

District Bylaw

Preamble

Rotary International District 3212 comprises of the following revenue Districts:

1. Kanyakumari
2. Tirunelveli
3. Tuticorin
4. Virudhunagar
5. Sivagangai and
6. Ramnad

And any other revenue Districts that may be formed later by the Government within this area in the future.

With a view to provide recommendations, guidelines, procedures and rules for strengthening the District and for better administration and functioning of the District, these bylaws are being established by the Rotary Clubs in R.I. District 3212 after due discussions and passing by way of a Resolution, adopted in the Bylaw Special Committee Meeting held at Nagercoil on 30.08.2009. This version of the bylaw was amended on 25.01.2015 at District Conference-Alleppy. Nothing in these bylaws shall be contrary to the guidelines, recommendations and policy statements issued by the Board of Directors of R.I., and these bylaws shall not be out of harmony with the Constitution and Bylaws of RI. Further, these bylaws are intended to help the functioning of the District and not in any way impair or impede the role of the District Governor in the discharge of his duties and responsibility as provided in the Constitution and Bylaws of RI.

Article I Application & Definition

Section 1

Name: These bylaws shall be called as District Bylaws of RID 3212

Section 2

Application: These bylaws shall be applicable from the date of adoption in the RID 3212 in all the existing Clubs and the new Clubs which may be Chartered in future. The Clubs shall abide by the provisions hereunder as amended, altered or modified from time to time.



Section 3

Definition: Unless the context otherwise clearly states the words hereunder shall have the meaning assigned to them.

1. Club : A Rotary Club
2. RI : Rotary International
3. Governor : The Governor of Rotary District 3212
4. Member : A member other than an honorary member of a Rotary Club
5. Year : The period of twelve months starting from 1st July
6. Past President : A member who has served as President of a Club for one full term or a Charter President who served for not less than six months
7. PDG : A Past District Governor who served for a full term and continues as a member of a Club within the RID 3212.
8. He : Means the feminine gender, "SHE" also.

Article II Administration

Section 1

The District Governor, who was nominated by the District and elected at the RI Convention, being an officer of RI, shall be the head of the District Administration and shall perform all duties and responsibilities as laid down in RI Bylaws and District Bylaws and as delegated to him by the District Conference or District Assembly. He may appoint or nominate other District officials to assist and support him in the administration of the District. He shall be an ex-officio member in all the District Committees.

Section 2

The District Governor-Elect, District Governor - Nominee and the District Governor Nominee Designate as nominated by the District, as herein provided, shall be responsible for the duties as may be delegated to him by the District Governor. Both of them shall be invitees to all the District Committees, constituted for the general administration of the District.

Section 3

The Governor should appoint qualified Rotarians as District Officials, as he deems fit, to suit the needs for a better administration of the District. But, the posts of District Secretary and District Treasurer shall be mandatory.



Section 4

Even though the Governor shall have overall responsibilities, the following Officers shall hold the respective responsibilities:

1. The District Secretary shall be responsible for the maintenance of District records, recording and circulating the Resolutions of the District Conference and District Training Assembly and handover the relevant records to the incoming Governor / Dist. Secretary.
2. The District Treasurer shall be responsible for collection and custody and maintaining the accounts of the District Fund and arrange for the audit of accounts.
3. The Governor may assign any specific duties to the District officials as he deems fit.

Section 5

For the Post of District Secretary, the Rotarians who are Past Assistant Governors or Rotarian Past Presidents with 5 years standing shall be considered as qualified.

Section 6

Electronic Mail Address

1. Each Rotary Club in the District 3212 shall have one official electronic mail address for receipt of Rotary communication electronically by the Club. President and Secretary of each Club are encouraged to maintain an electronic mail address for receipt communication from District Administration and also communication, invoice any other communication from Rotary International.
2. Each committee chair/member shall have an electronic mail address for fast and effective communication.
3. Should not change the Email ID in the middle of a year.
4. If the Club's ID email is going to be changed from 1st July, it should be informed to the Governor as well as update the Club email ID in My Rotary.

Article III Council of Governors of RID 3212

Section 1

The PDGs, DG, DGE, DGN & DGND of the District will constitute the Council.

Section 2

The Chairman and the Secretary of the council shall be elected once in three years by the Members, from among the PDGs.

Section 3

The Council shall meet at least twice in a year, once during the Dist. Conference and again at the District. Training Assembly and as needed and decided by the Council/Chairman in consultation with the Governor.

Section 4

The District Conference/Training Assembly Committees shall host the meeting at the respective times. The Governor shall provide a budget up to Rs.5000/- for the remaining meetings.

Section 5

The Council shall act as an Advisery body to assist and counsel the Governor to implement the programmes of Rotary, to assist in extension efforts and for any other help required by the Governor/Governor - Elect.

Section 6

The Council may meet at any time for a specific purpose on a request from the Governor or on a request signed by three of the Members. If the Governor is not available at such a meeting the council shall inform him, in writing, of the deliberations, opinions and suggestions.

Section 7

Members of the Council of Governors (CoG) shall mark a copy to the District Governor of all the communications to RI or to the Clubs concerning matters related to the District, or Clubs in the District.

Section 8

The District Budget, accounts, amendments to Rules and Procedure 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 Directors of Rotary International.

Article IV District Leadership Plan

Section 1

The District Governor shall administer the District by dividing the District into Zones, so that each zone has more or less an equal number of Clubs in a geographically contiguous area and shall appoint an Asst. Governor for each zone.

Section 2

The Governor has the right to appoint, change, or remove an Assistant Governor.

Section 3

To be eligible to be appointed as Assistant Governor, a Rotarian must fulfill the following minimum criteria:

1. Membership other than honorary, in good standing in a Club in the District for at least three years.
2. Be a Past-President of a Rotary Club, but not an Immediate Past President.
3. Is not a Past District Governor.
4. Has demonstrated outstanding performance at the District level.
5. Has demonstrated willingness and ability to accept the responsibilities of Assistant Governor.
6. Has potential for future leadership in the District.
7. The Assistant Governor can serve only one term.

Section 4

The Assistant Governors should:

1. Attend the Assistant Governor's training sessions prior to assuming office.
2. Attend PETS, District Training Assembly and District Team Training Seminar prior to assuming office.
3. Meet and assist the incoming Presidents of assigned Clubs in fixing Club goals and review Summary of Club Plans and Objectives before the beginning of the Rotary year. Assist in planning and organizing an effective installation ceremony.
4. Visit assigned Clubs at least quarterly, preferably bi-monthly, to meet the Club leadership and Members to discuss the business of the Club and resources available to them.
5. Attend Club Assemblies.
6. Assist Club leaders in scheduling and planning for the Governor's Official Club Visit (GOV)
7. Encourage Clubs for follow through on recommendations and commitments made to the Governor from time to time, especially at the time of GOV
8. Keep the Governor posted on the progress of the Clubs and suggest ways to enhance Rotary development and address problems of the Clubs.
9. Monitor each Club's performance with respect to service projects.



10. Attend and actively promote attendance at the District Conference and other District meetings.
11. Participate in the Rotary Foundation Programmes and events and develop substantial financial support to the Rotary Foundation.
12. Encourage Clubs to promote Membership development, assimilation and retention leading to fulfillment of Club and District targets.
13. Improve Rotary information levels in the Club.
14. Ensure that no Club falls in the category of ‘Failure to Function’ as defined in the MOP.
15. Help organize training of incoming board of directors of assigned Clubs.

Article V District Committees

Section 1

District Committees are charged with the duty of achieving the goals of the District as formulated by the Governor. The Committees shall be appointed as the Governor deems necessary but should address the following on going administrative functions:

1. Membership Development
2. Extension
3. Finance
4. District level Programmes
5. Public Relations
6. District Conference
7. The Rotary Foundation
8. R I Convention promotion
9. The Governor will be the Chairman of the District Credential & Election Committee

Section 2

The Governor shall appoint Avenue-wise Committees headed by Avenue Chairs to implement the various programmes of Rotary and for the administration of the District.

Section 3

Qualifications of:

- a) Avenue Chair:



1. Membership, other than honorary, in good standing in a Club in the District for at least 3 years.
2. Be a Past President of a Rotary Club.
3. Has demonstrated outstanding performance at the District level.

b) Committee Chair

Membership, other than honorary, in good standing in a Club in the District for at least 2 years.

Section 4

Training Requirements:

District Avenue Chairman and Committee Chairman shall attend the District Team Training Seminar and Dist.Training Assembly prior to serving as appointed. District Committee Members and coordinators shall attend the District Training Assembly prior to serving as appointed.

Section 5

Reporting Requirements:

1. District Committees shall report to the Governor with a copy to the respective Avenue Chairman on the status of their activities on a regular basis.
2. The Clubs should send their monthly report on the activities and performance to the Governor along with a copy to Assistant Governor and Awards Committee Chair. The defaulter Clubs will not be considered for any recognition and DG will have the power to take action against those Clubs.

Article VI District Trainers

Section 1

The Governor based on the recommendations of the Governor- Elect shall appoint a District Trainer annually to chair the District's Training Committee.

Section 2

The District Trainer shall preferably be a PDG and shall be responsible to support the District Governor-Elect, in training the incoming District and Club Leaders.



Article VII Finance

Section 1

There shall be a District Fund for the purpose of meeting with expenses of projects, programmes, administration and other activities of the District in conformity with the Rotary programmes and objects.

Section 2

All the Clubs shall contribute to the District Fund by way of a per capita levy on Members of those Clubs.

1. The per capita levy at present shall be Rs. 550/- + service tax per member. This includes creating Email ID for the Club President, Secretary & Members for every year and maintenance of District Website.
2. The per capita levy can be revised on discussion on the budget circulated and by way of a resolution passed in a District Conference or District Training Assembly by a majority of the voters present.
3. The Clubs shall pay the dues to the District Fund along with the service tax before end of September as per the strength of the Members as on date.
4. New Members inducted after the 31st of December shall pay 50% of the District dues.

Section 3

The District Fund shall also include donations made by the Clubs or Rotarians.

Section 4

The Governor should open a bank account in the name of the District Fund, and such an account shall be operated jointly by the Governor with the District Secretary or the District Treasurer of the year.

Section 5

The fund shall be used for the following activities / purposes.

1. To organize transportation, boarding and lodging (if not available at any place), publicize information about the programme and participation etc, pertaining to the Group Study Exchange teams in the District.
2. Purchase and maintenance of District trophies, awards etc.
3. Cost of conducting various elections and opinion polls in the District.
- 4.



Expenses for District Publications.

5. Expenses for District activities, projects and functions.
6. Any other expenses authorized and approved by the Finance Committee.
7. The District Governor is empowered to incur an expenditure not exceeding Rs.25000/- on any emergency project, programmes, or activity.
8. Out of the District Fund collection from each zone, 10% shall be paid to the respective Assistant Governors towards reimbursement of expenses met by him in the process of administration.

Section 6

The District Governor shall appoint a finance committee consisting of the DGE, DGN, DGND, District Treasurer and other Rotarians, which will meet once in three months and will monitor the collection and expenditure of the District funds.

Section 7

At the end of the year, the accounts shall be audited by a Chartered Accountant within three months and the report shall be circulated to all Clubs and shall be presented in the coming District Conference for approval.

Section 8

The balance amount, if any, in the District Fund shall be handed over to the next Governor.

Article VIII Procedure For DGN Elction

Section 1

The DGN is selected in accordance with the “Governor Nominee Election Pilot, Exhibit 5” of the Rotary International Board Meeting January 2013. (Amended on May 26, 2012)

Section 2

The District 3212 shall have a minimum of 7 Electoral Zones and it should be in odd number.

Article IX Other Elections

Section 1

The District shall elect a member for the nominating committee to nominate the RI Director and a representative to the Council on Legislation at the appropriate time.



Section 2

The Governor should issue a circular to all the Clubs calling for suggesting the name of a qualified Rotarian (PDG is the qualification) who is able and willing to serve. The suggestion shall be in the form of resolution signed by the President and Secretary of the Club.

Section 3

If more than one candidate is suggested, the Council of Governors shall strive to arrive at a consensus and avoid an election. If the council fails to arrive at a consensus, the Governor shall conduct a ballot-by-mail and declare the PDG who receives majority of the votes as the Representative from the District and the PDG who receives the next number of votes as the alternate representative of the District.

Section 4

The other conditions regarding eligibility for voting by Clubs shall be as in article VIII.

Article X Restrictions

Section 1

No candidate or any Club or Rotarian shall do any canvassing, campaigning or publicity by way of wall posters, banners, name slips etc., to influence the nomination.

Section 2

The content of literature introducing a candidate shall be limited to a photograph and statement of his Rotary, Civic and Vocational activity and not exceeding 1000 words.

Section 3

Violation of these restrictions shall be viewed seriously and the Governor shall take necessary steps as per the RI bylaws.

Article XI Grievance Committee

Section 1

No person/Club aggrieved by an action of the District Governor, or of an individual or committee authorized by him, 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.

Section 2

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



Section 3

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

Section 4

The Grievance Committee shall be constituted within 15 days. It will consist of three Past District Governors from within the District, one to be nominated by the aggrieved person/Club, the other by the District Governor, and the third by these two Past District Governors.

Section 5

The aggrieved 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 reply to the subject.

Section 6

The Grievance Committee shall meet at the earliest but within 21 days of the request by the District Governor for appointment of such committee and invite the aggrieved party/District Governor to the meeting, give them due hearing and give their decision in writing with reasons.

Section 7

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

Section 8

The term of the Grievance Committee shall end as soon as it submits its final report.

Section 9

In the event of person/Club not adopting the procedure herein laid out, the person proposed for the elective position will be debarred from contesting the same for five years.

Article XII Amendments

Section 1

With the change in the Rotary International Constitution and Bylaws, these bylaws may be considered automatically amended to conform to them.

Amendment: (include the DGN Pilot Programme) amended on 26th May 2012.



Section 2

These bylaws may be amended at the District Conference by a majority of electors 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 Council of Governors, and shall be submitted in writing, certified by the Club secretary or the District Secretary, so as to reach the District Governor sixty days before the District Conference.

Article XIII Trophies

Section 1

The District may accept introduction of Rolling trophies in new areas.

Section 2

Only a Rotarian or a Club can introduce such trophies.

Section 3

The Rotarian or Club introducing such trophy shall pay to the District a non-refundable deposit of Rs. 25,000/- and the trophy.

Section 4

This amount shall not be spent but shall be deposited separately as a permanent fund. The interest received shall be used for the repair of the trophy.

Section 5

After five years, if the Governor, so requests, due to the bad condition of the trophy, the person who introduced it is bound to replace the same with a new one.

Article XIV Youth Protection

Section 1

All Rotarians, Clubs and the District should follow the statement of conduct for working with youth and Rotary International's guidelines for abuse and harassment prevention established by the General Secretary of Rotary International.

Section 2

District 3212 shall have a comprehensive Youth Protection Policy, certified by Rotary International.



Section 3

Any Rotarian or volunteer under the auspices of the District who accompanies youth on overnight activities or houses youth as part of the Rotary Youth Exchange Programme must successfully complete the District's Youth Protection Training Programme and provide necessary information for a background check.

Section 4

Rotary Youth Exchange Trust deed has to be created and established exclusively for providing financial assistance to Rotary Youth Exchange Students in District 3212 of Rotary International.

Section 5

The Governor Elect shall appoint a Youth Protection Compliance Officer who shall oversee the implementation of these policies and programmes.

Article XV International Youth Exchange

District 3212 will participate in International Youth Exchange (IYE)
The following guidelines will be followed:

1. IYE committee will seek international partners from other Rotary Districts.
2. Number of IYE students will be limited to our assessment of proper arrangement of hosting (or limited to available hosts)
3. Host Rotarian and the Rotary Club will be fully responsible for the safety of the IYE student.
4. District IYE committee will arrange orientation programme for outgoing students, parents, incoming students and host Rotarians.

Article XVI Programme Organized by Clubs Beyond Club Level

Section 1

Clubs who organise any Programme beyond Club level such as multi Club, Zonal, multi Zonal, District, National, International should get prior permission from the District Governor.

Section 2

If any registration charge is going to be collected from participants, a budget should be sent to the District Governor along with the permission letter.

Section 3

For any residential youth programme, once the permission is obtained by the Clubs, the Club should sign the Declaration of District 'Youth Protection Policy'.

Section 5

An audited account (audited by an external auditor) should be submitted to the District Governor if any registration charges were collected from the participant within a month since the last date of the programme.

Article XVII District Website

RID 3212 will have an official website and the website will be owned by CoG. The following guidelines will be followed to own and maintain the website:

1. The DG will have the access details
2. A Web Master will be appointed by the CoG for a period of 3 years to work with the Coordinating Team with the specific responsibility of maintenance and update.
3. The Web Master will be a Past President with rich IT knowledge and website in particular
4. A Coordinating Team consisting of Chairman & Secretary of CoG, IPDG, DG & DGE, DGN & DGND will coordinate with the Web Master to finalise the content and to make sure the continuity of functioning
5. The annual charges for server & web hosting will be paid by the respective Governors of the year
6. An external web hosting company will be sub contracted by the Coordinating Team to maintain and update the website for a period of 3 years
7. The sub contract can be renewed or replaced with a new company based on the recommendation by the Coordinating Team
8. The access details will be given to the Governor Elect on 1st June to get the update ready to update and run the new information from 1st July.

9. The previous year's information will be archived and saved as history.

Article XVIII Rotary Leadership Institute (RLI)

1. RID 3212 is registered with RLI
2. The annual subscription fees of RLI should be paid by the District.

Article XIX Saving

Section 1

For any other matters which are not expressly stated in these bylaws, the RI Bylaws shall apply.

Article XX Violation of Bylaw

Section 1

Violation of the District bylaw shall be viewed seriously and District Governor shall take appropriate action.

This By-laws come into effect from 25th January 2015 and will be valid till 30th June 2018. It will be valid till it is amended thereafter.