

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, for Vice Governor, for the district's representative and alternate to the Rotary International Council on Legislation, and for the District's representative on the Zone nominating committee for Rotary International director.

The Nominating Committee shall consist of the Immediate Past District Governor (IPDG), 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, excluding the IPDG, and not more than one (1) shall be from any one club, elected by a majority vote of the club presidents present in person or remotely via video or audio connection 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 Immediate Past District Governor is to serve as Chair of the Committee and shall only vote if there is a tie among the voting members. 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 Chair, the immediate past District Governor, three (3) other Past Governors, one of whom shall be the Vice Governor, 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 above described.

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 shall consist of not less than two Rotarians with some general knowledge of accounting or bookkeeping and shall be appointed by the District Governor to review the procedures of the District Treasurer and perform random tests to confirm monies received were properly deposited and payments were paid correctly for Rotarian reimbursement or to valid vendors. The transactions to be reviewed will be for the preceding Rotary year or such other time identified by the District Governor. The Committee will issue its findings in a report to the District Governor and the District Advisory and Finance Committee within the time frame requested by the District Governor.

Section 4 – Youth Service Chair

The District Governor, in consultation with the District Governor Elect and the District Governor Nominee, shall appoint a Rotarian to serve as the Youth Service Chair for a term of three years. The Youth Service Chair will assist in coordinating the activities of the Youth Exchange Committee, the Interact and Campus-based Rotaract Chairs and RYLA (Rotary Youth Leadership Academy).

Section 5 – District Rotary Youth Exchange Committee:

The District Rotary Youth Exchange Committee shall be charged with promoting and implementing the Rotary Youth Exchange Program within the District.

A chair for the District Rotary Youth Exchange Committee shall be appointed by the District Governor in consultation with the existing members of the Committee and shall serve until his or her successor is duly qualified.

The Chair of the Committee, in consultation with the District Governor, shall select the remaining members of the Committee, consistent with guidelines of Rotary International and Central States Rotary Youth Exchange.

Finances of the District Rotary Youth Exchange Committee shall be managed in accordance with the guidelines of Rotary International and Central States Rotary Youth Exchange. The District Treasurer shall serve as the treasurer of the District Rotary Youth Exchange Committee and will serve as a voting member of the Committee.

To facilitate coordination between the District and the Committee, the District Secretary will serve as Secretary and voting member of the Committee.

Section 6 – Membership Committee

The Membership Committee shall be responsible for assisting clubs in developing and implementing plans and practices that will increase overall membership. The Committee will provide best practice initiatives to attract and retain members including new, satellite and community-based Rotaract club development relying on the support of Membership Committee members as well the Diversity, Equity and Inclusion Chair, Community-based Rotaract and Alumni Chairs.

Section 7 – District Rotary Foundation Committee

The District Rotary Foundation Committee shall be charged with promoting contributions to the Rotary Foundation, administering grants distributed to clubs and scholarships, promoting the participation by clubs in global grants and the administration of the global grants.

A chair for the District Rotary Foundation Committee shall be appointed by the District Governor in consultation with the District Governor Elect, the District Governor Nominee and, if appointed, the District Governor Nominee Designate and the chair shall serve a term of three years.

For promoting contributions to the Rotary Foundation, the Chair of the Rotary Foundation Committee shall appoint in consultation with the District Governor, the District Governor Elect, the District Governor Nominee and, if appointed, the District Governor Nominee Designate Rotarians to serve the following positions:

Annual Fund Committee – three members representing north, central and south	Major Donor Chair	Paul Harris Society Coordinator
Peace Scholarship	Endowment Fund	Global Grants Chair
District/Club Grants Chair	Polio Plus Chair	District International Service Chair
Scholarship Committee Chair	Vocational Training Team Chair	

Additionally, the Rotary Foundation Chair will establish a District Designated Funds Committee that will review the use of District Designated Funds for individual global grants as well as allocation for District Club grants, scholarships, and contributions to End Polio Now. In addition to the Rotary Foundation Chair, who will serve as committee chair, the committee will consist of the District Governor, the District Governor Elect, the District Governor Nominee and, if appointed, the District Governor Nominee Designate. The District International Service Chair and the Global Grants Chair shall participate on the committee providing recommendations on proposed use of District Designated Funds for individual global grants and should a vote be necessary, each may exercise a vote for the use of District Designated Funds for specific global grants.

Section 8 – District Meeting Council

The Council exists to assist the District Governor and District Governor Elect in meeting their responsibilities to convene certain District meetings including, but not limited to, the District Conference, president-elect training and District Assembly while fostering continuity from one year to the next. The District Governor, District Governor Elect, and District Governor Nominee shall appoint the persons to serve on the Meeting Council. The positions may include, but will not be limited to:

Council Chair	Council Vice Chair
Programs Chair	Facilities Chair
Hybrid Meeting Chair	Publicity Chair
Registration Chair	Fun Chair

In addition to the members of the Meeting Council, the District Governor, District Governor Elect and District Governor Nominee along with the District Trainer, District Treasurer and District Secretary will be voting members of the Council. The District Meeting Council is to adopt its own bylaws to further govern its operations, which shall not be inconsistent with the District bylaws. The Council bylaws and any recommended modification shall be approved by the DAFC.

Section 9 – Public Image and Communications Committee

The Public Image and Communications Committee shall be charged with training clubs and District Rotarians in the proper use of the Rotary International brand and best practices for club communications. Additionally, the Committee shall be responsible for District internal and external communications including any District newsletter, social media presence, print, audio and video medium and website.

Section 10 – District Committee Requirements

District committee chairs shall attend the annual district team-training seminar to work on priorities and goals for the upcoming Rotary year.

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

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 11 – 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 12 – 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 their year, a District Secretary to serve during their 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 they are requested by the District Governor to attend. They shall not receive a salary or remuneration for their service. The District Secretary shall serve no more than three (3) consecutive years. The Secretary shall turn over to their successor all records within sixty (60) days of the end of their term.

ARTICLE III District Treasurer

Section 1 – The District Governor shall appoint, prior to the beginning of their year, a District Treasurer who 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 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 \$1,000.00 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 prepare a financial report on the utilization of District Funds within forty-five (45) days after the end of each District Governor's term and report its findings to the succeeding District Governor.

Pursuant to the By-Laws of Rotary International, a statement of District Finances shall be prepared, presented and formally adopted by club presidents in attendance, in person or virtually, at District Conference. It is the responsibility of the District Treasurer to arrange for a third party to prepare the statement of District Finances.

Section 4 - The District Treasurer shall be paid actual expenses including travel to meetings they are requested by the District Governor to attend. They shall not receive a salary or remuneration for their service. The District Treasurer shall serve no more than three (3) consecutive years. The Treasurer shall turn over to their successor all records within 60 days of the end of their 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 5 -During the final year of the District Treasurer's three-year term, the District Governor-Elect shall appoint an Associate District Treasurer at least four (4) months prior to the beginning of their 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.

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 their 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 their 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 shall maintain a reserve in a segregated account(s) equal to the greater of seventy-five percent (75%) of the collected club dues of the prior fiscal year or fifty thousand dollars (\$50,000.00). The Treasurer, with the prior majority approval of the DAFC, may encroach on the reserve, transferring monies to the District operating account(s). Should the reserve balance fall below the minimum required amount, the DAFC in coordination with the District Governor will budget to replenish the reserve.

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 – A meeting of the Council of Governors shall be called by the governor at least twice each year. The meetings may be in person or virtual as determined by the governor.

Section 3 – There shall be held annually a gathering of the Council of Governors. Invitations to attend this event shall include the following: District Governor; Past District Governors; District Governor-Elect; District Governor-Nominee, District Governor Nominee Designate; out-of-city speakers if held in conjunction with the district conference; and their partners. The partners of deceased Governors shall be invited as honored guests. Other guests may be invited by the District Governor. The District shall pay a portion of the cost of the gathering in accordance with the approved budget.

ARTICLE VII Immediate Past District Governor

Section 1 – The District budget shall include an amount of not less than Six Hundred Dollars (\$600.00) as a reimbursable expense account for the Immediate Past District Governor.

Section 2 – The outgoing District Governor, upon completion of their 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 VICE GOVERNOR

Section 1 – The District Nominating Committee may select a Past District Governor, proposed by the District Governor-Elect, to be Vice Governor, who shall serve during the year following selection. If the District Nominating Committee makes no selection, the District Governor-Elect may select a past District Governor to be Vice Governor. In selecting the Vice Governor, the District Nominating Committee and District Governor-Elect shall give preference to those Past District Governors who have served as District Governor within the five (5) years immediately preceding the year for which the Vice Governor is being selected. The role of Vice Governor is to replace the District Governor in case of temporary or permanent inability to perform the District Governor’s duties.

Section 2 – Aside from those powers and duties specified in Article VIII, Section 1 above and duties that he or she may have as a member of the District Advisory and Finance Committee, the Vice Governor shall have no other powers and duties.

Section 3 – The Vice Governor shall receive no financial remuneration for their service.

ARTICLE IX 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 they 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 and other expenses in accordance with the District Expense Policy.

Article X 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.

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. Proposed changes to the district annual per capita dues shall be presented at District Assembly, followed by the proposed annual District budget for approval of both by three-fourths (3/4) of the Presidents-Elect present. The District Governor-Elect or the District Treasurer shall provide all the clubs at least thirty (30) days’ notice of the proposed budget and any 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 XI Annual Dues

Section 1 – Each club shall pay a per capita assessment for the administration of the District. The assessment is due and payable as of 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). Failure of a club to pay District Dues may lead to termination pursuant to Rotary International Code of Policies.

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 XII Amendments

Section 1 – These By-Laws may be amended at any District Conference or District Assembly, hereinafter "District Meeting" by a majority vote of the club presidents at District Conference and the club presidents-elect at District Assembly, present in person or remotely via video or audio connection and voting provided that no amendment shall be proposed to the District Meeting unless it has been submitted in writing to the District Governor at least sixty (60) days prior to the District Meeting 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 Meeting.

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 the first of the month following adoption.

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. The District Treasurer shall also be listed as the corporation's registered agent.

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 March 16, 2024.