

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 as currently revised. The activities and organization of the district shall exist solely to help the individual Rotary clubs of this 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 I

Standing Committees

Section 1 - District Nominating Committee: Shall have the responsibility of selecting the best qualified nominee for District Governor.

The Nominating Committee shall consist of the District Governor and five (5) Rotary Club members of the District, of whom at least one (1) shall be a Past District Governor, 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) to be elected in the uneven years, two (2) to be elected in the even years, each to serve for a period of two (2) years beginning July first next following election. They shall serve until their successors are elected and qualified. The District Governor is to be Chairman of this Committee but shall not be entitled to a 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 a 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 District Governors and three (3) Past Presidents of Rotary

Clubs within the District. The District Governor shall, each year, appoint one (1) Past District Governor for a term of three (3) years as a member of this 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 this 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.

a. - The District Advisory and Finance Committee shall meet with the District Governor at least quarterly upon call of the District Governor.

b. - The duties of the District Advisory and Finance Committee shall be to review the District Governor's proposed budget of estimated income and expenses prior to taking office, and present to the District Assembly for approval. 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 Seminar (PETS), and the District Assembly as well advise the District Governor concerning finances for the District Conference. Additionally the committee will advise the District Governor on any other matters presented for the Committee's consideration.

Section 3 - The District Financial Review Committee

a. - 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.

b. - Pursuant to Section 15.060.4 of 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.

a. Membership Development/Extension, Finance, Youth Exchange, Public Relations, District Conference, Rotary Foundation, RI convention Promotion.

b. 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

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will be an active member in good standing of a Rotary Club within this district.

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

d. 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.

e. 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 who shall be a Past District Governor to serve during his/her year. The District Secretary shall be a non-voting member of the District Advisory and Finance Committee.

Section 2 - The District Secretary shall preserve all 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. The District Secretary shall perform clerical duties as assigned to him/her by the District Governor.

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 to serve one (1) year. The District Treasurer shall be a well-qualified Rotarian and a non-voting 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 record of all finances, prepare quarterly and annual financial reports for the District Advisory and Finance Committee, and deposit all funds to a previously approved Bank or Depository. All disbursements and expenses shall be paid by check, and when in excess of \$500.00 co-signed by the District Governor and the District Treasurer.

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 sixty (60) days of the end of his/her term.

Section 4 - The District Governor-Elect shall appoint a District Treasurer at least three (3) months prior to the beginning of his/her year.

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 required functions.

ARTICLE V

Finances

Section 1 - The District Fund shall be under the administrative control of the District Governor. The sum of \$7,000.00 shall be paid to the District Governor-Elect from the District Fund for the purposes of conducting training seminars and other duties as required or assigned.

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a. There shall be a District Fund created by per capita dues from the several clubs of the District as adjusted by actions of Presidents-Elect at District Assembly, based on club membership as of July 1 each year.

b. 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 this 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, the honorarium for the District Governor as provided for in Article Seven (7), and any other proper district expense as concurred in by the District Advisory and Finance Committee.

Section 4 - Any new club organized shall not be expected to contribute as specified in Section One (1) during the fiscal year in which its charter was presented.

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, as soon as feasible, establish a District Reserve Account. Monies for this account shall come from not more than 50 cents per capita of annual District dues. The balance in this account shall not exceed one year's annual budget for the District. Disbursements from this account shall be made only with the approval of the District Advisory/Finance Committee.

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 be limited to the following: District Governor; persons who have served a term as District Governor; 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; the aide to the Representative, and their spouses. The spouses of deceased Governors shall be invited as honored guests. This dinner shall be at the expense of the District.

ARTICLE VII

District Governor

Section 1 - The sum of Six Hundred Dollars (\$600.00) shall be allowed annually as an honorarium for the District Governor.

Section 2 - The outgoing District Governor, upon completion of his/her term of office, shall be presented with a Past District Governor's lapel pin set with a 0.10 diamond, or a comparable gift, as a symbol of our esteem, to be paid for from District funds.

Section 3 - The District Governor shall arrange for presentation of the "Home Club of the District Governor" banner to the incoming District Governor 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 (AG) is a member of one of the clubs to which s/he will be assigned. An AG is appointed for a one-year term and may not serve more than three consecutive terms. Service as an Assistant Governor is at the pleasure of the District Governor and by

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mutual agreement between the AG and the District Governor.

Section 2 - The qualifications and duties of the Assistant Governor are detailed in the District Leadership Plan on pages 31-32 of the RI Manual of Procedure as revised 2004. Maintaining close contact and support with each assigned club is the principal goal of each Assistant Governor. The Governor will be given information about the functioning of the club and needs noted by each AG at least quarterly but always in a timely manner.

Section 3 - Assistant Governors shall be given a stipend to reimburse for travel, telephone and postage expenses in the amount of \$400.00 which is due and payable July 1 in the Rotary Year in which they serve.

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 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 of the District Governor shall conduct a District Assembly for Rotary instruction, information and coordination, usually in early April. Changes to District per capita dues shall be made at District Assembly with approval of three-fourths (3/4) of the incoming Presidents present. The District Governor-Elect shall provide all of the clubs at least thirty (30) days' notice of any proposed changes in the District By-Laws or per capita assessments.

ARTICLE X

Annual Dues

Section 1 - Each club shall pay a per capita assessment of \$26.00 for the support of the District Governor and for administration of the District. This assessment is due and payable on July 1 and represents the number of members of the club as of that date. No pro-rata assessment for members inducted after that date shall be assessed until the following July 1.

Section 2 - The increase of assessment shall begin July 1, 2005. The increase of assessment shall be specific to the support of the conferences of the District and Services for the District Governor. Five (5) dollars of each assessment shall support the conferences of the District and five (5) dollars of each member's assessment shall be used to provide support services for the administration of the District Governor.

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 the July 1 following the District Conference at which they were adopted

Section 4 - No amendment or addition to these By-Laws can be made which is not in harmony with the Constitution and By-Laws of Rotary International.