

DISTRICT MANUAL OF PROCEDURE

MANUAL OF PROCEDURE AND DISTRICT LEADERSHIP PLAN FOR ROTARY INTERNATIONAL DISTRICT 6360, INC.

March 10, 2009
Amended May 7, 2010
Amended June 4, 2011
Amended June 2, 2012
Amended May 17, 2014
Amended May 13, 2017
Amended May 21, 2022

Manual of Procedure and District Leadership Plan
For Rotary International District 6360, Inc.

TABLE OF CONTENTS

Will be inserted when this clean copy is approved by the District Board of Directors

Page numbers will be inserted upon approval.

DISTRICT MANUAL OF PROCEDURE

MANUAL OF PROCEDURES AND DISTRICT LEADERSHIP PLAN

These procedures are established by the Rotary Clubs of District 6360 of Rotary International to provide the general policies of Rotary International District 6360, Inc., hereafter referred to as the District, and shall supplement the Constitution and Bylaws of Rotary International, the Articles of Incorporation for Rotary International District 6360 Inc. and the Bylaws of Rotary International District 6360, Inc.

ARTICLE I

DISTRICT LEADERSHIP

Section 1. District Leadership Plan. In addition to outlining the procedures used by the District, this document also constitutes the District Leadership Plan consistent with the guidelines and requirements of Rotary International.

Section 2. Board of Directors. The Board of Directors of Rotary International District 6360, Inc., hereafter referred to as the Board or Board of Directors, shall be the governing body of the District.

- A. There shall be seven directors: the District Governor, the District Governor-Elect, the District Governor-Nominee, the most recent Past District Governor residing in the District, the District Secretary, and the District Treasurer and a member at large appointed by the District Governor. The Vice Governor and, when selected, the District Governor Nominee Designate shall serve ex-officio without a vote.
- B. The term in office for the Board of Directors shall coincide with their term as officers of the District. Appointed members shall serve during the term of the appointed District Governor,
- C. The duties and responsibilities of the Board of Directors shall be in accordance with the laws of the State of Michigan pertaining to a corporation described by Section 501(c)(4) of the Internal Revenue Code. The Board of Directors shall be ultimately responsible for matters relating to policy, finance, District activities, and personnel.

Section 3. Officers. The Officers of The District shall include the following members of the District's Board of Directors:

- A. District Governor. The District Governor shall be a Rotarian and selected by the District as hereinafter provided. The District Governor shall have all duties and responsibilities assigned by Rotary International and such other responsibilities as shall from time to time be delegated by the District Board of Directors.
- B. District Treasurer. The District Treasurer is appointed by the District Governor with approval of the Board of Directors and shall serve a three-year term that may be extended annually for an additional three years. The District Treasurer shall be a Rotarian qualified in the management of financial affairs.
- C. District Secretary. The District Secretary is appointed annually by the District Governor with approval of the Board of Directors. The District Secretary shall be a Rotarian, preferably a Past District Governor.
- D. The District Governor-Elect shall be a Rotarian and shall be nominated by the District as hereinafter provided.
- E. The District Governor-Nominee shall be a Rotarian and shall be nominated by the District, as hereinafter provided.
- F. Vice Governor. The Nominating Committee may select a Past District Governor, proposed by the District Governor-Elect, to serve as Vice Governor, who shall serve during the year following selection. If the Nominating Committee makes no selection, the District Governor-Elect may select a Past District Governor to serve as Vice Governor.

Section 4. Removal from Office. With the exception of the District Governor, any officer of the District may be removed by a majority vote of the Board of Directors during a regular or special meeting thereof. Removal of the District Governor from office must be in accordance with the procedures of Rotary International.

Section 5. Assistant Governors. Assistant Governors (AG) are appointed annually by the District Governor to assist in the administration of the Rotary Clubs and shall be willing to serve a minimum of three complete one-year terms. Each AG will be responsible for several clubs as assigned by the District Governor. As outlined in the Rotary International *Manual of Procedure*, Assistant Governors will provide club support in areas including club leadership, planning, club goals, policy, The Rotary Foundation, and coordination with club and District activities.

Section 6. Assistant Treasurer, Assistant Secretary, and Committee Vice Chairs. The District Governor may annually appoint, with the approval of the Board of Directors, an Assistant Treasurer, and an Assistant Treasurer to assist the Treasurer and Secretary with their respective duties. The District Governor may annually designate a Vice Chair for each District committee who shall assist the Committee chair in the performance of their duties.

ARTICLE II

NOMINATING PROCEDURES

Section 1. Nominations for District Governor

- D. The Nominating Committee Chair shall notify the District Governor of the candidate selected within 24 hours of the adjournment of the Nominating Committee meeting. Within three days of the receipt of the notice, the District Governor shall notify the clubs in writing of the name and club of the nominee. The District Governor shall ensure that all nominated candidates are notified of the committee's selection prior to notifying clubs.
- E. A club in the District that previously suggested a candidate to the Nominating Committee may propose that Rotarian as a challenging candidate for District Governor-Nominee using the procedures prescribed by the Bylaws of Rotary International. If there is no valid challenging candidate, the District Governor shall declare the Committee's candidate as the District Governor-Nominee and certify the name of the District Governor-Nominee to the Rotary International General Secretary.

Section 2: Nominations for Other Offices. The Nominating Committee shall select a representative and alternate to the Council on Legislation, a member of the Nominating Committee for Rotary International Director, and a Vice Governor as prescribed by the Bylaws of Rotary International.

Section 3: Nominating Committee Composition.

- A. The District Governor shall appoint a Past District Governor as Nominating Committee Chair immediately upon assuming office. The Chair shall serve for no more than three one-year terms.
- B. The Nominating Committee shall be composed of six Rotarians appointed by the Chair. Two members shall be Past District Governors and the remaining four shall be past Club Presidents, who may also be current or past Assistant Governors. In selecting members, the Chair shall endeavor to ensure that the Committee reflects the diversity of the District.
- C. Neither the District Governor, District Governor-Elect, nor District Governor-Nominee shall serve as a member of the Nominating Committee.
- D. No member of the Nominating Committee may be nominated to serve as District Governor Nominee Designate.

ARTICLE III
DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS AND APPOINTEES

Section 1. District Governor Duties and Responsibilities.

The District Governor is the officer of Rotary International in the District and is entrusted with its overall leadership. In the performance of the office, the District Governor shall be governed by the Rotary International *Manual of Procedure* and these District procedures and shall be responsible to the Board of Directors. The District Governor shall:

- A. Fulfill all requirements of Rotary International including:
 - 1. Attend all training as required by Rotary International before taking office and while in office.
 - 2. Complete an official visit to each club in the District, fulfilling all reporting requirements in a timely fashion.
- B. Communicate monthly with all the club presidents and secretaries of the District as required by Rotary International.
- C. Counsel, advise and assist clubs and Rotarians, thereby strengthening them in Rotary Service.
- D. Direct the planning and execution of the District Conference, including the annual business meeting of the District, ensuring that all Rotary International requirements are met.
- E. Collaborate with the District Trainer, District Governor-Elect and District Governor-Nominee in ensuring that training of presidents, club officers and committee chairs meets the requirements of the District and Rotary International.
- F. Oversee the District Treasurer and District Secretary, being responsible for their performance of the duties of their offices.
- G. Supervise any District Administrator employed by the District.
- H. Preside over meetings of the Board of Directors and quarterly staff meetings.
- I. Appoint Assistant Governors to assist in the administration of the Rotary clubs in the District.

Section 2. District Treasurer Duties and Responsibilities.

The District Treasurer shall:

- A. While serving as incoming District Treasurer:
 - 1. Participate as a member of the District Budget and Finance Committee.
 - 2. Become familiar with the management of District funds.
- B. While serving as District Treasurer:
 - 1. Chair the District Budget and Finance Committee.
 - 2. Attend meetings of the District Board of Directors.
 - 3. Assist the District Governor-Elect in preparing the budget for the next Rotary year and present the budget for review by the District Budget and Finance Committee and approval by the Board of Directors and the club presidents-elect of the District.
- 4. Prepare monthly reports for the District Governor, District Budget and Finance Committee, and Board of Directors.
- 5. On or before June 30 of the ending year of service as District Treasurer, turn over access to and control of all funds of the District to the incoming District Treasurer and the District Governor-Elect.

6. Oversee the system that facilitates budgetary control and accurate and timely reporting.
7. Process and send checks to vendors and Rotarians seeking reimbursement, after the check request has been approved by the District Governor, ensuring accuracy in the financial reporting system.
8. Schedule and make payments for the District credit cards on a monthly basis, ensuring timely payment.
9. Oversee employee payment of the District Administrator, either through direct deposit or paychecks.
10. Complete and file required Federal and Michigan State Tax Forms in a timely manner.
11. Prepare and submit checks for required employment tax payments, including Federal, State, Unemployment Insurance Agency payments, etc.
12. Create and distribute appropriate year end Federal and Michigan State tax forms (W-2) to District employees.
13. Promptly report observed variances from the approved budget to the District Budget and Finance Committee and the Board of Directors.
14. Promptly complete the financial report for the Rotary year, ensuring that the Financial Review Committee receives the final report, accompanied by such additional information as it may require, not later than August 15.
15. Upon completion of service as District Treasurer, serve one year as a member of the District Budget and Finance Committee.
16. Arrange annually for a reconciliation of cash by a member of the District Financial Review Committee.
17. Assist the District Governor and District Governor-Elect to comply with the policy for District reporting to Rotary International and the record retention policy.
18. Ensure that deposits and customer payments are accurate and reconcile these with the bank statement, ensuring accuracy and completeness.
statements, ensuring accuracy and completeness.
19. Confirm that all clubs in the District have filed the appropriate 990 forms with the Internal Revenue Service.

Section 3. District Secretary Duties and Responsibilities.

The District Secretary shall:

- A. Inform the secretary of each club in the District of the reports that are required and the deadlines for these reports.
- B. Attend the meetings of the Board of Directors and serve as secretary thereof.
- C. Receive the monthly attendance reports from the clubs of the District and compile them into District statistics; report them as required to Rotary International, the District Governor, and the Board of Directors, and maintain them as permanent records.
- D. In the event that attendance reports for the preceding month are not received from a club secretary by the fifteenth (15th) day of the month following, the District Secretary shall endeavor to obtain such report from the club secretary by appropriate means.
- E. Maintain statistical records for District functions such as the District Conference, the District Training Assembly, and other District-wide functions.
- F. Maintain historical records required by the District.
- G. Serve as Secretary of the district Conference when requested by the District Governor.
- H. Serve as Secretary of the District annual meeting.
- I. Assist the District Governor in complying with District record retention.

Section 5. District Governor-Elect Duties and Responsibilities.

The District Governor-Elect shall:

- A. Prepare a leadership plan for the year as District Governor subject to the approval of the Board of Directors.
- B. Complete all District committee appointments for the year as District Governor.
- C. Attend Zone Institute, International Assembly, District Conference, and other events required by Rotary International. Attendance at the Rotary International Convention, while serving as District Governor-Elect is recommended but not mandatory.
- D. Participate in Great Lakes PETS and conduct the District's part thereof.
- E. Assist the District Governor as requested and to the extent possible participate in club visits and District events.
- F. Serve as a member of the Board of Directors and the District Budget and Finance Committee.
- G. In collaboration with the District Treasurer, prepare the budget for the next Rotary year and obtain required approval thereof.
- H. Organize and conduct the District Training Assembly in collaboration with the District Governor.
- I. Provide mentorship for the District Governor-Nominee and District Governor-Nominee-Designate.

Section 6. District Governor-Nominee Duties and Responsibilities.

The District Governor-Nominee shall:

- A. Prepare for the term as District Governor by visiting clubs in the District.
- B. Attend Zone Institute, District Conference, PETS, District Training Assembly, and meetings of the Board of Directors and the District Budget and Finance Committee.
- C. Assist in mentoring of the District Governor-Nominee-Designate.

Section 7. Assistant Governor Duties. Assistant Governors shall:

- A. Regularly visit each club in their area, with a minimum of one visit each quarter, to discuss club activities, resources, and opportunities, including the District Governor's official visit.
- B. Assist clubs in their area with annual goal setting, including annual fund giving, PolioPlus giving, and membership.
- C. Support clubs in achieving their goals, finding solutions to challenges, resolving conflicts, and meeting all District and Rotary International administrative requirements.
- D. Serve as a liaison between the clubs in their area and District committees.
- E. Encourage clubs' involvement in District meetings and committees.
- F. Keep the District Governor and District leadership informed about the functioning of clubs in their area.
- G. Coordinate training at the club level with the appropriate District committee.
- H. Attend the District Team Training Seminar, District Training Assembly, Presidents-Elect Training Seminar, and at least one session of Pre-PETS annually.

Section 8. District Communications Officer for the Data Base System Duties and Responsibilities.

The District Communications Officer shall be appointed by the District Governor and shall:

- A. Work with the District Administrator and District Secretary in keeping the database system up to date.
- B. Make certain that the system is working, conduct appropriate training for the District and its Clubs and assist members who are having issues dealing with the system.
- C. Work with the District Administrator to prepare committees for the next Rotary year.
- D. Aid with setting up registration for events for the District or for the Clubs.

Secton 9. District Trainer Duties and Responsibilities.

The District Trainer shall:

- A. Establish a training committee made up of the District Governors, committee chairs and District Administrator to plan, staff, deliver and evaluate all District training including:
 - 1. Pre-PETS (or PETS I) in February
 - 2. District sessions at PETS in March, including attending all PETS committee meetings.
 - 3. District Training Assembly (usually in April.)
 - 4. District Team Training Seminar.

- B. Assist the Membership Committee, Public Image Committee, and the District Rotary Foundation Committee in their training programs, when requested.
- C. Serve at District Conference, when requested.
- D. Work with Club Trainers and support their efforts, where needed.
- E. Encourage members to attend the Rotary Leadership Institute training.
- F. Implement the District Leadership Plan as directed by the District Governor and oversee any appropriate changes to this plan.

Article IV

District Committees

Section 1. Committee Organization Generally.

- A. The District Governor Elect, District Governor, and Immediate Past District Governor shall work together to ensure continuity of leadership and succession planning for all District committees.
- B. Unless otherwise provided in this Article, the District Governor Elect shall appoint all District committee and subcommittee members and chairs and conduct planning meetings prior to the start of their year in office. All committee chairs shall be reported to Rotary International by December 31 in the year prior to the District Governor's taking office.
- C. The District Governor shall fill committee and subcommittee vacancies that occur during their year in office.
- D. The District Governor shall not serve as a District committee or subcommittee chair.
- E. The District Governor is an ex officio member of all District committees without vote.
- F. The minimum qualification for appointment to a District committee is membership and good standing in a Rotary or Rotaract club in the District. Honorary members shall not be eligible for appointment.
- G. Committee membership should represent the District geographically, by club size, and should reflect the diversity of Rotarians.
- H. District committee chairs shall attend the District Team Training Seminar and District Training Assembly. Committee chairs may also be called upon to attend Pre-PETS, PETS, and other District meetings.
- I. District committee chairs shall report quarterly, at a minimum, on their committee's activities to the District Governor.
- J. In addition to the committees established in this Article, the District Governor may, with the consent of the Board, appoint additional committees for their term of office. Prior to the end of their term in office, the District Governor shall make a recommendation to the board of directors as to whether any such committee should be made permanent.

Section 2. District Membership Committee.

- A. **Committee Chair and Membership.** The District Membership Committee Chair shall be appointed for a three-year term, subject to review, by concurrence of the District Governor, District Governor Elect, and District Governor Nominee for such term.
- B. **Committee Duties.** The Committee shall:
1. Support club membership committees through regular communication, training opportunities, and by providing resource materials and consultation.
 2. Plan, market, and conduct a district membership seminar in consultation with the District Governor and District Trainer.
 3. Assist the member recruitment efforts of clubs.
 4. Encourage each club to strive to represent the demographic composition of the community's professionals.
 5. Ensure that clubs are aware of the membership tools available from Rotary International, and that membership information is reported promptly to Rotary International.
 6. Work and communicate regularly with the District Governor and club leaders to ensure that the district and each club achieves their membership goals. Coordinate district-wide membership development activities.
 7. Encourage clubs to participate in Rotary or presidential membership development recognition programs.
 8. Maintain communication with other district committees to coordinate activities that will aid membership attraction and engagement efforts.
 9. Encourage clubs to develop and implement innovative membership development strategies.
 10. Visit clubs to speak about innovation, flexibility, diversity, and ways to engage members, as well as about successful membership attraction and engagement activities. Share information on successful activities.
 11. Be familiar with Rotary Club Central and other membership development resources.
 12. Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club and Identify communities where additional Rotary clubs could be established without detracting from service provided by existing clubs.
 13. Assist in organizing and establishing new clubs.

Section 3. District Rotary Foundation Committee.

- A. **Committee Chair and Membership.**
1. The District Rotary Foundation Committee Chair (DRFCC) shall be appointed for a three-year term, subject to review, by concurrence of the District Governor, District Governor Elect, and District Governor Nominee for such term. The DRFCC should have significant knowledge of, commitment to, and experience with The Rotary Foundation and its activities.
 2. The DRFCC may be removed for cause by agreement of the District Governor, District Governor Elect, and District Governor Nominee when there are significant issues that cannot be resolved.

3. The chairs of the Grants, Stewardship, Fundraising, PolioPlus, Peace Fellowships, and International Service subcommittees shall be members of the Committee.
4. The District Governor, District Governor Elect, and District Governor Nominee shall be ex officio members of the committee. The District Governor Nominee shall serve without a vote.
5. The DRFCC shall appoint a committee Treasurer to oversee the banking and financial activities of the committee, as directed by the committee.
6. The DRFCC shall be an ex officio member of all Foundation subcommittees.
7. The DRFCC, in collaboration with the District Governor, shall be responsible for securing and obtaining Foundation qualification from The Rotary Foundation and overseeing implementation of the District Financial Management Plan, as required by The Rotary Foundation.

B. Committee Duties. The Committee shall:

1. Support club Rotary Foundation committees through regular communication, training opportunities, and by providing resource materials and consultation.
2. Collaborate with the District Governor and other District committee chairs to ensure that activities of The Rotary Foundation are integrated into the work of all committees to the greatest extent practicable.
3. In collaboration with District Governor and District Trainer plan, organize, and promote Grant Management Seminars and other appropriate Foundation training opportunities at the District Training Assembly, Pre-PETS, PETS, and other District meetings.
4. Provide support to club Rotary Foundation committees.
5. Assist the District Governor-Elect in setting and achieving Annual Fund and PolioPlus giving goals.
6. Assist the District Governor in nominating qualified recipients for Rotary Foundation awards.
7. Approve all requests for disbursement of District Designated Funds (e.g., Global Grants, Peace Center, PolioPlus), which shall then be authorized by the DRFCC and District Governor.

C. Subcommittees.

1. **Grants Subcommittee.** The subcommittee shall create and enforce a District policy regarding the application for and distribution of grant funds received from The Rotary Foundation. The subcommittee shall review all grant applications and make a recommendation to the Committee as to their disposition. The subcommittee shall review all interim and final grant reports. It shall also provide input on the distribution of District Designated Funds.
2. **Stewardship Subcommittee.** The subcommittee shall support the implementation of the District Memorandum of Understanding, Financial Management Plan, and all stewardship requirements established by The Rotary Foundation. The subcommittee shall monitor and evaluate the implementation of proper stewardship, grant management, and reporting practices for all club and District-sponsored grants. It shall ensure that all individuals involved in grant activities in a manner that avoids any actual or perceived conflict of interest. The subcommittee shall review all interim and final grant reports and facilitate a system of addressing any potential misuse of funds or irregularities in grant-related activity.

3. **Fundraising Subcommittee.** The subcommittee shall assist and advise clubs on setting and achieving Foundation fundraising goals. It shall organize any District fundraising events in support of The Rotary Foundation. The subcommittee shall coordinate donor appreciation activities within the District to ensure that Foundation donors are appropriately recognized.
4. **PolioPlus Subcommittee.** The subcommittee shall support Rotary's commitment to polio eradication and encourage Rotarian participation in PolioPlus activities.
5. **Peace Fellowships Subcommittee.** The subcommittee shall support the District's participation in activities related to Rotary Peace Centers and fellowships at the direction of the District Governor and DRFCC.
6. **International Service Subcommittee.** The subcommittee shall support club and District involvement in international service, including international district and global grants, and implement international service priorities determined by the District Governor and Board.

Section 4. Public Image.

- A. **Committee Chair and Membership.** The committee chair and membership shall be appointed by the District Governor.
- B. **Committee Duties.** The Committee shall:
 1. Support club public image committees through regular communication, training opportunities, and by providing resource materials and consultation.
 2. Promote Rotary and foster understanding, appreciation, and support for the programs of Rotary by increasing awareness among Rotarians and the general public to build a positive image of Rotary, attract candidates for membership, and motivate potential donors.
 3. Maintain contact with the District Governor and District committee chairs to stay informed about District projects and activities that can be promoted — particularly those that are of interest to the general public.
 4. Promote Rotary to external audiences, such as the media, community leaders, potential partner organizations, program beneficiaries, and the general public.
 5. Encourage Rotary clubs to make public image a priority.
 6. Promote the proper use of Rotary's visual identity and voice, as established by Rotary International.
 7. Contact the media with newsworthy stories of District projects and events and share District and club stories via social media.
 8. Share Rotary public relations materials with clubs, including both traditional and digital media.
 9. Identify opportunities to speak to individual clubs about the importance of club public image, including developing websites geared toward the general public, and using social media effectively.
 10. Promote all aspects of Rotary activities, such as PolioPlus, the Areas of Focus, grant successes, alumni activities, and awards received by the District and Rotary.
 11. Comply with such policies and procedures regarding public relations campaigns as the Board may determine.

Section 5. Budget and Finance.

A. Committee Chair and Membership.

1. The District Treasurer shall serve as Chair of the Budget and Finance Committee.
2. The committee shall consist of seven members, including the Immediate Past District Governor, District Governor Elect, District Governor Nominee, and three Rotarians appointed by the District Governor for staggered three-year terms. The three appointed members shall consist of one member who represents large-sized clubs, one member who represents middle-sized clubs, and one member who represents the small-sized clubs
3. Club size will be determined by the Board of Directors, with a goal of attaining, as nearly as possible, one-third of District member representation in each category, using club membership totals as of July 1 of each year.
4. Rotary clubs currently represented on the Budget and Finance Committee shall not be represented for a second consecutive term.
5. The District Governor shall serve on the Budget and Finance Committee ex officio and without a vote.
6. A member of the Financial Review Committee shall serve on the Budget and Finance Committee ex officio and without vote.

- B. Committee Duties.** The Committee shall review the District Governor Elect's proposed budget and per capita levy and make a recommendation to the Board of Directors prior to the submission of the proposed budget and levy to incoming club presidents for approval.

Section 6. Financial Review.

A. Committee Chair and Membership.

1. The committee shall consist of three Rotarians from the District who are qualified in the management of financial affairs or review of financial records.
2. The District Governor, District Treasurer, incoming District Treasurer, and voting members of the District Budget and Finance Committee shall be ineligible for appointment to the Financial Review Committee.
3. None of the Committee's members shall have been in a position to disburse District funds or to have authorized the disbursement thereof during the Rotary year for which the review takes place, or in either of the two immediately preceding Rotary years.
4. Committee members shall serve staggered three-year terms, with the District Governor appointing one member immediately upon taking office.

B. Committee Duties. The Committee shall:

1. Conduct a review of the District's year-end financial statements, which shall serve as the independent review required by Rotary International. The committee's review shall consist of inquiries and analytical procedures deemed appropriate by the Financial Review Committee and need not be in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The review may be substantially less in scope than an audit in accordance with generally accepted auditing standards. No expression of an opinion of the financial statements taken as a whole is, therefore, required or expected.
2. Designate one of its members to serve on the District Budget and Finance Committee ex officio and without vote.

Section 7. Training.

- A. **Committee Chair and Membership.** The District Trainer shall serve as Chair of the committee.
- B. **Committee Duties.** The committee shall support the District Governor and District Governor Elect in training club and District leaders and overseeing the District's training plan. In particular, the committee will support the District Governor and District Governor Elect's preparation for, and execution of Pre-PETS, PETS, District Team Training Seminar, District Training Assembly, Rotary Leadership Institute, and other training opportunities as requested.

Section 8. Community Service Committee.

- A. **Committee Chair and Membership.** The District Governor shall appoint the chair and members of the committee.
- B. **Committee Duties.** The committee shall support club and District involvement in community and vocational service and implement community and vocational service priorities determined by the District Governor and Board.

Section 9. Rotaract.

- A. **Committee Chair and Membership.** The District Governor shall appoint the District Rotaract Chair who, along with the duly elected District Rotaract Representative, shall co-chair the committee. The District Governor, in consultation with the committee co-chairs, shall appoint the members of the committee, including an equal number of Rotarians and Rotaractors.
- B. **Committee Duties.** The committee shall promote and strengthen Rotaract in the District, encourage new Rotaract clubs to form, and provide support for local Rotaract clubs. The committee shall also plan and execute a leadership training seminar for all incoming Rotaract club officers, directors, and committee chairs.

Section 10. Youth Service Committee.

- C. **Committee Chair and Membership.** The committee chair shall be appointed by the District Governor. The chairs of the Interact, Rotary Youth Leadership Awards (RYLA), and Rotary Youth Exchange subcommittees shall be members of the committee. Additional members may be appointed to the committee by the District Governor at their discretion.
- D. **Committee Duties.** The Committee shall:
 - 1. In coordination with the Interact, RYLA, and Youth Exchange subcommittees, and any other committees determined appropriate by the District Governor, share expertise across the District, facilitate cross-promotion between youth programs, promote service opportunities, and coordinate efforts between District committees.
 - 2. Facilitate District recognition for clubs and/or individuals who advance the objectives of youth service by empowering and engaging young people.
 - 3. Coordinate with other District committees as needed to foster cooperation and may facilitate relationships with other organizations to expand opportunities for young people.

4. Encourage and facilitate the transition of young people from one Rotary program or activity to another and offer progressively increasing responsibility as young people acquire experience and leadership skills.
 5. Engage with former youth program participants to maintain ongoing contact with Rotary.
 6. Provide opportunities for youth program participants to exchange ideas and work to facilitate development of the program participants.
- E. **Subcommittees.**
1. **Interact Subcommittee.** The subcommittee shall promote, and support Interact clubs sponsored by Rotary clubs in the District. Its members shall be appointed by the District Governor in consultation with the Youth Services Committee Chair.
 2. **Rotary Youth Leadership Awards (RYLA) Subcommittee.** The subcommittee shall promote, support, and facilitate the RYLA program to offer youth opportunities for development of leadership, good citizenship, and personal development through appropriate camp and other experiences.
 3. **Youth Exchange Subcommittee.** The subcommittee shall promote Youth Exchange as an opportunity for the development of international understanding, and to encourage and facilitate the exchange of high-school age youth between the District and other Rotary districts outside the United States that are willing to engage in these exchanges in a responsible manner. This includes both outgoing and incoming exchange students.

Section 11. Diversity, Equity, and Inclusion (DEI) Committee.

- A. **Committee Chair and Membership.** The chair and members of the committee shall be appointed by the District Governor. The membership of the committee, to the greatest extent practicable, shall reflect the diversity of the District's membership.
- B. **Committee Duties.** The Committee shall:
 1. Ensure that the District, its clubs, and its members abide by Rotary International Policy related to Diversity, Equity and Inclusion.
 2. Provide education on the importance of creating a welcoming environment to all Rotarians and community members.
 3. Develop avenues of service for Rotarians to embrace diversity within their respective communities.
 4. Ensure that all clubs treat their members in an equitable manner that promotes the inclusion of all individuals in their clubs and community who can serve to change lives.
 5. Examine the demographics of the communities surrounding the District's clubs to ensure club membership reflects those communities to the greatest extent practicable.
 6. Promote equal opportunities for all Rotarians to serve in their communities, their clubs, and the District.
 7. Develop initiatives to improve Rotary's overall age, gender, ethnic and vocational diversity based on the existing qualifications for membership.

Section 12: Legislative Advisory Committee.

- A. Committee Chair and Membership.** The chair of the Legislative Advisory Committee shall be the Rotarian most recently selected by the District as the District delegate to the Rotary International Council of Legislation. The other members of the Committee shall be appointed by the District Governor and shall include three members of the Board of Directors and three members appointed for staggered three-year terms, one of whom shall be the District's alternate to the Rotary International Council on Legislation.
- B. Committee Duties.** The Committee shall:
1. Annually review the District Manual of Procedure and propose amendments thereto as deemed necessary by the Committee.
 2. Review proposed amendments to the District Manual of Procedure proposed by clubs.
Review and make recommendations as to measures before the Rotary International Council on Legislation and Council on Resolutions.

ARTICLE V

DISTRICT FUNDS

Section 1. Definitions.

- A. District funds consist of all funds received in connection with activities administered by the District.
- B. District dues include all charges billed to District clubs based on the number of club members. These charges normally consist of per capita dues and District Conference fees.
- C. The District Financial Statements consist of a monthly Balance Sheet, a monthly Statement of Cash Receipts and Disbursements (budget compared to actual), and a monthly Report of Dues Payable.

Section 2. District Dues and Club Statements.

- A. District Administrator is responsible for all invoicing to the Clubs, with regard to District Dues and PETS and RYLA payments.
- B. District dues shall be billed on January 15th and July 15th in equal installments. District dues shall be paid by July 31st and January 31st every year. The payment of the dues is mandatory for all clubs in the District.
- C. The amount of the annual district dues shall be set by the annual budget, as described below in Article V, Section 4 and shall be set so as to retain a balance in District funds at the end of the Rotary year equal to not less than 70% nor more than 110% of the per capita portion of district dues for the year.
- D. Any club that is more than 30 days in arrears (invoice due in 30 days plus 30-day grace period) in payment of its district dues shall owe a late penalty fee of 15% of the amount

due. Clubs will be notified on their bill that a late fee will apply after 60 days. Late penalty fees are billed on the next semi-annual invoice.

Section 3. Accounting, Reporting and Budgeting Procedures.

- C. The following accounting and reporting procedures are established to provide adequate internal control over the receipt and disbursement of District Funds:
1. The District Treasurer shall prepare financial statements using a chart of accounts established by the budget for assets, liabilities, equity, income, and expenditures.
 2. The financial statements of the District are to be prepared on the accrual basis of accounting and distributed to the District Governor, the Budget and Finance Committee, Board of Directors, and other interested District officers monthly, on or before the tenth (10th) day of the following calendar month.
 3. District funds shall not be committed in any manner without prior approval, in writing, from the District Governor.
 4. The District shall provide a fidelity bond for the District Governor, District Administrator, and the District Treasurer in an amount equal to \$150,000.
 5. The District may provide credit cards with appropriate credit limits set by the District Governor, paid directly by the District, for use by the District Governor, District Governor-elect, District Governor-Nominee, District Secretary, and District Administrator. The documentation and substantiation requirements for credit card purchases are the same as enumerated below for reimbursed expenses. Purchases made by credit card must be included in the approved budget.
 6. The District may reimburse reasonable expenses incurred by district officers and other authorized personnel while working or traveling on District business.
 - a. Any expense reimbursed must be included in the approved budget.
 - b. Reasonable expenses include, but are not limited to, Conference registration, lodging, meals, mileage (District Governor shall be reimbursed at the current IRS standard mileage rate, with others [District Administrator, Assistant Governors, District Trainer, District Secretary, etc] reimbursed for mileage at a reasonable percentage thereof as determined by the Board), supplies used, phone and fax costs, copying costs, and other miscellaneous costs incurred while working or traveling on District business.
 - c. The person incurring the expense must substantiate the purpose for any reimbursed expense. All requests for reimbursement must include original documentation showing the cost and nature of the expense and the budget line item to be charged.

- d. Requests for reimbursement must be summarized and submitted (monthly or at least quarterly) to the district treasurer using the Master Check Request form or the Mileage Check Request form located on the District website.
- e. All requests for reimbursement will be reviewed by the District Treasurer and/or Administrator to determine that the substantiation and documentation submitted is sufficient to validate payment and that the expense is included in the approved budget. All requests for reimbursement shall be approved by the District Governor.
- f. All expenses of the District Governor will be approved by the Board prior to payment.
- g. District Treasurer shall be responsible for the safe keeping of financial instruments of the District such as certificates of deposits or other important documents.
- h. Special circumstances limited to amounts included in the District budget.
 - (1) The cost of the District Governor's spouse/partner attending District events attended by the District Governor may be reimbursed.
 - (2) The cost of the District Governor-Elect's spouse/partner attending the Rotary International Convention and/or Zone Institute with the District Governor-Elect may be reimbursed.
 - (3) The cost of the District Governor-Nominee's spouse/partner attending the Zone Institute with the District Governor-Nominee may be reimbursed.
 - (4) The District Governor is responsible for the management of the District Conference and the associated budget. Any costs associated with planning or conducting the District Conference may be reimbursed.
 - (5) The cost attending PETS shall be reimbursed for the District Governor, District Governor-Elect, District Governor-Nominee and their spouse/partners. PETS costs for other District Committee Chairs, District officers, and the District Administrator may be reimbursed, as necessary.

B. The budget process shall be as follows:

- 1. The proposed budget and District dues shall be reviewed and approved by the Budget and Finance Committee and Board of Directors before submission to the club presidents and presidents-elect.

2. The proposed budget, compared to the last full year actual and the projected current year, actual and budget, shall be distributed to the club presidents and presidents-elect not less than thirty (30) days before PETS, and shall state the proposed per capita dues assessment, based on the membership numbers for the District reported to Rotary International.
 3. The budget and District dues shall be approved by three-fourths of the incoming club presidents-elect present at PETS. If the proposed budget and District dues are not approved at PETS, then either the same, or an alternative, proposal may be submitted to the annual meeting of the corporation at the District Conference for approval by a majority vote of the electors present, without further notification to the clubs.
 4. After approval of the budget, the District Governor may effect changes in the allocation of budgeted expenditures that do not cause the total overall budget to be exceeded.
- C. Budget Controls and Changes.
1. The District Governor must provide an explanation to the Board of Directors of all line-item expenditures that exceed the budget
 2. The Board of Directors must approve all expenditures that cause the total expenditures for the year to exceed the total budget for the year before these expenditures are committed or expended.
 3. The Board of Directors may approve budget amendments increasing authorized expenditures to a sum not to exceed one hundred and ten percent (110%) of the approved budget.
 4. Any greater amendment of the budget shall require the written approval of a majority of the club presidents in the District.

Section 4. Budget and Finance Committee.

- A. The Committee shall meet at least once before July 31 to review the financial statements prepared by the immediate Past District Treasurer for the prior Rotary year preparatory to submission, on or before July 31, to the Financial Review Committee.
- B. Thereafter, the committee shall meet quarterly to review Financial Statements for the current year and perform the following tasks:
 1. Receive and review the report of the Financial Review Committee on the financial statements for the preceding fiscal year and refer the report to the annual meeting with comments, if required.
 2. Review the financial statements for the current year.
 3. Review the proposed budget for the coming fiscal year (see Article V, Section 3 above).

- C. The Committee shall meet at such other times as the District Governor or the chair of the Budget and Finance Committee shall determine, but not less than quarterly.
- D. All meetings shall be called on not less than five (5) days' notice. This notice may be written, electronic, or oral and shall be sent to all members of the committee

Section 5. Financial Review Committee.

- A. The Committee shall arrange for the required annual review of District financial statements and records.
- B. The Committee shall have a member present at the Budget and Finance Committee meetings.
- C. The Committee shall ensure the timely distribution of the committee's report, accompanied by the committee's recommendations, if any.
- D. The financial review shall be completed and submitted to the Board of Directors on or before September 15th each year. The Financial Review Committee shall inform the Board of Directors on or before September 15th each year regarding any recommendations included in their report.
- E. *The Board of Directors shall, upon review and acceptance of the Financial Review Committee's Report, direct the District Treasurer to distribute the prior year's Treasurers Report and the Financial Review Committee's Report to all club presidents and treasurers by September 30 each year.*

ARTICLE VI

CONFERENCES AND MEETINGS

Section 1. District Conference. The District Conference shall be held annually in order to further the Object of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to the affairs of the clubs, the district, and RI generally. The program of the District Conference shall meet the requirements of Rotary International as outlined in the RI *Manual of Procedure*.

- A. The District Governor has overall responsibility for the District Conference, as directed by the *Manual of Procedure* of Rotary International. A host club and/or the District Conference Planning Committee is responsible for the mechanics of the Conference, i.e., meeting places, publicity, tickets, programs, special entertainment and other details as directed by the District Governor, and under the supervision of the Conference chair.

- B. District Conferences may be held jointly with another District if authorized by the Board of Directors of Rotary International.
- C. Funding of the District Conference shall be from meal charges, contributions and funds raised specifically for the Conference and registration fees. Registration fees will be included in the semi-annual dues. There shall be no further registration fee for a district Rotary member or guests for attendance at all or any part of the Conference.
- D. The District Governor shall endeavor to hold the District Conference at no cost to the District beyond the amount raised by the approved levy for this purpose. If a surplus remains from the District Conference after meeting all District Conference expenses, the entire District Conference surplus shall be contributed to either The Rotary Foundation of Rotary International, or the District fund balance, in portions to each as determined by the Board of Directors, provided that the District fund balance remains as budgeted.

Section 2. Annual Meeting of Rotary International, District 6360, Inc. The annual meeting shall be held in accordance with the bylaws of Rotary International, District 6360, Inc., and the requirements of Rotary International.

- A. Unless the District Board of Directors determines otherwise, the annual meeting of Rotary International District 6360, Inc. shall be held during the District Conference. The Board of Directors shall send to each club a written or electronic notice that provides the date, time, place, and agenda at least thirty (30) days prior to the annual meeting.
- B. The annual meeting shall be conducted in conformity with the Rotary International *Manual of Procedure* and with these procedures.
- C. For purposes of voting during the annual meeting, each club shall have one elector for each twenty-five (25) members or major portion thereof, as determined by the district membership as of the date of the most recent semi-annual dues payment before the District Conference. All clubs shall have at least one (1) elector, regardless of size. The secretary of each club shall submit a list, designating the names of each elector, to the District Secretary. If an elector is unable to attend, the club secretary may submit a revised list at any time prior to commencement of the annual meeting. Electors shall be recognized after written evidence of their appointment from their clubs has been submitted. Each elector shall have only one vote.
- D. The District Governor or person appointed by the District Governor shall preside at the annual meeting, and the order of business shall be as follows:
 - 1. Call to order.
 - 2. Determination of quorum. One-third of the Rotary clubs in the District, represented in person, shall constitute a quorum.
 - 3. Approval of minutes.
 - 4. Annual report of the District Governor on the status of the corporation.
 - 5. Other reports of officers and committees.

6. Adoption of the Financial Review Committee's Report from the previous Rotary year.
7. Approval of the budget and District dues if not previously approved. If the budget is not approved, then the previous year's budget shall remain in effect until a new budget is approved.
8. Election of District Governor, delegate to the Council on Legislation (when applicable), and the District's representative to the Nominating Committee that selects the directors of Rotary International (when applicable).
9. Consideration of proposals to the Council on Legislation (when applicable).
10. In the year immediately preceding this District's assumption of the Chairmanship of the Great Lakes Rotary PETS, election of a chairperson thereof, to serve for a term of two (2) years.
11. Consideration of amendments to the District's Articles of Incorporation, Bylaws, or these procedures that are properly submitted.
12. Other business as shall properly come before the annual meeting.
13. Adjournment.
14. The presiding officer may vary the order of business for good cause.

Section 3. Meetings of the Board of Directors. The Board of Directors for Rotary International, District 6360, Inc. shall meet at least once each quarter in accordance with the bylaws of the corporation.

Section 4. District Training Assembly. The District Training Assembly is a seminar to help prepare the club leadership for their year in office. The District Governor-Elect shall arrange for meeting places, meals, and registrations for the District Training Assembly pertaining to current year as District Governor and may select a host club and committee to assist in these matters. The District Governor-Elect, assisted by the District Trainer, shall arrange the program of the District Training Assembly with all its necessary participants.

Section 5. District Committee Meetings. Whenever meetings of a standing committee are scheduled at a mealtime, District funds may be used to pay for the meal, except during a District Conference, provided that this is authorized by the District Governor. Places for these meetings should be as central to all members of the committee as is possible, and reasonable to prevent undue hardship and travel.

ARTICLE VII

AMENDMENTS

Section 1. Amendments. These procedures and the *Bylaws of Rotary International District 6360, Inc.* may be amended only by resolutions presented at the annual meeting of the corporation normally held at the District Conference. Such resolutions shall be approved by a majority of eligible electors voting at the same annual meeting.

- A. Eligibility of electors shall be determined in accordance with the Rotary International *Manual of Procedure* and these procedures.
- B. In the event that such amendment, or any portion thereof, is found to be in conflict with the then constitution and bylaws of Rotary International or the interpretations thereof, it shall immediately be considered null and void.
- C. Amendments to these procedures may only be proposed in accordance with Section 2 and/or Section 3, below.

Section 2. Amendments Proposed by Rotary Clubs. Amendment proposals originating with a Rotary club of the District shall be governed by the following procedure:

- A. A club resolution, approved at a regular club meeting, to amend these Procedures shall be presented to the District Governor not less than one hundred twenty (120) days prior to the District Conference.
- B. The District Governor and the Legislative Advisory Committee shall study the resolution to ascertain that it is not in conflict with the constitution and bylaws of Rotary International, or the interpretations thereof:
 - 1. If found improper to present to the annual meeting, it shall be returned to the club with a full explanation of the impropriety.
 - 2. If found in order to present to the annual meeting, the District Governor shall, not less than thirty (30) days before the annual meeting, arrange to send copies of said resolution to all Rotary clubs of the District, advising them of the date, time and location when the proposed amendment will be considered by the qualified electors at the annual meeting.

Section 3. Amendments Proposed by the District. Amendment proposals originating with the Legislative Advisory Committee of the District, including those to correct such portions which have been found to be in conflict with the then constitution of Rotary International or the interpretations thereof shall be governed by the following procedure:

- A. The proposed amendment(s) shall be presented to the District Governor and Board of Directors for approval.

- B. If approved by the Board, the District Governor shall, not less than thirty (30) days before the annual meeting, arrange to send copies of said amendments to all Rotary clubs of the District, advising them of the date, time and location when the proposed amendment will be considered by the qualified electors at the annual meeting.