

# **DISTRICT MANUAL OF PROCEDURE**

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

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

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# DISTRICT MANUAL OF PROCEDURES

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

These procedures are established by the Rotary Clubs of Rotary International District 6360, hereafter referred to as the District, to provide the general policies of the District. They 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. The District Governor shall appoint the seventh member.
- 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 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 as detailed in these procedures and the Bylaws of Rotary International District 6360, Inc.

**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 nominated 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. The District Governor shall be governed in the performance of the duties of office as outlined in Article III, Section 1 hereafter.

- 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. The District Treasurer shall ensure all District funds are kept in bank accounts that clearly indicate that the funds are the property of the District. The District Treasurer shall be governed in the performance of the duties of the office as outlined herein under Article III, Section 2.
- C. District Secretary. The District Secretary is appointed by the District Governor with approval of the Board of Directors. The District Secretary shall be a Rotarian, preferably a past District Governor. The District Secretary shall be governed in the performance of the duties of the office as outlined herein under Article III, Section 4.
- D. District Governor-Elect. The District Governor-Elect shall be a Rotarian and shall be nominated by the District, as hereinafter provided. The District Governor-Elect shall be governed in the performance of the duties of the office as outlined herein under Article III, Section 5.
- E. District Governor-Nominee. The District Governor-Nominee shall be a Rotarian and shall be nominated by the District, as hereinafter provided. The District Governor-Nominee shall be governed in performance of the duties of the office as outlined herein under Article III, Section 6.

**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 as needed 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 as needed RI *Manual of Procedure*, Assistant Governors will provide Club support in areas including Club leadership, planning, goals, policy, foundations, and coordination with Club and District activities.

**Section 6. Guidance in Carrying Out Their Responsibilities.** The Officers and appointees of the District shall be guided in the discharge of their responsibilities by the requirements stated for each Officer in the RI *Manual of Procedure*, *Rotary Code of Policies*, and by such additional requirements that may be stated by Rotary International and by these procedures.

**Section 7. Nomenclature.**

- A. The term “District Governor-Elect” (DGE) refers to a Rotarian who has been selected to serve as District Governor immediately following the serving Governor.
- B. The term “District Governor-Nominee” (DGN) refers to a Rotarian who has been selected to serve as District Governor immediately following the District Governor-Elect.
- C. The term “District Governor-Nominee-Designate” (DGND) refers to a Rotarian who has been selected to serve as District Governor immediately following the District Governor-Nominee.

**ARTICLE II**

**ELECTIONS**

**Section 1. District Governor.** The procedure for nominating and electing the District Governor-Nominee-Nominee shall be as follows:

- A. On or before October 1 of each year, the current District Governor shall oversee the request for nominations from the Clubs of the District for District Governor to serve in the third year after the term of the current District Governor (i.e. District Governor-Nominee-Nominee). The invitations shall list the qualifications for District Governor as published in the most recent RI *Manual of Procedure*, and specify a deadline for receipt of nominations by the Nominating Committee of December 1.
- B. The nominations of the Clubs shall be in the form of a Club Resolution adopted at a regular Club meeting.
- C. The Nominating committee for District Governor shall meet and interview the candidates and shall select the District Governor-Nominee-Nominee not later than December 15. This committee is not limited in its selection to candidates nominated by the Clubs and may select another Nominee of its own; however, the committee must seek and obtain the concurrence of its Nominee.
- D. The Nominating committee for District Governor shall advise the current District Governor of its selection by December 15.
- E. The District Governor shall, before December 31, advise the Presidents of those Clubs, which previously submitted nominations, of the committee's selection. A Club, with its candidate's concurrence, may re-propose the Club's candidate for election at the next District Conference. Such re-proposal shall be in the form of a Club Resolution adopted at a regular Club meeting and must be submitted by

January 31. The District Governor shall then act in conformity with the procedures outlined in the most recent RI *Manual of Procedure*.

- F. If no other candidate is re-proposed in accordance with Article II, Section 1, Subsection E, then the District Governor shall declare the selection of the Nominating committee for District Governor to be the District Governor-Nominee-Nominee, and shall so advise all Clubs in the District not later than February 15.
- G. If additional qualified candidates are proposed in accordance with Article II, Section 1, Subsection E, then the District Governor shall, not later than February 15, advise all Clubs in the District of the names and qualifications of the re-proposed candidates. The District Governor shall also ask the Clubs if they wish to submit a Resolution in support of the re-proposed candidate(s). If at least ten percent (10%) of total number of Clubs in the District submit supporting Resolutions, then the selection of the Nominee will be made by election at the District Conference provided:
  - 1. The Resolutions are received by March 2.
  - 2. At least five (5) Clubs have submitted a Resolution.
  - 3. All Clubs submitting a Resolution have been in existence for one (1) year prior to the beginning of the year of the election.
- H. If the requirements for election outlined in Article II, Section 1, Subsection G are not met, then the District Governor shall declare the Rotarian selected by selected by the Nominating Committee as the District Governor-Nominee-Nominee.
- I. The District Governor shall certify the name of the Governor-Nominee-Nominee to the General Secretary of Rotary International within 10 days after his or her selection.

### **ARTICLE III**

#### **DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS AND APPOINTEES**

The duties and responsibilities listed herein are intended to serve as a guide for Rotarians in the District so that Rotarians who are selected, are being considered for, or are considering service as an Officer, are advised of the expectations relative to their service.

**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. The

performance of the office the District Governor shall be governed by the RI *Manual of Procedures* and shall answer to the Board of Directors. The District Governor shall:

- A. Fulfill all requirements of Rotary International including:
  - 1. Attend Zone Training as required by Rotary International.
  - 2. Complete an official visit to each Club in the District, fulfilling all reporting requirements in a timely fashion.
- B. Oversee the publication of a District newsletter monthly to each Club President and Secretary.
- C. Counsel, advise and assist Clubs and Rotarians in need of help, 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 meet requirements of the District and Rotary International.
- F. Advise and supervise the District Treasurer and District Secretary, and be responsible for their performance of the duties of the office, as set forth in Article III, Sections 2 and 3.
- G. Supervise the District Administrator employed by the District.
- H. Comply with District record retention policy set forth in Article VII.
- I. Preside over meetings of the Board of Directors and quarterly staff meetings. The members of the Board of Directors are encouraged to attend all District Board meetings and the quarterly meetings. All District Appointees are encouraged to complete their quarterly reports and email them to the District Administrator at least one week prior to the quarterly meeting and also to attend the quarterly meeting.
- J. Appoint Assistant Governors to assist in the administration of the Rotary Clubs in the District.

**Section 2. District Treasurer Duties and Responsibilities.** The function of the District Treasurer is to have final oversight of District funds and to ensure that budgetary control is maintained. The District Treasurer is responsible for seeing that all required reports are produced in an accurate and timely manner. In the performance of the office, the District

Treasurer shall be guided by the RI *Manual of Procedure* and these Procedures and shall answer to the District Board of Directors. The District Treasurer shall:

A. While serving as incoming District Treasurer s/he shall:

1. Participate as a member of the District Budget and Finance Committee.
2. Become familiar with the management of the District funds.

B. While serving as District Treasurer, s/he shall:

1. Participate as chair of the District Budget and Finance Committee.
2. Attend the meetings of the Board of Directors.
3. In collaboration with the District Governor-Elect and the
4. Chief Financial Officer (CFO), prepare the budget for the next Rotary year and present the budget for review by the District Budget and Finance Committee and for approval by the Board of Directors and the Club Presidents-Elect of the District.
5. Oversee the system which facilitates budgetary control and accurate and timely reporting.
6. Process and send checks within two weeks to vendors and Rotarians seeking reimbursement, once the check request has been approved by the District Governor, and ensure accuracy in the financial reporting system.
7. Schedule and make payments for the District credit cards on a monthly basis, to ensure timely payment.
8. Oversee employee payment of the District Administrator and CFO, either through direct deposit or pay checks.
9. Ensure completions and filing of quarterly IRS employee tax forms (Federal Tax Form 941 and Michigan State Tax Form 5080 in a timely manner.
10. Prepare and submit checks for employment tax payments, including Federal, State, Unemployment Insurance Agency payments, etc.

11. Create and distribute appropriate year end Federal and Michigan State tax forms (W-2) to District employee(s) (District Administrator and CFO).
12. Prepare monthly reports for the District Governor, District Budget and Finance Committee, and Board of Directors.
13. 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.
14. Promptly report observed variances from the approved budget to the District Budget and Finance Committee, and the Board of Directors.
15. 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.
16. Upon completion of service as District Treasurer, serve one year as a member of the District Budget and Finance Committee.
17. If serving consecutive years as District Treasurer, arrange for a reconciliation of cash by a member of the District Financial Review Committee.
18. Assist the District Governor and District Governor-Elect in complying with the District reporting to Rotary International and record retention policy.
19. Confirm that all Clubs in the District have filed the appropriate 990 forms with the Internal Revenue Service.

**Section 3. District Chief Financial Officer (CFO) Duties and Responsibilities.** The function of the CFO is to work in cooperation with the District Treasurer to ensure oversight of District funds and to ensure that budgetary control is maintained. The CFO is responsible for properly and accurately maintaining the District's financial reporting system (i.e. QuickBooks), and supporting the District Treasurer in producing the required reports. In the performance of the office, the CFO shall be guided by the RI *Manual of Procedure* and these Procedures and shall answer to the District Board of Directors. The CFO shall:

- A. Deposit the District funds in one or more accounts of a bank or branch bank within the geographical area of the District, with consideration given to maximizing the return on funds to the District.

- B. Ensure that the District's fidelity bond is extended to cover the activities of all such individuals who shall receive or distribute funds on behalf of the District.
- C. Prepare or cause to be prepared the Federal Form 990 and any comparable form due in the years in which the Treasurer serves and file the same on or before the due date(s).
- D. Maintain high level review of revenue, to ensure invoices submitted the District Invoicing Chairperson are materially accurate.
- E. Ensure deposits/customer payments are accurate and reconcile same to bank statement, to ensure accuracy and completeness.
- F. Review check requests to ensure they are posted to the correct budget account and posted accurately.
- G. Attach supporting documentation to transactions in the accounting software to all transactions posted.
- H. Prepare and submit annual Form 990 to the IRS in conjunction with the Treasurer.
- I. Prepare for and attend annual internal review of financials.
- J. Provide assistance, training and guidance as needed to the District Governor, District Treasurer, District Invoicing Chairperson, etc. to ensure understanding of the accounting process and in the accounting software.
- K. Provide general guidance to Club Treasurers and other Rotarians in conjunction with and as support for the District Treasurer.
- L. Participate in budget & finance committee meetings to ensure a more thorough oversight of the financials.

**Section 4. District Secretary Duties and Responsibilities.** The District Secretary is appointed by the District Governor. The function of the District Secretary is to generate, maintain and preserve such reports and records as required by Rotary International, to assist the District Governor and District Officers by furnishing requested statistical information, and to maintain historical records for the District. In the performance of the office, the District Secretary shall be governed by the *RI Manual of Procedure* and these procedures and shall answer to the Board of Directors. The District Secretary shall:

- A. Instruct 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, the Board of Directors and the District newsletter editor; and maintain them as permanent records.

1. In the event that attendance reports for the preceding month are not received from a Club Secretary by the eight (8<sup>th</sup>) day of the month following, the District Secretary shall endeavor to obtain such report from the Club Secretary by appropriate means.
- 
- D. Maintain statistical records for District functions such as the District Conference, the District assembly and other District-wide functions.
  - E. Maintain historical records required by the District
  - F. Serve as Secretary of the annual meeting.
  - G. Serve as Secretary of the District assembly.
  - H. Assist the District Governor in complying with the District record retention policy.
  - I. Supervise the maintenance of the District website.
  - J. Supervise the maintenance of the Speakers' Bureau for Club programs

**Section 5. District Governor-Elect Duties and Responsibilities.** In the performance of the Office, the District Governor-Elect shall have the following duties and responsibilities:

- A. Prepare a leadership plan for his or her year as District Governor subject to the approval of the Board of Directors. This plan should be based on Rotary International's *District Planning Guide* and should be consistent with the District Leadership Plan as well as other guidelines established by Rotary International.
- B. Complete all District committee appointments for his or her year as District Governor, incorporating these into the *District Directory* prior to taking office.
- 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 also recommended but not mandatory.
- D. Attend the meetings of the Board of Directors.
- E. Participate in Great Lakes PETS and conduct the District's part thereof.
- F. Assist the District Governor as requested and to the extent possible participate in Club visits and District events.
- G. Serve as a member of the Board of Directors and the District Budget and Finance Committee.

- H. In collaboration with the District Treasurer, prepare the budget for the next Rotary year and obtain required approval thereof.
- I. Organize and conduct the District assembly in collaboration with the District Governor.
- J. Provide mentorship for the District Governor-Nominee and District Governor-Nominee-Designate.

**Section 6. District Governor-Nominee Duties and Responsibilities.**

- A. Prepare for his or her term as District Governor by visiting Clubs in the District.
- B. Attend Zone Institute, District Conference, PETS, District assembly, meetings of the Board of Directors, and District Budget and Finance Committee meetings.
- C. Assist in mentoring of District Governor-Nominee-Designate.
- D. Serve as head of the committee Membership Division.

**Section 7. Assistant Governors Duties and Responsibilities.** The Assistant Governors are appointed by the current District Governor, serve a three year term and are the main conduit between the District Governor and the District 6360 Clubs.

- A. Meet with and assist the incoming Club Presidents and Club leadership to develop and adopt a Club Leadership Plan and Review the Club Leadership Plan annually once adopted.
- B. Attend each Club assembly associated with the Governor's official visit.
- C. Visit each Club regularly, with a minimum of one visit each quarter of the Rotary year, and meet with the Club President and other Club leadership to discuss the business of the Club, resources available to them, and handling Club funds in a businesslike manner.
- D. Assist Club leaders in scheduling and planning for the Governor's official visit.
- E. Keep the Governor informed on progress of the Clubs and suggest ways to enhance Rotary development and address problems.
- F. Encourage Clubs to follow through on requests and recommendations of the Governor.
- G. Coordinate training at the Club level with the appropriate District

committee.

- H. Advise the incoming Governor on District committee selection.
- I. Attend and promote attendance at the District Conference and other District meetings.
- J. Participate in District activities and events, as necessary.
- K. Attend Club meetings, assemblies, Club board of Directors meetings or other events, as invited.
- L. Participate in the District's team training seminars.
- M. Attend the Presidents-Elect Training Seminar (PETS) and the District Assembly.

**Section 8. District Database Manager Duties and Responsibilities.** The District Database Manager is appointed by the District Governor and aids in facilitating District communications and listed below.

- A. Work with the District Administrator and District Secretary in keeping the District and Club Database (DACdb) up to date.
- B. Make certain that the system is working, do appropriate training for District and its Clubs and aid with members who are having issues dealing with the system.
- C. Work with the District Administrator to get committees ready for the next year.
- D. Make certain the DACdb system is functioning properly.
- E. Aid with setting up registration for events for the District or for the Clubs.

**Section 9. District Administrator Duties and Responsibilities.** The District Administrator is an Employee of the District with the Board of Directors making the final hiring decision. The District Administrator shall report to the District Governor and the Board of Directors. This is an at-will position. The annual salary is to be determined annually, and set forth in the budget. The function of the District Administrator is to act as liaison and connection between members, Clubs and District leadership. The District Administrator shall oversee all annual and special District events and/or meetings, including but not limited to Staff and Board Meetings, Pre-PETS, PETS, Training Assembly, District Conference, District Governor interviews, and District Governor Handover. The District Administrator shall maintain the District Office, District supplies and shall create and distribute the District Directory annually. The District Administrator shall be the main point of contact for any questions or concerns from any Rotarian

in the District, and shall address any external questions or concerns. In the performance of the office, the District Administrator shall be governed by the *RI Manual of Procedure* and shall answer to the Board of Directors. The District Administrator shall:

- A. Be the contact/resource person for questions (e.g., DACdb, contributions, sample forms, steer to proper person, provide directory information, “how to” questions, SAR & CRS, Rotary International products
- B. Maintain the District library
- C. Maintain records/storage; Sergeant at Arms Vests, badges and arm bands, banners, pins, etc.
- D. Serve as the mailing distribution and receiving center
- E. Edit and publish monthly newsletter
- F. Maintain District Calendar and Committees and members on DACdb
- G. Schedule DG visits, meetings, etc.; distribute materials; remind DG and others when action is needed
- H. Assist Webmaster in keeping website accurate and up to date
- I. Follow up on dues, contact information, goals, PETS registration, etc.
- J. Maintain business property insurance
- K. Handle confidential information; credit card accounts; Youth Protection liaison
- L. Negotiate contracts – Schuler’s, Lakeview School, District Conferences, etc.
- M. Host meetings at District Office; sometimes includes meals; agendas and other paperwork
- N. Facilitate scheduling meetings/events – e.g., Financial Review, Budget & Finance, Handovers/Installation of DG, District Conference
- O. Coordinate registration for events; includes making name badges
- P. Send Agendas, reminders for Quarterly Staff & Board Meetings; publish packet; take minutes and send out; update book of motions; Annual Meeting minutes
- Q. Send cards to District leaders when ill, Christmas/holiday cards to PDGs, spouses of deceased PDGs, and District leaders.
- R. Order supplies – paper, cartridges, envelopes, labels, badges, staples, badges, etc.
- S. Coordinate tasks with District Secretary

- T. Perform other tasks as needed

**Section 10. District Trainer Duties and Responsibilities.** The District Trainer is appointed by the District Governor and is responsible for District Training activities. It is highly recommended that the District Trainer be a past District Governor and has been through appropriate the training programs including those of the Rotary Leadership Institute and the annual Zone meeting.

- A. Establish a training committee made up of the Governors, committee chairs and District Administrator to plan, staff, deliver and evaluate all District training including:
  - 1. Pre-PETS in February
  - 2. District schedule at PETS in March, including attending all PETS committee meetings
  - 3. District Leadership Training (usually in April)
- B. Assist the Membership Chair and Foundation chair in their training programs, when requested.
- C. Serve at District Conference, when requested.
- D. Work with Club Trainers and support their efforts, where needed.
- F. Aid Rotary Leadership Institute director in encouraging District Rotarians to complete their RLI training.
- G. Execute the District Leadership Plan as directed by the District Governor And oversee any appropriate changes to this plan.

## **ARTICLE IV**

### **COMMITTEES**

**Section 1. Committee Organization.** District committees are charged with carrying out the goals of the District as formulated by the District Governor with the advice of the Assistant Governors.

- A. The District Governor Elect, District Governor, and Immediate Past District Governor should work together to ensure continuity of leadership and succession planning.

- B. The District Governor Elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of his/her year in office.
- C. The current District Governor cannot serve as a District committee chair.
- D. The District Governor is an ex officio member of all District committees.
- E. It is recommended that District committee chairs be past District Governors, past Assistant Governors, or effective past District committee members.
- F. All committee chairs should be selected and reported to Rotary International by 31 December in the year before taking office 1 July.
- G. The minimum recommended qualification for appointment to a District committee is membership, other than honorary, in good standing in a Club in the District.
- H. Committee membership should be diverse in terms of representing the District geographically and by size of Clubs.
- I. District committee chairs shall attend the District team training seminar prior to serving as chair. District committee chairs shall attend the District training assembly. Committee members should participate in District training meetings
- J. District committees shall report to the Governor on the status of their activities on a regular basis.
- K. District committees shall report successful activities to Rotary International for possible publication in Rotary International publications and on the Rotary International website.

**Section 2. Membership Attraction and Engagement Committee.** The objective of this committee is to increase and retain Rotary membership in the District. This committee shall function as a conduit between Rotary International and Club membership activities. The committee will identify, promote and implement membership strategies that will result in membership growth. Focus will be on both attracting new members and retaining current members.

- A. Committee Chair. To be effective, the District Membership Attraction and Engagement committee must have continuity of leadership; therefore, the committee shall be governed by co-chairs.
  - 1. One of the co-chairs shall be appointed for a three (3) year term, subject to review, with documented agreement of the District Governor, District Governor Elect, and District Governor Nominee

for their term of service. The District Governor (if selected) for each of the years of the three (3) year term of the committee chair will participate in the selection of the chair. This selection should take place and be reported to Rotary International no later than 31 December before taking office 1 July of the same calendar year.

2. The District Governor Nominee shall serve as co-chair of this committee in conjunction with his/her term serving as District Governor Nominee.
3. Any removal for cause of the co-chair must have the prior approval of all the District Governors (if selected) for each of the remaining years of the three (3) year term.

B. Committee Responsibilities:

1. Plan, market, and conduct a District membership seminar in consultation with the District Governor and District Trainer.
2. Assist Clubs' member recruitment efforts, paying special attention to small and weak Clubs.
3. Encourage each Club to strive to represent the demographic composition of the community's professionals.
4. Ensure that Clubs are aware of the membership tools available from Rotary International, and that membership information is reported promptly to Rotary International.
5. Work and communicate regularly with the District Governor and Club leaders to ensure that the District achieves its membership goals, and that each Club achieves its membership goal.
6. 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. Assist Club membership committee chairs in carrying out their responsibilities.

11. 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.
12. Ensure that each Club committee is aware of resources available from Rotary International.
13. Be familiar with Rotary Club Central and other membership development resources.
14. Work with the New Club Development/Extension committee on development and extension issues.

**Section 3. New Club Development/Extension Committee.** This committee is responsible for developing and implementing plans to organize new Clubs within the District.

- A. Committee Chair. To be effective, the District New Club Development/Extension Committee must have continuity of leadership; therefore, the committee chair shall be appointed for a three (3) year term, subject to review, with documented agreement of the District Governor, District Governor Elect, and District Governor Nominee for their term of service. The District Governor (if selected) for each of the years of the three (3) year term of the New Club Development/Extension Committee chair will participate in the selection of the committee chair. This selection should take place and be reported to Rotary International no later than 31 December before taking office 1 July of the same calendar year.

Any removal for cause must have the prior approval of all the District Governors (if selected) for each of the remaining years of the three (3) year term.

- B. Committee Responsibilities:

1. Identify communities without Rotary Clubs that have a population capable of meeting the requirements for chartering a new Club.
2. Identify communities where additional Rotary Clubs could be established without detracting from service provided by existing Clubs.
3. Assist in organizing and establishing new Clubs.
4. Work with the District's Membership Attraction and Development committee on development and extension issues.

**Section 4. Budget and Finance Committee.** This committee is responsible for safeguarding District funds as outlined in Article V, Section 4.

- A. This committee shall consist of six members, with the District Treasurer as chairperson.
- B. The other five (5) members shall include the District Governor Elect, the District Governor Nominee, and three (3) Rotarians, appointed for staggered three (3) year terms, by the District Governor. These appointed members will consist of one (1) member who represents the larger-sized Clubs, one (1) member who represents the middle-sized Clubs, and one (1) member who represents the smaller-sized Clubs. 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 January 1 of each year.
- C. Rotary Clubs currently represented on the committee will not be eligible for a second consecutive term. The District Governor serves on this committee ex-officio, without a vote except in case of a tie vote by the regular members.
- D. A member of the Financial Review Committee serves on this committee ex-officio, without a vote.
- E. The committee has a total of six (6) voting members and two (2) non-voting members.
- F. The Chairperson of the Budget and Finance Committee shall report directly to the District Governor

Committee Responsibilities:

- A. Review the budget of District expenditures in cooperation with the District Governor and present it to the Board of Directors for acceptance, to be submitted to the Clubs at least four (4) weeks prior to the Presidents-Elect training seminar or the District training assembly and approved at a meeting of incoming Club Presidents at said assembly.
- B. Review and recommend the amount of per capita levy to be approved in accordance with Rotary International Bylaws section 15.060.2.
- C. Ensure that proper records of income and expenditures are kept.
- D. Prepare a yearly financial report to be presented by the Immediate Past District Governor according to Rotary International Bylaws section 15.060.4.
- E. The Treasurer, shall, together with the Secretary, be a signatory on the bank account(s) of the District fund.
- F. The bank account shall be held in the name of the District.

**Section 5: Financial Review Committee.** The Financial Review Committee shall review the financial records of the District pursuant to Article V, Section 5.

- A. This committee shall report directly to the Board of Directors.
- B. The committee's review of the year-end District financial statements, stipulated by these procedures, is to serve as the independent review required by the Rotary International *Manual of Procedure*. 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.
- C. The Financial Review Committee shall consist of three (3) Rotarians from the District who are qualified in the management of financial affairs or review of financial records. None of them shall then be serving as District Governor, District Treasurer, incoming District Treasurer, or as a voting member of the District Finance Committee.
- D. Additionally, none of the selected members shall have been in a position to have disbursed District funds or authorized the distribution thereof during the Rotary year for which the review takes place, or in either of the two immediately preceding Rotary years.
- E. The Financial Review Committee shall designate one of its members to be a non-voting representative at each meeting of the Budget and Finance Committee.
- F. Each member shall serve staggered three (3) year terms, with the District Governor appointing one member immediately upon taking office.

**Section 6: Youth Services Committee.** This committee develops, implements, and supports youth activities in the District, and coordinates with other committees to engage youth. The District Governor may determine the best structure for the committee and its relationships with other District committees.

- A. The District Governor shall appoint the District Youth Service Committee, providing for continuity and leadership development.
- B. The committee shall work with District Interact, Rotaract, RYLA, Youth Exchange, Rotary Student Program, and any other committees as determined appropriate by the District Governor to share expertise across the District, lead

cross- promotion between programs, promote service opportunities, and coordinate efforts between District committees.

- C. The District Youth Service Committee is encouraged to facilitate District recognition for Clubs and/or individuals who advance the principles of Youth Service and empower and engage young people.
- D. The chairs of the Interact subcommittee, the Rotaract subcommittee, the RYLA subcommittee, and the International Youth Exchange subcommittee will be members of the District Youth Service Committee.
- E. Committee Responsibilities:
  - 1. Coordinate with the other District committees as needed, such as the International Service subcommittee, and the Community and Vocational Service subcommittee, to foster cooperation.
  - 2. Emphasize service in each of the youth service programs (Interact, Rotaract, RYLA, and Youth Exchange).
  - 3. Encourage and facilitate relationships with other organizations to expand opportunities for young people.
  - 4. Encourage and facilitate transition of young people from one program or activity to another, and offer progressively increasing responsibility as young people acquire leadership skills.
  - 5. Engage with former youth program participants to maintain their ongoing contact with Rotary.
  - 6. Provide opportunities for youth program participants to exchange ideas and work together as appropriate to facilitate development of the program participants.
- F. Subcommittees of the Youth Service Committee
  - 1. The Interact Subcommittee. This subcommittee promotes Interact Clubs sponsored locally by Rotary Clubs in the District, and supports those Clubs.
    - a. Interact Clubs may be established in middle schools or high schools in the District, or may be community-based.
    - b. Interact Clubs are organized to foster Rotary principles and events.
    - c. This subcommittee also oversees any EarlyAct Clubs that are formed in the District.

- d. This subcommittee also communicates with and supports Rotary Clubs that are sponsoring Clubs of Interact Clubs.
2. The Rotaract Subcommittee. This subcommittee promotes Rotaract Clubs sponsored locally by Rotary Clubs in the District, and supports those Clubs.
- a. Rotaract Clubs are established in order to foster Rotary principles and events, and consist of young adults who live, work, or study in the vicinity of the sponsoring Club.
  - b. Rotaract Clubs may be either community-based or associated with institutions of higher learning.
  - c. This committee also communicates with and supports Rotary Clubs that are sponsoring Clubs of Rotaract Clubs.
3. The Rotary Student Program
- a. The Rotary Student Program is a mentoring initiative that has three useful purposes: 1) Build awareness of local and international efforts of Rotary, 2) Make connections with High Schools by providing a viable service and 3) Organically attract membership growth in both Rotary Clubs and Interact.
  - b. Through the Rotary Student Program, students are aligned with professionals in their dream careers. In three-way Student-Business Professional meetings or phone calls, students ask questions of business professionals who share career paths, make recommendations for college and, in some cases, become student advocates.
  - c. This is now a global Rotary Program suitable for all club sizes, and offers numerous tools and resources.
4. The Rotary Youth Leadership Academy (RYLA) Subcommittee. This subcommittee enables Clubs to offer youth opportunities for development of leadership, good citizenship, and personal development by organizing appropriate camp and other experiences.
- a. This subcommittee shall provide a list of all participants and their sponsoring Clubs each year for the District records.
  - b. Funds for this program are included as a restricted fund within the District fund, and shall be subject to the budget requirements, reporting, and control procedures described in Article V.
  - c. All surplus funds resulting from RYLA activities shall be used exclusively for the RYLA program.

5. The International Youth Exchange Subcommittee. The purpose of this subcommittee is to 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.
  - a. It shall be the duty of the committee to operate within the framework of the directives set forth by the Directors of Rotary International regarding youth exchanges.
  - b. The District Governor is encouraged not to change more than fifty (50) percent of the Youth Exchange subcommittee at any time in order to ensure the continuity of the program.
  - c. The District Governor is urged to do everything possible to foster Youth Exchange activities in the District, while retaining authority and ensuring that no personal financial profit is being made from such activities.

**Section 7: Public Image Committee.** The District Public Image Committee should promote Rotary and foster understanding, appreciation, and support for the programs of Rotary. The committee should promote awareness among Rotarians that effective publicity, favorable public relations, and a positive image build support for the organization, inspire potential donors, and attract possible candidates for membership.

- A. Any major public relations campaigns require prior approval of the District Board of Directors, and shall be subject to such policies and procedures as the board may determine.
- B. The District Public Image Committee is charged with dealing with the media for any crisis that is the responsibility of the District Crisis Management Team. In this event, only the person designated by the chairperson of the District Public Image Committee, or his/her alternate, and approved by the District Governor, shall be the District spokesperson. Rotarians should refer all press inquiries to this spokesperson. The District Public Image Committee shall prepare all press releases or other statements that accurately state the facts, and expresses our District's position on the matter. All press releases and other documents released to the public shall be approved in advance by the District Governor.
- C. Committee Responsibilities
  1. Maintain contact with the District Governor and key committee chairs to stay informed about District projects and activities that can be promoted — particularly those that are of interest to the general public.

2. Promote Rotary to external audiences, such as the media, community leaders, potential partner organizations, program beneficiaries, and the general public.
3. Encourage Rotary Clubs to make public image a priority.
4. Promote Rotary's visual identity and voice.
5. Contact the media with newsworthy stories of District projects and events, and share District and Club stories via social media.
6. Share Rotary public relations materials with Clubs, and encourage them to make public relations outreach a priority, using both traditional and digital media.
7. Seek opportunities to speak to individual Clubs about the importance of Club public relations, including developing websites geared toward the general public, and using social media effectively.
8. Promote all aspects of Rotary activities, such as PolioPlus, the six areas of focus, grant successes, alumni activities, and awards to Districts and the Rotary community.

**Section 8: District Conference Planning Committee.** Under the direction of the District Governor, this committee plans, promotes, and implements the necessary arrangements to ensure good programming and maximum attendance at the District Conference, as discussed in Article VI, Section 1.

**Section 9: District Conference Site Selection Committee.** The District Conference Site Selection Committee works with the District Governor Elect, District Governor Nominee, and District Governor Nominee Designate in selecting the sites for District Conferences in the year each serves as District Governor.

- A. The District Conference Site Selection Committee provides continuity in the site selection and contracting arrangements for future District Conferences, in keeping with the requirements spelled out in the Rotary International Manual of Procedure.
- B. The site for a District Conference shall be selected at least eighteen (18) Months prior to the date of the Conference.
- C. The locations and dates for these Conferences must be approved in advance by the District Board of Directors.
- D. The committee will begin meeting each January, or after the selection of the District Governor Nominee Designate, whichever comes first.

- E. The Chair of the District Conference Site Selection Committee will be appointed by the District Governor, in consultation with the District Governor Elect and the District Governor Nominee, from among candidates who have previously served on a District Conference Planning Committee.
- F. Other committee members will include the District Secretary, past District Conference Planning Committee chairs, the District Governor Elect, the District Governor Nominee, and the District Governor Nominee Designate (once selected). Ad hoc members will include the District Administrator, and may include a professional event planner, and Rotarians with specific skills in site selection and contract negotiations.
- G. This committee will:
  - 1. Maintain a Book of Procedures for planning District Conferences, which includes previous contracts, budgets, room usage and meal costs, program details, and other pertinent documents for at least the three (3) most recent District Conferences.
  - 2. Explore potential sites for the District Governor Nominee Designate's District Conference.
  - 3. Oversee site selection and contract negotiation activities for the District Governor Nominee's District Conference, once approved by the Board of Directors; and if necessary the District Governor Elect's District Conference.
  - 4. Refine and finalize contract negotiations as needed for the upcoming District Conference, in concert with the District Conference Planning Committee.

**Section 10: District Rotary Foundation Committee.** The District Rotary Foundation Committee (DRFC) assists in educating, motivating, and inspiring Rotarians to participate in Rotary Foundation grant and fundraising activities in the District. The committee serves as the liaison between The Rotary Foundation and Rotarians in the District.

- A. The chairs of the Grants subcommittee, the PolioPlus subcommittee, the Fundraising subcommittee, and the Stewardship subcommittee are members of this committee.
- B. The District Governor Elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings before the start of his/her year in office.

- C. To be effective, the DRFC must have continuity of leadership; therefore, the DRFC chair shall be appointed for a three (3) year term, subject to removal for cause.
- D. The District Governor (if selected) scheduled for each of the years of the three (3) year term for the DRFC chair will participate in the selection of the DRFC chair. This selection should take place and be reported no later than 31 December before taking office 1 July of the following calendar year. The DRFC chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities. Districts will not have access to the District Designated Fund until the DRFC chair is appointed.
- E. If the District Governor, District Governor Elect, and District Governor Nominee all agree, the DRFC chair may be removed for cause when there are significant issues that cannot be resolved.
- F. Under the District Governor's leadership, the DRFC chair works with the committee to plan, coordinate, and evaluate District Foundation activities.
- G. The District Governor is an ex-officio member of the committee, and provides one of two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the DRFC.
- H. The current District Governor cannot serve as the DRFC chair.
- I. The District Governor Elect shall appoint members for the open positions of the DRFC subcommittees for his/her year in office. It is recommended that subcommittee chairs serve three (3) year terms to help ensure continuity.
- J. Subcommittees shall be appointed to manage the following Rotary Foundation operations: Grants, Fundraising, PolioPlus, and Stewardship .
- K. In addition to the minimum recommended qualifications established in the District Leadership Plan, it is recommended that DRFC members be past District Governors, past Assistant Governors, effective past District subcommittee members, or experienced Rotarians. Committee members should be appointed based on their commitment to The Rotary Foundation, as demonstrated through program participation and Rotary Foundation support.
- L. All members of the DRFC are expected to attend regional Rotary Foundation training whenever possible. In addition, all committee members are expected to attend and participate in the District team training seminar and other District training meetings. Committee members should participate in District training meetings as outlined the current *Rotary Foundation Code of Policies*.

- M. The DRFC shall appoint a DRFC Treasurer to handle the banking and other financial activities of this committee, as directed by the committee.
- N. The DRFC will adopt a Financial Management Plan, as required by The Rotary Foundation, and shall abide by this plan. This plan will be made available to all Rotarians in the District as required, and is reviewed annually by the DRFC.
- O. The DRFC Chair shall:
1. Report to the District Governor on all District Rotary Foundation activities monthly, including qualification status of Clubs and District.
  2. Oversee and serve as an ex-officio member of all subcommittees.
  3. Together with the District Governor, provide one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the DRFC.
  4. Confirm that global grant applications are completed, and confirm that the sponsor Clubs are qualified.
  5. Serve as the primary contact for District grants.
  6. Oversee the District qualification process and compliance with the requirements of qualifying; including ensuring that the annual financial assessment of the financial management plan and its implementation is properly distributed to the Clubs in the District.
  7. Work with the District Governor and other District committee chairs to ensure Rotary Foundation activities are properly included in the work of these committees, as applicable.
  8. Work with the District Governor, District Trainer, and the District Training Committee to plan, organize, and promote District seminars, the District Rotary Foundation seminar, the District training assembly, Presidents-Elect training seminar, and Grant Management Seminars, focusing on agenda and content.
  9. Provide support to Club Rotary Foundation committees.
  10. Assist the District Governor Elect in obtaining input from Rotarians before establishing District Rotary Foundation goals for implementation during his/her term as District Governor.
  11. Assist the District Governor in nominating qualified recipients for District Rotary Foundation awards.
  12. Ensure Rotary Foundation grant activities are reported on at a District meeting to which all Clubs are invited or eligible to attend, as required by the current *Terms and Conditions of Rotary Foundation Grants*.

13. Appoint sub-subcommittees as needed to help facilitate activities of the DRFC subcommittees.

**Section 11: PolioPlus Committee:** The District PolioPlus Committee is responsible for supporting Rotary's commitment to polio eradication, and for encouraging participation in PolioPlus activities by all Rotarians.

- A. In appointing members of the District PolioPlus Committee, preference should be given to Rotarians with Club-level experience with the PolioPlus program. At least one member of the committee should be a professional in a relevant field, such as public health, marketing, or transportation.
- B. The PolioPlus Committee shall:
  1. Encourage donations from Rotarians, Clubs, the District, and donations from the District Designated Fund for PolioPlus.
  2. Organize at least one PolioPlus District activity during the year.
  3. Work with the DRFC chair, District Public Image Committee, and the District Governor to ensure appropriate recognition of exemplary Club and District activities to help promote the eradication of polio.
  4. Assist the District Governor and the District Trainer on the presentation of PolioPlus as part of The Rotary Foundation training at District meetings.

**Section 12: Grants Committee:** The Grants Committee is responsible for promoting and encouraging implementation of District grants, global grants, and participation in the Rotary Peace Centers program.

- A. To ensure transparency in all grant transactions, the general Secretary will copy both the DRFC chair and the Grants Committee chair on all standard communication with Rotary Clubs in their District that are participating in grants.
- B. The District Governor will be copied on key communication with Rotary Clubs in his/her District, including communication regarding approvals and disapprovals.
- C. In appointing members of the Grants Committee, preference should be given to Rotarians who have experience with a Rotary Foundation grant, and have professional expertise in either one of the areas of focus, grant preparation, project management, or stewardship.
- D. The Grants Subcommittee shall:
  1. Serve as a District expert and resource on all Rotary Foundation grants.

2. With consultation from the District Governor and District Governor Elect, create and enforce a District policy that outlines the distribution of grant funds for Clubs and the District.
3. Provide input on District Designated Fund distribution.
4. Abide by, follow, enforce, disseminate, and educate Clubs on the terms and conditions of grant awards for District and global grants.
5. Work with the DRFC chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
6. Establish and maintain appropriate grant management recordkeeping systems.
7. Conduct orientation (at the multiDistrict level, when possible) for all Rotary Peace fellowship, scholar, and vocational training team recipients before their departure or upon their arrival.
8. Distribute applications to potential Rotary Peace Fellows and select qualified applicants.
9. See that an application process is created for Rotary Foundation scholarships.

**Section 13: Fundraising Committee:** The Fundraising Committee is responsible for overseeing the District's fundraising strategy, and helping Clubs set and achieve their contribution goals for the Annual Fund and the Endowment Fund.

- A. In appointing members of the Fundraising Committee, preference should be given to Rotarians with background or professional expertise in fundraising, sales, marketing, public relations, or a financial field.
- B. The Fundraising Committee shall:
  1. Assist and advise Clubs on setting fundraising goals and strategies for achieving them.
  2. Organize District fundraising activities.
  3. Motivate, promote, and advise Clubs on all Rotary Foundation fundraising initiatives.
  4. Coordinate donor appreciation events within the District to ensure that donors are given appropriate recognition.
  5. Provide input on District Designated Fund distribution.

**Section 14: Stewardship Committee:** The District Stewardship Committee is responsible for ensuring the careful and responsible management of Rotary Foundation grant funds, and for educating Rotarians on proper and effective grant management.

- A. In appointing members of the Stewardship Committee, preference should be given to Rotarians with professional experience in auditing or accounting, and those with experience with a Rotary Foundation grant.
- B. The Stewardship Committee shall:
  - 1. Assist in the implementation of the District Memorandum of Understanding, including the development of the financial management plan.
  - 2. Ensure that the annual financial assessment of the financial management plan and its implementation are conducted in accordance with the District qualification Memorandum of Understanding.
  - 3. Oversee the qualification of Clubs, including assisting with Grant Management Seminars.
  - 4. Monitor and evaluate the implementation of proper stewardship and grant management practices for all Club- and District-sponsored grants, including reporting to The Rotary Foundation on all grants.
  - 5. Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.
  - 6. Create system to facilitate and resolve any potential misuse or irregularities in grant-related activity, report any potential misuse or irregularities to The Rotary Foundation, and conduct initial local investigations into any reports of misuse.
  - 7. Serve as a resource for Clubs with questions on stewardship issues.

**Section 15. Rotary International Convention Promotion.** This committee promotes attendance at the annual Rotary International Convention to Rotarians throughout the District

- A. Attend Club and District meetings to promote the convention.
- B. Serve as a District resource for convention materials and information.
- C. Contribute convention articles and information to District newsletters, publications, and directories.
- D. Use the District website and other social media outlets to provide links to convention information.

**Section 16. District Training Committee.** This committee supports the District Governor and District Governor Elect in training Club and District leaders, and overseeing the District's overall training plan.

- A. The District Trainer serves as the chair of the District Training Committee, and

assigns responsibility for training meetings and functions as necessary.

- B. District Training Committee members are responsible for working with the convener of each meeting.
- C. The District representative to the Rotary Leadership Institute will be a member of this committee.
- D. Committee Responsibilities:
  - 1. Work with the District Governor Elect, who has final say on the program, speakers, training leaders, evaluations, and logistics for the Presidents-Elect training seminar (PETS), District training assembly, and District team training seminar, which includes Assistant Governor training. A District participating in a multi-District PETS should have a training committee member selected by the District Governor Elect to develop and conduct training at the seminar.
  - 2. Work with the District Governor, who has final say on the program, speakers, training leaders, evaluations, and logistics for the District leadership seminar, Club-level and Rotaract leadership training, and other training and leadership development programs, as appropriate.
  - 3. Consult on training issues for the District Rotary Foundation seminar and District membership seminar. (These meetings are the primary responsibility of other District committees.)
  - 4. Support Club trainers as needed.
  - 5. Work with the District Governor and the DRFC chair to plan, organize, and promote the District Rotary Foundation seminar, and work with the District Governor Elect and the DRFC chair to promote Grant Management Seminars.
  - 6. Under the direction of the meeting's convener, the committee is responsible for one or more of the following aspects: program content, conducting sessions, identification of speakers and other volunteers, preparing training leaders, program evaluation, logistics, and marketing to target audiences.

**Section 17: Service Projects Committee.** This committee promotes and administers ongoing District activities, projects, or Rotary programs, providing support and guidance to Clubs.

- A. The chair of the Service Projects committee will be appointed by the District Governor under whom that chair will serve.
- B. The chairs of the International Service subcommittee, the Community

Service subcommittee, the Literacy and Education subcommittee, and the District 6360 Safe Water Project subcommittee will be members of the Service Projects Committee.

- C. This committee will provide regular reports to the District Governor on the status of service projects in the District.
- D. The Service Projects Committee shall:
  - 1. Coordinate District-wide efforts related to service projects.
  - 2. Promote service project participation through regular contact with Assistant Governors and Clubs.
  - 3. Promote successful programs at District meetings and during Club visits by inviting participants to speak and encouraging Clubs to get involved.
  - 4. Promote publication of Rotary program goals and achievements in all appropriate Rotary and non-Rotary communication media in the District.
  - 5. Assist Club program committee chairs in carrying out their responsibilities.
  - 6. Identify potential areas of cooperation between District programs and local, non-Rotary service organizations.
  - 7. Provide information on successful projects to Clubs to help strengthen their service project efforts.
  - 8. Maintain communications with other committees in the District.
  - 9. Organize exhibits of successful service projects at District meetings.
  - 10. Help organize and promote District-wide service project activities.
  - 11. Organize District-level Club service chair meetings, in connection with the District Conference, District training assembly, and other meetings, to facilitate the exchange of ideas and promotion of projects.

**Section 18. International Service Committee.** This Committee promotes greater awareness and direct lines of communication and accountability for all types of international service, with a special emphasis on fellowship visits, international volunteer opportunities, and developing of partnerships between Rotary Clubs and Districts.

- A. This committee shall promote and track Club international service activities in the District, as well as any District international projects.

- B. Any District international service project requires the prior approval of the District Board of Directors, and shall be subject to such policies and procedures as the Board of Directors may determine.
- C. This committee encourages and assists Club International Service chairs in carrying out their responsibilities, and serves as a resource to Clubs by providing information and guidance on international service projects.

**Section 19. District Community Service and Vocational Service Committee**

- A. This committee serves to promote and track Club community service and vocational service activities in the District, as well as any District community and vocational projects.
- B. Any District community service or vocational service project shall require the prior approval of the Board of Directors, and shall be subject to such policies and procedures as the Board of Directors may determine.
- C. This committee encourages and assists Club Community Service and Vocational Service chairs in carrying out their responsibilities.
- D. This subcommittee identifies areas for cooperation between Club Community Service and Vocational Service projects and local non-Rotary service organizations, by sharing information and helping Clubs set goals.
- E. This subcommittee requests regular reports on successful Community Service and Vocational Service projects from Club Community Service and Vocational Service chairs for promotion through the Governor's monthly newsletter, and reports to Rotary International for possible publication.
- F. This subcommittee encourage Clubs to ensure that their Community Service projects meet local needs.

**Section 20. Literacy and Education Committee.** This Committee will encourage and support activities by Rotary Clubs in the District that improve literacy and education. This will include promoting and tracking literacy and education programs ongoing by Clubs in the District.

**Section 21. District 6360 Safe Water Project Committee.** This committee will facilitate and support the District 6360 Safe Water Project, and will promote the project.

**Section 22. Alumni Committee.** This committee should develop and implement a plan to manage an ongoing relationship with alumni in the District and assist Clubs with respect to their alumni. This subcommittee shall:

- A. Work in conjunction with other District committees, particularly

Membership, DRFC, and Youth Service, to identify alumni and their skills (speaker, project skills, potential to be a member, contributor to Foundation and Rotary programs, etc.) and connect these individuals to Clubs and District activities.

- B. Create awareness of how to work with alumni to maintain their relationship with Rotary.
- C. Encourage alumni to report their data to Rotary International and work with fellow District committee chairs to ensure program participants are properly reported to Rotary International.
- D. Abide by privacy and youth protection policies and local law.
- E. Support and coordinate alumni events and associations, where appropriate.

**Section 23. Member Benefit Committee.** This committee will market and promote Rotary Global Rewards to Clubs.

**Section 24. Nominating Committee for District Governor.** This committee shall be governed in the performance of its duties as outlined herein under Article II.

- A. The chairperson of this committee shall be appointed by the District Governor immediately upon assuming office.
- B. The chairperson will be a past District Governor who may serve for three (3) consecutive one (1) year terms.
- C. The committee shall be appointed by the chairperson, and shall consist of six (6) Rotarians. Two (2) shall be past District Governors. Four (4) members shall be past Club Presidents, who may also be current or past Assistant Governors. Each of these four will represent a different geographic region of the District. Regions are defined by the District Board of Directors by grouping Clubs in different geographic areas of the District into four regions, with a goal of attaining, as nearly as possible, one-quarter of District member representation in each geographic region, using Club membership totals as of January 1 of each year.
- D. The District Governor Nominee shall not be a member of this committee.
- E. No member of this committee may be appointed District Governor Nominee Designate.

**Section 25. Legislative Advisory Committee.** The responsibilities of this committee include updating the District Bylaws and these procedures, in accordance with Article I herein. The committee will also ensure that Resolutions from the District are submitted to the Rotary

International Council on Legislation.

- A. This committee shall be chaired by the Rotarian most recently Elected by the District as the District representative at the Rotary International Council on Legislation.
- B. The other members of this committee are appointed by the District Governor, and shall include three (3) members of the District Board of Directors, and three (3) members appointed for staggered three (3) year terms. The latter appointed members will consist of one (1) member who represents the larger-sized Clubs, one (1) member who represents the middle-sized Clubs, and one (1) member who represents the smaller-sized Clubs. Club size will be determined by the District 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 January 1 of each year.
- C. Rotary Clubs currently represented on the committee will not be eligible for a second consecutive term.

**Section 26. Long-Range Planning/Visioning Committee.** The responsibility of this committee is to establish and maintain a long-range plan for District 6360 using the tools outlined in Rotary International's *Strategic Planning Guide*.

- A. The committee shall update the plan and present it to the District Board of Directors annually. The updated plan shall measure progress toward its stated goals and establish new goals when desirable.
- B. Members of this committee are appointed by the District Governor, and must include members of the Board of Directors.
- C. The District's Visioning Coordinator will be a part of this committee.

**Section 27. Sexual Harassment Avoidance Committee.** This committee is responsible for ensuring that adequate training is performed in the District for any District or Club youth program that Rotary International has designated as appropriate for sexual harassment certification.

The chair of this committee will be appointed by the District Governor.

**Section 28. Crisis Management Team.** This team shall be made up of Rotarians with specific skill sets that will convene in an appropriate manner at the call of the District Governor to advise the District Governor should a crisis develop that is deemed by District leadership to be of sufficient degree as to warrant calling the team. Its primary purpose is to deal with manmade crises within the District, however, the team may also provide assistance during natural disasters, if requested by the District Governor.

- A. The guideline for makeup of the team may include, but neither be required or limited to: Rotarians who are active or retired police Officers, lawyers, psychologists, medical personnel, and state and federal agents.
- B. The chairperson of the team shall be the District Governor, and the team reports directly to the District Governor; however, the District Governor shall appoint a Managing Chair to administer functions related to the team when there is not a crisis.
- C. Members who agree to be a part of the team agree to provide contact information so that within practical terms, they can be immediately available to and be immediately contacted by District leadership.
- D. In some circumstances, a member of the team may need to recuse him/herself from a specific crisis.
- E. One member of the team shall be a member of the District Public Image Committee, there to serve as a liaison with that committee.
- F. The team shall convene to gather facts and to advise the District Governor.
- G. Should the elements of a crisis begin to develop in an area of the District or involving District activities in any location, Rotarians on scene are to immediately notify either the District Governor, any member of the Board of Directors, or the Assistant Governor in their area. Once notified, that person shall immediately contact members of senior leadership available who shall determine to degree of crisis and Elect to notify the crisis management team and the District Public Image Chair or their alternate.
- H. Any activity or lack of activity intended to cover up or otherwise hide an emerging crisis from District leadership shall be referred to the Board of Directors for review.
- I. All policies and procedures established by Rotary International, specifically but not limited to those involving Youth Exchange, shall be followed.
- J. While members of the team may be asked from time to time by the District Governor, the Board of Directors, or some other member/entity in District leadership to review policy documents, this team shall be advisory only and is not a policy making-entity.
- K. The team members will include, but not be limited to, the Immediate Past District Governor, the District Governor, the District Governor Elect, District Governor Nominee, and the District Public Image Committee chair.

## **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 dues.
- 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. A District Invoicing Chairperson shall be in charge of all invoicing to the Clubs, with regard to District Dues and PETS payments. The Invoicing Chairperson shall have the necessary access to the financial reporting system (i.e. QuickBooks) so as to perform their duties.
- B. The Invoicing Chairperson shall not have any direct access to District funds, and shall not receive any funds from Clubs in response to the invoices sent.
- C. District dues shall be billed by the District Invoicing Chairperson on January 1<sup>st</sup> and July 1<sup>st</sup> in equal installments, pursuant to Article II, Paragraph B of the Bylaws of Rotary International District 6360, Inc. District dues shall be paid by July 31<sup>st</sup> and January 31<sup>st</sup> every year. The payment of the dues is mandatory for all Clubs in the District.
- D. 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.
- E. 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 up to 5% 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.
- F. Club statements will be sent to each Club semi-annually on January 1<sup>st</sup> and July 1<sup>st</sup> each year. Invoices for PETS will be included with the July 1<sup>st</sup> semi-annual statement. Invoices for other District programs (RYLA camp, college mentoring program, etc.) may be sent periodically at the discretion of the District Treasurer, CFO and/or District Governor. All invoices to and all receipts from each Club are

summarized on the semi-annual statement. Clubs are expected to pay the balance due on any invoice or statement within thirty (30) days.

**Section 3. Accounting, Reporting and Budgeting Procedures.**

- A. 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 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 CFO and the District Treasurer in an amount equal to \$100,000.
  5. The District shall 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, District Administrator and CFO (if different than the 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 business 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. Expenses must be documented by original receipts with proof of payment and approved by the person requesting reimbursement.
- e. Requests for reimbursement must be summarized and submitted (monthly or mileage reported at least quarterly) to the District Treasurer using the Master Check Request form or the Mileage Check Request form located on the District website.
- f. All requests for reimbursement will be reviewed by the CFO to determine that the substantiation and documentation submitted is sufficient to validate payment and that the expense is included in the approved budget.
- g. The District Governor must approve any payment pursuant to Article V, Section 3, Subsection A(3). In the event that a question should arise, the District Governor, aided by the financial review committee, shall make the final decision on the reimbursement request.
- 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 RI International Conference 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 of attending the PETS may be reimbursed to the District Governor, District Governor-Elect, District Governor-Nominee, DGDN and District Secretary, the District Administrator and spouses.

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 15<sup>th</sup> each year. The Financial Review Committee shall inform the Board of Directors on or before September 15<sup>th</sup> each year regarding any recommendations included in their report.
- E. The Board of Directors upon review and acceptance of the Financial Review Committee's Report shall 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 Conference Site Selection Committee. The site for a District Conference shall be selected by this committee, as outlined in Article IV.
- B. The District Governor has overall responsibility for the District Conference, as directed by the RI *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.
- C. District Conferences may be held conjointly with another District if authorized by the Board of Directors of Rotary International.
- D. 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. Conference expenses for the District Governor, the District Governor's spouse, the Rotary International President's Representative, the aide, their spouses, and the District Administrator are paid by the District as part of Conference expenses.
- E. 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, the Rotary District 6360 Foundation, 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 RI *Manual of Procedure* and with these procedures.
- C. For purposes of voting during the annual meeting, each Club shall have one Elector for each 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 in accordance with Article V of these procedures. 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 (if required under Article II of these procedures), representative or delegate to the Council on Legislation (when applicable), .

9. Consideration of proposals and election of delegates 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. Resolutions of appreciation. It is customary to present Resolutions of appreciation to the President of Rotary International, the representative of the President of Rotary International, the District Governor, and the host Club(s) for the Conference.
13. Other business as shall properly come before the annual meeting.
14. Adjournment.
15. 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 Assembly.** The District 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 Assembly pertaining to his/her year in 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 Assembly with all its necessary participants.

- A. Finances for the District assembly shall be from District funds previously budgeted for that purpose, or by direct assessment on the registrants, or a combination of both.
- B. It is imperative that the District Governor and the District Governor Elect coordinate their efforts to carry out the purposes of the Assembly.

**Section 5. District Committee Meetings.** Whenever meetings of a standing committee are scheduled at a meal time, 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.

**Section 6. PETS (Presidents-Elect Training Seminar).** This District shall participate in the Great Lakes Rotary PETS in accordance with the Bylaws thereof, as they may be amended from time to time.

## **ARTICLE VII**

### **RECORD RETENTION**

**Section 1. Policy for Record Retention.** District records shall be retained according to the following schedule:

A. Records to be retained for 25 years.

1. All insurance policies.
2. All tax returns and any report filed with any state or federal agency.
3. Check registers and cancelled checks.
4. All year-end financial statements and the Financial Review Committee's Report.

B. Records to be retained for 7 years.

1. All records not listed above for 25-year retention, including but not limited to the following:
  - a. All other financial records.
  - b. All reports filed with Rotary International.
  - c. All documents related to Rotary Foundation grants from the date of official completion of grant projects.
  - d. All minutes of the annual meeting of the corporation, and all other meetings at which action is taken which is intended to be binding on the District.
  - e. Any written agreement to which the District is a party (retain for 7 years after expiration of the term of the agreement).
  - f. All employment records (retain for 7 years after completion of employment).
  - g. Any documents related to litigation (retain for 7 years after final judgment or settlement), threatened litigation, or any situation the

District Governor thinks presents a realistic possibility of litigation.

- h. Any other documents the District Governor thinks should be retained.

**Section 2. Responsibility for Compliance.** Commencing in 2000, it shall be the responsibility of each District Governor, with the assistance of the District Treasurer, the District Secretary, and the District Administrator:

- A. To mark all records required to be retained pursuant to Article VII, Section 1, indicating clearly on the outside thereof the date after which each record may be destroyed.
- B. To deliver the records so marked, to any record repository maintained by the District or, in the absence of a record repository, to their successor as District Governor, on or before September 30 after completion of their term as District Governor.
- C. To preserve all District records, whether maintained in their custody or in a District record repository, until the destruction date.
- D. To destroy records for which the destruction date has been reached.

**Section 3. Records Prior to 2000.** Any person who served as District Governor before 2000 may mark any records from their year of service in accordance with this policy and deliver them to the current District Governor or to any record repository maintained by the District.

## **ARTICLE VIII**

### **CUSTOMS**

**Section 1. Governor's Pin.** The District Governor's lapel pin owned by the District is customarily pinned on the District Governor-Elect in front of the his or her home Club, at the last Club meeting in June or the first meeting in July; although both the time and place may be altered to suit the convenience of both the past District Governor and the District Governor.

**Section 2. Past District Governor's Pin.** A past District Governor's pin is customarily selected by the retiring District Governor, and paid for by the District from funds previously budgeted for that purpose. The past District Governor's pin should follow specifications not to exceed 14 carat gold, and inset diamond or ruby equivalent not to exceed 0.10 carat weight. The time and place for presentation of the past District Governor's pin is to be in accord with the retiring Governor's wishes.

**Section 3. Gift of Appreciation.** It is customary to give the retiring District Governor a gift from the District, usually presented during the District Conference and paid for from Conference

funds, as part of the Conference expenses. This is also true of a memento gift to the Rotary International President's representative.

**Section 4. Pre-Conference Reception for Rotary International's President's Representative.** It is customary to hold a pre-Conference reception for the Rotary International President's Representative to a District Conference, attended by past District Governors, the District Governor, the District Governor-Elect, District Governor-Nominee, the spouses of the foregoing and such others of the Conference committee as the District Governor may desire. This is suggested as an excellent opportunity to make the President's representative more at ease prior to the District Conference, and to ease the task of getting acquainted with District Rotarians. Such reception may be paid from budgeted District Conference funds.

**Section 5. Memorial Contribution.** It is customary in the event of the death of a past District Governor, that the surviving past District Governors and the District Governor attend the funeral or memorial service as a group. A donation is customarily made to The Rotary Foundation in the amount of \$150 in memory of the deceased past District Governor. This contribution from District funds will be credited to the deceased District Governor's Rotary Club. Individual contributions in memory of the deceased are also encouraged.

**Section 6. District Directory.** Rotary International does not require a *District Directory*, but it is customary to have one in the District. The *District Directory* shall include information concerning District Officers, past District Governors, and the Officers of Rotary International, District committees, time and meeting place of District Clubs, and listing of their Officers and such other information that may be pertinent to the District and Clubs. It shall be prepared by the District Administrator, or under the direction of the District Governor-Elect with information pertinent to the District Governor-Elect's year as District Governor. Distribution shall be made to District and Club Officers and such other Rotarians as the District Governor-Elect may wish.

The *District Directory* shall carry the notation: "This directory is issued for the use of Rotarians only, is not for distribution to non-Rotarians, and shall not be used as a commercial mailing list." Publication and distribution of the *District Directory* shall be provided for in the annual District budget.

**Section 7. Attendance at the International Convention of Rotary International.** It is customary that the District Governor-Elect and spouse/partner attend the Rotary International Convention. The District 6360 budget provides for an amount to cover the major expenses incurred for this purpose.

**Section 8. Chartering a New Club.** When a new Rotary Club is chartered in the District, it is customary for sponsoring Rotary Clubs and the District to present gifts for Club operation. These gifts may consist of a Club President's pin, charter member pins, members' name badges and a storage case, a bell, a gavel, a speaker's lectern, a Rotary Club banner and standard, a Four-Way Test banner and standard, and an American flag and standard. Additional gift items include song books, a table display of miniature flags of all nations with Rotary Clubs, secretarial records and supplies and Rotary highway signs with meeting "time and place" indicators.

Tickets for new members and expenses for a speaker for the charter celebration may be included as gifts.

A Charter Night steering committee made up of members from the new Rotary Club, sponsoring Rotary Clubs and the District prepare a budget and a plan for the event. Expenses for the event and gifts can be covered by the sale of tickets to the event, as well as donations from the District, participating Rotary Clubs, other organizations, and individuals.

**Section 9. Alcoholic Beverages.** It is customary that, at District functions, alcoholic beverages, if served, shall be paid for by the participants. If required, a license to serve alcohol, and qualified bartender(s) will be provided by the sponsoring Club.

## ARTICLE IX

### AMENDMENTS

**Section 1. Amendments.** This Manual of Procedures for District 6360 may only be amended at a Quarterly Meeting of the District leadership. The District Leadership team is chaired by the District Governor, and is comprised of the District Officers, Assistant Governors, District Committee Chairs, and Past District Governors.

- A. Thirty days prior to a scheduled District Quarterly Meeting, the District Secretary and District Administrator will provide the Leadership team copies of Amendments to be considered.
- B. Amendments are presented to the leadership team for discussion and affirmation at the District Quarterly Meeting. Amendments as affirmed are then considered at the ensuing District Board meeting where it is acted and voted upon. A quorum being present, a simple majority of the Board is needed for acceptance.
- C. In the event that such amendment, or any portion thereof, is found to be in conflict with the constitution and bylaws of Rotary International or the interpretations thereof, it shall immediately be considered null and void.
- D. 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 Secretary and District Administrator not less than ninety (90) days prior to the next scheduled District Quarterly meeting. They in turn will forward it on to the—District Governor and the Legislative Advisory Committee.

- 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 to be not in compliance, it shall be returned to the Club with a full explanation of the decision making process.
  - 2. If found in order to present at the next scheduled District Quarterly meeting, to the annual meeting, the District Governor shall request that the District Administrator provide copies of the amendment(s) to the District Leadership Team, not less than thirty (30) days before the next District Quarterly meeting.

**Section 3. Amendments Proposed by the District.** Amendment proposals recommended by members of the District Leadership Team or originating with the Legislative Advisory Committee of the District; including those revised for compliance with the constitution of Rotary International, will be considered according to the following procedure:

- A. The proposed amendment(s) shall be presented to the District Secretary and District Administrator not less than ninety (90) days prior to the next scheduled District Quarterly meeting. They in turn will forward it on to the District Governor and the Legislative Advisory Committee.
- B. Refer to Section 1 - A, B, and C. (above) for the remaining procedural steps.