

# Rules of Procedure District 6880, Rotary International

## ARTICLE I – ORGANIZATION AND ADMINISTRATION

1.01 Name of the Organization. This organization shall be known as District 6880, Rotary International (RI), and its members shall be the clubs thereof. This district is a geographical territory in which Rotary clubs are associated for RI administrative purposes. The activities and organization of this Rotary district shall exist solely to help the individual Rotary clubs advance the Object of Rotary and should not tend to diminish services provided by Rotary clubs and individual Rotarians on the local level. The district number and geographical boundaries of the district shall be the number and boundaries assigned by RI. The district Rules of Procedure will neither contradict nor contravene but will conform to and be governed by the bylaws and constitution of RI. When a club is admitted to membership in RI, it is required to adopt as its constitution the standard Rotary club constitution. However, some clubs admitted to membership prior to the 6th day of June, 1992, when the standard constitution was adopted, are entitled to and operate under the standard constitution with certain sanctioned variation, provided the exact texts of those variations were sent to and identified by the RI board by 31 December 1989.

1.02 Administration. The administration of clubs in District 6880 is under the direct supervision of the governor. It is essential to the effective operation of the governor system that the Rotarian elected to the office of governor, as the officer of RI in the district, be fully qualified, well informed as to the duties and responsibilities, carefully selected, and willing and able, physically and otherwise, to perform them. It is necessary that the qualifications and requirements of the office of governor be clearly understood and duly regarded in the selection of governor-nominee. Governors should appoint Rotarians of experience as chairmen of district committees, and district committee organization should be only as extensive as the governor deems necessary to effectively promote the programs of Rotary in the district. The governor, before assuming office, is encouraged to select a district secretary and a district treasurer to serve during that governor's term in office.

### 1.03 The District Governor

a. The district governor is the officer of RI in the district, functioning under the general control and supervision of the RI board. The governor is charged with the duty of furthering the object of RI in exercising direct supervision of the clubs in the district. The governor shall be responsible for the following activities in the district:

1. Organizing new clubs;

2. Strengthening existing clubs;
3. Promoting cordial relations among the clubs and between the clubs and RI;
4. Planning for and presiding at the district conference and assisting the incoming district governor for the presidents-elect training seminar and district assembly;
5. Personally visiting every club as early in the year as possible, but preferably during the first six months in accordance with the District leadership plan (clubs may be visited individually and/or in multi-club or area-wide settings, where groups of clubs are brought together for the personal visit);
6. Issuing a monthly letter to each club president and secretary in the district;
7. Reporting promptly to RI as may be required by the president of the board;
8. Supplying the district governor-elect, prior to the international assembly, full information as to the condition of clubs with recommended action for strengthening clubs;
9. Transferring continuing district files to the governor-elect; and,
10. Performing such other duties as are inherent as the officer of RI.

b. The district shall select a nominee for governor not more than 36 months, but not less than 24 months prior to the day of taking office. The nominee shall assume the title of governor-nominee-designate upon selection and shall assume the title of governor-nominee on 1 July two years prior to assuming office as governor. The board shall have the authority to extend the date under this section for good and sufficient reasons. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the International Assembly. Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year following election.

c. Qualifications of a governor: Unless specifically excused by the RI Board of Directors, a governor at the time of taking office must have attended the international assembly for its full duration, must have been a member of one or more Rotary clubs for at least seven years, and must continue to possess the qualification in section 15.070 of the RI Bylaws.

d. Nominating committee for District Governor: The district shall select its district governor by a nominating committee charged with duty to seek out and propose the best available candidate for district governor. That nominating committee shall be composed of five Rotarians. Two of the five members of this committee shall automatically serve by virtue of their office, and those two shall be the immediate past district governor, who will serve as the chairman of the committee, and the district

governor who was in office immediately preceding the current past district governor for the appropriate year; that person shall serve as vice chairman. The other three members of this committee will be appointed at large by the current district governor. No two members of the committee shall be from the same club. The at-large members will be appointed for one year, but they may be reappointed by a succeeding governor. However, no at-large member may serve more than two consecutive years. In the event any member is unable to serve, the district governor will appoint another person. Members of the nominating committee who subsequently resign from the committee shall not be eligible to be nominated for district governor in the year in which they served.

e. Suggestions by Clubs for Governor. The governor shall invite the clubs to submit suggestions for nomination for governor. Such suggestions shall be considered by the nominating committee as long as they reach the committee by the date established and announced by the governor. Such announcement shall be made to the clubs in the district at least two months before such suggestions must reach the nominating committee. The announcement shall include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The resolution shall be certified by the club secretary. A club may suggest only one of its own members as a candidate for governor-nominee.

f. Nomination by Committee of Best Qualified Rotarian. The nominating committee for governor shall not be limited to its selection to those names submitted by clubs in the district. The committee shall nominate the best qualified Rotarian who is agreeable to serve as governor.

g. Notification of Nomination. The chair of the nominating committee shall notify the governor of the candidate within 24 hours of the adjournment of the nominating committee. The governor shall then publish to the clubs of the district the name and club of the nominee within 72 hours from receipt of the notice from the chair of the nominating committee. Publication of the announcement consists of a written notice by the governor by letter, e-mail, or facsimile to the clubs of the district.

h. Committee Inability to Select Nominee. When the nominating committee cannot agree upon a candidate, the governor-nominee shall be elected in a ballot by mail as provided in Section 13.040 of the Rotary International Bylaws. Alternatively, the governor-nominee may be selected from among those candidates suggested to the nominating committee at the district conference in accordance with section 15.050. 13.020.8.

i. Challenging Candidates. Any club in the district which has been in existence for at least one year as of the beginning of that year may also propose a challenging candidate for governor-nominee provided this club has previously suggested such candidate to the nominating committee. A club in existence for less than one year as of

the beginning of that year may propose a challenging candidate provided such candidate is a member of that club and the challenging candidate must have been duly suggested to the nominating committee. The name of the challenging candidate shall be submitted pursuant to a resolution by the club adopted at a regular meeting. The club must file the resolution with the governor by the date determined by the governor. Such date shall be not more than 14 days after publication of the announcement of the selection for governor-nominee by the governor. 13.020.9.

j. Concurrence to Challenges. The governor shall inform all clubs through a form prescribed by RI of the name of any challenging candidate who has been proposed as specified above. The governor shall also inquire whether any club wishes to concur with the challenge. A club must file a resolution of the club adopted at a regular meeting to concur with a challenge. Such resolutions must be filed with the governor by the date determined by the governor. Only challenges that have been concurred to by at least five other clubs which have been in existence for at least one year as of the beginning of that year or 10 percent of the total number of clubs as at the beginning of that year in the district which have been in existence for at least one year as of the beginning 173 RI BYLAWS — ARTICLE 13 of that year, whichever is higher, and only when such resolutions by the club were adopted at a regular meeting in accordance with the club bylaws as determined by the governor shall be considered valid. A club shall concur with only one challenging candidate. 13.020.10.

k. Absence of Challenging Candidate. The governor shall declare the candidate of the district nominating committee to be the governor-nominee where no such challenging nomination has been received by the established date. Such declaration shall be made to all clubs in the district within 15 days of the deadline. 13.020.11.

l. Challenging Nominations. The governor shall notify, within seven days following the deadline, all clubs in the district where a valid challenging nomination has been received by the deadline. Such notice shall include the name and qualifications of each such challenging candidate, the names of the challenging and concurring clubs and state that such candidates will be balloted upon in a ballot-by-mail or alternatively at the district conference if the challenge remains effective up to the date set by the governor.

1.04 District Secretary. The district governor, before assuming the office, may select a district secretary. Such secretary shall be knowledgeable in Rotary, familiar with district meetings, who can assist the governor in making arrangements for district meetings, handling correspondence as directed, compiling minutes of district meetings, and in keeping records, thereby relieving the district governor of such routine administrative tasks, provided that the same individual should not be named to serve in the position of district secretary for more than a total of five years. The district secretary will serve at the pleasure of the district governor at a salary determined by the district finance committee, but the district will provide the stationery, office supplies, postage, and telephone calls necessary for the work. The secretary may also be reimbursed for

actual cost of necessary travel, room, and meals when away from home performing duties essential to the execution of the assignment.

1.05 District Treasurer. The district treasurer will be named by the district governor. All expenditures from district funds will be made by check and those checks must be signed by the district treasurer and by another Rotarian appointed by the district governor as a counter signatory. Each check, before being signed and released, will be properly vouchered by a voucher executed by the district governor only. The bank in which funds are deposited will be determined by the district governor and shall be a bank that is an FDIC member; funds shall be deposited under the account name, "District 6880–Rotary International."

1.06 College of Governors. To draw on the vast reservoir of talent and experience available among the past governors, the immediate past district governor shall chair a College of Governors made up of all living past district governors of District 6880 and any other past district governor who resides in the boundaries of District 6880 and who is a member in good standing of a Rotary club in District 6880. The chairman will, upon request of the district governor, assemble the College of Governors for the purpose of advising and assisting the governor on the affairs of the district, provided that such an organization will be under the supervision of the district governor and will in no way tend to dilute the authority or responsibility of the district governor. The College of Governors, shall be convened on at least two occasions, once in January to discuss any problems in the district and again within one month after the international assembly or in conjunction with the district conference to hear the incoming governor's report on current plans of RI, particularly as they effect the district, and to give the incoming governor information about the district.

1.07 Vice Governor. The nominating committee will select one past governor to serve as Vice Governor. The role of the Vice Governor is to replace the governor in case of temporary or permanent inability to serve.

## ARTICLE II – FINANCES

2.01 District Funds. There is hereby established a "District Fund" for financing district-sponsored projects and the administration and development of Rotary in the district. This fund shall be funded by a district levy as set forth in Article 2.02 of the Rules of Procedure. The "District Fund" shall be administered by the district governor, who will be advised by the district finance committee, which will be composed of the district governor, district governor-elect, district governor-nominee, current district treasurer, and immediate past district treasurer. The district governor-elect shall serve as chair of the District Finance Committee. The District Finance Committee shall safeguard the assets of the District Fund by reviewing and studying the amount of the per capita levy and necessary expenses of district administration and shall prepare an annual report on the status of the district's finances for the district assembly. Cooperating with the governor, this committee shall prepare a budget of district expenditures that will be

submitted to the clubs at least four weeks prior to the district assembly and approved at a meeting of the incoming club presidents at the district assembly.

2.02 Approval of Levy. The District Fund shall be financed by all clubs in the district by way of a per capita levy on the members of those clubs. The amount of the levy shall be decided either by:

- a. The district assembly after the approval of three-fourths of incoming club presidents present, provided that where a president-elect is excused from attending the district assembly by the governor-elect in accordance with Article VIII, Section 4, paragraph 3 of the standard club constitution, the designated representative of the president-elect shall be entitled to vote in the president-elect's place; or
- b. At the option of the district, the district conference by a majority of the electors present and voting.

2.03 Per Capita Levy. The per capita levy is mandatory on all clubs of a district. The governor shall certify to the board the name of any club that has failed for more than six months to pay such levy. The board shall suspend the services of RI to the delinquent club while the levy remains unpaid.

2.04 Annual Statement and Report of District Finances. The governor must provide an annual statement and report of the district finances that has been independently reviewed to each club in the district within three months of the completion of the governor's year in office. It shall be reviewed by a qualified accountant.

This annual statement and report shall include but not be limited to details of:

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

The annual statement and report shall be presented for discussion and adoption at the next district meeting to which all clubs are entitled to send a representative and for which 30 days' notice has been given that the statement and report of district finance

will be presented. If no such district meeting is held, the statement and report shall be presented for discussion and adoption at the next district conference.

2.05 Reserve Fund. The district shall have a reserve fund with the goal of maintaining a minimum balance of \$100,000.00 in the fund. Interest earned from fund investments shall be retained in the fund. A Reserve Fund Administration Committee, composed of the three most immediate past living district governors who are willing to serve on the committee, shall provide oversight and management of the reserve fund consistent with sound monetary management principles. Withdrawals from the reserve fund shall be made only upon request of the district governor, with such request approved in advance by three-fourths of the club presidents of the district.

2.06 Gifts and Awards. Total funds available for gifts and awards will be established in the fiscal year budget. Gifts will usually be limited to a gift to the district governor and spouse and the representative of the president of RI. Recognition of individuals and clubs will be in the form of certificates or plaques and cost of plaques and engraving should not exceed the amount budgeted, unless approved by the finance committee.

### ARTICLE III – MEETINGS

3.01 Annual Zone Meetings. The budget of the district shall include travel allowances for the district governor, the district governor-elect, and district governor-nominee and their spouses to attend the annual zone meeting on a reimbursable basis to cover registration, travel, lodging, and food. Additionally, funds for district participation in zone activities must be budgeted.

3.02 District Governor-Elect's Attendance at RI Assembly. The district governor-elect shall attend the RI assembly at such time and place as it may be held, and that expense will be paid by RI. It is recommended that the governor's spouse attend the assembly, in which event the spouse's expense will be defrayed by the district in an amount approved by the Finance Committee upon application being made to the Finance Committee by the district governor for the governor's spouse's expense.

3.03 President-Elect Training Seminars (PETS). An annual PET shall take place for the purpose of orientation and training of club presidents-elect in the district. As long as District 6880 is a member of the Mid-South PETS, the District 6880 PETS will take place with and be a part of the Mid-South PETS on whatever date and whatever location selected by Mid-South PETS.

A district training assembly which may be a multi-district assembly shall be held annually, preferably in March, April or May to develop Rotary club leaders who have the necessary skills, knowledge and motivation to sustain and/or grow their membership base, implement successful projects that address the needs of their communities and communities in other countries and support The Rotary Foundation through both program participation and financial contributions. The governor-elect shall be

responsible for the district training assembly. The district training assembly shall be planned and conducted under the direction and supervision of the governor-elect. In special circumstances, the board may authorize the holding of a district training assembly at a date other than provided herein. Those specifically invited shall include the incoming president and the members of clubs assigned by the incoming president to serve in key leadership roles in the upcoming year.

3.05 District Conference. A conference of Rotarians of District 6880 shall be held annually at such time and place as are selected by the district governor. Dates selected must not conflict with those selected for the district assembly, the International Assembly, the Council on Legislation or the International Convention. All costs of the district conference shall be paid from district funds and registration fees.

3.06 Past District Governors. Attendance at certain meetings: Payment of expenses for PDGs from the District 6880 annual budget shall be paid to PDGs who are actively participating in district, zone, regional, or international Rotary activities, upon approval of the DG to the district treasurer for payment. Only actual expenses supported by receipts will be paid. Those expenses that are reimbursable are as follows:

a. Registration fee only for international convention.

b. Zone Institutes, District Conference, Midyear Conference and PETS/District Assembly:

1. Zone Institutes: If the PDG is involved in and participating in any way with substantive program activities at the Institute or has been specifically appointed or named by Institute leaders to perform a designated function at Institute, then all registration fees, lodging, meals, and transportation for the PDG and spouse will be paid. For attendance and all other volunteer services for "operations" positions such as sergeant-at-arms, etc., registration fee only for the PDG and spouse will be paid.

2. District annual conference and midyear conference: If the PDG attends the College of Governors meeting and remains for the entire program of either the district annual or midyear conference, then all reasonable registration fees, lodging, meals, and transportation expenses for both the PDG and the spouse are reimbursable.

3. PETS/district assembly: All registration fees, lodging, meals, and transportation expenses will be paid for the PDG and spouse if the PDG is an active participant in the program. If attending as an observer, only registration fee for PDG will be reimbursed.

c. All registration fees, lodging, travel, and meals for attendance at Zone Institutes, district conference, district midyear meeting, PETS/district assembly, and annual "visit" to RI Headquarters.

d. Any other expenses that the DG may deem necessary for a PDG if they are related to the PDG representing or performing some activity for District 6880.

e. If any PDG desires to attend any of the functions listed above and have expenses paid out of Council of Governors Fund from the budget, the PDG should obtain prior approval from the district governor. In the event any dispute should arise regarding expenditure of these funds, then the dispute will be resolved by the full Finance Committee.

f. If it is customary for the PDG's spouse to attend functions with the PDG, then the spouse's actual expense will also be reimbursed.

3.07 District Governor's Attendance at RI Convention. It is expected that the district governor will attend the RI convention held in the Rotary year immediately prior to taking office as governor. Since RI does not fund convention travel, the district budget will include funds for the governor's actual expenses to an RI convention. The maximum allowed from the district funds, regardless of the year of travel, will be based on expenses allowed by the Rotary International Travel Service (RITS) and will include RI registration, hotel (only for days of convention), RI tourist airfare, and \$50 per convention day for meals and incidental expenses. Airfare for the spouse will be that allowed for the Rotarian (Revised and amended District Assembly, Troy, AL, 04/05/03).

3.08 RI Council on Legislation. The Council on Legislation is the legislative body of RI and has the authority to amend the constitutional documents of RI. A Council on Legislation meets every three years. Each time a council is to meet, the clubs in every district elect a Rotarian to represent them on the council. Each representative and alternate shall have served a full term as an officer of RI at the time of election. However, upon certification by the governor, with concurrence of the president of RI that no past officer is available in the district, a Rotarian who has served less than a full term as governor or the incoming governor may be elected. The representative will be authorized up to seven hundred fifty dollars (US \$750.00) from the District Fund for expenses to attend the meeting, should expense vouchers exceed the RI expense allowance.

Selection of Representative and Alternate – The representative and the alternate representative should be selected by a nominating committee procedure. The nominating committee procedure, including any challenges and a resulting election shall be conducted and completed in the year two year preceding the council. The nominating committee procedures shall be based on the nominating committee procedure for district governors set forth in Section 13.020 to the extent it is not in conflict with this section. A candidate for representative shall not be eligible to serve on the committee.

## ARTICLE IV – PROCEDURES

4.01 Voting and Rules of Procedure for Meetings. For all district meetings or district committee meetings, these shall be in accordance with and as described by the RI Bylaws.

4.02 Circularizing Rotary Clubs. No organization may circularize the member clubs of RI. However, with limits prescribed by action of the Convention of RI or by recommendations of the RI board, it is permissible to circularize other clubs solely on matters not effecting business interests. The limits prescribed provide:

a. A member club desiring to request the cooperation of other clubs, in connection with any matter whatsoever, shall first submit its purpose and plans and receive the approval of the respective governor or governors;

b. No member club shall solicit financial aid from any other club or from individual Rotarians other than its own members unless and until it first secures an authorization from the RI Board of Directors.

4.03 Changes in Rules and Procedures. Proposed amendments to the Rules of Procedure must be made in writing and properly presented and offered at any district conference or at any district assembly and approved for adoption by two-thirds vote of all members present and voting. Proposed amendments may be made by mail ballot to each club in case of an emergency. No business may be presented to the conference without fourteen days' written notice to all of the clubs. Without the fourteen days' written notice, any business coming before the conference for consideration will require unanimous consent of the electors present.