

District 6860, Alabama, USA

Rotary International

DISTRICT POLICY MANUAL

*With Cross Reference to DLP
January 2014*

Effective July 1, 1987

As Amended by District Conferences

April 28, 1991

May 2, 1998

April 26, 2003

April 23, 2006

May 8, 2009

April 18, 2010

HISTORY OF DISTRICT 6860 POLICY MANUAL

District Governor L. Elkin Burkhart proposed the establishment of a District Policy Manual due to the fact that he had no District 6860 records from previous years to use in making his committee assignments or to know what had previously transpired on the District level.

Governor Burkhart asked Past District Governor Harry D. Hester to help him formulate a policy manual to be submitted to the District Conference in the spring of 1987.

Using copies of similar manuals from other districts, along with individual input as well as past District 6860 policy which could be recalled, a first draft was formulated for a District 6860 Policy Manual. Copies were presented to the past RI officers amending the Past Officers Banquet the evening before the start of the District Conference, and they were asked to agree in principle to establishing a policy manual. Unanimous consent was given and it was agreed that the proposed manual would be submitted to the District Conference for approval. An interim Council of Governors was appointed by Governor Burkhart to study the proposal.

The policy manual concept was approved by the District Conference and copies were sent to each club for review and vote to approve or reject the proposed policy manual through a vote-by-mail ballot, which resulted in unanimous consent.

The original District 6860 Policy Manual became effective July 1, 1987. The first amendment to the original District 6860 Policy Manual occurred at the 1991 District Conference in Birmingham, Alabama.

In 1992, District 6860 was chosen by the Board of Directors of Rotary International to be one of twelve Pilot Districts to operate under a plan of reorganization during the 1993-96 Rotary years. 1993-94 District Governor R. Dale Wallace, Jr., principally authored District 6860's Plan of Reorganization, which expanded the role of the Governors Group Representative.

During the 1996-97 Rotary year, the Rotary International Board of Directors approved a District Plan of Reorganization substantially similar to District 6860's and approved the reclassification of Governors Group Representatives as Assistant District Governors (ADGs).

The District 6860 Council of Governors at its October, 1997 Fall Leadership Meeting directed immediate Past District Governor Kenneth M. Schuppert, Jr., to revise and update the District 6860 Policy Manual to take into consideration the District's operation under its Plan of Reorganization. An amended District 6860 Policy Manual was reviewed and approved by District Governor T. Riley Lumpkin and the Council of Governors at its January 23, 1998, Winter Leadership Meeting. At Governor Riley's 1998 District Conference in Tuscaloosa, Alabama, this Amended District 6860 Policy Manual was unanimously approved and became immediately effective.

Proposed revisions were introduced by Governor Porter at the January 17, 2003 District Leadership meeting. The revisions provided for a dues increase, expansion of the number of club groups, various title changes to conform to current by-law and procedures, changes to the selection procedures for the Representative to the Council on Legislation and miscellaneous other changes. This amended District 6860 Policy Manual was approved April 26, 2003 at the District Conference held in Callaway Gardens and became immediately effective.

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APP C

Additional revisions were proposed by 2006-2007 District Governor Brooks at the January 2006 District Leadership meeting. These amendments provided for an annual per club contribution to the district for registration fees for Rotary Mid-South PETS, change of requirement from audit to review of annual financials, a definitive date for dues invoices to be furnished to clubs, the requirement of a monthly reconciliation of bank and books with report to the DG, and the requirement that 80% of district funds be transferred by July 10th from past Governor to present Governor. The amended District 6860 Policy Manual was approved April 23, 2006 at the District Conference held aboard the Carnival Cruise Line, USS Holiday, while at sea and became immediately effective.

APP C

Revisions to provide an increase from \$150 to \$160 for Mid-South PETS registration; funding for expenses of the District Governor-Elect, District Governor-Nominee and other District 6860 Rotarians serving as an officer, Executive Committee member, or Training Leader of Mid-South PETS and the provision of funding for expenses of the District Governor-Nominee and spouse to attend International Convention and Mid-South PETS were submitted and approved May 8, 2009 at the 2009 District Conference in Birmingham, Alabama and became effective immediately.

APP C

Revisions to provide an increase from \$17.00 to \$25.00 per year in District dues was submitted and approved at the April 18, 2010 District Conference aboard the Cruise Ship Fantasy and became effective on 1 July 2010.

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PURPOSE

This District Policy Manual provides guidance to officers and committee chairpersons of the District and aids Rotary Club Presidents in better understanding the functions of the District.

DISTRICT OFFICERS

District Governor

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The District Governor is the officer of Rotary International (RI) in the District. He/She is nominated by the clubs in the District and elected by the International Convention of RI. His/Her qualifications are set forth by the Constitution and By-Laws of RI. He/She is responsible to Rotary International and must carry out the duties as prescribed in the current Manual of Procedure of RI as well as those set forth by the Board of Directors of RI. He/She shall be an ex-officio voting member of all District committees.

District Governor Elect

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The duties and responsibilities of the District Governor Elect are detailed in RI Publications. He/She shall be an ex-officio, voting member of all District committees, unless otherwise designated by the then District Governor.

In addition, he/she shall assume any duties deemed advisable by the District Governor. As soon as possible after July 1 of the year preceding the year in which he/she shall serve as District Governor, he/she will appoint, for his/her term of office, a District Secretary, Assistant Governors, and committee chairpersons for the purpose of insuring continuity of actions.

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District Governor Nominee-

The District Governor Nominee is the Rotarian who has been selected by the Nominating Committee to serve as the District Governor in the second year following the current Rotary year. He/She shall be an ex-officio, non-voting member of all District committees. In addition, he/she shall assume such other duties as shall be assigned by the District Governor to gain as

broad a knowledge as possible of District operations.

pg 10 **District Secretary**

The incoming District Governor shall appoint a well-qualified Rotarian who has served as either a Club Officer or Director to serve as the District Secretary. The term of office shall be one (1) year. If the incoming District Governor so desires, the District Secretary may be reappointed for an additional year, but in no case shall the total tenure exceed three (3) years consecutively.

The District Secretary shall assist the Governor in the following manner:

Answer all correspondence written to him/her, or directed to him/her by the District Governor.

1. Maintain a file of all official correspondence by the District Governor.
2. Maintain a file of District records. [Note: Financial records are kept by the Treasurer.]
3. Assist the District Communication Coordinator and/or District Directory Editor with the preparation of a District directory which shall include the following: names, addresses and telephone numbers of the following officers of each club: President, President-elect and Secretary. The District directory shall also include names, addresses and telephone numbers of District committee chairpersons, District Secretary, District Treasurer, District Governor Elect], District Governor Nominee, Past District Governors, and any other officer of the District that the District Governor may decide to include.
4. Prepare a mailing list including a mailing label system.
5. Compile, publish and mail the monthly attendance report of the District to RI.
6. Compile, publish and mail the monthly attendance report of the District in the District Newsletter.
7. Serve as a member of the District Finance Committee.
8. Keep a file of termination notices, new member slips, and change in record form slips.
9. Assist and act as Recording Secretary for such District Meetings, Institutes and Assemblies as the District Governor deems appropriate.
10. Assist in the Secretary Training Session at the District Assembly.

pg 11 **District Treasurer**

The incoming District Governor shall appoint a well-qualified Rotarian to serve as the District Treasurer. The term of office shall be one (1) year. If the incoming District Governor so desires, the District Treasurer may be reappointed for an additional year, but in no case shall the total tenure exceed three years consecutively.

The District Treasurer shall assist the Governor in the following manner:

1. Maintain such records and accounts as may be necessary to show the receipts, expenditures and financial condition of the District and shall perform all other duties connected with his/her office. He/She shall file IRS Form 990 for Rotary every year ending June 30, on or before November 15.
2. By July 10th, send notices each year to each club for District 6860 contributions. Using membership numbers on reports to the District Governor as of June 30. Follow up on unpaid dues after 60 days.
3. Disburse district funds, when adequately substantiated by the procedures covering the District Finance Committee as outlined in the Policy Manual.
4. Disburse, when adequately substantiated, District Conference funds.
5. Prepare a quarterly Treasurer's report for the District Governor and the District Finance Committee showing receipts, disbursements and assets and liabilities of District 6860. In addition, the semi-annual and final reports shall compare disbursements with budgeted items. The Treasurer's report shall include a report of dues billed and collected and unpaid dues for each club.
 - 5a. The Treasurer shall reconcile the balances per the books and the bank each month and send a copy of the reconciliation, with a copy of the bank statement, to the District Governor. The reconciliation shall be provided to the District Finance committee at its quarterly meeting. This is an internal control measure that provides third party (bank) confirmation of reported bank account transactions and balances.
6. Be bonded for \$100,000, the premium for which shall be paid from District funds.
7. Prepare such reports as are requested by the Finance Committee and/ or the District Governor.
8. Be a member of the District Finance Committee.
9. Co-sign District checks; in the event of his/her incapacity, the newly appointed Assistant District Treasurer shall co-sign district checks.
10. Report any irregularities that come to his/her attention, including but not limited to non-payment of District contributions by a club and exceeding budgeted items by committees, to the District Governor and the District Finance Committee.
11. Be responsible for turning over to his/her successor all records of his/her office in an accurate, orderly and up-to-date condition.
12. By July 10th, the outgoing District Governor shall transfer 80% of the fund balance to the incoming District Governor. The balance in the account shall be transferred as soon as all income has been received and all bills have been paid but no later than October 31st.

In the event the District Treasurer cannot complete his/her term of office, the District Governor, in conjunction with the District Finance Committee, shall appoint an Assistant District Treasurer

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to perform all the functions of the office until such time as the District Treasurer can be appointed.

The District Treasurer shall be reimbursed for all out-of-pocket expenses in maintaining his/her office.

17319 **District Auditor**

The District Auditor shall be a Certified Public Accountant and selected by the District Governor, the District Governor-elect and the Chairperson of the Finance Committee. He/She cannot be currently serving the District in any of the above offices or as a member of the District Finance Committee nor can he/she be serving as District Treasurer. He/She will perform an audit of the records of the District Treasurer for the immediately preceding Rotary year by December 31. He/She will also audit the District Conference account and any other accounts designated by the District Finance Committee.

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The incoming District Governor shall appoint by March 1 immediately preceding his/her term of office, a qualified, knowledgeable Rotarian who is serving as, or has served as, a District Governor, Deputy District Governor or Assistant District Governor, to serve a one-year term as District Parliamentarian. If reappointed, he/she may serve more than one term. As District Parliamentarian, he/she shall have no vote on any District committee.

The District Parliamentarian shall have the following responsibilities:

- 1) Oversee the running of District Elections, District Legislative Sessions and the activities of the District Conference Elections and Credentials Committee.
- 2) Be available to assist any club in preparing resolutions for RI or District 6860.
- 3) Keep the clubs informed of all their voting rights and duties. At least thirty (30) days prior to the District Conference, he/she shall inform the Club Presidents of:
 - a) Resolutions involving changes to the District Policy Manual requiring vote by club voting delegates at the District Conference.
 - b) The candidates for District Governor Nominee if an election by club voting delegates will be required at the District Conference.
 - c) The candidates for Representative to the Council on Legislation (in the second year preceding the Council). [Vote by Club Electors only.]
 - d) Other matters expected to come to the floor of the District Conference for vote.
- 4) Be the expert and authority on the Rules of Procedure section of the RI Manual of Procedure.
- 5) Maintain a neutral attitude and position.

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- 6) Attend all District Assemblies and the District Conference.
- 7) Maintain strict confidentiality of all voting.

pg 11 **Assistant Governors**

District 6860 shall be divided into Club groups of four to seven clubs based upon their geographical location in the District.

The District Governor shall appoint well-qualified past Club Presidents or District Officers to serve as Assistant Governors during the District Governor's term of office. These assistants should be Rotarians who may be considered in the future as candidates for District Governor.

The duties, activities and obligations shall be those set forth by the District Governor and the RI Manual of Procedure, and shall include, but not be limited to, acting on behalf of the District Governor by conducting planning meetings with Club Officers, attending and participating in Club assemblies, reviewing Club goals and objectives, assisting in the preparation of the Memo of Official Club Visit, and appearing at other Club meetings and activities on behalf of the District Governor. The District Governor shall, at any time during his/her term of office, replace a representative who is unable to serve, or who, in the Governor's judgment, is not satisfactorily performing his/her duties.

No Assistant Governor shall be eligible to serve as an Assistant Governor for more than three (3) consecutive years. The District Governor may also appoint a Deputy District Governor or Coordinator for Assistant Governors with duties, activities and obligations to be set forth by the District Governor. It is recommended that the Deputy District Governor/Coordinator for Assistant Governors will have previously served as an Assistant Governor.

pg 43 **Representative to the Council on Legislation**

The Council on Legislation is the legislative body of RI and meets every three (3) years. Because of the importance of the Council, the Representative of District 6860 should be from among the best qualified and most experienced Rotarians available. The Representative shall have served as a District Governor, except as otherwise provided in the R.I. Bylaws and/or Policy Manual.

District 6860 shall elect its Representative to the Council on Legislation and an alternate at the District Conference in the year two years preceding the meeting of the Legislative Council. The nominations must be made by the clubs in accordance with RI Bylaws and guidelines and the candidate's qualifications must meet the requirements stipulated by the By-Laws of RI. All nominations for District Representative must be in the Governor's hands sixty (60) days before the election is held (normally held at the District Conference). The Parliamentarian must notify all the clubs in the District of all the candidates thirty (30) days before the election. The Governor can empower the District Parliamentarian and/or the District Nominating Committee to assist him/her in this procedure.

The candidate receiving the highest number of votes shall be the representative to the council. The candidate receiving the second highest number of votes shall be declared the alternate representative.

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The voting will be by Club Electors and by ballot in accordance with RI Bylaws.

If no candidate for District Representative to the Council on Legislation is nominated, the District Governor for the Rotary year in which the Council on Legislation meets, will be the District's Representative. If only one candidate for District Representative is received and no candidates for alternate, the District Governor will then be the alternate.

The District Representative's expenses will be budgeted by the District Finance Committee. The District Representative, during the year between his/her election and the convening of the Council on Legislation, will meet with as many clubs as possible, to inform them of and discuss with them all pending legislation. The District Representative, after the Council on Legislation is over, must submit a written report to the Governor covering his/her action and the Council's actions and make this report available to the District Assembly and/or District Conference with a personal report to the Assembly and/or Conference being preferred.

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DISTRICT COMMITTEES

District committees are formed to assist the Rotary clubs of the District in carrying out the far-reaching programs of RI and to enhance District administration. The District Governor shall appoint such Deputies District Governor(s), Coordinator(s) and committee(s) deemed necessary to carry out these programs during his/her Rotary year. RI or District 6860 resolution has imposed certain criteria on seven of these committees (Finance, Extension, Nominating, Foundation, Conference, Training, and Assembly) and these criteria are explained in further detail in this Policy Manual.

The District Governor shall appoint Rotarians to the Nominating Committee, the Conference Committee, and the Council of Governors for one-year terms, and to the Finance Committee for three-year terms as specifically provided in this Policy Manual. The Nominating Committee shall consist of one member from each of the Club group areas assigned to an Assistant Governor. All other committees shall consist of a minimum of three members, with the exact number being determined by the District Governor. It is recommended that Members shall serve rotating three-year terms whenever possible such that the terms of one-third of the members expire each year. The District Governor shall appoint Rotarians to committees to fill positions becoming vacant upon his/her accession to office. The District Governor shall also appoint Rotarians to committees to fill any other vacancies occurring or existing during his/her term of office. From among all of the members of each committee, the District Governor shall appoint a chairperson of that committee to serve a one-year term coinciding with the term of the District Governor making the appointment.

In the event the District Governor shall determine that an additional committee shall be necessary, it is recommended that he/she shall appoint all of the members of such committee to staggered terms so as to implement the rotating plan of the preceding paragraph. Should the District Governor determine that a particular committee is no longer necessary, he/she shall disband the committee and its authority shall cease. The District Governor shall not have the authority to disband the Finance or Nominating Committees nor the Council of Governors. The District Governor shall not utilize the procedure of this paragraph to terminate the membership

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of all or a portion of a committee and appoint a new committee of his/her own choosing.

In general, the District Governor shall appoint as chairpersons of District Committees well-qualified Rotarians who may be considered in the future as candidates for District Governor, thus giving them more exposure to District activities. Past District Governors should normally be appointed as members or advisors to committees rather than chairpersons thereof, except where provided specifically by the requirements in this Policy Manual.

pg 40 **District Finance Committee**

The District Finance Committee shall consist of the District Governor, the immediate Past District Governor, a Past District Governor appointed by the District Governor to serve as Chairperson and six members-at-large to be appointed as specified in this paragraph. At-large members shall serve rotating three-year terms such that the terms of two of the members expire each year. The District Governor shall appoint Rotarians as members-at-large to fill positions becoming vacant upon his/her accession to office. At least one of the two members-at-large appointed in each year shall be a Past District Governor. No two members-at-large shall be members of the same club or of two clubs in the same club group as such club groups shall be defined in the District 6860 Directory for the Rotary year of appointment. The District Governor-elect and the District Treasurer shall be ex-officio, voting members of the committee. The District Governor Nominee and the District Secretary shall be ex-officio, non-voting members of the committee.

1. Each year, the Finance Committee shall prepare a recommended budget for the year beginning the next July. This budget will be finalized in time for presentation at the District Conference.
2. The District Finance Committee shall oversee the administration of the District funds, and shall be the only authority to approve disbursements not authorized by the budget or by existing resolutions or by action of the District Conference Committee.
3. The chairperson of the District Finance Committee shall order a review of the records of the District Treasurer as of June 30 of the current year, such review to be completed by the following December 31.
4. The District Finance Committee shall meet as follows for the purposes noted:
 - a. September or October to review the status of the year-end review of the District Treasurer and other District activities including the last District Conference.
 - b. January To consider for approval the year-end review for the previous Rotary year. To review the Treasurer's six-month report compared to budgeted items and to review the next District Conference budget. At the same time, the committee will prepare a preliminary budget for

the next Rotary year and submit same to the District Governor for distribution to the Club Presidents.

c. Between March 1 and April 15

To review line items of the budget for the next Rotary year and prepare a final recommended budget, with copies prepared for distribution at the District Conference.

The following guidelines apply to the budget's income, expenditures, disbursement and reimbursable expenses:

- 1) Each Rotary club shall be requested to contribute Seventeen Dollars (\$17) per member per year. Additionally, each Rotary club shall contribute one hundred fifty dollars (\$150) annually for the Rotary Mid-South PETS registration. These amounts shall be payable to the District Treasurer by August 1 of each year, and the per-member payment shall be based on the club membership as of the previous June 30.
- 2) The District Finance Committee will strive to maintain an adequate reserve balance in the District fund equivalent to one (1) years expected district dues income as a minimum.
- 3) Reimbursable expenses to a maximum as stipulated in the District Budget for the District Governor including expenses not covered by RI, such as:
 - a) Attendance of the District Governor and his/her spouse to the International Convention and International Institute, Zone Institute, District functions and other area meetings.
 - b) Other funds deemed necessary and proper to assist the District Governor to entertain visiting Rotary dignitaries and to perform other District functions as described in this Policy Manual.
 - c) Travel, telephone, postage and secretarial services.
- 4) Reimbursable expenses to a maximum as stipulated in the District Budget for the District Governor-elect including expenses not covered by RI, such as:
 - a) Attendance of the District Governor-elect and spouse at the International Convention, International Assembly, the Zone Institute, and required District functions, including Mid-South PETS.
 - b) Administrative expenses in preparing for his/her term as District Governor including expenses, not otherwise reimbursed, incurred as a member of the Executive Committee of Mid-South PETS.
- 5) Reimbursable expenses to a maximum as stipulated in the District Budget for the District Governor Nominee including expenses not covered by RI, such as:
 - a) Attendance of the Governor Nominee and spouse at the International Convention, Zone for Institute and required District functions, including Mid-South PETS.

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- b) Administrative expenses in preparing for his/her term as District Governor including expenses, not otherwise reimbursed, incurred as a member of the Executive Committee of Mid-South PETS.
- 6) Reimbursable expenses to a maximum as stipulated in the District Budget for other District Rotarians serving as an officer, member of the Executive Committee, or as a Training Leader of Mid-South PETS, including expenses not covered by Mid-South PETS, such as:
 - a) Mileage and meals while in travel status for attendance at Planning Meetings
 - b) Mileage, meals, and lodging not provided by Mid-South PETS, while attending the Mid-South PETS.
 - c) Mileage, meals, and lodging while in travel status for D-6860 designated Mid-South PETS Training Leaders to attend "Train the Trainer" meetings and the Mid-South PETS.
- 7) Reimbursable expenses to a maximum as stipulated in the District Budget for other District officials.

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District Extension Committee

The District Governor shall appoint one member to the District Extension Committee for a three-year term to replace the member whose term is expiring. Qualifications and duties of this committee shall be those set forth in the Manual of Procedure. The District Governor shall appoint the chairperson. The chairperson and members of this committee may be Past District Governors if the District Governor deems this will better serve him/her and the District. In addition, the Governor may appoint additional members to serve on the District Extension Committee for a one-year term.

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District Nominating Committee

The District Nominating Committee shall have a member from each of the area groups in the District 6860 Directory. The chairperson shall be a Past District Governor, whose term is one year. The term for other members is also one year. At least two members of the committee shall be Past District Governors. The other members shall have served as either a Club President or as a District Officer.

In accordance with the authority granted in the By-Laws of RI, the Council of Governors has determined that there are compelling reasons for the nomination of the District Governor in the second year preceding that year in which he/she shall be trained at the International Assembly. The Nominating Committee shall nominate the District Governor according to the procedure set forth below with such procedures commencing in the third year prior to the year in which the

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Rotarian nominated will serve as District Governor. The District Governor nomination procedure is as follows:

1. On or before December 15, the president of any club wishing to place the name of one of its members in nomination shall file with the chairperson of the Nominating Committee a resolution of the club, adopted at a regular meeting of the club naming such candidate and certifying that the nominee meets the qualifications for District Governor Nominee. The resolution shall include the signed statement by the candidate that he/she understands the duties, responsibilities, etc. of the office of District Governor, a current photograph and a biographical sketch of his/her personal and Rotary background. Qualifications for the office of District Governor are listed in the By-Laws of RI.
2. The District Governor will print the above information in the October issue of the Governor's Monthly Newsletter as an invitation to all clubs in the District to propose a candidate for District Governor Nominee.
3. On or before January 31, the chairperson of the Nominating Committee will call a meeting of the committee to choose a proposed candidate for District Governor Nominee. In making its selection, the Nominating Committee shall notify the District Governor in writing of the committee's choice of the proposed candidate for the District Governor Nominee. The name of the candidate proposed by the Nominating Committee, together with a statement of his/her qualifications, shall be announced in the February issue of the Governor's Monthly Newsletter.
4. On or before March 15, any club which submitted the name of a candidate to the Nominating Committee, other than the Nominating Committee's choice, may resubmit their candidate by resolution of the club and, if he/she possesses all the qualifications for District Governor, then those candidates along with the Nominating Committee's choice, shall be placed on a ballot and submitted to the next District Conference for vote by the voting delegates assembled at the District Conference. The one receiving the majority vote will be elected the new District Governor Nominee.
5. If, by March 15, no additional candidates have been proposed by any club in the District, the District Governor shall declare the candidate of the Nominating Committee to be the District Governor Nominee and shall include such announcement in the March issue of the Governor's Monthly Newsletter as notification to all clubs in the District. The District Governor shall declare him/her to be the District Governor Nominee at the annual District Conference.
6. The District Governor shall certify the name of the District Governor Nominee to the General Secretary of RI within ten (10) days after he/ she has been declared to be the nominee.

pg 73 **The Rotary Foundation Committees**

Coordinator. The trustees of The Rotary Foundation recommend that the Coordinator of The Rotary Foundation District Committee be a Past District Governor, appointed to serve a term of not longer than three (3) years.

Responsibilities: To coordinate the work of the following The Rotary Foundation Subcommittees in the District; serve as the liaison between the Secretariat of RI and the Rotary clubs in the District which are supporting the activities of The Rotary Foundation; and to assist the District Governor in the promotion of the objectives and activities of The Rotary Foundation.

- 1) Group Study Exchange. A Rotarian familiar with the Foundation's activities, especially Group Study Exchange (GSE).

Responsibilities: To encourage clubs to seek highly qualified candidates for a GSE team; contact districts outside our own country with which our district desires to be paired to determine if an exchange would be feasible.

- 2) Foundation Alumni. A Rotarian familiar with the Rotary Scholars, GSE participants, Rotary Volunteers and other Rotary Foundation Grant recipients selected by this District.

Responsibilities: To assist the District Governor in obtaining and keeping a current list of past recipients of Foundation Scholarships, former GSE Team Members, former recipients of University Teacher Grants, former recipients of Rotary Volunteer Grants, individuals who have traveled as part of a Discovery or New Opportunities Grant currently residing in the District; to encourage participation of alumni in club and District meetings as speakers, panelists, etc.; and to encourage District Rotary clubs to invite alumni as speakers on The Rotary Foundation.

- 3) Grants. A Rotarian familiar with the Foundation's activities, especially the Grants program.

Responsibilities: To review all grant applications sponsored by member clubs or the District and certify that all applications meet qualifications, are complete and accurate prior to submission to TRF; To inform clubs of the Foundation grants available and assist the clubs in developing ways to effectively participate in International projects; To administer the District Grants program and maintain necessary records of grants submitted, received and completed.

- 4) Permanent Fund. A Rotarian professionally trained in some aspect of estate taxation, committed to the financial support of the Foundation's programs. If possible, he/she should be well known in the financial community of the District.

- 5) Scholarships. A Rotarian knowledgeable in all aspects of The Rotary Foundation.

Responsibilities: To contact student personnel offices of all colleges, universities and technical schools in the District to advise them of the Foundation's awards program and obtain their cooperation in publicizing this program among the students; encourage District Rotary clubs to continually seek highly-qualified applicants during the Rotary year; and to assist with necessary orientation for each selected scholar to assure a worthwhile and memorable year of study. To assume responsibility for assigning a sponsor Rotary Club and Rotarian Counselor for each incoming

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Foundation Scholar; supervise the sponsor club and Rotarian Counselor Program; serve as liaison between The Rotary Foundation and the District on incoming Rotary Scholars; and to encourage participation of foreign Rotary Scholars in District Conference and Rotary club meetings as speakers.

- 6) Development/Annual Giving. A Rotarian familiar with the District's past record of Foundation support and all Foundation activities; a good speaker, well organized and an avid Foundation supporter.

Responsibilities: All District fund-raising efforts for the Annual Programs Fund of The Rotary Foundation.

- 7) PolioPlus. A Rotarian familiar with the Polio eradication activities of Rotary.

Responsibilities: To encourage all clubs in the district to participate in at least one PolioPlus activity each year; To assist clubs in the district in promoting polio eradication, immunization in the community, dissemination of relevant information and obtaining speakers for club programs; To provide leadership for the promotion of special fundraising activities and participation in the PolioPlus Partners program.

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DISTRICT CONFERENCE

The annual District Conference furthers the program of Rotary through fellowship, inspirational addresses and the discussion of matters relating to the affairs of clubs in the District and RI generally. Every effort should be made by the District Governor, the District Conference Committee, Rotary Club Presidents and Area Representatives to obtain the largest possible attendance at the District Conference. Special emphasis should be placed on the attendance of new Rotarians .

- 1) The District Governor, in accordance with recommendations of RI, shall appoint a District Conference Chairperson. The District Governor and the District Conference Chairperson will then appoint a Conference Executive Committee consisting of a Secretary, Chairperson of Registrations, Chairperson of Arrangements, and the Conference Treasurer.

They may also appoint other members or committees as they see fit. The Committee shall meet with the District Governor at least six months prior to the date of the Conference to formulate plans for the Conference. Additional meetings shall be at the call of the District Governor or the Chairperson. The Conference Committee is authorized to set registration fees as approved by the District Finance Committee.

- 2) Financial:

- a) An amount of money will be designated in the District budget for the Conference. Any

and all Conference monies are to be deposited in the District checking account.

- b) The District Governor and the Conference Chairperson must prepare a budget and present this budget to the District Finance Committee no later than the preceding January 31.

The District Finance Committee must approve the Conference budget prior to any funds being used for the Conference.

- c) District Conference funds will be received and disbursed by the District Treasurer when approved and adequately substantiated by the District Governor or the District Conference Chairperson.
 - d) In case of emergency, the District Governor may authorize excess expenditures of Conference funds over any budgeted item; however, the total of the excess expenditures shall not exceed the budget by more than \$500 unless offset by a corresponding increase in income, or approved by the District Finance Committee.
 - e) The Conference Treasurer shall prepare for the District Finance Committee a complete statement of receipts and disbursements of the District Conference.
 - f) All District Conference accounts will be automatically audited by the District Auditor at the same time as the District funds.
- 3) The District Governor shall appoint an Election and Credentials Committee. In conjunction with the District Governor and under the supervision of the District Parliamentarian, this committee shall:
 - a) Issue credentials for all club voting delegates to the District Conference after proper confirmation by each Rotary Club .
 - b) Prepare, distribute, collect and count the ballots for such voting at the Conference as may require written ballots.
 - c) Report the results of voting to the District Governor or District Parliamentarian who is presiding at the legislative session of the Conference.
 - d) Maintain at all times a neutral attitude regarding any vote and provide for confidentiality of all voting.
 - 4) The following rules shall apply to each plenary session of the annual District Conference of District 6860:
 - a) How to secure recognition. Any person desiring recognition shall stand and, when recognized by the chair, shall give his/her name in full and the name of his/her club .
 - b) Speakers: Who and When. No person, excepting those who have been assigned programmed speeches and discussions, shall be allowed to speak more than twice on any subject, and not more than three minutes at one time on any subject without majority consent of the Conference delegates present.

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- c) Who May Vote. Every member in good standing of a club in District 6860, present and registered at the Conference, shall be entitled to vote upon all questions and matters properly presented except in the selection of the District Governor Nominee, the selection of the District Representative to the Council on Legislation, and resolutions affecting the District Policy Manual, which votes shall be restricted to club voting delegates, provided however, any voting delegate shall have the right to demand a poll upon any question presented, in which event, the voting shall be restricted to the club voting delegates.
- d) Club Voting Delegates. Each club, provided it has paid its financial obligations to RI and has paid its District Contribution in total by the opening day of the Conference, shall select one (1) voting delegate for each twenty-five (25) members or major portion thereof as reported in the semi-annual report immediately preceding the District Conference. Each Club shall be autonomous in its method of electing its voting delegates. The District Governor and the District Governor Nominee shall be at large voting delegates at the District Conference and the District Governor shall serve as the Chairperson of any meeting in which a vote of the District Conference delegates shall take place. Procedures for issuing credentials will be handled by the District Conference Elections and Credentials Committee.

All sessions will be governed by the above rules, by applicable Rules of Procedure contained in the RI Manual of Procedure as interpreted by the District Parliamentarian, and by Robert's Rules of Order.

Not in DLP

DISTRICT RESOLUTIONS

District Resolutions may be proposed by a club, by the District Governor or by the District Governor-elect. These resolutions are normally proposed at the District Conference provided the proposed resolution has been submitted in writing to the District Governor sixty (60) days prior to the District Conference. The District Governor shall submit all of the proposed resolutions to all the clubs at least thirty (30) days prior to the District Conference and have them submitted for action at the District Conference unless withdrawn by the proposer. No amendment may be introduced during the legislative session which would greatly change the intent or purpose of any piece of legislation according to the proposer, and any suggested amendment must be submitted in writing to the District Parliamentarian at least twenty-four (24) hours before the legislative session, announced at a plenary session, and posted prominently.

1. Emergency Resolutions. If, in the opinion of the District Governor, an emergency exists which requires the enactment of a District resolution for conducting the business of the District, such proposed resolution may be submitted to the clubs for vote-by-mail ballot. In such case, the District Governor shall mail to the Secretary of each club in the District a ballot detailing the proposed resolution and stipulating a return date thirty (30) days from the time of mailing of the ballot. A two-thirds (2/3) majority of all the clubs in the District shall be required to support the emergency resolution.

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2. Conference Resolutions. Courtesy resolutions, thanking the President's Representatives, the meeting place, etc. will not need sixty days notice.

pg 31 **CLUB PRESIDENTS-ELECT AND PRESIDENTS-ELECT –ELECT TRAINING SEMINAR**

The District Governor-elect and the District Governor-nominee, in conjunction with the District Governor, shall schedule and conduct a training seminar for Club Presidents-elect and Club Presidents-elect-elect no later than March 31. The location of the training seminar will be determined by the District Governor-elect. All District 6860 Presidents-elect must attend this seminar. The District Governor-elect will appoint a Training Seminar Committee. All costs are to be defrayed by each Rotary club, covered by registration fees or by District funds as may be budgeted.

DISTRICT ASSEMBLY

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The District Governor-elect, in conjunction with the District Governor, shall schedule and conduct the District Assembly. The District Assembly is held to provide motivation, inspiration. Rotary knowledge and instruction in administrative duties in order that Presidents-Elect, Club Secretaries and such other incoming club leaders as the District Governor-elect may designate may receive a greater understanding of their responsibilities and opportunities for service.

The District Assembly will be held after the International Assembly and after the Club Presidents-Elect Training Seminar. Incoming Presidents must attend the Assembly. If for good reason, an incoming President cannot attend, he/she shall send a designated representative from his/her club whose duty it shall be to report back to him. New Incoming Club Secretaries also must attend the District Assembly.

The District Governor-elect, in conjunction with the District Governor, will appoint a District Assembly Committee as soon as practical. An amount of money will be designated in the District budget for the Assembly. Any cost above that amount must be covered by registration fees. Rotary clubs are encouraged to defray the cost of attendance of their key officers and directors at the District Assembly.

COUNCIL OF GOVERNORS

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The District Governor shall take advantage of the experience and broad knowledge of the Past District Governors in the District by seeking their advice in District matters, in addition to the assigned duties.

The Council of Governors shall consist of at least eight (8) Past District Governors, one of whom shall be appointed by the District Governor to serve as the chairperson. The District Governor shall budget a sum of money for travel and other expenses caused by the duties assigned to the Council members.

The duties of the Council shall be to:

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1. Assist the Governor as he/she may direct, including recommendations at the District Winter Leadership Meeting with respect to The Rotary Foundation SHARE allocation for the District 6860.
2. Promote fellowship among Rotarians.
3. Encourage attendance at District activities.
4. Promote the District Conference.
5. Assist weaker clubs to become more involved in Rotary in the community and District.
6. Present programs on Rotary in general and the Four Avenues of Service.
7. Assist in the furtherance of all Rotary programs in creating understanding and goodwill throughout the District.

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POLICY MANUAL CHANGES

Changes to the District Policy Manual may be made by resolution enacted at the District Conference in accordance with procedures established herein. Resolutions may be proposed by the District Governor, District Governor-elect, by Rotary clubs of the District, or by the Council of Governors who shall cause changes or revisions to be made in this Policy Manual after enactment of such changes or revisions at the District Conference.