

Bylaws

District 6580 Rotary International

ARTICLE I – OFFICERS

Section 1: The Governor, nominated and elected in accordance with the bylaws of Rotary International, is the chief officer of the District and shall carry out those duties assigned by the Board of Rotary International. The District Governor is the final authority within the limits of the Rotary International board's directives in establishing the District organization and planning and directing the program of the Rotary year. The Governor is an ex-officio member of all district committees.

Section 2: The Governor-Elect, chosen in accordance with the bylaws of Rotary International, shall assist the Governor in such ways as the Governor shall designate. The DGE shall see to it that the Presents-elect Training Seminar (PETS) and training for club leaders are planned and implemented in accordance with the expectations of Rotary International.

Section 3: The District Secretary shall be appointed by the Governor and shall serve as secretary of the District Conference and the Advisory Committee and shall assist the Governor in maintaining the District records.

Section 4: The District Treasurer shall be appointed by the Governor. He/she shall receive the voluntary contributions from Rotarians in the District and other funds developed by District activities, shall pay out this money on order of the Governor and in accordance with the annual budgets, and shall account for such receipts and expenditures. He/she shall be bonded at the expense of the District. He/she shall be ex-officio and member of the Finance Committee and a member of Governor's Advisory Committee.

Section 5: A delegate to the Council on Legislation shall be elected in the year two years preceding the council on legislation (2014, 2017, 2020, 2023, ...) in accordance with provisions of the bylaws of Rotary International. He/she shall study proposed legislation, discuss it with club presidents, and solicit opinions of the individual club boards. An alternate delegate shall be named by one of the methods provided in the bylaws of Rotary International.

Section 6: The governor, immediately prior to the end of his/her term, shall name a three (3) member Audit Committee, to examine and report on the District fund records in a timely fashion that will allow the Governor to make a final report to the clubs within 90 days after the close of the Rotary year. This committee shall seek auditing services on a competitive basis. The audit should be of such a nature as to examine the district financial records, of the previous Rotary year, to the satisfaction of the succeeding DG.

Section 7: The Governor may appoint such other aides as he/she desires within the provisions of the bylaws of Rotary International and the directives of the Rotary International Board.

ARTICLE II – COMMITTEES

Section 1: District 6580 shall be served by the committees set forth in the following sections of this article-because certain Rotary activities continue from year to year. The terms of members of each committee are set forth in the section pertaining to that committee. The governor shall name members for the terms beginning in his/her year and shall name members to complete terms in vacancies occurring. He/she shall designate the chairman of each committee, unless otherwise specified.

No more than one in each three members of a committee shall be a Past District Governor unless otherwise specified. The governor may name such additional committees as his/her program demands, the terms of members of such committees terminating with the end of his/her year as Governor.

The district will establish a set of Standard Operating Procedures (SOP) outlining purpose, policy, and procedures regarding responsibilities and budget considerations. These SOP's will be initially approved by the District Governor's Advisory Committee and the Finance Committee. Any changes will be taken back to the District business meeting for adoption.

Section 2: The Governor shall convene the Past District Governors at least once a year for discussion for the good of the District.

Section 3: The District Governor's Advisory Committee shall consist of the Governor as Chair, the immediate Past Governor, the Governor-elect, the District Secretary, the District Treasurer, and three other members at large. Only one of the members at large may be a Past Governor, and no two may come from the same club. The Advisory Committee shall act as the Resolutions committee for the District Conference.

Section 4: The Finance committee shall include three Past District Governors, one appointed each year for a three-year term, the District Treasurer and co-treasurer, as ex-officio members, the District Governor-elect and the District Governor Nominee. The committee shall meet at least once per quarter. The January meeting each year shall, in addition to other business, be devoted to preparation of a District Budget for the upcoming fiscal year, along with the necessary per capita levy contribution to support it. The recommended budget shall be circulated to the incoming presidents. The incoming presidents shall act on the budget.

Section 5: The Nominating committee shall be made up of the current governor and the four most recent past governors. The immediate Past District Governor shall chair the committee, if possible. Any club may propose a candidate for Governor-nominee by December 31 of each year. From among such candidates or from other Rotarians whom the committee feels worthy of consideration, the committee shall nominate one or more candidates by the end of February, and such candidates and their qualifications shall be published in the Governor's Letter no later than the end of March. Selection of the District governor-nominee shall be as prescribed in the bylaws of Rotary International.

Section 6: The Governor shall name a District Conference Chairman, who with the Governor shall set up such committee or committees on Conference arrangements as they consider necessary.

Section 7: The Foundation Committee will consist of a chair to be named to a three-year term by the district governor-elect prior to the chair's first year of service in consultation with the immediate past district governor, the district governor, and district governor-nominee. The committee is made up of experienced and dedicated Rotarians who work together to assist the governor in educating, motivating, and inspiring Rotarians to participate in our Foundation. The committee serves as the connection between The Rotary Foundation and club members. The committee consists of subcommittees to carry out the functions of grant development, distribution, and management; stewardship; PolioPlus; and fundraising.

Section 8: The Rotary Foundation SHARE Committee shall consist of the Foundation Chair, the immediate Past District Governor, the District Governor Elect, the District Governor Nominee, and one other member to be selected by the Foundation Chair from the top per-capita giving club and one from the top total giving club from the previous Rotary year. This committee shall be chaired by the District Foundation Chair. The committee shall make the determination as to how the district's SHARE money is allocated from donations made to the Rotary Foundation during the previous Rotary year.

Section 9: The Youth Leaders Committee will collaborate, promote, and administer the youth programs of the district. The programs include Rotaract, Interact, RYLA, Rotary Speech Contest, and Rotary Youth Exchange.

Section 10: The Youth Exchange Committee shall consist of three members, one appointed each year for a three-year term. It shall develop and administer the District's participation in youth exchange and advise individual clubs engaged in youth exchange projects.

ARTICLE III – THE DISTRICT CONFERENCE

Section 1: The District Conference expenses, other than individual lodging, meals and registration fees, are paid from District Funds provided by the per capita levy.

Section 2: Voting on the Governor Elect, on the delegate to the Council on Legislation, and on resolutions shall be by electors as defined in the bylaws of Rotary International.

Section 3: Traditional features of the Conference are the Governor's dinner for the representative of the President of Rotary International, Past Governors, the Governor Elect, special guests, and the Governor nominee, and their partners; the entertainment and inclusion in the program of Rotary Foundation awardees studying in the District at the time of Conference and District awardees recently returned, and a memorial service for departed Rotarians.

Section 4: Any resolution to be considered by the Conference concerning District operation (other than the usual Conference resolution of thanks) or proposing action to the Board of Rotary International or the Council on Legislation shall be submitted to the Advisory Committee 60

days before the Conference, and the Advisory committee, acting as the Resolution Committee, shall submit proposed resolutions to the club presidents at least 30 days before the Conference.

ARTICLE IV – FINANCE

Section 1: Expenditures shall be guided by a budget developed by the Finance Committee and approved by the incoming club presidents. This budget shall allow for such expenditures.

- a. A discretionary fund for the District Governor to cover the expenses of attending the Rotary Institute serving our zone and the International Convention; and expenses incurred in carrying out those duties associated with the office of District Governor;
- b. A discretionary fund for the Governor Elect to cover the expenses of attending our Rotary Zone Institute and the International Convention; and expenses incurred in carrying out those assignments made by the Governor;
- c. A discretionary fund for the District Governor Nominee to cover the expenses of attending our-Rotary Zone Institute;
- d. A discretionary fund for the Immediate Past District Governor to cover the expenses of attending the same Rotary Zone Institute;
- e. Expenses not covered by Rotary International for the district's delegate to the Council on Legislation;
- f. Expenses of the PETS, and other district meetings, other than cost of meals and lodging, which are borne by those attending and expenses of District events not covered by fee income; and;
- g. Miscellaneous expenses, including the cost of bonding the Treasurer and his/her expenses in collecting and disbursing the District fund.

Section 2: Reimbursements for eligible expenses incurred by any District 6580 Rotarian that are called for in the approved budget for the current Rotary year, shall be paid upon approval by the District Governor. Any Rotarian incurring such expense(s) shall submit a payment claim vouchers, including all supporting documents, to the District Governor, who (upon approval) shall forward the voucher, and supporting documents, to the District Treasurer for payment. All vouchers for reimbursement from the annual budget must be submitted in writing to the District Governor within 90 days of the expenditure, but no later than July 15.

Section 3: The recommended budget shall be distributed to the presidents-elect at least thirty days prior to the voting. Adoption shall be by vote of those presidents-elect in attendance at the called meeting of the presidents elect.

Section 4: To institute a departure from the budget, provided funds are available, a request must be made to, or by the District Governor in writing. Requests can be made only by the District governor, District Governor elect, a club president, or any District Committee chair. Once received by the District Governor, the request is then forwarded to the Finance Committee. If recommended by the Finance committee, then the requests are forwarded to the Advisory Committee for their recommendation. Once recommended by both, it is returned to the DG for final approval. The form, signed by DG and both committee chairs, will be sent to the Treasurer for payment with copies to DG and committees involved.

Section 5: The annual District per-capita levy and Special Assessments will be payable by District 6580 Rotary Clubs in two installments each year. The amount to be paid will be one-half of the annual budget rate to be paid in August based on membership reported to the District Governor as of July 1st and one-half in February based on membership reported to the District governor as of January 1st. The District Treasurer will send invoices to the Club Presidents in July and January showing the amount payable for each installment. In accordance with the bylaws of Rotary International, any club in debt to either Rotary International, or to District 6580, shall not have voting privileges at the district conference or be eligible to propose a candidate for District Governor nominee.

- a. Each club shall be assessed registration fees to pay for the attendance of the current club president and the current club foundation chairperson to attend the District Rotary Foundation Seminar for the year in which they serve.
- b. Each club shall be assessed registration fees to pay for the attendance of the club president-elect and the club secretary-elect to attend District training for the year in which they serve.
- c. Each club shall be assessed registration fees to pay for the attendance of the club president-elect at PETS for the year in which they serve.

ARTICLE V – EFFECTIVE DATE AND AMENDMENTS

Section 1: These bylaws, adopted by resolution voted on by the electors at the Conference of District 6580 at Bloomington, Indiana, May 18, 1974 – and most recently amended at the District 6580 conference at Columbus, Indiana, April 22, 2017, shall become effective with the Rotary year 2017-2018.

Section 2: If in the event of an emergency, or unforeseen circumstances, it is impossible for a provision of these bylaws to be followed, the District Governor, after consultation with the District Governor’s Advisory Committee, may make such other provisions as is necessary to carry out the work of the District.

Section 3: These bylaws shall direct the activities of District 6580, subject to their amendment by the majority vote of the club electors at any District Conference, provided that the resolution proposing such amendment shall have been considered by the Advisory Committee and the proposed text placed before the president of each club at least 30 days before the District Conference. The 30-day notice may be waived by a vote of 2/3 of the club electors at any District Conference. When deemed appropriate by the Advisory Committee, these bylaws may be amended by the affirmative vote of a majority of the club presidents in the district with such vote to be taken by telephone, mail, e-mail or facsimile.