

## Rotary District 6080 By-laws

1. District 6080 operates under the constitution and by-laws of Rotary International, which are not repeated in these By-laws, but fully govern District 6080.
2. The District Governor is the officer of Rotary International in the District.
3. District Governor Nominee Designate (DGND) shall be selected by the Nominating Committee. The Nominating Committee shall be composed of five (5) members, with two alternates. Three of these members shall be the most recent Past District Governors, with the senior one being the Committee Chair. The other two members shall be determined by a draw of the names of all immediate past club presidents except that no immediate past president in clubs represented by the areas from which the three Past District Governors came shall be included in the drawing. In addition to the two members so drawn, there shall also be two additional names drawn as alternates should any of the initial immediate past presidents be unavailable for the meeting in which the applicants will be interviewed.
  - a. Each club may nominate candidates for District Governor by notifying the chair of the Nominating Committee and forwarding a resume of the candidate's Rotary activities and other qualifications on the Rotary International Governor-Nominee form duly signed and dated prior to June 15. The selection of the candidate shall be as of July 1.
  - b. The Nominating Committee shall, in addition to nominations from the clubs, seek out the best qualified candidates for District Governor and shall conduct personal interviews to insure that each candidate is aware of the duties and responsibilities of the office.
  - c. No candidate for District Governor shall campaign for the position, nor authorize or encourage others to campaign in the candidate's behalf. Any advocacy of a candidate shall be limited to a photograph and brief statement of Rotary, civic, and business/professional activity.
  - d. In the event the District Governor is temporarily or permanently unable to continue in the performance of the Governor's duties, the Past District Governors will meet with at least 48 hours notice, upon a call of the meeting by the Chair of the Council of Governors, and select a Past District Governor to be Vice-Governor to replace the District Governor.
4. The District Governor shall appoint a District Secretary, who shall be a member of a club in District 6080, for a term coincident with that of the Governor. The District Secretary may be re-appointed for additional terms. The District Secretary shall the records of the District, the reports of the District Treasurer, and the minutes of all official meetings (including the District Conference and the District Assembly). At the end of the term, the past District Secretary shall promptly deliver to the next District Secretary all records, reports, and minutes accumulated.
5. The District Governor shall appoint a District Treasurer, who shall be a member of a club in District 6080, for a term coincident with that of the Governor. The District Treasurer may be re-appointed for additional terms. The District Governor shall have custody of all funds, accounting for it to the clubs annually, and perform other duties as pertains to the office of treasurer. Disbursement shall be approved by the District Governor. Upon retirement from office, the treasurer shall turn over to the incoming treasurer all funds, books of accounts, or any other District property. 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 and to the general secretary of Rotary International (with proof that the report has been independently reviewed and provided to each club for discussion at a district meeting) within three months of the completion of the governor's year in office. It will be reviewed by a qualified accountant

appointed by the Finance Committee.

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 transaction 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.

This 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.

6. The District Governor shall appoint such committees as deemed necessary and shall name the chair of each committee for a term coincident with that of the Governor or up to a term of three years to provide for continuity and consistency. Additionally, the Governor shall appoint as Assistant Chair for each committee for the same reason and to provide successors for each chair position.

7. The Finance Committee shall consist of the District Governor, District Governor Elect, District Governor Nominee, the immediate Past District Governor, the District Treasurer, the incoming District Treasurer (if a new treasurer is needed), the Youth Exchange Treasurer (or Chair), the District Foundation Chair, the District Foundation Treasurer, and a Past District Governor appointed by the District Governor. The District Governor chairs this committee, except when the committee is considering the budget for the following year; in which case the committee shall be chaired by the District Governor Elect.

a. The Finance Committee shall establish and maintain financial policies and procedures, oversee administration of the District Funds, recommend the budget and per capita dues for the next Rotary year, accept the financial reports following the end of the fiscal year, including a Review Report performed by a qualified accountant (such District Auditor shall be appointed by the Finance Committee).

b. The District Financed Committee shall recommend a proposed budget and any changes to the per capita assessment for the next Rotary year; that shall be the primary responsibility of the District Governor Elect. The proposed budget shall be submitted to the clubs and to the incoming presidents before May 1. Any changes in the per capita assessment must be approved at a properly called district meeting.

c. The budget shall reimburse the ordinary and necessary expenses for the operations of the District including expenses of the District Governor and District Governor Elect. Further, the budget shall provide for subsidies to the District Governor and spouse for expenses, not paid by RI, to attend Zone Institute, Presidents Elect Training (PETS), and the RI convention, subsidies to the District Governor Elect and spouse for expenses to attend the Zone Institute, the International Assembly, Presidents Elect Training (PETS), and the RI convention, and subsidies to the District Governor Nominee and spouse for expenses to attend the Zone Institute, Presidents Elect Training (PETS), and the RI convention.

8. The District Governor shall appoint Assistant Governors to assist in supervising the clubs in the District, in the manner the District Governor determines, for a term of three years. Each Assist Governor shall be responsible for a minimum of three and maximum of six clubs. With the chartering of new clubs in the District, the Governor shall determine under which Assistant Governor the clubs will be added or appoint a new Assistant Governor and readjust the distribution of club assignments. In addition to other duties, Assistant Governors shall at least quarterly visit each club within their assigned region during the Rotary year. The visit shall include:

- a. A meeting with the club's President and Secretary
- b. An assembly with club officers and committee chairs, and
- c. A report to the whole club at a regular meeting.

9. The District Governor will officially visit each club, including an address to a regular, special or joint meeting, during the Rotary year.

#### 10. Meetings and Resolutions

a. District business may be conducted at any properly called and convened meeting or special meeting as defined herein. Meetings can be in person, conducted using telephonic or electronic facilities or by mail. Such meetings can substitute for "District Conference" wherever used in these By-laws or other District documents. Meetings may be held in conjunction with events such as District Conference, District Assembly, PETS, and training seminars where all clubs are invited, provided that proper notice is given.

b. Special meetings of the District shall be called by the District Governor whenever deemed necessary or within 21 days of receipt of written request to the District Governor from 10 clubs. Such request must be specific about issue(s) for consideration.

c. A District meeting shall be considered "properly called" when the District Governor sends Notice of Meeting to each club president and to each Past District Governor as follows:

- i) In person meetings - at least 14 days before the meeting
- ii) Telephonic or electronic meetings - at least 7 days before the meeting
- iii) By mail - the notice is sent at least 14 days before due date of the mail ballot
- iv) The notice shall include the tentative agenda and supportive information and shall advise the clubs that they may request that issues be added to the agenda.

d. Resolutions, except those to amend the By-laws and except those purely courtesy in nature, shall be delivered to the District Governor at least 5 days before a properly called meeting in order to be considered.

e. Balloting may be "visa voce" (by vocal assent), written, by mail, or by electronic means as determined by the District Governor. The District Secretary shall plan, control, and validate such balloting.

f. "Mail", "sent", and similar terms includes U.S. Postal Service, e-mail, teleconference, video conference, or any other widely used and available electronic communication.

11. Resolutions to amend these By-laws may be proposed by a club that shall deliver a copy to the District Governor at least forty-five (45) days before a properly called business meeting in

order to be considered. Resolutions to amend these By-laws may also be made by the District Governor and sent to the club Presidents with the Notice of Meeting in order to be considered. Such resolutions to amend these By-laws may be adopted by a majority of delegates present and voting at a properly called meeting.

12. There shall be an Advisory Council of Governors as a standing committee of District 6080 for the purpose of advising the sitting District Governor on issues of concern regarding the District and may be consulted on all aspects of District administration. The Immediate Past District Governor shall act as Chair of the Council. Council members shall include Past District Governors residing in the District regardless of where they served as District Governor, the District Governor Elect, the District Governor Nominee, and the District Governor Nominee Designate. The time, date, and location of meetings will be determined by the Chair of the Council.

Accepted by unanimous vote on March 20, 1999

Amended by vote at the District Conference May 5, 2006

Amended by vote at the District Conference May 1, 2008

Amended by vote at the District Conference October 21, 2011

Amended by vote at the District Club Leadership Training May 14, 2016