

DISTRICT 6940 RULES OF PROCEDURE

[D-ROP]

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SECTION ONE -- INTRODUCTION

1). BACKGROUND

Rotary International (RI) is an association of Rotary clubs throughout the world. Rotary is an organization of business and professional leaders united worldwide who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.

RI District 6940 was established with its present boundaries in 1981. However, it traces its origin to June 10, 1915 when the Birmingham, AL club sponsored the chartering of the Pensacola Club.

This District is part of RI Zone 34, which encompasses all eight Florida districts, Georgia, the Caribbean, and Puerto Rico.

The activities and organization of the district exist solely to help the individual club advance the Object of Rotary.

2). DISTRICT RULES OF PROCEDURE

a. PURPOSE

The *District Rules of Procedure* (D-ROP) is a compilation of policies, procedures, and guidelines adopted by the clubs of District 6940 to provide organizational and administrative direction for the benefit of the clubs and the district.

Also, the D-ROP is designed to assist the District Governor (DG) in managing District 6940 more effectively. The intent of this publication is to assure better continuity; closer linkage between the district and the clubs; the greater involvement of knowledgeable and dedicated Rotarians in district management; and the overall enhanced effectiveness of Rotary's educational and humanitarian programs.

Prior to this D-ROP, the guiding documents for organization and administration were: (1) the RI District 6940 *Leadership Plan* (circa 1998; superseded by RCP 17.020, 2002) and (2) the RI District 6940 *Fund Committee Resolution* (1947-2004). All relevant policies/procedures from both of these documents have been incorporated into this document as well as the current Rotary Code of Policies and the 2019 Manual of Procedure.

b. REVISIONS

Each year, at the District (Assembly) Meeting (typically held in April) produce actions that are then recorded in this document. In this manner, the D-ROP is a living document and undergoes revisions.

This D-ROP will neither contradict nor contravene; but, will conform and be governed by the *RI Bylaws* and *Constitution*. Additionally, when a club is admitted to membership in RI, it is required to adopt, as its Constitution, the standard Rotary club constitution, found in the yellow pages of the *RI MOP*.

This District manual is divided into TWO major sections: (1) Organization and (2) Administration. The “organization” section focuses on the organizational structure needed to carry out the mission of the district. The “administration” section presents all of the policies, guidelines and procedures behind the District’s organization.

SECTION TWO -- ORGANIZATION

The leadership of the District is composed of the District Officers and District Committee Chairs and Subcommittee Chairs. The organization section of this D-ROP includes the purpose, duties and responsibilities of the officers and the members of the district committees. Thus, the two major parts of organization are: (1) the District Officers and (2) the District Committees.

District 6940 has adopted the following leadership organizational structure to assist the DG and other officers to support club and district functions.

The DG shall fill any vacancy in officers and committees. Such appointments shall be made for the unexpired term of the vacancy. In filling a vacancy that extends beyond the current year, the DG shall consult with the DGE and, if appropriate, the DGN before making the appointment.

1). DISTRICT OFFICERS

a. DISTRICT GOVERNOR (DG)

The District Governor (DG) is the only Officer of RI in the District, functioning under the general control and supervision of the Board of Directors of RI. The DG is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the District. The DG should work with district and club leaders to encourage participation in the District Leadership Plan. The DG shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs.

The governor shall be responsible for the following activities in the district:

- i. organizing new clubs;
- ii. strengthening existing clubs;
- iii. promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district;
- iv. supporting The Rotary Foundation with respect to program participation and financial contributions;
- v. promoting cordial relations among the clubs and between the clubs and RI;

- vi. planning for and presiding at the district conference and assisting the governor-elect in the planning and preparation for the presidents-elect training seminar and the district assembly;
- vii. providing for an official visit meeting individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the governor's presence for the purpose of:
 - 1. focusing attention on important Rotary issues;
 - 2. providing special attention to weak and struggling clubs;
 - 3. motivating Rotarians to participate in service activities; and
 - 4. personally recognizing the outstanding contributions of Rotarians in the district;
 - 5. ensure that the club constitution and bylaws comply with the constitutional documents, especially following councils on legislation.
- viii. issuing a monthly letter to each club president and secretary in the district;
- ix. reporting promptly to RI as may be required by the president or the board;
- x. supplying the governor-elect, prior to the international assembly, full information as to the condition of clubs with recommended action for strengthening clubs;
- xi. ensuring that district nominations and elections are conducted in accordance with the RI constitution, these bylaws, and the established policies of RI;
- xii. inquiring on a regular basis about the activities of Rotarian organizations operating in the district (Friendship Exchanges, intercountry committees, Global Networking Groups, etc.);
- xiii. transferring continuing district files to the governor-elect; and
- xiv. performing such other duties as are inherent as the officer of RI in the district.
- xv. adhering at all times to the District Governor Code of Ethics detailed in the Rotary Code of Policies 19.010.1
- xvi. ensure that Rotary clubs have a comprehensive training plan:
- xvii. remind clubs to pay subscription costs for The Rotarian magazine and use it to promote public image and membership;
- xviii. encourage club secretaries to send timely membership information to RI;
- xix. will conduct, implement or review district strategic planning along with the DGE and DGN.

b. DISTRICT GOVERNOR ELECT (DGE)

The District Governor Elect (DGE) who succeeds the present sitting governor assumes the position on July 1st of the next Rotary year. The DGE is nominated by the District and elected at the RI Convention.

Attendance at Governors-elect Training Seminar (GETS)

Attendance at the GETS is mandatory for governors-elect. The RI Board has adopted a two-day training program for governors-elect at the zone level to be held in conjunction with Rotary institutes. The training programs integrate topics approved by the RI Board and the Trustees. The convener may excuse attendance at GETS in

extenuating and mitigating circumstances, with the provision that the governor-elect shall attend alternate training as provided by the general secretary.

Attendance at International Assembly

Attendance at the International Assembly is also mandatory for governors-elect. Every governor must have this basic experience and training to function effectively as the officer of RI in the district and to provide the leadership, guidance, and counsel to clubs expected of a governor as an RI officer.

Each governor shall emphasize to all candidates for governor, and to all clubs of the district, the requirement that the governor-elect attend the governors-elect training seminar and the International Assembly as necessary preparation for assuming the office of governor, and that the nomination cannot be accepted unless the candidate can and will attend both for the full duration. The RI president-elect may excuse attendance on behalf of the Board in extenuating and mitigating circumstances, with the provision that the governor-elect attend alternate training as provided by the General Secretary.

Other Preparation

During the year before taking office, the governor-elect should receive from the governor:

- i. Specific responsibilities in connection with district committees or district Organization
- ii. Invitations to attend as an observer all district meetings where the governor-elect is not otherwise designated a participant
- iii. Consideration for assignment to participate in the district conference program

The governor should undertake the orientation, education, and motivation of the governor-elect and use past governors and meetings such as the Rotary institute toward this end.

c. DISTRICT GOVERNOR NOMINEE (DGN)

The District Governor Nominee (DGN) is selected by the District Nominating Committee for Governor and shall immediately, upon selection and notification, begin the preparation for the role of District Governor.

Unless specifically excused by the board, no person shall be selected as nominee for governor unless the Rotarian has the following qualifications at the time of selection.

Qualifications:

- i. The Rotarian must be a member in good standing of a functioning club in the district.
- ii. The Rotarian must have full qualifications for such membership in the strict application of the provisions therefore, and the integrity of the Rotarian's classification must be without question.

iii. The Rotarian must have served as president of a club for a full term or be a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months.

iv. The Rotarian must demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in section 16.030.

v. The Rotarian must demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the bylaws and submit to RI, through its general secretary, a signed statement that the Rotarian understands clearly such qualifications, duties, and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.

Responsibilities:

As an incoming officer of RI, the governor-nominee should:

- i. Begin to prepare for the role of governor
- ii. Foster continuity by working with past, current, and incoming district leaders to support effective clubs
- iii. Begin analyzing the district's strengths and weaknesses with background material provided by the immediate past governor, governor, and governor-elect
- iv. Review the district organization (District Leadership Plan) and club administrative framework (Club Leadership Plan)
- v. Attend district meetings when possible, at the invitation of the district governor or district governor-elect
- vi. Participate in district committees or other activities, as may be suggested by the district governor or district governor-elect
- vi. Attend district governor-nominee training if offered, or seek other training if available at the Zone level.
- viii. Attend training in leadership skills
- ix. Select a site for the district conference held during the year of the governor-nominee's service, with the agreement of the majority of the current club presidents or majority of the club presidents serving in the governor-nominee's year
- x. Consider which Rotarians will serve on their district team.

Assignments

The governor and governor-elect should provide the governor-nominee with the opportunity to:

- i. request specific responsibilities or assignments in connection with district committees or district organization
- ii. attend as an observer any or all district meetings
- iii. be properly introduced at the district conference and an opportunity to be part of the organizing committee as an observer
- iv. participate in all strategic planning efforts and long-term appointments in the district.
- v. serve as an ex-officio member of the District Youth Exchange Committee

d. DISTRICT GOVERNOR NOMINEE DESIGNATE (DGND)

The District Governor Nominee Designate (DGND) is a District officer, in a position that lasts for about 7 months, then becomes the Governor-Nominee. RI has found it important to identify future governors not more than 36 months, but not less than 24 months, prior to the day of taking office. {

e. DISTRICT TREASURER (DT)

The District Treasurer (DT) is appointed by the DGE for a one-year term and is presented to the Clubs at the District Assembly. The DT shall receive and be responsible for the safe keeping and dispersing of all district funds. The DT shall have been a Rotarian in the District for at least the past three years and be experienced in the management of financial affairs.

The DT shall have the following responsibilities:

- Maintaining day-to-day management responsibility for the financial resources of the District, subject to the oversight and approval of the Finance Committee;
- Depositing District Reserve Account, and all other District funds in separate interest-bearing accounts, approved by the District Finance Committee, in the name of RI District 6940. The signatories on the account shall be the DT and the DG;
- Disbursing District funds in accordance with the policies and procedures established by the Finance Committee. (The Chair of the Finance Committee shall act in the absence or inability of the DT to disburse funds.);
- Sending out invoices for the District levy payable by September 30th based on the membership in Clubs as of the previous July 1st.
- Disbursing budgetary funds according to the budget approved at the District Assembly and only for items purchased and delivered within that Rotary year. (Flexibility in utilizing funds is permitted between line items specified within the approved total budget.);
- Attending all meetings of the Finance Committee as an ex-officio (non-voting) member, and presenting an expense versus budget report of current budgetary funds;
- Attending the District Assembly, the District Conference and other district seminars/meetings, as needed;
- Seeing that appropriate Federal and State Internal Revenue forms are completed and filed;
- Providing a year-end statement of net assets and liabilities, and a statement of income and expenses for the year along with all required support documentation and other financial files to the Finance Committee and the Audit Committee so that a final formal audited statement can be sent, by the Immediate Past District Governor (IPDG) to every club in the District within 90 days of the completion of the Rotary year;
- Drafting and forwarding to the General Secretary of RI a letter and copy of the Audit;
- Notifying the DG on or before October 1st of each year as to the status of clubs with unpaid balances;

- On or before July 1st of the new Rotary year, transferring to the incoming DT, the District Reserve funds and all other district funds by September 15th; and
- Performing other duties as assigned by the DG.

f. DISTRICT SECRETARY (DS)

The District Secretary (DS) is appointed by the DGE for a one-year term and is presented to the Clubs at the District Assembly. The DS shall be a well-qualified Rotarian knowledgeable in Rotary, familiar with district meetings, who can assist the governor in making arrangements for district meetings, handling correspondence, compiling minutes of district meetings, in keeping records and has served as a club president or club secretary. Such individual should not serve in the position of DS for more than five years.

The DS shall have the following responsibilities in the district:

- Attending the District Assembly, District Conference, meetings of the Finance Committee; and other district-wide meetings and maintaining records of all actions taken and decisions made, as appropriate;
- Receiving and filing all Committees' minutes. (Committee and Subcommittee chairs are responsible for providing minutes to the DS. The minutes should include only essential information and specific actions taken and not a complete detailed record.);
- Obtaining and maintaining a monthly record of the membership and attendance percentage of each Club in the District and providing a copy of the information to the DG and to The Governor's Newsletter Committee for publication in the *Governor's Newsletter*;
- Notifying all members of the Council of Governors and Club Presidents of the serious illness or death of a Council Member or Club President. (Notification of serious illness or death should be given to the Secretary and/or the DG.);
- Transferring on or before July 1st of the new Rotary Year to the incoming DS all records and correspondence relevant to the new administration;
- Transferring, and as appropriate, to the chair of the History and Archives subcommittee, all items of a historical nature; and
- Performing other duties as assigned by the DG.

g. DISTRICT TRAINER (DTR)

The DGE appoints the District Trainer (DTR) for a one-year term. At the request of the incoming DGE, the DTR may be asked and serve additional terms. The DTR shall be an experienced and knowledgeable Rotarian. The minimum qualifications of the DTR should include, having been a Past District Governor or skilled past Area Governor with special teaching skills and a broad knowledge and understanding of training needs within Rotary. The DTR should receive guidance and direction from the DGE in consultation with the DG.

The DTR shall have the following responsibilities in the district:

- Plans program content and organizational aspects of Pre-President Elect Training Seminar (PETS), PETS and the Assembly in cooperation with the DGE.

- Handles logistical arrangements in cooperation with planning committee members, as appropriate.
- Coordinates promotional efforts for PETS and the Assemblies;
- Develops training sequences and materials for Area Governors and program participants at the PETS and the Assembly.
- Secures speakers, group leaders and other volunteer positions for any district training activity; and
- Supports overall leadership development under the supervision of the DGE.

h. AREA GOVERNORS (AGs)

Role of the Area Governor

Area Governors (AGs) are typically identified by the DGE and begin training for the role about 6 months prior to their term of office, or about January 1st preceding the Rotary Year. District 6940 policies provide that, at the request of the incoming DGE, the AG may serve a second term, but no more than three terms.

The AGs have the responsibility of assisting the governor with the administration of designated clubs. The District is divided into geographical areas that include from 2 to 8 clubs. From time to time, the DGE will realign the AGs areas to achieve a more balanced workload/coverage. Realignment of areas usually takes place prior to PETS.

Area Governors are district appointees; but they are not RI officers. It is recommended that no past governor serve as an Area Governor. (RCP 17.030.2.)

Area Governors must provide the following support to their assigned clubs:

- Meeting with and assisting the incoming presidents before the beginning of the Rotary year to review the Club Leadership Plan, discuss club goals, and review the *Planning Guide for Effective Rotary Clubs* and Club “Failure to Function” policy, as follows:

A **functioning club** as one that:

- i. Pays its per capita dues to RI
 - ii. Meets regularly
 - iii. Ensures its members subscribe to *The Rotarian* magazine
 - iv. Implements service projects that address the needs in the local community and/or in communities in other countries
 - v. Receives the visit of the governor, Area Governor, or an officer of RI
 - vi. Maintains appropriate general liability insurance as provided in Rotary Code of Policies section 71.080. (RCP 2.010.1.)
- Attending each club assembly associated with the governor’s official visit
 - Visiting each club regularly, preferably monthly with a minimum of one visit each quarter of the Rotary year, and meeting with the club president and other club leadership to discuss the business of the club, resources available to them, and handling of club funds in a businesslike manner
 - Assisting club leaders in scheduling and planning for the governor’s official visit
 - Keeping the governor informed of the progress of the clubs, suggesting ways to enhance Rotary development, and addressing problems
 - Encouraging clubs to follow through on the governor’s requests and recommendations
 - Coordinating club-level training with the appropriate district committee
 - Promoting the district’s leadership plan and the Club Leadership Plan

- Advising the incoming governor on district committee selections
 - Attending and promoting attendance at the district conference and other district meetings
 - Participating in district activities and events, as necessary
 - Attending club meetings, assemblies, or events, as invited
 - Participating in the district team training seminar
 - Attending the presidents-elect training seminar and the district assembly
- Districts are responsible for determining any financial support provided to Area Governors in performing their duties and responsibilities. Governors are eligible to receive limited funding from RI for the purpose of training and supporting Area Governors.

Criteria for Selecting Area Governors

The minimum criteria in selecting Area Governors include:

- Membership, other than honorary, in good standing in a club in the district for at least three years
- Service as a club president for a full term
- Willingness and ability to accept the responsibilities of Area Governor
- Demonstrated outstanding performance at the district level
- Potential for future leadership in the district.

For more information on the role and responsibilities of the Area Governor, see the *Area Governor's Training Manual* (244-EN)

i. IMMEDIATE PAST DISTRICT GOVERNOR (IPDG)

The Immediate Past District Governor (IPDG) provides valuable counsel, insight, and advice to the DG. The IPDG should perform all duties as requested by the DG. Specifically, within the District, the IPDG chairs the District Nominating Committee to select the DGN, serves on the Council of Governors, and serves on the Finance Committee. Additionally, the IPDG should assume responsibilities within the Zone and the Florida PETS, as requested.

j. 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.

The DG, shall appoint a committee of Rotarians in good standing to be known as the RI District 6940 Finance Committee. For other members of the committee, preference should be given to those with previous service as club treasurer and/or those with accounting/finance as a component of their vocation or profession. Additionally, one member representing each of the following club-membership sizes: Clubs under 50; Clubs 50 to 149; Clubs 150 and over. One or more of these members shall be a PDG. Each year, as terms expire, new member(s) shall be appointed for 3-year terms. The DGE shall also be a member of the Finance Committee, serving as Vice-Chair, and shall appoint the Committee Secretary who also serves as District Treasurer (DT) for the next year. The DGN shall participate as an *ex officio* member, non-voting. A quorum shall consist of 3 of the 6-member Committee. At the first meeting of the

Finance Committee the committee shall elect a member of the committee to serve as Chair.

All new Finance Committee members begin serving their 3-year terms on July 1st and their respective terms end on June 30th. If a vacancy occurs on the Committee during the term, it shall be filled by the DG.

Duties of the committee include:

- At least four weeks prior to the district assembly, the DT, in cooperation with the DG and DGE, will develop a budget from a listing of line-item budget proposals, from all sources. When the Committee has completed action on a proposed budget, copies thereof shall be sent to the PE in each club in the District for examination prior to the District Assembly and/or District Conference.
- Review and approve a yearly financial report to be presented at the District Assembly and/or District Conference.
- Review and recommend the amount of per capita levy, which is a part of the Operating Budget.
- Determine policies and procedures that shall govern the disbursement of funds, including any extraordinary disbursements in excess of the budget.
- Assure that proper records of income and expenditures are kept.
- Periodically review all investments in the "District 6940 Reserve Fund."
- The DG and the Finance Chair must supply an annual statement and report of the district finances that has been independently reviewed by a qualified accountant, together with a report of the District Finance Committee, to each club in the district within 3 months of completion of the DG's year of service.

For the Rotary Year 2013-2014 and beyond:

k. THE DISTRICT ROTARY FOUNDATION COMMITTEE

The District Rotary Foundation Committee (DRFC) is a group of experienced and dedicated Rotarians who assist the DG in educating, motivating and inspiring Rotarians to participate in Foundation programs and fundraising activities in the district. The committee serves as the liaison between The Rotary Foundation (TRF) and club Rotarians. The DG is a voting, *ex officio* member of the committee.

The duties and responsibilities of the DRF Committee:

- Assists the DG in presenting a District Rotary Foundation Seminar for club presidents, presidents-elect, club Foundation committees, and other Rotarians in the district.
- Conducts District Rotary Foundation Seminars for club Foundation committee members and club Rotarians.
- Assists the district trainer (DTR) in conducting Foundation sessions at Florida PETS and the District Assembly.
- Encourages clubs to conduct at least two programs on the Foundation each year, giving special observance to November – Rotary Foundation Month.
- Encourages high levels of financial support for Foundation programs through regular Annual Programs Fund contributions and gifts to the Foundation Permanent Fund.

- Ensures coordination of all district Foundation fundraising and recognition activities, including the Annual Programs Fund, Permanent Fund, Educational, and Humanitarian Grants.
- Ensures adequate and effective communication with the club Foundation committees to convey an awareness and understanding of the Foundation to all the clubs in the district.
- Encourages club Presidents and Secretaries to use the “member access” feature of the Rotary website (www.rotary.org) to gain up-to-date information on its club members’ data and club participation in The Rotary Foundation.
- Utilizes the RRFC for support in carrying out committee responsibilities.
- Ensures that program review surveys are completed in a timely manner and accurately reflect the opinions of Rotarians throughout the district, in order to support the Trustees in making informed decisions about program reviews.
- Responsible for the distribution of SHARE District Designated Funds (DDF). The committee should make its SHARE decisions in consultation with the DG and DGE.

To be effective, the DRFC must have continuity of leadership; therefore, the DRFC chair shall be appointed for a three-year term, subject to removal for cause. He/she must have significant knowledge of, commitment to and experience with TRF activities. Although not mandatory, it is recommended that this post be filled, if possible, by a PDG. The current district governor cannot serve as the DRFC chair. Districts will not have access to DDFs until the DRFC chair is appointed.

Duties and Responsibilities of the DRFC chair are as follows:

- With the direct leadership of the DG, the chair works with the committee to plan, coordinate and evaluate all district Foundation activities.
- Assists the DGE in obtaining input from club Rotarians, prior to establishing district Foundation goals for implementation during his/her term as DG.
- Works with the members of the DRFC in determining the distribution of DDF.
- Represents the DRFC in the DDF identification process and authorizes the use of DDF for educational, humanitarian, program enhancement and donation program options.
- Assumes responsibilities of any subcommittee not appointed or functioning.
- Ensures that satisfactory final reports on district-sponsored humanitarian grants and educational program activities are submitted to TRF in a timely manner.
- Serves as a non-voting, *ex-officio* member of all subcommittees, maintains contact with all subcommittees to be informed of their progress and at his/her discretion, and directly supports those subcommittees which relate to the district’s goals for that year.

The District Rotary Foundation SHARE Committee shall consist of the District Rotary Foundation Chair (as chair), District Governor, District Governor Elect, District Governor Nominee, club representatives from the three (3) highest per capita giving clubs for the past year and club representatives from the two (2) highest total giving clubs for the

past year. Appointment is for a one year term. The District Rotary Foundation SHARE Committee will make recommendations of allocation of District Designated Funds

I. Grants Subcommittee is responsible for assisting clubs in developing ways to participate in international service projects in cooperation with Rotarians of another country as a way to further the objective of TRF, as well as informing Rotary clubs and/or district project committees planning such projects of TRF grants that can help them. The Subcommittee is also responsible for reviewing and certifying the accuracy of all humanitarian grant applications before the applications are submitted to TRF for funding; and for working with the DRFC chair to ensure that satisfactory final reports on district-sponsored grants are submitted to TRF.

The duties and responsibilities of the subcommittee are:

- The Grants Subcommittee chair is responsible for reviewing all grant applications sponsored by member clubs and the district itself, certifying that all applications are complete and accurate prior to the submission of grant applications to TRF. After district certification, applications can be submitted to TRF with the understanding that the Trustees are responsible for providing final approval of all grants and that no project should be initiated until a formal announcement has been made by TRF.
- Work with the DRFC chair to ensure that satisfactory final reports for district-sponsored grant projects are submitted to TRF in a timely manner.
- Become familiar with each grant program, its eligibility criteria and application procedures; assist Rotarians in understanding the policies of TRF.
- Work with the members of the SHARE Committee in determining the allocation and distribution of DDF.
- Work with clubs and districts to develop sustainable humanitarian projects with direct involvement of the benefiting community and the active personal participation of Rotarians.
- Encourage the highest levels of stewardship and transparency for the accounting of all Foundation funds. This includes the timely submission of reports to TRF from all sponsors of approved grant projects.
- Work closely with other International Service committees, such as World Community Service (WCS) or Vocational Service Committee (VSC) to recognize when a project may qualify for a Foundation grant.
- Work with club and district officers to ensure the full utilization of all DDF allocated to the Humanitarian Programs Category. Maintain accurate records that reflect to which projects DDF has been allocated and grants approved.
- Help clubs identify interesting speakers such as recipients of Grants for Rotary Volunteers, or other local organizations involved in international development.
- Provide assistance to specific programs in which the district is involved and/or assist the DG in monitoring the progress of an approved and monitor the accounting of District Grants.

m. ROTARY DISTRICT 6940 FOUNDATION

The Rotary District 6940 Foundation is an organization made up of a group of experienced and dedicated District Rotarians who assist the District in the administration of District 6940 “charitable” foundation [501(c) (3) Qualified Non-Profit Corporation.

The 12 members of this Foundation are its Directors. Six of these Directors will be PDGs and other six will come from the Rotarians in the District. These Directors will be nominated by the District Nominating Committee and elected by the membership at the annual District Conference. For continuity of leadership, these Directors will serve 3-year terms, on a rotation basis, with four rotating on and four rotating off each year. The Foundation President, who presides as Chair of the Board of Directors, will be elected by the Board from among its Directors. The President must have significant knowledge of, commitment to and experience with TRF. Although not mandatory, it is recommended that this post be filled by a PDG. Other officers of the Foundation include the Vice President, Secretary, and Treasurer. These officers are elected by the Board at its annual meeting in the February/March timeframe, and prior to the District Conference.

The specific and primary purposes for which this Foundation has been organized are to assist in the providing of funds for worthwhile service throughout the District. These activities can be: (1) to fund scholarships to colleges, universities, and technical schools located in the District; (2) to meet established needs of communities and people brought on by natural disasters within the District; (3) assist in travel expenses of Rotary Foundation students while visiting Rotary clubs within the District; (4) provide a limited monetary gift to all new Rotary clubs within the District; and (5) fund other purposes which may be so designated by the Board of Directors, so long as these purposes conform to the laws governing non-profit foundations.

Contributions to this Foundation are to be voluntary and not be an assessment by the District upon the clubs or their members.

The Foundation is governed by the *Bylaws of Rotary District 6940 Foundation*, a separate publication of the District.

n. NOMINATING COMMITTEE

The Nominating Committee shall be composed of the five most recent PDGs, still residing in the District and who are members in good standing in clubs located in the District. The IPDG shall serve as the Chair and call the meeting(s) of the Committee, as convenient, such that no fewer than 5 members are in attendance. If a member can not attend, then the governor will appoint the next available PDG to attend the meeting in order to have a quorum

This Committee has four major functions: (1) selection of a governor nominee (DGN); (2) selection of the district representative to the Council on Legislation (COL); (3) selection of a member for the Nominating Committee for Zone 34 Director and (4) selection of the directors of the Rotary District 6940 Foundation.

i. Selection of a Nominee for Governor

The selection, by the clubs in the District, of a governor-nominee or DGND should be conducted in a dignified, responsible manner in harmony with the principles of Rotary.

The District selects its DGND by a nominating committee procedure, utilizing the 5 most recent past governors, who are still members of a club in the District, as it's Nominating Committee. The current Governor is a non-voting member of the Nominating Committee. A quorum consists of 5 members. Where 5 PDGs are not available for the committee meeting(s), the DG will appoint the next available PDG(s) from the District so that the Committee always meets with a quorum. A teleconference that would allow a 5th PDG to be included in the meeting(s) is acceptable but not preferable.

Rotarians shall not campaign, canvass, or electioneer for elective position in RI or allow any such activity on their behalf. No brochures, literature, letters, or other materials may be distributed or circulated by Rotarians or on their behalf to any clubs or members of clubs.

Additionally, throughout the selection process, the Nominating Committee shall keep the names of all candidates in strict confidence.

The Nominating Committee is urged to seek out and nominate, for the Office of Governor, the best qualified person through procedures not influenced by a system whereby the nomination is, by tradition, rotated among various groups of clubs or geographic areas.

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 Committee has the authority to extend the date under this section for good and sufficient reason(s). The DGND will become the DGE at the Rotary International Convention held immediately preceding the year in which such nominee is to be trained at the International Assembly in San Diego, in the February timeframe. Nominees so elected shall serve a one-year term as DGE and assume the office of Governor on July 1st in the calendar year following election.

The DG invites the clubs to submit their suggestions for nominations for governor (see Appendix A). Such suggestions shall be considered by the Nominating Committee so long as they reach the Committee by the date established and announced by the DG. Such an announcement shall be made by via email to the club presidents and secretaries and published in the *Governor's Newsletter*, at least two months (July 15th) before such suggestions must reach the Nominating Committee (September 15th). The announcement shall include the address to which suggestions shall be sent, i.e., the IPDG. Club suggestions shall be submitted in the form of a resolution (see Appendix B) adopted at a regular meeting of the club naming the suggested candidate. The resolution shall be forwarded to the IPDG via a cover-letter which he/she signs with a certification by the club secretary (see Appendix C). Additionally, the secretary and the suggested candidate will complete a *Governor-nominee Data* form (see Appendix D), that has been completed down to and including the Statement of Candidate's Qualifications by the club. Further, a club may suggest a candidate for-DGND who is a member of another club, so long as the

suggesting club first obtains the concurrence of the club where such candidate is a member.

The Nominating Committee is not limited in its selection to those names submitted by clubs but shall nominate the best qualified Rotarian who is available to serve as governor. As with a club suggestion, a Nominating Committee-suggested candidate will be asked to work with his/her club secretary to complete the *Governor-nominee Data* form, down to and including the Statement of Candidate's Qualifications by the Club.

All candidates for DGND shall have all of the qualifications set forth in *RI MOP*, to serve as a governor-nominee

Once the club and Nominating Committee suggestions/candidates are accumulated and ready for evaluation, the Committee will meet; bringing forward the best qualified Rotarian in the District, who is available to serve as governor. To be selected, a consensus or at least a 4 out of 5 favorable votes establishes the one best qualified Rotarian. The Nominating Committee shall notify the DG of the candidate selected and the DG will then publish, to the club presidents and secretaries via email and the *Governor's Newsletter*, the name and club of the nominee.

Within 15 days of the DG's publishing the name and club of the nominee, any club in the District may also propose a challenging candidate for governor-nominee. The challenging candidate must have been duly suggested to the Nominating Committee during the July 15th to September 15th suggestion period. The name of the challenging candidate shall be submitted pursuant to a resolution by the club adopted at a regular meeting and include the completed *Governor-nominee Data* form. The club must file these papers with the DG by the date previously established by the DG. Such date shall be at least 2 weeks after publication of the announcement of the selection for governor-nominee by the Nominating Committee.

As specified above, the DG shall inform all clubs presidents and secretaries via email and the *Governor's Newsletter*, using a form prescribed by RI, of the name of any challenging candidate who has been proposed. The DG must also inquire whether any club wishes to concur with the challenge. To do so, 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 DG by the date determined by the DG. Only challenges that have been concurred in by at least 5 other clubs shall be considered valid.

The DG shall declare the candidate of the Nominating Committee to be the DGND where no such challenging nomination has been received by the established date. Such declaration of the name and club of the DGND shall be made to all club presidents and secretaries via email and the *Governor's Newsletter*, within 15 days of the deadline.

The procedures for challenges and any other irregularity will be handled in accordance with *RI MOP*

The DG certifies the name of the governor-nominee (DGND) to the RI General Secretary within 10 days after such nominee has been declared the nominee.

The suggested time table for selection of nominees for governor is outlined as follows:

- July 15th -- The DG issues an invitation, by email, to club presidents and announced in the July *Governor's Newsletter* to submit suggestions for governor-nominee to be considered by the Nominating Committee and notifying them that September 15th is the deadline for receipt of such suggestions by the Committee chair, the IPDG.
- September 15th -- All club suggestions are to be received by the IPDG via a dated mailing.
- October 15th (nearest Saturday or Sunday to the 15th, at the discretion of the Chair) -- The Committee will meet to consider the club suggestions and select the best person as the nominee. Should the Committee determine that the best candidate has not been identified through the club-suggestion procedure, the Committee is then charged to seek out the best candidate for governor-nominee and submit that name to the DG.
- November 1st -- The DG shall publish by email to club presidents and secretaries and in the *Governor's Newsletter*, the name and club of the nominee.
- November 15th -- Within 15 days of the DG's announcement, no challenge having been received, the DG shall declare the candidate of the Nominating Committee to be the DGND. [In the event of a challenge, the procedure in RI MOP sections may apply.]
- November 30th -- Where no challenging nomination continues effective, following a 15-day period for the clubs to respond, the DG declares the candidate of the District Nominating Committee as governor-nominee.
- December 15th -- The DG notifies all clubs of that the nomination stands, as announced earlier. Such notification should take place within 15 days.
- December 15th (or November 15th if not challenged.)
- The DG certifies the name of the governor-nominee to the RI General Secretary within 10 days after such nominee has been declared the nominee.
- Late April/Early May -- The DG usually introduces the ~~DGNN~~ DGND at the District Assembly/Conference.

ii. Selection of the District Representative to the Council on Legislation

The traditional process for the selection of the District's Council on Legislation (COL) Representative is the nominating procedure, including any challenges and a resulting election. It is conducted in the Rotary year, 2 years preceding the Council, i.e., during Rotary Year 2010-2011, select representative (and alternate) for 2013 COL; RY 2013-2014 for 2016 COL; and RY 2016-2017 for 2019 COL; etc.

This Nominating Committee procedure is the same as and will run in tandem with the annual process used for selecting the governor-nominee. It is set forth earlier in these procedures and also found in the Manual of Procedure. Any club in the District may nominate a qualified member of any club in the District for COL Representative where such member has indicated a willingness and ability

to serve. The club shall certify such nomination in writing. Certifications must include the signatures of the club president and secretary and will be forwarded to the IPDG for consideration by the District Nominating Committee.

The COL Representative election takes place when a vote is taken during the District Meeting at the District Assembly. The candidate receiving a majority of the votes cast will be declared the District Representative to the Council. The candidate receiving the second highest number of votes shall be declared the Alternate Representative, to serve only in the event the representative is unable to serve. No voting will be required where there is only one nominee in a District. In such cases, the DG shall declare such nominee the District Representative to the Council. With no second nominee available for designation as the Alternate Representative, the DG may designate some other duly-qualified member of a club in the District to be that alternate.

In terms of qualifications, a COL Representative will have served a full term as an officer of RI (or is the current governor or governor-elect under special circumstances) at the time of their election. The representative must be a member of a Rotary club in the district represented. ~~(RIB-8.020.)~~

To qualify for service at the Council, a representative must furnish to the RI General Secretary a statement that the Rotarian:

- Understands clearly the qualifications, duties, and responsibilities of a council representative;
- Is qualified, willing, and able to assume those duties and responsibilities and to perform them faithfully;
- Will attend the meeting of the Council for its full duration ~~(RIB-8.050.2.)~~

The District is encouraged to select, as its representative, the best qualified eligible Rotarian available for service who is well informed about current Rotary policies, procedures, and programs. The RI Board, while recognizing that the clubs in each district may select whom they will, stresses that Representatives to the Council should be selected on the basis of their ability to carry out the representatives' defined duties and not on the basis of their personal popularity within the District. The role of representative should be viewed as a serious and responsible position and not simply as a perquisite of having served as governor.

It shall be the duty of a representative to:

- assist clubs in preparing their proposals for the council;
- discuss proposed legislation at the district conference and/or other district meetings;
- be knowledgeable of the existing attitudes of Rotarians within the district;
- give critical consideration to all legislation presented to the council and effectively communicate those views to the council;
- act as an objective legislator of RI;
- attend the meeting of the council for its full duration;
- report on the deliberations of the council to the clubs of the district following the meeting of the council; and
- be accessible to clubs in the district to assist in their preparation of proposals for future councils. ~~(RIB-8.030)~~

The names of the Representative and the Alternate Representative to the COL shall be reported by the governor to the RI General Secretary immediately following their selection.

iii. Selection of a Member for the Nominating Committee for Zone 34 Director

Every other year, the clubs will be invited to nominate a qualified member of the club for membership on the Zone Nominating Committee where such member has indicated a willingness and ability to serve. The club shall certify such nomination in writing. Such certification must include the signatures of the club president and secretary shall be forwarded to the DG for presentation to the clubs at the District Meeting held during the District Assembly. Each PE at the District Meeting shall be entitled to cast one vote in the election of the member.

The Zone Nominating Committee shall consist of one member from each district in the zone elected by the clubs in the district. Each member shall:

- Be a past district governor at the time they are to serve
- Be a member of a club in Zone 34
- Have attended at least 2 Rotary institutes
- Have attended one convention in the 3 years prior to serving on the Committee.

iv. Selection of the Directors of the Rotary District 6940 Foundation

The Directors of the District Foundation will be nominated by the District Nominating Committee and elected by the membership at the annual District Assembly/Conference. The Directors serve on a rotational basis, with 4 rotating on and 4 rotating off each year. Directors serve 3-year terms, and staggered each year, so that there will be 4 coming on and 4 going off each year.

The Foundation President, who presides as Chair of the Board of Directors, will be elected by the Board from among its Directors. Like the Directors, the President must have significant knowledge of, commitment to and experience with The Rotary Foundation (TRF).

2) District Assembly

The purpose of this one-day seminar is to prepare incoming Rotary club leaders for their roles in the club. 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. ~~(RIB-15.020.)~~

3) District Meeting

In this District, the annual district meeting (or business meeting) is conducted by the DG, normally at the end of the district assembly. The rationale for holding the meeting during the Assembly is that the most PEs are present at that time.

Optionally, it could be conducted towards the end of the District Conference.

The business to be conducted at the District Meeting includes the following:

- a) Discuss and adopt the audited financial statement from the previous Rotary year;
- b) Elect the district's representative to the Council on Legislation during the Rotary year two years before the Council on Legislation, unless the district has opted to select its representative by nominating committee procedure;
- c) Approve the district 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 levy shall be decided by:
 - (i) the District Assembly after the approval of three-fourths of incoming club presidents (PEs) present, or at
 - (ii) the District Conference by a majority of the delegates present and voting, or at
 - (iii) the option of the District, the District Presidents-Elect Training Seminar (PETS) after the approval of three-fourths of the incoming club presidents present.
- d) Elect the member of the Nominating Committee for the RI Board of Directors, as appropriate

Approval of issues brought before the incoming club presidents will be ratified by a positive vote of three-fourths of those present and voting. Matters to be brought before the district meeting include but not limited to:

- The Nomination Committee selections provided earlier to the DG:
 - Announce the selection of next Governor-nominee (annually)
 - Announce the selection of the slate of directors for the District 6940 Foundation Committee (annually)
 - Announce the selection of the District's Representative and Alternate for the next Council on Legislation (every 3 years).
 - Announce the selection of the District Member to the Zone Director Nominating Committee (every 2 years)
- Ratify the annual audit report of district funds for the previous year.
- Approve of the per capita district levy for the coming fiscal year
- Endorse the District Operating Budget, effective July 1st next as approved by the District Finance Committee (annually)
- Approve the amendments to the District Rules of Procedure (D-ROP) (if revised)
It is the Rotary club leader's **responsibility** 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.

If the District Conference is held in April or May, the District should consider scheduling the District Assembly and the District Conference as consecutive meetings, with the District Assembly held first. Consecutive meetings should be scheduled without reducing the time required for each and with due regard for the essential features of each. (RCP 23.010.4.)

RI provides a standard curriculum including leaders' guides, visual aids, and participants' manuals to support the district assembly. These materials are the *District Assembly Leaders' Guide* (828-EN), *Club President's Manual* (222-EN), *Club Secretary's Manual* (229-EN), and *Club Committee Manuals* (226-EN; individual manuals for club administration, membership, public relations, service projects, and The Rotary Foundation standing committees).

NO CLUB SHALL HOLD A SPECIAL EVENT IN CONFLICT WITH THE DISTRICT ASSEMBLY.

SECTION THREE -- ADMINISTRATION

1). DISTRICT PROCEDURES & ADMINISTRATION

a. SOURCES

As mentioned earlier in the Introduction, District 6940 procedures have their genesis in but two documents--(1) the RI District 6940 *Leadership Plan* (circa 1998) and (2) the RI District 6940 *Fund Committee Resolution* (1947-2004).

For completeness, many procedures were added from the *Rotary Code of Policies* (RCP) which is a comprehensive document containing all of the general and permanent policies of Rotary International.

b. VOTING AND RULES OF PROCEDURE FOR MEETINGS.

For all district meetings or district committee meetings, voting and rules of procedure for meetings shall be in accordance with and as described by the *RI Bylaws*.

2). FINANCIAL PROCEDURES

a. DISTRICT PER CAPITA LEVY

The clubs will be invoiced in August for the District levy that is due and payable by September 30th, based on the active membership of the club as of the prior July 1st. The District levy is paid only once, annually.

Payment of the *per capita* levy is mandatory for all clubs in the district.

A one percent penalty charge per month shall be imposed for late payments. The DT is given flexibility in assessing these penalties, as circumstances dictate.

Upon receipt of certification from the DG that a club has failed for more than 6 months to pay such levy, the RI Board shall suspend the services of RI to the club, while the levy remains unpaid.

The membership in RI of any club which fails to pay its approved contributions to the district fund may be terminated by the RI Board

b. Annual Statement and Report of District Finances

The governor must provide an annual statement and report of the district finances to each club in the district within three months of the completion of his/her year of service as governor. The annual statement and report shall be reviewed by

the district audit committee and shall include details as prescribed by RCP. The annual statement should include all district accounts including RYLA, Youth Exchange etc. The audit committee must:

- i. be composed of at least three members;
- ii. have all the members be active Rotarians;
- iii. have at least one member who is a past governor or a person with audit experience;
- iv. not allow the following to serve on the audit committee for the year in which they serve in these positions: governor, treasurer, signatories of district bank accounts, and members of the finance committee; and
- v. have the members selected by the district in accordance with the procedures established by the district.

This annual statement and report shall be presented for discussion and adoption at the next district conference to which all clubs are entitled to send a representative and for which 30-days notice has been given that the statement of the district finances will be presented for adoption. It shall include but not be limited to details of:

- i. all sources of the district's funds (RI, The Rotary Foundation, district and club);
- ii. all funds received by or on behalf of the district from fundraising activities;
- iii. grants received from The Rotary Foundation or funds of The Rotary Foundation designated by the district for use;
- iv. all financial transactions of district committees;
- v. all financial transactions of the governor by or on behalf of the district;
- vi. all expenditures of the district's funds; and
- vii. all funds received by the governor from RI.

a. Reimbursement for official travel Governor-elect Training Seminar (GETS) & Zone Institute

The DG, the DGE, the DGN and their spouses are expected to attend the Zone Institute for additional training. The District will provide in its budget financial support for their attendance.

b. Reimbursement for official travel International Assembly

The DGE and spouse are required to attend the International Assembly, at RI expense.

c. Reimbursement

Unless otherwise authorized by the District Finance Committee, the officials designated in this section shall be reimbursed for their expenses for attending the Rotary International Convention, Council on Legislation and the Zone Institute. It is suggested that the general policy of the District coincide closely with that of RI, as stated in the *RI MOP* regarding the reimbursement of travel expenditures. Such reimbursements are subject to the following conditions:

- i. Available District funds will permit these expenditures.
- ii. Expected expenditures are budgeted each year.
- iii. Transportation and other actual expenditures incurred by the spouse of the designated official shall not exceed a sum to be approved each year in the Annual Budget.
- iv. Reimbursement shall be made by the DT upon certification by the Rotarians of his/her expenses (not otherwise covered) that are reasonable and necessary for the trip.
- v. Reimbursement for authorized mileage shall be at the prevailing IRS rate.
- vi. In that each year's budget is the responsibility of the DG, he/she must provide some funds for the DGE and DGN as part of their preparation for future duties. For example, DGE's & DGN's PETS registration and lodging; DGE's & DGN's Zone registration & lodging; some expense coverage for the DGE's and spouse's expenses to attend the RI Convention; a specified amount to cover the Assembly (in the Training budget item); the DGE's expense to publish a District Directory; and the DGE's Discretionary Fund.

Beginning in the 2020-2021 Rotary Year, RI will send 100% of the Governor's RI funding to the district account on July 1. This district account must be overseen by the District Finance Committee. The frequency of reimbursement requests and distributions will be determined by the District Finance Committee and the Governor. At the end of the Rotary Year the District Finance Chair and the Governor will submit a simplified report to RI.

f. JOINT ACTIVITIES

Where funds are raised for a specific purpose, such as a joint district youth exchange, a budget of expenditure shall be prepared and submitted to the DG and the Finance Committee for approval. This will be included in the statement submitted to the district assembly or conference by the finance committee. It may be advisable to maintain a separate bank account for such funds and have the chair of the joint Youth Exchange committee, or such other committee as may be involved, as one of the signatories.

g. TERMINATION FOR "FAILURE TO PAY DUES"

The RI Board may terminate the membership of any club which fails to pay its dues or other financial obligations to RI or approved contributions to the District fund. Clubs with unpaid financial obligations, in excess of \$250 for a period of 6 months, will be suspended.

- Suspended clubs will not be provided the services of the District or RI.
- Financially delinquent clubs will be terminated after 9 months of non-payment.
- Terminated clubs will cease to be Rotary clubs.

h. TERMINATION FOR "FAILURE TO COMPLY WITH YOUTH PROTECTION LAWS"

The RI Board may suspend or terminate the membership of a club that fails to appropriately address any allegations made against one of its members in connection with Rotary-related youth.

i. TERMINATION FOR “FAILURE TO FUNCTION”

The RI Board is responsible for ensuring that all clubs are functioning and defines a club that fails to function if it meets one of the following criteria:

- 1) Any club where such club disbands for any reason,
- 2) Fails to meet regularly, or otherwise fails to function.

Before acting on a termination for failure to function, the RI Board shall request the governor to submit a report regarding the circumstances of the termination. With the recommendation of the governor and on behalf of the RI Board, the general secretary is authorized to terminate a club for “failure to function” when, in the general secretary’s opinion, the club has failed meet the criteria for a functioning club. Before taking such action, the governor or the general secretary must inform the club of the situation and ask for its comments on the allegations. Information on functioning clubs is documented in the *Memo of Club Visit* submitted by the district governor.

m. Liability Insurance

General liability insurance for clubs and districts is mandatory and will be provided by RI. Certificates of Insurance are available from Rotary.org, The program protects your organization from its legal liability to third parties and is not a substitute for personal medical coverage of your organization’s members. The individual Rotarian or volunteer’s health insurance plan should respond. Each club covered by this policy will be billed annually an amount sufficient to pay for the insurance coverage and related administrative expenses. The amount billed each club will be based on membership statistics stated in the semiannual reports (SARs).

See the RI web site, Club-District Support, General Liability Insurance for details on this policy. Certificates of Insurance are available from www.rotary.org, along with evidence of coverage can be created on any computer. These certificates show proof of the insurance that covers your club or district. Listed on the certificate are the coverage limits, policy period, and insurance carriers. Refer to the “certificate of insurance instructions” on the Rotary site

Districts are encouraged to purchase additional liability insurance for its officers.

n. Youth Exchange Insurance

The legal guardians of each exchange shall be responsible for the payment of all medical and accident costs.

Guardians shall provide health and accident insurance with respect to each exchange by way of an insurance policy which must be acceptable to the receiving Rotary district or club.

As the receiving district or club, that entity must be in a position to arrange immediate medical attention, when it is needed. The club or district must be satisfied that the insurance policy carried by the exchange is with a responsible insurance company. Prompt payment for the service provided.

Such insurance shall provide not less than \$500,000 coverage for medical expenses occasioned by illness or accident, and not less than \$10,000 coverage for accidental death.

o. HARASSMENT-FREE ENVIRONMENT

Rotary District 6940 is committed to maintaining an environment that is free of any form of harassment. All members and individuals attending or participating in Rotary meetings, events or activities should expect an environment free of harassment, including unwelcome physical contact, advances, or comments. Members and Rotary participants shall maintain an environment that promotes safety, courtesy, dignity, and respect to all.

Harassment is broadly defined as any conduct, verbal or physical, that denigrates, insults or offends a person or group based on any characteristic (age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity).

The club board, district or zone event leadership shall promptly address allegations of inappropriate behavior, including harassment, and shall not retaliate against those making the allegation. All allegations of criminal behavior must be referred to local law enforcement.

At the club level, allegations of harassment at Rotary events or activities shall be reviewed by the club board and responded to within a reasonable timeframe, typically one week. If the alleged offender is a member of the club board, he or she is expected to recuse himself or herself from the discussion. Failure to adequately address allegations of harassment may be referred to the district governor.

At the district level, allegations of harassment at Rotary events or activities shall be reviewed by the governor, or a committee appointed by the governor for this purpose, and responded to within a reasonable time-frame, typically one week. If the district governor is the alleged offender, the immediate past district governor (or most recent past governor), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. Rotary's general secretary shall be informed of any allegations of harassment by district governors, governors-elect, and governors-nominee. Failure by the district governor or past district governor to adequately address allegations of inappropriate behavior may be referred to Rotary's general secretary.

District leaders, including governors, area governors, and committee chairs are encouraged to work with their clubs to create a harassment-free environment. District leaders should also work with their clubs to establish a code of conduct and policies for how to address and prevent harassment within their clubs, among their membership, and with other participants in Rotary.

p. DIVERSITY, EQUITY AND INCLUSION POLICY STATEMENT

As a regional network that strives to build a world where people unite and take action to create lasting change, District 6940 values diversity and celebrates the contributions of people of all backgrounds, regardless of their age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, and gender identity.

District 6940 will cultivate a diverse, equitable, and inclusive culture in which people from underrepresented groups have greater opportunities to participate as members and leaders.

3). CHANGES IN RULES AND PROCEDURES

a. Any Club may propose an amendment, signed by the President and Secretary, stating that the proposal was adopted by a **majority** vote of the club membership present at the time the vote was taken.

b. The District Rules of Procedures Subcommittee may propose an amendment signed by the Chair and stating that the proposal was adopted by a majority vote.

c. Any proposal to amend this District Rules of Procedure shall be delivered to the DG not less than 45-days prior to a District Meeting held during the District Assembly called by the DG at which such amendment will be considered.

d. The DG shall email a copy of the proposed amendment to the Secretary of each Club not less than 30-days prior to the date of the District Meeting at which such amendment will be considered.

e. The amendment will become effective if it receives the favorable vote of a majority of all Club president-elects present and voting.

f. The amount of the per capita levy (district dues) on members of the clubs shall be decided by the District Assembly after the approval of **three-fourths** of incoming club presidents present and voting.

g. On all matters other than the levy, issues and/or policies will become effective if they receive the favorable vote of a **majority** of all club president-elects present and voting at an assembly or electors in the case of a district conference.

h. Unless the amendment shall specify otherwise, each amendment passed shall become effective on the first day of the new Rotary Year.

i. Should any amendment of this District Rules of Procedure be required by operation of Law or through amendment of the Constitution, Bylaws, or Policies and Procedures of RI, such amendment shall become effective immediately as required, whether or not the District shall have taken any action with respect thereto. The DG shall cause a copy of any such amendment to be emailed to the President and Secretary of each Club stating that the bylaws of this District have been so amended.

APPENDIX A

Call for District Governor Nominations format (Should appear in the July *District Newsletter*)

CALL FOR 20XX-20XX DISTRICT GOVERNOR NOMINATIONS

The District's process to select its District Governor Nominee Designate, who will be our 20xx-20xx District Governor, has begun with this request that the clubs submit their suggestions for nomination for governor. Clubs are invited to submit their suggestions for nomination between July 15 & September 15, 20xx to serve as District Governor Nominee. All candidates must evidence all of the qualifications set forth in the *RI Bylaws section 16.010 and 16.020*. Club suggestions are submitted in resolution form, adopted at a regular meeting of the club naming the candidate. The resolution will be mailed to the Committee Chair by the club president and certified by the club secretary. Additionally, the secretary and the candidate will complete a Governor-Nominee Data form that has been completed down to and including the Statement of Candidate's Qualifications by the club.

A "nominating committee" procedure is used in this District and the committee is composed of the FIVE most recent past district governors. The Committee will meet on or about October 15th in a locale most convenient to the members. The Nominating Committee is charged with making its selection of the "best qualified person" to serve as governor. To be selected, a consensus or at least a 4 out of 5 favorable votes establishes the one best qualified Rotarian. The Nominating Committee Chair shall notify the DG of the candidate selected. As soon as notified but not later than November 1st, the DG will publish, to the club presidents and secretaries via email and the *Governor's Newsletter*, the name and club of the nominee.

The DG must also inquire whether any club wishes to challenge the nominee. Only those challenge(s) that have been concurred in by at least 5 other clubs shall be considered valid. On or about November 15th, the DG shall declare the candidate of the Nominating Committee to be the DGND where no such challenging nomination has been received by the established date. Such declaration of the name and club of the DGND shall be made to all club presidents and secretaries via email and the *Governor's Newsletter*, within 15 days of the deadline.

In the event of a challenge, it would be resolved by December 1st and by December 15th the DG certifies the name of the governor-nominee (DGND) to the RI General

Secretary. The procedures for challenges and any other irregularity will be handled in accordance with the current Manual of Procedure.

The DG will typically introduce the DGND at the District Assembly/Conference.

The 20xx-20xx Nominating Committee consists of IPDG _____, Chair; PDGs 1) _____, 2) _____, 3) _____, 4) _____ and 1st Alternate _____ and 2nd Alternate _____.

All suggestions for the 20xx-20xx District Governor shall be sent (snail mail) to IPDG _____, FL 32xxx.

APPENDIX B

Sample--Club Resolution for Governor Nominee

(This is a sample Resolution that is normally attached to the Club's letter.)

Club Resolution

Whereas, Rotarian _____ is a member in good standing of the Rotary Club of _____ in Rotary International District 6940; and

Whereas, Rotarian _____ has the full qualifications for such membership in the strict application of the provisions therefore, and the integrity of his classification is without question; and

Whereas, Rotarian _____ is a member in a functioning club in good standing which has no outstanding indebtedness to Rotary International or to District 6940; and

Whereas, Rotarian _____ has served as President of the Rotary Club _____ for a full term; and

Whereas, Rotarian _____ has demonstrated his willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the Office of District Governor;

Be it resolved that the Rotary Club _____ hereby places the name of _____ before the District 6940 Nominating Committee as a candidate to be proposed as District Governor for the 2XXX-2XXX Rotary Year, an action taken at a Club Assembly on the _____ day of _____ in the year of our Lord Two Thousand and _____ by unanimous vote of the members present.

(It is acceptable for the club president and secretary to sign this document, also.)

APPENDIX C

Sample--Club "Suggestion" Letter for Governor Nominee

date

Immediate Past District Governor's address

Subject: DG Nominee

Dear IPDG _____:

As a result of a resolution adopted at a regular meeting of the Club, the Rotary Club of _____ would like to suggest the name of Rotarian _____ for District Governor of District 6940 for 2XXX-2XXX.

He/She is a member in good standing of the Rotary Club _____. The Club further attests that he is being duly suggested for the office of District Governor under Sections 16.010 and 16.020 of the RI Bylaws, and meets the qualifications* as specified in Article 15.070 of the RI Bylaws and that the information contained in his biography regarding membership in the Club is accurate.

Your in Rotary service,

President

Resolution Certified by:

Secretary

* Qualifications of a Governor-nominee:

1. Rotarian in good standing
2. Rotarian Maintaining Full Qualifications of Membership
3. Rotarian's Qualifications as a Past President of Club
4. Rotarian's Ability to Fulfill Duties of Governor
5. Rotarian's Certification of Qualifications

APPENDIX D

Governor Nominee Data Form**ROTARY INTERNATIONAL****GOVERNOR-NOMINEE DATA FORM**

Governor candidates submit this form to the district nominating committee. The district governor certifies the nominating committee's selection and submits this form to RI. This form also registers the governor-nominee for the International Assembly. After this form has been submitted, please notify RI of any changes in your contact information.

Governor Year: _____ **District:** _____ **Zone:** _____ **Date Form Completed:** _____

Title (Mr., Ms., Mrs., Dr., Rev., etc.): _____ Suffix (i.e., Jr., Sr., III) _____

Family Name: _____

First Name: _____ Middle Name: _____

Name by which commonly known in Rotary: _____
 ("Rotary name," as it would appear on your badge)

Gender: ☐ Male ☐ Female Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Divorced

City, country, and year of birth: _____

Member, Rotary Club of _____
 (Please give full official name of club, including country)

Rotary International membership ID number: _____

Year you first joined Rotary: _____ Current classification: _____

Current (or former) firm and position: _____

If retired, year of retirement, firm and position: _____

Per RI Bylaws 16.010 and 16.020, a qualified Rotarian must have served a full term as club president, or as charter president from the date of charter to 30 June (6-month minimum), at the time of nomination.

Rotary club(s)	Years as member	Rotary year served as president
_____	_____ Years	_____ - _____
_____	_____ Years	_____ - _____

Telephone (Include country/city or area codes) **Fax** (Include country/city or area codes)

Residence: _____

Business: _____

Preferred E-mail Address: ☐ Residence ☐

Business _____

Providing your e-mail address automatically subscribes you to RI e-mail. All RI registration and housing confirmations are sent by e-mail. If you wish to discontinue receiving group RI e-mail, you can unsubscribe at www.Rotary.org. If you unsubscribe, RI's required communications to you, as a district leader, will be sent via the slower methods of facsimile or mail.

Preferred Mailing Address*: (check one) ☐ Residence ☐ Business ☐ Other - indicate below

(* If this address is a post office box, please provide an alternate address for courier delivery.)

(Line 1) _____

(Line 2) _____

(Line 3) _____

(Line 4) _____

Residence Address: (If same as preferred, you may leave blank.)

(Line 1) _____

(Line 2) _____

(Line 3) _____

(Line 4) _____

Business Address: (If same as preferred, you may leave blank.)

(Line 1) _____

(Line 2) _____

(Line 3) _____

(Line 4) _____

Language Preferences

Please list, in order of preference, the language(s) you wish to use in correspondence with RI:

Read: _____ Speak: _____

The International Assembly sessions are conducted in these six (6) languages. Please indicate your preference: (check one) ☐ English ☐ French ☐ Japanese ☐ Korean ☐ Portuguese ☐ Spanish

All Rotary literature is produced in these six (6) languages. Please indicate your preference: (check one) ☐ English ☐ French ☐ Japanese ☐ Korean ☐ Portuguese ☐ Spanish

Please indicate your preference for Rotary publications produced in 9 languages: (check one)

☐ English ☐ French ☐ German ☐ Italian ☐ Japanese ☐ Korean
☐ Portuguese ☐ Spanish ☐ Swedish

Please indicate your preference for Rotary publications produced in 13 languages: (check one)

☐ Chinese ☐ Dutch ☐ English ☐ Finish ☐ French ☐ German ☐ Italian
☐ Japanese ☐ Korean ☐ Portuguese ☐ Spanish ☐ Swedish ☐ Thai

Personal History (Please do not use abbreviations below.)

Business and professional organizations: Please list most important membership and offices held first. You may use an additional sheet of paper, as necessary.

<u>Name of Organization</u>	<u>Office</u>	<u>Dates Office Held</u>	<u>Dates of Membership</u>
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Social and civic organizations: Please list in order most important membership and offices held.

<u>Name of Organization</u>	<u>Office</u>	<u>Dates Office Held</u>	<u>Dates of Membership</u>
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Business or professional career: Please provide a brief outline, including firm(s) and dates:

My two principal hobbies are: _____

SPOUSE INFORMATION (if applicable)

Governors-elect wishing to bring a non-spouse guest to the International Assembly must send a written request to the RI President-elect via RI Registration at e-mail: rereg@rotaryintl.org detailing reasons for bringing a guest. The President-elect evaluates each request on a case-by-case basis and responds individually. International Assembly spouse program information will be sent by e-mail and mail to the preferred postal address.

Spouse's Title (Mr., Ms., Mrs., Dr., Rev., etc.): _____ Gender: ☐ Male ☐ Female

Spouse's Last Name: _____

Spouse's First Name: _____ Spouse's Middle Name: _____

Name by which commonly known in Rotary: _____
("Rotary name," as it would appear on badges)

Spouse's fax: _____ Spouse's e-mail _____

For Rotarian Spouses, indicate his/her membership ID number and club in which he/she is a member:

Spouse Membership ID Number: _____

Spouse Member, Rotary Club of _____

Please indicate your spouse's language preference for discussion at the International Assembly:

☐ English ☐ French ☐ Japanese ☐ Korean ☐ Portuguese ☐ Spanish

Please indicate your spouse's language preference for receiving mailings from RI:

☐ Chinese ☐ English ☐ French ☐ German ☐ Hindi ☐ Italian
☐ Japanese ☐ Korean ☐ Portuguese ☐ Spanish ☐ Swedish

INTERNATIONAL ASSEMBLY – Please provide the following additional registration information

Special Needs (*please list*): _____

Emergency Contact Information: *Name* _____

Phone _____ *Fax* _____

Photos: If selected, a head & shoulders photograph of nominee and spouse (individually, not as a couple) will be required. **Digital Photos in high-resolution .jpg format are preferred.** Hard copy photographs must be at least 4"x 5" (10 x 12½ cm.) and have your full name and district number indicated on the back. Do **not** staple photos to the form.

CANDIDATE'S STATEMENT

I hereby state that I understand clearly the qualifications, duties and responsibilities of the office of district governor as set forth in the RI Bylaws and that I am fully qualified for said office and willing and able, physically and otherwise, to assume and fulfill the duties and responsibilities of that office and to perform them faithfully. Further, I understand that if selected, I must attend, for their full duration, the Governors-elect Training Seminar in my zone and the International Assembly to be held immediately prior to taking office. I have read this form in its entirety and certify the data entered on this form to be true and correct.

Date

Signature of Candidate

STATEMENT OF CANDIDATE'S QUALIFICATIONS BY THE CLUB

The candidate herein mentioned is a member in good standing of The Rotary club of _____ . The club further attests that this member has been duly suggested for the office of district governor under Article 12 of the RI Bylaws, and meets the qualifications as specified in Article 116.010 and 16.020 of the RI Bylaws and that the information contained on this form regarding membership in the club is accurate.

Date

Signature of Secretary of Candidate's Rotary Club

CERTIFICATE OF DISTRICT NOMINATING COMMITTEE

The undersigned members of the District 6940 Nominating Committee, hereby certify that the candidate whose name appears on this form, to the best of the committee's knowledge, has not violated any of the rules on campaigning, electioneering and canvassing stipulated in the RIB, Article 10.050.

Names

Signatures

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CERTIFICATE OF NOMINATION

The Rotarian named on this form is a member in good standing of the Rotary club listed and was duly nominated for district governor in accordance with the provisions of the RI Bylaws.

Date

Signature of District Governor