

# **CHESAPEAKE PETS BYLAWS**

## **I. ORGANIZATION**

The leaderships of Rotary Districts 7600, 7610, 7620, and 7630 have agreed to organize a multi-district effort to train their incoming club presidents by utilizing the combined talents of Rotary leaders from each of these districts and from Rotary International. This training organization, to be known as the Chesapeake Presidents-Elect Training Seminar (PETS), is a collaborative endeavor that is organized, administered and funded equally by the participating districts.

## **II. ADMINISTRATION**

### **A. Governance and Review Structure**

#### **1.0 Board of Directors**

The Board of Directors (Board) is composed of the District Governor-Elect (DGE), District Governor-Nominee (DGN), and District Trainer of each participating district; a Chair; a Treasurer; a Registrar; and a Training Coordinator. It is the decision-making authority for all “first tier” major decisions. It:

- Approves its Chair, Treasurer, Registrar, and Training Coordinator (its only members not inherently members because of their district positions),
- Approves the PETS venue,
- Approves addition of new districts,
- Approves district participation fees,
- Approves the annual budget,
- Approves the overall PETS curriculum and program,
- Approves any return to districts of excess equity, if deemed appropriate, and
- Approves revisions to these bylaws.

These sixteen leadership positions are confirmed at the annual meeting to serve for the subsequent year. Each Director shall be entitled to one vote on matters requiring balloting. Unless otherwise noted, a simple majority shall prevail.

## **2.0 Executive Committee**

The Executive Committee is a sub-set of the Board of Directors composed of the Board Chair and the District Governor-Elect of each participating district. It is empowered by the Board to act for it by serving as decision-making authority for all “second tier” major decisions. It:

- Nominates (from among the participating Districts) the Board Chair, Treasurer (preferably with an accounting background), Registrar, and Training Coordinator for two-year terms,
- Recommends the PETS venue,
- Approves all standing committee chairs including the two Co-Chief Sergeants-at-Arms, and
- Approves committee recommendations not impacting “first tier” decisions.

Voting shall be limited to DGEs only. Unless otherwise noted, a simple majority shall prevail on all balloting.

## **3.0 Board Chair**

The Chair:

- Nominates standing committee chairs,
- Selects all other committee chairs,
- Selects standing committee vice-chairs,
- Recommends ad hoc committees and positions for operational effectiveness,
- Provides proper notice of Board meetings,
- Chairs Board meetings,
- Determines the dates of PETS, in consultation with the Executive Committee,

- Develops (in conjunction with the Treasurer) and presents the annual budget to the Board of Directors for approval,
- Authorizes expenditures (can also be performed by the Treasurer),
- Attends the Multi District PETS Alliance meeting in Evanston and proposes other Board members to attend, and
- Acts generally in the capacity of a chief operating officer to ensure proper execution.

#### **4.0 Timing of Approval of a New Chair**

Normally, approval of a new Chair should occur one year prior to taking office. From approval, the newly approved Chair shall be designated as Vice-Chair/Chair-Elect and shall attend and participate in all meetings that the Chair would normally attend. The Vice-Chair/Chair-Elect has no voting privileges, except in the absence of the Chair.

### **B. Schedules and Associated Actions**

#### **1.0 Board Meetings**

The Board shall hold an Annual Meeting not later than June of each year for the purpose of reviewing prior year results, suggesting changes to the curriculum, confirming plans for the coming year, approving nominations for its membership, reviewing the bylaws to make changes as appropriate, and conducting any other business that may come before it. This meeting shall be open to all interested parties, but only Board members have voting privileges.

The Chair of the annual meeting will be the immediate incoming Chair for the sake of annual meeting effectiveness and continuity. The Board members at the meeting will automatically consist of the immediate incoming Chair, DGE's, DGN's, and District trainers. If any of the positions of Executive Trainer, Registrar, and Treasurer still have another year of their two year term, they will also automatically be on the board. If not, this board will approve, as required, the candidates forwarded from the Executive Committee for the open positions.

At the annual board meeting, reports for the Chesapeake PETS year end will be given by the most recent registrar and treasurer and the minutes of the past meeting will be submitted for approval.

The Chair shall give at least fifteen (15) calendar days notice (e-mail is acceptable) to each Board member of the time and place of the meeting.

The Secretary of the Board (a volunteering DGN) shall provide a written report listing the participants, all business considered, and all decisions made at the meeting within fifteen (15) calendar days.

The Board may hold additional meetings if it so desires.

## **2.0 Executive Committee Meetings**

The Executive Committee will hold at least four separate meetings annually in person, and others by conference calling if required. The Chair will determine the schedule of the meetings in consultation with the Executive Committee.

## **3.0 Standing Committee/Major Functional Committees Meetings.**

The chair of each committee will hold meetings as appropriate. The chair will inform the Board Chair of all meetings and provide recommendations requiring approval to the Board Chair for Board or Executive Committee approval as appropriate.

## **4.0 Annual Multi District PETS Alliance Meeting**

The Chair, and others proposed by the Chair, shall attend the annual Multi District PETS Alliance meeting held in Evanston during the summer months. It is understood that the expense of this trip will be borne by the attendees unless specifically included in the annual budget.

## **C. Schedule of Chesapeake PETS**

Chesapeake PETS shall be held each March unless there is a conflict with the International Assembly of Rotary. The date shall be set ideally at least one year in advance but no later than at the Annual Meeting in June. Any subsequent decision to change the date shall be sent to all participating districts as soon as practical, but never later than six months prior to the re-scheduled date.

It shall be the responsibility of the Chair to notify the scheduled Chesapeake PETS date, as soon as it is determined, to the Multi District PETS Alliance and other RI Officers as deemed necessary, such as RI Directors, the office of the RI President, and the office of the RI President-Elect.

### **III. MAJOR FUNCTIONAL RESPONSIBILITIES**

#### **A. Training/Training Coordinator**

##### **1.0 Responsibilities**

The Training Coordinator shall coordinate the efforts of each District Trainer to assure program cohesion and continuity and the proper coordination of any Pre-PETS activities within the training curriculum. The Training Coordinator shall work with appropriate committee chairs (speakers committee, materials/notebook committee etc), to ensure that the following are appropriately handled in a timely manner: development of the curriculum and the seminar workbook; and solicitation and scheduling of PETS facilitators.

The Training Coordinator selects all PETS facilitators from among those provided by District Trainers. The Training Coordinator will ensure the timely provision of PETS facilitators by District Trainers, but exceptionally may also use additional resources such as RLI. The names of potential PETS facilitators should be submitted by District Trainers to the Training Coordinator not later than December 1 to allow sufficient time to contact them with the date and time of PETS facilitator advanced training.

The role of PETS facilitators is critical to the successful training of the club president-elect. PETS facilitator advanced training is the responsibility of the Training Coordinator, shall be thorough and comprehensive, and should be held prior to PETS each year. Those selected must possess thorough topic knowledge, and be able to present a very clear and articulate understanding of Rotary International in general. Facilitators should be able to motivate and encourage independent thought and conversation.

##### **2.0 District Trainers / Training Coordinator Interface**

DGEs shall remind their respective District Trainers of the need to work closely with the PETS Training Coordinator (to include nomination of PETS facilitators) in order to provide program continuity and cohesion across the participating districts.

##### **3.0 Chesapeake PETS Training Content and Format**

The content of Chesapeake PETS training shall be developed by the Training Coordinator in conjunction with the District Trainers and shall meet the minimum requirements of RI. The Training Coordinator has the flexibility to adopt suitable formats, to include collaborative group discussion and instruction. In addition, the format shall include sufficient time to allow DGEs to have private training opportunities (“District-specific time”) with their respective club presidents-elect, utilizing their own district personnel as appropriate. The District-specific time will integrate with any Pre- PETS activities that may have been conducted by districts.

## **4.0 Curriculum**

The overall PETS curriculum shall include a balanced program that provides:

- General Rotary knowledge courses,
- In-depth specialized training, and
- Instruction time for the basic understanding of the operation of Rotary International and The Rotary Foundation.

The curriculum shall be consistent with Rotary International Board of Directors-recommended president-elect training curricula, using appropriate formats to ensure its effectiveness. Time shall be provided early in the proceedings to introduce Rotary's annual theme in order to better focus efforts in the group discussions that follow.

There will also be optional electives to be taught the day before the actual PETS begins.

The electives subject matter, training techniques, and trainer/facilitators will be developed by the Trainer Coordinator in conjunction with the District Trainers.

The overall PETS curriculum, to include that of optional electives, will be approved by the Board of Directors.

## **B. Finance/Treasurer**

### **1.0. Budget**

The Chair, in consultation and cooperation with the Treasurer, shall develop and present an annual budget to the Board of Directors for review and approval. In the event that the budget figures indicate a deficit, the Chair will ask the Board for permission to raise the registration fees.

The budget shall include sufficient revenue to cover the expected expenses. In the event of a budget overrun, the overrun amount will be taken from the equity account. In the event the overrun exceeds both the budget and the reserve, the Treasurer shall bill the districts the overage based on a pro rata share of the costs determined by the number of accredited participating clubs in each district.

### **2.0 Fees**

The Board shall have the authority to establish and collect an annual fee from each participating district to cover annual operating expenses exclusive of the seminar. The

Treasurer is authorized, in consultation with the Board, to invoice each participating district and to effect a reasonable date of collection. In addition to the district payments, any fees not collected from individual participants by the date of the event are the immediate responsibility for collection by the respective district.

### **3.0 Expenses**

The Chair and the Treasurer each have the authority to authorize expenditures.

With the exception of the guest speakers, facilitators and staff, everyone who attends PETS is expected to pay. Spouses of committee members are welcome to attend and assist. Fees for lodging and meals for committee member spouses must be prepaid. Expenses of any other persons invited by individual districts (e.g., Assistant Governors, District Treasurers, District Committee Chairs, etc.) are paid for by the respective district (or the invited persons) by the date of the event. The costs for guest speakers are an operating expense unless they are reimbursed by Rotary International, The Rotary Foundation, or other outside sources. In some cases, travel expenses might be split with other PETS for a guest speaker.

The facilitators and sergeants-at-arms will have half their room expenses paid for by Chesapeake PETS but will pay their complete meal costs. This can be revised by the Board based on the initial budget review.

### **4.0 Reserve Accumulation**

The final accounting for each year's event allows for the building of the equity account (reserve) to \$50,000. This reserve will be used for contingency purposes (bad weather cancellation) and budget overruns. The equity buildup \$50,000 may, at the discretion of the Board, be returned to the districts based upon an allocation determined as follows: registration fees generated by each district divided by the total registration fees generated by all districts. Any excess receipts deemed to be returned under this policy shall, if possible, be remitted to each district before June 30 or as soon as possible thereafter.

### **5.0 Equity Accounts**

The Chesapeake PETS equity at the end of each fiscal year is the accumulated total of net income or loss each year beginning with the 2007 PETS. The initial district equity accounts were established based on the financials through the end of the 2010 PETS fiscal year. The net income or loss each year was divided by the number of districts participating in that year. Beginning with 2011 PETS, the net income or loss at the end of the fiscal year will be prorated among the districts based on the number of accredited presidents-elect from each district attending that year's PETS. These amounts will be added to or subtracted from each district's equity account at the end of the preceding year. If a district chooses to leave PETS, its refund will be the amount of its equity account at the end of the last fiscal year in which it was a participant. If its equity account is a negative amount at the time of its leaving, the district will be required to pay that

amount to the Chesapeake PETS on its departure. The Treasurer will maintain an accounting of each district's equity account.

## **6.0 Admission of New District**

If the Board votes to admit a new district to Chesapeake PETS, that district will be assessed an admission fee of \$1,500 and commit to remaining part of Chesapeake PETS for at least three years.

## **7.0 Treasurer's Accounting Practices**

In March of each year following PETS, the Chairman of the Board shall select a committee of three (3) Past District Governors for the purpose to conduct a year end accounting data inspection relating to the Treasurer's accounting methods and practices; such as record keeping, monthly reconciliations and other such accounting matters as deemed by the committee associated with the duties and responsibilities of a Treasurer, with appropriate information being provided by the Treasurer. Following the committee's evaluation, the spokesperson for the committee shall provide the Chairman of PETS with a written report of the committee's inspection.

Towards the end of the current Treasurer's term of office, and before the new Treasurer begins his/her term as Treasurer, the Chairman will request a Financial Review be conducted by a CPA. The review provides limited assurance that the organization's financial statements are in conformity with generally accepted accounting practices.

## **8.0 Departure of an Existing Partner District**

If an existing Chesapeake PETS Partner District chooses to leave Chesapeake PETS, they must give the other Chesapeake PETS Districts notice of their plan to depart by the annual meeting a full **two** years before the final annual meeting that they may or may not attend. In other words they will participate for at least **two** more complete PETS cycles. They can withdraw this notice upon approval of the board and a renewed three year commitment, like a New District; no additional funds will be due, unless they've already received their Equity Account payout, which they would have to return to the Chesapeake PETS Reserve fund.

## **C. Registration / Registrar**

The Board shall approve a Registration Chair or Registrar, after nomination by the Executive Committee. If an appropriate candidate is identified, the Chair may select a Registration Vice-Chair. The Registrar shall be responsible for ensuring that the database system will be able to process credit card payments and/or on-line



registration. The Registrar will also be responsible for ensuring the proper design of the registration form and that all the appropriate information is included, and for making recommendations on early cut-off dates, late fee fines, and discounts. The Registrar may choose to use two separate registration forms: one for PETS attendees and one for PETS staff.

The registration process will be opened in early December of each year, so most club presidents-elect will have been identified and already listed on the database. In terms of the registration process, a letter will be prepared by the Registrar with an automatic link to registration. A copy of the letter will be placed as a P-Mail template in each district and each district will originate the letter "from the DGE" to each PE. As a goal, all communications should originate from the district to the club, and not from PETS. A new Registrar should learn how to use the P-Mail capability, but he/she can forward the letter to the various district offices and let them originate the letter. The Public Relations Committee should design a brochure, and this should be attached to the P-Mail to the PEs.

The DGE is responsible for the follow-up and encouragement of his/her PEs to attend. The DGE should continually follow-up with those not yet registered prior to the registration deadline. (Note: email by itself has NOT proven to be a good tool to encourage participation.) The most effective tool for those PEs not yet registered has been a personal telephone call. Each DGE should have a person identified to make calls for registration purposes.

The Registration Committee shall be responsible for keeping registration records; executing the process for collecting registration fees through the on line payment portion of the database system, ensuring that all checks are mailed directly to the treasurer, ensuring that the database system is producing a registration confirmation letter to all participants as the registrations are received, providing weekly registration lists (in total and by district) to the Executive Committee beginning six weeks before the registration deadline and daily reports to the Executive Committee beginning one week before the registration deadline (more often, if required); providing name badges, tent cards for all of their attendees; making overnight room assignment recommendations for the districts; and forwarding these recommendations to the Board Chair who will coordinate directly with the venue staff. On the day of check-in, the Registration Committee shall be responsible for certifying the registration of all attendees, presenting them with their name badges and tent cards, and distributing all training materials. This responsibility may be carried out by having each district distribute these materials at district "check-in" tables, with registration problems referred to a central registration table.

The hotel requires a rooming list at least thirty (30) days prior to the event. Any registrations received after the deadline are not guaranteed a room. Arrangements will be made to house the overflow participants as close to the main facility as possible.

## **IV. STANDING COMMITTEES**

### **A. Speakers Committee**

The chair of the Speakers Committee, working with the Board Chair, shall make every effort to obtain the best available speakers and to encourage diverse approaches in employing the material. The chair is encouraged to use the suggested speakers on the Multi District PETS Alliance web site.

The President-Nominee of Rotary International should be invited as one of the keynote speakers as soon as his/her selection is made by Rotary International.

The chair is responsible for reading the "Care and Feeding of VIPs" published by the Multi District PETS Alliance and requiring all Rotarians serving as aides to do so. In addition, some of the other responsibilities are:

- Recruit VIP/Aides, arrange transportation for speakers, attend to VIP and spouse needs, assure VIPs maintain expected schedule,
- Provide VIP/Aides with appropriate "how-to" guidance,
- Procure and wrap appropriate gifts for designated VIPs,
- Supervise greeters, welcome participants and visitors to registration area and meeting rooms, assist with check-in at the hotel, and
- Arrange for gift baskets in designated VIP rooms.

### **B. Venue Committee.**

Each DGN shall appoint one Rotarian from his/her district to serve on the Venue Committee. The chair is nominated by the Board Chair and approved by the Executive Committee. The Venue Committee's responsibilities are divided into two major areas: venue selection and on-site venue management.

#### **1.0 Venue Selection/Requirements**

The Venue Committee shall research and report their findings to the Executive Committee. Recommended location(s) or the continued usage of the same location must meet the criteria listed below. The Executive Committee shall review the suggested venue(s) and make a recommendation to the full Board for decision.

- The facility shall be located within one of the participating district's boundaries; and be deemed convenient for travelers from each participating district.

- The facility should provide sufficient guest rooms to accommodate all anticipated overnight guests,
- The facility should provide adequate space for vendor displays and other Rotary displays, such as for clubs and districts.

The committee will work with the Board Chair and the Treasurer to negotiate a contract, estimate number and cost of hotel guest rooms, meeting space and banquet space, food service, audio-visual support, and other services.

The Venue Committee will, in cooperation with the Training Coordinator and the Registrar, assign spaces for all sessions to include:

- Sufficient breakout rooms, each to hold a minimum of 15-20 people with sufficient room for a screen, flip chart, and table to hold a projector/laptop,
- Special breakout rooms for AG, DGN, and DGN-D roundtables.
- District breakout rooms to accommodate all presidents-elect, Assistant Governors and others as necessary for each district breakout session (needs will vary according to the size of each district), and
- Plenary session seating to accommodate all presidents-elect, facilitators, Assistant Governors, Chesapeake PETS and RI staff, and guests with space for a stage, podium, microphones, and tables.

## **2.0 On-Site Management.**

The committee shall provide resources and designated point people in each of the major areas:

- Overall facility considerations
  - Work with the Treasurer and Sergeant-at-Arms to supervise use of the facility, equipment and any paid service of the hotel, including reservation and assignment of guest rooms and meeting/functions rooms;
  - Provide the direct contact person for concerns at the facility, such as, but not limited to, room temperature, room arrangements, reservations, room assignments, VIP rooms, banquet services, food and beverage;
  - Be responsible for support of program activities and technical support services, including, but not limited to, A/V requirements, information

technology support (except for the A/V and IT needs of the Training Committee which will be self-supporting), room setup, signage, banners, flags, piano, and other equipment necessary to conduct Chesapeake PETS;

- Procure and maintain a "Rotary Chesapeake PETS" banner;
- Arrange for a copy machine and materials necessary for operating an office and establish an administrative office location
- Plenary sessions/banquet hall
  - Plan and prepare decorations for the tables in the banquet hall. Provide flowers for the podium and VIP spouses;
  - Prepare table numbering when required and reserved table notations;
  - Inspect and confirm optimum working condition of HVAC, lighting, microphone, portable microphones and audio/visual equipment in each meeting/session room prior to commencement of each session;
  - Procure and hang appropriate theme banner and flags in the foyers and the banquet hall;
  - Arrange for spotlight and piano in banquet hall.
- District breakout sessions
- Training facilities
  - Determine directional and meeting identification signs necessary for the orderly movement of participants and identification of meeting rooms, and ensure their production and placement;
  - Procure easels and post the signs according to the program schedule;
  - Ensure that rooms are set up and necessary equipment is in place before each scheduled session;
  - Work closely with the Sergeant-at-Arms Team as defined in the Sergeant-at-Arms responsibilities.

### **C. Sergeant-at-Arms (SAA) Team**

The Sergeant-at-Arms Team will consist of two Co-Chief Sergeants-at Arms who are nominated by the Board Chair and approved by the Executive Committee.

The Co-Chief Sergeant-at-Arms will manage those Assistant Sergeants-at-Arms who are recruited from their respective districts to assist as members of the team. One assistant from each district will be designated as that district's Lead SAA for the purpose of supporting his/her district DGE during PETS and coordinate all requirements for the district breakout sessions. All six of these team members are expected to be in residence for the entire PETS.

The Sergeant-at-Arms Team has a particularly close working relationship with the Venue Committee. Typically, the Venue Committee works directly with the facility staff, obtains necessary services and equipment, and directs the facility regarding location and timing of those services and equipment. The Sergeant-at-Arms Team checks that the required services and equipment are where they should be each day and in working order, and takes necessary action to correct discrepancies.

Team members should wear casual shirts with collars and slacks for all daytime activities and plenary sessions. Dress for the Thursday dinner should be business casual. If there is a Friday banquet, dress will be designated by the Board Chair.

Team members will be issued Sergeant-at-Arms insignia including a red hat and a red armband. They will also wear a PETS name tag. The hat may be removed when seated.

Upon arrival each day, team members should check in at the Sergeant-at-Arms Desk in the Operations Center to receive their assignments for the day. They will be issued a schedule, a daily PETS agenda, and a room chart.

A training session for all Sergeant-at-Arms Team members will be held prior to the start of PETS and no later than the Thursday afternoon of PETS. The training will specifically include the following:

- Roles of team members
- PETS staff leadership
- Relationships with the Venue Committee
- Courtesy while guiding PETS participants to sessions
- PETS conduct guidelines for all participants
- Managing access to meeting rooms
- Support requirements

- Meeting management activities and handling issues with the chain of command.
- How team members will be assigned at various locations depending on the activities that will be ongoing at that period of time, and duties as assigned.

Team location assignments and responsibilities:

- The team is responsible for checking the set-up on Thursday and Friday mornings, ensuring proper placement of signage, synchronization of wall clocks, and room condition as described below.
- Team members will be assigned to specific locations to serve as greeters and traffic facilitators for arriving attendees on Thursday afternoon and on Friday and Saturday mornings.
- Team members will be assigned to specific locations in hallways during the small group sessions to assist both attendees and facilitators for sessions on Thursday afternoon, Friday, and Saturday.
- Team members will be assigned to each district breakout sessions to assist the District Governors Elect for Friday and Saturday district breakout sessions.
- Other team members will be assigned to hallways to assist attendees in locating their respective district meetings.
- On Thursday evening, team members will be assigned as necessary to assist reception and dinner attendees and the master of ceremonies.
- Team members will be assigned to assist reception and dinner attendees and the master of ceremonies for the Friday reception and dinner as necessary.
- The PETS Operations Center will generally be staffed by one team member who will serve as the central point of contact between the Sergeant-at-Arms Co- Chiefs, the team members, hotel staff, and PETS staff. This is a table in the same cloakroom area as the Registrar and Treasurer with access to a telephone and hotel radio.
- When assigned to small group session duty, each team member will be assigned a hallway location and several specific small group session rooms. They are responsible for checking with the facilitators in their assigned rooms 15 minutes prior to the start time of the session to determine if the facilitator needs any assistance and to ensure that the room is fully ready including at the proper temperature. They should also advise the facilitators that they will be available outside during the session if needed, and may come in to sit at the back of the

room and be available if needed. Once sessions are started, team members can take their breaks, but be back in position when the sessions have their breaks. If they desire and the instructor has concurred, they may enter the back of any assigned session and use the chair reserved at the back of the room for the team member.

- Other team members who are assigned in the hallways are to direct attendees to the proper rooms and to assist them in being inside their proper room and seated at the proper time.
- During district meetings, the assigned district team members will be at the district meeting site at least 20 minutes prior to the start of the meeting. The lead district team member will be responsible for checking on the overall condition of the room, temperature, table set up, and checking with the DGE for anything else needed, and so the chair knows whom to contact if he/she needs anything. The team members should place team placards on chairs at the back of the room to reserve seats for themselves during the session. At least one team member must be inside the room at all times during the district meetings. One team member should be outside the room in case issues arise requiring action and to assist latecomers or others with problems.
- During plenary sessions, team members will be stationed inside and outside the meeting area to assist as necessary. One team member will be assigned as the primary team member for each plenary session. The primary team member is responsible for checking on the overall condition of the room, temperature, table set up, and checking with the plenary chair for that session to ensure that nothing is needed and so the chair knows whom to contact if he/she needs anything.
- The primary team member is also responsible to ensure that the two portable microphones for Q & A sessions, if they have been determined to be used, are operating and assigned to a team member, one of whom will be assigned to each side of the room.
- A special table is set up at the rear of the plenary session room for team members; a team table card should be on the table. Some of the team members assigned to hallways for the plenary and district meetings, and the small group sessions, and each reception and meal will be equipped with noise making devices. These are to be used to give warnings prior to the start of any activity at fixed points. They should be sounded along with audible voice announcements at the 5 minute and 1 minute warning times.
- A Lead Asst. Sergeant-at-Arms will be designated for any period when the PETS Co-chief Sergeant-at-Arms will not be present or available.

- Either a designated Co-Chief or Asst. Sergeant-at-Arms should periodically check with the Registrar/registration desk and the Board Chair to determine if any assistance is needed with sign posting, escorts, or other help.
- All team members should always be alert for requests for assistance from the Board Chair, Operations Chair or the District Governors Elect, especially while any event is going on.

### **1.0 General Sergeant-at-Arms Guidelines for PETS**

- Fines will not be assessed for violation of attendee guidelines. However, SAAs will courteously remind attendees who violate the guidelines.
- Doors to meetings will be closed and access restricted to meetings during the Pledge of Allegiance, opening prayer, and introduction of VIP guests. Attendees who are held outside a room will be given a polite explanation for this procedure.
- Prior to the start of receptions/dinners, bar sales will be closed for ten minutes and then reopened after the opening is complete in order to get attendees inside and seated prior to the opening of the event.
- The Executive Committee will approve all SAA Guidelines.

### **2.0 Guidelines for PETS Attendees**

- All participants must turn off cellular telephones, smartphones, pagers or other communications devices when entering a meeting or meal area. Electronic devices may be used for note taking only.
- All participants should be wearing the PETS registration badge in a prominent location on the upper body at all times.
- Participants must cease all conversations and other interactions when any meeting is called to order. Participants should not carry on conversations or other interactions in the meeting or banquet room while speakers are at the podium.
- No entry into a meeting or banquet room will be allowed during the Pledge of Allegiance, invocation, or introduction of distinguished visitors or guests.
- Entry into banquet rooms prior to the appointed time is not authorized for luncheons or dinners. Breakfasts may have early entry authorized.



### **3.0 Guidelines for Team Members**

- Team members are guided by the Rotary Four-Way Test in dealing with PETS attendees, staff, and guests.
- The team provides guidance and assistance to all PETS attendees and guests and support to the PETS staff members.
- Each contact with a PETS attendee should be carried out with the courtesy and respect due every Rotarian.
- When participants fail to follow PETS Participant Guidelines, they should be courteously reminded that their action is disturbing to other attendees. The Participant Guidelines should be addressed by the table host, usually a staff member assigned to the table, if a violation occurs during a meal.

### **D. Materials/Notebook Committee**

The chair of the committee is nominated by the Board Chair and approved by the Executive Committee. The committee is responsible for preparing the number of club presidents-elect notebooks (throughout this document, the term “notebook” is inclusive of binder or paper notebooks, plastic folders, and/or other suitable digital media such as memory sticks) requested by each DGE. The notebook will be available at registration and will be used throughout PETS activities. Important instructional materials from the notebook will be displayed on the web site for PEs to prepare for the discussion sessions. Color coded title pages will identify each district and the name of the PE and Rotary club will be printed on the notebook cover. Notebooks will be prepared for any PE unable to attend and each DGE is responsible for distributing these notebooks.

The committee will:

- Prepare a budget estimate of the costs of the notebooks,
- Order notebooks/memory sticks and other necessary materials,
- Secure a location for storing materials near the venue,• Order additional Club Officers Kits and other manuals to be distributed as necessary to prepare the total number of notebooks requested and have them shipped to the storage location,
- Assist the Board Chair and Training Coordinator with printing materials for the notebook,
- Arrange for the assembly the notebooks/memory sticks prior to Chesapeake PETS,

- Assure that notebooks/memory sticks are delivered to the venue Wednesday before Chesapeake PETS begins,
- Assist in distributing the notebooks/memory sticks during registration at the beginning of Chesapeake PETS,
- Coordinate the materials to be inserted in the notebooks including agenda, attendees, speaker bios, floor plan, room assignments for training sessions, and district-specific materials,
- Ensure that other appropriate Rotary materials are in the notebook, including appropriate CDs, Rotary facts, Foundation material and other areas as appropriate, and
- Ensure that there is agreement between the materials posted on the Chesapeake PETS web site and the materials to be distributed.

#### **E. Publicity/Public Relations Committee**

A Public Relations Committee, comprised of one representative from each participating district, shall be appointed by the DGEs of the participating districts. A chair will be nominated by the Board Chair and approved by the Executive Committee. Each district's DGE is encouraged to appoint a sub-committee (using Assistant Governors if agreeable to the Governor) capable of working with each club president-elect to introduce and promote the Chesapeake PETS. The committee will:

- Prepare announcements and materials for district newsletters and web sites,
- Prepare announcements and notices for DGEs to send to all PEs about Chesapeake PETS, the Chesapeake PETS web site, and the need to register,
- Develop announcements and releases for Chesapeake PETS and attending dignitaries, and
- Use the DaCdb system for mailings to the district.

#### **F. Vendor and Exhibitor Committee**

The chair of the Vendor and Exhibitor Committee is nominated by the Board Chair and approved by the Executive Committee. The committee will:

- Recruit vendors and exhibitors for Chesapeake PETS,
- Coordinate with the Treasurer for collection of vendor fees if such are authorized,

- Coordinate with the Venue Committee for location of vendors and exhibitors,
- Coordinate with vendors and exhibitors to ensure timely set up and take down so as to avoid interference with Chesapeake PETS and hotel operations, and
- Work with the Treasurer regarding the sale of any items by PETS.

## **V. AMENDMENTS**

These bylaws may be amended by a two-thirds vote of Board members present at an Annual Meeting. Proposed amendments may be submitted by any member of the Board. They shall be forwarded for review no later than twenty days prior to the Annual Meeting. Amendments shall take effect on the following July 1.

## **VI. ADOPTION**

These revised bylaws were adopted at the Annual Meeting in Chantilly, Virginia on May 22, 2013. The amendment on page 3 (blue ink) was reaffirmed at the Annual Meeting in Chantilly, Virginia on 16 June 2015.

The Treasurer's bylaws amendment (blue ink) on page 8 was approved by the BOD in Chantilly, Virginia on December 8, 2015, with the understanding that the amendment will take effect following the 2016 PETS.