

OLE MAN RIVER

PRESIDENTS ELECT TRAINING SEMINAR



Policy Manual

As Revised April, 2014

Table of Contents

- ARTICLE 1 – OMR PETS..... 4
 - 1.010. Purpose 4
 - 1.020. Membership in Multi-District PETS Alliance 4
 - 1.030. Date of Ole Man River PETS 4
 - 1.040. Participation in Multi-District PETS Alliance conference 4
- ARTICLE 2 – OMR PETS EXECUTIVE COMMITTEE..... 4
 - 2.010. Duties 4
 - 2.020. Constituency of committee 4
- ARTICLE 3 – OMR PETS COMMITTEE 5
 - 3.010. Voting Members 5
 - 3.020. Non-Voting Members 5
 - 3.030. Date of constitution of committee 5
 - 3.040. Date of dissolution of committee 5
 - 3.050. Voting 5
- ARTICLE 4 – DISTRICT MEMBERS 5
 - 4.010. Adding additional Districts..... 5
 - 4.020. Expelling a District..... 6
 - 4.030. District leaving 6
- ARTICLE 5 – CHAIRPERSON 6
 - 5.010. Duties 6
 - 5.020. Selection of Chairperson..... 6
- ARTICLE 6 – TREASURER..... 7
 - 6.010. Duties 7
 - 6.020. Term of Office 7
 - 6.030. Selection of Treasurer 7
- ARTICLE 7 – COMMITTEES 7
 - 7.010. Selection of Committee Chairpersons 7
 - 7.020. Committee Meetings 7
 - 7.030. Constitution of Committees..... 7
 - 7.040. Facilities Committee 7
 - 7.040.010. Duties 7

7.040.020. Contracts	7
7.050. Programs Committee	8
7.050.010. Duties	8
7.060. Registration Committee	8
7.060.010. Duties	8
7.070. Training Committee	8
7.070.010. Duties	8
7.070.020. Selection of Training Chairperson.....	8
7.070.030. Constitution of Training Committee	8
7.080. Arrangements Committee	8
7.080.010. Duties	8
7.090. Sponsorship Committee.....	8
7.090.010. Duties	8
7.090.020. Constituency of Committee	8
7.090.030. Selection of Chair	9
ARTICLE 8– FINANCES	9
8.010. Budget.....	9
8.020. Dues from participating districts.....	9
8.030. Balance remaining at end of year	9
8.040. Resolution of deficiency of accounts	9
8.050. Debt.....	9
8.060. Expenses Reimbursed by OMR PETS.....	9
ARTICLE 9 – AMENDMENTS	10
9.010. District and Club Proposals	10
9.020. Harmony with Rotary International.....	10
9.030. Voting.....	10
9.040 Policy Manual Revision	10

ARTICLE 1 – OMR PETS

1.010. Purpose

Ole Man River Presidents Elect Training Seminar (PETS) is organized to provide training for incoming Rotary club presidents as per guidelines set forth by Rotary International. Additional training may be provided for other club and district officers as deemed necessary by the OMR PETS committee.

1.020. Membership in Multi-District PETS Alliance

Ole Man River PETS shall be a member of the Rotary Multi-District PETS Alliance.

1.030. Date of Ole Man River PETS

Ole Man River PETS is to be held each year on a date to be determined by the OMR PETS Committee pursuant to Rotary International guidelines.

1.040. Participation in Multi-District PETS Alliance conference

The Chairperson of Ole Man River PETS should attend the Multi-District PETS Alliance conference each year. In addition, each member district of Ole Man River PETS should select at least one person to attend the Multi-District PETS Alliance each year with preference given to the District Governor Elect. Should the District Governor Elect not be able to attend, second preference should be given to other future Governors. The reasonable costs of attending this conference for one representative of each district shall be absorbed by Ole Man River PETS. Any member of the OMR PETS Voting Committee may attend at their own (or their district's) expense.

ARTICLE 2 – OMR PETS EXECUTIVE COMMITTEE

2.010. Duties

The Executive Committee shall be ultimately responsible for all facets of Ole Man River PETS. The Executive Committee has veto power over decisions made by the Ole Man River PETS committee (including but not limited to policy manual revisions) and any of its subcommittees.

2.020. Constituency of committee

The Ole Man River PETS Executive Committee shall consist of all District Governors Elect of the member districts.

ARTICLE 3 – OMR PETS COMMITTEE

3.010. Voting Members

Voting members of the Ole Man River PETS Committee shall include the members of the Executive Committee. In addition, voting members of the OMR PETS Committee shall include:

- District Governor of each member district
- District Governor Nominee of each member district
- Immediate Past District Governor of each member district or other Past District Governor, at the discretion of the District Governor Elect of that member district
- Ole Man River PETS Chairperson
- Ole Man River PETS Treasurer

3.020. Non-Voting Members

Non-Voting Members of the Ole Man River PETS Committee shall include:

- District Governor Nominee Designate (once selected) of each member district
- Any other members deemed necessary and approved by the Ole Man River PETS Committee Voting Members

3.030. Date of constitution of committee

The Ole Man River PETS Committee for a given year shall be constituted on the first day of the month following the preceding Ole Man River PETS.

3.040. Date of dissolution of committee

It shall be the responsibility of the Chairperson to call a final post-PETS wrap-up meeting prior to the last day of the month in which Ole Man River PETS is held. At the conclusion of this meeting, the existing committee will be dissolved.

3.050. Voting

Voting of the Ole Man River PETS Committee shall be transacted by voice except in the matter of admitting or expelling a district. A simple majority shall be required to pass any motion other than the admittance or expulsion of a district.

ARTICLE 4 – DISTRICT MEMBERS

4.010. Adding additional Districts

Additional Rotary Districts may, at the discretion of the OMR PETS committee, be included in Ole Man River PETS. Upon said district expressing their interest, a vote shall be taken of member districts. Each member district is allowed one vote, with the vote being cast by the member district's Governor Elect after consulting with their own district leadership. A 75% favorable vote is required for admittance of a new member district.

4.020. Expelling a District

A member district of Ole Man River PETS may be expelled from membership in Ole Man River PETS upon unanimous vote of the remaining member districts. Each member district is allowed one vote, with the vote being cast by the member district's Governor Elect after consulting with their own district leadership.

4.030. District leaving

A member district of Ole Man River PETS may, at its discretion, surrender its membership in Ole Man River PETS. If written notice (electronic or paper) is received by the members of the Executive Committee at least one year prior to the next Ole Man River PETS the district shall incur no additional liability towards Ole Man River PETS.

A district may surrender its membership in Ole Man River PETS between six months and one year before the next Ole Man River PETS. A district leaving OMR PETS within six months to one year prior to the next OMR PETS shall be liable for its pro-rata share of expenses, including but not limited to meals, hotel room commitments and speaker costs.

Any district surrendering its membership in Ole Man River PETS forfeits any right to funds held by Ole Man River PETS. The remaining members of the Ole Man River PETS Voting Committee may, at its discretion, credit a portion of the excess funds held by Ole Man River PETS towards a departing member's liabilities. (Excess funds shall be defined as any fund balance remaining after paying all liabilities on the OMR PETS prior to the district's departure.)

ARTICLE 5 – CHAIRPERSON

5.010. Duties

The Ole Man River PETS Chairperson shall conduct all meetings of the Ole Man River PETS Committee. The Chairperson shall be responsible for all facets of Ole Man River PETS, guiding the committees in the execution of OMR PETS. The Chairperson should be invited to all meetings of the Executive Committee in order to effectively serve as liaison between the Executive Committee, the Voting Committee, and other OMR PETS committees.

5.020. Selection of Chairperson

The Chairperson of Ole Man River PETS shall be selected by the Executive Committee but shall not be selected from the district in which the previous Chairperson is a Rotarian. The Chairperson shall serve a three year term at the pleasure of the Executive Committee.

ARTICLE 6 – TREASURER

6.010. Duties

The Treasurer is tasked with creating a budget in conjunction with the Executive Committee. The Treasurer shall handle all accounts of Ole Man River PETS. Each month, the Treasurer shall provide financial reports to the Ole Man River PETS Committee. A final financial report for the OMR PETS committee shall be provided by the treasurer within 60 days after the wrap-up meeting of the OMR PETS committee.

6.020. Term of Office

Each Treasurer shall serve a term of not more than three (3) years.

6.030. Selection of Treasurer

The Treasurer shall be selected by the Executive Committee but shall not be selected from the district in which the previous treasurer is a Rotarian.

ARTICLE 7 – COMMITTEES

7.010. Selection of Committee Chairpersons

Unless otherwise specified, committee Chairpersons are to be selected by the Executive Committee. In addition, each chairperson shall serve a term of no longer than three (3) years at the pleasure of the Executive Committee.

7.020. Committee Meetings

Committee Chairpersons may call committee meetings at their discretion. The Executive Committee shall be notified of and invited to all such committee meetings.

7.030. Constitution of Committees

Unless otherwise specified, each committee shall be constituted by the Chairperson with approval of the Executive Committee. To assure future leadership, each chairperson should seek to train one or more committee member on the committee's area of responsibility for future leadership.

7.040. Facilities Committee

7.040.010. Duties

The Facilities Committee shall be tasked with all matters regarding the facilities for Ole Man River PETS. This includes but is not limited to meeting space, convention space, and hotel space. Also, the Facilities Committee shall be tasked with planning and selecting all meals during Ole Man River PETS.

7.040.020. Contracts

The Facilities Committee shall negotiate all contracts regarding facilities for Ole Man River PETS. The Facilities Chairperson shall not execute any contracts without the approval of the Executive Committee.

7.050. Programs Committee

7.050.010. Duties

The Programs Committee shall be tasked with all matters regarding agenda and speakers (with the exception of facilitators) for Ole Man River PETS. The agenda and all speakers must be approved by the Executive Committee.

7.060. Registration Committee

7.060.010. Duties

The Registration Committee shall be tasked with all matters relating to registration of attendees. This includes but is not limited to online registrations and on-site registration during Ole Man River PETS.

7.070. Training Committee

7.070.010. Duties

The Training Committee shall be tasked with coordinating the securement of facilitators for Ole Man River PETS. In addition, the committee shall make certain any necessary training of facilitators is carried out.

7.070.020. Selection of Training Chairperson

The Training Chairperson shall be selected by the Executive Committee with preference given to the member districts' Trainers.

7.070.030. Constitution of Training Committee

Each DGE shall select a Rotarian from their district to serve on the Training Committee.

7.080. Arrangements Committee

7.080.010. Duties

The Arrangements Committee shall be tasked with the House of Friendship, exhibitor relations, and hospitality events and suites.

7.090. Sponsorship Committee

7.090.010. Duties

The Ole Man River PETS Sponsorship Committee shall be tasked with securing sponsorships and related payments from entities within its member districts. The Sponsorship Committee shall work to assure that proper signage and recognition are given at each OMR PETS. The Sponsorship Committee shall also, at the close of each OMR PETS, send recognition of sponsors as deemed appropriate by the OMR PETS Committee.

7.090.020. Constituency of Committee

The Ole Man River PETS Sponsorship Committee shall be made up of the District Governors Nominee from each member district. The Sponsorship Committee may enroll the assistance of others as necessary.

7.090.030. Selection of Chair

A chairperson shall be selected from among the District Governors Nominee by the Executive Committee.

ARTICLE 8- FINANCES

8.010. Budget

The budget as prepared by the treasurer and Executive Committee shall be presented to the OMR PETS Voting Committee no later than 9 months prior to OMR PETS.

8.020. Dues from participating districts

Each member district shall pay to Ole Man River PETS an amount of \$125 per club in that district. These dues shall cover the attendance of the club's President Elect and one other club officer. Each district shall submit these funds no later than six months prior to Ole Man River PETS.

8.030. Balance remaining at end of year

After all liabilities have been satisfied, any balance up to \$50,000 shall be retained for use by future Ole Man River PETS committees. Any balance remaining over \$50,000 shall be remitted to the Rotary Foundation of Rotary International.

8.040. Resolution of deficiency of accounts

Any deficiency of accounts by Ole Man River PETS shall be absorbed by its member districts in proportion to the number of clubs in each district.

8.050. Debt

OMR PETS shall not obligate itself to any debt outside standard trade payables.

8.060. Expenses Reimbursed by OMR PETS

For any speakers travelling at the request of Ole Man River PETS, Ole Man River PETS shall be liable for any expenses that are not otherwise covered by other entities (such as Rotary International). The Executive Committee may, at their discretion, choose to reimburse some or all expenses incurred by Ole Man River PETS committee members. Rotarians serving in various other capacities at Ole Man River PETS are considered volunteer Rotarians. As such, Ole Man River PETS will defer all decisions of reimbursement of volunteers to their member districts.

ARTICLE 9 – AMENDMENTS

9.010. District and Club Proposals

Any member District or Rotary club in a member district may, at any time, submit a proposal to a member of the OMR PETS Executive Committee to make an amendment to this Policy Manual. The proposal shall then be submitted at the next meeting of the OMR PETS Committee for action. The district and/or club shall then be informed of the action taken by the OMR PETS Committee.

The OMR PETS Committee may also make proposals to amend the Policy Manual and action shall be taken in the meeting of said committee.

If any amendments were made, a notice of amendments to the Policy Manual shall be reported in the minutes of said meeting.

9.020. Harmony with Rotary International

No amendment or addition to this policy manual may be made unless it is in harmony with the constitution and bylaws of Rotary International, the standard club constitution, and the Rotary Code of Policies.

9.030. Voting

Each proposed amendment will be considered by the Voting Committee of Ole Man River PETS. Amendments would be made in order as they would be made at the time the original amendment was made. Any amendment shall be deemed passed upon a favorable vote of a majority of the members of the Voting Committee present except Article 4, where proposed changes shall be subject to the majority specified in the sub-article. Any amendment would be followed by being recorded in the minutes of the meeting.

9.040 Policy Manual Revision

Amendments to the Policy Manual shall be issued as an amendment change to the appropriate section and issued to all members of the OMR PETS Voting Committee.