*Effective April 15, 1977 as amended April 15, 1981; April 27, 1984; May 4 1991; May 7, 1993; June 3, 1995; June 15, 1996; April 26 2002; April 7, 2006; April 21, 2007; May 2, 2008; May 1, 2009; April 30, 2011; October 27, 2012; April 29, 2017.*

ARTICLE I: GENERAL

Section 1: Supersedure

These district bylaws supersede all previous revisions.

Section 2: Predominance of RI Bylaws

Should any of these articles now or in the future conflict with the Rotary International Constitution, the Rotary Code of Policies, or the Bylaws of Rotary International, the latter shall prevail.

Section 3: Club Rosters

Neither District 6560 nor any Rotary club shall furnish to anyone a list of club members or officers of a Rotary club for any purpose other than Rotary business except to meet legal requirements of government agencies or by the assent of the RI Board of Directors.

Section 4: Rules of Procedure

All rules of procedure shall be those printed in the Rotary International Manual of Procedure.

ARTICLE II: DISTRICT GOVERNOR

Section 1. Selection of District Governor

The district shall use the nominating committee procedure for selecting the district governor as set forth in the Bylaws of Rotary International. The nominating committee will consist of the three most recent past district governors who have remained active in club and district activities since their term as district governor. They must be Active members of a Rotary club in District 6560. The then-current District Governor, after consulting with the District Governor’s advisory committee, will determine if the past district governors meet the requirements to serve on the nominating committee. Two at-large members will be appointed by the district governor to serve one year only on the committee. The at-large members must have been past club presidents within the last two years. They must have remained active at both the club and district levels during that period. The chair of the nominating committee will be the third immediate past district governor. The Chair will notify all individual Rotary clubs that they may suggest candidates for consideration by the committee. This notice shall give the clubs not less than thirty days to make any suggestions. The nominating committee is not restricted to the candidates suggested by clubs. The committee will conduct in person interviews with selected candidates in January and will select the best eligible candidate as the principal nominee to become district governor. The committee will then conduct further proceedings with that candidate at the committee’s discretion to ensure the candidate is fully informed of the nature and scope of the district governor’s position and duties prior to accepting the nomination. If the candidate accepts the nomination, the candidate then becomes the principal nominee, who will then be presented to a plenary session at the next district conference for confirmation. Nominations from the floor for other candidates during this plenary session may not be made.

Section 2: Vice Governor

Pursuant to R.I. Manual of Procedure and Bylaws subsection 6.120.1, the nominating committee for governor may select one available past governor, proposed by the governor-elect, to be named vice-governor who shall serve during the year following selection. The role of the vice-governor will be to replace the governor in case of temporary or permanent inability to continue in the performance of the governor’s duties. If no selection is made by the nominating committee, the governor-elect may select a past governor as vice-governor. Due consideration shall be given PDGs who have remained active members of their club and district committees.

Section 3: District Structure

The format and method of the district organization shall be the prerogative of the district governor subject to these bylaws, the bylaws of Rotary International, the Rotary International Manual of Procedure, and the Rotary Code of Policies. However the district may be organized, it will be with the intent to further the principles of Rotary International in District 6560. The fiscal calendar of District 6560, and all Rotary operations in the District, shall follow the Rotary International calendar of July 1-June 30 (hereinafter, the “Rotary Year”).

Section 4: District Archives.

Each District Governor shall be responsible for the safekeeping of all district records from the Rotary Year of that District Governor’s term. After the final financial report to Rotary International and the audited final financial review have been submitted as prescribed in Article IV, Section 2A, *infra,* the District Governor will give the complete files to the archivist at the library of Ball State University, Muncie, Indiana. These records will include, among others, the financial, district conference, PETS/Assembly, Mid-year Rotary Foundation meeting, matching grants, world community service projects, and district awards records.

ARTICLE III: COMMITTEES

Section 1:

These Bylaws authorize and require the creation of certain district committees, as provided in this Article III and throughout these Bylaws. Except as otherwise provided herein, the District Governor may appoint various additional committees, including any desired sub-committees, appropriate for the administration of the district.

Section 2:
Limitations on Committee Membership

The District Governor, district governor-elect, and district governor-nominee will serve as ex-officio members of all district committees except as follows: (1) Of these three, only the district governor will serve on the finance committee, while the Governor Elect and Nominee, if invited, may observe, but not vote, and (2) the District Governor, district governor-elect and the district governor-nominee will not serve on the nominating committee, although the District Governor may observe.

Section 3: Advisory Committee

The District Governor will appoint a governor’s Advisory Committee consisting of at least three (3) past district governors, the district governor elect, the district governor nominee, and any other Rotarians in good standing in District 6560 at the District Governor’s discretion. The Advisory Committee will provide counsel and guidance as requested by the District Governor.

ARTICLE IV: DISTRICT FINANCES

Section 1: Finance Committee

The finance committee will consist of the four most recent available past district governors and the current district governor as voting members. The chair of the finance committee will be the second immediate past district governor. The district treasurer will serve as an ex-officio member of the committee, but shall have no voting privileges. The district treasurer may be reappointed annually by the district governor for up to three years. The past district governors must be Active members in good standing of a Rotary Club in District 6560 who have remained active in club and district activities since their term as governor. The district governor, after consulting with the advisory committee, will determine if the past district governors meet the requirements to serve on the finance committee. The finance committee will meet at least three times during each Rotary Year. The District Governor will provide the finance committee with interim financial reports at each of these meetings.

Section 2A: Annual Report of District Finances

Pursuant to Article 16.060.4 of the Bylaws of Rotary International, the District Governor shall; 1) provide an annual statement and report of the district’s finances (the “Annual Report”) to each club within the district within three months of completion of the District Governor’s term, and; 2) present the Annual Report for discussion and adoption at the earlier of the next district conference or the next eligible district meeting, as defined by Article 16.060.4, following the District Governor’s term. The contents of the Annual Report shall be as prescribed by Article 16.060.4.

Section 2B:
Review of Annual Report of District Finances

Pursuant to Article 16.060.4 of the Bylaws of Rotary International, the Annual Report must be independently reviewed prior to submission to the clubs and presentation to the district as outlined above. The review must be performed either by a qualified accountant or by a district Audit Committee. At a plenary session of each district conference, the district governor-elect shall request the conference to choose between review by qualified accountant or review by Audit Committee for the subsequent Rotary Year. Based on the conference’s decision, the Finance Committee shall then select the qualified accountant or the members of the Audit Committee, as prescribed in Article 16.060.4.

Section 3: The District Budget

The district governor-elect, working in cooperation with the District Governor and the chair of the Finance Committee, will prepare the coming Rotary Year’s proposed budget for review by the Finance Committee. This proposal will include the record of budgeted and actual expenses per line item in each of the last three years. The Finance Committee is empowered to review, revise, amend, and vote whether to grant preliminary approval to the proposed budget. The Finance Committee’s vote(s) will be by simple majority. The district governor-elect will then present the proposed budget, as given preliminary approval by the Finance Committee, to the Clubs’ presidents-elect at PETS/Assembly for their approval. The proposed budget shall be adopted if approved by a simple majority of the presidents-elect present and voting at PETS/Assembly.

If the District Governor requests additional funds be added to the approved budget, the District Governor shall submit a written request to the Finance Committee, which has co-equal authority as to any such request as with the original proposed budget. The District Governor will then present the proposed budget-modification request, as given preliminary approval by the Finance Committee, to the Club Presidents for their vote. At the District Governor’s discretion, the vote may be conducted by mail (including electronic mail), or at any district meeting, including a district conference, that comports with the notice requirements of Article 16.060.4 of the Bylaws of Rotary International. In the case of a vote by mail (including electronic mail), the District Governor shall allow the Presidents not less than ten days from receipt of the proposed budget-modification request to cast their vote. If a vote is by regular mail, it shall be deemed cast as of the date of its postmark..

*Authority: Article 16.120, Bylaws of Rotary International*

Section 4A. District Fund

In accordance with Article 16.060.1 of the Bylaws of Rotary International, District 6560 has adopted, by resolution at district conference, the establishment of the District Fund for the financing of district sponsored projects and for the administration and development of Rotary in the district. All funds coming to and in the custody of the district from whatever source or under whatever name, shall be deemed to be a part of the District Fund.

Section 4B: The District Levy

The financing of the District Fund shall be provided by all the clubs in the district by way of a per capita levy on the members of those clubs. The amount of the proposed levy will be determined by the projected needs of the proposed district budget for the coming Rotary Year, and will be approved if adopted by a three-quarters (3/4) majority of the club presidents-elect (or the properly designated representative of any of them) present and voting during the PETS/Assembly in a vote separate from the vote on the proposed budget. At the District Governor’s discretion, the vote on the proposed levy may also be taken in any other forum allowed by Article 16.060.2 of the Bylaws of Rotary International... . The per capita contributions will be based on each club’s membership as shown in its semi-annual report to the General Secretary of Rotary International for June 30 of the Rotary Year preceding the year for which the budget is to be effective. Pursuant to Article 16.060.3 of the Bylaws of Rotary International, the payment of the levy to the district treasurer is mandatory for all clubs of the district.

Section 5:
Annual Statement and Club Remittances

The district treasurer will issue dues statements for the per capita levy to each Rotary club in the district at the beginning of the Rotary year. Payment is due upon receipt of the statement.

In addition to the amount of a club’s per capita levy, the amount of a club’s mandatory registration fee for PETS to be held during the Rotary year will be included and shall be due and payable at the same time the per capita levy is due.

Club payments of the semi-annual, per capita dues to Rotary International shall be sent on July 1 and January 1, each year. Each club shall provide a copy of the form showing the number of club members that accompanies the semi-annual payments to the District Governor, the district governor-elect, and the district treasurer. Payment of prorated dues to RI for each member elected to membership between January 1 and March 30, and between July 1, and September 30, will be due on April 1, and October 1. *See* Rotary International Bylaws Article17.040.

Section 6: Finance Committee
and Control of District Funds

All district funds, shall be deemed to be in the custody of the finance committee, subject to the District Governor’s authority to spend funds as authorized by the approved budget or any approved modifications thereof. Budgeted funds must be authorized in writing by the District Governor to the district treasurer in order to be spent. Movement of funds from one line item to another within an expense category may be made by the District Governor without the necessity of approval by the Finance Committee or the Club Presidents. Any request by the District Governor to transfer funds between or among different expense categories within the approved budget will require the same review and approval procedures as requests for additional funds as prescribed in Article IV, Section 3, *supra.*

Section 7: District Youth Exchange

There is established the District 6560 Youth Exchange Committee, the chair of which shall be appointed by the District Governor. The chair of the Committee will prepare a proposed budget in cooperation with the district governor-elect for inclusion as a line item within the district governor-elect’s proposed budget, and subject to review as an element thereof as provided in Article IV, Section 3, *supra.* The District Governor is responsible for the disposition of the youth exchange funds and will provide interim and final reports on their disposition as an element of the District Governor’s reporting requirements set out in Article IV, Sections 2A and 2B, *supra.* In addition, the interim and final reports will be provided to the Past District Governor’s council. A separate bank account will be established for youth exchange expenses and the signatories on this account will be the Committee chair, the District Governor, and the district treasurer. The Chair will arrange that the district treasurer will receive contemporaneous duplicates of all bank statements. The District Governor’s prior authorization shall be required for funds from this account to be expended.

Section 8: Rotary Youth Leadership Awards (RYLA)

There is established the Rotary Youth Leadership Awards Committee, the Chair of which shall be appointed by the District Governor. All finances for the RYLA Committee shall be governed in accord with the procedures set out in Article IV, Section 7, *supra,* governing the finances of the District Youth Exchange Committee.

Section 9: Rotary District 6560 Foundation

In addition to its other duties set out above, the Finance Committee shall monitor the fiscal operations of District 6560’s charitable foundation, an entity incorporated in the State of Indiana as “Rotary District 6560 Foundation,” and shall report to the District Governor as the Finance Committee deems appropriate.

Section 10: Distribution of Surplus Funds

The balance in the district fund shall provide for the normal operations of the District for one year based on the finance committee’s opinion. Funds above that amount may be used to help finance any Rotary activity or project endorsed by District 6560 such as The Rotary Foundation, the Permanent Fund, Polio Plus, the District World Community Service Foundation, Global and District Grants, the District Conference, PETS/Assembly and the Mid-year Foundation meeting. This list of activities is not finite and more activities may become evident as Rotary evolves in the district. Such expenditure of surplus funds shall be made only with the concurrence of the Finance Committee after the adoption of the Annual Report as set out in Article IV, Section 2A, *supra.*

The chair of the Finance Committee will report the use of surplus funds for the preceding Rotary Year at a plenary session of the district conference.

Section 11: Calculation of Surplus Funds

The District shall maintain a general surplus fund for contingencies that is no less than 85 percent of the highest level of annual expenses during the most recent three-year period, excluding the self-financing expenditures on the District Conference, PETS, and other fee-based events. If at any time the general surplus fund is greater than 85 percent of the highest level of annual expenses during the most recent three-year period, excluding the self-financing expenditures on the District Conference, PETS, and other fee-based events, the Finance Committee, by a three-quarters vote, may authorize the expenditure of amounts in excess of anticipated revenues, provided, however, that such expenditure would not cause the general surplus fund to decrease below 100 percent of such 85 percent level. Full details of the excess expenditure and the circumstances leading thereto shall be reported by the District Governor to all Club Presidents within 60 days.

ARTICLE V:
PAST DISTRICT GOVERNORS

Section 1: Council of Governors

Whereas the 2016 Rotary Code of Policies in Section 19.060 provides:

19.060. Past Governors

19.060.1. Utilizing Services of Past Governors, District Governors are urged to draw upon past governors for assistance in extension efforts, training incoming Governors, promoting the convention, and providing direct assistance to weaker clubs.

19.060.2. Advisory Council of Past Governors

An advisory council of past governors should be organized in each district. Such councils shall be composed of all past governors who are members of Rotary clubs within the district. Governors are urged to call a meeting of the council at least once a year within the month following the end of the International Assembly to allow the governor elect to inform the current and past governors about the issues debated and presented at the International Assembly.

The authority and/or the responsibility of the governor shall in no way be impaired or impeded by the advice or actions of the past governors.

Now in furtherance of said provision, there is created a Council of Governors consisting of the Past District Governors who are members of clubs in this district. The purpose of the Council of Governors is to assist the District Governor in a way which does not dilute his or her responsibility or authority. The Council of Governors provides an organization for those Rotarians who have served as District Governor and whose experience and judgment are a valuable resource to the current District Governor. The Council of Governors is to be advisory to the District Governor, District Governor Elect, and District Governor Nominee who are hereby made ex-officio members of the Council of Governors, but are not eligible to vote. This is especially important in providing continuity and evaluating district activities. The Council of Governors shall adopt its own rules for the conduct of its business. In addition, the Council of Governors is responsible for specific duties as provided in these bylaws.

1. The Chair may invite to regular meetings the District Treasurer, District Governor­Nominee Designate, if one, and other Rotarians or non-Rotarians as guests for specific purposes.

2. The Council of Governors shall be chaired by a Past District Governor, elected by the Council at a spring meeting, for a one year term. He/ She may be reelected for one more consecutive annual term. The Chair will assume office July 1 following election. A vacancy is to be filled by the Council of Governors at its discretion.

In the event of a vacancy in the chair position, the most recent Past District Governor, or his/her designate, shall convene the Council of Governors for the purpose of electing a new chair.

3. The Chair will prepare agendas and may ask for assistance from Past District Governors, including a Past District Governor appointed to take minutes of any Council of Governors meeting..

4. (a) The Council of Governors shall have regular meetings two times a year, usually held Fall and Spring; however, one of the regular meetings, to be considered the Annual Meeting, shall be held immediately preceding the District Conference. (b) At regular meetings, the council shall receive reports from the District Governor, District Governor-Elect and District Governor-Nominee on their activities and plans for the district. The reports shall include the most recent or Annual Report prepared pursuant to Article IV, Sections 2A and 2B. The District Governor shall also present a report on the stated goals and projects for the current Rotary Year. The agenda shall allow sufficient time for discussion of general items regarding the district and Rotary that may be of interest and concern to the Past District Governors.

5. The Chair, in consultation with the District Governor, may call special meetings of the Council of Governors as deemed necessary, or if requested by six (6) members of the Council. A minimum notice of one week shall be given for a called special meeting.

6. Nine (9) members of the Council of Governors shall constitute a quorum for a scheduled or special meeting. Scheduled is defined as notification of members at least four weeks in advance.

7. The Chair will also schedule meetings and make arrangements for a venue. A line item in the district budget for expenses of the two regular meetings of the Council of Governors shall be established by mutual agreement of the DGE and the Council’s Chair prior to the district budget review and approval by the Finance Committee. The District Governor shall authorize the district treasurer to pay reasonable expenses of Council of Governors’ two regular meetings from the general fund.

Section 2: Past District Governors
and Major Committees

Immediate Past District Governors are assigned to be members of and to chair district committees in the years following their year as district governor. This assignment includes the District Governor Nominating Committee pursuant to Article II, Section I and the District Finance Committee pursuant to Article IV, Section 1 of these bylaws. In the event a Past District Governor is unable or unwilling to serve as a member of, or to chair, these committees, a replacement from the ranks of past district governors shall be selected by the District Governor, District Governor-Elect and District Governor Nominee to fill the subsequent terms of that position which is being filled. Careful consideration shall be given to past district governors who have remained active in club and district activities.

ARTICLE VI: PRESIDENTS-ELECT
TRAINING SEMINAR/ASSEMBLY

Section 1: Date of PETS/Assembly

The District Governor-Elect shall convene the District PETS/Assembly for incoming club presidents not later than sixty days following the end of the Rotary International Assembly.

Section 2: President Attendance Requirement

In order for a Rotary club president-elect to assume the office of president of a Rotary Club, the president-elect must attend a PETS either in District 6560 or in another district. PETS attendance is mandatory for eligibility to assume office.

ARTICLE VII: DISTRICT CONFERENCE

Section 1: Date, Place, and Site.

The annual conference of District 6560 shall be scheduled and located as selected by the district governor-elect for the succeeding Rotary Year, subject to ratification by a simple majority of the club presidents-elect present at their PETS/Assembly. The date may not conflict with the International Convention, the Zone Institute, the International Assembly or the Council on Legislation. Where a district governor-nominee has been selected, the district conference for that person’s Rotary Year of service may be planned in advance and the place approved by the current presidents-elect at their PETS/Assembly or by Rotarians attending a plenary session of a district conference.” (RIB 15.040.1).

Section 2: Financing

A portion of each year’s district conference will be financed from district funds as provided in that Rotary Year’s approved budget, including approved modifications. Conference registration fees and sponsorships will be used to fund the remainder of the district conference’s costs.

Section 3 Resolutions

Resolutions that relate to the activities of District 6560 may be proposed by a Rotary club or by the District Committee on Resolutions and Enactments. All resolutions other than those that are formal expressions of appreciation must be submitted to a plenary session of the district conference by the district governor for approval.

The district governor must receive all resolutions at least sixty (60) days in advance of the district conference. The DG district governor will forward the resolutions to the district committee on resolutions for review and recommendations. Resolutions will then be sent to all clubs by the district governor at least forty (40) days before the district conference where they will be presented for consideration at a plenary session. All resolutions must be printed in the district conference program. A simple majority of Rotarians attending and voting is required for adoption.

Resolutions of formal expression of appreciation will not be distributed as above, but must be submitted to the District Governor for approval 40 days prior to the district conference for inclusion in the district conference program.

ARTICLE VIII:
THE ROTARY FOUNDATION MEETING

The Rotary Foundation meeting required by Rotary International will be held during the first half of the Rotary year, and will include certification training for those Rotary Clubs that wish to be eligible for Global or District Grants. Grant applications will be considered from those certified clubs that contribute to The Rotary Foundation, and such applications will serve to determine how to distribute the district designated funds for the next Rotary Year.

ARTICLE IX:
THE COUNCIL ON LEGISLATION (COL)

Section 1: Selection of Representative
and Alternate Representative to the COL

There is established in District 6560 the Council on Legislation Nominating Committee (the “COLNC”)In the Rotary Year two (2) years before each council on legislation, the District Governor shall appoint members, including a Chair, to the COLNC. These shall consist of three past district governors who have remained active in both club and district activities since their term as district governor. No COLNC member, shall be eligible for nomination as representative or alternate representative to the council on legislation during the term of that member’s service on the COLNC. The District Governor shall notify the Clubs of the appointment of this committee and of the names of those Rotarians eligible to be selected as representative or alternate representative under Articles 8.020 and 8.050 of the Bylaws of Rotary International. The COLNC will meet to conduct in-person interviews under the same procedures as set out for the District Governor nominating committee in Article II, Section 1, *supra,* and the Chair will provide at least 30 days notice of the pending interviews to all Clubs in the district, which may suggest a candidate to the COLNC from the list provided by the District Governor, though the COLNC is not limited candidates suggested by Clubs. Upon selection of the best qualified available candidates for the positions of representative and alternate representative to the Council on Legislation, the COLNC will notify the Clubs of the candidates’ names at least fifteen days prior to the next district conference. The candidates will be presented to a plenary session of that district conference for confirmation. Nominations from the floor for other candidates during this plenary session may not be made.

Section 2: Resolutions and Enactments.

Resolution and Enactment proposals for consideration by the Council on Legislation may be submitted to the District Governor by either Rotary Clubs in District 6560 or by the District Committee on Resolutions and Enactments and must be presented at the district conference during a plenary session for endorsement. They must be titled and organized according to directions given in the Manual of Procedure of Rotary International. The district Governor must receive the proposals at least 60 days prior to the district conference and then forward them to the chair of the District Committee on Resolutions and Enactments. The committee will ensure that correct procedures and format have been observed and will evaluate and present a recommendation of endorsement, rejection, or modification to the sponsoring club and to the district governor. The district governor will send a copy of each proposal, along with the committee’s recommendation, to every club in District 6560 at least 40 days before the district conference. Resolutions and Enactments must be approved by a simple majority of club electors voting in a plenary session at the district conference two years preceding the meeting of the Council on Legislation. The deadline by which Rotary International must receive duly endorsed resolutions and enactments is December 31 one year prior to the meeting of the Council on Legislation.

Proposals received by the General Secretary after the deadline will not be accepted for consideration. All proposals of Resolutions and Enactments must be printed in the program of the district conference.

ARTICLE X: SOCIAL MEDIA POLICY

The Rotary District 6560 provides opportunities through the District site and various social media channels to facilitate communication among individual members of the Rotary District 6560 community defined as “users” (including members and friends), and between such users.

Certain uses of these channels are inconsistent with this purpose, including, but not limited to:

* activities that are illegal or fraudulent;
* use that inaccurately implies endorsement, approval, or sponsorship by Rotary District 6560;
* use that can be confused with official communications of Rotary District 6560;
* activities that violate other users’ privacy, such as releasing personal information about others, such as name, address, or phone number;
* activities that further commercial or other personal financial gain;
* posting content that: is hateful, threatening, libelous, or pornographic; incites violence; or contains nudity or graphic or gratuitous violence;
* harassment of any individual or entity.

The Rotary 6560 reserves the right to deny access to its communication channels. The Rotary 6560 District will deny access to those who violate the above standards or other applicable policies in these or similar practices. Participants on the Rotary 6560 site and in the various social media channels who misuse information and communication services may be removed from all online alumni communities permanently, and they could face legal action for failure to abide by these policies and procedures. The Rotary District 6560 reserves the right to move or delete any postings.

ARTICLE XI: AMENDMENTS

Section 1: Procedure

Amendments may be proposed by any Rotary club in the district or by the district bylaws committee. The district governor shall forward the proposed amendments from clubs to the chair of the bylaws committee for review and recommendations. Proposed amendments must be signed by the club president and secretary and must be received by the district governor at least sixty days prior to the district conference. The district governor will send the proposed amendments along with the committee’s recommendations to all club presidents at least forty days before the district conference. Amendment proposals will be presented at a plenary session for consideration and vote. A simple majority of Rotarians attending and voting is required for adoption.