

ROTARY INTERNATIONAL

District 6510

BYLAWS

ARTICLE I

Definition and Purpose

1.1 District 6510 is a geographical territory in which Rotary clubs are associated for Rotary International (RI) administrative purposes. This Rotary District shall exist solely to help individual Rotary clubs advance the Purpose of Rotary and should not diminish services provided by local Rotary clubs and individual Rotarians.

1.2 In case of any ambiguity between these Bylaws and the Constitution and Bylaws of RI, the latter shall prevail.

ARTICLE II

Territory

2.1 The District territory shall be defined as that part of Illinois which is south of the southern boundaries of Madison, Bond, Fayette, Effingham, Jasper, and Crawford Counties.

ARTICLE III

Administrative Organization

3.1 The District Leadership Council (DLC) of the District shall be the elected District Governor (DG), Deputy Governors (DepG), Assistant Governors (AG), District Secretary, District Treasurer and District Trainer, all appointed by the District Governor, plus the District Governor Elect (DGE), the District Governor Nominee (DGN) and the District Governor Nominee Designate (DGND). The number and areas of responsibility of Deputy Governors shall remain flexible, depending upon applicable RI emphases, with proviso that the number and areas not be capriciously changed and changed only after careful consideration and consultation. Each Assistant Governor has responsibility for 4-6 clubs.

ARTICLE IV

District Governor

4.1 The District Governor is the administrative officer of Rotary International in the District, functioning under the general control and supervision of the RI Board of Directors (Board).

4.2 The District Governor shall be nominated and elected by the District as provided in the current RI *Manual of Procedure* (Manual). He/she shall have all of the duties and responsibilities assigned by RI, those set forth in the *Manual* and such other responsibilities as shall from time to time be delegated to him/her by the clubs at the District Conference.

4.3 The Governor's nominated successors are expected to remain in leadership positions, e.g. Deputy Governor, Assistant Governor, as they progress to the office of Governor. He/she shall have served in several leadership roles, e.g. Deputy Governor, Assistant Governor, District Trainer.

4.4 If, for whatever reason, the governor-elect is unable to remain qualified for the position, in fairness to themselves, the clubs of the District, and Rotary International, the individual will be expected to resign immediately in order to permit the selection of a candidate with the prerequisite and sustainable qualifications.

In filling the vacancy for these offices, the District Nominating Committee, which selected the resigned individual, will reconvene for the purpose of selecting a qualified candidate. This action must be taken immediately upon receipt of resignation, but no later than 14 days. The Nominating Committee will consider past district governors for a second term or partial term as appropriate. Upon selection, the Chair of the Nominating Committee will notify the Director of Zone 31 of the circumstances for the resignation and the selected candidate. Upon approval or acceptance by the director, the new governor-elect or governor will announce to the District Leadership Team and current club presidents the resignation and assumption of the duties and responsibilities of the position.

In filling a vacancy in the office of governor or governor-elect, RI will provide the following services:

- a. A past governor who has been selected to serve a second term prior to the International Assembly shall be invited to attend the International Assembly at the expense of RI.
- b. A past governor who has been selected to serve a vacancy in the office of governor which occurs between the International Assembly and September 1 shall receive, at RI's expense, one to two days of intensive training at the Rotary International office serving District 6510.

ARTICLE V

District Governor Elect

5.1 The District Governor Nominee (DGN) shall become District Governor Elect (DGE) upon election by the voting delegates to the Rotary International Convention. The DGE shall serve one year in that capacity before becoming District Governor.

5.2 The District Governor Elect and District Treasurer will present their proposed budget to the District Budget and Finance Committee for approval. The proposed budget shall then be distributed to all clubs at least four (4) weeks prior to the District Assembly, at which time it shall be presented to the District Assembly for approval by the incoming club presidents or their designees in attendance.

5.3 The District Governor Elect shall appoint all District Deputy Governors, then in consultation with the respective Deputy Governors, appoint all District Committee Chairpersons. The District Governor Elect shall also appoint the Assistant Governors.

ARTICLE VI

District Secretary

6.1 The District Governor shall contract with a District Secretary who is a member, other than honorary, in good standing of a Rotary club in the District. An exception may be proposed by the District Governor and approved by the Council of Governors. The District Secretary should be knowledgeable about Rotary.

6.2 The District Secretary shall prepare, keep, and maintain District records as a permanent record, including minutes of all official District meetings, including but not limited to Council of Governors meetings, the District Conference, and the District Assembly. The annual report of the Treasurer and all official actions taken at the meetings shall be made a part of the district archives.

ARTICLE VII

District Treasurer

7.1 The District Governor shall appoint a District Treasurer who is a member, other than honorary, in good standing of a club in the District and is knowledgeable about Rotary.

7.2 The District Treasurer shall:

a) Pursuant to a resolution passed at a District Conference, establish the necessary District accounts and authorized signers with an insured financial institution within the District. The District Treasury shall consist of the reserve funds, current balances, accounts receivable, per capita dues, all assets, income and expense invoices and payments, and other income received and shall be administered by a professional public accountant. The District Governor is responsible for the efficient and effective management of the District Treasury in concert with the District Treasurer.

- b) Be bonded with a fidelity bond of not less than the sum of the current budget and reserve funds for the faithful discharge of his/her duties. The expense of the bond shall be paid by the District.
- c) Bill and collect the levies that are expected from the clubs.
- d) Classify expenditures according to the various accounts established in the budget.
- e) Pay all bills as approved by the District Governor.
- f) Invest Reserve funds and funds above current cash needs to earn maximum income consonant with security and availability. Reserve funds are those District funds in excess of the District Governor's current budget. Disbursement of reserve funds shall be made on the approval of the Council of Governors.
- g) Upon receipt of proper documentation and credentials from the District Conference host club, the conference treasurer will deposit the funds directly into the separate account established for that purpose. The District Conference host club will operate the account and close it when all transactions have been recorded. The end balance and detailed report will be returned to the District Treasurer for credit and recording.
- h) Prepare at the end of the fiscal year a detailed annual statement of all receipts and disbursements for the past year and submit this statement to the immediate past District Governor no later than August 31.
- i) Forward annually all permanent records to the District Secretary for central archiving.

7.3 Annual Statement and Report of District Finances. The District Governor must provide an annual statement and report of the District finances that has been independently reviewed to each club in the District within three months of the completion of the District Governor's year in office. It may be reviewed either by a qualified accountant or by a District audit committee as may be decided by the District Conference. If an audit committee approach is selected, then it must:

- a) be composed of at least three members;
- b) have all the members be active Rotarians;
- c) have at least one member who is a Past District Governor or a person with audit experience;
- d) not allow the following to serve on the audit committee for the year in which they serve in these positions: governor, treasurer, signatories of District bank accounts, and members of the finance committee; and
- e) have the members selected by the District in accordance with the procedures established by the District.

This annual statement and report shall include but not be limited to details of:

- a) all sources of the District's funds (RI, The Rotary Foundation, District and Club);
- b) all funds received by or on behalf of the District from fundraising activities;
- c) grants received from The Rotary Foundation or funds of The Rotary Foundation designated by the District for use;
- d) all financial transactions of District committees;
- e) all financial transactions of the District Governor by or on behalf of the District;
- f) all expenditures of the District's funds; and
- g) all funds received by the District Governor from RI.

The annual statement and report shall be presented for discussion and adoption at the next District meeting to which all clubs are entitled to send a representative and for which 30 days notice has been given that the statement and report of District finances will be presented. If no such District meeting is held, the statement and report shall be presented for discussion and adoption at the next District Conference.

ARTICLE VIII

Deputy and Assistant Governor

8.1 Deputy Governors shall be assigned by the District Governor to facilitate and oversee the work of the committees. Their areas of responsibility and their duties shall be as stated in the most current approved District Leadership Plan and/or Club Leadership Plan.

8.2 The District shall be divided into geographic areas, each generally containing 4-6 clubs and each served by an Assistant Governor appointed by the District Governor. Exceptions may be made if justified. The duties of the Assistant Governor shall be as listed in the most current approved District Leadership Plan and/or Assistant Governor manual.

ARTICLE IX

District Trainer

9.1 A District Trainer shall be appointed by the District Governor. The District Trainer will plan and implement district training programs, especially the Presidents Elect Training Seminar, the District Assembly, the Rotary Foundation Seminar, the District Membership Seminar, the Youth Officer Training Seminar,

the District Team Training Seminar and the District Leadership Seminar Training at the District Conference, to provide Rotary information and training that are beneficial to district Rotarians. The District Trainer will enlist knowledgeable committee members to assist in the implementation of the district training events required by RI.

9.2 Every effort shall be made to enlist a Past District Governor to serve as District Trainer. If none is willing to serve, any qualified Rotarian may serve as District Trainer with the mentoring and assistance of Past District Governors.

9.3 When offered, the District Trainer will be expected to attend the Zone "Train the Trainer" Seminar.

ARTICLE X

District Committees

10.1 Council of Governors - The Council of Governors shall consist of the Past District Governors of the District and any Past District Governors of other districts who may reside in this District, the District Governor, the District Governor Elect, the District Governor Nominee and the District Governor Nominee Designate. This Council will be chaired by the most recent Past District Governor. The Council may counsel the District Governor regarding all aspects of district administration and be responsible for determining the future direction of the District. The Council shall meet not fewer than three times a year and special meetings may be called by the District Governor or chairperson as needed.

10.2 District Budget and Finance Committee - The District Budget and Finance Committee shall consist of at least six members: The District Governor, the District Treasurer, two PDGs, the DGE, and DGN. The DGND may be included as an observer. Chairperson of the committee shall be one of the PDGs, appointed by the District Governor. Terms of members shall be staggered, with no term exceeding three years. Committee members may, however, be reappointed.

10.3 District Governor Nominating Committee - The District Nominating Committee shall consist of the five most recent PDGs. However, if any one is unavailable to serve, then continue to preceding PDG, with the most recent PDG chairing the committee. The Committee shall select the best qualified Rotarian for District Governor Nominee Designate.

a) The District Governor Nominee Designate (DGND) shall be selected in accordance with the current *Manual of Procedure*.

10.4 District History and Archives Committee - The committee shall prepare and submit historical material relating to District 6510 to the district archives, prepare a District history to be updated periodically.

10.5 District Rotary Foundation Committee – Under the supervision of the Deputy Governor for Foundation this committee shall have the responsibility to plan, coordinate, and evaluate all district Foundation activities. The Deputy Governor for Foundation shall be chairperson of the District Foundation Committee and shall be responsible for and a member of all subcommittees. The District Foundation Chairperson will serve for three years as required by RI. There shall be a minimum of eight subcommittees, which shall be Alumni, Annual Giving, Grants, Group Study Exchange, Permanent Fund, Polio Plus, Rotary World Peace, and Scholarships.

10.6 Other Standing Committees - These committees are under the supervision of Deputy Governors, as determined by the District Governor.

10.7 Other Committees - There shall be such other committees and task forces as from time to time shall be named by the District Governor.

ARTICLE XI

District Assembly

11.1 Time and Place - The DGE in cooperation with the District Governor shall schedule the District Assembly at a time which will not preclude attendance at the International Convention. This Assembly shall be held after the International Assembly and after PETS.

11.2 Purpose - The District Assembly should enhance the transition from one administration to the next, provide Rotary instruction and information, and help coordinate District activities in order that the incoming presidents, secretaries, and other club leaders as designated will receive a greater understanding of their responsibilities and opportunities for service.

11.3 Planning and Conduct - The Assembly shall be planned and conducted by the District Trainer with the cooperation of the District Governor Elect. The program of the District Assembly should address the topics recommended by the applicable RI Training Manual.

ARTICLE XII

Training Seminars

12.1 Presidents Elect Training Seminars (PETS) - A seminar shall be held annually, preferably within one month of the International Assembly. The seminar shall be scheduled and conducted by the DGE and the District Trainer in cooperation with the District Governor, and shall be held before and at a time separate from that of the District Assembly for the purpose of orientation and training of Rotary club presidents elect in the District as to:

- a) Planning club and district programs and actions for the succeeding year
- b) Motivating club presidents to develop and perform their leadership roles

c) Implementing the theme and the new and continuing programs of Rotary International and The Rotary Foundation, as announced by the RI President Elect

d) Informing club presidents about operations and activities of the District.

e) Attendance Requirement - Incoming presidents of clubs in the District, to be eligible to serve, must attend the Land of Lincoln Presidents Elect Training Seminar (PETS). If the incoming club president can not attend, he/she must send a designated representative from his/her club, with the approval of the DGE, whose duty it shall be to report back to the incoming club president. The District strongly recommends that the President Elect attend only the Land of Lincoln Presidents Elect Training Seminar, versus any other District PETS training. The District 6510 pre-PETS meetings do not fulfill the requirement for PETS training. If no club representative attends, then the current club president serves a second year.

12.2 Rotary Foundation Seminar - A seminar for Foundation chairpersons and presidents of local clubs shall be held early in the Rotary year to provide:

a) Information and understanding of the humanitarian, educational, cultural, and peace-making programs that are supported by The Rotary Foundation

b) Information about ways clubs and individuals can participate in and support The Rotary Foundation's programs

c) Understanding of the need for supporting The Rotary Foundation's worldwide work and motivation to increase understanding, commitment, and gifts of value to The Rotary Foundation.

12.3 District Team Training Seminar - A seminar for incoming and continuing Deputy Governors and Assistant Governors shall be held annually in January or February to prepare them for their responsibilities in accordance with applicable RI training manuals.

a) Incoming Deputy Governors and Assistant Governors, to be eligible to serve, must attend the District Team Training Seminar. Continuing Deputy Governors and Assistant Governors must attend the training unless excused by the DGE for justifiable reason(s). Every effort shall be made to schedule the training for 100 percent attendance by incoming Deputy Governors and Assistant Governors.

12.4 Membership Seminar – The seminar is to provide district and club leaders with the necessary skills, knowledge, and background to support the clubs in the district in sustaining and increasing their membership base.

a) Understand why membership is an ongoing issue to be addressed by our association and be able to communicate the aspects and functions of membership to others at the club level.

b) Retention – Understand fully the importance of retention and discuss strategies to increase retention rates, with particular emphasis on new member orientation and member education.

c) Recruitment – Discuss strategies and success stories to recruit qualified new members to join Rotary clubs.

d) Organizing New Clubs – Understand fully the reasons and rationale for organizing new clubs and review policies and procedures related to such action.

12.5 Youth Officer Training Seminar – The Rotary Youth programs requires all (Rotarians and non-Rotarians) involved in the programs (committee members, host families, club counselors, and others) to complete an “Abuse and Harassment Prevention” course, sign the Youth Volunteer Affidavit and agree to undergo a criminal background and reference check.

ARTICLE XIII

District Conference

13.1 Time and Place - A conference of Rotarians of the district shall be held annually at such time and place in the District as shall be agreed upon, provided that the dates selected do not conflict with those selected for the District Assembly, Presidents Elect Training Seminar, the International Assembly, the Council on Legislation, or the International Convention. After the District Governor Elect has been elected by the International Convention, the District Conference for the term of the District Governor Elect's service shall be planned and announced as early as practical.

13.2 Purpose - The purpose of the District Conference is to further the programs of Rotary through fellowship, inspirational addresses and the discussion of matters relating to clubs in the District and RI.

13.3 Conference Actions - The District Conference may revise and amend Bylaws and adopt recommendations upon matters of importance in the District, provided such action shall be in accordance with the Constitution and Bylaws of RI, and in keeping with the spirit and principles of Rotary International. The District Conference shall consider and act upon all matters submitted to it for consideration by the RI Board or any District Rotary club and may adopt resolutions thereon.

13.4 Conference Secretary - The District Secretary shall act as the District Conference Secretary, whose duty it shall be to record the proceedings thereof.

13.5 Conference Report - Within 30 days after the close of a District Conference, the District Governor and the conference secretary shall report in writing the required RI information regarding the Conference. Three copies of this signed report shall be submitted to the General Secretary of RI.

13.6 Conference Voting - Voting for District Governor Nominee Designate, the election of the District's delegate to the Council on Legislation, member of the nominating committee for Director, and amendments to the District Bylaws shall be restricted to electors. Every Rotarian who is present at the District Conference and is in good standing with a club in this District shall be entitled to vote on all other matters submitted to a vote at such Conference except that any elector shall have the right to demand a poll upon any matter presented to the Conference, in which event the voting shall be restricted to electors.

13.7 Electors - Each club in the District shall select, certify and send to the annual District Conference one elector for every 25, or major fraction thereof, of its members, honorary members excepted, based upon the number of members of the club as of the last day of the month preceding the month in which the Conference is held. Each club in the district that has no outstanding indebtedness to RI or the District for more than six months preceding that in which the Conference is held shall be entitled to at least one elector. Each elector shall be an active member of the club and if present at the District conference shall be entitled to cast one vote for District Governor Nominee Designate (if he/she shall be elected by the conference), one vote for the election of the District's delegate to the Council on Legislation, one vote for the member of the nominating committee for Director, and one vote for amendment(s) to the Bylaws or resolutions for adoption.

ARTICLE XIV

District Directory

14.1 The District Governor shall publish before July 1 a District Directory listing appropriate district and club officers and containing such other information as necessary for the effective management of the district. Such directory shall include a notice to the effect that the directory is not for distribution to non-Rotarians and may not be used as a commercial mailing list. Funding for printing and distribution of the District Directory shall be provided in the district budget. Copies of the District Directory shall be distributed to each club president and secretary, to all PDGs and other past or current officers of RI residing in the District, to all chairpersons of committees within the District, and to such other individuals as determined by the District Governor for the effective management of the district.

ARTICLE XV

Amendments

15.1 When permitted - These Bylaws may be amended at any District Conference by a majority of the electors present and voting.

15.2 Effective date - Amendments to these Bylaws shall become effective on 1st day of the second month following the District Conference at which the amended Bylaws were approved.

15.3 Who may propose - Amendments to these Bylaws may be proposed by any club in the district by a club resolution, or by a District Committee.

15.4 Notice - Any proposal to amend these Bylaws shall be delivered to the District Governor at least sixty (60) days prior to the District Conference. The District Governor shall give notice by ordinary mail or electronic mail to all club presidents of all proposed amendments at least thirty (30) days prior to the District Conference.

15.5 Limitation - No amendment to these Bylaws can be made which is not in harmony with the Constitution and Bylaws of RI.

Original Bylaws adopted May 2, 1997
Amended May 5, 2000
Numbering Corrections December 5, 2000
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