

Manual of Procedure for Rotary District 6110

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Article 1: District 6110

Section 1: The District Manual

Section 1.1 - Introduction to the Manual

Rotary International publishes a Manual of Procedure every third year following the triennial Council on Legislation. The RI Manual is distributed to club presidents and secretaries. Additional copies are available on the Rotary International Website or for purchase from Rotary International.

At least every three years, if necessary, following the Rotary International Council on Legislation, the District 6110 Manual of Procedure will be updated using the new RI Manual of Procedure as a guide, ensuring that the District 6110 Manual of Procedure is consistent with the new revised RI Manual of Procedure. The District Council on Legislation Committee will be responsible for proposing needed and recommended changes in the District Manual. Those changes in the District Manual are to be summarized and reported at the next District Conference following each legislative council.

Following the update, the Manual is to be reproduced for general distribution in District 6110, particularly among club presidents and club secretaries. In addition, the District Manual shall be posted continuously on the District Website and Dacdb District Files.

Section 1.2 - Scope and Purpose

The District Manual of Procedure is a reference manual for Rotary Leaders and contains the book of rules for the conduct of District business. Principally it contains procedures that are particular to this district. The District shall have rules only in accordance with the RI constitution and by-laws and “in keeping with the spirit and principles of Rotary”.

The RI Manual of Procedure contains the Rotary International Guiding Principles, Constitution and Bylaws, the Rotary Foundation Bylaws, the Standard Club Constitution and Recommended Bylaws for Rotary Clubs and other documents and interpretations. That RI Manual, and all its parts, is hereby referenced to and made a part of this district’s Manual as if written herein. When District rules conflict with RI rules, RI rules supersede.

Section 1.3 - Interpretation

Throughout this Manual of Procedure, the following rules of construction shall apply. The words “shall,” “will,” “must,” “is,” and “are” are mandatory. The words “may” “can,” and “should” are permissive. Reference to or pronouns of either the masculine or feminine gender shall include the other gender. The terminology “mail,” “mailing,” and “ballot-by-mail” will include utilization of electronic mail (e-mail) and Internet technology to reduce costs, improve efficiency, and increase responsiveness and to provide for quicker delivery of message.

Section 2: The District

Section 2.1 - Purposes

The purposes of District 6110 are:

1. To encourage, coordinate, promote and extend Rotary throughout the District.
2. To support and assist Clubs in the District in their pursuit of programs and activities that promote the Object of Rotary.
3. To act as intermediary between RI and the clubs, and aid clubs in sharing ideals of service.
4. To recognize outstanding activities of clubs and individuals, and to encourage other Rotarians to emulate these activities.

Section 2.2 - The District Defined

Individual Rotary Clubs are members of Rotary International. For administrative purposes, the RI Board has divided groups of clubs into Districts. This District, known as District 6110, is comprised of members in Rotary Clubs in the corners of the four states of Arkansas, Kansas, Missouri and Oklahoma and as officially defined by Rotary International. As such it ranks as one of the larger Districts in the Rotary world.

Section 2.3 - Incorporation

The District is an administrative unit of Rotary International without legal standing at law. If Rotary International provides for districts to incorporate under local law, the District Executive Committee is authorized by this Manual of Procedure to incorporate District 6110 if the district gains administrative, financial or legal benefit.

Article 2: District 6110 Leadership Plan

This District's Leadership Plan, presented and adopted at the District Conference in the 1997-98 Rotary year and approved by RI, herein called the Leadership Plan, was developed with a focus on the following primary goals:

- To maintain the leadership benefits of the Council of Past District Governors;
- To utilize effectively the talent and commitment of past club presidents and outstanding District Rotarians as district leaders;
- To increase the communications structure and district "camaraderie" and to maintain the basic infrastructure of District 6110;
- To provide better district-club relationships, better and prompt need-identification and response to clubs;
- To reduce the time constraints and workload of the District Governor and restructure his/her time and provide more flexible motivational and informational visits to clubs;
- To provide Lieutenant Governors and Assistant Governors training and experience for future leadership positions;
- To assure enough flexibility for the Governor to maintain the current authority (RI requirement) but to delegate allowable administrative tasks to Lieutenant Governors and Assistant Governors.

Article 3: District Governance

The "District Governor's Training Manual (233)", and any updates or addendum subsequently issued, is referenced and hereby made a part of this District Manual. Governors-Elect and Nominees should become familiar with RI Manual's pertaining to their roles.

The District Governor-Elect and Governor-Nominee shall attend the Institute's GETS (Governor-Elects Training Seminars) at least once to be eligible for office, and the Governor-Nominee Designate should attend GETS/GNATS (Governor-Nominee Advanced Training Seminar) during their year. Before assuming office as Governor, each of these officers should have attended at least one International Convention.

Section 3: District Governor

Section 3.1.1 - Office

The District Governor, under the District Leadership Plan and in accordance with the RI Manual of Procedure and all Governance Documents, is the chief executive officer of the District, and is an officer of Rotary International. This Leadership Plan does not relieve the Governor of any authority or responsibilities within the district outside of those provided in the Plan. The governor is the only officer of the district that is selected by the district. The Governor shall sign all contracts entered into by the District. The Governor may delegate access to Rotary Club Central per guidelines of Rotary International when he/she deems necessary with Executive Committee concurrence.

Section 3.1.2 - Duties

The District Governor will:

- Sign all contracts on behalf of the District.
- Develop a Governor-club visitation plan with the Lieutenant Governors and Assistant Governors and provide the Assistant Governors with a "brief report form" to be completed after the initial club visit by the Assistant Governor (usually before July 1 of each Rotary year). This form will be received from the Assistant Governor, reviewed, and commented upon and actions taken when deemed necessary;
- Appoint or reappoint Lieutenant Governors and/or Assistant Governors during the time he/she is District Governor Elect. This process should be completed prior to six months before the District Governor-Elect takes office, with Executive Committee concurrence.
- Make a personal visit to each club and also make a pre-visit with Club Officers and Board of Directors. The pre-visit may be assigned to the Assistant Governor (ref: 3.3.6). This pre-visit meeting will be to review the Club Goals and Objectives progress, provide appropriate motivation, and to review progress on plans to eliminate challenges reported by the Assistant Governor. This visit may be scheduled immediately prior to the club presentation. A club may request that the Governor's Official Visit be at a special club occasion, such as a key anniversary of the club's founding or similar club "celebration", so long as the governor is the principal speaker at the event. A special occasion Official
- Visit may occur within the first nine months of the Rotary year, subject to the scheduling availability of the governor.
- Throughout the Rotary year: (1) recognize outstanding contributions of Rotarians and assure a foundation for this recognition; (2) call attention to important and current Rotary issues; (3) provide special attention to clubs with problems; (4) assure clubs are in good standing with RI and are timely forwarding all required reports to the District and RI; (5) motivate Rotarians to participate in service; and (6) provide for more club-district communication and district

services to the club during the District Governor's "personal visit."

- Call and conduct two meetings with the Lieutenant and Assistant Governors. One shall be a training session prior to PETS. The second, with the Governor-Elect being invited, may be at mid-term for coordination and obtain feedback comments about personnel and budget needs. If the Governor-Elect has named any new Lieutenant Governors and/or Assistant Governors, they should be invited as observers.
- Publish to the clubs the selection of a nominee for Governor, handle any challenges and voting which might arise, as provided by RI's Manual, and declare who has been selected to serve as Governor-nominee or Nominee-Designate,
- Continually evaluate emergency needs within the district and worldwide, and, as needed, initiate programs addressing humanitarian needs in the spirit of Rotary.
- Supervise the publication of district newsletter and web site.
- Together, with the District Administrator, work to bring club, district and RI records into concurrence;
- Bring attention of the district's membership to the RI President's theme for the year;
- Develop an effective public relations campaign to build public's awareness of Rotary and to increase the pride of district Rotarians of their membership;
- Encourage District and Club Public Image, growth in membership and Foundation giving
- Develop better communication within the district and better use of electronic communication.
- Preside at all conferences and special meetings
- Refer any conflicts which arise between two or more Rotary Clubs or members to the Council of Governors for mediation when a resolution cannot be obtained between them by negotiation; and
- Complete all responsibilities pursuant to the RI and District Manual of Procedure, and perform other such duties pertaining to the office, consistent with the district's strategic plan.

Section 3.1.3 - District Executive Training

The current District Governor and the Immediate Past District Governor shall set up training for the District Governor Nominee and District Governor-Elect after International Assembly.

Section 3.2 - District Executive Committee

District leadership, oversight, and coordination between Rotary years will be provided by a District Executive Committee consisting of the District Governor, who shall be the Chair, the District Governor-Elect, the District Governor Nominee, District Governor Nominee Designate, the Immediate Past District Governor, the District Treasurer, the Vice-Governor and the District Administrator. The Executive Committee will serve as an official advisory committee to the Governor. The committee shall meet at the call of the Governor or at the call of any two of the other members.

Section 3.3 – Lieutenant and Assistant Governors

Section 3.3.1 - Requirements, Appointments and Terms

The District Governor-Elect (DGE) may appoint Lieutenant Governors (LG) and Assistant Governors (AG). Each must, at the time of taking office:

- Be a member of a District 6110 Club for three or more years and be in good standing,
- Have served as a club president, of any Rotary Club, for a full term, and,
- Have been a member of Rotary for a total of five or more years. The Lieutenant and/or Assistant Governors:
 - Will be appointed and committed prior to January of the year of office, except for filling a part-year vacancy
 - Will be considered a District Officer,
 - Will serve a term of one year,
 - Should serve no longer than three consecutive one-year appointments,
 - Should not be a past district governor.

Section 3.3.2 - Purpose

The District Governor may appoint one of the Assistant Governors to be a coordinator if he/she decides it's necessary. The Lieutenant and Assistant Governor acts at the direction of the governor as the governor's representative and advisor for a group of clubs and is responsible for providing support and guidance. Assistant Governors will normally be responsible for three and should have no more than five clubs. The governor assigns the clubs. The District Governor, at his or her discretion, may appoint Past Assistant Governors as Lieutenant Governors to manage the Assistant Governors and District Committee Chairs. The rules and procedures governing Lieutenant Governors are contained in this District Manual of Procedure in Article 3, Section 3 and its sub-parts.

Section 3.3.3 - Training

The Lieutenant and Assistant Governor will attend the training seminar held prior to Mid-America PETS and the mid-term training, as scheduled by the governor-elect. The Assistant governors will attend Mid-America PETS and the District Training

Assembly for additional training and information. At the call of the governor, Lieutenant and Assistant Governors will may attend the mid-year (winter) LG/AG meeting for coordination and updates. Each year of appointment, an LG/AG should read, "Guide for Training Assistant Governors" (244-EN).

Section 3.3.4 - Funding

Lieutenant and Assistant Governors will operate at no expense to Rotary International. They may utilize a District budgeted reimbursement account up to the annual budgeted limits. All other expenses over the annual budgeted limits will be authorized by the Finance Committee and Governor based on the following:

Registration, meals and lodging for Lieutenant and Assistant Governors will be at District expense for LG/AG Training, Mid-America PETS and the District Training Assembly. District Conference attendance is expected of the Lieutenant and Assistant Governor, and may be charged to that person's own district expense reimbursement budget, referred to above. Exceptions may be covered by the Conference Committee under special arrangements and approval by the Governor.

Section 3.3.5 – Assistant Governor Pre-Year Visits

The Assistant Governor will visit with the club officers-elect during the month of February prior to or during Mid-America PETS and District Training Assembly. The purpose of this official visit is to meet with the Club officer select and the board of directors- elect to assist in the formation of Club Goals and Objectives for the coming year by entering their goals in Rotary Club Central. The meeting should culminate with their club goals and Foundation giving goals completed and entered into Rotary Club Central on Rotary International's website. This process will assure that the Assistant Governor will deliver a report to the District Governor- Elect and District Administrator by July 1, the start of the Rotary year.

Section 3.3.6 - "Official Visit"

If assigned to make the "Official Visit", the Lieutenant or Assistant Governor will enter in Rotary Club Central and alert the Governor, and will write the follow up letter or email to the Club President after such visit reiterating the positive points and challenges, with blind copies to the Governor, Governor-Elect and Club President-Elect.

Section 3.3.7 – Duties

The Lieutenant Governors will support the Assistant Governors and Committee Chairs in their ongoing duties.

In addition, the Assistant Governor will have the following duties:

- Assist the Governor in planning for the governor's visit, recognizing that the governor's specific purpose should be to advance Rotary.
- One month prior to Governors' Official Visit verify with the Club that the Governor will be present on the date, that there will be no other program that the Governor will have a minimum of 30 minutes for their presentation, and verify the location and times of the meeting place and of the pre-visit meeting.
- Attend, and represent the governor, at the club assembly related to the governor's visit;
- When instructed by the governor, conduct the governor's pre-visit with the club's board of directors, keeping the members on course while allowing the governor to take notes and observe members, being sure, the governor has sufficient closing time for his comments.
- Schedule and attend a minimum of at least one visit to each club per quarter of the Rotary year; one visit at Mid-America PETS prior to the start of the Rotary year to meet with the incoming officers;
- Work with governor, as requested, to develop goals for the district and his/her clubs;
- Monitor each club's progress with respect to membership, attendance and service projects; as listed in Rotary Club Central;
- Keep the governor posted on progress of the clubs and suggest ways to enhance Rotary development and address problems;
- Attend and actively promote participation and attendance at district meetings and function, and the Rotary International Convention.
- Work to ensure that the presidents-elect attend both the Mid-America PETS and District Training Assembly.
- Promote all officers' and club members' attendance at District Training Assembly
- Identify and encourage reading of RI resources, literature and aids available to club officers.
- Present one program talk per Rotary year for each Club assigned to cover membership, Rotary Foundation, or another topic as requested by the club or District Governor.
- Work with and mentor new Assistant governors that are assuming duties with current Assistant Governor's club both before and after the start of the new Rotary Year.
- Identify, encourage and develop future district leaders and advise the governor-elect on committee selections, and other such matters as requested by the governor.

Section 3.4: District Officers

Section 3.4.1 - Rotary International Officer

The District has one officer of Rotary International, the current governor, elected by RI at the annual RI International Convention. The district nominates a candidate for election as an RI officer. Each Past Governor is a Past Officer of RI.

Section 3.4.2 - District Participation in Selection of Other RI Leadership

Section 3.4.2.1 - The District shall elect the District Representative to the Rotary International Council on Legislation and the alternate representative, according to rules stated in the Rotary International Bylaws.

Section 3.4.2.2 - The District shall elect the District Representative and the alternate representative to the Zone Nominating Committee for the selection of Directors of Rotary International, according to rules stated in the Rotary International Bylaws.

Section 3.4.3 - Selection of District Governor Nominee Designate

The Nominating Committee shall select a Governor-Nominee Designate at a meeting called by the Chair each year in early December. The committee will also select a Past District Governor to serve as Vice Governor who will serve as District Governor for an unfinished term if the Governor should die while in office or otherwise be unable to serve. The Chair of the Committee shall be the Chair of the Council of Governors. The Nominating-committee shall be composed of the Past District Governors living in this district. Voting shall be by members of the nominating committee who have been active in the district during the previous 2 rotary years. Active shall be fulfilled by one or more of the following attendances at District meetings, serving on District committees, attending Zone meetings or attending the Rotary International Convention. The District Governor and District Governor Elect shall be voting members of the Nominating Committee. The committee shall follow the procedures in the RI Bylaws and other Governance Documents as well as the district's Manual of Procedures.

The Past Governors in attendance shall constitute a quorum. No proxies are allowed. The committee shall select the best qualified candidate regardless of State of residence, race, creed or sex. Voting shall be by written secret ballot. A majority is required to select. The nominating committee shall not be limited in its selection to those names submitted by clubs in the district; they shall nominate the best-qualified Rotarian who is willing and capable to serve. Guests shall leave the room during discussions and voting. Upon election at the RI International Convention, the governor-elect becomes the governor starting the next Rotary year. At the same time, the governor-nominee becomes the governor-elect, and the Nominee-Designate becomes the governor-nominee, if elections are not necessary as provided in RI Bylaws.

Section 3.4.4 - Notification and Challenge

The Governor will immediately notify all clubs of the choice of the Nominating Committee. All clubs shall have the right of challenge and to propose a challenging candidate, all as set forth in RI Bylaws 13.020.7 and thereafter.

Section 3.4.5 - Succession

The District 6110 Nominating Committee for Governor should ensure that there is always one Governor, a Governor Elect and a Governor-Nominee. The Nominating Committee will consider all nominees for Governor as submitted by the clubs in accordance with rules of nomination and may consider Rotarians not nominated to be a candidate.

Article 4: Appointed District Leaders and Staff

Section 4.1 - District Treasurer

The District Governor with the approval of the Finance Committee appoints the District Treasurer annually. The Treasurer shall be the Receiving and Disbursing officer of all District Funds, and shall issue all checks upon the authority of a majority of the Finance Committee. In case of death, disability, or inability of the Treasurer to act, the District Governor may sign instead of the Treasurer, disbursements of the funds to be made at the direction of the Finance Committee. The Treasurer shall be charged with the duty of collecting club assessments within the district. All funds that are collected shall be kept in a depository or depositories approved by the Finance Committee. An annual report certified as correct shall be submitted to the District Conference. The District Treasurer shall furnish a fidelity bond at the expense of the district, conditioned upon his faithful performance of his duties and properly accounting for and paying over all funds of the District directed by the Finance Committee. The amount of the bond shall be set and the bond approved by the Finance Committee. The District Treasurer shall be reimbursed from district funds for actual expenses that he/she incurs in the completing his/her work for the district.

Section 4.2 – Lieutenant and Assistant Governors

Lieutenant and Assistant Governors hold appointive office for one-year terms. The rules and procedures governing **LG/AGs** are contained in this District Manual of Procedure in Article 3, Section 3 and its sub-parts.

Section 4.3 - District Trainer

The District Trainer is appointed for one year to serve no longer than three consecutive one-year appointments, on

the recommendation of the Governor-Nominee to the Governor-Elect for appointment. The District Trainer is responsible for supporting the governor and governor-elect in training club and district leaders. The District Trainer will chair the

Training Committee, plan the District Training Assembly and may make recommendations to the Governor and Governor-Elect in the selection of its members.

Section 4.4 - District Administrator

The District Administrator is the only full-time salaried employee position in the district. The person holding this position is required to be a Rotarian and is not an officer of the District. As prescribed in Section 5.2.11.42 of this Manual, the District Personnel Committee hires the Administrator. The duties of the Administrator are as assigned by the Committee and the Governor, with their day-to-day operations directed and supervised by the Committee.

Funding for the position is provided through the District Fund. The purpose of the staff position is to provide, with continuity, the services required for efficient, timely and comprehensive communications, information, reports and historical and current records of and for the district. The District Administrator shall serve, advise, and assist the District Governor as requested by the Governor and perform other duties as may be assigned by the District Governor and Personnel Committee and as outlined in the job description.

Section 4.5 – District Bookkeeper

The District Bookkeeper may be a part-time employee position in the district. The person holding this position is not required to be a Rotarian and is not an officer of the District. As prescribed in Section 5.2.8 of this Manual, the District Personnel Committee hires the Bookkeeper, if necessary. The duties of the Bookkeeper are as assigned by the Committee, District Treasurer, and District Administrator, with their day-to-day operations directed and supervised by the District Treasurer and District Administrator. Funding for the position is provided through the District Fund. The purpose of the part-time staff position is to provide, with continuity, the services required for efficient, timely and comprehensive communications, information, reports and current records of and for the district. The Bookkeeper shall assist the District Treasurer and District Administrator as requested as outlined in the job description.

Article 5: District Committees

Section 5.1 - Appointments and Removal

The governor appoints all committees. If the governor does not appoint a chair, the members may elect their own officers. The governor shall have the right, with the approval of the Executive Committee and concurrence by the chair of the affected committee, to remove a committee member for cause and inactivity. The governor shall consider the area represented and demographic when naming any replacement, and such replacement shall finish serving the term of the replaced member.

Section 5.2 - Permanent Standing

Committees Section 5.2.1 - Composition

Each of the following permanent committees shall consist of a minimum of five members, two from Oklahoma, no more than one of which may be from clubs in Tulsa County, one from clubs in Arkansas, one from clubs in Kansas and one from clubs in Missouri appointed for a five-year term, and staggered so that the term of one member on each committee shall expire on the last day of the Rotary year. By exception, the Legislation Committee shall have also a member or members at large, as provided in Section 5.3.1. The Governor-Elect shall appoint the new members of the committees from the state/area in which the vacancy occurs. He/she may designate the chairman for each committee for that year; or, in the absence of a gubernatorial appointment, the committee will elect its chair. The duties of the various committees shall include but not be limited to, that set forth in this document. Each of these committees may constitute subcommittees as they determine will be beneficial, to study and make recommendations to the committee, or carry out actions as directed specifically by the committee. The District Governor is an ex-officio member of all district committees and may vote in case of a tie.

Section 5.2.2 - Vacancies

When a vacancy occurs by other than the end of the member's natural five-year term, the Governor may appoint a person to fill the unexpired portion of a term in which the vacancy occurs, in addition to appointing a member to a full five-year term. An appointment to fill a mid-term vacancy should be filled by a Rotarian from the geographic sector represented by the departing member. The Governor may appoint no more than two members to any Permanent Committee. If more than one vacancy exists at one time, the committee may operate with less than five members.

Section 5.2.3 - Initial Non-Compliance

For any Permanent Committees that are not in accord with the requirements of 5.2.1 during the current Rotary year, compliance with the geographic representation and term requirements should be required by July 1 of the upcoming Rotary Year. Committees not in compliance may be brought into geographic and term compliance by negotiation, or in the event of no agreement, by the drawing of straws.

Section 5.2.3 4 - Extension (New Club Development) Committee

This committee and any sub-committees shall have the responsibilities of development of new clubs in the District and be governed by the rules in the Rotary Code of Policy.

Section 5.2.5 Finance Committee

The Finance Committee shall supervise all matters pertaining to the finances of the District and order disbursement by the Treasurer or recommend action thereon to the District Governor. All matters coming to the District Governor's attention and having to do with finance shall be referred to the Finance Committee for its consideration and recommendation prior to any commitment of district funds. The Governor may provide input and recommendations to the Committee. The committee shall approve depositories and the Treasurer's bond and set the amount of such bond. The Treasurer shall be an ex-officio member of the Finance Committee. This Committee shall publish the annual budget per section 6.2.2.

Section 5.2.6 - Resolutions Committee

This committee shall review all proposed legislation, to be submitted for presentation to a district vote, and the committee shall recommend action thereon. Such proposed legislation from the clubs must be received, in writing, by the Resolutions Committee chair not less than 60 days prior to the first day of the meeting at which a proposal is submitted for consideration. Proposed Legislation may also be received from the Executive, Legislative and Resolutions Committees. The committee shall determine if it is duly proposed, deficient or defective legislation and evaluate the proposals. They shall return the proposal, together with their recommendation to the Governor, in time for the Governor to issue the information to the clubs at least 30 days prior to the meeting. The committee shall be responsible for complying with all notice times for mailed submission to clubs of matters to be presented for a vote, both resolutions and enactments to the Manual of Procedure.

Section 5.2.6.1 - Deficient and Defective Proposals

In the cases of proposed legislation that are defective or deficient, as defined in RI section 7.037, the committee will advise the proposing club in manner the proposal is defective or deficient, and give a reasonable amount of time for the club to bring its proposal into proper form. The club may resubmit the proposal if it now meets proper conditions and is received in a timely manner

Section 5.2.6.2 - Definitions

Proposed enactments seek to amend constitutional documents of Rotary International or of the District, such as changes to the rules or operations of the district through Amendment of the District Manual of Procedure. Proposed resolutions are an expression of opinion or requests for action. Duly Proposed Legislation, including proposed enactments and resolutions, and Defective and Deficient Proposals are as defined in RI Section 7.037.

Section 5.2.7 – Elections, ~~and~~ Credentials and Parliamentary Committee

This committee shall conduct all district elections and votes in which clubs have a vote, whether at a district meeting or ballot-by-mail. The committee shall certify electors in advance of a vote in accord with the rules of district voting as required under R.I. By-Laws. The committee will notify clubs in advance regarding the rules and schedule for seeking certification of electors. The committee shall conduct the business-meeting portion of district meetings when a vote is to be taken. The chair of the committee, or a member of the committee selected by a majority of the committee in the absence of the chair, shall preside at all district votes. This committee shall be responsible for arranging to have a Parliamentarian at each meeting where a vote is to be taken on a district matter.

Section 5.2.8 - Membership Committee

The membership committee encompasses three parts:

- Membership development: the expansion of the membership of the district;
- Orientation: the proper education in Rotary programs and activities when member is joining and putting avenues of service to work.
- Retention: through combined education and motivation, survey of needs and desires of members.

Section 5.2.9 - Personnel

Committee Section 5.2.9.1 -

Composition

The members of this Committee shall be as described in Section 5.2.1 and in addition to those requirements; one member shall be experienced with Personnel Issues by either, experience, training and/or education; one member shall have Legal Experience by either experience, training and/or education; and one member shall be a member of the District Finance Committee.

Section 5.2.9.2 - Duties

This committee shall hire, direct and supervise the District Administrator and support staff with input/recommendations from the Governor. The Committee shall establish and maintain Job Descriptions and an Employee Manual. The Committee shall conduct an annual Performance review with each District employee, including part-time and full-time employees. This committee shall provide a written report of such reviews signed by the members of the committee and the employee present at the review. The committee shall locate, rent and maintain District Office space for the function of the District Administrator and staff. The District shall pay the dues of the District Administrator for membership in a local Rotary Club. The District shall pay costs such as travel, registration, housing and meals for the District Administrator and staff, as needed, to attend District meetings and events, and other meetings as requested by the Personnel Committee and funded by the District approved Budget.

Section 5.3 - Other Permanent Committees

These permanent committees are similar to the Permanent Standing Committees of Section 5.2, shown above, except that there are special terms on their composition or length of service.

Section 5.3.1 - Legislation

Committee Section 5.3.1.1 - Purpose

This committee shall be responsible for initiating legislative proposals to the Council on Legislation and for assisting individual clubs in the preparation of proposals that the club wishes to submit to the next Council.

Section 5.3.1.2 - Composition

The following members make up the committee in addition to the geographic representation (Section 5.2.1). The next District Delegate and Alternate to the Council on Legislation shall become members at large of this committee, upon election as Delegate, and shall serve a five-year appointment to the committee as a member at large, commencing at the start of the Rotary year immediately following the selection of the Delegate. The most recent District Delegate to the Council on Legislation shall be the chair of this committee. Following immediately after each International Council on Legislation, this committee shall be responsible for presenting amendments to the District Manual of Procedure at the next district meeting where a vote can be taken on each matter that needs district change in order to comply with the enactments of the Council on Legislation, and propose other changes to respond to significant calls by district Rotarians, keeping within RI guidelines.

Section 5.3.2 - Rotary Foundation Committee

This committee and its sub-committees shall have the responsibilities of and be governed by the rules and policies of The Rotary Foundation. The Chair of the Committee shall be a past district governor.

Section 5.3.2.1 - Foundation Sub-Committees

While these committees do not have the restrictions on diversity required of Permanent Standing Committees, every attempt shall be made to include all geographical areas and demographics of the district. At the same time, their nature and participation by members demonstrate the need for terms longer than 1 year. These committees fall under the umbrella of the Foundations Committee so appointments will be made in consultation with the chair of the Foundation Committee.

Section 5.3.3 - Strategic Planning Committee

Section 5.3.3.1 - Purpose and Scope

In order to fulfill the purposes of Section 2.1, the District shall develop a strategic plan. The strategic planning committee shall develop, recommend and update a strategic plan for consideration by the Executive Committee and the leadership of the district; shall survey Rotarians and Rotary Clubs at least every three years in discharge of its duties to review and make recommendations pertaining to the strategic plan; review and counsel the governor-elect on the program for the upcoming year; and to undertake other duties assigned by the governor and executive committee.

Section 5.4 Other Committees

Section 5.4.1 - Program Committees

Section 5.4.1.1 - Appointment and Terms

The District Governor shall appoint or reappoint such Program committees as are required to manage the ongoing programs of the District. The term of service of program committees shall end with the close of the Rotary year for which such program committees are appointed. However, the Rotary Code of Policy recommends that Program committees have a majority of the members reappointed from the prior year to assure continuity. Program committees may vary in number of members and are not required to represent geographic distribution, as are Permanent Standing Committees, though district-wide representation is preferable on most committees.

Section 5.4.1.2 - Types of Committees

The types of committees include such as, but not limited to: Conference, Public Relations, Electronic Communication, Training, World Community Service, Disaster Response, Organ Donor, Youth Exchange, Four-Way Test Speech Contest, Interact, Rotaract, RYLA, Newsletter, and MSNI.

Section 5.4.2 - Conference Committee

The District Conference Committee shall plan and coordinate operation of the District Conference in cooperation with the Governor and the Host Site Conference Committee. In conjunction with Governor, and Host Club Site Conference Committee, they shall prepare a preliminary budget 60 days prior to District Conference with concurrence of the Finance Committee to be utilized in overall Conference Planning. If the actual expenses result in a deficit in the District conference budget line, the Finance Committee shall have the authority, in its discretion, to use District Funds to make up the deficit.

Section 5.4.3 - Public Relations and Publicity

The purpose of this committee is to raise awareness by the general public as well as Rotarians to the object, activities and accomplishments of Rotary. Besides establishing a district effort, the committee will aid clubs in establishing and improving public relations in their locality, including cooperative joint area efforts. They will assist the clubs in using RI resources. They will also assist in helping clubs in an area to develop joint area-wide projects, and assist or develop financial support for clubs in need of that assistance.

Section 5.4.4 - Training Committee

This committee is responsible for training incoming officers and enhancing the education of all the members of the district. The Chair of this committee is the District Trainer, who may make recommendations to the governor for the additional members. In addition to their joint efforts at district meetings, some of the members will be responsible for additional training within their operating areas. They will be responsive to a club or committee who requests their additional help. Training Committee shall be responsible for coordinating with the District Governor and District Governor Elect to plan Mid America PETS, District Training Assembly, Assistant Governor training and Leadership Training, for Club leadership, as outlined by RI. This Committee shall assist in developing a Regional Training for the purpose of which is to prepare President Elects to attend Mid America PETS, so they may gain as much as possible from Mid America PETS. Where there is a multi-district PETS, this committee shall work in coordination with the Organizing Committee of the Mid America PETS organization.

This Committee shall develop and implement a Leadership Institute to train any Rotarian interested in future role in District Leadership.

Section 5.4.5 - Meeting Program Committee

The Program Committee shall consider the needs of future district meetings. It shall work with and assist the Ad Hoc Committees working on the Agenda and assist in the booking of speakers. It deals with long-range planning; the Ad Hoc or Host Site committee will work on the details and specific agenda. This committee will serve as a resource, assist in planning of various type meetings, as requested by the district leaders or meeting chairpersons. In case of multi-district meetings, this committee will serve as the contact with the like committees from the other district.

Section 5.5 - Medical Supplies Network, Inc.

The MSNI is a District 6110 program operating under its own set of Bylaws and Directors, of which the Governor is a member. MSNI is a humanitarian, non-profit operation, involved in the collection of surplus medical supplies and equipment, and the shipment of these goods around the world to needy locations. The district at its conference elects directors, and the committee elects their own officers.

Section 5.6 – Facilities Committee.

The Facilities Committee shall supervise all matters pertaining to the usage of the District Office by clubs as well as any needs the District Office may have. All matters coming to the District Governor's attention and having to do with the District Office facility shall be referred to the Facilities Committee for its consideration and recommendation prior to any commitment of district funds. The Governor may provide input and recommendations to the Committee.

Section 5.7 - Ad Hoc Committees

An Ad Hoc committee is a special committee appointed by the governor to serve for a specific purpose and until its specific purpose is accomplished. The number of people in each such committee will depend upon the needs of that committee, and are not required to represent geographic distribution, as are Permanent Standing Committees, though such diversity is desired. The Governor may appoint Ad Hoc committees for temporary programs such as Conference Memorial, On To Convention, Annual Golf Tournament, Sergeant-at-Arms, and for other such activities and programs specific to the goals of the Governor or of RI for his/her year in office.

Article 6: District Funds

Section 6.1 - Accounting for District Funds

The District Governor, Treasurer and the Finance Committee shall comply fully with the requirement in the R.I. Bylaws that all district funds of any type, including those raised independently of the district but using the name of Rotary, be reviewed and reported to the district membership. The Treasurer shall provide to the District annually, at District Conference, an independently audited annual statement of district finances. If no conference occurs in the fall, the audited annual statement of District finances will be mailed by September 30th. RI Bylaws require that the district provide, at the next District Conference following the end of a Rotary year, an Annual Statement and Report of District Finances that shall include, but not limited to:

- (a) All sources of the district's funds (RI, The Rotary Foundation, district and club);
- (b) All funds received by or on behalf of the district from fund-raising activities;
- (c) Grants received from The Rotary Foundation or funds of The Rotary Foundation designated by the district for use
- (d) All financial transactions of district committees;
- (e) All financial transactions of the district governor by or on behalf of the district; and
- (f) All expenditures of the district's funds.

Section 6.2 - District Fund

The primary fund is the District Fund. While various programs and committees may have their separate accounting, all are part of the District Fund and are subject to the annual statement of District Finances.

Section 6.2.1 - Approval of Source and Application

The District Fund shall be based on a per capita levy assessed each year, one half in each six months of the Rotary year, according to the levy amount approved by the District in a public vote taken in accord with RI Bylaws. The per capita levy and budget proposal shall be prepared by the Finance Committee and distributed to the president of each club 30 days prior to the date of the first day of the meeting at which the vote on the levy and budget is to occur. Information copies shall be provided to all Past District Governors, District Officers (Executive Committee), and Lieutenant and Assistant Governors at the same time. The proposed per capita levy shall be accompanied by a line-item budget that establishes how the District Fund shall be spent during the ensuing Rotary year. The per capita levy and budget are effective for the ensuing year only, and each shall be submitted to a district vote for each Rotary year. After approval of the budget according to the RI Bylaws, the budget becomes the controlling document for expenditures of the district per capita levy funds, administered by the Finance Committee and reported quarterly to the Executive Committee. If a per capita levy or budget fails to be approved by the district for the next year, the per capita levy and the budget in effect at that time will continue in effect for the next subsequent year.

Section 6.2.2 - Publication

The yearly District budget, as approved by rules of procedure, will be published by The Finance Committee in the July issue of the District Newsletter or posted on the District Website.

Section 6.3 - Funds and Allocations

Section 6.3.1 - Conference and Assembly Allocations

Annually, for the purpose of achieving successful District Conferences and Assemblies, the District Finance Committee shall include in the annual District Budget sufficient **allocations** for conducting the District Conference and District Training Assembly. Also, from this Fund an amount not to exceed five percent of the Conference budget is to be allotted for the District's gift to the Governor and spouse; and for the International Rotary President's Representative and their spouse.

Section 6.3.2 - Governor's Fund

For the purpose of making, it possible for the Governor's spouse to travel with the Governor over the District when making official visits, to attend the International Convention, and numerous official visits, to attend Inter-City Events and numerous District Functions and to cover the cost of official duties beyond payments from Rotary International; the District Budget shall include a line-item allocation for expenses of the District Governor. The District Treasurer shall remit to the District Governor

from this Fund, according to budget, for expenses related directly to the performance of his/her duties as governor, upon receipt from the Governor of standard expense reports with documentation. The Governor should be allocated funds to plan or assign the planning of an Installation Event for the incoming Governor.

Section 6.3.3 - District Leader and Staff Reimbursements

The appointed District officers, leaders and staff shall be entitled to reimbursements from the District Fund to cover expenses incurred in performance of their official duties, as allocated in the annual budget. Each request for reimbursement shall be accompanied by standard expense reports with documentation. The Treasurer shall approve the expense reports of all reimbursements, including the Governor, District Governor Elect and District Governor Nominee except for that of the Treasurer, which shall be approved by the Chair of the Finance Committee, or the full committee, at the decision of the Chair.

Section 6.3.4 - Budgeted Funds

All funds allocated in the District Budget shall be disbursed on the basis of receipts or upon request as deemed prudent by the District Treasurer in accordance with the approved budget, with the advice and counsel of the Finance Committee chair, or the full committee at the request of the chair.

Section 6.3.5 - District Reserve Funds

The District Reserve Fund is comprised of those district levy monies remaining in the District Treasury at the end of a Rotary year as a result of not being spent in the year for which they were budgeted.

Section 6.4 - Special Funds of the District

The following are special funds of the district, serving under special rules as set forth.

Section 6.4.1 - Special Projects

The District Governor with the advice and assistance of the Special Projects Screening Committee may select special district undertakings, such as a World Community Service Project. It may be funded by a voluntary assessment of one dollar per Rotarian in the District, or by an expenditure of funds drawn from the District Reserve Fund, when approved by the Finance Committee and the Council of Past District Governors, or by a combination of both means of funding, but in no case to exceed a sum equal to one dollar per Rotarian in any one Rotary year. Membership will be determined as of June 30th of the preceding Rotary Year by the District Treasurer and District Governor-elect. For the purpose of this appropriation "World Community Service" may include service projects in the United States or even within the area of the District where a need may exist.

Article 7: District Meetings

Section 7.1 – Mid-America Presidents-Elect Training Seminar (MAPETS)

The annual Mid America PETS meeting is for the purpose of orientation and training of club presidents-elect and nominees. Being held within 60 days after the international assembly, it is the first scheduled district meeting of the calendar year. It is scheduled and conducted by the governor-elect in cooperation with the sitting governor. In the case of Mid America PETS scheduling and operation will be in coordination with the Organizing Committee of the Mid America PETS organization.

Section 7.2 - District Training Assembly

The District Training Assembly is held annually between Mid America PETS and July 1 to provide Rotary instruction, information and coordination of district activities. The assembly shall be planned and conducted by the governor-elect with the cooperation of the sitting governor and District Trainer. The assembly shall not be held simultaneous with Mid America PETS, although the meetings may be held consecutively at the same site if required by distance, weather or cost. Those specifically invited are the incoming presidents (Club Presidents-Elect) and secretaries and president-nominees, but the treasurers, administration, membership, PR, service projects and foundation and other chairs of club and district committees are urged to attend.

Section 7.2.2 - Budget

The district budget will be voted upon at the District Training assembly. Only Presidents-elect, or if they are excused, their designated representative, shall be allowed to vote. One vote per club, no proxies allowed. A simple majority approves the budget.

Section 7.2.3 - Business

Since any other business would require special notification to the clubs and the certification of Electors based on size of membership, the assembly is normally not a business meeting. If other business is desired, see RI Bylawson "Extraordinary Meeting".

Section 7.3 - District Conference

The district conference provides education, motivation, project awareness, and fellowship. In addition, the conference is the normal agenda for conduct of any business items of the district, including resolutions and legislative action. Electors, based on membership size, are required for certain types of business. For procedures, Reference Section 8.2 below; for Electors: Section 8.4

Section 7.4 - Multi-District

As approved by RI, two or more districts may join together to hold their PETS, Assembly or Conference. However, for any business discussions or voting shall be done separately by each district.

Section 7.5 - Requirements for Presidents-Elects

In accordance with RI Manual of Procedures (Standard Rotary Club Constitution) Article 13 Section 5 (c), Presidents-Elect must attend both the Mid America PETS and District Training Assembly, except as follows. If they do not attend both and are not excused, they shall not be able to serve as club president. With the approval of, and at the sole discretion of, the Governor-Elect, attendance at PETS of another District may be substituted. With sufficient serious reason, the president-elect may request of the governor-elect to be excused. If so excused, the president-elect shall send a designated club representative who will attend and vote, and report back on the training and vote. At the sole discretion of the Governor Elect, there may be substituted a one-to-one meeting with the President-Elect and the Governor-Elect or Assistant Governor to provide training in any or all those areas the Governor-Elect feels needs to be addressed. It is at the sole discretion of the Governor-elect as to whether the President-Elect is sufficiently trained to accept the position of Club President.

Article 8: District Procedures

Section 8.1 - Selection of the District Conference and District Training Assembly Sites

The District Governor shall select the site of the District Conference and District Training Assembly annually. When Conference or Assembly is held in the town of a club in the District, the Governor shall have the concurrence of the club for the district meeting to be held in the venue of the individual club.

Section 8.2 - Presentation of Matters for District

Section 8.2.1 - Presentation

Any resolution, enactment, proposal, or measure, which shall be called Proposed Legislation, that is proposed to be voted on at a District meeting shall be presented each to the District Governor and the Resolutions Committee not less than 60 days before the opening day of the District meeting. The District Governor shall refer the Proposed Legislation of whatever type, to the Resolutions Committee, which shall review the proposed legislation and return them, to the District Governor with a recommendation. At least 30 days prior to the district meeting where the vote will occur, the District Governor shall issue to each Rotary Club in District 6110, a copy of the proposed legislation together with recommendations of the resolutions committee. This is for the purpose of study by the individual clubs of the District, so that each elector attending the District Conference may be instructed by his/her club's attitude and choice on each proposal.

Section 8.2.1.1 - Legislation for RI

All legislation from a club, intended for submission to RI must first be submitted to the district conference for a vote on whether or not it is to be endorsed. Where time does not allow for legislation to first be considered at the district conference, the governor may submit to it the clubs through a ballot-by-mail in accordance with RI section 13.030. All legislation submitted to the RI general secretary for consideration by the Council on Legislation shall be accompanied by a certificate from the governor stating whether it has been considered by a conference or ballot-by-mail, and whether it has been endorsed. A club may transmit to the general secretary legislation so considered, irrespective of whether it has been endorsed.

Section 8.2.2 - Resolution Committee

The Resolutions Committee shall review and rule on each submission to it proposed for a district to determine if the submission meets the test of duly proposed legislation under the rules of the RI Bylaws, Article 7, Section 7.037, as interpreted and applied to district legislation. The Resolutions Committee shall return to the proposing club any legislation ruled to be deficient or defective, with comment as to its deficiency or defectiveness, so that the club may consider bringing its proposed legislation into compliance with the rules of Proposed Legislation within a reasonable time period as set by the Resolutions Committee. The Governor shall not transmit to the clubs any resolution, enactment, proposal, measure or proposed legislation of any kind that the Resolutions Committee rules to be deficient or defective. No legislation will be presented to a district if not duly presented to the clubs in accord with Section 5.2.6 and 8.2.1, of this Manual of Procedure

Section 8.3 - Voting

Voting at all District meetings on all District matters shall be conducted as prescribed in the RI Bylaws. Votes upon matters regarding district business; such as, but not limited to district officers and representatives, district governance and Legislative, such as Amendments to the Manual of Procedure, may be taken only at District Conference or ballot-by-mail. Votes on district per capita levy and annual budget may be taken at District Conference, District Training Assembly or ballot-by-mail, when proper and sufficient notice and publication is given. Any member in good standing of a club in the district may vote on other matters; however, any elector shall have the right to demand a poll upon any matter, in which case only Electors shall be allowed to vote.

Section 8.4 - Electors

Each club shall select and send electors to the conference business meeting, or specially called business meetings, as proscribed in the RI Bylaws. The number of electors varies with membership size; namely, one elector for each 25 members or major fraction thereof. Such membership shall be determined by the number of members in the club as of the its July club invoice preceding the date on which the vote is to be held. For purposes of Electors, clubs in good standing shall include having paid their dues assessment through 9 months prior to the date of the meeting. Only clubs in good standing may vote, and each club in good standing shall have at least one elector. No proxies will be allowed. An elector must be certified to the Elections and Certification Committee, forty-eight (48) hours in advance of the start of the meeting at which the elector is to be qualified to vote, which certification must come from the club that the elector represents. To be counted, the elector must be present at the time of a vote.

Section 8.5 - Ballot-By-Mail

Ballot-by-Mail shall follow RI Bylaws covering it. When voting on matters which require electors, each club shall have the number of votes based on the size of their membership; one vote for every 25 or major fraction thereof, based upon their membership as of their last semi-annual report. Each club shall have a minimum of one vote.

Article 9: Subsidiary and Affiliated Organizations

Section 9.1 - Pioneers of Rotary

The Pioneers of Rotary of District 6110 is an organization of Rotarians in the District who have served one or more Rotary clubs for a period of at least 20 years. This organization is dedicated: (a) to provide another means of furthering acquaintance and fellowship among the Rotarians of the District; (b) to encourage attendance at the District Conference; and (c) to have a Breakfast Program at each conference.

Section 9.2 - Council of Past District

Governors Section 9.2.1 - Scope

The Council of Past District Governors (formerly referred to as the College of Governors) is affiliated with the District but is an independent body, which writes its own rules, elects its own officers and may incorporate if the Council votes to do so. All rules of this Council will be in accordance with the RI constitution, bylaws and Governance Documents and “in keeping with the spirit and principles of Rotary” The members of the Council are all the living Past District Governors residing in the district. The Council may, at its discretion, invite the current governor and future governors and other District officers, to attend meetings as guests of the Council or report to the Council on matters of the District.

Section 9.2.2 - Utilization

The services of Past District Governors are utilized in order that some continuity of successful District activities may be achieved. The Council shall consider matters referred to it by the leadership of the District and may give advice and recommendations thereto. As a group, in regular or special meeting, and individually, the members may be called upon by the District Governor to aid in his/her work with the clubs in the district.

Section 9.2.3 - Meetings

The Council shall meet at least annually to conduct its duties. It will hold meetings for fellowship, social activities and business at the District Conference and Assembly, and will be subject to the call of the Governor or the Chair of the Council for other meetings. Annually, the District Governor and Treasurer shall give the Council an update on the state of the district and the governor-elect shall tell the Council of their plans for the future. The annual meeting should be held at the District Office in order to defer costs.

Section 9.2.4 - Other Duties and Responsibilities

As proscribed in this Manual of Procedure, Section 3.5.3 the Past District Governors of this district shall serve as the Nominating Committee for selecting District Governor-Nominee and Governor Nominee Designate. Upon the request of the governor, or of an affected club, the Council may act as Mediator in matters involving clubs within the district.

Section 9.2.5 - Memorial Fund

The Council maintains a “Memorial Fund” to send flowers to a deceased Governor’s spouse at the time of their death, and to the Governor upon the death of their spouse. A donation to The Rotary Foundation may be sent in lieu of flowers. This fund is separate from other District Funds. The fund is replenished by special assessments on the Past Governors. The present and incoming governors may be invited to participate in this fund. The only officer of the Memorial Fund is a Secretary-Treasurer, appointed by the Past District Governors. The Secretary-Treasurer shall be notified of the death of any past governor or their spouse, shall notify other Past Governors and send the flowers.

Article 10 – Amendments

Section 10.1 - Amendments to District Rules and Procedures

The District Manual of Procedure may be amended by Certified Electors at District Training Assembly, at District Conference or by Ballot by Mail, when proper prior notice has been given. Enactments for the purpose of changing the rules for amendments stated in this Section, and any proposed changes related to district funds or financial management must be approved by a two-thirds majority of the Certified Electors present and voting. All other enactments amending the District Manual must be approved by a simple majority of the certified electors present and voting. A quorum for purposes of votes on enactments shall be two-thirds of the electors certified to vote at the meeting where the vote is taken. In Ballot-by-Mail, enactments requiring two-thirds majority must be approved by two-thirds of the sum of all votes to which clubs are entitled to send Electors to votes taken at district meetings, and enactment requiring simple majority must be approved by a simple majority of the sum of all votes to which clubs are entitled to send Electors to votes taken at district meeting.

Appendix A

District 6110 Rotary Education Awards Programs

All Rotary Clubs in District 6110 are entitled to submit applicants for the various educational awards offered in the District, which include Rotary Peace Fellowships, and Global Grant Scholarships. Each award is made by a District Committee, which provides for application process, selection calendars, and selection interviews.

District 6110 Rotary Exchange and Youth Programs

All Rotary Clubs in District 6110 are entitled to submit applicants for the various exchange programs conducted by the District. Exchange programs include Friendship Exchanges, Vocational Training Exchanges and Youth Exchange, in-bound and out-bound, summer and long-term. Youth programs include RYLA (Rotary Youth Leadership Award) and Four-Way Test Speech Contest. Each program is managed by a District Committee, which provides for application process, selection calendars, and selection process.

Please note for additional information can be obtained by contacting Rotary District 6110’s office during normal business hours, as follows:

Collette “Cole” Adamson, District Administrator
Rotary District 6110
districtadministrator@district6110.org
Office: 918-481-6110

Mailing Address: 7122 S Sheridan Rd, Suite 2-162, Tulsa, OK 74133
Physical Location: 8209 East 63rd Place, Tulsa, OK 74133