

days before the club ballot. The governor shall start this process within 30 days of receiving the request from the immediate past governor.

The review may be conducted by either a qualified accountant or a district audit committee. An audit committee must:

- (a) have at least three active members be selected in accordance with established district procedures;
- (b) include at least one member who is a past governor or an independent, financially literate person; and
- (c) not include any current governor, treasurer, signatory of district bank accounts, or member of the finance committee.

The annual statement shall include, but not be limited to, all:

- (a) sources of the district's funds (RI, TRF, district, and club);
- (b) funds received by or on behalf of the district from fundraising activities;
- (c) grants received from TRF or TRF funds designated by the district for use;
- (d) financial transactions of district committees;
- (e) financial transactions of the governor by or on behalf of the district;
- (f) expenditures of district funds; and
- (g) funds received by the governor from RI.

Article 16 Governors

16.010. Qualifications of a Governor-nominee.

16.020. Qualifications of a Governor.

16.030. Duties of a Governor.

16.040. Duties of an RIBI Governor.

16.050. Removal from Office.

16.060. Vacancy in the Office of Governor.

16.010. *Qualifications of a Governor-nominee.*

Unless excused by the board, the person selected as a governor-nominee shall at the time of selection:

- (a) be a member in good standing of a functioning club in the district;
- (b) have served as club president for a full term or as charter president for at least six months;
- (c) demonstrate willingness, commitment, and ability to fulfill the duties and responsibilities of a governor in section 16.030.;
- (d) demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the bylaws; and
- (e) submit to RI a statement that the Rotarian understands those qualifications, duties, and responsibilities, is qualified for the office of governor, and is willing and able to assume and faithfully perform those duties and responsibilities.

16.020. *Qualifications of a Governor.*

Unless excused by the board, a governor, when taking office, must have attended the international assembly for its full duration, have been a Rotarian for at least seven years, and continue to possess the qualifications in section 16.010.

16.030. Duties of a Governor.

The governor is the officer of RI in the district, functioning under the general control and supervision of the board. The governor shall inspire and motivate the clubs in the district. The governor shall ensure continuity within the district by working with past, current, and incoming district leaders. The governor is responsible for:

- (a) organizing new clubs;
- (b) strengthening existing clubs;
- (c) promoting membership growth;
- (d) working with district and club leaders to encourage participation in a district leadership plan as developed by the board;
- (e) furthering the Object of Rotary by providing leadership and supervision of the clubs in the district;
- (f) supporting TRF;
- (g) promoting cordial relations among the clubs and Rotaract clubs and between the clubs, Rotaract clubs, and RI;
- (h) planning for and presiding at the district conference and assisting the governor-elect in planning and preparing the PETS and the district training assembly;
- (i) conducting an official visit to each club, individually or in multi-club meetings, that maximizes the governor's presence to:
 - 1. focus attention on important Rotary issues;
 - 2. provide special attention to weak and struggling clubs;
 - 3. motivate Rotarians to participate in service activities;
 - 4. ensure that the club constitution and bylaws comply with the constitutional documents, especially following councils on legislation; and
 - 5. personally recognize the outstanding contributions of Rotarians in the district;
- (j) issuing a monthly communication to each club;
- (k) reporting promptly to RI as required by the president or the board;
- (l) providing the governor-elect, before the international assembly, full information about the condition of clubs and recommended action to strengthen them;
- (m) assuring that district nominations and elections comply with the constitutional documents and RI's established policies;
- (n) inquiring regularly about the activities of Rotarian organizations in the district;
- (o) transferring district files to the governor-elect; and
- (p) performing any other duties as are inherent of an RI officer.

16.040. Duties of an RIBI Governor.

The duties of an RIBI governor shall be performed in keeping with the traditional practices of the area under the direction of the general council and consistent with the RIBI constitution and bylaws. The governor shall also report promptly to RI as required by the president or the board and shall perform any other duties as are inherent of an RI officer.

16.050. Removal from Office.

The president may remove a governor from office for cause if the president determines that the governor is not performing the duties and responsibilities sufficiently. The president shall advise the governor that he or she has 30 days to show reason why he or

she should not be removed from office. The president may remove the governor from office at the end of the 30-day period if the governor has failed to provide adequate reason, in the president's judgment. A removed governor shall not be considered a past governor.

16.060. Vacancy in the Office of Governor.

16.060.1. Vice Governor.

The nominating committee for governor may select a past governor, proposed by the governor-elect, to be vice governor, who shall serve during the year following selection. If the nominating committee makes no selection, the governor-elect may select a past governor to be vice governor. The role of the vice governor is to replace the governor in case of a temporary or permanent inability to perform the governor's duties.

16.060.2. Permanent Vacancy in the Office of Governor.

If there is no vice governor, the board may elect a past governor, preferably from the same district, to fill a governor's vacancy for the unexpired term. Until the board acts, the president may appoint a past governor, preferably from the same district, as acting governor.

16.060.3. Temporary Inability to Perform Duties of Governor.

If a governor temporarily cannot perform the duties of the office and there is no vice governor, the president may appoint a past governor, preferably from the same district, as acting governor.

Article 17 Committees

- 17.010.** Standing Committees.
- 17.020.** Other Committees.
- 17.030.** Special Committees.
- 17.040.** Membership Committee.
- 17.050.** Strategic Planning Committee.
- 17.060.** Audit Committee.
- 17.070.** Operations Review Committee.
- 17.080.** Membership on Committees.
- 17.090.** Meetings.
- 17.100.** Term of Service.
- 17.110.** Secretary of Committees.
- 17.120.** Quorum.
- 17.130.** Manner of Conducting Business.
- 17.140.** Authority over Committees.

17.010. Standing Committees.

The board shall establish standing committees on:

- (a) communications - with six members, two appointed each year for three-year terms;