

RI DISTRICT 6940

RULES OF PROCEDURE [D-ROP]



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District Meeting
Destin, FL

**DISTRICT 6940 RULES OF PROCEDURE
[D-ROP]**

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DISTRICT 6940 RULES OF PROCEDURE

[D-ROP]

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REFERENCES:

- *Rotary Code of Policies*, June 2010 (RCP)
- *The Rotary Foundation Code of Policies*, January 2009 (TRFC)
- *RI Manual of Procedure (MOP)* (2007 edition)
- *RI District Committee Manual* [249-EN], 2007

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. (MOP, p. 57)

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.

The District includes the 25 most western counties in Florida and is geographically referred to as "Northwest Florida" or the "Panhandle of Florida." There are presently 49 clubs and over 2,700 Rotarians in District 6940.

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. (RCP, 17.010.1)

2. DISTRICT RULES OF PROCEDURE

a. PURPOSE

The *District Rules of Procedure* (D-ROP) manual 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the guiding documents for organization and administration were: (1) the RI District 6940 *Leadership Plan* (circa 1998; superseded by RCP 17.020, 2002) and (2) the RI District 6940 *Fund Committee Resolution* (1947-2004).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.

b. REVISIONS

To make the D-ROP more comprehensive, it was developed by drawing heavily on the *RI Manual of Procedure 2004 (MOP)* and revised using the **2007 edition**, which is the primary reference manual for districts and clubs. The *RI MOP* contains policies and procedures for Rotary International (RI) and The Rotary Foundation (TRF). The source document for the *RI MOP* is the *Rotary Code of Policies (RCP)* and the *Rotary Foundation Code of Policies (TRFC)*. The *Rotary International Constitution (RIC)* and *Bylaws (RIB)* (found in the yellow pages of the *RI MOP*) also provide direction to the clubs, districts, and RI.

Each year, the District Meetings, held in February and 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 **annual revisions**.

This D-MOP 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*.

3. DISTRICT LEADERSHIP PLAN

Under development by RI since 1992, the District Leadership Plan has evolved over the years to a point where it is now obligatory for the districts to implement.

The *2004 RI Manual of Procedure* contains this declarative statement and repeated in the 2007 version: (*RI MOP*, p. 31)

All districts are required to have established a leadership plan in conformity with the District Leadership Plan (DLP) structure outlined by the Board.

The required components of the DLP are as follows:

- a) Common terminology such as “assistant governor,” “district trainer” and “district committees;”
- b) Defined responsibilities and duties for Assistant Governors, District Trainer, and district committee members;
- c) District committees that ensure continuity of leadership within the district; and
- d) A clear statement of the duties and responsibilities that the DG cannot delegate (These are found under the duties of the Governor).
- e) A defined plan for helping clubs implement a corresponding club leadership plan (RCP 17.030.)

This approach allows for a certain amount of flexibility given the particular circumstances, demands, and requirements in each district.

The DLP is designed to strengthen Rotary at the district and club levels by making possible faster and more responsive support for clubs, a larger supply of well-trained district leaders, a larger field of candidates for DG, improved participation in Foundation and district activities, ability to manage over 100 clubs effectively, and better communication within the district. (RCP 17.020.)

To that end, the following sections of this district manual will address all the requirements listed above.

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

The District Officers include: District Governor (DG); District Governor-Elect (DGE); District Governor Nominee (DGN); District Governor Nominee Nominee (DGNN); District Treasurer (DT); District Secretary (DS); District Trainer (DTR); Assistant Governors (AGs); and Immediate Past District Governor (IPDG).

The District Governor, District Governor-Elect, District Governor Nominee (DGN), and District Governor Nominee Nominee (DGNN) are selected following the procedures established by the *RI MOP* under the leadership of the District Nominations Committee. All other District Officers except for the IPDG are appointed by the DG for one year.

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:

- 1) organizing new clubs;
- 2) strengthening existing clubs;
- 3) promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district;
- 4) supporting The Rotary Foundation with respect to program participation and financial contributions;
- 5) promoting cordial relations among the clubs and between the clubs and RI;

6) 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;

7) 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:

- a. focusing attention on important Rotary issues;
- b. providing special attention to weak and struggling clubs;
- c. motivating Rotarians to participate in service activities; and
- d. personally recognizing the outstanding contributions of Rotarians in the district;

8) issuing a monthly letter to each club president and secretary in the district;

9) reporting promptly to RI as may be required by the president or the board;

10) supplying the governor-elect, prior to the international assembly, full information as to the condition of clubs with recommended action for strengthening clubs;

11) ensuring that district nominations and elections are conducted in accordance with the RI constitution, these bylaws, and the established policies of RI;

12) inquiring on a regular basis about the activities of Rotarian organizations operating in the district (Friendship Exchanges, intercountry committees, Global Networking Groups, etc.);

13) transferring continuing district files to the governor-elect; and

14) performing such other duties as are inherent as the officer of RI in the district (RIB 15.090).

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. (RCP 19.040.4.) 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. (RCP 19.040.3.)

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. (RCP 19.040.1.)

Other Preparation

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

- 1) Specific responsibilities in connection with district committees or district Organization
- 2) Invitations to attend as an observer all district meetings where the governor-elect is not otherwise designated a participant
- 3) Consideration for assignment to participate in the district conference program (RCP 19.040.9.)

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. (RIB 15.070)

Qualifications:

- 1) The Rotarian must be a member in good standing of a functioning club in the district.
- 2) 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.
- 3) 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.
- 4) 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 15.090.
- 5) 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 by serving as an Assistant Governor for one or more terms. 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:

- 1) Begin to prepare for the role of governor
- 2) Foster continuity by working with past, current, and incoming district leaders to support effective clubs
- 3) Begin analyzing the district's strengths and weaknesses with background material provided by the immediate past governor, governor, and governor-elect
- 4) Review the district organization (District Leadership Plan) and club administrative framework (Club Leadership Plan)
- 5) Attend district meetings when possible, at the invitation of the district governor or district governor-elect
- 6) Participate in district committees or other activities, as may be suggested by the district governor or district governor-elect
- 7) Attend district governor-nominee training if offered, or seek other training if available
- 8) Attend training in leadership skills
- 9) 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

Assignments

The governor and governor-elect should provide the governor-nominee:

- 1) The opportunity to request specific responsibilities or assignments in connection with district committees or district organization
- 2) Invitations to attend as an observer any or all district meetings
- 3) A proper introduction at the district conference and an opportunity to be part of the organizing committee as an observer
- 4) The opportunity to participate in all strategic planning efforts and long-term appointments in the district (RCP 19.040.)

d. DISTRICT GOVERNOR NOMINEE NOMINEE (DGNN)

The District Governor Nominee Nominee (DGNN) 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. (RIB 13.010)

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 Assistant 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-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 Assistant 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. ASSISTANT GOVERNORS (AGs)

Role of the Assistant Governor

Assistant 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.

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

Assistant 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:

- 1) Pays its per capita dues to RI
- 2) Meets regularly
- 3) Ensures its members subscribe to *The Rotarian* magazine
- 4) Implements service projects that address the needs in the local community and/or in communities in other countries
- 5) Receives the visit of the governor, assistant governor, or an officer of RI
- 6) 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 assistant governors in performing their duties and responsibilities. Governors are eligible to receive limited funding from RI for the purpose of training and supporting assistant governors. (RCP 17.030.2.)

Criteria for Selecting Assistant Governors

The minimum criteria in selecting assistant 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 assistant governor
 - Demonstrated outstanding performance at the district level
 - Potential for future leadership in the district (RCP 17.030.2.)
- For more information on the role and responsibilities of the assistant governor, see the *Assistant 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.

2. DISTRICT COMMITTEES

Introduction. District committees are charged with carrying out the goals of the district as formulated by the DG with the advice of the AGs. RI lists the following committees that are to be appointed to address ongoing district administrative functions.

- Training
- Membership development
- Extension
- Finance
- On-going District-level programs, e.g., Youth Exchange, Interact, etc.
- Public relations
- District Conference
- The Rotary Foundation
- Rotary International Convention Promotion

Additional district committees are appointed only when they serve a specific function as identified by the governor and the district leadership team. (RCP 17.020.3.)

Information regarding the specific purpose, duties and responsibilities, additional qualifications, and additional training requirements for these committees can be found in RCP, 17.020.3.

Committee Structure. To be effective, these committees must have continuity of leadership from year-to-year in district projects and programs, thus safeguarding the annual programs and projects as well as ensuring time and effort are not spent needlessly reinventing the same. Typically, the DG shall appoint a minimum of three members to each new district committee — one to serve one year, one to serve two years, and one to serve three years. Thereafter, in each succeeding year the DG shall appoint at least one Rotarian for a period of three years to fill the vacancies. Each year, the DG shall appoint one member of each committee to serve as chair. (RCP 17.020.3. & 20.020.) Some committees will vary in size from 3 to up to 12 members, which makes the concept of staggering appointments important for continuity. However, the DG has the prerogative to appoint one- and two-person committees.

Committee Qualifications. The minimum recommended qualification for appointment to a district committee is active membership, other than honorary, in good standing in a club in the district. In addition, it is recommended that the chair selected be a PDG, a past AG, or an effective past district committee member who has had previous experience as a member of a district committee. (RCP 17.020.3.)

Training Requirements. District committee chairs shall attend the district team training seminar and the district assembly prior to serving as chair. Committee members should participate in district training meetings, as appropriate. (RCP 17.020.3.)

Relation to RI, TRF, and Presidential Appointees. District committees should work with relevant RI and TRF committees or task forces, as well as Rotarians appointed by the RI president or Trustee chairs to facilitate action at the district- or club-level related to specific RI or TRF programs or activities. (RCP 17.020.3.)

Reporting Requirements. District committee chairs shall report to the DG on the status of their activities on a regular basis, preferably quarterly. District committee chairs shall report successful activities to RI for possible inclusion in RI publications and on the RI Web site (www.rotary.org), as well as for the District website and *Governor's Newsletter*. (RCP 17.020.3.)

For more information on the role and responsibilities of district committees, see the *District Committee Manual* (249-EN) and other publications relating to the specific focus of the committee. For additional information regarding the District Leadership Plan, refer to RCP section 17.020.1.

The following committees are appointed by the DG, to address ongoing administrative functions in the district. The committees specifically recommended by the RI Bylaws as District Standing Committees are shown with an asterisk (*).

a. TRAINING COMMITTEE*

The DG, based on the recommendation of the DGE, should appoint a District Trainer (DTR) to chair the District's Training Committee, on an annual basis and reappointments for up to 3 years will enhance training continuity. As the chair of the Training Committee, the DTR assigns responsibility for training meetings and functions. Preference for the other two committee members should be given to Rotarians with training, education, or facilitation experience. The committee is responsible for supporting the DG and DGE in training club and district leaders in the following ways:

- The committee must have a clear understanding that they are responsible to the convener of each meeting.
- The committee should work with the DGE on training needs in the district for the current Rotary year related to
 - Florida PETS
 - District assembly
 - District team training seminar (to include AG training)

- The committee should work with the governor on training needs in the district for the current Rotary year related to
 - District leadership seminar
 - Rotaract leadership training
 - Other training events in the district, as appropriate
- The committee may also have secondary responsibility for the district Rotary Foundation seminar and the district membership seminar. These meetings are the primary responsibility of other district committees. The training committee may consult on training-related issues.
See RCP 17.020.3 for additional guidelines.

b. MEMBERSHIP DEVELOPMENT COMMITTEE*

The District Membership Committee has the responsibility to promote and increase membership throughout the district.

The DG, based on the recommendation of the DGE, should appoint a chair with district-level officer experience.

The goal of this Committee is to increase the number of Rotarians in order to accomplish the important service goals of the district and retain the present Rotarians.

Terms begin in January and last 18 months. The Chair will recruit as many team members, as necessary, to adequately support the district objectives and to represent all geographic areas of the district.

The committee shall:

- Plan, market, and conduct a district membership seminar in consultation with the DG and DTR.
- Work with the DG and club leaders to ensure that the district achieves its membership goal.
- Coordinate district-wide membership development activities.
- Encourage clubs to participate in RI or Presidential membership development recognition programs.
- Maintain communication with other district committees — such as the Extension Committee and the Public Relations Committee — to coordinate activities that will aid membership development efforts.
- Identify subcommittee members to all clubs and indicate that members of the subcommittee are available to help them.
- Encourage clubs to develop and implement an effective membership recruitment plan.
- Assist club Membership Development chairs in carrying out their responsibilities.
- Visit clubs to speak about successful membership development activities and share information on successful activities.
- Ensure that each club committee has a copy of the *Membership Development Resource Guide* (417-EN) (RCP 17.020.3.)

c. MEMBERSHIP EXTENSION COMMITTEE

The DG is to appoint a PDG or other qualified Rotarian to chair extension in the District. The DG is to appoint extension counselors to 3-year terms to maintain continuity. (RCP 18.010. & .020.)

Since Club extension can be a long and sometimes difficult process, it is important that the DGE shall work with the DG in the continuity of this process. Committee members should represent the geographic areas of the district and shall work closely with both the DG and the DGE in the selection of areas of extension.

The Membership Extension Committee has the responsibility to expand Rotary throughout the district by identifying possible locations for new Rotary clubs, including developing innovative approaches to new and different meeting formats. *Organizing New Clubs* (808-EN) is a vital reference for the specific procedures used to create a new Rotary club.

The committee should:

- Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.
- Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing service clubs.
- Assist in organizing and establishing new clubs. (RCP 17.020.3.)

d. 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, serving as Committee Chair, 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.

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 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.

e. THE 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. (TRFC, 1.070.)

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.

District Designated Funds Allocation Procedure

The DRFC has the sole responsibility to implement the allocation procedures for the District Designated Funds (DDF) in accordance with the direction and percentages, as prescribed, as follows:

- The District:
 - The district will receive all the interest from the Permanent Fund.
 - The district will receive 20 percent of the total amount of the DDF donated by the clubs.
 - Would receive all the monies included in the DDF that were donated directly to the Annual Giving Fund by the District.
 - Any monies that were not utilized by the District during the fiscal year would roll over into the district portion of the DDF for the next year and would not be subject to allocation to the clubs.
- The Clubs:
 - The club will receive 80 percent of their clubs contribution to the DDF.
 - Will have the following options for allocation of their portion of the DDF.

- Humanitarian Grants:
 - Use their portion for one or more humanitarian grants.
 - Transfer all or portions of their share to other clubs in the district to participate in multi-club grants.
- Simplified Grants:
 - Work with the District Grant Chair on allocation of 25 percent of their portion of the DDF to one or more Simplified grants.
 - Work with the District Grant Chair on allocation of up to 100 percent of their share of the DDF based on the amount of Simplified funds requested by other clubs in the district.
 - Work with other clubs in the District to do multi-club Simplified grants.
- Educational Scholarships:
 - Transfer back to the District a portion or all of their entire share of their DDF allocation to fund additional educational scholarships.

Any DDF funds not utilized or encumbered by a club during the fiscal year will revert back to the Districts portion of the DDF for use by the District.

Exceptions: If a grant request is denied by RI or withdrawn by the club due to circumstance beyond the clubs control, the club will be given an additional year to utilize or encumber these funds. Any exceptions must be submitted in writing by the requesting club to the District Grant Chair for their recommendation, with a final decision to be made by the District Rotary Foundation Committee (DRFC).

The DRFC committee members should be appointed based on their commitment to The Rotary Foundation (TRF), as demonstrated through program participation and financial contributions. The DG, in consultation with the Immediate Past District Governor (IPDG), the District Govern-elect (DGE), and the DRFC, and in accordance with the District Leadership Plan, shall appoint members for the open positions of the DRFC, the members of which will serve as chair of one of the seven subcommittees. In addition to the minimum recommended qualifications established in the District Leadership Plan, it is recommended that DRFC members be a PDG, a past AG, an effective past district subcommittee member, or an experienced club Rotarian. In addition, professional expertise in fundraising, sales, marketing, public relations, or a financial field is highly recommended.

All members of the DRFC are expected to attend a Regional Rotary Foundation Seminar conducted by a Regional Rotary Foundation coordinator (RRFC). In addition, all DRFC members are expected to attend and participate in the district team training seminar and other district training meetings.

The DRFC receives instruction and guidance from the RRFC, working in cooperation with the DG.

All committee members should encourage clubs to access up-to-date information on the Rotary website (www.rotary.org).

In addition to reporting on the status of their activities to the DG and to RI, the DRFC shall provide reports to the AGs and to the RRFC.

The six subcommittees of the DRFC shall be appointed by the DG, in collaboration with the DGE, to address on-going administrative functions and are identified as follows:

1) Annual Giving Subcommittee is responsible for designing and implementing a comprehensive and effective district program to achieve the district's Annual Programs Fund giving goal.

The duties and responsibilities of the subcommittee are:

- Assist the governor-elect and DRFC in establishing a challenging yet realistic district Annual Programs Fund goal, keeping in mind the organization's goal for \$100 per capita per year.
- Promote annual gifts from Every Rotarian Every Year (EREY).
- Work with the members of the DRFC in determining the allocation and distribution of District Designated Funds (DDF).
- Encourage individual and club contributions in support of the district's established goal for the Annual Programs Fund.
- Publicize the district goal monthly; provide regular updates to all clubs on the progress being made toward their club goals.
- Help organize and stimulate participation in club and district fundraising activities and special events in support of TRF.
- Promote special giving opportunities such as corporate matching gifts and corporate and community Foundation support to maximize the potential of Rotarians' gifts.
- Work with DRFC chair to help organize and promote special programs throughout the district during TRF Month of November.
- Answer inquiries from clubs about club contribution reports and their giving records; consult Foundation staff on problems.

2) Permanent Fund Subcommittee is responsible for securing Benefactor commitments, Bequest Society members and soliciting major gifts from those capable individuals to build the Permanent Fund which is invested to generate earned income for support and/or implementation of programs of TRF.

The duties and responsibilities of the subcommittee are:

- Work with the DG and district Rotary Foundation committee to establish district Benefactor and Bequest Society goals;
- Work with the members of the DRFC in determining the allocation and distribution of DDF.
- Inform Rotarians of Planned Giving opportunities that allow the donor to make a significant gift while receiving estate and/or income tax deductions and under some arrangements, a life-income interest as well.
- Work with club presidents to recognize current Benefactors and Bequest Society members when programs on the Foundation are scheduled.
- Maintain contact with those who have already made commitments and have been recognized as Benefactors, and encourage them to be a part of your solicitation team to identify additional Benefactors.
- Coordinate promotional and solicitation efforts concerning outright gifts to the Permanent Fund with the Annual Giving subcommittee chair.

- Identify, cultivate and solicit potential donors of major outright gifts or planning gifts in support of the Foundation's Permanent Fund.
- Involve district leadership, RRFs, trustees and directors, alumni, and Major Donors in the planning and solicitation of major gift prospects, as appropriate.
- Continue to nurture relationships with Benefactors and Major Donors.

3) Scholarships Subcommittee is responsible for promoting club and district participation in the Ambassadorial Scholarships, Grants for University Teachers, and World Peace Scholarships provided by the Rotary Centers for International Studies in peace and conflict resolution and ensures careful attention is paid to four basic elements -- Promotion and Selection, Orientation, Hosting Scholars and Alumni Outreach.

The duties and responsibilities of the subcommittee are:

- Distribute application materials to clubs within the district. Notify clubs of the types of Foundation scholarships and Grants for University Teachers the district could fund through the DDF, Endowed Funds and world-competitive scholarship opportunities.
- Promote an understanding of and effective participation in the Foundation's Ambassadorial Scholars, Grants for University Teachers and Rotary Centers for International Studies programs, through regular contact with each club in the district and through district meetings.
- Encourage and assist club chairs in carrying out their responsibilities.
- Select qualified scholars and grant recipients from club-endorsed candidates.
- Conduct orientation for all scholarship and grant recipients before their departure and upon their arrival; participate in multi-district orientations, when possible.
- Work with the members of the DRFC in determining the allocation and distribution of DDF.
- Provide guidance and training to sponsor counselors appointed by sponsor clubs for outbound program participants, and to host counselors appointed by host clubs for each inbound program participant.
- Maintain contact with recipients during the study year; encourage timely submission of reports to sponsor and host DG and TRF.
- Publicize to the media and to Rotarians in the district the recipients' return.
- Connect recipients with the district alumni chair; maintain ties with recipients upon their return.

[Applications for the Rotary World Peace Scholarships should be considered separate from Ambassadorial Scholarships. The *ad hoc* group reviewing Rotary World Peace Scholarship applications and selecting the district-endorsed candidate should include the DG, IPDG, DGE, DRFC chair or Scholarships subcommittee chair, and three Rotarians (usually members of the Scholarships Subcommittee) or non-Rotarians with expertise in the fields of peace and conflict resolution, education, and/or civic or business leadership.]

4) Group Study Exchange Subcommittee is responsible for promoting club and district participation in the Group Study Exchange (GSE) program, preparing the

outbound-GSE team for their exchange and for planning and implementing the visiting/inbound-GSE team host itinerary.

GSE provides grants for teams of non-Rotarian business and professional people, ages 25-40, to travel between countries, usually for 4-6 weeks to experience vocational activities, cultural experiences and enjoy fellowship.

A separate GSE Selection Committee is charged with the responsibility of selecting the team leader and team members. In accordance with a November 1996 Trustee Decision, the GSE selection committee must include the District GSE chair as chair of the Selection Committee, plus the IPDG, DG, DGE, and three Rotarians on staggered terms. The committee may also include nonvoting advisors.

The duties and responsibilities of the subcommittee are:

- Assist the DGE/DG in applying for GSE awards;
- Work with the members of the District Rotary Foundation Committee in determining the allocation and distribution of District Designated Funds.
- Organize the participation of the GSE Selection Committee for team leader and team member selections, emphasizing the vocational and ambassadorial activities;
- Communicate early and often with the subcommittee of the paired district regarding exchange dates and itinerary.
- Provide orientation to GSE teams and leaders and determine language training funding needs from The Rotary Foundation;
- Arrange local itineraries to include at least five customized days of vocational study for each team member and homestays with local Rotarian hosts for the visiting teams;
- Ensure the fulfillment of all program guidelines and requirements as described in the *District Leaders' Handbook*.
- Publicize to the media and to Rotarians in the district the teams' return.
- Connect team members with the district alumni chair; maintain ties with team members upon their return.

5) 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 DRFC 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, Matching Grant & 3-H Grant contacts, 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 Matching Grant or 3-H Grant project and monitor the accounting of Simplified Grants.
- Maintain a consolidated list of all projects and publish the list and current status semiannually in the *Governor's Newsletter* and on the District website.

6) Alumni Subcommittee helps to ensure that the Foundation's most valuable resource of program alumni are involved in Rotary Activities.

In terms of subcommittee membership, preference should be given to Rotarians with club-level experience with the alumni program or district-level experience with the Scholarships or Group Study Exchange (GSE) subcommittees.

The duties and responsibilities of the subcommittee are:

- Develop and/or maintain a complete, accurate and updated District Directory or database of Foundation program participants and alumni sponsored by the district and/or residing in the district; advise TRF of any additions or changes to this database or directory.
- Ensure that returned scholars or GSE team members complete required presentations in the sponsoring district; encourage clubs to invite alumni to speak at club meetings or events to promote participation in specific Foundation programs.
- Work with the members of the DRFC in determining the allocation and distribution of DDF.

- Encourage alumni to remain involved with Rotary through Rotary club membership, identifying future program participants, or participating in Rotary club community service and WCS projects.
- Nominate candidates for the Global Alumni Service to Humanity Award for district endorsement and submission to TRF.
- Organize reunions and activities for alumni residing in the district on a regular basis.
- Work with the Scholarships and Group Study Exchange Subcommittees to include alumni in the program for inbound or outbound scholar/team orientation seminars.
- Establish and maintain a district alumni association.
- Encourage alumni to make financial contributions to TRF.

f. 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].

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.

g. 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. (RIB, 13.020.2)

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.

1) Selection of a Nominee for Governor

The selection, by the clubs in the District, of a governor-nominee or DGNN should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. (RCP 19.030.1.)

The District selects its DGNN by a nominating committee procedure, utilizing the 5 most recent past governors, who are still members of a club in the District, as its 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. (RIB 13.020.2.)

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. (RIB 10.050.1.)

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. (RCP, 19.030.1.)

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 DGNN 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. (RIB 13.010.)

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 DGNN 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. (RIB 13.020.3.)

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 DGNN shall have all of the qualifications set forth in *RI MOP*, section 15.070. 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. (RIB 13.020.5.)

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. (RIB 13.020.7)

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. (RIB 13.020.8)

The DG shall declare the candidate of the Nominating Committee to be the DGNN where no such challenging nomination has been received by the

established date. Such declaration of the name and club of the DGNN shall be made to all club presidents and secretaries via email and the *Governor's Newsletter*, within 15 days of the deadline. (RIB 13.020.9)

The procedures for challenges and any other irregularity will be handled in accordance with *RI MOP* Section 13.020.

The DG certifies the name of the governor-nominee (DGNN) to the RI General Secretary within 10 days after such nominee has been declared the nominee. (RIB 13.050.)

The 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 DGNN. [In the event of a challenge, the procedure in RI MOP sections 13.020. to 13.040. 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.)
- 0 -- 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 at the District Assembly/Conference.

2) 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 RIB 13.020. 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. (RCP 59.040.2.)

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.

The **Three-Year COL cycle** for the 2013 COL is as follows:

Year 1 (2010-11) Selection of District Reps and Alternates take place

Year 2 (2011-12) Deadline for the clubs to submit proposed legislation (31 December 2011)

Year 3 (2012-13) The Council is held (late April 2013)

3) 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. (RIB 12.020.2.)

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.

4) 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).

h. YOUTH SERVICE COMMITTEE*

The District Youth Service Committee consists of a Chair and four subcommittee chairs. The four subcommittees are: Interact; Rotaract; Youth Exchange; and Rotary Youth Leadership Awards (RYLA).

The objective of the Committee is to prepare youth to be good productive citizens in their communities; to provide international understanding and opportunities to experience international contacts for exchange students or host families; and to imbue others with the ideals of service.

The responsibilities of the Committee include:

- The District Youth Service Chair works under the leadership of the DG. The Chair works with the District Youth Service Subcommittees to plan, integrate, implement, and evaluate all district youth activities. The Chair serves as a voting member of all four subcommittees and should keep good contact with the work of each Subcommittee. The Chair shall inform the DG of each subcommittee's program and activities.
- Each of the four District Youth Service subcommittees is composed of from three to six Rotarians--a Chair and two to five other members, all with three-year appointments and staggered terms to ensure continuity.

1) Interact Subcommittee

The Interact chair has a two-fold role:

- (a) helping Rotary clubs establish new Interact clubs and
- (b) bringing together the existing Interact clubs for service, fellowship and training opportunities. The Chair will serve up to 3 years and should have worked with the program at the club level and understand how the program works.

The goal of the Subcommittee is to:

- (a) Help Rotary clubs create new Interact clubs;
- (b) Support Interact by helping the clubs to find opportunities to leverage their efforts;
- (c) Promote Interact involvement at District events, with other districts and with international Interact clubs;
- (d) Establish training opportunities for Interact Clubs and officers and
- (e) Host periodic joint meetings of all Interactors so they can exchange ideas and collaborate on projects.

2) Rotaract Subcommittee

The Rotaract Chair has a two-fold role:

- (a) helping clubs establish new clubs and
- (b) bringing together the existing Rotaract clubs for service, fellowship and training opportunities. The Chair will serve up to 3 years. The Chair should have worked with the program at the club level and understand how the program works.

The goal of the Subcommittee is to:

- (a) Help Rotary clubs create new Rotaract clubs;

- (b) Support Rotaract by helping the clubs to find opportunities to leverage their efforts;
- (c) Promote Rotaract involvement at District events, with other districts and with international Rotaract clubs;
- (d) Establish training opportunities for Rotaract clubs and officers and
- (e) Host periodic joint meetings of all Rotaractors so they can exchange ideas and collaborate on projects. (RCP, 41.020.)

3) Youth Exchange Subcommittee

The Youth Exchange Subcommittee is responsible for leading the program and managing the numerous activities that support an international exchange of selected high-school students.

The Subcommittee:

- (a) Establishes the necessary committee structure: outbound recruitment, inbound placement, marketing and promotion, special events and tours and summer exchanges.
- (b) Sets the annual calendar.
- (c) Organizes training programs to explain to Rotarians how to have a successful program.
- (d) Acts as a champion for youth exchange in the District.
- (e) Resolves issues with students or hosts which club committees are unable to resolve.
- (f) Ensures that insurance and all other requirements are in place for the program.
- (g) Works with other districts and RI to take advantage of their ideas and support.
- (h) Provides content to the District Website and Database Subcommittee for posting information on the web site.
- (i) Coordinates with the District Conference Committee, and the DG for the inclusion of Youth Exchange students' activities at the District Conference, and takes responsibility to verify registration and room reservations. These activities should include a detailed schedule and proper chaperones.
- (j) Prepares detailed budget estimate for the year to be included in the annual district budget to be submitted to the DGE and the Finance committee.
- (k) Verifies that each club has a committee in place to support the host families.
- (l) Establishes and implements a certified Sexual Harassment Policy. (RCP, 41.090.)

4) Rotary Youth Leadership Awards Subcommittee

The Rotary Youth Leadership Awards (RYLA) Subcommittee is responsible for developing and conducting a Youth Leadership Training Program to which Clubs send student leaders so as to provide special leadership training for selected high school students. The Subcommittee will plan and conduct annual leadership training seminars and encourage Clubs to sponsor students to attend. Selected high school sophomore students spend a weekend in a challenging

program of discussions, inspirational addresses, confidence building, leadership training and social activities designed to enhance personal development, leadership skills and good citizenship.

Slightly different in composition from the other two Youth Services Subcommittees, this Subcommittee is composed of a chair who serves for three years and from three to six other members. Preferably, three of whom represent the geographic areas of the District (eastern, central, and western) and the others are members at large. The qualifications for the Rotarian Chair are prior experience on the RYLA Subcommittee, expertise in developing and implementing training programs, particularly programs focused on youth, and knowledge of leadership concepts.

The Subcommittee:

- (a) coordinates the schedule with the camp facility,
- (b) develops the program,
- (c) contacts all of the Clubs so as to provide information and applications not later than the first of the year for the next spring's camp, and
- (d) provides pictures, information, and stories for *Governor's Newsletter*, to the district Information Services Committee, and to appropriate school administrators so as to promote and inform about the RYLA experience. (RCP, 41.070.)

i. INFORMATION SERVICES

To insure Rotary's progress in the Information Age, the collection and dissemination of information becomes a critical function at every level of Rotary. The District promotes this effort through the position of Information Services Chair.

The Information Services Chair should be a communications person with some technical/web knowledge

The Information Services Committee is headed up by the Information Services Chair and composed of the chairs of the 5 subcommittees: 1) District Website and Database Subcommittee; 2) *Governor's Newsletter* Subcommittee; 3) District Directory Subcommittee; 4) Rules and Procedures Subcommittee; and 5) Public Relations Subcommittee.

1) District Website and Database Subcommittee

This one-person Subcommittee can be viewed as the "district content editor" that works closely with the contracted District Webmaster and club webmasters to develop and maintain a timely, useful, and comprehensive computer database, including names, addresses, major Rotary offices held and committee assignments. He/she assists in developing the basic format that accepts the database information for the *District Directory* and recording such information in the District database to produce the *District Directory* and retain it for future use. As the interface to the contracted District Webmaster, he/she ensures that the District maintains such a qualified person for continuous maintenance of the website. The Chair works closely with the DG and the *Governor's Newsletter* Committee to input an online newsletter, which is made available to all Rotarians, as well as club presidents, secretaries, and the district leadership. The Chair

should also consolidate and coordinate the posting of District information onto the District Website, on a monthly basis, in concert with the DS (membership/attendance), DT (dues), Foundation chair (giving), Membership Development chair (meeting membership goals), International Services chair (projects), and Grants Subcommittee chair. He/she will look for opportunities to make the Web and the Internet work better for the clubs and the district and to simplify record keeping and communication.

2) Governor's Newsletter Subcommittee

The Subcommittee will produce the *Governor's Newsletter* every month starting on July 1st of the new Rotary Year. The *Newsletter* will be produced with considerable input from the DG. It is the intention that the *Newsletter* will be published and distributed to all Rotarians, as well as club presidents, secretaries, and the district leadership and placed on the District Website during the first week of every month.

The Chair of this Subcommittee shall have some basic knowledge and experience with producing a newsletter or club bulletin.

The Subcommittee shall stay in contact with the AGs, the other Subcommittees, the District Committee Chairs, the Club Presidents, and other District leaders to solicit current news and information about the District and Club activities.

3) District Directory Subcommittee

The District Directory Subcommittee in consultation with the DGE should have the *District Directory*, for the next Rotary Year, complete and published before the District Assembly. This publication is critical to all District leadership positions as it completely outlines the goals, the procedures, the committees and indicates the District leadership for the year. Publishes periodic updates, as appropriate, online.

The *District Directory* must include, but is not limited to: the names, addresses, primary telephone, and fax numbers, and e-mail addresses of all the District Officers, Club Presidents, Club Secretaries, Assistant Governors, Committee and Subcommittee Chairs and members, and Past District Governors, as well as any other information deemed appropriate by the DGE or as required by RI.

4) Rules and Procedures Subcommittee

This subcommittee shall be composed of the DGE, DGN, and four PDGs. A PDG with COL experience would be an important member of this subcommittee.

Its responsibilities are to:

- 1) review annually *District Rules of Procedure Manual (D-ROP)*, and recommend any amendments that would improve the functioning of the District;
- 2) study the actions of each Council on Legislation for any required changes in the District's Leadership Plan; and

- 3) review any legislation proposed by a club to a Council on Legislation and recommend whether the District Assembly/Conference shall endorse it or not.

5) Public Relations Subcommittee*

The Public Relations Subcommittee should promote Rotary to external audiences and foster understanding, appreciation and support for the programs of Rotary. The committee should promote awareness among Rotarians that effective external publicity, favorable public relations and a positive image are desirable and essential goals for Rotary.

The Chair should have experience in the profession with strong media and marketing skills.

The Subcommittee:

- 1) encourages clubs to make public relations a priority and provides them with professional expertise and advice about successfully mounting a public relations program appropriate for their community news media;
- 2) promotes Rotary and the District to external audiences, to include contacting the media with newsworthy stories of District projects and events;
- 3) shares RI public relations materials with clubs;
- 4) works closely with the Information Services Chair to identify public relations opportunities via the District website;
- 5) advises Rotarians working with Interact, Rotaract, and District projects about public relations approaches and opportunities;
- 6) keeps in touch with the DG and committee chairs to identify public relations opportunities; and
- 7) administers Public Relations Merit Awards and Project/Program of the Year.

j. DISTRICT AND CLUB SUPPORT COMMITTEE

The purpose of this Committee is to provide support to the District and clubs in critical areas of District operations involved with:

- (1) The District Conference;
- (2) Awards and Recognitions;
- (3) History and Archives;
- (4) Community Service; and
- (5) Vocational Service.

The Committee is composed of the chair and the 5 subcommittee chairs. The committee chair is an ex-officio voting member of all subcommittees.

1) District Conference Subcommittee*

The District Conference Chair and Subcommittee members arrange for the annual District Conference to take place near the second half of the Rotary year. This celebratory event recognizes the successes of the District's clubs, in addition to providing an opportunity to hear excellent speakers and to get together in fellowship with other Rotarians and to conduct the business usually brought before a District Conference.

The Chair is appointed by the DGE for a specific conference, which means the work begins approximately two years before the conference is held. The

Chair should have experience on a prior year District Conference Subcommittee or experience in coordinating large meetings. The Chair is responsible for assisting the DGE in deciding on the location for that District Conference. If the District Conference is held "out of district," then the club presidents-elect must be part of the decision process.

The District Conference Subcommittee shall plan, promote and implement the necessary arrangements to ensure maximum attendance at the District Conference.

The District Conference Subcommittee is composed of these 5 major working groups:

- (1) Program,
- (2) Arrangements,
- (3) Operations,
- (4) Finance, and
- (5) Registration & Credentials.

Each group may have several *ad hoc* committees, as required.

It is preferable to select subcommittee members who have experience in the meeting coordination and/or hospitality industry, as well as Rotarians whose vocation or profession requires media, public relations or marketing skills.

Under the direction of the DG, the Committee is responsible for the:

- Selection of the district conference venue and coordinate all related logistical arrangements.
- Coordination of the finances of the conference to ensure maximum attendance.
- Promotion of conference attendance, with particular emphasis on:
 - New Rotarians;
 - All members of newly-organized clubs in the District; and
 - Representation from every club in the District.
- Promotion of the District Conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.
- Coordination, in cooperation with the DTR, for a District Leadership Seminar to be held in conjunction with the District Conference. (RCP, 22.010.)

2) Awards and Recognitions Subcommittee

The DG recognizes Clubs that perform outstanding service that enhances the image of Rotary and promotes the wider adoption of the Object of Rotary. The purpose of this Subcommittee is to:

- Create awareness among all the Clubs in the District of the awards that are available for their achievements.
- Promote and advance the *RI Presidential Citation Award* and challenge each club to achieve it.
- Supports the DG and District committees in awards recognition.
- Judge other club goals and achievements, as indicated by the DG, such as the club bulletins, attendance, growth, etc., to be announced at the Conference.

3) History and Archives Subcommittee

This Subcommittee shall receive and maintain all District archives and records and shall maintain and annually update the history of the District and the member Clubs. The basis for the initial records shall be the accumulation of Club and District history prepared for the RI Centennial Celebration. In addition, this subcommittee shall promote and encourage clubs to initiate individual Club History and Archives Committees, to write articles to promote and share their club histories, and to provide displays at district events.

Clubs and the District are encouraged to avail themselves of the storage space available at the RI District 6940 Section of the University of West Florida Library. At the District level, the following items should be considered as archival materials:

Newsletters, Conference program, Foundation Dinner Program, District Assembly Agenda, Audits, Fund Resolution, Scholarship activities (both inbound and outbound), Youth exchanges (in and out), World service report (grants and projects done without grants), Club activities [fund raisers and projects], Foundation giving report, Awards and recognition list, Membership Development Seminar agenda, Foundation Seminar agenda, District Directory, Presidential Citation list, Governor's Official Visit schedule, and other like materials.

4) Community Service Subcommittee

The Subcommittee provides advice and assistance to clubs in developing activities and projects that improve the quality of life of those in their local community, serve the public interest and afford every Rotarian the opportunity to practice "Service Above Self."

The role and responsibilities of this subcommittee are to:

- a) Administer Community Service Merit Awards and Project of the Year;
- b) Help identify new trends, issues or problems within the district that clubs may want to address;
- c) Visit clubs within the district to speak about successful Community Service projects and provide information on Rotary programs and emphases to help strengthen their projects;
- d) Encourage and assist club Community Service chairs in carrying out their responsibilities;
- e) Encourage clubs to organize a Rotary Community Corps (RCC), if appropriate, and encourage District-level RCC meetings to exchange project development ideas;
- f) Maintain inter-committee communication with other District committees;
- g) Organize District-level club Community Service chair meetings, in connection with the District Conference, District Assembly and other meetings, to exchange ideas and promote projects;
- h) Identify areas for cooperation between club Community Service projects and local non-Rotary service organizations, by sharing information and helping clubs to set goals;

- i) Request regular reports on successful Community Service projects from club Community Service chairs, for promotion through the *Governor's Newsletter*, and report to RI for possible publication;
- j) Organize exhibits of outstanding Community Service projects at district and zone meetings; and
- k) Organize district-wide Community Service activities. (RCP, 21.050.)

5) Vocational Service Subcommittee

The Chair is charged with creating a District "team" of club vocational service chairs who can support each other and help each other on projects, and who will meet on a periodic basis, even if only via email, to promote club, multi-club and district-wide vocational service projects.

Vocational Service is the manner in which Rotary fosters and supports the application of the ideal of service in the pursuit of all vocations. Inherent in the vocational service ideal are:

- a) Adherence to, and promotion of, the highest ethical standards in all occupations, including faithfulness and fidelity to employers, employees and associates, fair treatment of them and of competitors, the public, and all those with whom one has any business or professional relationships;
- b) The recognition of the worthiness to society of all useful occupations, not just one's own or those which are pursued by Rotarians;
- c) The contribution of one's vocational talents to the problems and needs of society. (RCP, 8.060.)

The Subcommittee:

- a) Promotes and encourages District-wide interest and involvement in vocational service projects;
- b) Encourages each Rotary Club in the District to emphasize vocational service and the 4-Way Test in their program of work and to devise new and innovative ways of stimulating and fostering the objectives of this avenue of service;
- c) Publicizes vocational service ideals, projects, and special achievements in all appropriate communication media;
- d) Maintains records of significant vocational service activities in the District and reports periodically to the DG; and
- e) Administer Vocational Service Merit Awards and Project of the Year.

k. INTERNATIONAL COMMITTEE

The development of understanding and goodwill among Rotarians and among the people, in general, is the specific task of International Service in Rotary. The International Committee shall be composed of the 4 subcommittee chairs, one of whom shall be appointed committee chair.

1) Rotary International Convention Promotion Subcommittee*

The Chair of this Subcommittee is usually the DGE. The main purpose of the Subcommittee is to promote attendance at the annual Rotary International

Convention. Rotarians on this subcommittee should have attended a minimum of one previous International Convention, and should have skills in marketing.

Under the direction of the DGE, committee members are encouraged to:

- a. Serve as a local resource for convention materials and information.
- b. Create content for the district web site.
- c. Identify and target potential registrants by e-mail, letters, and other methods.
- d. Attend Club and District meetings to promote the Convention.

2) Rotary Fellowship Activities Subcommittee

A Rotary Fellowship is a group of Rotarians who unite themselves to pursue a specific worthwhile activity that advances the Object of Rotary, including, but not limited to educational, health, vocational, environmental and recreational activities. Formerly, Rotary Fellowships were administered as the Rotary Recreational and Vocational Fellowships (RRVF). Fellowships activities are independent of RI but must be in harmony with RI policy. (RCP 41.040.)

The purpose of this Subcommittee, with a chair and at least three members, is to focus club member's attention on the important role district fellowship activities can play by building stronger bonds of international friendship through shared recreational interests, vocations, and health interests. Clubs should be encouraged to promote these activities in June, the Rotary Fellowships Month. (RCP 21.060.)

3) Rotary Friendship Exchange Subcommittee

The Rotary Friendship Exchange is a structured program of RI, in which Rotarians and their families carry out reciprocal visits and homestays with Rotarians and their families in other countries to advance international understanding, goodwill, and peace through people-to-people contacts across national boundaries. (RCP 41.040.)

The Rotary Friendship Exchange program gives Rotarians and their families the opportunity to experience other cultures firsthand, by participating in reciprocal visits with Rotarians from other countries and their families. Introduced in 1984, this program aims to advance international understanding among Rotarians.

It provides Rotarians with the opportunity to form personal contacts and make long-lasting friendships while exploring different areas of the world.

There are two main types of Friendship Exchanges:

- (1) visitor exchange and
- (2) team exchange.

The number of people or couples participating and the length of stay are flexible in either exchange. However, both are to be determined and agreed upon by the two districts involved. Rotary Friendship Exchanges are expected to be reciprocal.

4) World Community Service Subcommittee

The goal of the World Community Service (WCS) Subcommittee is to help every club in the district develop and implement at least one world community service project. The Subcommittee also is charged with creating a District “team” of club WCS chairs who can support and help each other on projects. Multi-club projects are to be encouraged in order to leverage the funding and the energy of individual clubs.

The WCS Chair should be someone with experience in writing matching grants and who has a firm understanding of the funding available through TRF with demonstrated skill at working with other, non-Rotary organizations, whose financial involvement or other resources can leverage Rotary efforts.

The WCS Subcommittee:

- a. Promotes and administers District-wide WCS projects -- the District should set the example.
- b. Encourages each Club in the District to associate or link itself with a Rotary Club abroad for WCS purposes.
- c. Promotes an understanding of and participation in the WCS program through regular contacts with each Club through District and intercity meetings.
- d. Encourages Clubs in the District to determine local needs that qualify for WCS help for communities abroad.
- e. Screens WCS reported by Clubs within the District and reports them to the DG and to the library of WCS Projects at the RI Secretariat.
- f. Encourages the Clubs in the District to locate resources in their communities through which assistance can be offered for WCS activities.
- g. Publicizes WCS aims and achievements in all appropriate communication media, Rotary and non-Rotary, in the District.
- h. Maintains records of WCS activities in the District and reports periodically to the DG and the RI Secretariat. (RCP 21.030.)
- i. Administer WSC Merit Awards and Project of the Year.

I. COUNCIL OF GOVERNORS

All past district governors (PDGs) who live in the district are automatically members of the Council of Governors (COG). DGs are urged to draw on the Council, individually or collectively for assistance and utilizing their long experience in Rotary. Each year, typically in **February**, on the Friday evening before the Finance Committee meets on Saturday, the **IPDG** will arrange for a Dutch-treat dinner for the COG, their spouses/guests and the DGN and spouse/guest. After the morning Finance Committee meeting, the DGE will inform the COG, over lunch, about the International Assembly and the issues and goals of the new RI President. (RCP, 19.080.2.)

Governors are urged to consider drawing upon these past officers of RI for assistance in extension efforts, in informing incoming Governors, in promoting the International Convention, in Rotary information, and in direct assistance to weaker clubs, when invited by the president of the club, and serve as an *ad hoc* member of the club board of directors. (RCP, 19.080.1.)

The authority and/or the responsibility of the DG shall in no way be impaired or impeded by the advice or actions of the past governors. (RCP, 19.080.1.)

3. ROTARY INTERNATIONAL MEETINGS AND TRAINING

a. GOVERNOR-ELECT TRAINING SEMINAR (GETS)

Attendance at the GETS is mandatory for governors-elect. (RCP 19.040.4.) 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. (RCP 19.040.3.)

Rotary Zone Institutes are annual informational meeting of all past, current and incoming RI officers in Zones 33 & 34, as authorized by the RI President. Institutes normally last 2 to 3 days with special training provided for DGNs, DGEs, and DGs. Thus, these officers are expected to attend and receive some district financial support to do so. PDGs are also invited to attend zone meetings. District 6940 is in RI Zone 34. (RCP, 60.050)

b. INTERNATIONAL INSTITUTE

An International Institute is held annually in conjunction with the International Convention, provided that a suitable venue can be contracted. Those eligible to attend the institute are past, current, and incoming officers of RI (including DGNs) and current RI committee members. Spouses and/or guests of Rotarians are eligible to attend the Institute. (RCP, 60.010.)

c. INTERNATIONAL ASSEMBLY

The International Assembly is a special purpose meeting to provide Rotary education, instruction in administrative duties, motivation, and inspiration for all DGEs and their spouses. Additionally, this week-long meeting about RI promotes universal fellowship among the DGEs from around the world. The Assembly also includes a half day of instruction on Foundation matters. RI reimburses the DGEs for the expense of this Assembly. (RCP, 58.010.)

d. ROTARY INTERNATIONAL CONVENTION

The primary purpose of the annual International Convention is to stimulate, inspire, and inform all Rotarians at an international level, particularly incoming club presidents and other incoming club and RI officers in order that they will be motivated to actively develop Rotary at the club and district levels. The Convention constitutes a worldwide gathering of the Rotary family and a celebration of the fellowship of Rotary through social and entertainment features. Since the DGE and DG and spouses are expected to attend the Convention, the District provides some financial support to cover expenses. (RCP, 57.010.)

e. COUNCIL ON LEGISLATION

The Council on Legislation is the legislative body of RI, which has the authority to amend the constitutional documents of RI. It meets every 3rd year (2004, 2007, 2010, etc.) to deliberate and act upon proposed enactments and resolutions submitted by

clubs, district conferences, the COL and the RI Board. The District will send its club-elected Representative to each COL.

The election procedures for the Representative, and an Alternate, are found earlier under "Nominations Committee."

Since the COL Rep is expected to attend the Rotary (Zone) Institute prior to the COL, the District provides some financial support to cover expenses. RI provides reimbursement for the Representative's expenses to the COL. (RCP, 59.010.)

4. DISTRICT MEETINGS AND TRAINING SEMINARS

In order to prepare incoming district- and club-level leaders for their responsibilities, the district offers training through various assemblies and seminars. The district also provides continuing education opportunities through district-level seminars. In addition, the district conference is an informational and inspirational meeting for all Rotarians.

The District Trainer (DTR), as the chair of the Training Committee, assigns responsibility for training meetings and functions.

a. Foundation Seminar

Early in the Rotary Year (usually in November), the District will hold a Foundation seminar. All Rotarians will be invited and encouraged to attend this one-day training session, which is specifically aimed at educating and motivating Club leadership to support The Rotary Foundation (TRF). The Club Foundation Chairs and Club Presidents will be strongly encouraged to attend. Also, new Rotarians will be invited to attend this informative seminar.

The District Foundation Committee Chair will plan and host the meeting utilizing the Foundation Committee under the guidance of the DG.

b. Foundation Banquet

An annual Foundation Banquet shall be held within the District each year, during November, Foundation month, if feasible.

The purpose of the meeting is: to celebrate the mission of The Rotary Foundation, to support the efforts of RI to achieve world understanding and peace through international, humanitarian, educational and cultural exchange programs, and to honor District Rotarians who have made substantial contributions, both in time and money, to this mission.

The program shall be planned by the District Rotary Foundation Committee in conjunction with the DG.

All District Rotarians shall be urged to attend.

c. Membership Development and Retention Seminar

The District Membership Development and Retention Seminar is an opportunity to train District and/or Club leaders who have the necessary skills, knowledge, and motivation to help clubs retain, recruit, and extend their membership base.

The Membership Committee will plan a Membership Development and Retention Seminar to take place, either as part of the District Assembly before the start of the Rotary Year or during Membership Month (August).

All District and Club Membership Chairs and Committee Members are encouraged to attend this training.

d. District Team Training Seminar

The purpose of the District Team Training Seminar is to prepare the District Officers, AGs and District Committees and Subcommittees for the coming year. AGs and District Committee and Subcommittee Chairs discuss their roles and responsibilities, how to work with clubs and each other, and what resources are available to help them in fulfilling their responsibilities. They also work with the DGE to discuss the District's goals for the coming year and to identify strategies for supporting the Clubs.

The DTR, working under the direction of the DGE and with the assistance of the District Training Committee, the PDGs and utilizing the specific information and training manuals supplied by RI, shall develop the program, recruit the instructors, and present the required training.

It is the intention to hold this training at PETS for the AGs and for the other district officers at the District Assembly.

1) Pre-Presidents-Elect Training Semina (Pre-PETS)

For several years, the District has conducted a partial day of training for club presidents-elects (PEs). It follows a trend of other districts to give a heads-up to these PEs and provide materials about their presidencies before actually attending a PETS.

2) Presidents-Elect Training Seminar (PETS)

The purpose of the Presidents-Elect Training Seminar (PETS) is to orient and train incoming Club Presidents to provide effective leadership at the club level. PETS provides a unique opportunity for the DGE to motivate and educate the incoming club presidents to carry out Club and District goals for the ensuing year. PETS is held after the International Assembly, preferably in March, so that the DGE can share with Club Presidents the RI President's goals for the upcoming year.

- a) The District is a participant in the Florida PETS (multidistrict).
- b) PETS is composed of informational programs that are planned, organized, and implemented by and under the direct authority and control of the Florida DGEs in cooperation and coordination with the DGs.
- c) The programs are designed to train Club Presidents-Elect and Assistant Governors to provide Club level leadership by: (i) emphasizing the theme announced by the RI President; (ii) describing new and continuing programs of RI and TRF; (iii) planning Club and District programs and activities for the succeeding year; (iv) motivating Club Presidents to develop their leadership roles; and (v) informing Club Presidents about the operations and activities of the District.
- d) President-elects shall attend the PETS prior to taking office.
- e) Participants attending the PETS, in addition to the DGE, should include the DG, the DGN, the AGs, the DTR, and PDGs.
- f) The DTR and other members of the District Leadership Team work with the Florida PETS staff in preparing for PETS.

3) 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.)

4) 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 (RCP 22.020.1.)

Approval of issues brought before the incoming club presidents will be ratified by a positive vote of three-fourths of those present and voting. (RIB 15.060) 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.

5) District Conference

a) Time and Place.

A conference of Rotarians is held annually in each district at a time and place agreed to by the governor and the presidents of the majority of the clubs in the district.

The dates of the conference must not conflict with the Rotary institute, district assembly, International Assembly, or RI Convention. (RIB 15.040.1.; RCP 22.010.5.)

b) Purpose.

The purpose of the district conference is to further the Object of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to the affairs of clubs in the district and RI generally. The conference considers any special matters submitted to it by the RI Board or matters originating within the district. The district conference should showcase Rotary programs and successful district and club activities and encourage interaction and dialogue among clubs. Recognizing that the district conference is an opportunity to sustain and increase the membership base within the district, the information should be presented inspirationally and in an atmosphere of fellowship. (RCP 22.010.2.)

A conference may endorse or propose legislation for the Council on Legislation and also may elect its representative to a Council on Legislation.

c) Site Selection.

Where a governor-nominee has been selected and certified to the general secretary, the district conference for the year of the governor-nominee's service may be planned in advance. The governor-nominee and a majority of the current Presidents of the clubs of that district must agree to the site for such conference. With the approval of the board, a district may also select the site of the district conference for the year of a governor-nominee's service by the vote of the governor-nominee and a majority of those persons who will serve as club presidents during the same year. Where a club has not selected its future president, the current president of that club shall vote on the site of such conference.

d) Conference Actions.

A district conference may adopt recommendations upon matters of importance in its district, provided such action shall be in accordance with the constitution and bylaws and in keeping with the spirit and principles of Rotary. Each district conference shall consider and act upon all matters submitted to it for consideration by the board and may adopt resolutions thereon.

e) Conference Secretary/Conference Chair.

The governor shall appoint a conference secretary after consultation with the president of the host club. The conference secretary/conference chair shall cooperate with the governor in planning the conference and recording the proceedings thereof.

f) Conference Report.

The governor or acting chairman, along with the secretary, shall prepare and execute a written report of the conference proceedings within 30 days of the adjournment of said conference. They shall transmit three copies of such report to the general secretary and one copy thereof to the secretary of each of the clubs of the district.

g) Requirements.

The district conference must:

- Provide the RI president's representative an opportunity to make two primary addresses to the conference (including a major address of 20-25 minutes at the conference session with the maximum attendance, including spouses) and remarks of appreciation to the host district at the conclusion of the conference
- Discuss and adopt the audited financial statement from the previous Rotary year
- Approve the district levy, if not approved previously at the district assembly or the presidents-elect training seminar
- Announce the member of the nominating committee for the RI Board of Directors, as selected by the District's Nominating Committee, as appropriate (RCP 22.020.1.)

h) Recommendations

The district conference should:

- Be held for two to three full days
- Include discussion groups to increase participation by members
- Include a balanced program in which the majority of the content is focused on Rotary and Rotary Foundation subjects
- Consider district resolutions
- Extend a specific welcome to new Rotarians, Rotarians attending the district conference for the first time, club presidents, and others, as appropriate
- Maximize the use of volunteers who have participated in Rotary and Rotary Foundation activities in the program
- Include promotion of the next conference and encourage pre-registration
- Keep costs affordable in order to encourage maximum attendance
- Avoid scheduling conflicts between the conference, holidays, and other events
- Encourage the attendance of every registrant at plenary sessions by scheduling spouse and other events at non-conflicting times
- Promote exhibitions of club and district projects, perhaps in a house of friendship
- Recognize the experience that the RI president's representative brings to the conference and involve the representative in group discussion sessions and other sessions accordingly
- Provide a special orientation event for new Rotarians (RCP 22.020.2.)

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

6) District Leadership Academy

The District 6940 Leadership Academy is a course for Rotarians interested in a better foundation and understanding of the many facets of Rotary. The course has the following objectives:

a) The course is designed to be an Internet based self-directed study of Rotary, covering all aspects of the organization from the club to The Rotary Foundation.

b) Its goal is to have more knowledgeable Rotarians become resources in our clubs and better prepare Rotarians for District leadership roles.

c) Rotarians will be offered the opportunity to enroll at District functions, periodically through the *Governor's Newsletter* and on the District web site.

The Superintendent shall assemble the class at least one time each cycle for practical exercises, group discussions and critique of the course.

7) Rotary Leadership Institute (RLI)

RLI is a grassroots coalition of Rotary districts implementing a leadership development program for "potential" leaders of Rotary Clubs. Established in 1992, RLI has become a worldwide organization with divisions in every Continent of the world. While it is an unofficial program of Rotary International, it has

substantial support of a number of past Rotary International Presidents and current, past and incoming R.I. Directors. The R.I. Board has adopted a resolution recommending RLI or similar programs to the districts and the Council on Legislation has twice recommended RLI to the Board.

The mission of RLI is to have the clubs in the member districts identify those with the potential for future club leadership and send them to RLI courses at club expense.

The overriding goal of the courses for club Rotarians is to create enthusiasm for Rotary by opening up to them the world of Rotary outside of their own clubs and also showing them the great potential of Rotary service for the benefit of the world that can be furthered with excellent leadership in our clubs.

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. FISCAL YEAR OF ROTARY INTERNATIONAL

The fiscal year of Rotary International (RI) begins on 1 July and ends on 30 June. (RIB 17.010.)

b. ROTARY INTERNATIONAL PER CAPITA DUES—2010-2011

The semiannual dues paid to RI allow the Secretariat to provide high-quality information and support to Rotarians around the world. With your dues, Rotary can provide publications and communications in nine languages, make improvements to www.rotary.org, train Rotary leaders, assist district governors financially with their year in service, and administer programs such as Rotaract.

For the collection of RI per capita dues and subscriptions to the *Rotarian*, the fiscal year is divided into two semiannual periods extending from 1 July to 31 December and from 1 January to 30 June. RI per capita dues are payable semiannually on 1 July and 1 January of each year, based on the number of members of the club on these dates. (RIB 17.040.1.)

Rotary International per capita dues for the next year will be:

- **\$25.00 per half year in 2010-11**

All club semiannual dues are due and payable on 1 July and 1 January. Every club secretary receives a semiannual report (SAR) packet, which includes the dues invoice, in early July and early January. If your club has not received its packet by the third week of July or January, please send an e-mail to data@rotary.org. Remember to include your club name and number and the address or fax number where you'd like the replacement packet sent. Club dues are payable even if the packet has not been received.

Club presidents and secretaries can pay semiannual dues in several ways:

- Online through Member Access via credit card
- Check or draft with the semiannual dues packet
- Wire transfer

If club presidents or secretaries have questions about the semiannual dues invoice or need information about where to send payments, please contact our district's RI finance representative [**Greg Franks; gregory.franks@rotary.org; 1-847-866-3272 (w); 1-847-866-3072 (fax)**]

For the most accurate semiannual dues invoice, please make sure the club's membership information is up to date by no later than 1 December for the January semiannual report (SAR) and 1 June for the July SAR. Any changes made after those dates will not be reflected in your club's SAR or semiannual dues.

Club's membership information can be updated in one of these ways:

- Club presidents or secretaries can update the data through the Update Membership Data link in Member Access.

- The club secretary can fill out the Membership Data Form (PDF).

Important note: Even if a club updates its membership information online, a copy of the completed and signed worksheet (PDF) must be submitted to RI Data Services by fax at 847-733-9340 or sent to data@rotary.org. The worksheet should indicate the club name, club number, officers' names, and the number of members and subscriptions for the semiannual report period. This information is needed for RI to adjust your club's semiannual dues balance and to satisfy the SAR submission requirement. (**For a personal contact, dial RI at 1-847-866-3171 for SAR help.**)

c. RI COUNCIL ON LEGISLATION (COL) LEVY

All clubs will also be billed \$1 per person on their July semiannual report (SAR) to help defray the costs of the Council on Legislation, which meets every three years.

d. SUBSCRIPTION FOR THE ROTARIAN MAGAZINE

Semiannual reports (SARs) also include \$12 per year for each subscription to *The Rotarian*, billed as \$6 in January and \$6 in July. If clubs wish, Honorary members can be given *The Rotarian* by adding them to the SAR and adding \$6 per semester.

e. GENERAL LIABILITY INSURANCE ASSESSMENT

General liability insurance for clubs is mandatory and provided through RI. Each club is assessed an amount sufficient to fund the insurance coverage and related administrative expenses. (RCP 71.080.2.) [**RI Risk Mgt Ofc: 1-847-424-5394**]

Each July Semiannual Report (SAR) will contain an annual general liability assessment per active member. The amount varies from year-to-year and rates depend on locality. In 2010-11, the cost is **\$4.50** per active member.

Clubs are strongly encouraged to supplement this with directors and officers (D&O) liability insurance.

f. 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.

The 2010-11 per capita levy is **\$35** per member, except Honorary.

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. (RCP 17.050.1)

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. (RIB 3.030.1.)

g. DISTRICT RESERVE FUND

The current philosophy of the Finance Committee is to retain, in the District Reserve Fund, an amount approximately equal to the previous year's operating budget.

The Finance Committee has the responsibility to authorize any use of these funds.

h. OPERATING BUDGET

The DT shall keep a complete record of the Finance Committee actions. He/she will have the authority to disburse monies of the District Fund as stipulated in the Operating Budget approved by the Assembly and as stipulated below:

1) District Conference

The District Treasurer will transfer the budgeted funds for the District Conference to the Conference account, in care of the Conference Treasurer. The Conference Treasurer appointed by the Conference Chair, shall furnish the DT and the District 6940 Foundation Treasurer a copy of the report on Conference expenditures.

Provided there is a surplus, the District Conference will give the District Foundation an amount equal to the sales tax savings generated through the use of the District Foundation account. If there is any additional surplus from the District Conference, the DG will suggest what district-wide service projects should receive what portions of the surplus, if any. In the past, these funds have been allocated to such District projects as: The Rotary Youth Camp, the Miracle League of the Emerald Coast, the District's diabetes projects, the Rotary Scholarship House at FSU, or any other Rotary-sponsored project.

2) Group Study Exchange

Payments into a special Group Study Exchange Fund is authorized, with up to \$3 per year, per member in the District, from the Operating Budget going into this special fund and up to \$500 per year from the operating fund, if necessary.

3) Youth Exchange Program

Income to support the Youth Exchange Program comes from voluntary contributions from the clubs. At the discretion of the DG, any funds remaining in the Youth Exchange Committee Fund of the Operating Budget, at the end of the FY, may be reallocated to the Youth Exchange Reserve Fund.

4) District Directory

The District Directory is normally published annually by the DGE prior to taking office on July 1st. For this reason, the cost of publishing from 300 to 500 directories is defrayed as a line item in the current DG's budget.

5) Fiscal Monitoring

As one procedure to give the District Governor a "hands-on" review of income and expenditures in the Operating Budget, the DG will receive, on a monthly basis, an unopened statement directly from the bank. This procedure provides some mitigation in the segregation of duties by causing a review of the statements for unusual or unexpected items prior to the DT's preparation of the monthly bank reconciliations.

Additionally, the DT will forward to the Finance Committee members, copies of financial statements to closely monitor the budget-to-actual Operating Budget.

6) Other Expenses

DT is authorized to pay other expenses as approved by the Committee. The DT is authorized to expend in excess of line-item amounts in the approved Operating Budget, except that the expenditures from the District Fund in any year shall not exceed 110 percent of the annual income, unless there is specific authorization by the District Assembly/Conference for the use of Reserve Fund.

7) District Presentations

The Finance Committee, through its DT, shall at each District Assembly/Conference, give a report on Committee activities and the financial status of the District funds, and shall present the proposed Operating Budget for approval by the Assembly. A three-fourths affirmative vote of incoming club presidents present, or their designated representatives, shall be necessary for approval of the budget.

8) 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 17.060, June 2010. The audit committee must:

- (a) be composed of at least three members;
- (b) have all the members be active Rotarians;
- (c) have at least one member who is a past governor or a person with audit experience;
- (d) 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
- (e) 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:

- (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 fundraising 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.

i. REIMBURSEMENT FOR OFFICIAL TRAVEL

1) 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.

2) International Assembly

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

3) 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:

- a) Available District funds will permit these expenditures.
- b) Expected expenditures are budgeted each year.
- c) 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.
- d) 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.
- e) Reimbursement for authorized mileage shall be at the prevailing IRS rate.
- f) 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.

j. 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. (RCP 17.050.)

k. 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.

l. 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.

m. 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. (RCP 31.030.5.) 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.

n. BONDING AND INSURANCE

1) Bonding

The District has the authority to maintain bonding insurance coverage for the DG, DT, and any others collecting or disbursing District Funds. The DT shall arrange for this coverage, as required.

2) Liability Insurance

General liability insurance for clubs and districts is mandatory and will be provided by RI. 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 \$6,000,000 per occurrence coverage 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. If further assistance is needed, contact Lockton Companies at 800-921-3172. (RCP 71.080)

Districts are encouraged to purchase additional liability insurance for its officers. (see Article 71, RCP for details)

3) Youth Exchange Insurance

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

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

As the receiving district or club, they must be in a position to arrange immediate and emergency medical attention, when it is needed, they must be satisfied that the insurance policy carried by the exchangee is with a responsible insurance company which will assure the provider of service complete and 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. (see Article 71 & 41.090.3, RCP for details)

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. The amount of the levy shall be decided by the District Conference by a **majority** of the electors present and voting. Each club in the district shall select, certify, and send to its annual district conference at least one elector. Any club with a membership of more than 25 shall be entitled to one additional elector for each additional 25, or major fraction thereof, of its members.

g. On all matters other than the levy, issues and/or policies will become effective if it receives 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.

4. CUSTOMS AND TRADITIONS

a. DISTRICT GATHERING AT INTERNATIONAL CONVENTIONS

The DGE may arrange either personally, or by appointed committee, for a gathering of Rotarians and their spouses from the District who are in attendance at the International Convention. This event shall take the form of either a Dutch-treat breakfast or some social affair.

b. GIFTS, MEMENTOS & AWARDS

1) Governor's Lapel Pin.

In "inventory" of D6940, there is a simple, jeweled "District Governor's" lapel pin that is worn by the current governor. This pin is presented to the incoming governor by the outgoing governor at the incoming governor's installation event (i.e., regular club meeting, special installation banquet, or some other special event.

2) Past District Governor's Lapel Pin

In each year's operating budget, there will be found several hundred dollars identified as "Toward Cost of PDG Pin." This allows the upcoming governor(s) to take advantage of the purchasing opportunity of good selections at the International Assembly. More and more frequently, the DGE, and sometimes the DGN, will buy a "Governor Year" pin while on the West coast. The variety of lapel pins seen worn by PDGs can be found at Appendix E: Governor's Pins from A to Z.

3) Gift to RI Presidential Representative's Spouse.

By tradition, the DG or designee will arrange for mementos to be presented to the RI President's Representative to the District Conference and the DG's spouse. This item, **which is in direct support of the Conference, is now an expense of the District Conference Budget.** ~~is listed in the District's Operating Budget.~~

4) Gift to District Governor's Spouse.

The DGE or designee will arrange for a memento to be presented to the outgoing District Governor's Spouse. This gift is presented to the outgoing governor's spouse by the incoming governor's spouse at the incoming governor's installation event (i.e., regular club meeting, special installation banquet, or some other special event. This item is listed in the District's Operating Budget.

5) Individual and Club Awards.

Recognition of individuals and clubs will be in the form of certificates or plaques, the cost of which should not exceed the amount budgeted.

c. GATHERINGS OF THE COUNCIL OF GOVERNORS

Each year, on the Friday evening before the Finance Committee meeting, the IPDG will arrange for a Dutch-treat dinner for the PDGs, their spouses, and the DGE, DGN and DGNN and their spouses.

The DG chairs a District-hosted luncheon of the Council of Governors, after the Finance Committee meeting, to afford the DGE with an opportunity to bring the past governors up-to-date on the new RI President's theme, programs, and other matters of general interest. DGN and DGNN will be introduced or reintroduced.

APPENDIX A

Call for District Governor Nominations format

(MUST appear in the July District Newsletter)

**CALL FOR 20XX-20XX
DISTRICT GOVERNOR NOMINATIONS**

The District's process to select its District Governor Nominee-Nominee, 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 Manual of Procedures*, section 15.070. 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. (*RIB 13.020.7*)

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. (*RIB 13.020.8*) On or about November 15th, the DG shall declare the candidate of the Nominating Committee to be the DGNN where no such challenging nomination has been received by the established date. Such declaration of the name and club of the DGNN shall be made to all club presidents and secretaries via email and the *Governor's Newsletter*, within 15 days of the deadline. (*RIB 13.020.9*)

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 (DGNN) to the RI General Secretary. (*RIB 13.050*) The procedures for challenges and any other irregularity will be handled in accordance with *RIB 13.020*.

The DG will typically introduce the DGNN 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 Section 13.020.4 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 15.070.4, 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 Finnish 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: rireg@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 Section 13.020.3 of the RI Bylaws, and meets the qualifications as specified in Article 15.070 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

APPENDIX E

Governor Lapel Pins from A to Z



The “traditional” DG’s Pin and the one used in D6940



Lindeburg & Co. and Russell-Hampton



National Awards



All-American Specialty Company



All-American Specialty Company