

# Rotary International District 6460

## By-Laws

### Preamble

These By-Laws are hereby adopted by the Rotary Clubs of District 6460, Rotary International. They are intended to supplement and in all respects to conform to the provisions of the constitution of Rotary International and By-Laws of Rotary International. All articles and provisions of these By-Laws are hereby modified to be in conformity with the Rotary International Manual of Procedure. The activities and organization of the district shall exist solely to help the individual Rotary clubs of the district to advance the Object of Rotary.

These By-Laws, together with such amendments as may be subsequently adopted, shall constitute the entire legislation governing the administration of District 6460 and shall therefore replace any and all legislation previously enacted by the clubs of this District.

The current edition of Robert's Rules of Order governs this organization in all parliamentary situations that are not provided for in the law or in its charter, By-Laws, or adopted rules.

### ARTICLE 1

#### Standing Committees

**Section 1-** District Nominating Committee:

The District Nominating Committee shall have responsibility of selecting the best-qualified nominee for District Governor and for the District's representative and alternate to the Rotary International Council on Legislation.

The Nominating Committee shall consist of the District Governor and five (5) Rotary Club members of the District, of whom all must be Past Club Presidents at least two (2) of whom shall be a Past District Governors, and not more than one (1) shall be from any one club, elected by a majority vote of the Electors of the clubs present and voting at the District Conference. Three (3), including at least one (1) Past district Governor, to be elected in the uneven years; two (2), including at least one (1) Past District Governor, to be elected in the even years; each to serve for a period of two (2) years beginning July first next following election.

Determination of even/odd years shall be based on the year of conclusion of a District Governor's term. They shall serve until their successors are elected and qualified. The District Governor is to be Chairman of the Committee but shall not be entitled to vote. Any vacancy on this Committee shall be filled by appointment by the District Governor. If there are more candidates than vacancies to be filled, voting shall be by single transferable ballot. In any year in which there is no contest for membership on this Committee, the voting may be by acclamation.

Nominations for and election of the District Governor shall be in accordance with Article XIII of the By-Laws of Rotary International.

## **Section 2 – District Advisory and Finance Committee:**

There shall be a District Advisory and Finance Committee of ten (10) voting members consisting of the District Governor as Chairman, the immediate past District Governor, three (3) other Past Governors and three (3) Past Presidents of Rotary Clubs within the District. The District Governor shall, each year, appoint one (1) Past Governor for the term of three (3) years as a member of the Committee and three (3) Past Presidents for terms of one (1) year. The District Governor-Elect and District Governor-Nominee as designated by years shall be voting members of the Committee. In the event of a vacancy on the Advisory and Finance Committee resulting from death, removal from the District, termination of Rotary membership, or inability to act, the District Governor may appoint another Past District Governor or a Past President to fill the unexpired term as described above.

The District Advisory and Finance Committee shall meet with the District Governor at least four (4) times each Rotary year upon call of the District Governor.

The duties of the District Advisory and Finance Committee shall be to review the District Governor-Elect's proposed budget of estimated income and expenses prior to taking office, and present it to the District Assembly for approval by majority vote of the Club Presidents Elect. The committee shall also review periodic reports from the District Governor on the state of the District, advise the District Governor-Elect in matters of expenditures and amounts to be set aside for expenses in connection with the District Team Training Seminar, President-Elect Training Seminars (PETS), and the District Assembly as well as advise the District Governor concerning finances for the District Conference. Additionally the committee will advise the District Governor of any other matters presented for the Committee's consideration.

## **Section 3 – The District Financial Review Committee:**

Duties of the District Financial Review Committee shall be to review the utilization of District Funds within forty-five (45) days after the end of each District Governor's term and before the balance in the fund is turned over to the succeeding District Governor.

Pursuant to the By-Laws of Rotary International, a properly audited statement of District Finances shall be prepared, presented and formally adopted by club delegates to the District Conference.

**Section 4 – Other District committees are charged with carrying out the goals of the district. The following administrative committees shall be appointed to address ongoing functions: Membership Development, Extension, Finance, New Generations Service, Public Relations, District Conference, Rotary Foundation, RI convention Promotion.**

Each committee shall be composed of at least three members with staggering tenure so that each year the District Governor will appoint one new member to the committee. Each committee member will be an active member in good standing of a Rotary Club within this district.

District committee chairs shall attend the district team-training seminar prior to becoming committee chair.

District committees should work with relevant RI and/or Rotary Foundation committees or task forces to facilitate action at the district or club level related to specific RI or RF programs or activities.

District committees shall report to the governor on the status of their activities on a regular basis but no less than once each quarter.

**Section 5 – Ad Hoc Committees.** From time to time, as the need arises, the District Governor shall appoint a committee of sufficient size to accomplish the special task at hand. The terms of the members of this committee, and the term of the committee, shall be limited to the time necessary to accomplish its designated task, but shall not exceed the Rotary Year (July 1 – June 30). Members of the committee may be reappointed if necessary or as desired by the incoming District Governor-Elect.

**Section 6 –** In the event of a vacancy in the office of District Governor or District Governor-Elect within ninety (90) days of International Assembly resulting from death, removal from the District, termination of Rotary membership, or inability or failure to act, a meeting of the five (5) living immediate Past District Governors who are members of a Rotary Club in this District shall be called by the District Secretary or by any two (2) of the five (5) immediate Past District Governors referred to herein, to discuss the matter with the President of Rotary International.

## **ARTICLE II**

### **District Secretary**

**Section 1 –** The District Governor shall appoint prior to the beginning of his/her year, a District Secretary to serve during his/her year.

**Section 2 –** The District Secretary shall be responsible for the preservation of the records of the District, including the District Conference, the District Assembly, the Advisory and Finance Committee meetings, and such other records as the District Governor may deem advisable.

**Section 3 –** The District Secretary shall be paid actual expenses including travel to meetings he/she is requested by the District Governor to attend. He/she shall not receive a salary or remuneration for his/her service. The District Secretary shall serve no more than three (3) consecutive years. The Secretary shall turn over to his/her successor all records within sixty (60) days of the end of his/her term.

## **ARTICLE III**

### **District Treasurer**

**Section 1 –** The District Governor shall appoint, prior to the beginning of his/her year, a District Treasurer who shall be a well-qualified Rotarian and a nonvoting member of the District Advisory and Finance Committee.

**Section 2** – The District Treasurer shall assist the district Governor in preparing the annual budget, keep accurate records of all finances, prepare quarterly and annual reports for the District Advisory and Finance Committee, make backup electronic files of the district bank account records available to the District Governor at least quarterly, and deposit all funds to a previously approved Bank or Depository which offers online access to banking information for the District Treasurer and District Governor. Passwords to online access and bank signature cards will be changed whenever there is turnover of either the District Governor or District Treasurer. All disbursements shall be paid by check (paper check or electronic transfer) and when in excess of \$1000.00 shall be approved in writing (paper signature or electronic) or by co-signature on a check by the District Governor.

**Section 3** – The District Treasurer shall be paid actual expenses including travel to meetings he/ she is requested by the District Governor to attend. He/she shall not receive a salary or remuneration for his/her service. The District Treasurer shall serve no more than three (3) consecutive years. The Treasurer shall turn over to his/her successor all records within 60 days of the end of his/her term and the district should strive to maintain all records with the treasurer for the time frame recommended by the district's tax advisor during its annual review by an approved tax advisor.

**Section 4** -The District Governor-Elect shall appoint an Associate District Treasurer at least four (4) months prior to the beginning of his/her year as District Governor. The person appointed Associate District Treasurer shall begin their duties at the beginning of the Rotary Year. The Associate District Treasurer will be assigned duties by the District Governor with the approval of the District Advisory and Finance Committee.

#### **ARTICLE IV District Trainer**

**Section 1** -The District Governor, based on the recommendation of the Governor-Elect, shall annually appoint a District Trainer. The District Trainer is responsible for supporting the Governor and Governor-Elect in training club and district leaders.

**Section 2** – In addition to being an active member in good standing of a Rotary club within the district, the trainer should be experienced in training and/or education with a history of having been a Past Governor, Past Assistant Governor or Past District Committee Chair.

**Section 3** – Under the general supervision of the Governor-Elect, the trainer is responsible for developing and conducting training seminars and experiences to help prepare club and district officers to perform their functions.

#### **ARTICLE V Finances**

**Section 1** –The District Governor and District Treasurer shall prepare a budget of estimated income and proposed District expenditures prior to the beginning of their term of office. When reviewed

by the District Advisory and Finance Committee and approved by the District Assembly, this shall be the operating financial budget for the year. A copy of this approved budget shall be sent to the President of each Rotary Club within the District.

**Section 2** – The District Fund shall be in the custody of the District Governor and District Treasurer who are hereby authorized to make expenditures from the fund.

**Section 3** – The purposes of the District fund are to reimburse the District Governor for expenses incurred in performing Rotary service in the District pertaining to his/her office not provided for in the budget allowed by Rotary International, such as expenses incurred in connection with the District Assembly, the District Conference, the District Advisory and Finance Committee, the District Representative to the Rotary International Council on Legislation, for the District Governor as provided for in Article VII, Section 1 and any other proper district expense as determined by the District Advisory and Finance Committee.

**Section 4** – Any new club organized shall not be expected to pay District dues during the Rotary year in which it received its charter.

**Section 5** – The District Governor shall, within ninety (90) days following the end of his/her term of office, submit to the President of each Rotary Club in the District and to each of the Past District Governors in this District the financial statement for the District certified by the Financial Review Committee which shall include a statement of condition of all District funds at the beginning of the year and of all receipts and disbursements to and from each fund during the year. This annual statement shall also be presented, discussed, and formally adopted at the next following District Conference.

**Section 6** - The District Governor shall establish a District Reserve Account. Monies for this account shall come from not more than 50 cents per capita of annual District dues, at the discretion of each District Governor.

## **ARTICLE VI**

### **Council of Governors**

**Section 1** – All persons who have served as District Governor in District 6460 shall constitute the Council of Governors.

**Section 2** – The Council of Governors shall be called and directed by the governor at least twice each year. The first shall be called within the month following the International Assembly, to inform the current and past Governors about the news of Rotary International and to receive information about the district.

**Section 3** – There shall be held annually, preferably in connection with the District Conference, a dinner of the Council of Governors and certain Conference participants. Attendance at this dinner shall include the following: District Governor; Past District Governors; District Governor-Elect; District Governor-Nominee, District Governor-Designate, current Assistant Governors, out-of-city speakers; District Conference Chairman, District Secretary and

District Treasurer; President of the host club or clubs; Rotary International President's Representative, and their spouses. The spouses of deceased Governors shall be invited as honored guests. Other guests may be invited by the District Governor. This dinner shall be at the expense of the District.

## **ARTICLE VII**

### **Immediate Past District Governor**

**Section 1** – The sum of Six Hundred Dollars (\$600.00) shall be allowed annually, as a reimbursable expense account, for the Immediate Past District Governor.

**Section 2** – The outgoing District Governor, upon completion of his/her term of office, shall be presented with a Past Governor's lapel pin, to be paid for from the District funds.

**Section 3** – The outgoing District Governor's home club shall arrange for presentation of the "Home Club of the District Governor" banner to the incoming District Governor's home club at a regular or special meeting of the incoming District Governor's club.

## **ARTICLE VIII**

### **The District Leadership Plan**

**Section 1** – Ten Assistant Governors will be appointed each year with responsibility for providing services to assigned clubs. Generally, the Assistant Governor is a member of one of the clubs to which he/she will be assigned. An Assistant Governor is appointed for a one-year term and may not serve more than three (3) consecutive terms. Service as an Assistant Governor is at the pleasure of the District Governor and by mutual agreement between the Assistant Governor and the District Governor.

**Section 2** – The qualifications and duties of the Assistant Governor are detailed in the RI Manual of Procedure Each Assistant Governor shall be assigned Clubs by the District Governor. Assistant Governors shall submit quarterly reports to the District Governor on the progress of their assigned Clubs.

**Section 3** – Assistant Governors shall submit each month an expense report for mileage, telephone, and postage costs to the District Governor for reimbursement from District accounts.

## **Article IX**

### **President-Elect Training Seminar and District Assembly**

**Section 1** – The District Governor-Elect in cooperation with the District Trainer and with the assistance and advice of the District Governor shall conduct a President-Elect Training Seminar for orientation and training of Presidents-Elect, usually in early March.

**Section 2** – The District Governor-Elect in cooperation with the District Trainer and with the assistance and advice of the District Governor shall conduct a District Assembly for Rotary instruction, information and coordination, usually in early April. Proposed changes to the District annual per capita dues shall be presented at District Assembly, following by the proposed annual District budget for approval of both by three-fourths (3/4) of the Presidents-Elect present. The District Governor-Elect shall provide all of the clubs at least thirty (30) days notice of the proposed budget and proposed changes to the annual per capita dues.

**Section 3** – Additional training seminars may be scheduled by mutual consent of the District Governor-Elect, District Trainer, and District Governor. Expenses for additional training seminars shall be factored into the budget of the District.

## **ARTICLE X Annual Dues**

**Section 1** – Each club shall pay a per capita assessment for the administration of the District. The assessment is due and payable on July 1 and represents the number of members of the clubs as of that date. No pro-rata assessment for members inducted after that date shall be assessed. Club District Dues are to be sent so that they are received by the district treasurer no later than 45 days after the beginning of the Rotary year (i.e. August 15).

**Section 2** – Proposed changes to the District annual per capita dues shall be reviewed by the District Advisory and Finance Committee prior to presentation for approval at the annual District Assembly.

## **ARTICLE XI Amendments**

**Section 1** – These By-Laws may be amended at any District Conference by a majority vote of the electors present and voting provided that no amendment shall be proposed to the District Conference unless it has been submitted in writing to the District Governor at least sixty (60) days prior to the District Conference at which it is to be proposed, and provided further notice of such proposed amendment shall have been given by the District Governor to all of the clubs in the District at least thirty (30) days prior to the District Conference.

**Section 2** – Amendments to these By-Laws may be proposed by any club in the District, by the District Governor, or by the District Advisory and Finance Committee.

**Section 3** – Amendments to these By-Laws shall be effective beginning July 1 following the District Conference at which they were adopted.

**Section 4** – The District shall incorporate Rotary District 6460 under the Laws of the State of Illinois and sustain that incorporation. The officers of the corporation shall be the District Governor as President, District Secretary as Secretary and District Treasurer as Treasurer. The Board of Directors of the corporation may be selected by the District Finance and Advisory Committee.

**Section 5** – No amendment or addition to these By-Laws may be made which is not in harmony with the Constitution and By-Laws of Rotary International.

Incorporating amendments made through 10/27/12.