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# BYLAWS OF DISTRICT 6650

## PREAMBLE

The Rotary clubs within District 6650 of Rotary International have adopted these bylaws. These bylaws, adopted on May 24, 2025, and effective on 1 July 2025, supersede the previous Resolutions in their entirety.

In the event that a physical meeting is not suitable, a teleconference or virtual meeting may take place. Any such meeting shall be preceded by a written notice three (3) days in advance stating the meeting date and time to those who are invited to attend. No actions shall be taken in said meeting unless a quorum of invited members have voted in favor of such. Voting may also be conducted by an email poll.

The definition of a quorum, for the purpose of these bylaws, is fifty (50) percent plus one (50% plus 1).

## ARTICLE I - NAME AND OBJECTIVE

1. **NAME** - The name of this entity shall be Rotary International District 6650 (herein the "District").
2. **OBJECTIVE** - The purpose of these bylaws is to provide for efficient operation of the District for the following reasons:
  - a. To provide structure for Rotary Clubs within the District; to provide support to Clubs in pursuit of programs and activities that promote the Object of Rotary; and to encourage, promote, extend, and supervise Rotary throughout the District territory as assigned by Rotary International (herein "RI").
  - b. To conduct District Conferences.
  - c. To conduct projects and activities that are consistent with the Object of Rotary and support RI goals and Areas of Focus of The Rotary Foundation.
  - d. To assist the District Governor (herein "Governor") in the performance of the Governor's duties.
  - e. To train leadership for the management of District affairs.
  - f. To provide continuity in District organizations.

## ARTICLE II – PURPOSE

These bylaws shall conform to the Constitution, bylaws and Code of Policies of RI. Amendments to these bylaws shall be made as needed to accomplish these purposes. Any conflicts shall be resolved in favor of the R.I. Constitution, bylaws and Code of Policies.

## ARTICLE III – MEMBERSHIP AND DUES

1. The members of the District shall be comprised and limited to all Rotary Clubs designated to be in District 6650 pursuant to the bylaws of R.I. Whenever the capitalized term "Club" is referenced in these bylaws, it shall refer to a Rotary Club within District 6650 in its capacity as a member of the District.
2. Each year, each Club in the District shall be assessed a per capita levy based upon Club membership as of the preceding January 1. The purpose of this levy shall be to provide funds for operations, programs, and activities of the District.
3. The per capita levy may be changed by resolution approved by three-fourths of the Club Presidents-Elect present at the Annual Business Meeting. Clubs are invoiced for dues on 1 July and payment is due within thirty (30) days.
4. A Club's failure to pay their per capita levy may result in a revocation of their RI Charter.

## ARTICLE IV – OFFICERS

Only active Rotarians who are members of Clubs in District 6650 shall be eligible to serve as officers. The officers of the District shall consist of the District Governor (herein “Governor”), the District Governor-Elect (herein “DGE”), the District Governor Nominee (herein “DGN”) and the District Governor Nominee-Designate (herein “DGND”).

1. The District Governor shall serve as the Chief Executive Officer of the District. The Governor shall perform the customary duties of Chief Executive Officer and those assigned by the bylaws and policies of R.I. and by these bylaws. The Governor shall serve as an ex-officio/non-voting member of all District Committees except the Nominating Committee for the District-Governor- Nominee Designate.
  - a. The Governor shall be elected for a one-year term in the manner set forth by the bylaws and policies of R.I. and these bylaws.
  - b. The District budget shall include an allowance for the out-of-pocket expenses of the Governor in accordance with the expenditures outlined by R.I.
  - c. After the conclusion of the Governor’s year, but not later than 31 July, the Governor shall give the Executive Committee and the Advisory Council a review of the Governor’s year and a copy of the Governor’s year-end report to R.I.
  - d. Upon petition by a majority of Clubs, the Advisory Council may, by majority vote, but only for cause, request the President of RI to remove the District Governor pursuant to the bylaws and policies of RI.
  - e. In the event of an unexpected vacancy in the office of District Governor, the District shall abide by the terms and bylaws and policies of R.I.
2. The District Governor-Elect shall assume office in the manner set forth by the bylaws and policies of RI and these bylaws. Under normal circumstances, the DGE shall assume the Office of District Governor in the year immediately after serving as DGE.
  - a. The DGE shall serve as an assistant to the Governor. The Governor may assign other responsibilities to the DGE which are in addition to those prescribed by the bylaws and policies of RI and these bylaws.
  - b. The DGE shall be a member of the District Learning Council.
  - c. The District budget shall include an allowance for the out-of-pocket expenses for the DGE.
  - d. After returning from the International Assembly, the DGE shall report the DGE’s program together with the program of the RI President to the Advisory Council and the Executive Committee at its next meeting.
3. Under normal circumstances, the District Governor Nominee shall assume the office of District Governor-Elect in the year immediately after serving as DGN.
  - a. The DGN shall serve as an assistant to the Governor. The Governor may assign other responsibilities to the DGN which are in addition to those prescribed by the bylaws and policies of R.I. and these bylaws.
  - b. The DGN shall be a member of the District Learning Council.
  - c. The District Budget shall include an allowance for the out-of-pocket expenses of the DGN.
4. The minimum qualifications for serving as District Governor Nominee-Designate shall be in accordance with the bylaws and policies of RI and these bylaws. It is recommended, but not required, that the person should have served as an Assistant Governor or have served as the chairperson of a high-level District committee.
  - a. The DGND shall be elected in the manner set forth by the bylaws of RI and these bylaws. Under normal procedures, the DGND shall assume the Office of District Governor-Nominee on the first day of July immediately after serving as DGND.
  - b. The DGND shall be a member of the District Learning Council.
  - c. The Governor may assign other responsibilities to the DGND which are in addition to those prescribed by the bylaws and policies of R.I. and these bylaws.
  - d. The District budget shall include an allowance for the out-of-pocket expenses of the DGND.

## ARTICLE V - DIVISIONS

The District shall be divided into divisions, which shall be further divided into subdivisions. The boundaries of and the clubs comprising a division and subdivision shall be reviewed annually and may be changed by the Governor after consultation with the affected Clubs. Currently the divisions and subdivisions are as follows:

### Division I

Subdivision I A- Austintown, Boardman, Canfield, Poland, Struthers and Youngstown

Subdivision I B- Champion, Cortland, Kinsman, and Warren

Subdivision I C- Brookfield, Girard-Liberty, Howland Township, Hubbard, and Niles

### Division II

Subdivision II A- Canton, Canton South, Lake Township, North Canton, and Plain Township

Subdivision II B- Alliance, Carrollton, East Canton, Louisville, Malvern, and Minerva

Subdivision II C- Canal Fulton, Jackson Township, Massillon, and Perry Township

### Division III

Subdivision III A- Dalton, Millersburg, Orrville and Wooster

Subdivision III B- Bolivar-Zoar, Dennison, Dover, Newcomerstown, New Philadelphia, and Sugarcreek

### Division IV

Subdivision IV A- Columbiana, East Palestine, and Salem

Subdivision IV B- Calcutta, East Liverpool, and Steubenville

## ARTICLE VI - ASSISTANT GOVERNORS

1. **SELECTION** - The minimum qualifications for serving as an Assistant District Governor include membership in a Club in the District for at least 3 years and 1 year of service as a Club president. Prior to the end of the year that he or she is serving as DGE, the DGE shall select an AG for each of the Divisions comprising the District. The recommended term of an AG is three (3) years, with the second and third years of the term being contingent upon the consent of the respective new Governor.
2. **RESPONSIBILITIES** - The AG shall:
  - a. Assist the Governor in developing goals and committee assignments and in other ways as requested by the Governor.
  - b. Attend any education for district team leaders, Pre-PETS, the Mid-Year Assembly, the District Conference, and any other learning events as directed by the Governor.
  - c. Attend and actively promote all District meetings and arrange for any area meetings as directed by the Governor.
  - d. Meet with and assist Club Presidents-Elect and Club committee persons in his or her assigned Division before the beginning of the Rotary year in order to discuss and review the Club's goals and objectives.
  - e. Visit each Club in his or her assigned Division at least quarterly and meet with Club Presidents and Club committee persons to review with them the business of the Club and the objectives of the District and RI.

- f. Assist in the preparation of the Governor’s official visit to the Club.
- g. Monitor the progress of each assigned Club and communicate with the Governor regarding the progress or problems that may have developed, including progress with the Club’s long-range strategic plan, and, if adopted by the Club, the Club’s progress with Rotary’s Club Leadership Plan.
- h. Help promote, organize, establish and support new and different types of clubs, in collaboration with the district membership committee and the District Rotaract representative.
- i. Perform those additional duties the Governor assigns.

**ARTICLE VII - DISTRICT LEARNING FACILITATOR**

1. The DGE shall appoint a District Learning Facilitator who shall serve for 3 years, with the consent of the two succeeding DGE’s.
2. The Learning Facilitator shall serve as the chairperson of the District Learning Council.
3. The Learning Facilitator shall assist with all learning in the District, including but not limited to: AG training, District Team Leader training, Pre-PETS, All-Ohio PETS, Foundation training, Membership training, and any other training as requested by the Governor.
4. The District budget shall include an allowance for out-of-pocket expenses for the Learning Facilitator
5. Training is available at the Rotary Leadership Institute – Heart of America (herein RLI-HOA) certification.

**ARTICLE VIII - DISTRICT TREASURERS**

1. The District Treasurer (herein “Treasurer”) shall be appointed by the Governor for a one (1) year term. The Treasurer may serve more than one (1) term but should not serve more than three (3) consecutive terms.
2. The Governor shall appoint an Assistant District Treasurer for a one (1) year term. The Assistant District Treasurer can act in place of the Treasurer when the Treasurer is unavailable. The Assistant District Treasurer can serve multiple terms.
3. The Treasurer and the Assistant District Treasurer shall each be covered by a Blanket Position Fidelity Bond in the amount of not less than 1.5 times the District’s assets and any funds under the care and custody of the District. The treasurer shall obtain and provide the District Governor and the Chair of the Finance Committee with a copy of the bond yearly. The cost of the bond shall be the responsibility of the District.
4. The Treasurer shall handle and be accountable for all District monies and money under the custody and care of the District. All funds, deposits, bonds and accounts shall be designated as “Rotary International District 6650”. Other funds under custody or care shall not be co-mingled with the District funds.
5. District monies shall be deposited in financial institutions selected by the Treasurer and approved by the Governor.
6. District monies shall be paid as directed by the Governor and only upon receipt by the Treasurer of verification by invoice, receipt or written request and should be submitted monthly or as expenses arise. The Treasurer authorizes that money is available to cover the Governor’s authorization. The year-end expense reimbursements must be submitted no later than 15 July to be considered so that the financial report can be completed by 31 July.
7. Prior to disbursement, a copy of the invoice, voucher, receipt or written request shall be forwarded by the Treasurer or Assistant Treasurer to the Governor for review and electronic authorization signature. The documentation shall be retained and stored with the District’s financial records for five (5) years. All disbursements drawn on District funds shall be approved by the Governor and either the Treasurer or Assistant Treasurer.
8. The Assistant Treasurer shall be responsible for billing and collection of Club dues as provided for in Article III.
9. The Treasurer shall make an annual report on the District finances, including reserve funds at the Annual Business Meeting at the District Conference and the business session of the District Training Assembly.

10. Promptly at the end of the Rotary Year (30 June) the Treasurer shall prepare a financial report of the District finances showing receipts and disbursements. The Treasurer shall send copies of this report to the Governor, the Executive Committee, the Finance Committee, and each Club president.
11. **TAX STATUS** - The District is classified under the umbrella of RI as a 501(c) 4 of the Internal Revenue Code and complies with all provisions of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue law).
12. A report on all District Rotary Foundation receipts and expenditures shall be provided to the District membership at the Annual Business Meeting.
13. There shall be a District 6650 Foundation which shall be governed by its own bylaws.

#### **ARTICLE IX – ANNUAL BUSINESS MEETING**

1. Notice of the Annual Business Meeting shall be sent to all Clubs no less than thirty (30) days and not more than sixty (60) days before the date of the meeting.
2. All resolutions to be submitted to the Annual Business Meeting shall be originated by a Club, the Governor, the DGE, the DGN or the Advisory Council.
3. **QUORUM** - District Rotarians representing at least twelve (12) Clubs and present at such District Conference shall constitute a quorum and a majority vote shall be required to adopt any financial reporting or amendments.
4. **VOTING** - Every member of a Club who is present and in good standing shall be entitled to vote on all matters submitted to a vote at such Annual Business Meeting.
5. The business that may be conducted at the Annual Business Meeting shall include:
  - a. Choosing a District member to the Nominating Committee that selects a director-nominee of RI;
  - b. Consideration of any amendments to these bylaws that have been properly submitted;
  - c. Recommending per capita dues for next year for consideration by the Presidents-Elect;
  - d. Treasurer’s report and discussion of the budget being proposed for the next fiscal year. The Treasurer’s report shall include a report on the District’s reserve fund;
  - e. District’s Foundation report; and
  - f. Other business as shall properly come before the Annual Business Meeting.

#### **ARTICLE X – COUNCIL ON LEGISLATION**

The Council on Legislation (herein “COL”) is RI’s legislative body. It meets every third year to deliberate and act upon proposed enactments submitted by clubs or districts. The Council on Resolutions (herein COR) convenes yearly. The representative to the COL shall serve as the District’s representative to the COR in accordance with the regulations established by RI.

1. The District 6650 representative and the alternate representative to the COL/COR shall be nominated by the Executive Committee and approved at the Annual Business Meeting according to the RI timeline.
2. If the approval cannot be accomplished at the traditional Annual Business Meeting, the approval may be accomplished by electronic voting means.
3. The alternate representative to the COL/COR shall be approved in the same manner. It is recommended that the alternate serve as the representative at the next COL and the past representative train and mentor the alternate representative.
4. Candidates. Any Club that has an eligible candidate may submit a recommendation by submitting the name of the proposed representative to the chair of the Executive Committee at least forty-five (45) days prior to the Annual Business Meeting in the year the appointment is to be made.
5. The Governor shall cause information about all candidates to be disseminated to the Executive Committee and the Clubs in a timely manner.
6. The selected person shall serve as the District’s representative to the COL/COR. The representative shall:

- a. Prepare a summary of the District's proposals to be considered by the COL; and
- b. Secure the Club's opinions on those proposals.

## **ARTICLE XI – ROTARY INTERNATIONAL-REQUIRED COMMITTEES**

1. RI-required District Committees are established to support the development and growth of effective Clubs.
2. Committees help the Clubs set annual goals that address each of the five Avenues of Service.
3. The Committees are structured to support the R.I. Club Leadership Plan.
4. All committees should be composed of at least three (3) Rotarians of which none shall be of the same club. Each member should serve a three-year term, at the pleasure of the two succeeding DGE's to promote continuity and to mentor incoming members.
5. The DGE may appoint a PDG as an advisor to any District committee.
6. The appointment of a vice-chairperson is strongly encouraged as this practice promotes continuity.
7. The chairs of the District committees, or any other committees the Governor deems necessary, shall have the duty of formulating plans and programs designing report forms prior to the District Learning Assembly.
8. All committees should submit a budget request to the Finance Committee by March 15 to be considered for next year's District Budget.
9. 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.

**A. FINANCE COMMITTEE** - shall be composed of the Governor, the DGE, the DGN, the District Treasurer, and two PDG's. The DGN will serve as Chairman. The Assistant District Treasurer and the DGND shall serve ex-officio/non-voting members.

### **1. District Budget -**

- a. After January 1, the Committee shall prepare a budget of income and expenses of the District for the forthcoming year, itemized as to source and type and submit it to the Advisory Council's for review (30) days prior to the District Conference. Following review, the proposed budget shall be submitted to the Clubs prior to the District Conference. The DGE and the treasurer shall attend the Annual Business Meeting at the District Conference to respond to questions about the budget. The budget must be approved and adopted via online vote by the Club Presidents-Elect within one week after the District Conference.
- b. The Governor, the DGE and the DGN are expected to work closely together to monitor income and expenditures throughout the year. They are expected to seek guidance from the full committee if modifications within the budget are necessary.
- c. The committee shall consider and decide appropriate action when it appears that expenses will extend beyond the adopted budget. The committee shall inform the Advisory Council's and Clubs of the action taken.

### **2. Reserve Fund** - The Finance Committee shall be responsible for overseeing the reserve fund.

- a. It shall be the goal of the District to maintain at all times in a reserve fund a sum at least equal to the current year's operating expenses as reflected in the general funds budget of the District. These funds shall remain as general funds of the District but shall be reported separately as Reserve Funds.
- b. The Reserve Funds shall be held in investments that allow for meeting all obligations as determined by the Finance Committee.
- c. The Reserve Funds shall be available to cover any shortfall in the District's general funds operating expenses of the District only under extraordinary circumstances.

- d. In preparation of the annual District budget each year, allowances shall be made to fund the Reserve Fund as necessary.
- e. Funds in excess of the Reserve Funds shall be placed in a District Improvement fund to be used for long-term improvements and/or incentives that benefit all Clubs in the District, such as, but not limited to club extension, public image, membership, leadership, and technology development. The committee shall submit plans or projects to Clubs for comment a minimum of thirty (30) days prior to implementation.

**3. District Conference Budget -**

- a. The Governor, the District Conference Treasurer and the District Conference Committee shall be responsible for preparing the budget.
- b. At least thirty (30) days prior to the District Conference, the Finance Committee shall review the District Conference budget reflecting estimated income and expenditures as to sources and types and submit it to the Advisory Council.

**4. AUDIT SUBCOMMITTEE - Shall:**

- a. Be composed of a PDG and two (2) other members, one of whom is a CPA, who must be active Rotarians in a club in the District, but who are not members of any other District committee, or a signatory on any District bank account.
- b. Annually review books of all accounts that are the responsibility of the Treasurer and the Foundation Treasurer for the preceding year ending 30 June.
- c. Annually review all documents retention activities required of the District by TRF.
- d. The committee shall assist the District Rotary Foundation Treasurer in preparing for the annual report of Foundation activity for the District membership.
- e. Submit the audit report along with a copy of the year-end financial report to the Governor, the Council, and each club president by 1 November following the close of the Rotary year.

**B. LEARNING COUNCIL - Shall:**

1. Monitor RI and other resources to stay current with materials, legal requirements, and best practices in support of RI's mission, Rotary Foundation grants, and the Youth Exchange program that can be implemented at the District level.
2. Work in close consultation with the Governor, the DGE, and the DGN to develop curricula that meets the needs of the Clubs, supports the goals of the District, and promotes the mission of RI.
3. Work with all District chairpersons to develop a cohesive and consistent training program.
4. Promote leadership development at all levels of the District.
5. Conduct evaluations of all training opportunities and provide results to the Governor, the DGE, and the Advisory Council.

**C. MEMBERSHIP COMMITTEE - Shall:**

1. Work directly with the Club membership chairs, particularly with those Clubs that are showing a decrease or little or no increase in membership.
2. Conduct a **District Membership workshop annually**.
3. Provide District information about District membership development progress at all District meetings. When invited, provide programs about membership development at District and Club meetings; and
4. Undertake other activities appropriate to accomplishing recruitment and retention efforts.

**D. PUBLIC IMAGE COMMITTEE – Shall:**

1. Promote Rotary to external audiences and foster understanding, appreciation and support for the programs of Rotary.

2. Promote awareness among Rotarians that effective external publicity, favorable public relations, and a positive image are desirable and essential goals for Rotary.
  3. Promote, monitor and maintain the District's social media presence, and assist Clubs in developing and maintaining social media presence.
  4. Encourage Clubs to prioritize the promotion of the Rotary brand and public image.
  5. Promote Rotary to external audiences such as media, community leaders and beneficiaries of Rotary's programs.
  6. Contact the media with newsworthy stories of District projects and events.
  7. Communicate with the Governor and the chairs of the committees to stay informed about District projects and activities.
  8. Share RI Public Image materials with Clubs.
  9. Seek opportunities to speak to individual Clubs about the importance of the Rotary brand and Club Public Image.
- E. THE ROTARY FOUNDATION COMMITTEE** - The Rotary Foundation requests the DGE appoint members of the District Rotary Foundation Committee (DRFC) consisting of a general chair (serving three (3) years, with consent of the two succeeding DGE's) and chairs of the following sub-committees:
1. **SCHOLARSHIPS AND FELLOWSHIPS SUBCOMMITTEE** shall:
    - a. Promote Rotary Scholarship and Fellowship programs throughout the District.
    - b. Encourage Clubs to recruit applicants, interview candidates and select scholars to represent the District.
    - c. Remain in communication with the scholar prior, during, and immediately following the academic year(s) of the award.
  2. **GRANTS SUBCOMMITTEE** - Shall:
    - a. Inform Club and District project committees that are planning international service projects of the foundation grants available to help with projects; and
    - b. Assist Clubs in the application process.
  3. **POLIOPLUS SUBCOMMITTEE** - Shall:
    - a. Encourage all Clubs to participate in at least one PolioPlus activity that supports the promotion of polio eradication.
  4. **ALUMNI SUBCOMMITTEE** - Shall:
    - a. Maintain a complete, accurate and updated list of present and past Rotary Foundation program leaders and members including TRF Scholars and Group Study Exchange Team members.
- F. ANNUAL GIVING SUBCOMMITTEE** - Shall:
- a. Encourage Rotarians to become Paul Harris Fellows, Paul Harris Multiple Fellows, Rotary Foundation Sustaining Clubs, and Rotary Foundation Benefactors and Bequest Society Members; and
  - b. Recognize actual major donors; and
- G. PERMANENT FUND SUBCOMMITTEE** - Shall:
- a. Identify potential donors for the follow-up by the Regional Major Gifts Coordinator; and
  - b. Recognize actual donors of planned gifts in support of the Permanent Fund.

## **ARTICLE XII – ROTARY DISTRICT 6650 COMMITTEES**

1. Prior to the District Learning Assembly, the DGE shall appoint chairpersons of the District Committees for the following year except for those committees for which these bylaws specify a different method.
2. Whenever possible, chairpersons should serve 2-year terms subject to the right of the next District Governor Elect to choose a different chairperson. Each Committee chair selects the committee members.
3. The DGE may appoint a PDG as an advisor to any District committee.
4. The appointment of a vice-chairperson is strongly encouraged as this practice promotes continuity.

5. The chairs of the District committees, or any other committees that the Governor deems necessary, shall have the duty of formulating plans and programs designing report forms prior to the District Learning Assembly.
6. All committees should submit a budget request to the Finance Committee by March 15 to be considered for next year's District Budget.
7. 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.

#### **A. DISTRICT ADVISORY COUNCIL**

1. **PURPOSE** - The District Advisory Council (therein the "Council") shall serve in an advisory capacity to the Governor. It may also review the District budget and make any recommendations on any financial matters brought before it by the Governor or the Treasurer before being submitted to the Presidents-Elect for approval. The Council shall foster continuity and consistency in District leadership and within the District. The Council shall provide leadership in District long-range planning, strategic planning, and tactical planning. The Council shall make recommendations of District leadership talent and expertise to facilitate and optimize the annual recruitment and appointment of District leaders.
2. **MEMBERSHIP** - Any PDG who is a member of a Club in the District shall be a member of the Council. The DGE, DGN, and DGND shall be non-voting ex-officio members of the Council. The Governor or Council Chair may invite guests who may aid in the discussion of the Council.
3. **OFFICERS** - The second most immediate PDG shall serve as Chair of the Council. If the second most immediate PDG is unable to serve, the next PDG shall serve as the chair. The DGE may appoint a PDG to serve as vice-chair of the Council for the following year. **The DGE shall serve as secretary of the Council** and shall keep minutes of all meetings and distribute copies to the members.
4. **MEETINGS** -
  - a. The Council meets at least once a year.
  - b. Additional meetings may be called by the Governor, the Council Chair or 5 of its members.
  - c. A notice of the date, time and place for each meeting and a probable agenda shall be sent by the Chair to all members of the Council not less than 10 days prior to all meetings via electronic communication.
  - d. The voting members present at a Council meeting shall constitute a quorum.
  - e. At all meetings of the Council, each member shall have 1 vote. The vote shall be by majority decision.
  - f. A member may give advance written consent or opposition to a proposal to be acted upon at a Council meeting. Consent or opposition shall be counted as a vote in favor of or against the proposal and shall be entered in the minutes or other record of action at the meeting, if the proposal acted on at the meeting is substantially the same or has substantially the same effect as the proposal to which the member has consented or objected.
  - g. The DGE shall distribute minutes of the previous Council meeting to all members within 30 days after the meeting.
  - h. To aid the transition of officers, the Governor shall make copies of the minutes of the prior year's Council meetings and other documents available to the DGE, DGN, and DGND.

#### **B. CRISIS COMMUNICATION MANAGEMENT COMMITTEE**

1. The Crisis Communication Management Committee is an advisory committee, not a policy making committee, and shall be responsible for assisting District leadership in responding to man-made crises that occur at the District and/or Club level.

2. The committee shall be comprised of Rotarians with specific expertise, such as law enforcement, legal, criminal justice, medicine, psychology, and any other like area deemed appropriate by the Governor, who shall serve as chair.
3. Committee members agree to make themselves available on an immediate basis.
4. Members agree to recuse themselves to avoid a conflict of interest in any specific circumstance.
5. One member of the committee shall serve as liaison to the Public Relations Committee.
6. The Governor and the Public Relations Committee shall designate one person to be the official spokesperson for the District.

**C. DISTRICT NOMINATION COMMITTEE (District Committee not an RI-required)** - Beginning July 1 of each Rotary year, the District shall have a nominating committee consisting of five (5) Past District Governors (herein "Members". One member shall be from each of the 4 Divisions. In the event there is no PDG available to serve in a Division, one shall be chosen from another Division. No two members can be from the same club. The fifth member shall be the most recent PDG (last year's Governor) who shall serve as Chair.

1. The DGE, prior to the District Conference, shall appoint the 4 Division Members and designate one of them as secretary who shall provide copies of the minutes of the Nominating Committee meetings to the Members and the Governor.
2. Each Division shall be entitled to 1 vote. The Chair shall vote only in the event of a tie.
3. The Nominating Committee shall seek out the best available candidate for the office of District Governor in accordance with the bylaws and policies of RI and these bylaws.
4. It is the responsibility of the Nominating Committee to remain on a constant search for and development of good leadership at the District Governor level. In addition, the Committee is to prepare potential candidates for the interview process. The Committee should identify potential candidates for the position of District Governor and communicate this to successor members of the Nominating Committee.
5. All proceedings of the committee shall be held in strict confidence and restricted to the Committee members.
6. Prior to the District Conference, the DGE shall publish the names of the Members and of the Chair and invite Clubs in the District to submit to the Chair no later than 31 May suggestions for nominations for Governor. The Nominating Committee shall select its nominee for Governor and shall announce its selection to the District no later than July 31.
7. The nominee designated by the Nominating Committee for District Governor is officially elected at the RI Convention held immediately preceding the year in which such nominee is to be trained at the International Assembly.
8. The Nominating Committee shall select one available Past District Governor, from the immediate past 5 Governors, to be named Vice-Governor who shall replace the present District Governor in case of temporary or permanent inability to continue in the performance of the Governor's duties.
9. Upon the resignation of the DGE, DGN or DGND, the Nominating Committee shall meet immediately to select an individual to serve in the vacant position according to Rotary International and District Bylaws.

**D. DISTRICT EXECUTIVE COMMITTEE** - shall be comprised of the Governor, the DGE, the DGN, the DGND, the AGs, and key District Chair people as needed, and the immediate and available 3 PDGs who are active members of a Club.

1. The committee shall exercise all powers of the Council and shall make decisions between meetings of the Council on behalf of the Council on matters requiring immediate attention. All such actions are reported to the full Council.

2. The committee shall serve as the District's long-range planning committee.

**E. DISTRICT DIRECTORY COMMITTEE -**

1. The DGE shall chair the committee that shall publish and circulate, no later than July 1, a District directory containing the names of all District officers and committees, PDGs, current club presidents, club secretaries and the dates, times, and meeting places of each Club in the District and such other information the DGE wishes to include.

2. The cost of publication of this directory shall be included in the District budget and paid by District funds.

**F. DISTRICT CONFERENCE COMMITTEE –** Should the District choose to hold an annual conference the Committee shall:

1. Develop a comprehensive and balanced program that includes innovative, timely, and educational presentations on subjects of Rotary and local interest, all of which are to conform to RI guidelines.

2. Plan, promote, and implement the necessary arrangements to ensure a successful District Conference with maximum attendance.

3. Work closely with the Governor to select the venue, coordinate the logistics, prepare the District Conference budget, coordinate the finances, promote attendance by all District Rotarians, and promote to external audiences such as media, community leaders, and beneficiaries, information about Rotary's programs.

4. The Governor shall appoint a District Conference Treasurer, who shall be covered by a Blanket Position Fidelity Bond set at 1.5 times the District assets. The cost of the bond will be covered by the District. The District Conference Treasurer shall receive and disburse all funds associated with the District Conference. The District Conference Treasurer shall provide the Treasurer and the Executive Committee with a complete accounting of all District Conference funds. The District Conference Treasurer shall deliver to the Treasurer any fund balance remaining after payment of all expenses of the District Conference not later than sixty (60) days after the District Conference.

5. The District Conference Treasurer shall maintain a separate accounting spreadsheet of any income and expenses connected to the District Conference.

**a. NECROLOGY SUBCOMMITTEE** - The Necrology Committee shall be responsible for providing an appropriate time of reflection, memorial, and remembrance at the District Conference for all District Rotarians who have passed away since the previous District Conference.

**G. RESOLUTIONS AND LEGISLATION COMMITTEE –** Shall:

1. Entertain and prepare appropriate resolutions for action by the District at the Annual Meeting.

2. Resolutions, other than those prepared by the committee, must be received by the chair at least thirty (30) days in advance of the Annual Business Meeting.

3. At least every 3 years, and especially during the year of the following Council on Legislation, review these bylaws to ensure they reflect RI changes and amendments.

4. Advise and assist the Governor on nominations and elections and other matters involving R.I.'s constitutional documents.

5. Develop and keep current the District Resolutions, policies, and recommended practices.

6. Advise Clubs about changes they should be aware of and how they may impact the bylaws of individual clubs.

## ARTICLE XIII – FIVE AVENUES OF SERVICE

Rotary's commitment to Service Above Self has been channeled through the five Avenues of Service, which have formed the foundation of Club activity. The five Avenues of Service, as identified by RI are Club, Vocational, Community, International, and Youth Services. These Avenues of Service are central to the work of Rotary, ensuring Rotary service efforts are balanced and working to achieve all aspects of the Object of Rotary. The Avenues of Service help maintain effective Rotary Clubs in the main purpose of Rotary, "Service Above Self". Historically, the District has been served by the following committees:

### 1. COMMUNITY AVENUE OF SERVICE

### 2. CLUB AVENUE OF SERVICE

a. **Club Extension Committee** - Shall assist the Governor in:

1. Identifying, qualifying, and chartering new Clubs.
2. Assisting in the sponsoring of new Clubs in assuring the new Club receives an official review every quarter during the first year of its existence.
3. Assisting, as necessary, in guiding the officers of the new Club for a period of at least one year.

b. **ROTARACT** - The committee shall promote Rotaract and assist Clubs in organizing Rotaract Clubs in their communities.

### 3. INTERNATIONAL AVENUE OF SERVICE

a. **International Convention Committee** - Shall:

1. Promote attendance at the annual R.I. International Convention while attending Club and District meetings; serve as a local resource for convention materials and information;
2. Create content for the District website and Governor's monthly newsletter; and
3. Identify and target potential registrants by email, letters, and other methods.

### 4. VOCATIONAL AVENUE OF SERVICE

### 5. YOUTH AVENUE OF SERVICE

a. **INTERACT** - The committee shall encourage Clubs to organize, sponsor, and supervise Interact Clubs for the purpose of providing a vehicle for young people to work together in a world fellowship dedicated to service and world understanding.

b. **RYLA** - The committee shall promote, sponsor and conduct a leadership training program aimed at developing the leadership qualities of high school juniors in the District.

c. **YOUTH EXCHANGE - A separate legal corporation**, the District 6650 Rotary Youth Exchange Program, Inc. shall provide oversight of the District's Youth Exchange Program. As currently governed, the chairperson of the program operated by the corporation is appointed by the Governor.

d. **YOUTH PROTECTION COMMITTEE** – Shall:

1. Help the District implement policies and train Clubs and the members of Clubs about youth protection. The District is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, spouses or partners of Rotarians, and any volunteers to safeguard to the best of their ability the welfare of and to prevent the abuse or neglect of youth with whom they come in contact in Rotary Youth activities.
2. The committee shall consist of at least 3 members, and include male and female, Rotarians and non-Rotarian members who have expertise in law enforcement, social services work, and legal work. The committee shall:
  - a. as often as needed, but at least annually.

- b. Review the District Youth Protection Policy annually.
- c. Act as District Youth Protection Officers.
- d. Convene quickly to address any concerns or allegations of abuse or neglect in Rotary Youth Activities; Develop policies and procedures for certifying Clubs.
- e. Maintain records of background checks.
- f. Report all criminal allegations involving any Rotary Youth activity to RI within 72 hours.
- g. Other standing and ad hoc committees may be established by the DGE as determined to support the Clubs and administration of the District.
- h. The Governor may establish special committees and shall appoint the chairperson and members and define the committee's scope, duties, duration, and budget, if any.

#### **ARTICLE XV - AMENDMENT(S)**

These amendments are intended to supplement the bylaws of RI. If any provision of these bylaws conflicts with the Constitution, bylaws, or policies of RI, then the terms of the Constitution, bylaws, or Policies of RI shall prevail unless a different result is required by federal or state law, in which the provision required by law shall prevail.

The Governor, the DGE, and the Council shall review these bylaws periodically.

Amendments to these bylaws may be proposed by any Club within the District, the Governor, the DGE, the DGN, and/or the Executive Committee. Any proposed amendment shall be made at the Annual Business meeting at the District Conference. Copies of the proposed amendment(s) shall be distributed to the clubs at least 30 days prior to the District Conference. District Rotarians present at such conference shall constitute a quorum and a majority vote shall be required to adopt any amendment(s).

Amendments to these bylaws shall be effective on July 1, following the Annual Business Meeting at which they were adopted, unless otherwise specifically stated in such an amendment.

\* The District Bylaws is a living, evolving document that can be properly adapted following the procedures described. Before taking any action based on the above bylaws, it is recommended that a thorough search is conducted to make sure the most current version has been examined.