

ROTARY INTERNATIONAL DISTRICT 6540 BYLAWS

PREAMBLE:

The Bylaws of the District shall in no way conflict with the Constitution and Bylaws of Rotary International, the Manual of Procedure, the standard Club Constitution and Bylaws, and policies and directives of the Board of Directors of Rotary International. These Procedures are subordinated to the aforementioned documents.

ARTICLE 1 – DISTRICT GOVERNOR

The District Governor is an officer of Rotary International and is the Chief Administrative Officer of the District and shall have the duties and responsibilities set forth in the Bylaws of Rotary International as amended by the 2007 Council on Legislation (Article 15 of the MOP). The Governor is nominated and elected by the District as nominee for governor (Article 13 of the MOP) not more than 36 months, but not less than 24 months, prior to the day of taking office. The board shall have the authority to extend the date under this section for good and sufficient reason. Nominees so elected shall serve a one-year term as governor-elect. The procedures covering the election of the Officers of RI, including District Governor are covered by Articles 9 and 10 of the MOP and they state that the District Governor will be elected as Governor at the RI annual convention in the year prior to taking office and will serve as District Governor Elect.

ARTICLE 2 – DISTRICT GOVERNOR NOMINEE AND ELECT

The nominating committee will pursue candidates for the position of Governor of District 6540 as prescribed in the Bylaws of Rotary International Articles 9, 10, and 13 with names placed in nomination at the annual District Assembly. The committee will use all means necessary to acquire candidates including but not limited to mailings to: Club Presidents, Assistant Governors, Committee Chairs, Past District Governors and to individuals expressing an interest.

The nominating committee, as outlined in Article 9 of DISTRICT 6540 BYLAWS, will convene and select for nomination a successful candidate of which his/her name will be placed in nomination at the District Assembly each year for the position of District Governor Nominee-Elect. This selection will be an appointment for the progression of governors in order to create adequate learning and continuity. The Governor Nominee-Elect will hold that position for a period of twelve (12) months beginning thirty-six (36) months prior to assuming the position of District Governor.

Governor Elect, Governor Nominee, Governor Nominee-Nominee, and Governor Nominee-Elect are ex-officio members of every committee of District 6540. All committee chairpersons shall notify the Governors' of all committee meetings.

ARTICLE 3 - DISTRICT ADMINISTRATIVE COUNCIL

- A. The District Administrative Council shall consist of:
1. The Past District Governor (2nd Immediate Past) – Chair. *
 2. The Immediate Past District Governor.
 3. The District Governor.
 4. The District Governor Elect.
 5. The District Governor Nominee.
 6. A Current or Past Club President appointed by District Governor to represent each of the three (3) District regions as defined in Bylaws. The representatives will serve a three (3) year alternating term with one replacement being appointed each year and any additional appointment required to fill a vacancy for the remainder of the previous representative's term.
 7. The District Administrative Assistant (ex officio) and the District Treasurer (ex officio), each without voting rights.
 8. The chair or a representative (ex officio) of the long range planning committee, without voting rights.

*If the Past District Governor or the 2nd Immediate Past is unable to serve the District Governor will appoint a Past District Governor to serve as chair.

- B. The Past District Governor Chair shall prepare the agenda and preside at the meetings of the Administrative Council.
- C. The Administrative Council shall review any proposed resolutions to be submitted to the District Conference for approval.
- D. The Administrative Council shall review any recommendation for change to the Bylaws and Operating Practices.
- E. The Administrative Council shall review and accept the District Budget as recommended by the District Finance Committee.
- F. The Administrative Council shall review any recommendations of the Long Range Planning Committee, which may require submission to the District Conference for approval.
- G. The Administrative Council is responsible for any employment related issues.
- H. The Administrative Council shall meet at least twice a year.

ARTICLE 4 – DISTRICT OFFICERS & DIRECTORS

- A. The officers of the District shall consist of eight or more Assistant Governors, a Trainer, a Treasurer, Administrative Assistant, Committee

Chairs, members of published committees and such associates or other officers as the District Governor may appoint.

- B. All District officers, according to the Manual of Procedure, shall be appointed by the District Governor for his or her year. They shall take office on the first day of July coinciding with the term of the District Governor appointing them, and shall serve for the duration of their term or until a successor shall have been appointed.

ARTICLE 5 – ASSISTANT DISTRICT GOVERNORS (ADG’S)

Assistant District Governors (ADG’s) are appointed annually by the Governor Elect and shall be limited to serve no more than three (3) one year terms in succession. The Assistant Governor(s) shall serve as the District Governor’s direct contact with the clubs of a geographical area specified by the District Governor and shall be subject to the qualifications and responsibilities as contained in the District Operating Practices.

ARTICLE 6 – DISTRICT TRAINER

The District Trainer is appointed annually by the Governor Elect and shall be limited to serve no more than three (3) one year terms in succession. The Trainer will be instructed by the Governor Elect on training needs in the District for the current Rotary year related to Assistant Governor training, PETS, and the District Assembly (COTS -District Club Officer Training Seminar). Working in conjunction with the Governor, the Trainer is responsible on an annual basis for developing and conducting training for district leaders.

ARTICLE 7 – TREASURER

The Treasurer shall serve as a member of the Finance Committee, shall have custody of all District operating funds, shall prepare financial statements on a quarterly basis in a format acceptable to the Finance Committee, and, subject to the approval of the Finance Committee, shall pay all bills of the District within the framework of the budget as approved by the Finance Committee and the incoming Club Presidents at the District Assembly or incoming Presidents Elect Training Seminar (PETS). Any commitments which cause the total budget to be exceeded must be presented to the Finance Committee for approval prior to payment. A semi-annual financial statement shall be submitted by the District Governor to the Finance Committee for review. Upon completion of the term of office, the Treasurer shall turn over to the District Governor all funds, books of accounts, or any other District property in his or her possession no later than September 30th following the year of the term.

ARTICLE 8 – DISTRICT ADMINISTRATIVE ASSISTANT

- A. In accordance with the Job Description, the District Administrative Council shall employ the District Administrative Assistant.

- B. The District Administrative Council shall negotiate a contract with the District Administrative Assistant for a period not to exceed three (3) years.
- C. The District Administrative Assistant is responsible for preparing a record of the annual business meeting and submitting a copy of such for distribution to the clubs of the District. The Administrative Assistant will also be responsible for maintaining the permanent records important for posterity of the District. Such records shall include copies of club charter information, annual and semi-annual reports, minutes of the annual business meetings and/or special meetings.

ARTICLE 9– VACANCIES

In the event a vacancy in the office of District Governor, District Governor Elect, and/or District Governor Nominee occurs, the vacancy shall be filled in accordance with the Bylaws of Rotary International, including Article 6, Section 6.120 and Article 12 as appropriate. In the event a vacancy occurs in any office except District Governor, District Governor Elect or District Governor Nominee, the District Governor shall appoint a new officer to fill the vacancy in the office for the remainder of his or her term.

ARTICLE 10 – NOMINATION AND ELECTIONS

The Nominating Committee shall seek out and propose the best available candidate for **District Governor Nominee in accordance with the provisions of the Bylaws of Rotary** International, including Article 11 and shall have served as an Assistant District Governor and/or District Trainer for at least one year.

- A. The District Nominating Committee shall consist of five members as appointed by the District Governor. The District Governor shall appoint two Past District Governors of which one will be named as Chairperson of the District Nominating Committee and one representative from each of the following three (3) regions. The purpose of the committee will be to select a District Governor Nominee and/or to replace a District Governor Nominee should a vacancy occur. They will also select the District Representative and the Alternate Representative to the Rotary International Council on Legislation and District Representative to the Zone Nominating Committee.
- B. Area 1: Will include the clubs of: Boswell, Chesterton-Porter, Crown Point, Delphi, Demotte-Kankakee, Fowler, Gary, Griffith, Hammond,

Highland, Kentland, Merrillville, Michigan City, Monticello, Munster, Otterbein, Portage, Rensselaer, Schererville, Valparaiso .

- C. Area 2: Will include the clubs of: Concord, Elkhart, Elkhart Morning, Goshen, Granger, LaPorte, Ligonier, Mishawaka, Nappanee Plymouth, Roseland, South Bend, South Bend Gateway, Syracuse, Warsaw.
- D. Area 3: Will include the clubs of: Albion, Angola, Anthony Wayne, Auburn, Berne, Bluffton, Butler, Churubusco, Columbia City, Decatur, Fort Wayne, Garrett, Huntington, Kendallville, LaGrange, Logansport, North Manchester, Peru, Rochester, Wabash.
- E. The three areas shall have approximately the same number of club members. Any new club can be added to any area at the discretion of the District Governor in order to maintain membership balance.
- F. At least 60 days before the District Conference, the Club Presidents in each Area shall be notified that, at the District Conference, each area shall nominate no less than two candidates from Rotarians of each Area. The candidates shall be Rotary Club Past Presidents. The certified club electors shall then select, by Area, one candidate to represent the clubs in each Area by written ballot at the District Conference, to serve on the District Nominating Committee. In the event that any Area fails to select a candidate, the District Governor shall appoint a candidate for that Area.
- G. The selection of District Governor Nominee shall take place during the Rotary year two years prior to his or her term as District Governor. During the period before the year immediately prior to his or her service as District Governor, the individual selected shall be known as the District Governor Elect.

ARTICLE 11 – COUNCIL ON LEGISLATION

The District Representative and the Alternate Representative to the Rotary International council on Legislation are selected once every three years as provided in the Bylaws of Rotary International, including Article 8. This selection shall be made by the Nominating Committee two years prior to the Council on Legislation. The duties and responsibilities shall be adhered to under the direction of the District Governor as required by the By-laws of Rotary International.

ARTICLE 12 – COMMITTEES

- A. The District Finance Committee shall consist of five members, the Treasurer and four other members including a Past District Governor (one of which will be appointed Chair by the District Governor) with staggered two year terms such that two members terms expire each year. In each

Rotary year, the District Governor in office shall appoint two junior committee members to fill the vacancies created by the expiration of the term of the two senior members. These appointees shall take office on the July 1st immediately following the appointment. If any other vacancies occur, the District Governor in office shall appoint a Committee Member to fill the vacant unexpired term. Members shall be appointed to the Finance Committee so that each of the Areas defined in Article 8 (above) is represented. During the transition period, the terms of the current members of the Finance Committee shall remain intact.

- B. The District Finance Committee shall review and study the necessary expenses of District administration. The District Governor Elect, in consultations with the District Governor and District Finance Committee, shall prepare a budget of District expenditures for the year in which he or she shall act as District Governor. The budget will also include a line item, not to exceed \$7,500, for District Governor Elect expenses incurred prior to taking office. The District Finance Committee shall review and approve this budget. After approval by the District Finance Committee, the budget shall be submitted to the clubs at least thirty (30) days prior to the District Assembly (COTS) and approved at a meeting of the Incoming Club Presidents at such District Assembly (COTS). The District Governor Elect or his or her designee shall present the budget at this meeting. The affirmative vote of a majority of those Presidents or their written designees present and voting shall constitute approval. At the option of the District Governor Elect, the budget may be presented at the Incoming Presidents Training seminar (PETS) in lieu of presentation at the District Assembly provided that the notice of presentation provided for herein is given.
- C. The amount of any per capita dues on clubs for a District Fund shall be included in the District budget and shall be voted on at the meeting of incoming Presidents at the District Assembly or at the PETS as hereinbefore provided. Any increase in the per capita dues shall require the affirmative vote of 3/4ths of the incoming Presidents or their written designees present and voting. In the event that such a vote cannot be achieved, the per capita dues levy on clubs shall remain at the rate in effect during the then current budget year. Payment of the per capita levy is mandatory on all clubs of the District, failure to pay will cause a club to be suspended in accordance with the Bylaws of Rotary International.
- D. Current year District operating funds shall be held in one or more bank accounts in the name of the District subject to withdrawal or disbursement by the signatures of the District governor and/or the Treasurer. In the event of the death or incapacity of either the District Governor or the Treasurer, the District Governor Elect shall have the authority to sign checks for withdrawals or disbursements in their place. A committee or

subcommittee of the District may maintain a separate bank account or separate bank accounts with approval of the Finance Committee and must provide an annual financial statement of operating results to the Finance Committee to coincide with the financial reporting requirements of the District Governor.

- E. The Treasurer shall keep proper records of income and expenditure. Any expenditure which will cause the budget to be exceeded in total amount must be approved by a majority vote of the full Finance Committee.
- F. The District will establish and maintain a Reserve Fund to a balance of approximately one year's operating expenses. A Reserve Fund Committee shall be established to act as trustees of the fund, to prudently manage the investment of such funds and to make recommendations and interact with the District Governor, the Finance Committee and the Long Range Planning Committee. The District Governor shall appoint three (3) Past District Governors as trustees each year, one of which will be appointed as Chair, one as Treasurer of the Fund.
- G. The District Governor or his or her designee shall present a report on the District's financial status at the Business meeting of the District Conference.
- H. The Finance Committee shall submit to the District Governor a brief statement of income and expenditures for each completed District project for publication in the District Governor's newsletter.

ARTICLE 13 – LONG-RANGE PLANNING COMMITTEE.

- A. The District Long-Range Planning Committee shall be made up of the:
 - District Governor (DG)
 - District Governor Elect (DGE)
 - District Governor Nominee (DGN)
 - Two immediate Past District Governors
 - Three appointees by the District Governor
- B. The District Governor, or his or her designee, shall serve as Chair of the Committee.

This committee is responsible for long-range planning of the programs and projects as directed by the Administrative Council of the District.

ARTICLE 14 – OTHER COMMITTEES.

The District Governor shall appoint such other committees as he or she deems to be required for the orderly administration of the District.

ARTICLE 15 – SERVICE ON COMMITTEES.

All District Committee Chairs shall be Rotarians. A Rotarian may not be named to serve as Chairman of the same District committee for more than three years consecutively without approval of the District Administrative Council.

ARTICLE 16 – FISCAL MATTERS.

- A. The fiscal year shall begin on July 1st and end on June 30th.
- B. Each club shall pay per capita dues to the District for each active member. No dues shall be paid for honorary members. The amount of the dues, including any increase thereof, shall be approved and ratified as provided in Article 8 of these Procedures.
- C. An additional line item will be included in the per capita dues statement for the cost to each club for their representative to attend multiple PETS. Suspension of clubs with unpaid PETS assessment will occur 180 days (six months) from the due date. Rotary International will be notified of such delinquency.
- D. Dues shall be paid semiannually based on the number of members reported to Rotary International on the preceding June 30th and December 30th on the Semiannual Report (SRA). The per capita dues will be determined by the finance committee and presented at the district assembly for adoption. Once approved, each club will be billed for half of the annual dues on the first day July and January of the Rotary year. Suspension of clubs with unpaid dues obligations from District activities will occur 180 days (six months) from the due date.
- E. The objective of our financial guidelines is to provide for the orderly administration of the finances of the District. The objective is to achieve the prudent management of funds to insure their timely disbursement to meet expenses and to provide for the investment of reserves. Since income and expenditures vary from year to year, it is recommended that a balance of approximately one year's operating expenses be maintained in the District Reserve Fund and invested as designated by the District Reserve Fund Committee.
 - The District Operating Fund will receive all of the per capita dues received from the respective clubs. The District Fund may also

receive funds from other sources and shall be credited with the income earned from any investment. The District Operating Fund shall be used for the expenses as included in the District Governor's budget or budget revisions as submitted to and approved by the Finance Committee.

- Restricted District Funds represent funds received by the District for a specific project or activity, however, if the announcement for a special project or activity, states the residual of any such funds can be redirected, the use of such funds for another purpose is permissible. If no such announcement is made, any net balance shall be directed to the District Fund as set forth above.
- Earning on funds maintained by the District must be added to the fund being invested. A reasonable distribution of earnings to each fund must be made when funds are combined for investment purposes.
- At the discretion of the Treasurer, with consent of the Finance Committee, separate bank accounts can be opened to record transactions applicable to funds received by the District for specific projects or activities. However, such funds can be maintained in one bank account provided separate accounts for each project or activity are maintained in the accounting records.
- In accordance with Rotary International Bylaws, including Article 15, the District Governor must provide an annual statement and report of the District finances to each club in the District within three months of the completion of his or her term of service as Governor. This reviewed statement shall also be presented, discussed (if need be) and formally adopted by the following District Conference. The Finance Committee shall select an accountant to perform this review. The District shall pay for any costs and expenses associated with the audit and mailing of same.

ARTICLE 17 AMENDMENTS.

Amendments to these Procedures shall be submitted to the clubs at the District Conference or such other special meeting as called by the District Governor upon at least thirty (30) days notice to all clubs. All proposed Amendments must be submitted to the District Governor (60) days or more prior to the District Conference or Special Meeting by a club from within the District and endorsed by a majority vote of the membership of that club. The District Governor shall provide a copy of the proposed Amendments to all clubs at least thirty (30) days prior to the District Conference or Special Meeting. Voting shall take place by the electors as described in the Bylaws of Rotary International,

including Article 15. A two-thirds majority vote of those electors voting shall be required to approve any Amendment.

Original Approved by District at Business Meeting, Saturday, May 20, 2000

Revisions Approved at District Conference Business Meeting, Saturday, May 5, 2001
with an effective date of July 1, 2001

Revisions Approved at District Conference Business Meeting, Saturday, May 4, 2002
with an effective date of July 1, 2002

Revisions Approved at District Conference Business Meeting, Saturday, October 30,
2004 with an effective date of July 1, 2005

Revisions Approved at District Conference Business Meeting, Friday, April 30, 2010
with an effective date of July 1, 2010