The Council of Governors generally shall be composed of the District Governor, all Past District Governors who are members of Rotary clubs of this district. District Governor Elect and District Governor Nominee /s will be Permanent Invitees as observers to the COG with out any voting right. This body will be an advisory body on which the serving governor can depend upon to draw on their experiences and support.

7:02 Number of Meetings: the District Governor shall convene minimum of 3 meetings in the year of the council, including the recommended two

1) To welcome Governor Elect, within the month following the end of the International assembly.

2) On the eve of the conference with the RI Presidents representative to discuss the difficulties if any give information of the progress/ growth/ finances of the district.

Besides the RI Pres. Rep, Past District Governors, District Governor Elect and District Governor Nominee, the serving District Governor shall not invite any other Rotarian or person for these meetings . RI officers of other districts may be invited by DG for fellowship & dinner. However District Chief Secretary (District General Secretary) will be inside the meeting hall to prepare minutes & notes.

7:03: Communication to RI and clubs:

Members of council of Governors shall mark a copy to the DG of all the communications to RI or to the clubs concerning matters of the District or clubs in the District.

7:04: Requisition Meeting:

The DG will call a meeting of the council if a written requisition signed by at least 50 % of the members of COG is received by him. The DG will summon a meeting of the council within a fortnight, to discuss the matter concerned. If the DG fails to call a meeting within the stipulated time the requisitionists will call a meeting of the council within a fortnight to discuss the matter of concern and appraise the DG in writing of the deliberations and consensus of opinion if any. However the action taken by DG in all such matters is final & can not be challenged.

7:05: Approval of COG:

The District Budget, accounts, amendments to District Byelaws and all other matters which need the approval of the District shall first be presented to the Council of Governors who may make suitable recommendations to the District, or when necessary to the Board of Rotary International.

ARTICLE VIII: Voting for all District Elections:

8:01: Balloting for all the District Elections such as the Election of the Nominating Committee for nominating the District Governor and the RI Director and the election for the District representative for the council on legislation will be done by ballot by mail procedure. All votes from a club with more than one vote shall be cast for the same candidate failing which the votes from such club shall be deemed to be null and void.

However the election of District Governor Nominee will be conducted at the District Conference by the electors of the clubs, as per the stipulations laid down in Article 4:07:1. Each club will have only one elector.

8:02: If there are more than two DGN candidates & voting is called for, & no more than 50% of electors are not in favour of a particular candidate, the selection will be by elimination method. The candidate who got least votes will be eliminated & his second preference votes will be taken into consideration. The process will continue till one candidate emerges with more than 50% votes. In case of tie in the election for the DGN, the candidate nominated by nominating committee shall be declared elected (MOP 13.0405). In other situations, the decision of DG shall be final in case of a tie. Also in the case of other District elections, in case of a tie, the decision of DG shall be final.

8:03: In all District Elections where election is held by ballot-by mail, clubs shall cast their vote in the meeting of Board of Directors of the club and the ballot shall not be handed over to the candidate, or the representative or any one person working on behalf of the candidate. However for DGN election, club's Elector will cast a secret vote at the District Conference before the Election Committee Member / s constituted by DG for this purpose.

8:04: Guideline for Candidates:

8:04: 01: Rotarians should at all times conform to provisions of the RI by laws concerning campaigning, canvassing, or electioneering. Such activity repugnant to the spirit of the bylaws and the principle of Rotary will be grounds for disqualification of a candidate.

8:04: 02: The periods of candidacy for elective office starts when the Governor invites clubs to nominate qualified candidates for service in Rotary various elective offices & specifically from the date the club decides to nominate the candidate.

8:04:03: However the normal performance of duly assigned Rotary activities for any candidate /s would not be considered to be violation of the policies related to campaigning, canvassing, or electioneering.

8:04:04: Writing or circulating anonymous defamatory letters, circulars or pamphlets during the election process is highly undesirable and against the spirit of Rotary. The District Governor and the clubs should not take cognizance of such acts and should ignore them totally.

ARTICLE IX: Scrutinizing Committee:

If he so desires, the District Governor may appoint a scrutinizing committee consisting of two past District Governors plus the election committee chairman for assessing and verifying the correctness of the bio-data of the candidates. They will submit a written assessment report to the District

Governor within 10 days from the receipt of the bio-data from the District Governor. The scrutinizing committee shall have the authority to call any candidate & President/ Secretary of that club to verify the correctness of the bio-data or clear any doubts. It shall be the responsibility of the concerned clubs / club officers to ascertain and verify the correctness of the contents of the application form before they file the same.

#### ARTICLE X: District Elections:

##### 10:01: Nominating Committee for Governor:

District shall elect its governor – nominee by a nominating committee procedure, unless excused by the RI board for exceptional circumstances related to the size of the district, financial considerations, or other compelling reasons. The nominating committee for governor shall be charged with the duty to seek out and propose the best available candidate for governor – nominee.

##### 10:02: Composition of the Nominating Committee:

Composition of the nominating committee to elect the DGN shall comprise of eleven members consisting of:

1. Seven Rotarians elected one each from each zone, constituted by the governor exclusively for this purpose.
2. Two Past Governors nominated by DG.
3. Governor & IPDG shall be members of the Nominating Committee.
4. All the eleven members shall have voting power to elect DGN.
5. The senior most PDG in the committee shall be the chairman of the Nominating Committee.

##### 10:03: Term of Office:

Seven Elected members of the Nominating Committee will be elected by Ballot-by mail method. The final constitution of the nominating committee so constituted shall cease to function on the date when the committee members sign and submit their report to the District Governor, along with the RI specified “Governor Nominee Data Form”. However, in the event of a vacancy arising in the post of DG or DGE, the nominating committee of the year in which the vacancy has occurred shall be invited to select a new candidate. If the vacancy arises just before or after the International Assembly of the year which the DGE is supposed to attend or has attended the

International Assembly, the RI BOD decision will prevail as regards the post of DGE.

10:04: Club – Zones:

The clubs in the district shall be divided into seven Zones. (A,B,C, D, E, F & G) so that each of the groups will have approximately equal voting strength based on membership of the clubs in the district as on July 1. Club in each zone should be from a geographically contiguous area.

10:05: Qualifications of Members of Nominating Committee:

1. No member of the Nominating Committee including the nominated & elected members by virtue of his office shall be eligible to serve on the nominating committee if he is related to any candidate or if a candidate is a member of the same club whose name has been suggested and forwarded to the nominating committee for consideration as a district governor nominee by any club in the district. The word related in this clause refers to son, daughter, father, mother, brother, sister, brother-in-law, sister- in- law, son- in- law, daughter-in-law, father-in-law, mother- in-law. In such an eventuality, the membership in the Nominating Committee of the concerned member will cease to exist & DG will fill the vacancy by nominating another member of his discretion.
2. To be eligible for election to the membership of nominating committee from seven zones referred to in ARTICLE X. 02.02, a club and a Rotarian should have the following qualifications:-
  - a) Those five years have lapsed from the year in which the club / Rotarian served on a nominating committee.
  - b) His home club shall have no outstanding indebtedness to Rotary International and to the district as of the close of the fiscal year preceding the year in which his name is proposed.
  - c) He has been a Rotarian in good standing of a club in the district for least five years.
  - d) He has held the office of president of Rotary club in this district, for a full term, and will be eligible only 3 years after holding that office.
  - e) He is an active member of his club and has held at least two district assignments.
3. No Rotarian once elected on the nominating committee shall be eligible to be a candidate for DGN or to propose a candidate for governor nominee during that year. The Rotarian will not be eligible even if he resigns from his post that year.

4. A Rotarian once elected, as a member of the nominating committee shall not be eligible for re-election for more than two terms for election on nominating committee. In other words a Rotarian can be a members of a nominating committee only twice in his life time.
5. The candidates should submit twelve copies of their application in the prescribed format.
6. Election of the Nominating Committee:
  - a. Election of the members of nominating committee from each of the seven zones shall take place by Ballot by Mail procedure and the results shall be circulated by DG.
  - b. The District Governor will invite nominations for the post of member of the nominating committee from each of the seven zones by giving a notice of 14 days to the club Presidents. One club can propose only one name (Member of that club).
  - c. In case no valid Nominations are received from a particular Zone, DG will nominate a Rotarian to the committee to fill the post, preferably from the same zone.
  - d. The District Governor will communicate the names and (bio-data) of the candidates approved to the club presidents within 15 days.
  - e. Only one candidate will be elected from each Zone. The club voting will be restricted to the candidates from that particular zone only.
  - f. The Governor will notify all club Presidents the constitution of the nominating committee consisting seven elected members, two nominated members, IPDG & DG with senior PDG as chairman of the nominating committee with in 21 days of completing the formalities of election of Nominating Committee.
  - g. If due to any extraordinary circumstances the meeting of the nominating committee cannot be held on the given date, the same meeting will be held within one week. The decision to postpone the meeting shall be taken unanimously by the PDGs (inc. IPDG) who are members of the nominating committee and the District Governor. The postponed meeting will be held without fail on the fresh date and timing even if there is no quorum. (4 members of nominating committee shall be a quorum)

ARTICLE X1: Functioning of the Nominating Committee:

11:01: The bio-data submitted by each candidate for DGN shall be read out in the meeting and the best eligible candidate is elected on the basis of general consensus.

11:02: The following points may be discussed during the selection procedure.

11:10: Achievements at club level.

- a. As Secretary.
- b. As President.

(Service Projects, Membership growth, Foundation Contribution, Public Relations of club, Participation of club in district events, submission of club accounts)

11:11 Achievements at District level:

- a. Committee Chairman / Zone post.
- b. Director.
- c. District Treasurer.
- d. District Secretary.
- e. G.S.R.
- f. G.S.E. Team Leader.

g. AG.

h. Forum Leader

i. Speaker at forum.

j. Address at District level

h. Participation in PETS, District Assembly, District conference, as speaker (without including introduction & floor question) Chief Guest at installation in Rotary function.

11:12: Professional / Vocational Achievements.

- a. Academic qualification.
- b. Experience.
- c. Specific Achievements & Recognitions.
- d. Social Status.

11:13: Personality Assessment.

- a. Communication skill.
- b. Friendliness.
- c. Manners.
- d. Humility and Courteousness.
- e. Self Confidence.
- f. Ability to get along with others.
- g. Lack of negative traits such as autocratic behaviour, Arrogance, groupism etc.

11:14: Other Factors:

1. New members brought in.
2. Whether PHF whether multiple PHF.
3. Whether contact person for Completed MG projects.
4. IYE hosting.
5. Financial contribution to club.  
Projects (min Rs.5000/- per project)  
Club receipts to be produced.
6. Whether nominating committee Member.
7. Chairman of PETS, Assembly  
DTTS, Dt. Conference, Dt. Assembly.
8. Summary of service activities &  
Leadership role in Rotary business &  
Professional

11:16: The nomination committee will adhere strictly to procedure as given above.

11:17: The chairman of committee will destroy all the mark sheets, rough papers etc. immediately after the meeting. The final result paper must be signed by all the members of the nomination committee & despatched to Dist. Governor.

Note:-Suggested format of meeting timings:

- |   |  |
|---|--|
| a. 9.30 am  | Meeting begins   |
| b. 9.30 10.00 am                                      | Chairman explain procedure to all committee<br>Members |
| c. 10.00 1.30 pm                                      | Reading of Bio-data                                    |
| e. Discussion.  |  |
| g. Voting if necessary.                               |  |
| h. Chairman announces result & informs DG in writing. |  |

11:18: Chairman may explore the possibilities for a consensus candidate. However if there is a voting & in the final round there is a tie, chairman can take a decision and declare one as DGN. Alternatively, if he so prefers, he can leave the matter to the voting by Electors.

## ARTICLE XII: District Governor Nominee:

### 12:01: Selection of Governor Nominee:

The District shall select a nominee for Governor not more than 36 months but not less than 24 months prior to the day of taking office. The RI Board shall have the authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly. Nominees so elected shall serve a one- year term as governor – elect and assume DG post on 1<sup>st</sup> July in the calendar year following election.

As per the MOP statement given above the DGN will be selected by merit alone & not by regional or any other bias.

### 12:02: Qualification of DGN:

Unless specifically excused by the board, no person shall be selected as nominee for Governor unless the Rotarian has the following qualifications at the time of selection.

1. Rotarian in good standing-----The Rotarian be a member in good standing of a club in the district.
2. Rotarian maintaining full qualifications of membership-----The Rotarian must have full qualifications for such membership in the strict application of the provisions thereof and the integrity of the Rotarians classification must be without question.
3. Rotarians membership in a functioning club----- The Rotarian must be member in a functioning club in good standing which has no outstanding indebtedness to RI or to the District as of the close of the year preceding that in which the Rotarian is proposed as a candidate for nomination for Governor.
4. Rotarians Qualification as past president of club -----The Rotarian must have served as president of a club for a full term. ( or from the date of charter to 30<sup>th</sup> June provided that this period is at least 6 months.)
5. Rotarian ability to fulfil duties of Governor ----- The Rotarian must demonstrate willingness, commitment the ability physically and otherwise to fulfil the duties and responsibilities of the office of the Governor as provided in section 15.090. Of MOP.
6. Rotarian Certification of Qualification-----The Rotarian must demonstrate knowledge of the qualification duties and responsibilities of Governor as prescribed in bylaws and submit to RI through its general

secretary, a signed statement that the Rotarian understands clearly such qualifications , duties , and responsibilities Such statement shall also confirm that the Rotarian is qualified for the office of Governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.

7. Non eligibility Conditions:-

Dist. Secretaries & Assistant Governors are not eligible even if they resign from their posts during that year.

12:03: Election Process of DGN:

01. DG shall invite clubs to submit their suggestions for nominations for Governor along with bio-data in the prescribed form. The bio-data of the DGN candidate shall be submitted in the given format only. No photographs of activities, paper clippings etc. should be enclosed along with bio-data. If the bio-data & application form are not submitted in the given format, the application shall be summarily rejected.

The application will also contain a question whether any criminal proceedings have taken place or pending against the candidate. If Yes, state nature of case and details.

Note: A case filed against candidate does not automatically disqualify the candidate.

02. DG will send the bio-data to scrutinizing committee within 7 days from last date of receipt of all the bio-data. Alternatively DG can personally scrutinise the Bio Data of Candidates.

03. The scrutiny committee will submit its report with in the next 10 days if DG prefers a scrutinizing Committee.

04. DG will send the bio-data to all the nominating committee members with in 7 days receiving report from the scrutinizing committee.

05. The nominating committee will meet with in 15 days from the date of dispatch of bio-data by the DG.

06. The nominating committee will convey its decision in writing to the DG immediately after their meeting.

07. The DG will inform clubs of the decision of the nomination committee with 7 days after receiving the same.

08. Challenging candidates:

Any club in the district may also propose a challenging candidate for Governor Nominee. The challenging candidate must have been duly suggested to the nominating committee. The name of

the challenging candidate shall be submitted pursuant to resolution of the club adopted at as regular meeting. The club must file the resolution with the governor by the date determined by the governor. Such date shall be at least two weeks after publication of the announcement of the selection for governor nominee by the nominating committee. Challenging candidates and nominated candidates will submit (number of clubs plus twenty copies) of the same bio-data submitted earlier to DG.

09. Concurrence of challenges:

The governor shall inform all clubs, the name of any challenging candidate who has been proposed as specified above. The governor shall also inquire whether any club in good standing in the district wishes to concur with the challenge. A club must file a resolution of the club adopted at a regular meeting to concur with challenges. Such resolutions must be filed with the governor by the date determined by the governor. Only challenges that have been concurred to by at least 5 other clubs or 10% of the total number of clubs at the beginning of the year in the district, whichever is higher shall be considered valid. The percentage calculated as above will be rounded to the next higher number if the fraction is 5 or more while the fraction will be discarded if it is lower than 5. The time allowed for clubs for concurrence will be at least 15 days. The concurrence of the club should be submitted to the governor or Dt. Secretariat by the ruling president of the club in person.

Note: - A club in Good standing is one which has paid all RI, DT., & magazine dues & is not suspended / terminated by RI.

10. Absence of challenging candidate:

The Governor shall declare the candidate of the district nominating committee to be the Governor nominee where no such challenging nomination has been received by the specified date. Such declaration shall be made to all clubs in the district with in 15 days of the deadline.

11. Challenging Nomination:

The Governor shall notify all clubs of the district where a valid challenging nomination has been received by the deadline and continues effective for 15 days thereafter. Such notice shall include the name and qualifications of each such challenging

candidate and state that such candidates will be balloted upon at District Conference. The bio-data of the candidates shall be published in the GML or District website.

12. Failure of challenging nomination to remain effective:

Where no challenging nomination continues effective following the 15 day period, the Governor shall declare the candidate of the district nominating committee as governor nominee.

13. Balloting at District Conference:

Governor shall prepare a ballot in the form provided by RI, giving the name of the selected candidate of the nominating committee. The ballot shall then list in alphabetical order the valid name / s of the challenging candidate /s where there is more than one candidate, balloting shall be by the single transferable system. The balloting shall take place on the last day of the Dt. Conference

14. Club Voting:

Each club shall be entitled at least one vote. Any club with a membership of more than 25 shall be entitled to one additional vote for each additional 25 or major fraction thereof, of its members. Such membership shall be determined by the number of members of the club as of the date of the most recent SAR provided by RI preceding the date on which the vote is to be held. However any club, whose membership in RI is suspended by Board, shall not be entitled to participate in the voting. If a club is entitled to cast more than one vote, the club shall cast all votes for the same candidate. The clubs having more than one vote shall not demand split votes or more than one ballot paper for the sake of secrecy & such requests shall not be entertained.

15. Each & every ballot will be signed by DG or Chairman of the balloting / election Committee.

16. The balloting / election committee appointed by DG will arrange to count the ballots in the presence of the candidates or their appointed representative immediately the balloting is over. In case of a tie after balloting, if nominated candidate by the Nominating Committee is involved in the tie, the nominated candidate will be declared as DGN. In all other cases the decision of DG will be final.

17. Governor shall declare the result at the Dt. Conference.

18. The chairman of the Election Committee shall preserve the club ballots for two weeks after the election result is announced. There after he will destroy the ballots with the written concurrence of the DG.

ARTICLE XIII: District Representative to COL & District Representative to RI Director Nominating Committee:

13:01: The qualification of representative & procedure of election will be as per MOP.

13:02: District Governor will call a meeting of Council of Governors to seek a consensus candidate for the above posts.

13:03: Every effort will be made to avoid an election in the above two cases.

ARTICLE XIV District Finance:

14:01: District Fund:

District shall establish a fund to be called “The District Fund” for financing the District administration & development of Rotary in the District & for the establishment of a corpus. The District Fund shall be established by resolution at the District Conference or District assembly.

14:02: Approval of Levy:

The District Fund shall be financed by all clubs in the district by way of per capita levy on the members of those clubs. The amount of Levy shall be decided either by

1. The District Assembly or
2. The District Conference

by a majority of Rotarians present.

14:03. Per Capita Levy:

The per capita levy is mandatory on all clubs in District. The Governor shall certify to RI Board the name of any club that has failed for more than 3 months to pay such levy. The RI board shall suspend the services of RI to the delinquent club while the levy remains unpaid(RCP 17.060.1). Any club that fails to pay its approved contributions to the district fund may have its membership in RI suspended or terminated by the RI board (RIB 3.030.1)

14:04: The District Fund shall be operated & administered by Governor & District Chief Secretary (District General Secretary) / Dt. Treasurer.

14: 05: Annual Statement & Report of District Finance:

The Governor must provide an annual statement & report of the District Finances that has been independently reviewed by a qualified accountant to each club in the district within three months of the completion of the Governor’s year in office.

The annual statement & report shall be presented for discussion & adoption at the next district conference.

ARTICLE XV: GSE Team:

15:01 GSE Team Leader: The GSE team Leader will be nominated by Governor. IPDG, DG & DGE are not eligible for getting nominated. The leader shall be a past president with seven years of membership in a club in good standing & would other wise fulfil the criteria for selection.

15:02: GSE Team Member Selection:

The GSE Team Selection Committee will consist of the following.

1. DG
2. DGE.
3. DGN.
4. IPDG.
5. Chairman, GSE Committee.
6. GSE Team Leader.
7. One past GSE Team Leader.
8. Two PDGs nominated by DG (Optional)

The selection of the GSE team members will be on merit and as per criteria laid down by the selection committee.

ARTICLE XVI: District Awards:

16:01 District Governor shall appoint an Awards Committee Director & committee members with a total of minimum 7 members. The guidelines for awards will be published in the concerned District Directory. The committee will scrutinise the performance of the clubs & recommend to DG on the subject. The decision of DG shall be final in bestowing awards to the clubs & individual Rotarians.

ARTICLE XVII: Collection of funds by Clubs & District:

17:01 Collection of Funds at District & Club Level

17:01:01 A club must take permission in writing from the DG before soliciting funds from other clubs, or from Rotarians who are not members of the club concerned.

17:01:02 In granting permission, The DG must ensure that the funds are for the cause of Rotary even when it is by way of sponsorships or intended to be utilised for publications.

ARTICLE XVIII: District Records:

18:01 The District Record should be properly kept according to the law of the land and that of RI.

ARTICLE XIX: Clubs:

19:01 Clubs are encouraged to form trust as per the prevailing Trust Act of the state. The trust should have trustees not by individual names, but by designation & elected by club every 2 years. There will not be any permanent Trustee. The trustee has to be member of that Rotary Club & will not have any dues against him. The trust will strictly follow the laws of the country (India). All those Rotary Trusts in the erstwhile RI D3200 & now a part of RI D3202 which are formed by individual names may change the Trust bye laws to have trustees by designation.

19:02: The immediate Past Club President must submit audited club accounts in detail & also of all the funds raised by club, a Rotarian or any body on behalf of Rotary. The accounts will be submitted within three months, failing which DG will have an authority to strip the IPP of all the District Posts. Further action will be as per the recommendation of Council of Governors.

19:03: The club or any member will not write a letter, send an e-mail / SMS or any form of communication directly to RI with out taking DG into confidence. The clubs are allowed to send routine communications to RI (SAR, membership Report etc.) with out the above provision.

19:04: International Aided Projects

19:04:01: Clubs in the District are encouraged to participate in TRF activities & WCS projects.

19:04:02: 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 DG, DGE, DGN and the chairman of the concerned Dt. Committee.

19:04:03: 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 & the account shall be operated by the club secretary along with any one of the club president, treasurer & the chairman of the project.

19:04:04: After receiving the aid, the club secretary shall prepare a quarterly progress report of the project along with a statement of income & expenditure and send the same along with photograph of the project to the benefactors with the copies to the Dt. Governor, Dt. Governor Elect & the Dt. Chairman of the Dt. Committee. The reports will be sent from time to time till the project is completed.

19:04:05: The failure of a club to prepare & send these reports will be considered as a serious lapse on the part of the receiving club & could be termed as mis-utilisation of aid. In such an event, the Dt. Governor shall be free to take suitable action against the erring club / club officers.

19:05: Matching Grant projects & 3H grants

Club will submit report of MG project, 3H projects to TRF & sponsoring club and Dt. Rotary Foundation Committee as per schedule given by TRF.

19:06: Club Finances Guidelines

19:06:01: Finances collected by club / Rotarian for a Rotary Project from public must be utilised carefully.

19:06:02: Club BOD must have approved such a project & fund collection drive.

19:06:03: Club is advised to carefully study the budget of the project.

19:06:04: The administrative costs of the projects implementation must be kept to minimum & most of the funds should go towards the project.

19:06:05: Refreshments. Fellowship of Rotarian will not be paid through the public money.

19:06:06: Meeting & travel cost for the project will also have similar guidelines.

19:06:07: The club may spend a small percentage of funds on public relations, Project Completion Function & Project Information & Accounting printed material.

Imp:- TRF have separate rules on the above subjects. Hence please follow those rules for TRF founded Projects.

19:06:08: The entire project accounts must be audited & submitted to the club.

19:07: Club Administration:

19:07:01: President & Board of Directors of the club should see that the club administration is smooth. Rotary Protocol & Time Management should be strictly maintained in all club meetings. One board meeting & one business meeting every month are mandatory. A minimum of 4 club assemblies should be conducted in a Rotary Year.

19:07:02: All dues to RI, District & magazines should be cleared before 31<sup>st</sup> July. Reports should be submitted before 5<sup>th</sup> of every month.

19:07:03: No District Officers should be appointed as board members of the clubs (except IPP). However their services can be availed as advisors. The advisors who attend the Club Board meetings shall have no voting rights. 50 % of club board members should be new members (less than 5 years experience in Rotary) & they should be given more opportunity to ensure continuity of leadership.

19:07:04: All PDGs / DG / DGE / DGN shall be members of their club board as advisors and will not take part in voting, if any.

19:07:05: If the clauses in District Byelaws conflicts with club bye-laws, the District Byelaws will prevail over club bye-laws. (If the clauses in District Byelaws conflicts with MOP, the clauses in MOP will prevail over Dist. Byelaws.)

#### ARTICLE XX : Problems & Disputes:

20:01 Problems associated with clubs, Rotarians, Rotaract, Interact or District matters shall be referred to Grievances & Dispute Committee after the following process is completed.

20:02: The Grievances & Dispute Committee

The committee will consists of DG, DGE, IPDG & two PDGs appointed by DG.

20:03: The aggrieved Rotarian of the club will submit their complaint to the Asst. Governor covering their area if the matter relates to the club or individual Rotarian with a copy to DG.

20:04: If the AG is unable to solve the problem or if the matter relates to District Affairs, then the complaint will be sent to DG's Office.

20:05: The DG will solve the problem himself or refer it to the grievances & Disputes Committee.

20:06: the decision of the Grievances & Dispute Committee shall be final & binding on all concerned.

20:07; No person or club aggrieved by an action of the Dt. Governor or by that of an individual of the Grievances & Dispute Committee shall seek relief in a court of law till such time as the Grievances & Dispute Committee has considered the complaint & given it's finding on it.

#### ARTICLE XXI: Procedure for Amendments:

21:01: All relevant changes by action of Council of Legislation shall automatically effect necessary amendments to these District Byelaws.

21:02: Amendments to these District Byelaws.

21:02:01: DG will invite proposals for amendments and any other resolutions from all clubs at least three months before the Dt. Conference.

21:02:02: All these proposals must have been adopted at a regular club meeting & must be signed President & Secretary.

21:02:03: The proposals should reach Dist. Office with in 30 days of data of inviting proposals.

21:02:04: Any club can also send a proposal for the amendment suo motto, but such proposals must reach Dt. Governor's Office at least 60 days before the Dt. Conference.

21:02:05: Dt. Governor will send the proposal to the District Byelaws Committee.

21:02:06: The committee will study the proposals & advice the DG accordingly.

21:02:07: The committee may reject the proposal, if the proposal is not in the spirit or interest of RI District, Club or any Rotarian.

21:02:08: The DG will circulate the proposals to all the clubs 45 days before the date of the Conference.

21:02:09: The proposal will be first voted in the conference for final approval.

21:02:10: Any Past Governor of the District or District Byelaws Committee can independently propose an amendment to these Byelaws.

#### ARTICLE XXII: District Byelaws Committee:

22:01 Council of Governors shall select a committee comprising a chairman (PDG) & three Past Dt. Governors. The DG, DGE & DGNs will be ex-officio members of the committee. The District Chief Secretary (General Secretary) will be present at the committee meetings to prepare notes & minutes.

22:02: The committee will have tenure of 2 years.

22:03: The committee will be responsible for amendments to these Byelaws, interpretation of these Byelaws & disputes relating to the Byelaws. The interpretation given by the committee will be considered final.

These District Byelaws were presented to the first District Conference of RI D3202, UDAYAM 2009, which was held at Cannanore (Kannur) on 15<sup>th</sup> February 2009 (Sunday) and was discussed and adopted unanimously.