

# BYLAWS OF ROTARY INTERNATIONAL DISTRICT 6690

Adopted April 29, 2017

## ARTICLE ONE GENERAL

**1.01 Structure.** The district is a group of Rotary clubs linked for administrative purposes and established by Rotary International (RI). The district will be structured in compliance with the bylaws of Rotary International, and the district shall have no bylaws or regulations which are contrary to or infringe on those of Rotary International, including the Rotary International constitution, bylaws and policies including the most recent Manual of Procedure. Where any provision is not in conformity, then the terms of the RI constitution, bylaws or policies shall prevail.

**1.02 Roberts' Rules of Order.** The edition of *Robert's Rules of Order, Newly Revised* that is then currently sanctioned by the Roberts' Rules Association governs this organization in all parliamentary situations that are not provided for in the law, these bylaws, or adopted rules.

**1.03 Fiscal Year.** The fiscal year shall be from July 1 through June 30.

**1.04 Principal Office.** The principal office of the district shall be the preferred address of the sitting district governor.

## ARTICLE TWO MEMBERS

**2.01 Members.** The members of the district (herein "clubs") shall be comprised of and limited to all Rotary clubs designated to be in Rotary District 6690 pursuant to the bylaws of RI. The addition or removal of a club or clubs from District 6690 pursuant to RI bylaws shall immediately and automatically result in a corresponding change in the membership.

## ARTICLE THREE OFFICERS

**3.01 Eligibility.** Only Rotarians who are active members of clubs in district 6690 shall be eligible to serve as district officers. The officers of the district shall be a district governor, a district governor-elect, a district governor-nominee, a district governor-nominee-designate, a district secretary and a district treasurer.

## ARTICLE FOUR DISTRICT OFFICERS AND DUTIES

**4.01 District Governor.** The district governor (DG) shall serve as the president and chief executive officer of the district. The district governor shall perform the customary duties of a

president and/or a chief executive officer of a corporation and those assigned by the bylaws and policies of RI and by these bylaws. The district governor shall serve as a member of all district committees. The district governor shall be elected for a one-year term in the manner set forth by the bylaws and policies of RI, by these bylaws, and the District Policies and Procedures Manual.

**4.01.01** The district governor shall convene a district conference as set forth by the bylaws and policies of RI, and as an opportunity for fellowship throughout district 6690.

**4.01.02** The district governor may hire on behalf of the district one or more persons to perform such administrative duties as the governor deems appropriate. The district governor may cause the district to incorporate compensation for said position through the approved annual budget. The current district officers shall issue and maintain a current position description for the job.

**4.02 District Governor-elect.** The district governor-elect (DGE) shall serve as a member of those district committees as set forth in these bylaws. The district governor may assign other responsibilities to the district governor-elect, in addition to those set forth in the bylaws and policies of RI, these bylaws, and the District Policies and Procedure Manual, as are consistent with said documents.

**4.02.01 District Training Assembly.** The district governor-elect shall convene a district 6690 training assembly. The purpose of the assembly shall be: 1) To provide a forum for discussion, change and approval by incoming club presidents of the district 6690 proposed budget; 2) To provide an opportunity for incoming club officers and directors to become informed of the district governor-elect's program priorities; 3) To provide focused training of incoming club officers, directors and chairpersons in the disciplines of their positions/offices; 4) To provide the opportunity for informal exchanges among counterparts in the clubs of the district, as a means of improving the direction of all clubs. All club presidents-elect are required to attend unless they are excused by the district governor-elect.

**4.02.02 President-elect Training.** The district governor-elect shall arrange a president-elect training seminar, to be held following the international assembly, for all incoming club presidents to receive instruction and information on administering the affairs of their club and other topics deemed appropriate. All club presidents-elect are required to attend unless they are excused by the district governor-elect.

**4.02.03 President-elect Training Seminar (PETS).** The district will participate in the All-Ohio PETS training seminar.

**4.02.04** The district governor-elect shall provide the district council and the club presidents-elect with a preview of plans, goals, and objectives of the district governor-elect's term of service as governor.

**4.02.05** The district governor-elect, in conjunction with RI recommendations, shall establish RI goal submission dates for all clubs and in the event a club does not set a goal, has

the authority to set the goal on behalf of the club. The district governor-elect may direct the assistant governors to assist clubs setting goals in a timely manner.

**4.02.06** The district governor-elect is expected to attend any required training provided by Rotary International and zone, including the governor-elect training seminar and international assembly.

**4.02.07 Vice-Governor.** The district governor-elect may recommend to the district nomination committee a past district governor to serve as vice-governor for said district governor-elect to assume such temporary duties as assigned. The nomination committee shall make the appointment.

**4.03 District Governor-nominee.** The district governor may assign other such responsibilities to the district governor-nominee (DGN), in addition to those set forth in the bylaws and policies of RI, these bylaws, and the District Policies and Procedures Manual, as are consistent with said documents.

**4.03.01** The district governor-nominee is expected to attend any required training provided by Rotary International and the Zone.

**4.03.02** For the purpose of continuity, the district governor-nominee, in consultation with the district governor and district governor-elect should consider appointments for secretary, treasurer, committee chairs and other key positions as deemed appropriate for their year as District Governor.

**4.03.03** The district governor-nominee will serve as coordinator of the assistant governors. The coordinator will assist with recruitment, orientation and training, of assistant governors and consult with the assistant governors having clubs needing additional assistance.

**4.04 District Governor-nominee-designate.** The minimum qualifications for serving as a district governor-nominee-designate is as outlined in the RI governing documents, including membership in a club in the district for at least three years and one year of service as a club president. It is also recommended, but not required, that the person shall have served as an assistant governor or shall have served as the chairperson of a district committee. The district governor-nominee designate shall be appointed in the manner set forth by the bylaws and policies of RI, these bylaws, and the District Policies and Procedures Manual. The district governor may assign other responsibilities to the district governor-nominee designate, in addition to those set forth in the bylaws and policies of RI, these bylaws, and the District Policies and Procedures Manual, as are consistent with said documents.

**4.05 District Treasurer.** The district governor shall appoint the district treasurer who will serve until succeeded and at the pleasure of the district governor. It is intended that this office provide continuity of systems and procedures from one district administration to the next. The responsibilities of the district treasurer shall include but are not limited to: serving as a non voting member of the district budget and finance committee; depositing district funds into approved bank accounts which shall be maintained solely in the name of the district; subject to such procedures as established by the district bylaws, disburse payments of district liabilities and payables; keep accurate records of all financial transactions of the dis-

trict, reporting of the same to the district governor, district financial review committee, and other officers of the district; advising the district governor and other officers of best practices relative to district financial matters; assisting in preparation of district budgets; assisting in the training of club treasurers, and such other duties as are set forth in the RI Manual of Procedure, and as assigned by the district governor from time to time.

**4.05.01 Bond.** The district treasurer shall be bonded. The district governor shall determine the amount of the bond. The district shall pay the cost of the bond.

**4.06 District Secretary.** The district governor shall appoint the district secretary who shall be the official record keeper of district 6690. The district secretary shall serve until succeeded and at the pleasure of the district governor. It is intended that this office provide continuity of systems and procedures from one district administration to the next. The responsibilities of the office of secretary shall include assisting the district governor with the administrative affairs of the district, keeping and publishing minutes of all official district meetings, assisting in the planning of district-wide activities, advising on registration for principal district-wide activities, facilitating communication between district officers, committees and clubs, assisting with training of club secretaries, monitoring the reporting of club officers and maintenance of the club membership lists, assisting club secretaries with database concerns and fulfilling whatever responsibilities that may be assigned by the district governor.

**4.06.01** The district secretary should have training in the database programs for Rotary International and District 6690.

#### **4.07 Combined Secretary Treasurer position.**

**4.07.01** The offices of district secretary and district treasurer can be staffed by the same person.

**4.07.02** The district governor may cause the district to provide compensation to the position of district secretary and/or treasurer through the approved annual budget.

## **ARTICLE FIVE ANNUAL MEETING**

**5.01 Annual Meeting.** The annual meeting of the district is the formal business meeting of the district. It shall be held during the last half of the district's fiscal year. The district governor shall establish the time and place for the annual meeting.

**5.02 Date.** The date of the annual meeting would normally coincide with the district assembly, district conference or the date best suited for optimal voter attendance.

**5.03 Meeting Notice and agenda.** The district governor shall send to the clubs written or electronic notice of the time, and place of the annual meeting at least 30 days prior. Subject to the restrictions set forth in Section 5.05 the business that may be conducted at the annual meeting shall include all business necessary to manage the affairs of the district in ac-

cordance with the policies of Rotary International and the District Policy and Procedure Manual.

**5.04 Resolutions.** All resolutions to be submitted to the annual meeting shall be originated by any club of the district or by any district officer or district committee chair. All proposed resolutions shall be submitted to the district governor at least 20 days prior to the annual meeting. The district governor may either approve their submission for approval at the annual meeting or may disapprove their consideration with the concurrence of the district officers. The district governor may also revise any proposed resolution as long as it does not substantially alter the purpose of the resolution. Any proposed resolution that is disapproved shall be so communicated to the individual or club having submitted the resolution, prior to the annual meeting.

**5.05 Voting at Annual Meeting.** Voting at the annual meeting shall follow the voting procedures as outlined in the current RI Manual of Procedure.

**5.06 Special Meetings.** The district governor may call a special meeting of the clubs. The district governor shall send written or electronic notice of the time and place of any special meeting at least 30 days, but not more than 60 days, before the date of such special meeting. Special meetings shall follow the same resolution and voting requirements as provided for at the annual meeting.

## **ARTICLE SIX FINANCE**

**6.01 Dues.** As outlined in the current RI Manual of Procedure and District Policy and Procedure Manual, each club shall pay annual per capita dues to the district at the rate established. The membership on which the per capita dues are based shall be the membership number, per Rotary International, on July 1. Dues shall be due and payable 30 days after the billing statement is mailed or electronically mailed to the club.

**6.02 Budget.** The budget and finance committee will establish a budget, including the district per capita dues, for the forthcoming Rotary year, to be voted upon by the presidents-elect at the district assembly or a date set by the district governor-elect. The committee's recommendation for the budget and any change in dues will be forwarded in writing to the club president-elect of each Rotary club, 30 days or more in advance of the scheduled vote date.

**6.03 Funds.** The income and activity of district 6690 will be administered and accounted for within a district fund know as: "The District 6690 Fund".

**6.04 Reports.** The district treasurer shall provide a current status report of the district fund to be forwarded to the members of the district budget and finance committee not less than quarterly, and to all clubs on a fiscal year basis.

## **ARTICLE SEVEN ASSISTANT GOVERNORS**

- 7.01 Assistant Governor Appointments.** The district governor shall appoint a sufficient number of assistant governors to serve at the district level and to have the responsibility of assisting the governor with the administration of their assigned clubs as outlined in the RI Manual of Procedure. Assistant governors should have been a club member for at least three years and have served as a club president.
- 7.02** The assistant governors serve at the pleasure of the district governor and the term shall be three years or as otherwise specified by the district governor.
- 7.03** The assistant governors are expected to follow the guidelines set forth by RI, attend meetings of their assigned clubs, with their boards and/or officers to assist them in performing their duties.
- 7.04** The assistant governors should receive training in Rotary Club Central and DACdb (District And Club database) to assist clubs with goal setting and monitoring their progress. They are also expected to report on clubs on a quarterly basis and enter club ratings in Rotary Club Central.
- 7.05** The assistant governors are expected to attend districtwide events.

## **ARTICLE EIGHT DISTRICT COUNCIL**

- 8.01 Composition.** The district council is composed of the district governor, district governor-elect, district governor-nominee and district governor-nominee designate, immediate past district governor, chair of the Past District Governor (PDG) Council or their representative, district secretary, district treasurer, district trainer and the chairs of the main committees of the district: The Rotary Foundation, membership, strategic planning, public image, and new generations
- 8.01.01** The district governor may invite additional members as necessary to these meetings.
- 8.02 Responsibilities.** The purpose of the district council is to act as an advisory body to assist and support the governor in managing and administering the affairs of district 6690 and to improve the district's ability to support clubs and club leaders.
- 8.02.01** The district council shall review the district strategic plan, Policies and Procedure manual, and leadership plan annually and recommend modifications to and/or implementation of sections of the plan as necessary and appropriate; assist the governor in determining goals, objectives, recognition and awards for the Rotary year; help assure that annual goals and objectives are fully realized; assist in identifying and recruiting current and future leaders; and shall perform other functions as may be determined from year to year.
- 8.02.02** The authority and responsibility of the district governor shall in no way be impaired or impeded by the advice or actions of the district council.

**8.02.03** The district council shall meet at least twice per year at a time and place determined by the district governor. The district governor-elect prior to his or her term commencing, shall select the semi annual meeting dates for the district council. Other meetings may be held as called by the district governor and information may be requested and/or exchanged by mail, telephone, fax and/or other electronic means as necessary.

## **ARTICLE NINE DISTRICT COMMITTEES**

**9.01 General.** District committees are established to support the development and growth of effective Rotary clubs in the district. The district committees help the clubs address the club and/or district leadership plan and each of the Five Avenues of Service. Other standing and ad hoc committees may be established as determined to support the clubs and the administration of the district.

**9.01.01 Appointment of Chairpersons.** The district governor-elect shall appoint the chairperson of the district committees and subcommittees *except for* those committees which specify a different method. The district governor-elect is encouraged to make these appointments before the district assembly that precedes his or her term as district governor. Whenever possible, chairpersons should be asked to serve for at least three years subject to the right of the next district governor-elect to choose a different chairperson. In addition the district governor-elect is encouraged when practical to reappoint chairpersons who have only completed one year in that position.

**9.01.01.01** The Rotary Foundation committee chair shall be appointed for a three year term, jointly by the three individuals who will be serving as district governor during the term. The chair may be removed for cause.

**9.01.02 Committee Membership.** A call for committee volunteers will be made each year with notice to the clubs. The district governor-elect or the chairperson of a committee shall appoint the new members to the committee *except for* those committees which require a different method. The district governor-elect and chairperson should consider any qualifications for the committee, balancing the geographical distribution, club size and related experience /interest.

**9.01.03 Quorum.** A quorum shall consist of more than one-third of the committee members.

**9.01.04 Committee Procedures.** Committees shall develop procedures to assist in the uniform application of their responsibilities in the district. Such procedures are subject to the approval of the district council and once approved should be made available to club leadership. Interim procedures can be approved by the district governor until the district council can consider the procedures. No procedures can be in conflict with RI constitution or Manual of Procedures

**9.01.05 Committee Budget.** All committees should submit a budget request to the budget and finance committee by January 1st to be considered for the next year's district budget.

**9.01.05.01 Committee Expenses.** Reasonable administrative expenses incurred by committees and subcommittees in completing their prescribed duties or assignments are reimbursable from district funds when the expenses are included in the budget and are substantiated.

**9.01.06 Ad hoc Committees.** The district governor may establish ad hoc committees as needed to complete the governor's agenda. The district governor shall appoint its chairperson and members of such committees and define those committees' scope, duties, duration, and budget, if any. Ad hoc committees will cease to exist with the term of the district governor, but may be continued by the district governor's successor. Ad Hoc Committees shall include, but not be limited to, bylaws (every 3 years), strategic planning (every 3 years) and annual district conference committees.

**9.02 Administrative Committees.** The district shall have the following committees to address on-going district functions as outlined in the various RI constitutional documents and policies. The committees so designated are:

**9.02.01 Training Committee.** The training committee will be chaired by district training officer assigned by the district governor-elect.

**9.02.02 Budget and Finance Committee.** The committee consists of the immediate past district governor, district governor, district governor-elect, district governor-nominee, and two elected members who have been selected by the nominating committee and voted on at the annual meeting. The district treasurer shall serve as a nonvoting member. The committee is chaired by the district governor-elect. The terms of the elected members will be two years in a staggered schedule.

**9.02.02.01** Responsibilities include preparing a proposed budget with the district governor-elect, providing oversight for the administration and reconciling of the budget and arranging for the review and distribution of the annual financial report.

**9.02.03 District Nominating Committee.** The committee consists of the immediate past district governor, the district governor, a past district governor who is still a member in the district, a current or past assistant governor, and one past president. Members selected by the nominating committee who have served as assistant governor or club president are voted on at the annual meeting. The committee is chaired by the immediate past district governor. The terms of the elected members will be two years in a staggered schedule.

**9.02.03.01** The nominations committee will appoint the vice-governor, upon receiving a recommendation from the district governor-elect.

**9.02.03.02** The nominations committee will appoint a district governor-nominee-designate, subject to the provisions specified in RI bylaws.

**9.02.03.03** The nominations committee will prepare a slate of candidates for the district budget and finance committee, district donor advised fund committee, and the district nominating committee.

**9.02.03.04** The nominating committee will appoint the district representative to the RI council on legislation on advice from the PDG council.

**9.02.04 District Donor Advised Fund Committee.** The committee consists of the immediate past district governor, district governor, district governor-elect, district governor-nominee. The district treasurer serves in a non voting capacity

**9.02.05 Past District Governor (PDG) Council.** The PDG council shall consist of all past district governors residing in District 6690.

**9.02.05.01** The purpose of the PDG Council is to provide advice to the district governor, district governor-elect, district governor nominee and other leaders in the district as needed.

**9.02.05.02** The PDG council elects a chair and meets as needed, such meeting to be called by the chair.

**9.03.05.03** The PDG council recommends to the nominating committee a district representative and alternate to serve on the RI council on legislation.

**9.03 District Standing Committees.** The district shall have RI standing committees which are responsible for promotion and administration of RI programs at the district level and provide specific support and guidance to the clubs involved with the particular programs. Committees may operate with subcommittees to fulfill their duties. The committees so designated include but are not limited to:

**9.03.01 The Rotary Foundation Committee.**

**9.03.02 Membership Committee.**

**9.03.03 Public Image Committee.**

**9.03.04 New Generations (Youth Service) Committee.**

## **ARTICLE TEN AMENDMENTS**

**10.01 Amendment Process.** These Bylaws may be amended as follows:

**10.01.01 At the Annual Meeting.** These bylaws may be amended at the annual meeting by a majority vote of those clubs present and voting *provided that* no amendment shall be considered unless it has been submitted in writing to the district governor at least 60 days

before the annual meeting, and provided further that the district governor shall have given notice of such proposed amendment to all clubs at least 30 days before the annual meeting.

**10.01.02 Who May Propose An Amendment to the Bylaws.** Only the district governor and clubs may propose an amendment to these bylaws. When a club proposes an amendment or change, the matter must have been submitted by the club's board of directors to its membership for adoption. It then will be forwarded to the district secretary with a letter signed by the club's president and secretary certifying that it has been adopted by the club.

**10.02 Effective Date.** Amendments to the bylaws shall be effective on July 1 following the annual meeting at which they were adopted, unless otherwise specifically stated in such amendment.

**10.03 Bylaw Review.** Bylaws should undergo review every three years.

**10.04 Amendment Limitation.** Unless Ohio or federal law requires it to do so, the district may not adopt any amendment to these bylaws that conflicts with the constitution, bylaws, or policies of Rotary International.

Approved this day of April 29, 2017

Steve Sandbo

Steve Sandbo  
District Governor 2016-17  
Rotary District 6690

Frances Veverka

Frances Veverka  
District Executive Secretary