

Manual of Procedure for Rotary District 6110

Adopted in Entirety at District Conference May 4, 2024

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ARTICLE 1. DISTRICT 6110

SECTION 1.1. The District Manual of Procedure (MOP)

1.1.1. Introduction to the Manual.

Rotary International (RI) publishes an updated Manual of Procedure (MOP) every third year following the triennial Council on Legislation. As soon as practical, this District 6110 Manual of Procedure will be reviewed and, if necessary, updated to ensure that it is consistent with the revised RI Manual of Procedure and other RI Governance Documents. This manual may be updated at other times as needed, per Section 1.1.4, Amending the Manual.

When approved, the Manual will be distributed to District 6110 Club Presidents and District Leadership and shall be posted on the District Website and the District and Club Database (DACdb) District Files.

1.1.2. Scope and Purpose.

The District Manual of Procedure (MOP) is a reference manual for Rotary District Leaders and Club Presidents and contains the rules and instructions for the conduct of District business. District rules shall be in accordance with the RI governance documents and “in keeping with the spirit and principles of Rotary.” Should District rules conflict with RI rules, RI rules supersede.

1.1.3. Interpretation.

Throughout this Manual of Procedure, the following rules of construction shall apply. The words “shall,” “will,” “must,” “is,” and “are” are mandatory. The words “may” “can,” and “should” are permissive. The terminology “mail,” “mailing,” and “ballot-by-mail” include electronic mail (e-mail) and Internet technology to reduce costs and increase responsiveness.

1.1.4. Amending the Manual.

The District Manual of Procedure may be amended by a simple majority of Certified Electors at District Training Assembly, at District Conference, or by Ballot by Mail, when proper prior notice has been given.

A quorum for purposes of votes on enactments shall be a simple majority of the electors certified to vote at the meeting where the vote is taken. In Ballot-by-Mail, enactments must be approved by a simple majority of the sum of all votes to which Clubs are entitled to send Electors to votes taken at District meetings, and enactment requiring simple majority must be approved by a simple majority of the sum of all votes to which Clubs are entitled to send Electors to votes taken at District meeting (see Rotary Code of Policies, Section 26.060.4).

SECTION 1.2. The District

1.2.1. District 6110 Defined.

Individual Rotary Clubs are members of Rotary International. For administrative purposes, the RI Board has divided groups of Clubs into Districts.

District 6110 is made up of Rotary Clubs in the adjacent corners of the four states of Arkansas, Kansas, Missouri, and Oklahoma.

1.2.2. Role of the District.

A district is a group of clubs within a geographical boundary established by the RI Board. The purpose of a district is to strengthen and support clubs. Districts are not required to complete a particular service project or program.

ARTICLE 2. DISTRICT 6110 LEADERS

This article describes the roles and responsibilities of the District Governor Line and appointed leaders and staff responsible for the various key functions of the District.

SECTION 2.1. The District Governor Line

The District Governor Line prepares individuals to assume the role of DG by successively progressing through subordinate positions. The District Governor Line includes the District Governor, District Governor-Elect (DGE), District Governor-Nominee (DGN), and District Governor Nominee Designate (DGND).

Individuals in the DG Line should be familiar with RI documents pertaining to their roles and avail themselves of RI online and in-person training. The District Governor-Elect shall attend Governor-Elect Training Seminar at the Zone Institute and International Assembly to be eligible for office.

2.1.1. District Governor (DG)

The District Governor is the sole officer of Rotary International (RI) in the District, approved by the RI Board prior to the DG's year of service. The DG functions under the general control and supervision of the RI Board of Directors. The governor shall inspire and motivate the clubs in the district. The governor shall ensure continuity within the district by working with past, current, and incoming district leaders. The DG should attend the Rotary International Convention prior to their year of service. The governor is responsible for:

- (a) organizing new clubs;
- (b) strengthening existing clubs;
- (c) promoting membership growth;
- (d) working with district and club leaders to encourage participation in a district leadership plan as developed by the board;
- (e) furthering the Object of Rotary by providing leadership and supervision of the clubs in the district;
- (f) Act as public spokesperson for the District when appropriate;
- (g) Within 30 days following the close of International Assembly, provide for a meeting to update the Past District Governors.
- (h) With the Immediate Past District Governor, set up training for the District Governor Nominee and District Governor-Elect after International Assembly.
- (i) supporting TRF;

- (j) promoting cordial relations among the clubs and Rotaract clubs and between the clubs, Rotaract clubs, and RI. The DG should help resolve any conflicts that arise between Rotary Clubs. The District Governor may seek advice or mediation assistance from the Advisory Council of Past District Governors when a resolution cannot be obtained by negotiation;
- (k) planning for and presiding at the district conference and assisting the governor elect in planning and preparing the PETS and the district training assembly;
- (l) conducting an official visit to each club, individually or in multi-club meetings, that maximizes the governor's presence to:
 - 1. focus attention on important Rotary issues;
 - 2. provide special attention to weak and struggling clubs;
 - 3. motivate Rotarians to participate in service activities;
 - 4. ensure that the club constitution and bylaws comply with the constitutional documents, especially following councils on legislation; and
 - 5. personally recognize the outstanding contributions of Rotarians in the district;
- (m) issuing a monthly communication to each club and supervise the publication of District newsletter, website, and appropriate social media;
- (n) reporting promptly to RI as required by the president or the board;
- (o) providing the governor-elect, before the international assembly, full information about the condition of clubs and recommended action to strengthen them;
- (p) assuring that district nominations and elections comply with the constitutional documents and RI's established policies;
- (q) inquiring regularly about the activities of Rotarian organizations in the district;
- (r) transferring district files to the governor-elect;
- (s) Together with the District Administrator, ensure that Club, District, and RI records are kept correctly and are up to date.
- (t) With the assistance of the District Treasurer, maintain all expenses within the District budget as approved at the preceding year's District Conference.
- (u) Sign all contracts on behalf of the District.
- (v) The District Governor shall have the right, with concurrence of the chair of the affected committee, to remove a committee member for cause and inactivity; and,
- (p) performing any other duties as are inherent of an RI officer.

2.1.2. District Governor-Elect

The District Governor-Elect will serve as District Governor immediately following the term of the current District Governor.

The District Governor-Elect is required to attend International Assembly and Zone training and encouraged to attend the annual International Convention. The District Governor-Elect shall be a member of the Nominating Committee and Finance Committee.

The District Governor-Elect shall appoint Assistant Governors to handle assigned duties during his or her tenure as District Governor. The District Governor-Elect shall also appoint or approve other District officers, committee members and chairs, and other District leaders that shall serve during his or her tenure as District Governor.

2.1.3. District Governor-Nominee

The District Governor-Nominee (DGN) will normally serve as District Governor following the term of the current District Governor-Elect.

The District Governor-Nominee is required to attend the annual International Convention and all Zone and District meetings and training sessions.

The District Governor-Nominee shall be a member of the Finance Committee. The District Governor-Nominee shall be involved in all matters and be kept aware of the status of all activities assigned to or otherwise involving the District Governor-Elect. The District Governor-Nominee shall also assist the District Governor in any capacity requested.

2.1.4. District Governor Nominee Designate

The district shall select a nominee for governor 24-36 months before taking office. The District Governor Nominee Designate (DGND) will normally serve as District Governor following the term of the current District Governor-Nominee.

The District Governor Nominee Designate is encouraged to attend the annual International Convention and all Zone and District meetings and training sessions.

SECTION 2.2. Appointed District Leaders and Staff

2.2.1. Assistant Governors

Assistant Governors act at the direction of the District Governor as the DG's representative and advisor for a group of Clubs and is responsible for providing support and guidance. Assistant Governors (AG) will normally be responsible for three to five Clubs, as assigned by the DG. The District Governor may appoint Assistant Governors to be coordinator(s) if he/she decides it is necessary.

Duties. With regard to assigned Clubs, the AGs will:

- Assist their Club Presidents-Elect before the beginning of the Rotary year to create Club goals and objectives for the coming year. The meeting should culminate with their Club goals and Foundation giving goals completed and entered into Rotary Club Central.
- Provide a report on each Club's goals to the District Governor-Elect and District Administrator by July 1, the start of the Rotary year.
- If assigned to make the "Official Visit", the Assistant Governor will document findings of positive points and Club challenges in a letter or email to the Club President, with blind copies to the District Governor, Governor-Elect and Club President-Elect.
- Assist the District Governor in planning for the DG's visit to the AG's Clubs.
 - Confirm the District Governor's official visit date with the Club.
 - Ensure that there will be no other Club program scheduled that day.
 - Ensure that the District Governor will have a minimum of 30 minutes for presentation to the Club.
 - Verify the meeting location and time for the District Governor's visit with the Club Board and the Club meeting.
- Attend at least one meeting of each Club per quarter of the Rotary year.
- Attend PETS prior to the start of the Rotary year to meet with the incoming Club officers.
- Monitor each Club's progress with respect to membership, attendance and service projects, and ensure Club information is current in Rotary Club Central and DACdb.
- Ensure the District Governor is kept informed of Clubs progress and suggest ways to enhance Rotary development and address Club challenges.
- Ensure that Presidents-Elect attend both the PETS and District Training Assembly.
- Promote Club attendance at District Training Assembly.
- Identify and encourage reading of RI resources, literature and aids available to all Rotarians.
- Mentor new Assistant Governors.
- Identify, encourage, and develop future District leaders and advise the District Governor-Elect on committee selections, and other such matters as requested by the District Governor.

Appointment. Assistant Governors are appointed by the incoming District Governor to serve a one-year term. Experienced AGs may be reappointed by incoming DGEs, but should serve no longer than three consecutive one-year appointments.

Assistant Governors, at the time of taking office, must have,

- Been a member of Rotary for a total of five or more years.
- Be a member in good standing of a District 6110 Club for three or more years.
- Served as a Club President, of any Rotary Club, for a full term.
- Not been a Past District Governor.

Training and Preparation. Assistant Governors will attend PETS and the District Training Assembly. At the call of the District Governor, Assistant Governors will attend the mid-year (winter) AG meeting for coordination and updates. Each year of their appointment, AGs should read, “Guide for Training Assistant Governors” (244-EN).

Funding. Funding. Assistant Governors may be reimbursed for reasonable expenses by the District up to the annual budgeted limits. Expenses over the annual budget must be authorized by the Finance Committee and District Governor. Expenses normally reimbursed include:

- Registration, meals, and lodging for District Conference, AG Training, Mid-America PETS, and the District Training Assembly.
- The District will also reimburse AGs for reasonable expenses incurred while conducting Club visits.

2.2.2. District Treasurer

The District Treasurer shall be appointed annually by the District Governor with the advice and consent of the Finance Committee.

The District Treasurer shall be responsible for the day-to-day management of the financial resources of the District, subject to and consistent with the annual budget prepared by the Finance Committee and approved by the Club Presidents-Elect.

The Treasurer shall issue all checks in accordance with the policies and procedures established by the Finance Committee. The Chairperson of the Finance Committee shall act in the absence or inability of the District Treasurer to disburse funds or invest District funds not currently needed for operations, as would be commonly performed by the District Treasurer. All checks/disbursements exceeding \$10,000 shall require two signatures for approval. One shall be the signature of the District Treasurer and one shall be the signature or written approval of the Chair of the Finance Committee. If necessary, the District Governor is eligible to give the second signature or written approval.

Other duties of the Treasurer include:

- Collecting District assessments from each Club in the District.
- Creating an annual financial report to be presented at the District Conference.

The District Treasurer shall furnish a fidelity bond at the expense of the District, conditioned upon faithful performance of duties and properly accounting for and paying over all funds of the District directed by the Finance Committee. The amount of the bond shall be set and the bond approved by the Finance Committee.

The District Treasurer shall be reimbursed from District funds for actual expenses incurred in completing work for the District.

2.2.3. District Trainer

The District Trainer supports the District Governor and the District Governor-Elect in training Clubs and District leaders and overseeing the overall training plan for the District. The District Trainer is appointed by the DGND for the upcoming Rotary year. The District Trainer may be reappointed, but for no longer than four (4) consecutive one-year terms.

The District Trainer duties include:

- Working with the DGE on training needs in the District for the current Rotary year related to:
 - Assistant Governor Training
 - PETS Orientation and PETS
 - District Training Assemblies and Webinars
 - District Team Training Sessions
- Working with the District Governor on training needs in the District for the current Rotary year related to:
 - Foundation / Membership / Public Image Seminars when held in the District
 - Trainings conducted in the Fall or mid-year
 - Spring training sessions for Club officers
 - Educational sessions offered at the District Conference
 - Other training events in the District as appropriate

2.2.4. Club Visioning Chair

The Club Visioning Chair leads the visioning team to support Club strategic planning and help Clubs develop a vision for the future. The Chair is appointed by the District

Governor and should be trained and experienced in Club Visioning and responsible for the overall process of visioning within the District.

In addition to the Chair, the Club Visioning Team will also have a Coordinator. The Coordinator is appointed by the Chair and should also be trained and experienced in conducting Club Visioning. The Coordinator works directly with Clubs in establishing date, place, and time for their visioning session. Additional team members are appointed by the Chair. These team members are Rotarians who have specialized knowledge, skills, and experience in facilitating workshops and focus groups.

Club Visioning Team Responsibilities include:

- Conducting Club visioning sessions designed to:
 - Assist Clubs to envision where they would like to be in 3 years.
 - Result in the creation of more effective Clubs.
 - Ensure Club leadership alignment over time.
 - Ensure a consensus of purpose.
 - Enhance membership engagement.
- Training facilitators in the Visioning process.
- Promoting Club Visioning at District meetings and events.

2.2.5. District Leadership Academy Dean

The District Leadership Academy (DLA) Dean is responsible for organizing and executing a professional, in-depth exploration of Rotary International's and District 6110's organization, priorities, and resources. The Dean should have experience in developing and delivering engaging curricula in an online environment. The Dean is appointed by the District Governor-Elect to serve during that DGE's year as District Governor. The Dean may be reappointed, but limited to three one-year terms. The Dean's duties include:

- Selecting DLA students from among qualified applicants.
- Selecting outstanding Rotarians to be faculty in their specific course topics and areas of expertise.
- Ensuring curricula are aligned with current RI and District policies and practices.
- Monitoring online classes to ensure quality and appropriate levels of engagement.
- Resolving conflict, should it arise, if it cannot be managed by the faculty.

The District 6110 Leadership Academy is a seven-month advanced education program for Rotarians who are:

- Interested in learning more about Rotary.
- Looking to participate in future leadership positions in their Clubs or at the District level.
- Interested in finding more effective ways to conduct Rotary work.

The DLA curriculum is designed for participants to gain/expand in-depth Rotary knowledge, develop leadership and personal growth, develop and update Club long-range planning, interact with other Rotarians throughout District 6110, and will give participants the opportunity to serve and effect change. DLA topics include (but are not limited to):

- Communication
- Membership
- Public Image
- Youth Service
- RI Programming
- The Rotary Foundation
- District 6110

2.2.6. District Administrator

The District Administrator will normally be a full-time, paid employee of the District. The person holding this position is required to be (or become) a Rotarian, but is not considered an officer of the District. The District Personnel Committee is responsible for hiring, evaluating, determining compensation, and termination of the District Administrator.

The duties of the Administrator are as determined in the job description by the Committee and the District Governor. The purpose of the staff position is to provide administrative services required for efficient, timely and comprehensive communications, information, reports, and record keeping for the District. The District Administrator shall serve, advise, and assist the District Governor and other District officers as requested by the DG and perform other duties as may be assigned by the District Governor and Personnel Committee.

Funding for the position is provided through the District Fund. The District shall pay the dues of the District Administrator for membership in a local Rotary Club. The District, through the approved Budget, shall pay costs such as travel, registration, housing and meals for the District Administrator and staff, as needed, to attend District meetings and events, and other meetings as requested by the District Governor or Personnel Committee.

2.2.7. District Bookkeeper

A part-time District Bookkeeper may be hired by the District Personnel Committee, if needed. The person holding this position is not required to be a Rotarian and is not an officer of the District.

The duties of the bookkeeper will be outlined in the job description, and will include providing bookkeeping support to the Finance Committee, District Treasurer, and District Administrator. Day-to-day, the bookkeeper will be directed and supervised by the District Treasurer and District Administrator.

Funding for the position is provided through the District Fund.

2.2.8. District Communication Officer (DCO)

The District Communication Officer (DCO) is expected to promote, advocate, and support the full use and benefit of the DACdb platform and the Rotary Club Central website across both District and Club leadership. The DCO will train and support users as needed, and assist users with setup of more complex email campaigns, registrations, committee structures, Club and District management, etc.

The DCO should work closely with the District Governor and District Trainer to secure time for training and presentations at events where Club leaders are gathered. The DCO should also promote vendor-provided DACdb training and webinars available at no cost to any Rotarian.

The DCO shall be the chair of the *DACdb and Rotary Club Central Training Committee* and shall be the primary contact within the District for administering and supporting DACdb and Rotary Club Central. The DCO shall have LVL-7 administrator privileges in the DACdb system and can update the system to meet District requirements.

2.2.9. District Youth Protection Officer

The District Youth Protection Officer shall advise Clubs and the District about abuse and harassment prevention, assist Clubs to manage risks and crises that impact the safety of youth, should have professional experience in counseling, social work, law, law enforcement, or child development, and may be a Rotarian or non-Rotarian.

The District Youth Protection Officer shall:

- Report all allegations of abuse or harassment to the District Governor and local law enforcement immediately.
- Report the incident to RI within 72 hours of learning of the incident.
- Arrange for an independent and thorough investigation into any claims of abuse or harassment including a determination for how to prevent a similar situation in the future.

- Ensure that any person involved in Rotary against whom an allegation of sexual abuse or harassment is made is removed from all contact with youth until the matter is resolved.
- Ensure that Clubs terminate the membership of any individual who admits to, is convicted of or is otherwise known to have engaged in sexual abuse or harassment of youth or youth program participants.
- Ensure that Clubs screen candidates for membership and not grant membership to a person who is known to have engaged in sexual abuse or harassment.
- Ensure that additional safeguards are put in place to assure the protection of any youth with whom an individual who is accused of sexual abuse or harassment, even if an investigation into a claim is inconclusive.
- Permanently prohibit individuals with more than one claim of sexual abuse or harassment from working with youth in a Rotary context.
- Track all individuals prohibited from contact with youth and ensure such prohibitions are implemented consistently from year to year.
- Ensure that individuals prohibited from working with youth are not allowed to serve as District Interact Chair, Interact Club Adviser, District RYLA Chair, District Youth Exchange Chair, District Youth Protection Officer, or in any other locally-appointed Club or District role where there may be contact with youth.

ARTICLE 3. DISTRICT COMMITTEES

SECTION 3.1. Standing Committees

3.1.1. Committee Composition

Each of the Standing Committees shall consist of five members:

- Two (2) from Oklahoma, no more than one of which may be from a Club in Tulsa County
- One (1) from a Club in Arkansas
- One (1) from a Club in Kansas
- One (1) from a Club in Missouri

Members are appointed to five-year terms (except where otherwise noted) which should be staggered so that the geographic representation above is preserved. The District Governor-Elect shall appoint the new members of the committees from the state in which the rotational vacancy occurs. The District Governor-Elect may designate the chairman for each committee for that year or allow the committee to elect its chair.

If a vacancy occurs before the end of a member's five-year term, the District Governor may appoint a person to fill the unexpired portion of the term in which the vacancy occurs. The appointment to fill a mid-term vacancy should be from the state represented by the departing member. The District Governor may appoint no more than two members to any Standing Committee. If more vacancies exist, the committee may operate with fewer than five members.

Each of these committees may constitute subcommittees as they determine will be beneficial, to study and make recommendations to the committee, or carry out actions as directed specifically by the committee. A member of the Standing Committee shall be chair of any constituted subcommittee and may appoint subcommittee members at-large, as needed, to carry out the work of the subcommittee. These at-large appointments should serve no longer than one year.

The District Governor appoints all committees. The District Governor is an ex-officio member of all District committees and may vote in case of a tie. If the DG does not appoint a chair, the members may elect their own officers. The District Governor shall have the right, with the approval of the Executive Committee and concurrence by the chair of the affected committee, to remove a committee member for cause and inactivity. The DG shall consider the area represented and demographics when naming any replacement, and such replacement shall finish serving the term of the replaced member.

3.1.2. Extension (New Club Development) Committee

Purpose. The District Extension (New Club Development) Committee is responsible for organizing all new Club efforts, including Rotaract Clubs, within the District.

Composition. As a Standing Committee, membership shall be as described in Standing Committees Membership, Section 3.1.1. The chair of this committee shall be the District Governor's representative as a new Club advisor. To be effective, a district new club adviser must have continuity of leadership; therefore, the new club adviser shall be appointed for a three-year term, subject to review (RI Code of Policy).

Responsibilities. The committee shall ensure that when a new Rotary Club is proposed, it meets the following requirements:

- Have at least 20 charter members, 50-percent of whom are from the local community in which the new Club is established.
- Be sponsored by a District Rotary Club (recommended but not required).
- Submit a New Club Application for approval.
- Select an appropriate name for the Club.*
- Be able to pay all necessary RI and District dues and fees without external assistance.
- Pay an admission fee of \$15 per charter member in order to underwrite the cost to RI of chartering and serving the new Club.

When a new Rotaract Club is proposed, it meets the following requirements:

- Have at least 12 charter members (recommended but not required).
- Be sponsored by up to three (3) District Rotary or Rotaract Clubs (recommended, but not required).
- Be designated as a community-based or university-based† Club.
- Submit a Rotaract Club Certification to RI for approval.
- Be able to pay all necessary RI and District dues and fees.

The committee shall assist the new Rotary or Rotaract Club to:

* *The name of a Rotary Club is to identify the Club with the community or area of interest of its members and to distinguish it from all other Rotary Clubs. Club names shall not include references to ethnicity, gender identity, political viewpoints, race, religion, sex, sexual orientation or trademarks without written permission of the trademark owner. The general secretary shall determine if a name is appropriate.*

† Where the Rotaract club is university-based, control and counsel by the sponsor club(s) shall be exercised in full cooperation with university authorities, with the understanding that such clubs are subject to the same regulations and policies established by the university authorities for all student organizations and extracurricular activities of the university.

- Promote the Club and identify potential members.
- Hold informational meetings to:
 - Gain consensus on the Club’s meeting format.
 - Communicate the value of the new Club to potential members.
 - Differentiate the Club from existing Clubs in the area.
 - Choose an appropriate Club name.
 - Identify at least 20 charter members willing to start the Club.
- Complete and submit a New Club Application to RI.
- Choose Club officers.
- Draft Club Bylaws.

The committee should generally be a resource to the new Club for answering questions, mentoring new Club officers, and assisting the Club to develop good routines and practices.

The District Governor or designated representative should be present at the Club’s official chartering ceremony.

3.1.3. Finance Committee

Purpose. The Finance Committee supports the District Governor in planning and executing the annual budget and managing the District fund.

Composition. As a Standing Committee, membership shall be as described in Standing Committees Membership, Section 3.1.1. The District Treasurer shall be an ex-officio member of the Finance Committee.

Responsibilities. 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 a budget and an annual report on the status of the District’s finances.

The Finance Committee, in consultation with the District Governor and DGE, shall:

- Prepare a budget of District expenditures to be submitted to the Clubs at least thirty-days prior to voting at a meeting of Club Presidents-Elect.
- Review and recommend the amount of per capita levy to be approved in accordance with RI Bylaws.
- Assure that proper records of income and expenditures are kept throughout the year.

- Prepare a yearly financial report to be presented by the immediate past District Governor according to RI Bylaws.
- A member of the committee, preferably the treasurer, shall, together with the District Governor, be a signatory on the bank account(s) of the District fund. The bank account shall be held in the name of the District.

All matters coming to the District Governor's attention and having to do with finance shall be referred to the Finance Committee for its consideration and recommendation prior to any commitment of District funds. The District Governor may provide input and recommendations to the Committee.

The committee shall approve distribution of funds and the Treasurer's bond and set the amount of such bond. To avoid any appearance of conflict of interest, the District Governor should not be a signatory on accounts that distribute RI funds.

3.1.4. Resolutions Committee

Purpose. The purpose of the Resolutions Committee is to review and recommend action on any proposed legislation to be submitted for presentation to a District vote.

Composition. As a Standing Committee, membership shall be as described in Standing Committees Membership, Section 3.1.1. Members of this committee should be well versed in both RI and District governing documents and policies.

Responsibilities. This committee shall be responsible to:

- Review all proposed legislation and recommend action thereon to the District Governor.
- Determine whether the proposed legislation has been duly proposed.
- Determine whether the proposed legislation is deficient or defective.
- Return proposals deemed deficient or defective to proposing Clubs to allow changes and resubmission.
- Formulate recommended actions of each properly submitted proposal.
- Work within a timeframe that allows for timely and proper presentation of proposals for votes at District Conference.
- Return proposed legislation to the DG not less than 30 days prior to the start of the meeting at which the vote will be taken.

The committee shall adhere to applicable RI policies and procedures and those in Section 5.2. Presentation of Matters for District Vote, in this Manual of Procedures.

3.1.5. Legislation Committee

Purpose. This committee shall be responsible for initiating legislative proposals to the Council on Legislation and for helping individual Clubs prepare proposals for submission to the next Council.

Composition. As a Standing Committee, membership shall be as described in Standing Committees Membership, Section 3.1.1. In addition, the next District Representative and Alternate elected to the Council on Legislation shall become members at-large of this committee. They shall serve a five-year appointment to the committee starting with the Rotary year following their selections. The most recent District Representative to the Council on Legislation shall be the chair of this committee.

Responsibilities. The responsibilities of this committee include:

- Preparing changes and amendments to the District Manual of Procedure necessary to comply with enactments of each tri-annual RI Council on Legislation.
- Submitting to the Elections, Credentials, and Parliamentary Committee these amendments for votes at the District Conference immediately following the Council on Legislation.
- Help the District Representative and Alternate prepare legislation for presentation at upcoming Councils on Resolutions or Council on Legislation.

3.1.6. Elections, Credentials, and Parliamentary Committee

Purpose. The purpose of this committee is to ensure District voting is conducted in a fair, timely, and orderly way in accordance with RI and District policies and procedures.

Composition. As a Standing Committee, membership shall be as described in Standing Committees Membership, Section 3.1.1. The chair of the committee, or a member of the committee selected by a majority of the committee in the absence of the chair, shall preside at all District votes.

Responsibilities. The Elections, Credentials, and Parliamentary Committee shall:

- Conduct all District elections and votes in which Clubs and/or Rotarians have a vote, whether at a District meeting or ballot-by-mail.
- Certify electors in advance of a vote in accordance with the rules of District voting as required under R.I. By-Laws.
- Notify Clubs not less than three (3) days in advance regarding the rules and schedule for seeking certification of electors.
- Conduct the business-meeting portion of District meetings when a vote is to be taken.

- Ensure that voting for Nominating Committee members or District Governor, as applicable, is conducted in accordance with RI Bylaws Sections 11.020.5 and 15.050.2, and that all votes from a club with more than one vote are cast for the same candidate.
- Ensure that proper parliamentary procedures are used where necessary in District meetings. The current edition of Robert's Rules of Order shall be the District's parliamentary authority.
- RI allows the DG to approve proxy votes, however in District 6110, proxy votes are generally not allowed.

3.1.7. Membership Committee

Purpose. The purpose of this committee is to identify, promote, and implement membership strategies that will result in membership development and growth, and the formation and support of new Rotary and Rotaract Clubs within the District.

Composition. As a Standing Committee, membership shall be as described in Standing Committees Membership, Section 3.1.1, except that the Membership Committee Chair shall be appointed for a three-year term, per the RI Code of Policies.

Responsibilities. The membership committee shall:

- Assist Club membership committee chairs in carrying out their responsibilities of attracting new members and engaging/retaining existing members.
- Manage prospective members through the Manage Membership Leads page on My Rotary.
- Assist in organizing, establishing and supporting new and different types of Clubs, where Rotary is currently not present, as well as in areas where Rotary is already active.
- Communicate committee progress, challenges and opportunities with the District Governor on a regular basis.

3.1.8. Personnel Committee

Purpose. The purpose of this committee is to assist the District Governor in managing paid employees of the District.

Composition. As a Standing Committee, membership shall be as described in Standing Committees Membership, Section 3.1.1. In addition, one member shall be experienced with Personnel Issues by either, experience, training and/or education; one member shall have Legal Experience by either experience, training and/or education; and one member shall be a member of the District Finance Committee.

Responsibilities. The responsibilities of this committee include:

- Hiring, directing, providing supervisory oversight, and, if necessary, terminating the District Administrator and support staff.
- Establishing and maintaining employee job descriptions and an employee manual.
- Conducting annual performance reviews with each full-time and part-time District employee.
- Providing a written report of such reviews signed by the members of the committee and the employee present at the review.
- Locating, renting and maintaining District office space for the function of the District Administrator and staff.

SECTION 3.2. Permanent Committees

These permanent committees are similar to the Standing Committees, except that there are special terms on their composition or length of service. However, every attempt shall be made to include committee members from all geographical areas and demographics of the District.

3.2.1. Rotary Foundation Committee

Purpose. The District Foundation Committee (DFC) assists the District Governor in educating, motivating, and inspiring Rotarians to participate in Foundation programs and fundraising activities in the District. The DFC plays a critical role in furthering The Rotary Foundation's (TRF) objective of world understanding and peace by reaching out to the Clubs, sharing the Foundation's important message, and helping to realize the Foundation's goals.

Composition. DFC members are nominated by the Chair and appointed by the District Governor to one-year, renewable terms. The committee is to be made up of experienced and dedicated Rotarians who are committed to the mission of The Rotary Foundation. A Past District Governor shall be a member of the committee.

Responsibilities. Under the District Governor's leadership, the committee is responsible to:

- Plan, coordinate, and evaluate all District Foundation activities.
- Organize and manage sub-committees to assist in major, ongoing projects (see below).
- Provide education to District Clubs regarding Foundation goals, accomplishments, and impact.
- Manage the grant process for District Designated Funds
- Assist Clubs to develop Global Grants.

- Organize award ceremonies to recognize Foundation giving by Clubs and individual Club members.

This committee and its sub-committees shall have the responsibilities of and be governed by the rules and policies of The Rotary Foundation.

Subcommittees include, but are not limited to:

- **Fundraising.** The Fundraising sub-committee is responsible for designing and implementing a comprehensive and effective District program to achieve the District's giving goal. These efforts have the objectives of (1) promoting the Foundation's many successes to Rotarians and others, (2) encouraging every Rotarian to make an annual contribution (Every Rotarian Every Year -EREY), (3) educating Rotarians about Foundation operations, and (4) motivating Rotarians to participate in Club and District-sponsored Foundation programs. Membership should include at least one person with professional experience in fundraising or marketing.
- **Polio Eradication.** The District Polio Eradication sub-committee is responsible for supporting Rotary's commitment to polio eradication and encouraging participation in PolioPlus activities by all Rotarians. Membership should include at least one public health professional, if possible.
- **Global Grants.** The Global Grants sub-committee is responsible for (1) promoting international service activities by encouraging, educating, and assisting Clubs to identify international service projects, developing contacts with Rotary Clubs in other countries, and assisting Clubs in obtaining matching grants for international service projects, (2) allocating District Designated Funds for humanitarian purposes as matches to Club contributions for world community service projects, and (3) working with Club project sponsors and the District Grants Committee to review grant applications to verify that they are complete and comply with TRF rules before submission to TRF.
- **District Grants.** The purpose of the Grants sub-committee is to promote, encourage, educate, and assist Clubs in the development of grant-funded project proposals. The committee is responsible for (1) assisting Clubs in selecting projects and submitting proposals for District-sponsored grants, (2) selecting and approving District Grant applications from Clubs, and (3) ensuring that Clubs submit satisfactory progress and final reports to the Rotary Foundation. The Grants subcommittee shall properly account for and report the use of all District-Designated funds.
- **Foundation Banquet.** The Foundation Banquet subcommittee is responsible for planning the annual Foundation Banquet, including selecting a suitable Rotarian for recognition, securing a venue for the event, and advertising and encouraging attendance.

3.2.2. Strategic Planning Committee

Purpose. The Strategic Planning Committee assists the District Governor and Executive Committee in formulating and updating a rolling three-year plan for the District.

Composition. Members of the Strategic Planning Committee are nominated by the Chair and appointed by the District Governor to one-year, renewable terms. Membership on the committee should represent a cross-section of the District demographics, including both Club and District leaders.

Responsibilities. The strategic planning committee shall:

- Survey Rotarians and Rotary Clubs at least every three years to review and make recommendations pertaining to the strategic plan.
- Hold strategic planning gatherings to collect ideas, initiatives, and actions.
- Use inputs from Clubs and District leaders to develop, recommend, and update a strategic plan for consideration by the Executive Committee.
- Advise the District Governor-Elect on programs and opportunities for the upcoming year.
- Undertake other duties assigned by the District Governor and executive committee.

3.2.3 College of Past District Governors

The College of Past District Governors (COG) is an independent body affiliated with the District.

Purpose. The services of Past District Governors are utilized in order to achieve continuity of successful District activities. The authority and/or the responsibility of the District Governor shall in no way be impaired or impeded by the advice or actions of the Past District Governors.

Composition. The College shall be composed of all past District Governors who are members of Rotary clubs within the district.

Responsibilities. The College shall consider matters referred to it by the leadership of the District and may give advice and recommendations thereto.

- As a group, in regular or special meeting, and individually, the members may be called upon by the District Governor to aid in work with the clubs in the district.
- The College shall meet at least annually. To remain informed and current, the College will:
 - Receive annual updates on the state of the district from the District Governor and District Treasurer.

- Be briefed by the District Governor-Elect on plans for the upcoming year.
- Additional meetings may be called by the Chair of the College for specific purposes.

3.2.4 Nominating Committee

Purpose. The purpose of the Nominating Committee is to select a District Governor-Nominee Designate and Vice Governor each year. The Committee shall assure that there is always a DG, DGE, DGN, DGND in line. Additionally, this Committee shall nominate a representative and an alternate to serve on the Council on Legislation. The representative and alternate cannot be a currently serving District Governor. Council on Legislation nominees shall be voted on by Rotarians in the District.

Composition. The Nominating-committee shall be composed of Past District Governors who are members of Clubs in the District, the District Governor, the District Governor-Elect, and the District Governor-Nominee. All Past District Governors who are members of Clubs within the District shall notify the Chair of the Nominating Committee and the District Administrator of their willingness to serve on the committee. They shall remain members of the committee until they notify the Chair and Administrator of their decision to be removed from the committee. They may return to the committee by notifying the persons named herein. Past District Governors desiring to serve as voting members of this committee shall notify the Chair of their willingness. The Chair of the Nominating Committee shall be the Chair of the College of Past District Governors.

Responsibilities. The Nominating Committee shall:

- Select a District Governor-Nominee Designate at a meeting called by the Chair each year in the fourth quarter of the calendar year..
- Select a Past District Governor to serve as Vice Governor who will serve as District Governor for an unfinished term if the District Governor should die while in office or otherwise be unable to serve.

The committee shall follow the procedures in the RI governance documents as well as the District Manual of Procedures. For purposes of voting, all members of the committee in attendance shall constitute a quorum. No proxies shall be allowed.

3.2.5 Executive Committee

Purpose. The District Executive Committee's purpose is to provide continuity of District leadership, oversight, and coordination between Rotary years.

Composition. The District Executive Committee membership shall consist of:

- District Governor, who shall be the Chair,
- District Governor-Elect
- District Governor-Nominee

- District Governor Nominee Designate
- Immediate Past District Governor
- Vice Governor
- District Treasurer
- District Administrator (ex-officio)

Responsibilities. The Executive Committee will serve as an official advisory committee to the District Governor. The committee shall meet at the call of the District Governor or at the call of any two of the other members.

3.2.6. Youth Services Committee

Purpose. This committee coordinates and monitors youth services subcommittees as outlined below.

Composition. Members of the Youth Services Committee are chairpersons of the following committees and appointed by the District Governor to one-year, renewable terms.

Responsibilities. This committee gathers the chairpersons of the major youth services in the District to collaborate and coordinate actions and activities across the spectrum of Rotary youth activities in the District. These include:

Youth Exchange. The Rotary Youth Exchange Committee promotes youth exchange as an opportunity for the development of international understanding and peace. This important committee may be chaired by a volunteer or a paid District staff member to give it appropriate attention. RI specifies that any volunteer Chair of this committee not serve more than a three (3) year term and that not more than one-third of the committee members be changed in any year.

The Youth Exchange Committee shall:

- Coordinate Districtwide activities related to Youth Exchange.
- Promote program participation through regular contact with Assistant Governors and Clubs.
- Promote Youth Exchange by encouraging members to get involved.
- Prepare and submit a budget to the District Governor and the District finance committee for approval to ensure that no personal financial profit is being made from Youth Exchange activities.

For more information see Rotary Code of Policy, Section 41.050, and the Rotary Youth Exchange Handbook.

RYLA. Rotary Youth Leadership Awards is a youth program for promoting leadership, good citizenship, and personal development. The District Rotary Youth Leadership Awards committee oversees promotes and supports the activities of Rotary Youth Leadership Awards (RYLA) in the District. The District RYLA Committee shall:

- Coordinate District-wide activities related to Rotary Youth Leadership Awards.
- Promote program participation through regular contact with Assistant Governors and Clubs.
- Promote Rotary Youth Leadership Awards by encouraging members to get involved.
- Engage RYLA alumni by asking them to speak at RYLA events, attend Club meetings, and participate in Rotary service.
- Cultivate community partnerships and leverage community leaders as speakers, facilitators, or trainers.
- Support RYLA across the District in upholding Rotary's youth protection policies.

EarlyAct. Provide guidance and support for a Rotary sponsored service Club for elementary children. The EarlyAct Committee shall:

- Coordinate District-wide activities related to Interact.
- Promote program participation through regular contact with Assistant Governors and Clubs.
- Promote EarlyAct by inviting participants to speak at events and encourage Clubs to get involved.
- Support the organization of new EarlyAct initiatives.
- Provide training and support to EarlyAct Club advisors, including youth protection.
- Oversee other administrative functions of EarlyAct Clubs within the District.

Interact. This committee is made up of Club Sponsors of their local Interact Clubs. All members are here to assist Clubs in our District to sponsor, promote, and support an Interact Club in their local Schools. The Interact subcommittee shall:

- Coordinate District-wide activities related to Interact.
- Promote program participation through regular contact with Assistant Governors and Clubs.
- Promote Interact by inviting participants to speak at events and encourage Clubs to get involved.

- Support the organization of new Interact Clubs.
- Provide training and support to Interact Club advisors, including youth protection.
- Oversee other administrative functions of Interact Clubs within the District.
- Liaise with other youth-serving District committees (i.e. RYLA and Youth Exchange) to encourage participation and collaboration in all youth programs and to strengthen youth protection District wide.
- In selecting committee members, preference should be given to those who have club-level experience with Interact, Interact adviser, Interact alumni, and Interact members with leadership potential. Participation of Interactors is contingent upon receiving prior approval from a parent/guardian. Where feasible and practicable there should be provision for continuity of membership by appointing one or more members for a second term. (RI Code of Policies).

Youth Protection. Coordinate with the District Youth Protection Officer to ensure Club and District members who work with children and youth are appropriately screened and trained to protect the youth in their care from physical, emotional, or sexual assault (see Youth Protection Policies in Section 5.4 of this Manual)

3.2.7. Rules and Procedures Committee

Purpose. The purpose of the District Rules and Procedures committee is to advise and assist the District Governor on nominations, elections, and other matters involving RI's constitutional documents.

Composition. The committee shall consist of three members, each serving a staggered three-year term with the possibility of reappointment. Appointments to the committee are made by the District Governor at the conclusion of his or her year in office. Members should be knowledgeable about RI's constitutional documents and election procedures.

Responsibilities. The District Rules and Procedures committee shall:

- Advise and assist the District Governor when questions arise on nominations, elections, or other matters.
- Remain abreast of RI constitutional documents, including any changes made by the Council on Legislation or Council on Resolutions.
- Be a resource to other District and Club offices on matters of RI policy and procedures.

3.2.8. Public Image Committee

Purpose. The District public image committee should promote Rotary and foster understanding, appreciation and support for the programs of Rotary. The committee should promote awareness among Rotarians and Rotaractors that effective publicity,

favorable public relations and a positive image are desirable and essential goals for Rotary.

Responsibilities. The District public image committee shall:

- Encourage Clubs within a District to make public image a priority.
- Promote Rotary to the media, community leaders, and beneficiaries of Rotary's programs.
- Promote Rotary's visual identity and voice.
- Provide training on correct use of Rotary branding and Rotary marks.
- Communicate with the District Governor and the chairs of key committees to stay informed about District projects and activities.
- Liaise and collaborate with the Rotary Public Image Coordinator.
- Share RI public image materials with Clubs.
- Seek opportunities to speak to individual Clubs about the importance of Club public image.

3.2.9. District Conference Committee

Purpose. The District Conference Committee shall plan and coordinate execution of the annual District Conference.

Responsibilities. The District Conference Committee shall:

- Work with the District Governor-Nominee to choose a site for the District Conference
- Assist local Clubs in forming a Host Site Conference Committee to assist in planning the District conference.
- Work with the Finance Committee to prepare a timely input to the District budget.
- Assist the District Governor in creating a working agenda for the event.
- Secure the District Conference venue and block of local hotel rooms.
- Arrange for meeting and hospitality rooms, audio-visual equipment, catering, vendor spaces, and any other logistics requirements for the conference.
- Assist with appropriate accommodations for Rotary International VIPs who are invited or may attend.
- Keep the District Governor informed and apprised of any issues, challenges, or opportunities as they arise.

- Assist in overseeing execution of the District Conference to ensure a successful event.

3.2.10 District Disaster Preparedness Committee

Purpose. The District Disaster Preparedness Committee shall plan and coordinate District response to natural or man-made disasters in the District or adjacent geographic areas.

Responsibilities. The District Disaster Preparedness Committee shall:

- Create and maintain the District Disaster Preparedness Plan.
- Assist Clubs in creation of Club-specific Disaster Preparedness plans and templates.
- Educate the District/Clubs regarding District Disaster Preparedness.
- Maintain a District-wide database of resources, including key people and organizations, to coordinate with during D6110 disasters.
- Establish a District Disaster Response Team (DDRT) to coordinate the District response to disasters.
- Identify appropriate Federal or State disaster response certifications for DDRT and other key District and Club members.
- Determine whether a disaster event requires a District response.
- Activate funding efforts to respond to disasters, including coordinating communication, setting up a quick-response fundraising campaigns, and maintaining accountability for funds received and disbursed.

3.2.11 Diversity, Equity, and Inclusion Committee

Purpose. The purpose of the Diversity, Equity, and Inclusion (DEI) Committee is to assist Clubs with education and initiatives around Diversity, Equity, and Inclusion with the aim of growing our Clubs and expanding membership to reflect the demographics of the areas they serve. District efforts should support the Rotary Statement of Diversity:

Rotary recognizes the value of diversity within individual Clubs. Rotary encourages Clubs to assess those in their communities who are eligible for membership, under existing membership rules, and to endeavor to reflect their community with regard to professional and business classification, gender, age, religion, and ethnicity.

To be effective, the district diversity, equity and inclusion committee must have continuity of leadership; therefore, the committee chair shall be appointed for a three-year term, subject to review, with documented agreement of the governor, governor-elect and governor-nominee for their term of service (RI Code of Policy).

Responsibilities. The DEI Committee shall:

- Advise and assist the District Governor on matters of diversity, equity, and inclusion in District Clubs.
- Initiate programs and events to enhance awareness of DEI in the District.
- Measure and report District DEI data and trends.

3.2.12. Facilities Committee

Purpose. The Facilities Committee assists the District Governor to manage the District Office facility.

Responsibilities. The Facilities Committee shall:

- Advise and assist the District Governor in managing the District office facility.
- Act as the liaison with the building owner to resolve any structural or mechanical issues.
- Work with the District Administrator to evaluate and recommend replacement of any furniture, fixtures, and equipment, including computers, phones, audio-visual, and other information systems.
- Work closely with the District Finance Committee to budget for any increases in facilities cost, purchase of replacement furnishings or equipment, and any other maintenance needed by the facility.

3.2.13. Training Committee

Purpose. The District Training Committee is responsible for functional, leadership, and organizational training in the District.

Responsibilities. The District Training Committee is responsible for training incoming officers and enhancing the education of all the members of the District. The Chair of this committee is the District Trainer, who may make recommendations to the District Governor for the additional members.

The District Training Committee shall be responsible for coordinating with the District Governor and District Governor Elect to plan:

- Mid-America PETS (in coordination with the MA-PETS organizing committee).
- District Training Assemblies and Webinars.
- Assistant Governor training.
- Leadership Training for Club leaders.
- Other training events in the District, as appropriate.

In collaboration with the meeting convener, the committee may be tasked with one or more aspects of the planning and execution:

- Program content
- Conducting sessions
- Identification of speakers and other volunteers
- Preparing training leaders
- Program evaluation
- Logistics
- Marketing to target audiences

3.2.14. DACdb and Rotary Club Central Training Committee

Purpose. The DACdb and Rotary Club Central Training Committee provides support and assistance to District officers, staff, committee chairs, and Clubs to learn and effectively use the District and Club database (DACdb) and Rotary Club Central website. The District Communications Officer (**DCO**) shall be the chair of this committee and the primary contact within the District for administering and supporting DACdb and Rotary Club Central.

Responsibilities: The DACdb and Rotary Club Central Training Committee shall:

- Advise and assist the District Governor on Club-level use and effectiveness of DACdb and Rotary Club Central.
- Set up individual, functional, and group training for Club and District officers in the use of DACdb and Rotary Club Central databases.
- Coordinate with DACdb vendor and RI to solve issues and/or make improvements in functionality and usability of these online tools.
- Be a resource for District and Club officers for help, assistance, and advice in setting up, use, and troubleshooting problems with DACdb and Rotary Club Central.

3.2.15. District Leadership Academy

Purpose. The purpose of the District Leadership Academy (DLA) is to provide in-depth instruction and development of Rotary Club and District leaders. The DLA shall be led by a Dean appointed by the District Governor and six or more Academy Instructors who shall be recommended by the Dean for appointment by the District Governor.

Responsibilities. The District Leadership Academy shall:

- Provide a quality learning experience for applicants who wish to learn more about Rotary and leadership opportunities in the organization.
- Secure knowledgeable qualified instructors from the pool of Past District Governors, Past Club Presidents, and other qualified District leaders who are experienced in the field of instruction they are appointed to in the Academy.
- Develop engaging curriculum, supporting materials, assignments, and examinations for DLA courses.
- Advertise and recruit quality student-leaders. Admission preference will be given to current and past Club Presidents, Presidents-Elect, Presidents-Nominee and Rotarians appointed to District positions.
- Prepare the annual budget for submission to the District Finance Committee and monitor and report spending throughout the year.
- Keep the District Governor informed of the Leadership Academy progress.
- Plan and conduct the annual DLA Graduation Ceremony.

3.2.16. Club Visioning Team

Purpose. The Club Visioning Team helps Clubs in the District formulate a strategic plan with goals for the next three years for their respective Clubs.

Responsibilities. The Club Visioning Team shall:

- Be comprised of members of Clubs in the District with experience in the District visioning process.
- Collect Club data using survey instruments.
- Facilitate planning meetings with cross-sections of Club members to create 3-year goals.

3.2.17. Rotaract Committee

The district Rotaract committee, composed of equal numbers of Rotarians and Rotaractors, supports Rotaract clubs in the district. The Rotaract subcommittee shall:

- Coordinate District-wide activities related to Rotaract.
- Promote engagement through regular contact with Assistant Governors and Clubs.
- Promote Rotaract by inviting participants to speak at events, partner on service projects, and attend joint leadership and professional development trainings.
- Support the organization of new Rotaract Clubs.

- Provide training and support to Rotaract Club officers and advisors.
- Prepare and submit a budget to the District Governor and the District finance committee for approval to ensure that no personal financial profit is being made from Rotaract activities.
- Oversee other administrative functions of Rotaract Clubs within the District.

When selecting members, preference should be given to those who have club-level experience with Rotaract, Rotaract alumni, and Rotaract members with leadership potential. Where feasible and practicable there should be provision for continuity of membership by appointing one or more members for a second term. (RI Code of Policy)

SECTION 3.3. Program Committees

3.3.1. General

Purpose. Program committees exist or are created to assist the District Governor in managing new or ongoing programs of the District. Program Committee descriptions are located in Annex A and non-standing committees may be added to, deleted, or changed as necessary as determined by the District Governor.

Composition. Committees may be created or reappointed by the District Governor-Elect to manage District programs for his or her year as District Governor. Generally, the DGE will select a chair of each committee and the chairs will recruit members for their committees. The DGE shall approve committee members prior to their being seated. Committee members shall serve a one-year term but may be reappointed by the next District Governor-Elect for the following year.

Program committees may vary in number of members and are not required to represent geographic distribution, as are Permanent Standing Committees, though District-wide representation is preferable on most committees.

Responsibilities. General responsibilities of every program committee include:

- Understand the goals and expectations for the committee. These may be articulated by the District Governor, outlined in the District strategic plan, or determined by the committee with concurrence of the District Governor.
- Create plans to achieve the goals and expectations of the committee and metrics to measure success.
- Appoint members to work on tasks that contribute to the success of the committee.

- Request and wisely use resources (funding, expertise, etc.) to achieve the committee goals and expectations.
- Create a sustainable organization for longer term projects.
- Keep the District Governor apprised of progress, challenges, and opportunities as they arise.

3.3.2. Ad Hoc Committees

Purpose. An Ad Hoc committee is a special committee appointed by the District Governor to serve for a specific purpose and until its specific purpose is accomplished.

Composition. Ad Hoc Committees may be created by the District Governor as needed. Generally, the District Governor will select a chair for the ad hoc committee and the chair will recruit members for their committee. The District Governor shall approve committee members prior to their being seated. Committee members shall serve until the committee's purpose is achieved, or until the end of the current Rotary year. Ad Hoc Committees may vary in number of members and should include members with experience and expertise in the purpose for which the committee is constituted.

Responsibilities. General responsibilities of every a hoc committee include:

- Understand the goals and expectations for the committee. These may be articulated by the District Governor, outlined in the District strategic plan, or determined by the committee with concurrence of the District Governor.
- Create plans to achieve the goals and expectations of the committee and metrics to measure success.
- Appoint members to work on tasks that contribute to the success of the committee.
- Request and wisely use resources (funding, expertise, etc.) to achieve the committee goals and expectations.
- Create a sustainable organization for longer term projects.
- Keep the District Governor apprised of progress, challenges, and opportunities as they arise.

ARTICLE 4. DISTRICT MEETINGS

SECTION 4.1. Mid-America PETS.

The annual Mid-America Presidents-Elect Training Seminar (MA-PETS) shall be held annually, preferably in February or March, to orient and train Presidents-Elect in the District. The District Governors-Elect shall plan, conduct, direct, and supervise the MA-PETS in coordination with the Organizing Committee of the Mid-America PETS organization.

SECTION 4.2. District Training Assembly.

The District Training Assembly is held annually to provide Rotary instruction, information and coordination of District activities. The assembly shall be planned and conducted by the District Governor-Elect with the cooperation of the sitting District Governor and District Trainer. The assembly shall not be held simultaneous with Mid-America PETS, although the meetings may be held consecutively at the same site if required by distance, weather, or cost. Those specifically invited are the Club Presidents-Elect and Presidents-Nominee. Club secretaries, treasurers, and chairs of Club and District committees are also encouraged to attend.

SECTION 4.3. District Conference.

The District conference provides education, motivation, project awareness, and fellowship. In addition, the conference is the normal venue to conduct of any business items of the District, including resolutions and legislative action.

District conference shall be held annually at a time agreed upon by the District Governor and the Presidents of a majority of the Clubs.

Under the direction of the District Governor, the District Conference Committee shall:

- Select the District conference venue and coordinate all related logistical arrangements.
- Coordinate the finances of the conference to ensure maximum attendance.
- Appoint a chair to plan and implement the Kids at Conference activities and to promote family participation at conference.
- Promote conference attendance with particular emphasis on:
 - New Rotarians and Rotaractors;
 - All members of newly-organized Clubs in the District; and
 - Representation from every Club in the District and the family of Rotary.
- Promote the District conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.

- Provide relevant, motivational, and informative programs.

The District Governor shall select the site of the District Conference and District Training Assembly annually. When Conference or Assembly is held in the town of a Club in the District, the District Governor shall have the concurrence of the Club for the District meeting to be held in the venue of the individual Club.

SECTION 4.4. Multi-District Meetings.

Two or more Districts may join together to hold their PETS, Training Assembly, or Conference, if district clubs agree. However, for any business discussions or voting shall be done separately by each District. District Conference dates shall not conflict with District Training Assembly, International Assembly, or International Convention (RI Bylaws 15.030).

SECTION 4.5. Required Meeting Attendance of Club Presidents-Elect.

The Presidents-Elect shall attend the Mid-America Presidents-Elect Training Seminar (MA-PETS) and the District Training Assembly unless excused by the District Governor-Elect for extraordinary reasons. If a President-Elect does not attend PETS and the District Training Assembly and has not been excused by the District Governor-Elect the President-Elect shall not be eligible to serve as Club President. The current Club President shall continue to serve until the election of a successor who has attended PETS and District Training Assembly or similar training deemed sufficient by the District Governor-Elect.

If absence is excused, the President-Elect may, with the approval of the District Governor-Elect, attend the PETS of another District, or send a Club representative to MA-PETS. The Club representative will attend and vote, and report back to the President-Elect on the training and vote. In severe extenuating circumstances and at the discretion of the District Governor-Elect, a one-on-one meeting with the President-Elect and District Governor-Elect or Assistant Governor may substitute to provide training in any or all of the areas the District Governor-Elect feels needs to be addressed. It is at the sole discretion of the District Governor-Elect as to whether the President-Elect is sufficiently trained to accept the position of Club President.

ARTICLE 5. DISTRICT PROCEDURES

SECTION 5.1. Nominating Committee Procedures

5.1.1. Selection of District Governor Nominee Designate

The Nominating Committee shall select a District Governor-Nominee Designate and Vice Governor at a meeting called by the Chair each year during fourth quarter of the calendar year..

There should be no fewer than three members of the nominating committee. The committee shall follow the procedures in the RI Bylaws and other Governance Documents as well as the District's Manual of Procedures.

The District Governor shall invite Clubs to submit their suggestions for nominations for District Governor. The invitation is to be made at least two months before suggestions are due to the nominating committee. The suggestions shall be submitted by a resolution naming the suggested candidate adopted at a regular Club meeting and certified by the Club secretary. A Club shall only suggest one of its members.

The nominating committee shall select the best qualified candidate regardless of State of residence, race, creed or sex. Voting shall be by written secret ballot. A simple majority of those present is required to select. The nominating committee shall not be limited in its selection to those names submitted by Clubs in the District; they shall nominate the best-qualified Rotarian who is willing and capable to serve. Guests shall leave the room during discussions and voting.

The District Governor will immediately notify all Clubs in writing of the choice of the Nominating Committee. All Clubs shall have the right of challenge and to propose a challenging candidate, all as set forth in RI Bylaws Section 12.030.7.

Upon approval by RI, the District Governor-Elect becomes the District Governor starting the next Rotary year. At the same time, the District Governor-Nominee becomes the District Governor-Elect, and the District Governor-Nominee Designate becomes the District Governor-Nominee, if elections are not necessary as provided in RI Bylaws.

The District 6110 Nominating Committee for District Governor should ensure that there is always one District Governor, a District Governor-Elect, and a District Governor-Nominee. The Nominating Committee will consider all nominees for District Governor as submitted by the Clubs in accordance with rules of nomination and may consider Rotarians not nominated to be a candidate.

5.1.2. Selection of RI Council Representative

The Nominating Committee nominates a candidate and alternate and the District selects a representative and alternate, neither of whom can be a currently serving District Governor, for a three-year term to serve at the Councils on Resolutions and the Council on Legislation. The Council representatives will represent their District at the three

annual Councils on Resolution and the Council on Legislation that occurs every three years.

The representative and alternate must be members of a Club in the District and have served a full term as an RI officer, likely as District Governor. As the Councils on Resolutions are held electronically, representatives should be digitally literate and willing to complete online training. Representatives must be willing and able to attend the week-long Council on Legislation. In addition to these duties, the District representative and alternate will also serve on the District Legislative Committee for a five-year term to assist in creating or reviewing legislative proposals originating from the District or District Clubs.

The representative and alternate should be selected by the nominating committee procedure used to select District Governor Nominee Designates.

SECTION 5.2. Presentation of Matters for District Vote

5.2.1. District-Level Enactments

The District Resolutions Committee shall review and recommend action on all resolutions, or amendments to existing resolutions, and changes to the District Manual of Procedure that have been submitted by Clubs, District Executive Committee, or Legislative Committee and proposed for adoption at the District Conference. Such proposed legislation from the Clubs must be received, in writing, by the Resolutions Committee chair not less than 60 days prior to the first day of the meeting where the vote is to be taken.

The committee shall first determine that the resolution has been duly proposed and is not deficient or defective. A resolution is deficient or defective if:

- is subject to two or more inconsistent meanings;
- fails to amend all affected parts of the constitutional documents;
- would violate governing law;
- would amend the standard Rotary Club constitution to conflict with the RI bylaws or the RI constitution;
- would amend the RI bylaws to conflict with the RI constitution; or
- would be impossible to administer or enforce.

In cases where proposed legislation is deemed to be deficient or defective, the committee will advise the proposing Club and give a reasonable amount of time for the Club to resubmit the proposal in proper form.

The Resolutions Committee shall forward proposals, together with their recommendations, to the District Governor in time for the District Governor to issue the information to District Clubs for consideration at least 30 days prior to the meeting where the vote is to be taken.

5.2.2. RI Legislation

The District, or any of its Clubs, may propose enactments or position statements to the RI Council on Legislation. Enactments are legislation seeking to amend the constitutional documents. Position statements are legislation seeking to state RI's position.

Club and District-proposed enactments shall be reviewed by the District Legislative Committee and a recommendation made to the District Governor whether the legislation should be put forward for endorsement at a District conference or a District legislation meeting. When time does not allow, the proposed enactments may be submitted to the Clubs of the District by a Club ballot conducted by the District Governor. Any Club ballot shall follow the procedure in RI Bylaws, Section 12.050. as closely as possible.

An enactment delivered to the general secretary shall be certified by the District Governor that it has been endorsed.

Districts should not propose or endorse more than five enactments per council on legislation.

5.2.3. Electors

Each Club shall select and certify at least one elector to the conference business meeting, or specially called business meetings, as described in the RI Bylaws, Section 15.050. Clubs with more than 25 members are authorized one additional elector for each 25 members or major fraction thereof. Membership is determined by the number of members in the latest Club invoice before the vote.

To participate in any voting by electors at the District conference, a Club shall have paid the required District levy for the Rotary year in which the voting is taking place and shall not be indebted to the District. The financial status of the Club is determined by the District Governor. An elector must be certified by the Club the elector represents to the Elections and Certification Committee, forty-eight (48) hours in advance of the start of the meeting. To be counted, the elector must be present at the time of a vote. Proxies are not normally allowed, unless specifically authorized by the DG.

5.2.4. Voting

Every Club member in good standing present at the conference or a legislation meeting is entitled to vote on all matters, except for:

- a) selection of a District Governor-Nominee;
- b) election of a member and alternate of the nominating committee for director;
- c) composition and terms of reference of the nominating committee for District Governor;
- a) election of the representative and alternate to the council on legislation and council on resolutions; and

b) amount of the per capita levy.

Any Club member in good standing present may demand a poll on any matter presented to the conference or legislation meeting, even if that member cannot vote on the matter. In such cases, voting shall be restricted to electors.

When voting on matters (a), (b), (c) and (d), all votes from a Club with more than one vote shall be cast for the same candidate or proposition. For votes by single transferable ballot with three or more candidates, all votes from a Club with more than one vote shall be cast for the same order of candidates. Proxies shall not be allowed.

5.2.5. Ballot-By-Mail

Club and District-proposed enactments must be endorsed by the District at a District conference or a District legislation meeting. Where time does not allow proposed enactments to be submitted to the District conference or a District legislation meeting, the proposed enactments may be submitted to the Clubs of the District by a Club ballot (by mail or electronically) conducted by the District Governor. Any Club ballot shall follow the procedure in RI bylaws, Section 12.050 as closely as possible.

When voting on matters which require electors, each Club shall have the number of votes based on the size of their membership; one vote for every 25 or major fraction thereof, based upon their membership as of their last semi-annual report. Each Club shall have a minimum of one vote.

SECTION 5.3. District Budget and Annual Levy

The District is primarily funded by a per capita levy paid by District Clubs, based on reported membership. The per capita levy and line-item budget, that establishes how funds will be spent in the upcoming Rotary year, will be prepared by the District Finance Committee. The levy and budget will be distributed to the President of each Club 30 days prior to the date of the first day of the meeting at which the vote on the levy and budget is to occur. Information copies of the document will be provided to all Past District Governors, District Officers (Executive Committee), and Assistant Governors at the same time.

After approval of the budget by a District vote according to the RI Bylaws, the budget becomes the controlling document for expenditures of the funds. One-half of the per capita levy funds shall be collected from Clubs in each six months of the upcoming Rotary year. The approved budget will be administered by the Finance Committee and reported quarterly to the Executive Committee.

If the per capita levy or budget fails to be approved by the District for the next year, the per capita levy and the budget in effect at that time will continue in effect for the next year.

The District budget, as approved, will be published by The Finance Committee in the July issue of the District Newsletter and posted on the District Website.

SECTION 5.4. District Youth Protection Policies

According to the Rotary Code of Policies, Districts participating in any youth program should appoint a youth protection officer. The youth protection officer should advise Clubs and the District related to abuse and harassment prevention, assist Districts to manage risks and crises that impact the safety of youth, should have professional experience in counseling, social work, law, law enforcement, or child development, and may be a Rotarian or non-Rotarian.

All allegations of abuse or harassment shall be reported to RI within 72 hours of learning of the incident. Failure to report incidents to RI within 72 hours may result in suspension of the District's Youth Exchange certification. Where there is sufficient evidence that an individual, Club, or District knowingly failed to report as required, the general secretary may determine whether and/or the extent to which involved parties may continue to be eligible to participate in Rotary's youth programs, or whether additional sanctions may be necessary, including but not limited to requiring the Club to terminate an individual's membership.

Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy. All law enforcement reviews must be conducted by legal authorities that are not affiliated with Rotary.

In addition to reporting to law enforcement for investigation, an independent and thorough investigation must be made by the Club and District into any claims of abuse or harassment including a determination for how to prevent a similar situation in the future.

Any person involved in Rotary against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.

A Club must terminate the membership of any individual who admits to, is convicted of or is otherwise known to have engaged in sexual abuse or harassment of youth or youth program participants. A Rotarian or non-Rotary volunteer who admits to, is convicted of, or is otherwise known to have engaged in sexual abuse or sexual harassment or other act of moral turpitude must be prohibited from working with youth in a Rotary context. A Club may not grant membership to a person who is known to have engaged in sexual abuse or harassment. (Upon obtaining information that a Club has knowingly failed to terminate the membership of such an individual, the RI Board may terminate the Club for failure to comply).

If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the individual shall be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. A person who is accused but later cleared of charges, may apply to be reinstated to participate in

youth programs. Reinstatement is not a right, and no guarantee is made that any individual will be reinstated to a former position.

Districts must track all individuals prohibited from contact with youth and ensure such prohibitions are implemented consistently throughout the District from year to year.

Individuals prohibited from working with youth may not serve as District Interact Chair, Interact Club Adviser, District RYLA Chair, District Youth Exchange Chair, District Youth Protection Officer, or in any other locally-appointed Club or District role where there may be contact with youth.

SECTION 5.5. Application for Awards and Grants

5.5.1. Educational Awards and Grants

All Rotary Clubs in District 6110 are entitled to submit applicants for the various educational awards offered in the District, which include Rotary Peace Fellowships, and Global Grant Scholarships. Each award is made by a District Committee, which provides for application process, selection calendars, and selection interviews.

5.5.2. Exchanges and Youth Programs

All Rotary Clubs in District 6110 are entitled to submit applicants for the various exchange programs conducted by the District. Exchange programs include:

- District-to-District Exchanges
- Friendship Exchanges
- Vocational Training Exchanges
- Youth Exchange, in-bound and out-bound, summer and long-term.

Youth programs include:

- RYLA (Rotary Youth Leadership Award)
- Four-Way Test Speech Contest.

Each program is managed by a District Committee, which provides for application process, selection calendars, and selection process.

ARTICLE 6. DISTRICT FUNDS

SECTION 6.1. Accounting for District Funds

The District Governor, Treasurer, and the Finance Committee shall comply fully with the requirement in the R.I. Bylaws that all District funds of any type, including those raised independently of the District but using the name of Rotary, be reviewed and reported to the District membership.

In accordance with RI Bylaws, the Treasurer shall provide to the District, normally at District Conference, an independently audited Annual Statement and Report of District Finances for the Rotary year ending prior to the Conference. This report shall include, but is not limited to:

- a) All sources of the District's funds (RI, The Rotary Foundation, District and Club)
- b) All funds received by or on behalf of the District from fund-raising activities
- c) Grants received from The Rotary Foundation or funds of The Rotary Foundation designated by the District for use
- d) All financial transactions of District committees
- e) All financial transactions of the District Governor by or on behalf of the District
- f) All expenditures of the District's funds.

SECTION 6.2. Allocations

6.2.1. Budgeted Funds.

All funds allocated in the District Budget shall be disbursed on the basis of receipts or upon request as deemed prudent by the District Treasurer in accordance with the approved budget, with the advice and counsel of the Finance Committee chair, or the full committee at the request of the chair.

6.2.2. District Governor's Funds.

For the purpose of making it possible for the District Governor's partner to travel with the District Governor over the District when making official visits, to attend the International Convention, and numerous official visits, to attend Inter-City Events and numerous District Functions and to cover the cost of official duties beyond payments from Rotary International; the District Budget shall include a line-item allocation for expenses of the District Governor. The District Treasurer shall remit to the District Governor from this Fund, according to budget, for expenses related directly to the performance of his/her duties as District Governor, upon receipt from the DG of standard expense reports with documentation. The District Governor should be allocated funds to plan or assign the planning of an Installation Event for the incoming District Governor.

6.2.3. District Leader and Staff Reimbursements.

The appointed District officers, leaders and staff shall be entitled to reimbursements from the District Fund to cover expenses incurred in performance of their official duties, as allocated in the annual budget. Each request for reimbursement shall be accompanied by standard expense reports with documentation. The Treasurer shall approve the expense reports of all reimbursements, including the District Governor, District Governor Elect and District Governor Nominee except for that of the Treasurer, which shall be approved by the Chair of the Finance Committee, or the full committee, at the decision of the Chair.

6.2.4. Conference and Assembly.

Annually, for the purpose of achieving successful District Conferences and Assemblies, the District Finance Committee shall include in the annual District Budget sufficient allocations for conducting the District Conference and District Training Assembly. Also, from this Fund an amount not to exceed five percent of the Conference budget is to be allotted for the District's gift to the District Governor and spouse; and for the Rotary International President's Representative and their spouse.

6.2.5. District Reserve Funds

The District Reserve Fund is comprised of those District levy monies remaining in the District Treasury at the end of a Rotary year as a result of not being spent in the year for which they were budgeted.

6.2.6. Special Projects Funds

The District Governor, with the advice and assistance of the Special Projects Screening Committee, may select special District undertakings, such as an important emerging global project or disaster relief project.

Special Projects may be funded by a voluntary assessment of one dollar per Rotarian[‡] in the District, or by an expenditure of funds drawn from the District Reserve Fund, when approved by the Finance Committee and the Advisory Council of Past District Governors, or by a combination of both means of funding, but in no case to exceed a sum equal to one dollar per Rotarian in any one Rotary year.

[‡] Number of Rotarians in the District, for this purpose, will be determined as of June 30th of the preceding Rotary Year by the District Treasurer and District Governor-Elect.

ARTICLE 7. AFFILIATED ORGANIZATIONS

SECTION 7.1 Medical Supplies Network, Inc.

7.1.1 Purpose.

The purpose of the Medical Supplies Network, Inc. (MSNI) is to collect surplus medical supplies and distribute those for local needs and for those around the world.

7.1.2 Responsibilities.

The MSNI is a District 6110 affiliated program operating under its own set of Bylaws and Directors, of which the District Governor is a member. MSNI shall:

- Maintain a network of medical supply donors.
- Organize transportation of donated medical supplies to the MSNI warehouse.
- Plan, organize, and execute District-wide workdays for Rotary Clubs to inventory, organize, and pack medical supplies for shipment.
- Accept requests for medical supplies and raise money to cover shipping costs to the destination.

ANNEX A PROGRAM COMMITTEES

4-Way Test Speech Contest

Purpose. The purpose of the 4-Way Test Speech Contest committee is to promote and encourage ethical leadership among High School students in the District through speech competitions held at the Club and District level.

American Wheelchair Mission

Purpose. The purpose of the American Wheelchair Mission committee is to encourage individual Rotarians and Clubs to sponsor this international service project to provide wheelchairs to recipients around the world. District Rotarians can also travel with the Mission to participate in distribution events.

Committee for the Environment

Purpose. The purpose of the Committee for the Environment is to present this area of focus and its many facets to the District and its Clubs by providing examples of projects that Clubs and the District might develop and provide information on how the District and Clubs might reduce their environmental footprint and improve their environmental sustainability.

Dictionary Project

Purpose. The purpose of the Dictionary Committee is to assist all students in completing the school year by encouraging Rotarians to mentor them as good writers, active readers and creative thinkers and by providing 3rd grade students their own personal dictionary.

District-to-District Exchange

Purpose. The purpose of the District-to-District (D2D) Exchange Committee is to promote and coordinate collaboration between District 6110 and international districts. Collaboration may include friendship and cultural visits, reciprocal visits to explore joint projects and Global Grant opportunities, and strengthen international ties at the District level.

Dolly Parton Imagination Library

Purpose. The purpose of the Dolly Parton Imagination Library Committee is to promote literacy by encouraging District Rotary Clubs who wish to partner with the Library, raise funds for books and shipping, and enroll children in their geographic area to receive the free books.

Don't Meth with Us

Purpose. The purpose of the Don't Meth with Us Committee is to break the cycle of drug addiction by encouraging District Rotary Clubs who wish to partner with Don't Meth with Us, Inc. to present the free program in schools and community venues in their geographic area.

Friendship Exchange

Purpose. The purpose of the Rotary Friendship Exchange Committee is to promote friendship exchanges as opportunities to increase international understanding, cultural immersion, professional development, international service, and introduce participants to Rotary worldwide.

Additional Responsibilities. The Rotary Friendship Exchange Committee shall:

- Coordinate Districtwide activities related to Rotary Friendship Exchange.
- Promote program participation.
- Cultivate relationships with other participating Districts to encourage exchange opportunities.
- Coordinate reciprocal international exchanges around one of the following themes: cultural, vocational, and service.
- Prepare and submit a budget to the District Governor and the District finance committee for approval to ensure that no personal financial profit is being made from Rotary Friendship Exchange activities.
- Submit a report with exchange summaries to the general secretary after the completion of each exchange.

Human Trafficking

Purpose. The purpose of the Human Trafficking Committee is to raise awareness within the district of the scope and scale of the problem of human trafficking in the United States and around the world. This committee will identify and distribute materials to support awareness of human trafficking and training to identify, take precautions against, and report cases of human trafficking to the authorities. The committee may assist clubs with fundraisers and projects to support this important cause.

International Service

Purpose. The purpose of the District International Service Committee (DISC) is to work with Clubs and the District to identify resources to develop international projects and design global grants of higher quality and greater scale.

To be effective, the district international service committee chair must have continuity of leadership and success planning. A district's governor-elect, in consultation with the immediate past district governor and district governor-nominee, is encouraged to appoint a past district governor, past regional Rotary Foundation coordinator, or a past assistant regional Rotary Foundation coordinator to chair this committee, to serve a term of three years without reappointment limits. *(RI Code of Policies)*

Additional Responsibilities.

- Create a database of local experts experienced in project planning, the areas of focus and Rotary grants; and connect Rotarians to experts for assistance with projects and grants.
- Connect members to experts including Rotarian Action Groups, The Rotary Foundation Cadre of Technical Advisors, Peace Fellows, and other experts who can advise Clubs on international service projects and global grants.
- Collaborate with the District Rotary Foundation, Global Grants, Projects, Community Service chairs, and other relevant District committees.
- Publicize Club international service initiatives.

Special Projects Screening Committee

Purpose. The purpose of the Special Projects Screening Committee is to advise and assist the District Governor on projects of emerging or special interest to the district,[§] such as a global or domestic service project, disaster relief project, etc.

Women in Rotary

Purpose. The purpose of the Women in Rotary Committee is to promote the value and importance of women in Rotary and preparing District 6110 women for leadership roles in their Clubs and at the District level.

[§] *Special Projects, if approved, may be funded by a voluntary assessment of one dollar per Rotarian in the District, or by an expenditure of funds drawn from the District Reserve Fund, when approved by the Finance Committee and the Council of Past District Governors, or by a combination of both. In no circumstances can the total amount of funding exceed a sum equal to one dollar per Rotarian in the District. Membership will be determined as of June 30th of the preceding Rotary year.*