

BYLAWS OF DISTRICT 6270, ROTARY INTERNATIONAL  
Revised and adopted April 30, 2005  
Last amended April 25, 2009

**PREAMBLE**

It is the purpose of the Bylaws of Rotary District 6270 to establish District committees to assist the District Governor, and to provide rules and procedures to ensure continuity in the conduct of Rotary activities at the District level. It is understood that no provision of these Bylaws or future amendment thereto shall in any respect contravene provisions of the Constitution and Bylaws of Rotary International.

This revision is based on the Manual of Procedure (MOP) 2004, as such these by-laws will need to be reviewed after each council on legislation and updated as necessary at the district conference following the council.

**Article 1 DISTRICT COMMITTEES**

There shall be the following committees within the District:

A. The District Executive Committee, composed of the following 10 members, District Governor, the three most immediate past District Governors, the District Secretary and /or District Treasurer, the District Governor-elect; the District Governor Nominee, the foundation chair, and the chair of the Finance Committee. In the event that any of the three most immediate Past District Governors shall be unable, for any reason, to serve on the District Executive Committee, the District Governor shall fill the vacancy from among other Past District Governors of this District who are residing therein. Other vacancies on the District Executive Committee shall be filled by the District Governor. In the event the Secretary and Treasurer is combined, there would be 9 members on this committee.

B. Finance Committee: Shall be composed of three members, the DGE, DGN, and the Treasurer who shall serve as chair.

C. Activities Committee: The District Governor shall appoint the Governor-elect to be chair of the District Activities Committee and the Governor-nominee shall be appointed as the co-chair.

D. Nominating Committee: It is composed of eight (8) members. This committee shall be appointed as follows:

1. Prior to the termination of his/her year in office, the District Governor shall appoint to serve on the Nominating Committee two (2) Rotarians currently serving as club presidents, two (2) Rotarians currently serving as club secretaries, two (2) Rotarians not serving in the previously stated capacities, and an alternate member having served as a club president.

2. The vice-chair shall be the appointing Governor and the chair shall be the Immediate Past District Governor (the appointing Governor's immediate predecessor in office). If either Past District Governor is unable to serve at the time that the Nominating Committee meets, the Past District Governor able to serve shall appoint another Past District Governor to serve with him/her.

3. The committee should represent all geographical areas of the District.

4. If a Nominee for District Governor is proposed by a club represented by an appointed committee member, the alternate member (see 1) shall serve in his/her stead.

5. No appointed committee member shall serve more than one term on the committee. A record of those who have served shall be kept in the District office.

6. The District Governor shall certify the eight member of the Nominating Committee to the incoming District Governor., with a copy to the district office

**E. Foundation Committee** The District Rotary Foundation Committee (DRFC) assists the District Governor in educating, motivating and inspiring Rotarians to participate in TRF program and fund raising activities in the district. The DRFC chair shall be a past district governor, past assistant governor, an effective past district subcommittee member, or an experienced club Rotarian, following the minimum recommended qualifications established in the District Leadership Plan. Unlike any other position, this individual serves a three year term. Subcommittees are Scholarships, Group Study Exchange, World Community Service, Annual Giving and Permanent Fund.

**F. Youth Exchange Committee**: The District Governor shall appoint a chair of the Youth Exchange ( annual exchange) Committee to serve at his/her pleasure. The chair may recommend a coordinator for the Short- Term (summer) exchange and other members of the committee. The District Governor shall appoint the coordinator and the committee members to serve at his/her pleasure. The chair shall recommend committee members in writing to the District Governor Elect at least 90 days prior to July 1 of each year.

**G. Advisory Council**: The District Governor may appoint an Advisory Council to serve at his/her pleasure. It is to be composed of the Past District Governors of the District and any other Past District Governors and Past Officers of Rotary International who are members in good standing of clubs within the District.

**H. Extension Committee** An Extension Committee may be appointed by the District Governor if in the judgment of the District Governor, the appointment of such a committee is necessary. The District Governor shall appoint a chair and as many committee members as he/she feels necessary .

**I. Other Committees**: The District Governor may appoint such other committees as he/she deems appropriate and, at his/her discretion, ask these chairmen to serve as members ex-officio of the District Executive Committee.

**J. Youth Protection Committee**: To carry out the mandates from RI regarding the protection of youth who come into contact with Rotarians, D6270 shall have a three member youth protection committee. These committee members shall each serve for a term of three years, the member in his/her third year shall be the chair of this committee. Each year the District Governor shall appoint one member for a term of 3 years to this committee. This committee shall have jurisdiction over all youth activities in the district.

**Appointment of Committees**: Except as otherwise provided in these Bylaws, the District Governor shall appoint chairmen and members of committees for his/her term of office. Since serving on district committees should be an opportunity for growth into leadership positions within the district, to that end, committee members should be a past president, having served a full term as such, of a Rotary club and committee chairs must be a past president.

## **Article 2 DUTIES OF COMMITTEES**

**A. District Executive Committee**: The District Executive Committee shall assist the District Governor in establishing general policies pertaining to District affairs. It shall, at all times, be subject to the direction and supervision of the District Governor.

**B. Finance Committee**: The District Governor-elect and each District committee chair, shall present budget items to the Finance Committee when requested by the chair. The Finance Committee shall review the budget items presented and set the per capita dues as an assessment on each club in the District based upon the membership reported to Rotary International on December 31 of the calendar year ended prior to their meeting. The expenses of the District Governor, the District Governor-elect and District Governor- nominee reimbursed by Rotary International during their terms are not to be included in the budget item review.

The Finance Committee shall present its proposed budget and dues assessment to the District Executive Committee and the District Conference prior to July 1 of each calendar year. The District Governor-elect shall send a copy of the proposed budget to each club in the District at least 30 days prior to the District Conference.

The Finance Committee shall make recommendations to the District Governor and to the District Executive Committee from time-to-time on the subject of District finances and the management thereof.

The District Governor is required to provide an annual statement and report of the district finances that has been independently reviewed by a qualified accountant to each club in the district within three months of the completion of the governor's year in office. See MOP RI Bylaws Article 15.060.4 on page 222.

**C. Activities Committee:** The District Governor Elect shall be responsible for the District Information Seminar (conducted in the Fall of each year) and the District Assembly (conducted in the Spring of each year). He/she shall select a site and appoint a host club to organize the events. He/she shall coordinate his/her plans with the District Governor. The District Governor shall be responsible for the District Conference.

**D. Nominating Committee:** It is the intention and purpose of these Bylaws and this Section to provide for the selection, each year, of a District Governor-nominee. The nominee for governor shall be elected as "governor-elect" at the Rotary International convention held immediately preceding the year in which the nominee is to be trained at the international assembly. The nominee shall serve a one-year term as governor-elect and assume office as District Governor on 1 July in the calendar year following his/her election at the Rotary International convention (RI Bylaw 13.010), page 213.

The District Governor shall publish, in his/her first monthly letter to club presidents and secretaries, or as an addenda thereof:

1. The name and address of the Nominating Committee chair.
2. A call for the submission of nominations for the office of District Governor. The sponsoring club is to submit its candidate(s) on forms provided and approved by the District Governor and the chair of the Nominating Committee and are to be submitted to the chair of the Nominating Committee before November 1.
3. The qualifications of a District Governor Nominee as described in the Bylaws of Rotary International, Article 15, Section 15.070 to 15.070.6, page 223.
4. The qualifications of a District Governor as described in the Bylaws of Rotary International, Article 15, Section 15.080, page 223
5. The duties of a District Governor as described in the Bylaws of Rotary International, Article 15, Section 15.090, page 224.

The District Governor may repeat any of the pertinent information above in his/her subsequent monthly newsletters, if in his/her judgment, such is desirable.

The Nominating committee shall meet after November 1 upon the call of the chair and shall give consideration to all candidates submitted to it by district clubs and shall also; give consideration to any qualified Rotarian suggested by members of the committee. The Nominating Committee shall personally interview the candidates and spouses thoroughly explaining the duties and responsibilities (as explained in the District Procedures Manual), as well as the joys and pleasures of the office and verify that they accept the challenge.

The chair should at all times keep the District Governor informed as to the number of candidates under consideration. The chair shall on 1 December, and in no case later than 10 December, certify to the District Governor the name of the Rotarian selected as the Nominating Committee's choice for District Governor-nominee to be elected at the 2nd Rotary International convention following his/her selection by the Nominating Committee,

and to serve as governor-elect for the year commencing 1 July following his/her election and shall assume the office of Governor on 1 July in the calendar year of his/her training at the international assembly. No report of the action taken by the Nominating Committee shall be made by the committee or by any member thereon to anyone except the report and certification to the District Governor by the chair.

The District Governor shall promptly publish the certification of the Nominating Committee to all clubs in the District. In such publications he/she shall advise them that notwithstanding such nomination made by the Nominating Committee, any member club in the District may challenge the selection in accordance with the provisions of the 'bylaws of Rotary International Article 13, by filing with the District Governor on or before January 31, a resolution of the club adopted at a regular meeting thereof naming such candidate. If, on January 31, no such nomination has been received by the District Governor from any member club in the District, the District Governor shall declare the candidate of the District Nominating Committee to be the District Governor-nominee and shall within fifteen (15) days thereafter so notify all the clubs in the District.

If, on or before January 31, any such nomination has been received by the District Governor from any member club in the District and the said nomination continues effective until the expiration of fifteen (15) days beginning with January 31, then the District Governor shall notify all member clubs in the District of the name and qualifications of each such candidate and that all candidates for District Governor-nominee will be balloted upon by mail as described in the Bylaws of Rotary International, Article 13, Sections 13.040, 13.040.2, 13.040.3, 13.040.4, pages 216-17. Each club in the District "shall be entitled to one vote for each twenty-five (25) or major fraction thereof, of its members, as stated in Article 13, Section 13.040.1, page 216.

The District Governor shall certify the name of the District Governor-nominee to the General Secretary of Rotary International within ten (10) days after he/she has been declared to be the Nominee.

The provisions of these Bylaws are in accordance with the Bylaws of Rotary International, Article 13, Sections 13.010 through 13.080 (pages 213-18) outlining the procedure to be followed.

**E. Rotary Foundation Committee:** The duties of this committee and its sub committees shall be as outlined in "The District Rotary Foundation Committee Manual", publication 300-EN.

**F. Youth Exchange Committee:** The District Youth Exchange Committee officers, the District Governor and the District Governor-elect shall be members of and actively participate in the programs of the "Central States Rotary Youth Exchange Program, Inc." The committee shall also participate in a short-term summer exchange program (currently in cooperation with Rotary Districts 6220 and 6250). The committee shall promote the exchange of young people from this District with young people of districts from foreign lands for the purpose of:

- I. Promoting international good will and understanding and
2. The opportunity for study and international living abroad for a period of time.

**G. Advisory Council:** It shall be the duty of the Advisory Council to act in an advisory capacity to the District Governor relative to matters concerning District administration, extension and other affairs as requested by the District Governor .

**H. Extension Committee:** .The committee shall have the responsibility for the extension of Rotary in the District by the formation of new clubs. Any and all information collected or compiled by the committee shall be deposited with the Secretary/Treasurer of the District at the end of each year.

**I President-Elect Training** This District has chosen to participate with Districts 6220 and 6250 in a Tri-Districts PETS for the purpose of training the Presidents-Elect of the 3 districts. This training is the responsibility of the District Governor Elect attendance by the Presidents Elect is mandatory and all clubs are billed for the cost of this

training. The President-elect of every club must attend PETS and the District Assembly per the Standard Club Constitution Article 9:5(c), page 240.

The members of the Presidents Elect Training Council shall be the District Governor, Immediate Past District Governor, District Governor Elect, District Governor Nominee, and up to but not exceeding 5 more members selected by the Governor Elect. Each district is permitted 9 members on the council. . See Bylaws of Rotary International, Article XV, Section 15.030, page 220.

J. Youth protection Committee: The committee shall provide for youth protection, certification, and compliance within the clubs in the district and oversee training of club youth activity committee members, including youth exchange committees. This committee should report directly to the District Governor and keep him/her apprised of the status of the program in the district. This committee will conduct all required background checks within the district.

### **Article 3 OFFICERS OF COMMITTEES**

The District Governor shall be chair of the District Executive Committee and an ex-officio member of all other committees except the Nominating Committee.

The District Executive Committee may appoint such other offices as it may deem necessary to conduct the affairs of the Executive Committee and assign to them the customary and normal duties of such office.

The Secretary- Treasurer of the District shall be appointed annually by the District Governor and shall serve as Secretary of the District Executive Committee. He/she shall render reports to the committee as requested and shall prepare a report on the condition of the District funds for presentation at the District Conference. He/she shall, to the greatest extent possible, maintain contact with the chairmen of the various District Committees and record information concerning their activities. At the option of the District Governor, this position can be split such that there would then be a District Secretary and a District Treasurer.

### **Article 4 MEETINGS**

The District Executive Committee shall meet at least three (3) times each year on the call of the District Governor .

Meetings of the District Executive Committee shall be called by the District Governor or at the written request of any three (3) members of the District Executive Committee.

As determined by the District Governor other district committees other than those in Article 1, shall meet at least twice each year on the call of their respective chair; other meetings may be called by the chair of the committee or by the District Governor . Minutes of all meetings shall be kept, and copies shall be forwarded to the district secretary.

Notices of meetings may be in writing, by telephone, or email, and shall be issued at least two (2) weeks in advance.

A majority of the membership of any committee shall constitute a quorum for the transaction of business.

### **Article 5 DISTRICT LEADERSHIP PLAN**

The district has adopted the Rotary International District Leadership Plan, this is detailed in the District Manual. This requires that the district have Assistant Governor's, each assigned to assist 6 to 7 clubs. At present there are 9 Assistant Governors, to serve 9 regions A thru I.

Assistant Governor: The District Governor shall appoint Assistant Governors (AG) each year as prescribed in the District 6270 Manual of Procedure. An Assistant Governor shall serve a maximum of three (3) years. The District Governor Elect shall be responsible for the training of the Assistant Governors.

Minimum criteria for assistant governors shall include:

- a) membership, other than honorary, in good standing in a club in the district for at least 3 years;
- b) service as president of a club for a full term;
- c) willingness and ability to accept the responsibilities of assistant governor;
- d) demonstrated outstanding performance at the district-level;
- e) potential for future leadership in the district.

Assistant governors should not be a Past District Governor, and shall not hold any office at the club or district level while serving as such.

### **Article 6 DISTRICT FUNDS**

District funds shall be kept in a bank account which clearly indicates that these funds are the property of the District and not the personal property of any Rotarian.

The Secretary- Treasurer of the District shall be the custodian of all District funds for all purposes, including deposits and withdrawals. Withdrawals shall be made by checks signed by the District Secretary- Treasurer.

The District Secretary- Treasurer shall be responsible for invoicing and collection of all per capita dues and assessments as determined by the Budget Committee and approved by the Executive Committee.

The Executive Committee may approve of separate accounts for the District Youth Exchange Committee, the Wisconsin World Affairs Council and/or any other committee which they feel needs special control in the administration of funds.

It is customary for the District Governor's club to host the district conference; they can enlist the assistance of another club or clubs. The district shall provide funds limited to the amount approved in the budget at the annual meeting each year. These funds are intended to reduce the cost of the conference to the Rotarians in the district. In the final accounting the host club should indicate how this was accomplished. On the final accounting any funds in excess of the actual cost would inure to the district.

The district conference is not to be used by the host club or clubs as a fund raising event. It must be clear that should there be any shortfall, it would be the responsibility of the host club or clubs. Assistance by the district shall not alter the financial responsibility.

All such committees shall give a quarterly accounting of funds to the District Finance Committee (with a copy to the District Secretary- Treasurer) which shall report to the District Executive Committee.

All temporary committees administering funds (D.R.I.S., District Assembly, District Conference, etc.) shall give an accounting to the District Finance Committee (with a copy to the District Secretary- Treasurer) within sixty (60) days of the close of the event they hosted.

The District Secretary- Treasurer and all Rotarians administering District funds shall be bonded.

### **Article 7 DISTRICT RECORDS**

Each District Governor shall preserve and transmit to his/her successor reports and pertinent data concerning District affairs during his/her tenure of office, especially such reports and records resulting from the functioning of District committees established in accordance with these Bylaws.

The District Governor shall prepare and send, within sixty (60) days after the end of his/her term of office to Rotary International and to his/her successor, a report covering the District Conference, the District Activities program and such other activities as are financed by contributions from Rotarians of this District.

The District Governor shall not be required to preserve or transmit to his/her successor any records, reports, or other information which he/she has received or compiled pursuant to the performance of his/her duties as an officer of Rotary International which, in his/her opinion, are of a confidential nature. The District Executive Committee may, at its discretion, provide for permanent custody of accumulated District records.

#### **Article 8 ATTENDANCE AT INTERNATIONAL CONVENTION**

The District Treasurer is empowered and authorized to pay from District funds, travel, room and board expenses of the District Governor-elect as an added inducement for him/her to attend the Rotary International Convention, as provided in the budget.

#### **Article 9 PAYMENT TO DISTRICT GOVERNOR FOR EXPENSES**

The District Treasurer is authorized to reimburse the District Governor, the District Governor-elect and the District Governor-nominee for expenses in the administration of their office (which payment has not been made by Rotary International) upon itemization of such expenses, not to exceed the budgeted amounts. If expenses of governing the District exceed budgeted amounts, they may apply to the Finance Committee for additional reimbursement. If granted, the Finance Committee shall request approval of the Executive Committee.

#### **Article 10 AMENDMENTS**

These Bylaws may be amended at any District Conference by a vote of two-thirds (2/3) of the Rotarians present at a business session of the Conference. Proposed amendments shall be submitted, in writing, to the District Governor and to each club in the District at least thirty (30) days prior to the opening of the District Conference, at which the proposed amendment is to be acted upon.