



Rotary District 6980

**Standing Operating
Procedure**

Rotary District 6980
 Standing Operating Procedures
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Article 1 Purpose ¹

The District 6980 Bylaws are found in the Rotary International (RI) Manual of Procedure. These Standing Operating Procedures are derived from those bylaws, tailored to the needs and requirements of the district.

This document is one of a series of planning documents designed to give guidance and direction to the district officers, committee chairs, district leaders, club presidents, club officers, and the Rotarians of the district.

This SOP is directed at the clubs of the district to assist them in accomplishing the following activities:

- a) Pursue the Object of Rotary
- b) Carry out successful service projects based on the Five Avenues of Service
- c) Contribute to the advancement of Rotary by strengthening membership
- d) Supporting the Rotary Foundation
- e) Developing leaders beyond the club level

Article 2 Planning Factors

- 2.010.** Object of Rotary
2.020. Rotary Core Values
2.030. Avenues of Service

The intent of this SOP is to provide a readily available source of information and direction to guide the district and club leaders in accomplishing the Object of Rotary based on Rotary Core Values. Additionally, this SOP provides a listing of the duties and responsibilities of the officers, committee chairpersons, and goals and objectives in line with RI goals and objectives.

2.010. *Object of Rotary*

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- a) *First.* The development of acquaintance as an opportunity for service;

¹ The policies and procedures outlined in these Standing Operating Procedures (SOP) are based on the *Rotary Code of Policies*, April 2018, and the *Rotary 2016 Manual of Procedure* (MOP).

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- b) *Second.* High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- c) *Third.* The application of the ideal of service in each Rotarian's personal, business, and community life;
- d) *Fourth.* The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

2.020. *Rotary Core Values*

Rotary adopted the core values in 2007 as part of the Rotary Strategic Plan, understanding that these five values are fundamental traits of being a Rotarian.

Rotary International's core values are:

- a) Fellowship
- b) Integrity
- c) Diversity
- d) Service
- e) Leadership

2.030. *Avenues of Service*

The following Five Avenues of Service are the philosophical and practical framework for the work of a Rotary club:

- a) Club Service
- b) Vocational Service
- c) Community Service
- d) International Service
- e) Youth Service

Article 3 Planning Sequence, Process, and Key Documents²

3.010. Planning Sequence and Process

3.020. Key Documents

² Further description of the Rotary International planning processes and key documents may be found at www.rotary.org or by using an internet search engine.

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The Strategic Planning Committee develops the district five-year strategic plan to provide direction and continuity to district programs and development. The plan outlines goals for the district that are in line with RI five-year strategic goals. Once the goals are developed, the committee develops measurable supporting objectives to meet those goals, which becomes the *District Strategic Plan*.

3.010. *Planning Sequence and Process*

The district strategic planning sequence and process is as follow:

- a) Review the *Rotary Code of Policies*.
- b) Receive the *RI Strategic Plan* and current *Manual of Procedure (MOP)*.
- c) Develop district strategic goals to accomplish the RI Strategic Plan in accordance with the procedures outlined in the MOP.
- d) Develop supporting, measurable objectives to attain the district strategic goals.
- e) Publish the *District Strategic Plan* consisting of the District strategic goals and objectives.
- f) Develop the *District Standing Operating Procedures (SOP)* based on the District Strategic Plan.
- g) Develop the *District Leadership Plan (DLP)* based on the *District Strategic Plan* and including applicable policies and procedures from the *District SOP*.
- h) Receive the RI Annual Goals.
- i) Develop the District annual goals, the Action Goals, based on the guidance and direction in the RI and District Strategic Plans and other appropriate documents.
- j) Develop supporting, measurable objectives to achieve the annual goals, the District Action Plan.
- k) Publish the *District Action Plan* for the appropriate Rotary year.
- l) Distribute the District Action Plan to the District officers, committee chairpersons, club presidents, club officers, and club committee chairpersons so the clubs can develop their goals and objectives for the year.

3.020. *Key Documents*

The following are key documents used in planning at the district and club levels.

3.020.1 *Rotary Code of Policies*

The *Rotary Code of Policies* is a comprehensive document containing all of the general and permanent policies of Rotary International.

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3.020.2 *RI Strategic Plan*

The RI Strategic Plan found in the *Rotary Code of Policies* outlines the vision for RI over the next five-year period.

3.020.3 *RI Manual of Procedure (MOP)*

The MOP provides Rotary leaders with the Rotary policies that are most relevant to their service. The manual is published every three years after the Council on Legislation. The MOP contains the following governance documents:

- a) RI Constitution
- b) RI Bylaws, which are also the District Bylaws
- c) Standard Rotary Club Constitution
- d) Recommended Rotary Club Bylaws
- e) Bylaws of The Rotary Foundation of Rotary International

3.020.4 *District Strategic Plan*³

Based on the RI Strategic Plan, the District Strategic Plan adapts the RI Plan into district-level goals and objectives.

3.020.5 *District Standing Operating Procedures*

The SOP flows directly from the District Strategic Plan and is tailored to meet the needs and requirements of the district and clubs.

3.020.6 *The District Leadership Plan*⁴

The *District Leadership Plan* defines responsibilities and duties for assistant governors, district trainers, district committee members, club leadership, and establishes district committees that ensure continuity of leadership within the district.

3.020.7 *District Action Plan*

The DGE receives the RI goals and objectives for the Rotary year at the International Assembly held in early January. Using those goals and objectives the action plan for the district is developed and given to the district officers, committee chairs, club officers,

³ See Annex B, IPDG, B.030. for further discussion of the Strategic Planning Committee and the planning process.

⁴ See *Rotary Code of Policies*, Section 17.030., *District Leadership Plan*, page 54.

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club directors, and leaders throughout the district. This Action Plan is the district's plan for the year to accomplish and support RI goals and objectives.

3.020.8 *Club Annual Goals and Objectives*

Using the District Action Plan, the club presidents, officers, directors, and leaders develop club goals and objectives and the plan for the year. These goals and objectives are entered into Rotary Central as their plan for the year.

Article 4 The District

4.010. Description

4.020. Locality

4.010. *Description*

A district is a geographical grouping of clubs. District boundaries take into account geographical boundaries, potential for district growth, and cultural, economic, language, and other relevant factors. Depending on circumstances, the RI board may eliminate or change the boundaries of any district with more than 100 clubs or fewer than 1,100 Rotarians, and in conjunction with any such change; the board may move the clubs from such districts into adjacent districts. The board also may merge such districts with other districts or divide the districts.

The activities and organizations of the district exist solely to help the individual Rotary Club. They do not diminish the services provided by local Rotary clubs and Rotarians.

4.020. *Locality*

District 6980 encompasses the central Florida counties of Lake, Orange, Osceola, Seminole, and Sumter.

Article 5 District Leaders

District leaders are adult persons who demonstrate good character, integrity, and leadership; possess good reputation within their business, profession, and/or community; and are willing to serve in their community and/or around the world. They follow the highest standards of ethics and exhibit decorum in all actions and interactions. All leaders conduct themselves with professionalism and accomplish the actions as follow:

- a) Adhere to RI policies and procedures as outlined in the RI Constitution and Bylaws.

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- b) Adhere to District policies and procedures.
- c) Support Club Presidents and District Rotarians.

Additionally, all leaders and Rotarians are encouraged to attend the Rotary Leadership Institute (RLI) and complete as many courses as possible with the goal of graduating from RLI.

Article 6 District Organizational Structure

- 6.010.** District Officers
- 6.020.** District Assistant Governors
- 6.030.** Chief of Staff and Standing Committees
- 6.040.** Special Staff, Ad Hoc Committees, and Special Activities

The organizational structure of the district is tailored to meet the needs and requirements of the district and of the clubs. Shown below are the leadership positions and committees that may be included in the district organizational structure:

6.010. *District Officers*

The district officers are shown below:

- a) District Governor (DG)
- b) Immediate Past District Governor (IPDG)
- c) District Governor-elect (DGE)
- d) District Governor-nominee (DGN)
- e) District Governor-designate⁵ (DGD)
- f) District Secretary
- g) District Treasurer

6.020. *District Assistant Governors*

The assistant governors for the district are as follow:

- a) District Coordinator (DC)
- b) Assistant Governors (AGs)

6.030. *Chief of Staff and Standing Committees*

⁵ The District Governor-designate (DGD) is also referred to as the District Governor-nominee Designate (DGND) in other Rotary venues.

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The chief of staff and standing committees are shown below:

- a) Chief of Staff
- b) Administration Committee
- c) Membership Attraction and Engagement Committee
- d) New Club Development Committee
- e) Public Image Committee
- f) Rotary Foundation Committee
- g) Service Projects Committee
- h) Youth Services/New Generations Committee

6.040 *Special Staff, Ad Hoc Committees, and Special Activities*

Ad hoc committees, special staff, and special activities are as follow:

- a) Special Staff
 - 1) Governor's Aide
 - 2) District Trainer
 - 3) Risk Management and Insurance Committee
 - 4) Sergeant-at-Arms
- b) Ad Hoc Committees
 - 1) Audit Committee
 - 2) Awards and Guards Committee
 - 3) District Conference Committee
 - 4) District Governor-designate Nominating Committee
 - 5) Finance Committee
 - 6) RI Convention Promotion Committee
 - 7) Strategic Planning Committee
 - 8) Standing Operating Procedures Committee
- c) Special Activities
 - 1) College of Governors
 - 2) Leadership Seminar
 - 3) Membership Seminar
 - 4) PETS
 - 5) Presidents' Meeting
 - 6) Representative to the Council on Legislation (COL)
 - 7) Representative to Zone Nominating Committee for RI Director
 - 8) Rotary Foundation Seminar

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- 9) Team Training Seminar
- 10) District Training Seminar

Article 7 District Officers Duties and Responsibilities

- 7.010.** District Governor (DG)
- 7.020.** Immediate Past District Governor (IPDG)
- 7.030.** District Governor-elect (DGE)
- 7.040.** District Governor-nominee (DGN)
- 7.050.** District Governor-designate (DGD)
- 7.060.** District Secretary
- 7.070.** District Treasurer

7.010. District Governor⁶

The District Governor (DG) is the officer of RI in the district, functioning under the general control and supervision of the RI board.

7.010.1 Duties of the District Governor⁷

The District Governor is charged with the duty of furthering the *Object of Rotary* by providing leadership and supervision of the clubs in the district. The governor should work with district and club leaders to encourage participation in a district leadership plan. The governor shall provide inspiration and motivation to the clubs in the district. The governor shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs. The governor shall be responsible for the following activities in the district:

- a) Organizing new clubs.
- b) Strengthening existing clubs.
- c) Promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district.
- d) Supporting the Rotary Foundation (TRF) with respect to program participation and financial contributions.
- e) Promoting cordial relations among the clubs and between the clubs and RI.

⁶ See Annex A, *Duties and Responsibilities of the District Governor*, to this SOP for a more in-depth discussion of the DG's duties and responsibilities. Additionally, Rotary Manual # 233: *Lead Your District, Governor*, provides more resources for the DG.

⁷ See 2016 MOP, 16.090, pgs. 71 – 72.

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- f) Planning for and presiding at the district conference and assisting the DGE in the planning and preparation for PETS and the district training assembly.
- g) Providing for an official visit meeting individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the governor's presence for the purpose of the following:
 - 1) Focusing attention on important Rotary issues.
 - 2) Providing special attention to weak and struggling clubs.
 - 3) Motivating Rotarians to participate in service activities.
 - 4) Ensuring that the constitution and bylaws of the clubs comply with the constitutional documents, especially following councils on legislation.
 - 5) Personally, recognizing the outstanding contributions of Rotarians in the district.
- h) Issuing a monthly letter to each club president and secretary in the district.
- i) Reporting promptly to RI as may be required by the president or the board.
- j) Supplying the DGE, as soon as possible following his or her election prior to the international assembly, full information as to the condition of clubs with recommended action for strengthening clubs.
- k) Assuring that district nominations and elections are conducted in accordance with the RI constitution, these bylaws, and the established policies of RI.
- l) Inquiring on a regular basis about the activities of Rotarian organizations operating in the district (Friendship Exchanges, International Committees, Global Networking Groups, etc.)
- m) Financial accounting.
- n) Transferring continuing district files to the DGE.
- o) Performing such other duties as are inherent as the officer of RI.
- p) Plan, promote, and preside at all official district meetings except as otherwise expressly provided.

Unless specifically excused by the district officers and committee chairpersons, a governor at the time of taking office must have attended the international assembly for its full duration, been a member of one or more Rotary clubs for at least seven years and must continue to possess the qualifications outlined in the 2016 MOP, Section 16.070.

7.010.2 *Responsibilities of the District Governor*

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- a) Oversees Rotary Youth Exchange (RYE) board actions and finances.
- b) Appoints and directs the actions of the Area or Assistant Governors (see Section 8.020.)
- c) Supervises the District Staff.
- d) Serves as an ex-officio member of all district committees.
- e) Chairs the committees as follow:
 - 1) Awards and Guards
 - 2) District Conference Committee
 - 3) Club Presidents' Meeting
 - 4) District Leadership Seminar

7.010.3 *Unaffiliated Activities*

The DG and/or the district shall not support (monetarily or otherwise) any project program, or sponsor any district fundraiser, which would benefit an entity, organization (charitable or non-charitable), or program that is not associated with Rotary International or The Rotary Foundation, without an affirmative ballot vote of more than 50% of the Club Presidents for the year in which the event would take place.

7.020. *Immediate Past District Governor⁸*

The Immediate Past District Governor (IPDG) is the person who has just served as the DG. As such, the IPDG is an invaluable source of insight, institutional knowledge, experience, advice, and direction.

7.020.1 *Duties of the Immediate Past District Governor*

The IPDG chairs specific committees and fulfills an advisory role for the DG. The DG will determine any additional duties that the IPDG may be asked to fulfill.

7.020.2 *Responsibilities of the Immediate Past District Governor*

- a) Performing additional duties and tasks as directed by the DG.
- b) Chairs the committees as follow:
 - 1) Audit Committee

⁸ See Annex B, *The Immediate Past District Governor*, to this SOP for further a more in-depth discussion of the IPDG's duties and responsibilities.

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- 2) Finance Committee
- 3) Strategic Planning Committee
- 4) Standing Operating Procedure Committee
- 5) Serves as Chancellor of the College of Governors

7.030. *District Governor-elect*⁹

The District Governor-elect (DGE) serves as the DG in the year immediately following the current DG's term.

7.030.1 *Duties of the District Governor-elect*

The DGE shall be a voting member of those district committees as designated in this SOP and perform other duties as assigned by the DG. As soon as possible after the beginning of the Rotary year, the DGE will appoint a district secretary, a district treasurer, assistant governors, and appropriate committee chairpersons to ensure continuity of action.

7.030.2 *Responsibilities of the District Governor-elect*

- a) Directs the preparation of the President-elect Training Seminar (PETS) for the upcoming year.
- b) Chairs the committees as follow:
 - 1) Homestay Committee
 - 2) RI Convention Promotion Committee
 - 3) District Training Assembly Committee
 - 4) District Team Training Team Seminar
- c) Attends the DGE training seminars (GETS).
- d) Sets district goals for the year that align with the district strategic plan and Rotary's strategic plan.
- e) Prepares the District Action Plan for the Rotary Year.
- f) Appoints district staff, committee chairs, assistant governors (AGs), and other personnel as required.
- g) Conducts district meetings as directed, including the district team training seminar, PETS, and district training assembly.

⁹ See Annex C, *Duties and Responsibilities of the District Governor-elect*, to this SOP for a more in-depth discussion of the DG's duties and responsibilities. Additionally, Rotary Manual # 233; *Lead Your District, Governor*, provides more resources for the DGE. Rotary Manual # 222, *Club President's Manual*, is a useful resource for the DG, DGE, DGN, and DGD to review the duties and responsibilities of club presidents.

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- h) Attends the International Assembly.
- i) Attends the Rotary International Convention in the “Rotary Year” (e.g., the convention held in June before he or she takes office as DG in July.)

7.040. *District Governor-nominee*

The District Governor-nominee (DGN) is the person who will serve as governor in the year following the DGE. In the period leading up to the DGN assuming duties as the DGE, the DGN has the opportunity to learn about the district and the functioning of the various committee and subcommittees. The DGN also attends Governor-elect Training (GETS).

7.040.1 *Duties of the District Governor-nominee*

The DGN shall be a voting member of those district committees as designated in this SOP and perform other duties as assigned by the DG.

- a) If directed by the DG, the DGN will serve as the Chief of Staff for the DG.
- b) Serves on the board of Rotary’s Camp Florida.

7.040.2 *Responsibilities of the District Governor-nominee*

- a) Serves as the District Chief of Staff, if the DG directs. See Section 9.020. below for the duties and responsibilities of the District Chief of Staff.
- b) **If not serving as Chief of Staff**, overseeing the following committees:
 - 1) The Administration Committee
 - 2) The Membership Attraction and Engagement Committee
 - 3) New Club Development
 - 4) The Foundation Committee

7.050. *District Governor-designate*

The District Governor-designate (DGD) is the person who will serve as governor in the year following the District Governor-nominee.

7.050.1 *Duties of the District Governor-designate*

In the period leading up to the DGD assuming duties as the DGN, the DGD has the opportunity to learn about the district and the functioning of the various committee and subcommittees. Depending on the direction of the DG, the DGD may perform the duties as shown below.

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7.050.2 *Responsibilities of the District Governor-designate*

- a) **If the DGN does not serve as the as the Chief of Staff**, overseeing the following committees:
 - 1) District Service Committee
 - 2) Public Image Committee
 - 3) Youth Services Committee
- b) **if the DGN serves as the Chief of Staff** overseeing the following committees in addition to the ones above:
 - 1) Administration Committee
 - 2) Membership Attraction and Engagement Committee
 - 3) New Club Development
 - 4) Foundation Committee

7.060. *District Secretary*¹⁰

The district secretary is a key district officer with duties and responsibilities involving the district officers and committee chairpersons and with club officers and directors. If possible, the district secretary will have served as a club secretary and president.

7.060.1 *Duties of the District Secretary*

The district secretary is a linchpin position coordinating the activities of district. Generally, the term of office shall be one year. However, the DG may re-appoint the district secretary from the preceding term for an additional year with the total term of service not to exceed four years.

The district secretary may receive a stipend for services as determined by the finance committee.

7.060.2 *Responsibilities of the District Secretary*

- a) Sends and answers all correspondence or as directed by the DG.
- b) Maintains a file of all official correspondence of the DG.
- c) Maintains the official district records, except financial records, which are maintained by the District Treasurer.

¹⁰ Rotary Manual # 229, *Club Secretary's Manual*, provides a more in-depth discussion of the role of the Club Secretary, which is useful in discerning the duties and responsibilities of the District Secretary.

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- d) Prepares a roster and a mailing list including names, address, email addresses, and telephone numbers of the following district leaders:
 - 1) DG
 - 2) DGE
 - 3) DGN
 - 4) DGD
 - 5) AGs
 - 6) District Secretary
 - 7) District Treasurer
 - 8) District Committee Chairpersons
 - 9) Past DGs
 - 10) Other officers of the district or of Rotary International as directed by the DG
- e) Prepares rosters, including names, addresses, telephone numbers, and email addresses of the following officers of each club:
 - 1) President
 - 2) Secretary
 - 3) President-elect
- f) Compiles, publishes, and mails the monthly membership and attendance report of the district to RI as required.
- g) Compiles, publishes, and mails the monthly membership and attendance report of the district as directed by the DG.
- h) Assists and is the Recording Secretary for district meetings, conferences, and assemblies as directed by the DG.
- i) Submits required reports of meetings to RI.
- j) Conducts a club secretary training session at the District Training Assembly.
- k) Provides two copies of the district newsletter to RI each month.
- l) Provides district information to the district webmaster, as directed by the DG.

7.070. *District Treasurer*¹¹

The district treasurer is a key district officer with duties and responsibilities involving the district officers and committee chairpersons and with club officers and directors. If possible, the district treasurer will have served as a club treasurer and president.

¹¹ See Annex D, *Duties and Responsibilities of the District Treasurer* to this SOP for a more in-depth discussion of the DG's duties and responsibilities. Additionally, Rotary Manual # 220, *Club Treasurer's Manual*, provides more resources for the Treasurer.

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7.070.1 *Duties of the District Treasurer*

The district treasurer is a critical position responsible for the financial matters and accounting affecting all of the clubs and members of the district. Generally, the term of office shall be one year. However, the DG may re-appoint the district treasurer from the preceding term for an additional year with the total term of service not to exceed four years.

Additionally, the DGE with the concurrence of the DG may appoint an assistant district treasurer prior to taking office. Therefore, in the event the district treasurer is unable to perform duties as treasurer, the assistant district treasurer shall perform all functions of the office until such time as a new district treasurer can be appointed.

The district treasurer may receive a stipend for services as determined by the finance committee.

7.070.2 *Responsibilities of the District Treasurer*

The District Treasurer's basic duties and responsibilities are as follows:

- a) Maintains a business checking account at a local banking institution.
- b) Maintains records and accounts necessary to show the receipts, expenditures and financial condition of the district.
- c) Performs all other duties connected with this office.
- d) Serves as a member of the district finance committee.
- e) Maintains a separate District Grant Foundation Account.

The district treasurer may receive a stipend for services as determined by the finance committee.

Article 8 District Coordinator and Assistant Governors

8.010. District Coordinator

8.020. District Assistant Governors

8.010. *District Coordinator*

The DG has the option of appointing a district coordinator (DC) who is a well-qualified, experienced AG with a strong history of service at the club-level and has a thorough understanding of district-level service. Preferably, the DC will have served as AG in one

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of the three preceding years. No DC will serve more than three years, whether or not consecutively.

8.010.1 *Duties of the District Coordinator*

The District Coordinator (DC) may be considered as an “AG-at-large” and assists the DG in coordinating the actions and activities of the AGs, as directed by the DG.

8.010.2 *Responsibilities of the District Coordinator*

- a) Assisting the district governor with AG training.
- b) Coordinate district committee training with respect to the role of AGs.
- c) Providing administrative assistance to the DG.

8.020. *District Assistant Governors*

An Assistant Governor (AG) is the District Governor’s personal representative in all matters relating to the district and the clubs. AGs are proven past club presidents and are Rotarians who may be considered as potential candidates for DG.

Assistant governors are appointed on an annual basis and may serve for a period of three one-year terms. AGs may serve an additional period of three one-year terms two years after their last one-year term. Preferably, no more than one-half of the AG’s should be replaced each year.

The DG may at any time during the term of office remove and/or replace any AG who is unable to serve or who, in the governor’s judgment, is not satisfactorily performing assigned duties. If the DG removes and does not replace the AG, the DG shall reassign the removed AG’s clubs to another AG or to the at-large AG, the district coordinator.

8.020.1 *Area or Assistant Governors¹²*

The DG may elect to have Area or Assistant Governors. Normally, area governors are responsible for the clubs within a general area.

The number of AGs appointed is based on the needs of the district, taking into consideration factors such as geography, the balance of strong and weak clubs in each area,

¹² Throughout the rest of the SOP, AG refers to either an Area Governor or Assistant Governor depending on the DG’s organizational structure.

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and the number of clubs an assistant governor can reasonably be expected to support. It is recommended that between four and eight clubs be assigned to each AG, but in no case shall an AG be responsible for only one club.

8.020.2 *Appointment of Assistant Governors*

The District Leadership Plan (DLP) provides for the appointment by the DGE of AGs for the upcoming term, to carry out much of the administrative work associated with club operations, thereby giving the incoming DG more time to accomplish the following tasks:

- a) Emphasize the importance of membership attraction and engagement.
- b) Motivate Rotarians to participate in club and district activities and projects through attendance at specific events.
- c) Encourage participation in Rotary Foundation seminars, the programs of The Rotary Foundation, and financial support of the Foundation through Foundation recognition programs.
- d) Recognize the work of individual Rotarians, through personal recognition.
- e) Plan for the future of the district.
- f) Address the long-term development of the clubs in the district through the Club Leadership Plan.
- g) Undertake the *Duties of the Governor* as set forth in Section 7.010.1 above.

8.020.3 *Duties and Responsibilities of AGs*¹³

Assistant governors assist the DG with duties that may include the following:

- a) Meet with and assist the incoming club presidents to promote, implement, or review annually the Club Leadership Plan, discuss the clubs' goals and review section 2.010.1 "*Failure to Function*" of the *Rotary Code of Policies*. (See Annex A, *Duties and Responsibilities of the District Governor*, Section A.060.)
- b) Assist club presidents in entering club goals and monitor in Rotary Central.
- c) Visit each club regularly to discuss the club activities, resources, and opportunities.
- d) Assist club leaders in scheduling and planning for the governor's official visit and attend each club assembly associated with the governor's official visit.

¹³ Rotary Manual # 244, *Assistant Governor's Manual*, provides a more in-depth discussion of the role of the Assistant Governor.

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- e) Assist in the development of district goals.
- f) Keep the governor informed on progress of the clubs.
- g) Ensure that clubs update their membership regularly and pay their dues on time.
- h) Coordinate training at the club level with the appropriate district committee.
- i) Promote the District Leadership Plan, the Club Leadership Plan, and all applicable RI online tools and resources.
- j) Advise the incoming governor on district committee selections.
- k) Attend and promote attendance at the district conference and other district and international meetings.
- l) Participate in district activities and attend all training seminars.
- m) Provide recommendations on future assistant governor and committee members.
- n) At the DG's discretion, deliver the DG's initial messages within the first month of the new Rotary Year. This allows the DG to plan their official visits throughout the year at times that may be more meaningful based on district activities or the arrival of seasonal residents.
- o) Assist the DG in improving and strengthening communication between district and club leaders.
- p) Assist club presidents in conducting annual club planning surveys.
- q) Assist club presidents in any area as requested.
- r) Introduce the DG at the official visit.

8.020.4 *Minimum AG Selection Criteria*

Minimum criteria in selecting AGs include the following:

- a) Membership, other than honorary, in good standing in a club in the district for at least three years.
- b) Service as president of a club for a full term, or as a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months.
- c) Willingness and ability to accept the responsibilities of AG.
- d) Demonstrated outstanding performance at the club- and/or district-level.
- e) Potential for future leadership in the district.

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8.020.5 *Essential Role of an AG*

AGs perform an essential role by helping the DG maintain open communication flows between the district and the clubs. AGs are carefully selected based on their experience, knowledge, and backgrounds. AGs are encouraged to have Rotary Leadership Institute (RLI) training and be graduates of the program. Depending on the situation, they educate, train, counsel, and assist club leaders in accomplishing club, district, and RI goals. The AG is the linchpin between the club and the district.

It is recommended that AGs assist in the development of the district goals and objectives. The objective is to reach a consensus for what the district leadership wants to achieve, and to appoint committees only as necessary to reach district goals and objectives.

Assisting club leaders is the AGs' primary responsibility. If a club leader has a question, the first person to ask is the AG. They will either know the answer or know who to ask or where to find the answer.

Article 9 District Standing Committees

- 9.010.** District Committees
- 9.020.** Chief of Staff
- 9.030.** Administration Committee
- 9.040.** Membership Attraction and Engagement Committee
- 9.050.** New Club Development Committee
- 9.060.** Public Image Committee
- 9.070.** Rotary Foundation Committee
- 9.080.** Service Projects Committee
- 9.090.** Youth Services/New Generations Committee

9.010. *District Committees*

District committees are charged with carrying out the goals of the district as formulated by the DG with the advice of the AGs. The DG, IPDG, DGE, DGN, and DGD should work together to ensure continuity of leadership and succession planning. The DGE is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office.

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District committee chairs and personnel serve the clubs and the district in executing actions to meet RI, district, and club goals and objectives. If possible, district committee chairs will have served as club presidents, AGs, or PDGs and have background and experience in the area of the committees they chair and serve.

9.010.1 *Terms of Service*

Generally, committee chairs serve for one-year terms. However, depending on the committee requirements and to enhance continuity, they may be asked to continue serving for additional terms, generally not to exceed three years. Three-year terms of service are recommended for the following committee and subcommittee chairs:

- a) Membership Attraction and Engagement Chair
- b) New Club Development Chair
- c) Rotary Foundation Chair
- d) International Service Chair
- e) Youth Services/New Generations Chair
- f) Rotary Youth Exchange (RYE) Chair

9.010.2 *Duties of District Committee Chairs and Personnel*

The duties of committee chairs and personnel include the following:

- a) Provide support and guidance to the clubs.
- b) Assist the club chairs and committees as requested.
- c) Promote and attend district training meetings and the district conference.
- d) Work with other district committee chairs and committees.
- e) Coordinate with subcommittee chairs and personnel.
- f) Encourage at least 50 % attendance by voting members at committee meetings.

9.010.3 *Responsibilities of District Committee Chairs and Personnel*

The responsibilities of committee chairs and personnel include the following:

- a) Submit committee budgets to the DGE by December 31 in advance of submitting the annual budget to the Finance Committee.
- b) Report the status of district and club activities to the DG and appropriate district leaders.
- c) Report successful club activities to RI for inclusion in publications.
- d) Work with district leaders for planning district goals and objectives.

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9.010.4 *Suggestions for Committee Chairs*

Committee and Subcommittee Chairs lead committees and subcommittees, acting chiefly as an organizer and motivator. Suggested guidelines are as follow:

- a) Delegate responsibility for specific tasks and projects among all committee members.
- b) Consult with committee members and district leaders to clarify and understand district goals related to the committee's function.
- c) Collaborate with committee members to develop a plan of action to achieve committee goals.
- d) Establish and maintain regular communication with committee members, keeping them apprised of relevant developments at both the club and district levels.
- e) Create an information distribution plan to share relevant information from Rotary International and The Rotary Foundation with Rotarians throughout the district.
- f) Work with committee members to ensure that they have the knowledge and skills needed to fulfill their responsibilities.
- g) Identify awards and special recognition for the DG or committee to present as appropriate.
- h) Communicate with Rotary International and Rotary Foundation staff as necessary.

9.010.5 *District Communication Policy*

The district communication policy will be discussed at district team-training and leadership seminars. The policy includes how and when committees communicate with club and district leaders and fellow committee members to ensure that the appropriate individuals receive the information they need in a timely manner. To foster continuity and ensure consistent support of the clubs, committee members should share information with incoming committee members and other district leaders at the end of the year.

9.010.6 *Appointment and Removal of Committee Chairs and Members*

All members of the district subcommittees are recommended by the committee chair and appointed by the DG.

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Unless otherwise stated in this SOP or by RI, the DG may at any time remove and/or replace any committee member or chair who is unable to serve or who, in the DG's judgment, is not satisfactorily performing assigned duties. Should any committee have a vacancy, the DG will fill the vacancy with an appointment, subject to the qualifications outlined in this manual.

9.010.7 *Additional Committees*

Additional district committees are appointed when they serve a specific function as identified by the governor and the leadership team. They may be formed to comply with temporary RI directives or special programs as required. Succeeding DGs may continue the committee at their discretion and request that the committee be added as a standing district committee. The DG may appoint an ad hoc committee for any special need that arises for a certain period of time. Such ad hoc committees will terminate at the completion of the task for which they were formed.

9.010.8 *District Committee Decisions*

Unless otherwise stated by this manual or by RI, all district committee decisions will be subject to DG approval.

9.020. *District Chief of Staff*

The chief of staff assists the DG in coordinating the activities of the district officers, committee chairpersons, and staff and maintains open lines of communication throughout the district.

9.020.1 *The DGN as the District Chief of Staff*

If the DG directs, the DGN will serve as the Chief of Staff for the district.

9.020.2 *Responsibilities of the District Chief of Staff*

- a) Oversee the following staff sections:
 - 1) District Secretary
 - 2) District Treasurer
- b) Oversees the committees as follow:
 - 1) Administration Committee
 - 2) Membership Attraction and Engagement Committee
 - 3) New Club Development Committee

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- 4) Public Image Committee
- 5) Rotary Foundation Committee
- 6) Service Project Committee
- 7) Youth Services/New Generations Committee

9.030. *Administration Committee* ¹⁴

The administration chair and committee provide administrative support to the district officers and committee chairs and advice and assistance to the club administration committees.

9.030.1 *Duties and Responsibilities of the Administration Chair and Committee*

Duties and responsibilities of the district administration chair and committee include accomplishing the following:

- a) Maintain and update the district website and social media sites, as required.
- b) Maintain and update the District DACdb as required.
- c) Conduct IT training sessions for the club personnel.
- d) Conduct a district-planning workshop annually; preferably at the beginning of the Rotary year, for the district officers, AGs, committee chairs, and other selected district leaders.
- e) Enhance IT process, procedures, and applications.
- f) Promote the use of the DACdb for intra-district and club use.
- g) Recommend appropriate security levels for district and club personnel based on the requirements of the positions that they hold.
- h) Increase participation in promoting Rotary and the district through social communications media means.
- i) Encourage collaboration among and between clubs for meetings and participation in projects.
- j) Enhance communications among and between the clubs and the district
- k) Coordinate initial and mid-year training opportunities for club leaders as required.
- l) Provide the clubs with new and creative ideas for club meetings using district and Rotary International (RI) resources.

¹⁴ Rotary Manual # 226A, *Club Administration Committee Manual*, provides a more in-depth discussion of the role of the Club Administration Committee, which is useful in discerning the duties and responsibilities of the district chair and committee.

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- m) Provide the clubs with a recommended speakers' list using recommendations from RI, the district, and the clubs.
- n) Encourage annual planning meetings for the district clubs.
- o) Receive and help clubs in conducting and assessing club surveys and planning documents.

9.030.2 *Activities of Subcommittees*

Support club chairpersons and coordinate the activities of the subcommittees established to accomplish committee tasks and requirements including the following subcommittees:

- a) *Family of Rotary Subcommittee.* Coordinates the Family of Rotary program and encourage the district and clubs to care for Rotarians and their families and to honor deceased members. Clubs will notify the District Administration Committee of the death and serious illnesses of Rotarians and their immediate families.
- b) *Risk/Insurance Subcommittee.* Advises the district and clubs regarding exposure to risk as well as assisting clubs with liability insurance coverage for their officers, committee chairs, and directors.
- c) *Rules and Procedures Subcommittee.* The subcommittee accomplishes the actions as shown below:
 - 1) Advises and assists governors on nominations and elections and other matters involving RI's constitutional documents. 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 governor at the conclusion of his or her year in office. Members should be knowledgeable about RI's constitutional documents and election procedures.
 - 2) Assists governors with questions concerning RI election policies and procedures that they cannot resolve within their districts with the assistance of their Rules and Procedures committee should contact their Club and District Support representative or the RI director from their area for assistance.

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9.040. Membership Attraction and Engagement Committee ¹⁵

The membership attraction and engagement committee identifies, promotes, and implements membership strategies that will result in membership growth.

9.040.1 Duties and Responsibilities of the Membership Attraction and Engagement Chair and Committee

Duties and responsibilities of the chair and committee include the following:

- a) Plan, promote and conduct a district membership seminar in consultation with the governor and district trainer.
- b) Work with the governor and club leaders to ensure that each club achieves its membership goal.
- c) Be familiar with Rotary Club Central and other membership development resources.
- d) Utilize Rotary Coordinators as resources.
- e) Coordinate district-wide membership development activities.
- f) Encourage clubs to participate in RI or presidential membership recognition programs.
- g) Maintain communication with other district committees to coordinate activities that will aid membership attraction and engagement efforts.
- h) Identify committee members to all clubs and indicate that members of the committee are available to help them.
- i) Encourage clubs to develop and implement an effective membership attraction plan.
- j) Assist club membership development chairs in carrying out their responsibilities.
- k) Visit clubs to speak about successful membership attraction and engagement activities; share information on successful activities.
- l) Assist in organizing and establishing new clubs.
- m) Promote diversity programs in accordance guidelines from RI.
- n) Conduct a new member activity (e.g., breakfast, lunch, seminar, etc.) at the District Conference.
- o) Highlight successful club programs and leadership and acknowledge the members' contributions.

¹⁵ Rotary Manual # 226B, *Club Membership Committee Manual*, provides a more in-depth discussion of the role of the Club Administration Committee, which is useful in discerning the duties and responsibilities of the district chair and committee.

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- p) Maintain communication with other district committees to coordinate activities that will aid membership development efforts.
- q) Encourage fellowship activities between and among clubs. Whenever possible, district leadership personnel attend club activities on behalf of the district and thank those involved.

9.040.2 *Activities of Subcommittees*

Support the chairperson and coordinate the activities of the subcommittees established to accomplish committee tasks and requirements including the following:

- a) *Alumni Development.* To develop and implement a plan to manage an ongoing relationship with alumni in the district and assist clubs with respect to their alumni. Subcommittee duties and responsibilities include the following:
 - 1) Work in conjunction with other district committees, particularly membership, Foundation, and New Generations, to identify alumni and their skills (speaker, project skills, potential to be a member, contributor to Foundation and Rotary programs, etc.) and connect these individuals to clubs and district activities.
 - 2) Create awareness of how to work with alumni to maintain their relationship with Rotary.
 - 3) Encourage alumni to report their data to RI and work with fellow district chairs to ensure program participants are properly reported to RI.
 - 4) Abide by privacy and youth protection policies and local law.
 - 5) Support and coordinate alumni events and associations, where appropriate.
- b) *Member Benefits.* The committee will market and promote Rotary Global Rewards to clubs

9.040.3 *Qualifications of Chair and Committee Members and Training*

The chair and committee provide guidance, direction, and support to the district officers and committee chairs and provide advice and assistance to the club leaders and club membership chairs and committees to assist clubs throughout the district in increasing membership.

- a) *Committee Chair.* The chair must have significant knowledge of, commitment to, and experience with membership attraction and engagement activities. In addition, the chair shall attend a training session that may be conducted by the Rotary coordinator as appropriate.

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- b) *Committee Members.* Preference should be given to Rotarians who have been successful in inviting new members to join Rotary, implementing membership programs, and who are members of clubs that have diversified membership. Additionally, consideration should be given to those who have served as chairs of club committee(s) related to membership attraction and engagement.
- c) *Continuity.* To be effective, the district membership attraction and engagement 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 DG, DGE, and DGN for their term of service.
 - 1) The district governor (if selected) for each of the years of the three-year term of the membership attraction and engagement committee chair will participate in the selection of the chair. This selection should take place and be reported to Rotary International no later than 31 December before taking office on 1 July of the same calendar year.
 - 2) Any removal for cause must have the prior approval of all the district governors (if selected) for each of the remaining years of the three-year term.
- d) *Training.* In addition to the chair, as many committee members as possible should attend a training meeting conducted by the Rotary coordinator as appropriate.

The following manuals are useful resources for Membership Chairs and Committees:

- a) *Strengthening Your Membership: Creating Your Membership Development Plan*
- b) *New Member Orientation: A How-to Guide for Clubs*
- c) *Be a Vibrant Club*
- d) *Connect for Good*
- e) *Membership Assessment Tools*

9.050. New Club Development Committee

Under the direction of the governor, the new club development committee shall develop and implement a plan to organize new Rotary clubs within the district.

9.050.1 Duties and Responsibilities of the New Club Development Committee

Duties and responsibilities of the of the Chair and Committee include the following:

- a) Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.

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

9.050.2 *Qualifications of Chair and Committee Members and Training*

The Chair and Committee provide guidance, direction, and support to the district leadership and committee chairs on organizing new clubs in the district.

- a) *Committee Chair.* Preference for the position of chair should be given to past district governors who have been active and successful in establishing new clubs.
- b) *Committee Members.* Preference should be given to past district governors or district governors-nominees.
- c) *Continuity.* To be effective, the district New Club Development 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 DG, DGE, and DGN for their term of service.
 - 1) The DG, DGE, DGN, and DGD (if selected) for each of the years of the three-year term of the membership attraction and engagement committee chair will participate in the selection of the chair. This selection should take place and be reported to Rotary International no later than 31 December before taking office on 1 July of the same calendar year.
 - 2) Any removal for cause must have the prior approval of all the district governors (if selected) for each of the remaining years of the three-year term.
- d) *Training.* In addition to the chair, as many committee members as possible should attend a training meeting conducted by the Rotary coordinator as appropriate.

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9.060. Public Image Committee ¹⁶

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 that effective publicity; favorable public relations and a positive image are desirable and essential goals for Rotary.

9.060.1 Duties and Responsibilities of the District Public Image Chair and Committee

Duties and responsibilities of the Committee include the following:

- a) Encourage Rotary clubs within a district to make public image a priority.
- b) Promote Rotary to the media, community leaders, and beneficiaries of Rotary's programs.
- c) Promote Rotary's visual identity and voice.
- d) Communicate with the governor and the chairs of key committees to stay informed about district projects and activities.
- e) Liaise and collaborate with the Rotary Public Image Coordinator.
- f) Share RI public image materials with clubs.
- g) Seek opportunities to speak to individual clubs about the importance of club public image.
- h) Publish the District Newsletter.
- i) Promote *Rotary Means Business*.

9.060.2 Activities of Subcommittees

Support the chairperson and coordinate the activities of the subcommittees established to accomplish committee tasks and requirements including the following:

- a) *District Newsletter*. Publish a monthly newsletter highlighting club activities throughout the district and provide a forum for the district leadership to communicate with the members.
- b) *Rotary Means Business*. Support activities to highlight Rotarians' businesses and the advantages of doing business with Rotarians.

¹⁶ Rotary Manual # 226C, *Club Public Relations (changed to Public Image) Committee Manual*, and the Rotary Manual *Tell Rotary's Story: Voice and Visual Identity Guidelines* provide more in-depth discussion and information of the role of the Club Public Image Committee.

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- c) *Programs.* Several program-related committees are responsible for promotion and administration of programs at the district-level and provide specific support and guidance to the clubs involved with the particular program in the district.
- 1) Examples of cross-over programs include the following; Interact, Rotaract, Rotary Community Corps, Rotary Fellowships, Rotary Friendship Exchange, Rotary Youth Exchange, and Rotary Youth Leadership Awards (RYLA).
 - 2) Duties and responsibilities of the program subcommittee members include the following:
 - (a) Promote an understanding of and effective participation in programs through regular contacts with each club in the district and through district and inter-city meetings.
 - (b) Organize exhibits of effective implementation of RI programs at district or zone meetings; circulate these noteworthy examples among clubs in the district.
 - (c) Visit clubs within the district to speak about effective examples of the use of the particular program and ensure that the clubs are aware of any reporting requirements to RI.
 - (d) Encourage and assist club program chairs in carrying out their responsibilities.
 - (e) Encourage clubs in the district to determine local needs that could benefit from the program.
 - (f) Identify areas for cooperation between club program activities and local non-Rotary service organizations, by sharing information and helping clubs to set goals.
 - (g) Administer district-wide efforts related to the program.
 - (h) Promote publication of program aims and achievements in all appropriate Rotary and non-Rotary communication media in the district.
 - 3) Preference for committee members should be given to those with club-level experience with a particular program.
- d) *Rotary Fellowships.* The Rotary Fellowships committee is composed of a chair and at least three members who are responsible for encouraging participation in Rotary Fellowships among the clubs of the district. Committee duties and responsibilities include the following:
- 1) Schedule club visits to present information on Rotary Fellowships.

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- 2) Invite current fellowship members within the district to attend presentations.
- 3) Communicate with individual fellowship officers listed in the *Official Directory* and the *Global Networking Groups Directory* to gather information on upcoming events and publicize these in the district governor's newsletter and/or the district website.
- 4) Arrange for a presentation during the district conference highlighting Rotary Fellowship activities within the district and obtain booth space to exhibit at the district conference.
- 5) Distribute the electronic flyer for Rotary Fellowships to Rotarians in the district and encourage them to contact these groups regarding prospective membership.
- 6) Encourage participation at Rotary Convention with various Rotary Fellowships.

9.060.3 *Qualifications of Chair and Committee Members and Training*

The Chair and Committee provide guidance, direction, and support to the district officers on promoting the public image of Rotary.

- a) *Committee Chair and Members.* Preference should be given to those who have experience as a club public image chair and to Rotarians with media, public image or marketing skills.
- b) *Training.* In addition to the chair, as many committee members as possible should attend a training meeting conducted by the Rotary Public Image Coordinator as appropriate.

9.070. *Rotary Foundation Committee*¹⁷

The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. The District Rotary Foundation Chair and Committee provide guidance, direction, and support to the district officers and committee chairs and provide advice and assistance to the club leaders and club Rotary

¹⁷ See Rotary Manual # 226E, *Club Rotary Foundation Committee Manual*, which is useful in discerning the duties and responsibilities of the district chair and the committee. Two additional resources include *The Rotary Foundation Reference Guide* and the *Guide to Global Grants*.

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Foundation chairs and committees to assist clubs throughout the district in promoting and contributing to the Rotary Foundation.

9.070.1 *Duties and Responsibilities of the Rotary Foundation Chair and Committee*

Duties and responsibilities of the Rotary Chair and Committee include the accomplishing the following:

- a) Assists the DG in educating, motivating, and inspiring Rotarians to participate in Foundation programs and fundraising activities in the district.
- b) Serves as liaison between The Rotary Foundation and the club members.
- c) Conduct Foundation Seminars as shown below:
 - 1) Global Grant Seminar in the fall
 - 2) District Grant Seminar in the winter
- d) Encourage clubs to set goals on Rotary Central.
- e) Encourage clubs to become 100 % Every Rotarian Every Year (EREY) Sustaining Clubs.
- f) Encourage clubs to achieve a 100 % participation level in the Annual Giving – Share program.
- g) Encourage clubs to achieve a 100 % participation level in giving to the PolioPlus program.
- h) Encourage members to increase the number of Paul Harris Fellows, Major Donors, and Bequest Society members.
- i) Increase member participation in the Rotary Direct Giving Program.
- j) Encourage clubs to participate in a District or Global Grant.
- k) Encourage participation in Rotary Foundation International programs including the following activities; Friendship Exchanges, Group Culture Exchange (GCE), and Vocational Training Teams (VTT).

9.070.2 *Chair and Committee Members*

If possible, the following are recommendations for the committee chair and members:

- a) Chair
 - 1) Served as a Past District Governor, if possible.
 - 2) Serve not more than a three-year term as chair but may continue to serve on other committees after serving as chair.
- b) Members
 - 1) Serve staggered three-year terms if selected to serve for more than one year.

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- 2) Serve in areas where the member has previous experience.

9.070.3 *Activities of Subcommittees*

Support the chairperson and coordinate the activities of the following subcommittees:

- a) Annual Giving Committee
- b) District Designated Funds (DDF) Administration Committee
- c) Endowment Committee
- d) District Grants' Committee
- e) Global Grants' Committee
- f) Major Gifts Committee
- g) Paul Harris Society Committee
- h) PolioPlus Committee
- i) Group Culture Exchange (GCE) Committee
- j) International Service Committee
- k) Vocational Training Team (VTT) Committee
- l) Peace Scholarship Committee

9.070.4 *District Designated Funds (DDF)*

District Designated Funds (DDF) are those funds that the district returns to the clubs for support of club initiated and sponsored projects. Our district is among the few that allocates funds to the clubs to use for projects and grants. The availability of DDF represents 40 % of the individual club's contribution to the Annual Fund – SHARE category three years prior to the current year.

- a) Using the District Designated Funds Allocation Procedures, the district receives the following:
 - 1) All of the interest from the Endowment Fund.
 - 2) 50 % of the total amount of money donated by the clubs comes back to the district in three years.
 - 3) Any monies that were not utilized by the District during the fiscal year would roll over into the district portion of the DDF for the next year and would not be subject to allocation to the clubs.
 - 4) If the district donates to the Annual Fund – SHARE, the district receives DDF.

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- b) The district allocates to the clubs, 40 % of the amount of Annual Fund – SHARE that each club donated three years prior to the current year to be used as DDF.
- c) Options for the clubs are as follow:
 - 1) *Global Grants*. Global grants support large international projects and activities that respond to a need the benefiting community has identified, and that involve the active participation of club and community members. Clubs may use their DDF to support global grants in the following ways.
 - (a) Use their portion for one or more humanitarian Global Grants.
 - (b) Transfer all or portions of their share to other clubs to participate in multi-club Global Grants.
 - 2) *District Grants*. District grants allow clubs and districts to support small-scale, short-term activities that address immediate needs in their local communities and abroad and align with the mission of the Foundation. Clubs may use their DDF to support district grants in the following ways:
 - (a) Coordinate with the District Grant Chair on the allocation of their DDF to one or more District Grants.
 - (b) Coordinate with the District Grant Chair on allocation of up to 100% of their share of the DDF based on the amount of funds requested by other clubs in the district.
- d) By May 31 any DDF funds not utilized or encumbered by a club during the Rotary year will revert back to the district’s portion of the DDF for use by the district.
- e) Exceptions are as follow:
 - 1) If a grant request is denied by RI or withdrawn by the club due to circumstance beyond the clubs control, the club will be given an additional year to utilize or encumber these funds.
 - 2) Any exceptions must be submitted in writing by the requesting club to the Grant Chair for their recommendation, with a final decision to be made by the District Rotary Foundation Chair.

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9.070.5 *Group Culture Exchange*¹⁸ (GCE)

The GCE program offers a unique cultural and vocational exchange opportunity for young business and professional men and women between the ages of 25 and 40 in the early years of their professional lives. The GCE program is designed to develop professional and leadership skills among young adults, so that they can address the needs of their communities and an increasingly global workplace. Rotary districts in different countries pair together to send and receive professional study groups of four non-Rotarian team members and one Rotarian team leader to travel for four to six weeks, staying in the homes of Rotarians when possible.

The process for GCE chair and team selection is described below:

- a) In July of the new Rotary Year, with the permission of the DG, the district GCE Chair informs the club presidents that applications are available for Rotarians to apply for this year's Group Culture Exchange Team Leader's position and for team member positions.
- b) All applications must be returned 30 days prior to the convening of the District Governor-designate selection board.
- c) A selection board will be held no later than November 1st.
- d) The GCE Chair convenes the board consisting of the following members:
 - 1) IPDG, DG, DGE, and DGN
 - 2) The GCE chair
 - 3) The Foundation Committee chair
 - 4) The district secretary
 - 5) A past GCE team leader
- e) The same board will be used to select the team leader and the team members.
- f) The selectee is notified at the conclusion of the team leader selection board along with the alternate.
- g) Both the team leader and the alternate will be invited to sit on the team member selection board in the afternoon.

9.070.6 *International Service*

International Service enhances the quality of the district's humanitarian efforts by identifying resources and experts to advise on international service projects and global grants.

¹⁸ The Group Culture Exchange (GCE) was formerly called the Group Study Exchange (GSE).

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- a) *Duties and Responsibilities.* Duties and responsibilities of the chair and committee members include the following:
- 1) Promote greater awareness of resources and strategies for project planning and implementation.
 - 2) Identify key local subject matter experts.
 - 3) Establish direct lines of communication and accountability for all types of international service.
 - 4) Improve global grant applications.
 - 5) Develop of partnerships between international Rotary clubs and districts.
 - 6) Identify and promote resources for improved projects and grants by conferring and cooperating with other leaders from across the district including but not limited to the district Rotary Foundation, grants subcommittee, community service, vocational service, and alumni committees.
 - 7) Collaborate with district Rotaract representatives, Rotarian Action Groups, the Rotary Foundation Cadre of Technical Advisers, and other experts interested in assisting with global grant applications.
- b) *Continuity of Leadership and Succession Planning.* The DGE, in consultation with the IPDG and DGN, is encouraged to appoint a past district governor, current or past regional Rotary Foundation coordinator, the Grant Chair, or a past assistant regional Rotary Foundation coordinator to chair this committee, serving a recommended term of three years without reappointment limits.

9.070.7 Vocational Training Team (VTT)

Vocational training teams are groups of professionals who travel abroad either to teach local professionals about a particular field or to learn more about their own. VTTs build on the Foundation's long-standing commitment to vocational training. Teams can be funded by district grants and global grants.

- a) District grant funded VTTs have the following characteristics:
- 1) Activities support the Rotary Foundation's mission to accomplish the following:
 - (a) Promote goodwill and peace
 - (b) Improve health
 - (c) Support education

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- (d) Alleviate poverty
 - 2) The VTT team composition is as follows:
 - (a) District determined
 - (b) May include Rotarians and non-Rotarians
 - 3) *Length of the Visit* – Determined by the sponsors
 - 4) *Budget* – Determined by the sponsors
- b) Global grant funded VTTs have the following characteristics:
- 1) Activities must align with one or more areas of focus shown below:
 - (a) Peace and Conflict Resolution
 - (b) Disease Prevention and Treatment
 - (c) Water and Sanitation
 - (d) Maternal and Child Health
 - (e) Basic Education and Literacy
 - (f) Economic and Community Development
 - 2) Activities must accomplish the following objectives:
 - (a) Build the capacity of team members of benefiting the community
 - (b) Have a sustainable and measurable impact
 - (c) Sponsored by Rotary clubs or districts from two countries
 - 3) The VTT team composition is as follows:
 - (a) Consist of at least two members (either Rotarians or non-Rotarians) with at least two years of professional experience in the designated area of focus.
 - (b) A Rotarian leader who has expertise in the following:
 - (1) The area of focus
 - (2) International experience
 - (3) General Rotary knowledge
 - (4) In certain cases, the Foundation may grant permission to designate a non-Rotarian as team leader.
 - (5) There are no restrictions on the age of the participants.
 - 4) *Length of the Visit* – Determined by the sponsors
 - 5) *Budget* – At least \$30,000.

For clubs and Rotarians interested in participating in or learning more about the process

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and procedures for the VTT and team selection, contact the District Rotary Foundation Chair.

9.080. Service Project Committee¹⁹

The district service project chair and committee provide guidance, direction, and support to the district officers and committee chairs and provide advice and assistance to the club leaders and club committees to assist clubs throughout the district in appropriate service projects to promote Rotary and good will in our communities and internationally.

9.080.1 Duties and Responsibilities of the District Service Project Chair and Committee
Duties and responsibilities of the chair and committee include the accomplishing the following:

- a) Assist clubs and the district in identifying areas for service projects in the following areas of service:
 - 1) Club Service
 - 2) Vocational Service
 - 3) Community Service
 - 4) International Service
- b) Assist clubs and the district in identifying service projects in the following areas of focus:
 - 1) Peace and Conflict Resolution
 - 2) Disease Prevention and Treatment
 - 3) Water and Sanitation
 - 4) Maternal and Child Health
 - 5) Basic Education and Literacy
 - 6) Economic and Community Development
- c) Assist clubs and the district in working with local communities and agencies in identifying service projects that will benefit the community and its citizens.
- d) Identify an annual district-level service project that the district can accomplish with the clubs.

¹⁹ Rotary Manual # 226D, *Club Service Projects Manual*, provides a more in-depth discussion of the role of the Club Service Projects Committee, which is useful in discerning the duties and responsibilities of the district chair and the committee. Two additional resources include the *Community Assessment Tools* and the *Rotary Community Corps Handbook*.

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- e) Promote the Homestay Program under the direction of the DGE.
- f) Highlight service projects using various media resources.

9.080.2 *Activities of Subcommittees*

Support the chairperson and coordinate the activities of the subcommittees established to accomplish committee tasks and requirements including the following:

- a) *Club Service*. The actions that a member can take within a club to help it function successfully.
- b) *Community Service*. The varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality. Subcommittee duties and responsibilities include the following actions:
 - 1) Help identify new trends, issues or problems within the district that clubs may want to address.
 - 2) Visit clubs within the district to speak about successful Community Service projects and provide information on Rotary programs and emphases to help strengthen their projects.
 - 3) Encourage and assist club Community Service chairs in carrying out their responsibilities.
 - 4) Encourage clubs to organize a Rotary Community Corps (RCC) if appropriate and encourage district-level RCC meetings to exchange project development ideas.
 - 5) Maintain inter-committee communication with other district committees.
 - 6) Organize district-level club Community Service chair meetings, in connection with the district conference, district training assembly and other meetings, to exchange ideas and promote projects.
 - 7) Identify areas for cooperation between club Community Service projects and local non-Rotary service organizations, by sharing information and helping clubs to set goals.
 - 8) Request regular reports on successful Community Service projects from club Community Service chairs, for promotion through the governor's monthly letter, and report to RI for possible publication.
 - 9) Organize exhibits of outstanding Community Service projects at district and zone meetings
 - 10) Organize district-wide Community Service activities

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- c) *Disaster Relief.* Coordinate district-level programs to aid in disaster relief programs locally, nationally, and internationally.
- d) *Homestay Program.* Encourage participation of Rotarians and Rotary clubs in the district in providing hospitality for the district governor-elects and spouses from other countries the week prior to their governor's training at the International Assembly. The visiting DGE and spouse partner will pay a fee to cover the cost of the program. Additionally, the host family's club also will be required to pay a fee to cover the cost of the host family's participation in program activities. Additionally, the committee assists with homestay hospitality for other Rotarian visitors from abroad, who may visit our district.
- e) *Vocational Service.* Promotes high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations.

9.090. *District Youth Services/New Generations Committee*²⁰

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

The district youth service project chair and committee provide guidance, direction, and support to the district officers and committee chairs and provide advice and assistance to the club leaders and club committees to assist clubs throughout the district in appropriate Youth Services activities to assist our youth in becoming productive and contributing members of society and becoming Rotarians.

9.090.1 *Duties of the District Youth Service Chair and Committee*

Youth Service recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects and exchange programs that enrich and foster world peace and cultural understanding.

²⁰ Rotary Manual # 226D, *Club Service Projects Manual*, provides a more in-depth discussion of the role of the Club Youth Service Projects Committee.

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9.090.2 *Responsibilities of the District Youth Service Chair and Committee*

Duties and responsibilities of the chair and committee include the accomplishing the following:

- a) Protect and provide safe and secure environments and programs for our youth.
- b) Encourage the DG, DGE, DGN, and DGD to complete the training to become a Certified Volunteer with Youth Exchange.
- c) Provide the New Generations annual budget to the DGE in time to include it in the presentation of the Annual District Budget at PETS.
- d) Promote and support youth programs including the following:
 - 1) Rotary Youth Exchange (RYE)
 - 2) Rotary Youth Leadership Awards (RYLA)
 - 3) Rotaract – Persons ages 18 to 30
 - 4) Interact – High School Programs for Students Ages 12 to 18
 - 5) EarlyAct – Programs for Students Ages 5 to 13
- e) Provide district-level training for club advisors, Interact and Rotaract personnel.
- f) Support the chair person and coordinate the activities of the subcommittees established to accomplish committee tasks and requirements including the following:
 - 1) District Representative to the supporting RYE organization
 - 2) District RYE Subcommittee (see sec. 9.090.3 below)
 - 3) District RYLA Subcommittee
 - 4) District Rotaract Subcommittee
 - 5) District Interact Subcommittee

9.090.3 *Youth Rotary Exchange Committee*

The district youth exchange committee promotes youth exchange as an opportunity for the development of international understanding.

- a) *District Governor's Responsibilities.*²¹ The district youth exchange officers or committees are under the supervision of the district governor. Each governor is urged to do everything possible to foster youth exchange activities in the district, while retaining authority and ensuring that no personal financial profit is being made from such activities.

²¹ See *Rotary Code of Policies*, Article 17, Section 17.030.3 C, *District Youth Exchange Committee*, page 66, April 2018.

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- b) *Qualifications and Selection of the Chair and Committee Members.* Candidates with a general knowledge of Rotary and a strong enthusiasm for the youth exchange program are highly recommended. Additionally, a minimum experience of three years in a key position on the district youth exchange committee is encouraged in the selection process.
- c) *Training.* Attendance at a youth exchange conference beyond the district level is encouraged and should be an element in the budgeting process.
- d) *Continuity of Leadership and Succession Planning.* Recognizing that the special technical knowledge and experience required by the youth exchange program encourages a multi-year tenure of the district youth exchange chair and may sometimes necessitate the continuation of the chair's length of service for a longer period than three years in order to provide for an adequately trained successor. Additionally, governors are encouraged not to change more than 33 percent of the youth exchange committee at any time in order to ensure the continuity of the program.

Additional resources are the following publications:

- a) *Interact Handbook*
- b) *Rotaract Handbook*
- c) *Rotary Youth Leadership Awards Handbook*
- d) *Youth Exchange Handbook*

Article 10 District Special Staff

- 10.010.** Governor's Aide
- 10.020.** District Trainer and Training Committee
- 10.030.** Risk Management and Insurance Committee
- 10.040.** Sergeant-at-Arms

10.010. *Governor's Aide*

The DG may appoint a well-qualified Rotarian, preferably a past club president, to serve as the DG's aide. The aide assists the governor, as directed. The aide should work with the AG's and club presidents in preparation of the governor's official visits to the clubs

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10.020. District Trainer and Training Committee

The committee is responsible for supporting the DG and DGE in training club and district leaders and overseeing the overall training plan for the district. District committee chairs are also members of the District Training Committee.

10.020.1 Duties and Responsibilities of the District Trainer and Training Committee

The district trainer and the training committee prepare district and club leaders for their roles in leading the district and support both the DG and DGE. The committee is responsible to accomplish the following tasks:

- a) Have a clear understanding that it is responsible to the convener of each meeting.
- b) The committee should work with the DG on training needs related to:
 - 1) Rotaract leadership training
 - 2) Club-level training
 - 3) Other training events in the district as appropriate
- c) Coordinate with the DGE on training needs related to the following activities:
 - 1) PETS
 - 2) District training assembly
 - 3) District team training seminar
 - 4) Assistant governor training
- d) The committee may also have secondary responsibility for the district Rotary Foundation seminar and the district membership seminar. These meetings are the primary responsibility of other district committees. The training committee may consult on training related issues.
- e) Under the direction of the meeting's convener, the committee is responsible for one or more of the following aspects:
 - 1) Program content (in accordance with recommended curricula)
 - 2) Conducting sessions
 - 3) Identification of speakers and other volunteers
 - 4) Preparing training leaders
 - 5) Program evaluation
 - 6) Logistics
 - 7) Marketing to target audiences
- f) If the district is part of a multidistrict PETS, the DGE, in accordance with the policies and procedures of that multidistrict PETS, will select an individual to

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develop and conduct training at PETS. This individual should be a member of this committee.

- g) Communicate regularly with other district committees that are involved in training events.
- h) Consult with Rotary training leaders, regional Rotary Foundation coordinators (RRFCs), Rotary coordinators (RCs), Rotary public image coordinators (RPICs), and endowment/major gifts advisers (E/MGAs) on training content.
- i) Promote training event at district meetings and on social media.
- j) Support club trainers in planning and promoting training events.

10.020.2 *Qualifications of District Trainer and Committee Members*

Preference should be given to Rotarians with training, education or facilitation experience.

The *District Training Manual* (Rotary Manual # 246) and *Leader's Guides* and the publications listed below are useful resources for leaders and trainers:

- a) *District Leadership Seminar Leader's Guide*
- b) *District Membership Seminar Leader's Guide*
- c) *District Team Training Seminar Leader's Guide*
- d) *District Rotary Foundation Seminar Leader's Guide*
- e) *District Training Assembly Leader's Guide*
- f) *Grant Management Leader's Guide*
- g) *Presidents-elect Training Seminar Leader's Guide*
- h) *Train the Trainer Session Guide*

10.030. *Risk Management and Insurance Committee*

The Risk Management and Insurance Committee provides advice and guidance to district and club leaders concerning the process of planning, organizing, leading, and controlling events to minimize liability and the adverse effects of accidents. Additional information concerning club and district liability is found in the *Rotary Code of Policies Section 72.050. Club and District Liability Insurance*.²²

²² See Annex A, *Duties and Responsibilities of the District Governor*, Section A.070.

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10.040 *Sergeant-at-Arms*

The sergeant-at-arms maintains an orderly, dignified, and effective Rotary meeting. Specifically, the sergeant-at-arms is in charge of the physical preparations associated with the meeting and assist in the general conduct of the meeting. The duties of the sergeant-at-arms allow the leaders and presenters of the meeting to concentrate on the purpose of the meeting.

Article 11 **District Ad Hoc Committees**

- 11.010.** Audit Committee
- 11.020.** Awards and Guards Committee
- 11.030.** District Conference Committee
- 11.040.** DGD Nominating Committee
- 11.050.** Finance Committee
- 11.060.** RI Convention Promotion Committee
- 11.070.** Strategic Planning Committee
- 11.080.** Standing Operating Procedures Committee

11.010. *Audit Committee*²³

The audit committee reviews and audits all accounts in the name of District 6980 including an audit of the previous year’s financial records. The chair and committee report to the IPDG as chair of the Finance Committee. All audits are to be completed by July 31, reviewed by the Finance Committee, and sent to club presidents for approval by the first Leadership Meeting in September. The audit must be sent to RI within 90 days after June 30.

11.020. *Awards and Guards Committee*

The Awards and Guards dinner celebrates and recognizes the achievements of Rotarians, clubs, and district leaders during the current Rotary year. The dinner is held near the end of the Rotary year. The dinner also serves as a “changing of the guard” as the DGE is inducted as the DG. This also provides the DGE with an opportunity to introduce and install the district leadership team for the upcoming Rotary year.

²³ See District 6980 SOP, Annex D, *Duties and Responsibilities of the District Treasurer*, Section D.080, *Audit Committee*, for information concerning the Audit Committee.

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A budget line is established for this event. The DG, committee chair, and committee will keep expenses in line with the budget and strive to generate enough revenue to break even or make a profit. Any unused funds and/or net profits from the event are at the DG's discretion to use to offset any other budget line item deficits from the year. If no deficit the DG may donate the funds to The Rotary Foundation. The DG has sole discretion as to the event's format and award recognition program each year.

The Chairman of the Awards and Guards Committee reports to the DG.

11.030. *District Conference Committee*²⁴

Annually, the DG and the presidents of a majority of the clubs of the district hold a conference of Rotarians of the district at such time and place as agreed upon. The conference dates shall not conflict with the district training assembly, the international assembly, or the international convention.

Further, the district may hold a district legislation meeting at a time and place determined by the governor, provided 21 days notice is given to all clubs in the district.

Under the direction of the governor, the district conference committee shall plan, promote and implement the necessary arrangements to ensure good programming and maximum attendance at the district conference.

11.030.1 *Duties and Responsibilities of the Conference Chair and Committee*

Under the direction of the DG accomplish the tasks listed below:

- a) Select the district conference venue and coordinate all related logistical arrangements.
- b) Coordinate the finances of the conference to ensure maximum attendance.
- c) Promote conference attendance with particular emphasis on:
 - 1) New Rotarians
 - 2) All members of newly-organized clubs in the district
 - 3) Representation from every club in the district and the family of Rotary.
- d) Promote the district conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.

²⁴ See 2016 MOP, Article 16, 16.040., *District Conference and District Legislation Meeting* and 16.050., *Conference and District Legislation Meeting Voting*, for a more information about the District Conference.

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- e) Invite representatives of the local community to participate in the program.
- f) Provide relevant, motivational, and informative programs.

11.030.2 *Conference Program*

- a) Include topics of interest to the majority of expected attendees.
- b) Include a special activity for new Rotarians and clubs.
- c) Include a supplemental activity to “give to others” (back packs, food items, shelter items, etc.).
- d) Determine if a Leadership Assembly will be part of the conference program.
- e) Determine if a golf tournament is part of the conference activity.
- f) Reserve a golf course for the conference tournament if required.
- g) Include spouse, partner, and family programs when possible.

11.030.3 *Duties and Responsibilities – DG*

- a) Execute the district conference plan developed while serving as DGE.
- b) Announce the conference dates and location when making initial club visits as DG.
- c) Finalize the conference theme.
- d) Finalize the program, daily timeframe, activities, and speakers.
- e) Finalize the budget.
- f) Finalize the conference venue.
- g) Ensure expenditures remain within the budget.
- h) Appoint a conference secretary.
- i) Prepare and execute a written report, along with the secretary, of the conference proceedings within 30 days of adjournment of the conference.

11.030.4 *Duties and Responsibilities – DGE*

- a) Develop the district conference plan as soon as possible after July 1.
- b) Include questions about the district conference in the district planning workshop survey.
- c) Schedule at least one year in advance, if possible, so it can be announced and promoted at the next conference.
- d) Determine the conference dates avoiding RI, Zone, district, club, and other major conflicts.
- e) Appoint a conference chair.

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- f) Identify possible speakers and programs.
- g) Determine if a Training Assembly will be held in conjunction with the conference or as a “stand-alone” activity.
- h) Secure a facility early in the DGE year, if the Training Assembly is a stand-alone activity.
- i) Coordinate with District Trainer for the Training Assembly.
- j) Determine the conference theme if desired.
- k) Determine the general program and daily timeframe.
- l) Apportion for planning the budget range.
- m) Determine the conference venue.

11.030.5 *Duties and Responsibilities – DGN*

When the DGN has been selected and certified to the general secretary, the district conference for the year of the DGN’s service may be planned in advance. The DGN and a majority of the current presidents of the clubs of that district must agree to the site for such conference.

- a) Develop initial vision and plan for the district conference.
- b) Gather information about past conferences.
- c) Ask for input at PETS about conference dates, venues, programs, etc., from district and club leaders.

11.030.6 *Duties and Responsibilities – District Treasurer*

- a) Maintain the conference budget separately from the district budget.
- b) Maintain financial oversight of the fiscal activities of the conference.
- c) Design the conference pricing to be self-supporting.
- d) Establish a line item in the budget as a contingency if the conference does not make a profit.
- e) Designate any budgeted district funds not used by the conference to be added to the overall conference surplus.
- f) Offset any budgetary deficits with any conference surplus (profit) or donate to the Rotary Foundation for Paul Harris Fellow recognition. The Paul Harris Fellow recipient is at the discretion of the DG.
- g) Prepare a complete statement of receipts and disbursement of the district conference for the district finance committee no later than sixty (60) days after the close of the conference.

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- h) Show open accounts as estimates in the event that accounts cannot be closed within 60 days. Issue the final statement as soon as possible.

11.030.7 *Qualifications of Chair and Committee Members*

Preference should be given to those who have experience in the meeting coordination and/or hospitality industry and/or to Rotarians with media, public image or marketing skills.

11.040. *Selection of the District Governor-designate Nominating Committee*

The DG selects the chair of the DGD nominating committee which is responsible for selecting the future DG. Detailed information about the process and procedures for forming the committee, the timeline of activities, and actions before during and after the selection of the DGD.²⁵

11.050. *District Finance Committee*²⁶

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.

11.050.1 *Duties and Responsibilities of Finance Committee*

The Finance Committee duties and responsibilities include the following:

- a) Prepare a budget of district expenditures in cooperation with the district governor to be submitted to the clubs at least four weeks prior to approval at a meeting of incoming club presidents.
- b) Review and recommend the amount of per capita levy to be approved in accordance with the 2016 MOP, Section 16.060.2. See Annex D, Section D.111., *Approval of a Levy*.
- c) Assure that proper records of income and expenditures are kept.

²⁵ See Annex A, Section A.050., *Selection of the District Governor-designate*.

²⁶ See District 6980 SOP, 2018, Annex D, *Duties and Responsibilities of the District Treasurer*, Section D.070, *The Finance Committee*, for more in-depth information about the District Finance Committee.

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- d) Prepare a yearly financial report to be presented by the immediate past district governor according to the 2016 MOP, Section 16.060.4. See Annex D, Section D.112., *Annual Statement and Report of District Finances*.
- e) 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.

11.050.2 *Committee Structure and Qualifications Committee Members*

Preference for committee members should be given to those with previous service as club treasurer and/or Rotarians with accounting/finance experience. The district treasurer serves as an ex-officio member of the committee. The IPDG is the committee chair.

11.060. *RI Convention Promotion Committee*

The committee shall promote attendance at the annual Convention to Rotarians throughout the district.

11.060.1 *Duties and Responsibilities of the Convention Promotion Chair and Committee*

The chair and committee members are responsible for accomplishing the tasks listed below:

- a) Attend club and district meetings to promote the convention.
- b) Serve as a local resource for convention materials and information.
- c) Ensure the district website has information on the convention and links to the RI website's section on the convention.
- d) Translate important convention information into local language(s), if necessary.
- e) Identify and target potential registrants by e-mail, letters, and other methods of communication.

11.060.2 *Qualifications of Chair and Committee Members*

Preference should be given to Rotarians who have attended a minimum of one previous RI Convention and/or with marketing skills. The committee reports to the DGE.

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11.070. District Strategic Planning Committee²⁷

The district strategic planning committee develops the five-year District Strategic Plan strategic plan and provides guidance and direction to assist the Rotary clubs in District 6980 and the district leadership and staff in planning for the future. It provides a vision and roadmap of where the district is going and how we are going to get there. It is the framework for our future ensuring that we continue to be known as a respected, dynamic organization advancing communities worldwide.

11.080. District Standing Operating Procedures (SOP) Committee²⁸

The District Standing Operating Procedures (SOP) Committee develops the District SOP in consonance with the *Rotary Code of Policies*, the *RI Strategic Plan*, the *RI Manual of Procedure (MOP)*, and the *District Strategic Plan* to provide a readily available source of information and direction to guide the district and club leaders in accomplishing the Object of Rotary based on Rotary Core Values. Additionally, this SOP provides a listing of the duties and responsibilities of the officers, committee chairpersons, and goals and objectives in line with RI goals and objectives. The committee members are the same as the members of the Strategic Planning Committee. The IPDG is the chair of the District SOP Committee.

Article 12 District Special Activities – Duties and Responsibilities

- 12.010.** College of Governors
- 12.020.** Leadership Seminar
- 12.030.** Membership Seminar
- 12.040.** President-elect Training Seminar
- 12.050.** Presidents' Meeting
- 12.060.** Representative to the Council on Legislation
- 12.070.** Representative to Zone Nominating Committee for RI Director
- 12.080.** Rotary Foundation Seminar
- 12.090.** Team Training Seminar (District 6980 University)
- 12.100.** District Training Assembly (PETS 3)

²⁷ See Annex B, *Duties and Responsibilities of the Immediate Past District Governor*, Section B.030., *The District Strategic Planning Committee*, for more in-depth information about the District Strategic Planning Committee.

²⁸ *Ibid.*, Section B.040., Standing Operating Procedures Committee.

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12.010. *College of Governors*²⁹

Past District Governors (PDGs) are a valuable asset to the district and make a significant contribution to the furtherance of Rotary. The DG may draw upon their experience and counsel at any time during his year in office. The College of Governors is advisory in nature and shall in no way infringe upon the authority or responsibility of the DG. The College may not independently act as direct liaison with RI headquarters on behalf of the district.

The Chancellor of the College of Governors is the IPDG.

12.020. *Leadership Workshop*

The DG chairs the Leadership Workshop with the assistance of the IPDG, DGE, DGN, and DGD. The intent of the workshop is to bring together district leaders to study and discuss varying leadership problems and issues and discuss issues relating to RI, the district, and the clubs. During the workshop leaders are encouraged to share personal and professional insights and experiences to strengthen leadership skills and traits throughout the district.

12.030. *District Membership Attraction and Engagement Seminar*

The purpose of the district membership seminar (held in July or August) is to develop club and district leaders who have the necessary skills, knowledge, and motivation to support the clubs in the district and to sustain and/or grow the membership base. The seminar is open to all interested Rotarians. The membership committee, with assistance from the district trainer, is responsible for the seminar.

12.040. *President-elect Training Seminar (PETS)*

- a) PETS development and planning is the responsibility of the DGE.
- b) The purpose of PETS is to provide comprehensive training for presidents-elect before they take office on July 1 to prepare them with knowledge of Rotary and more effectively and efficiently lead their clubs. The two-and-a-half-day seminar conducted by Florida PETS is held preferably in February or March.
- c) The DGE is a member of the Florida PETS Board and, as such, is responsible for developing and approving the final PETS program and in selecting the training leaders as the district training representatives to Florida PETS. The

²⁹ Ibid., Section B.050., The College of Governors.

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DGE is responsible for program, selection of training leaders, and speakers in district-only sessions.

- d) All presidents-elect are required to attend PETS to serve as club president. If a president-elect cannot attend the scheduled PETS, he/she must notify the DGE and will be directed to another district's PETS. Evidence of attendance is required. Additionally, all AGs are required to attend PETS to serve as an AG.
- e) The finance committee will provide for district expenses for PETS in the budget for the DGE, DGN, and DGD. It is recommended that the clubs pay the expenses of the incoming club presidents.

12.050. *Presidents' Meeting*

The Presidents' Meeting is chaired by the DG for club presidents and AGs and provides an opportunity to review the implementation of the club goals and objectives and any district or RI business the DG might need to conduct with the clubs. Preferably, the meeting will be conducted quarterly. It is recommended that whenever possible, the Presidents Meeting be held independently of other district meetings. The meetings may be accomplished by electronic means, as applicable.

12.060. *Representative to the Council on Legislation³⁰*

In the year in which the district selects the Delegate and Alternate to the RI Council on Legislation (every three years), the District Governor-designate Nominating Committee procedures outlined in Annex A, *Duties and Responsibilities of the District Governor*, Section A.050., *Selection of a District Governor-designate*, will be followed for nomination, selection, and reporting procedures.

12.070. *Representative to Zone Nominating Committee for RI Director*

In a year in which the District is to select its Representative to the Nominating Committee for Director (every four years), the District will elect its representative to the nominating committee at the annual district conference.

³⁰ Qualifications for representatives to the Council on Legislation are found in the 2016 MOP, Section 9.020., *Qualifications of Voting Members of the Council*, pp. 34 – 35.

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12.080. *Rotary Foundation Seminar*

The purpose of the district Rotary Foundation seminar is to educate Rotarians about Foundation programs and motivate them to be strong participants and advocates of the Foundation. The seminar is the primary means of increasing awareness of The Rotary Foundation at the club level. The seminar is conducted by the district Rotary Foundation committee and may be supported by the regional Rotary Foundation coordinator. Club presidents and club Foundation committee members are the target audience, although the district's entire membership is encouraged to attend.

12.090. *Team Training Seminar (District 6980 University)*

The purpose of the district team training seminar is to develop a cohesive team of district leaders who have the necessary skills, knowledge, and motivation to support effective clubs. This seminar provides training to all incoming assistant governors and committee chairs to assist the DGE and district trainer with training at PETS and the District Assembly. The DGE, in cooperation with the DG, is responsible for the seminar.

12.100. *District Training Assembly (PETS 3)*

- a) The District Training Assembly is an annual event preferably held in April or May to develop Rotary club leaders who have the necessary skills, knowledge, and motivation to: sustain and/or grow their membership base; implement successful projects that address the needs of their communities and communities in other countries; and support the Rotary Foundation through both program participation and financial contributions.
- b) The DGE is responsible for planning and execution of the district training assembly. The District Trainer facilitates planning and implementation of the assembly. The Training Assembly is designed for those involved in key club leadership roles in the upcoming year.
- c) All presidents-elect must attend the assembly. If the president-elect cannot attend the assembly, the president-elect designates a club representative and provides the proxy with a written authorization to vote in the name of the club and provide a comprehensive report of the proceedings, with emphasis on the training sessions focused on the president-elect.
- d) Additionally, club secretaries-elect, whether or not they have had prior experience in that position, are strongly encouraged to attend the assembly.

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- e) An appropriate amount of money will be provided in annual district budget; registration fees must recover any costs above that amount. To stimulate attendance, all Rotary clubs are encouraged to defray any costs of participation of their key officers and directors at the assembly.

Article 13 Administration

13.010. Governor Succession Plan

13.020. SOP Approval and Adoption

13.010. *Governor Succession Plan*

If a vacancy occurs during the DG's year of service and the Vice Governor cannot assume the position of DG the following procedure will be used:

- a) The College of Governor's votes to nominate to RI a successor from among PDGs in the district, to finish the term of office. The Chancellor of the College will preside over the selection process and will inform RI of its recommendation supported by the authority of the District SOP.
- b) This will in no way interfere with the years of service of the DGE and DGN (and DGD, if applicable). Note that if this is a voluntary resignation, it can be temporary and the replacement as Governor would also be temporary. Upon the DG's notification that he/she is able to resume duties, the Governor Pro Tem would step down.
- c) AFTER the International Assembly. If the DGE vacates or determines that he/she will not be able to serve as DG, and the resignation/vacancy occurs AFTER the International Assembly (GETS), the above provisions will apply with one exception – the selection of the College of Governors can be challenged by the clubs under the same rules outlined in the MOP regarding challenges.
- d) PRIOR to the International Assembly. If the vacancy occurs PRIOR to the International Assembly (GETS), the current DG will ask the DGN if he/she wishes to move up one year and become the DGE (and of course, must attend the International Assembly (GETS)). If accepted, the DGD (if already selected) would move up one year as well and the nominating committee would convene within sixty (60) days to select a new DGD under this plan of succession.

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13.020. *SOP Approval and Adoption*

The district bylaws are found in the RI Manual of Procedure. This SOP supplements those bylaws outlining the procedures applicable to the district's needs and requirements. Therefore, changes to the SOP follow the same procedures as those used for submitting and approving the annual budget shown below:

- a) The DGE will submit proposed changes to the clubs no later than four (4) weeks prior to the District Assembly. At the District Assembly, the changes for ratification is by the approval of no less than three-fourths (3/4) of the incoming club presidents present.
- b) In the event any provision of this Policy Manual is in conflict with any requirements or procedures of RI, the RI policy shall prevail, and this policy manual shall be amended accordingly.

List of Annexes

Annex A – *Duties and Responsibilities of the District Governor*

Annex B – *Duties and Responsibilities of the Immediate Past District Governor*

Annex C – *Duties and Responsibilities of the District Governor-elect*

Annex D – *Duties and Responsibilities of the District Treasurer*

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Selected References

Rotary Code of Policies, April 2018

Rotary 2016 Manual of Procedure (MOP)

District Governor – *Lead Your District, Governor 2018 – 2019* (Rotary Manual # 233)

Club Officer's Kit (225)

Club President's Manual (Rotary Manual # 222)

Club Secretary's Manual (Rotary Manual # 229)

Club Treasurer's Manual (Rotary Manual # 220)

Club Administration Committee Manual (Rotary Manual # 226A)

Club Membership Committee Manual (Rotary Manual # 226B)

Club Public Relations Committee Manual (Rotary Manual # 226C)

Club Service Projects Committee Manual (Rotary Manual # 226 D)

Club Rotary Foundation Committee Manual (Rotary Manual # 226E)

Assistant Governor's Manual (Rotary Manual # 244)

Club Leadership Plan (Rotary Manual # 245EN-A)

District Training Manual (Rotary Manual # 246) and *Leader's Guides*

District Leadership Seminar Leader's Guide

District Membership Seminar Leader's Guide

District Team Training Seminar Leader's Guide

District Rotary Foundation Seminar Leader's Guide

District Training Assembly Leader's Guide

Grant Management Leader's Guide

Presidents-elect Training Seminar Leader's Guide

Train the Trainer Session Guide

Publications by Topics

Membership

- *Strengthening Your Membership: Creating Your Membership Development Plan*
- *New Member Orientation: A How-to Guide for Clubs*
- *Be a Vibrant Club*
- *Connect for Good*
- *Membership Assessment Tools*

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Public Relations (Public Image)

- *Tell Rotary's Story: Voice and Visual Identity Guidelines*

Service and Programs

- *Community Assessment Tools*
- *Interact Handbook*
- *Rotaract Handbook*
- *Rotary Community Corps Handbook*
- *Rotary Youth Leadership Awards Handbook*
- *Youth Exchange Handbook*

The Rotary Foundation

- *The Rotary Foundation Reference Guide*
- *Guide to Global Grants*

Rotary District 6980 Strategic Plan, Rotary Years July 2018 – June 2023, dated May 12, 2018.

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Annex A Duties and Responsibilities of the District Governor³¹

- A.010.** Qualifications of the District Governor
- A.020.** Duties of the District Governor
- A.030.** Qualifications of the District Governor-designate
- A.040.** Selection of the District Governor-designate
- A.050.** Extract of Rotary Code of Policies Section 2.010.1 *Failure to Function*
- A.060.** Extract of Rotary Code of Policies Section 72.050. *Club and District Liability Insurance*
- A.070.** District Governor’s Checklist

Purpose. This annex, *Duties and Responsibilities of the District Governor (DG)*, provides supplemental information to Article 7, Section 7.010.1, *Duties of the District Governor*, in the District SOP.

A.010. *Qualifications of the District Governor³²*

Unless specifically excused by the board, a governor at the time of taking office must have attended the international assembly for its full duration, been a member of one or more Rotary clubs for at least seven years, and must continue to possess those qualifications outlined the MOP section 16.070.

A.020. *Duties of the District Governor³³*

The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor should work with district and club leaders to encourage participation in a district leadership plan as may be developed by the board. The governor shall provide inspiration and motivation to the clubs in the district. The governor shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs.

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

- q) Organizing new clubs.
- r) Strengthening existing clubs.

³¹ The intent of this Annex is to provide a single source of reference for the duties, responsibilities, qualifications, and selection process for the position of District Governor. Naturally, there will be some overlap with the information provided in the body of the SOP.

³² See 2016 MOP, 16.080., pg. 71.

³³ See 2016 MOP, 16.090., pgs. 71 – 72.

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- s) Promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district.
- t) Supporting the Rotary Foundation with respect to program participation and financial contributions.
- u) Promoting cordial relations among the clubs and between the clubs and RI.
- v) Planning for and presiding at the district conference and assisting the DGE in the planning and preparation for PETS and the district training assembly.
- w) Providing for an official visit meeting individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the governor's presence for the purpose of the following:
 - 6) Focusing attention on important Rotary issues.
 - 7) Providing special attention to weak and struggling clubs.
 - 8) Motivating Rotarians to participate in service activities.
 - 9) Ensuring that the constitution and bylaws of the clubs comply with the constitutional documents, especially following councils on legislation.
 - 10) Personally, recognizing the outstanding contributions of Rotarians in the district.
- x) Issuing a monthly letter to each club president and secretary in the district.
- y) Reporting promptly to RI as may be required by the president or the board.
- z) Supplying the DGE, as soon as possible following his or her election prior to the international assembly, full information as to the condition of clubs with recommended action for strengthening clubs.
- aa) Assuring that district nominations and elections are conducted in accordance with the RI constitution and bylaws and the established policies of RI.
- bb) Inquiring on a regular basis about the activities of Rotarian organizations operating in the district (Friendship Exchanges, International Committees, Global Networking Groups, etc.).
- cc) Financial accounting.
- dd) Transferring continuing district files to the DGE
- ee) Performing such other duties as are inherent as the officer of RI.
- ff) Plan, promote, and preside at all official district meetings except as otherwise expressly provided.

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A.030. *Qualifications of the District Governor-designate*³⁴

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

- a) *Rotarian in Good Standing.* The Rotarian must be a member in good standing of a functioning club in the district.
- b) *Rotarian Maintaining Full Qualifications of Membership.* The Rotarian must have full qualifications for such membership in the strict application of the provisions therefor, and the integrity of the Rotarian's classification must be without question.
- c) *Rotarian's Qualification as Past President of Club.* The Rotarian must have served as president of a club for a full term or be a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months.
- d) *Rotarian's Ability to Fulfill Duties of Governor.* The Rotarian must demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in section 16.090.
- e) *Rotarian's Certification of Qualifications.* The Rotarian must demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the bylaws and submit to RI, through its general secretary, a signed statement that the Rotarian understands clearly such qualifications, duties, and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.

A.040. *District Governor's Code of Ethics.*³⁵

The District Governor's specific duties and responsibilities include following the Code of Ethics as follows:

- a) Governors will adhere to applicable laws and regulations while conducting Rotary business. In addition, in conducting their private lives, governors will adhere to applicable laws in order to preserve and protect the positive image of Rotary.

³⁴ The qualifications of the District Governor are the same as those for the District Governor-designate. See 2016 MOP, 16.070, pgs. 70 – 71.

³⁵ See *Rotary Code of Policies*, Article 19, Section 19.010.1, *District Governor Code of Ethics*, page 73.

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- b) Governors will adhere to the provisions of the RI Constitution and Bylaws.
- c) Governors will adhere to the provisions established by the RI Board as documented in the *Rotary Code of Policies*.
- d) Governors will serve for the benefit of Rotarians and the purposes of RI. Governors should put the interests of the district first and avoid even the appearance of any impropriety in their conduct.
- e) Governors will foster an environment in the district that promotes safety, courtesy, dignity, and respect and shall refrain from performing or tolerating unwelcome physical contact, advances, or comments.
- f) Governors will not use their office for personal prestige or benefit or for the benefit of family members.
- g) Governors will exercise due care in the diligent performance of their obligations to the district.
- h) Governors will act based on fairness to all concerned.
- i) Governors will promote transparency of financial information and will ensure compliance with all local and national laws relating to financial management.
- j) Governors will prohibit and restrict the disclosure, communication, and use of confidential and proprietary information. Governors should use this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.
- k) Governors will comply with Rotary's expense reimbursement policies.

A.050. *Selection of the District Governor-designate*³⁶

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

³⁶ See 2016 MOP, Section 14.010, page 60.

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A.050.1 *District Governor-designate Nominating Committee*

The District Governor-designate (DGD) Nominating Committee interviews and selects the best person to serve as District Governor.

- a) *Committee Chair.* The District Governor appoints the chair of the District Governor-designate Nominating Committee.
- b) *The Committee.* The nominating committee consists of nine (9) voting members. The qualifications for the members are as follow:
 - 1) In good standing of a Rotary club in District 6980.
 - 2) In good standing with Rotary International.
 - 3) Is a Past Rotary Club President having served a full term in office.
 - 4) Must have served as District Governor, an Assistant Governor (AG), a District Committee Chair, or Sub-Committee chair.
 - 5) Served at least one full term in office within the eight (8) years preceding selection.
 - 6) The DG is an ex-officio, non-voting member of the Committee.
 - 7) The DGE, DGN will be non-voting observers of the Committee, unless otherwise directed by the DG.
 - 8) The District Secretary will record the minutes of the Committee's actions.
- c) *Selection of the Candidate for DGD.* On or shortly after July 1, the DG will call for nominations from the clubs for the position of DGD and provide the clubs with the required RI nomination form and instructions for completion and submission. The Clubs shall have at least sixty (60) days to submit their nominations to the DG.
- d) *Selection of the Nominating Committee.* On or shortly after July 1, the DG will call for club nominations to serve as club representatives on the District Nominating Committee. Each club nominates one qualified member to serve on the Committee. The DG sets the date by when all nominations must be submitted. After that date, the Nominating Committee Chair, in the presence of the DGE, DGN, and District Secretary, picks at random the nine members of the Committee and six alternates (more alternates may be selected if needed in the future). The Secretary will make a record of the selections.
- e) *Identity of the Nominating Committee.* The identity of the Nominating Committee will remain secret and the DG, DGE, DGN, Committee Chair, and Secretary will ensure complete confidentiality of those selected to serve on the Committee. The chair notifies each selected member of the committee that they

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have been chosen and the date, place, and time that they will be asked to serve. The DG instructs the committee members to keep their appointment confidential. If they do not, they are subject to removal by the DG and an alternate will take their place.

- f) *Informing the Alternates.* The chair informs the alternates that they have been chosen as such and may be called upon right up until the day of the meeting of the Committee should a member not be able to serve or has been removed from the committee because of a breach of confidentiality or a conflict of interest should a candidate for DG be related or from the same Rotary club. The alternates must adhere to the same confidentiality as the committee members. Any removal of a Committee member must be done with the knowledge of the DGE, DGN, and Secretary as witnesses for the record.
- g) *Pre-Interview Meeting.* At least two weeks prior to the date of the interviews, the District Governor meets with the chair, DGE, DGN, and Secretary to review the details of how the interviews will be conducted (questions, length of time, etc.).
- h) *Conflict of Interest.* If at any time prior to the meeting date, the DG determines that there is a conflict of interest between a committee member and a nominee or for other reasons, the DG with the unanimous consent of the IPDG, DGE, DGN and Secretary, may dismiss the member and replace him/her with the next available alternate. In the event that no alternate is available to fill a last-minute vacancy on the committee, the DG may appoint the DGE, DGN, or Secretary to serve on the committee to ensure that the committee has nine voting members.
- i) *After the interviews and Selection.* After the interviews and deliberations are concluded, the committee will vote by secret ballot prepared by the chair and Secretary. The majority (one half plus one) of the votes will determine the selectee.
- j) At this point, the DGE will present to the nominating committee the choice of Vice Governor for their approval. If the choice is rejected, names of PDGs will continue to be presented until one is approved.
- k) *Following the Selection of the District Governor-designate (DGD).* Within 72 hours of receiving notification of the DGD selectee, the chair will announce the selectee to the clubs for their consideration and set time of 14 days for the clubs to submit qualified challenges.

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- l) *After the Selection.* The chair will accomplish the following after the selection is announced:
- 1) Visit the club from whom the DGD was selected as soon as possible and announce the selection to club members.
 - 2) Visit the club with the DG, DGE, and DGN after the 14-day period and officially present the DGD to the club members.
 - 3) Within 14 days the DG forwards the required paperwork to Rotary International.
 - 4) Notifies the district secretary to accomplish the following actions:
 - (a) Post the DGD's information on the district web page and leadership chart.
 - (b) Upgrade DGD's access level on the DACdb to Level 6
 - 5) The Chancellor of the College of Governors orders the "Rotary Forever" badge for the DGD.

A.050.2 *District Governor-designate Candidate Actions*

The major actions that the District Governor-designate candidate should follow are outlined below:

- a) Reflect on the personal interest to serve as the DG.
- b) Inform the DG of that interest by answering the invitation from the DG when published.
- c) Receive the application and instructions from the DG.
- d) Complete the application.
- e) Include a one-page Rotary oriented resume with the application.
- f) Return the application.
- g) Report at the appointed place and time of the interview.

A060. *Extract of Rotary Code of Policies Section 2.010.1 Failure to Function*

2.010.1 Failure to Function

In accordance with the RI Bylaws, the RI Board is responsible for ensuring that all member clubs of the association are functioning, and defines a functioning club as:

1. Having paid its per capita dues to Rotary International
2. Meeting regularly consistent with RI constitutional documents
3. Ensuring that its members subscribe to a Rotary World Magazine Press magazine

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4. Implementing service projects that address needs in the local community and/or in communities in other countries
5. Receiving the visit of the governor, assistant governor, or an officer of Rotary International
6. Maintaining appropriate liability insurance as provided in section 72.050. of this Code
7. Acting in a manner consistent with the RI constitution, bylaws, and the *Rotary Code of Policies*
8. Paying its RI membership and district dues without outside assistance
9. Providing accurate membership lists on a timely basis to the general secretary. At a minimum, clubs must report their membership changes to the general secretary, so they are received by 1 July and 1 January.
10. Resolving club disputes in an amicable manner
11. Maintaining cooperative relations with the district
12. Cooperating with RI by not initiating or maintaining, or retaining in its membership an individual who initiates or maintains, litigation against Rotary International or The Rotary Foundation, including their directors, trustees, officers, and employees, prior to exhausting all remedies provided for in RI's constitutional documents
13. Following and completing the election review process established in the RI bylaws

Each governor shall identify which clubs in the district are failing to function according to the above criteria. Rotary senior leaders are also encouraged to report any observations that suggest that a club has failed to function.

A.070. *Extract of Rotary Code of Policies Section 72.050. Club and District Liability Insurance*

72.050.1. Maintenance of Liability Insurance

Each club shall maintain liability insurance for its activities as appropriate for its geographic region.

72.050.2. Mandatory Participation in Liability Insurance Program for Clubs in the U.S.

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- 1) RI will maintain a policy of general liability and directors and officers/employment practices liability insurance, with limits deemed appropriate by the general secretary, protecting RI and clubs and districts located in the U.S. and its territories and possessions. Each club in these regions must participate in the program.
- 2) The general secretary shall have authority to negotiate participation in the program on either a primary or an excess basis with clubs that have unique insurance risks, including but not limited to clubs that possess all of the following risks:
 - Permanent, full-time employees;
 - Ownership of real property with substantial acreage;
 - Services provided to persons with physical and mental disabilities on this real property.
- 3) Each club covered by this policy will be billed annually an amount sufficient to pay for the insurance coverage and related administrative expenses. The amount billed each club will be based on membership statistics stated in the semiannual club invoices. The general secretary may vary the amount billed to clubs in different areas within these regions based on independent actuarial studies.
- 4) The general secretary will develop appropriate policies and procedures for implementing and administering the policy, including mechanisms for communicating with clubs and districts regarding their participation. *(January 2015 Mtg., Bd. Dec. 117)*

A.080. *District Governor Checklist (For Example Only)*

July

- AGs begin delivering the DG's message for the year
- Begin visiting clubs as available
 - Present RI theme pins to club members
 - Present theme badges to any leaders that did not receive them during PETS or the training assembly
- Publish the date for the election of the DGD
- Conduct a Team Training Seminar (District 6980 University)

August

- Initiate planning for the Awards and Guards Dinner
- Attend the Membership Attraction and Engagement Seminar

September

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- Conduct a Leadership Seminar

October

- Conduct DGD interviews and selection
- Report DGD selection to RI
- Conduct GCE Team leaders and team selection

January

- Finalize District Conference Plans
- Finalize Awards and Guards Plans
- Participate in the Homestay Program

March

- Attend PETS

April

- Finalize plans for the District Conference and Awards and Guards

May

- Conduct District Conference
- Attend Training Assembly

June

- Host Award and Guards Dinner
- File the appropriate administrative and financial reports after the district conference.

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Annex B Duties and Responsibilities of the Immediate Past District Governor

- B.010.** The Finance Committee
- B.020.** The Audit Committee
- B.030.** The District Strategic Planning Committee
- B.040.** The Standing Operating Procedure Committee
- B.050.** Chancellor of the College of Governors

Purpose. This annex, *Duties and Responsibilities of the Immediate Past District Governor (IPDG)*, provides supplemental information to Article 7, Section 7.020. in the District SOP.

B.010. *The Finance Committee*

See District 6980 SOP, Annex D, *Duties and Responsibilities of the District Treasurer*, Section D.070, *The District Finance Committee*, for information about the Finance Committee.

B.020. *The Audit Committee*

See District 6980 SOP, Annex D, *Duties and Responsibilities of the District Treasurer*, Section D.080, *Audit Committee*, for information about the Audit Committee.

B.030. *The District Strategic Planning Committee*

The District Strategic Planning Committee develops the district five-year strategic plan to provide direction and continuity to district programs and development. The plan outlines goals for the district that are in line with RI five-year strategic goals. Once the goals are developed, the committee develops measurable supporting objectives to meet those goals, which becomes the *District Strategic Plan*.

B.030.1 *Members of the Strategic Planning Committee*

Members of the Strategic Planning Committee shall include the following personnel:

- a) Immediate Past District Governor (IPDG) – serves as committee chair
- b) District Governor (DG)
- c) District Governor-elect (DGE)
- d) District Governor-nominee (DGN)
- e) District Governor-designate (DGD)
- f) District Secretary
- g) District Treasurer
- h) Administration Committee Chair
- i) Membership Attraction and Engagement Committee Chair
- j) Public Image Committee Chair
- k) Rotary Foundation Committee Chair

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- l) Services Committee Chair
- m) Youth Services/New Generations Chair

B.030.2 Strategic Planning Sequence, Process, and Key Documents

The district strategic planning sequence and process is as follow:

- m) Review the *Rotary Code of Policies*.
- n) Receive the *RI Strategic Plan* and current *Manual of Procedure (MOP)*.
- o) Develop district strategic goals to accomplish the RI Strategic Plan in accordance with the procedures outlined in the MOP.
- p) Develop supporting, measurable objectives to attain the district strategic goals.
- q) Publish the *District Strategic Plan* consisting of the District strategic goals and objectives.
- r) Develop the *District Standing Operating Procedures (SOP)* based on the District Strategic Plan.
- s) Develop the *District Leadership Plan (DLP)* based on the *District Strategic Plan* and including applicable policies and procedures from the *District SOP*.
- t) Receive the RI Annual Goals.
- u) Develop the District annual goals, the Action Goals, based on the guidance and direction in the RI and District Strategic Plans and other appropriate documents.
- v) Develop supporting, measurable objectives to achieve the annual goals, the District Action Plan.
- w) Publish the *District Action Plan* for the appropriate Rotary year.
- x) Distribute the District Action Plan to the District officers, committee chairpersons, club presidents, club officers, and club committee chairpersons so the clubs can develop their goals and objectives for the year.

B.030.3 Key Documents

The following are key documents used in planning at the district and club levels.

- a) *Rotary Code of Policies*. The *Rotary Code of Policies* is a comprehensive document containing all of the general and permanent policies of Rotary International.
- b) *RI Strategic Plan*. The RI Strategic Plan found in the *Rotary Code of Policies* outlines the vision for RI over the next five-year period.
- c) *RI Manual of Procedure (MOP)*. The MOP provides Rotary leaders with the Rotary policies that are most relevant to their service. The manual is published every three years after the Council on Legislation. The MOP contains the following governance documents:
 - 1) RI Constitution

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- 2) RI Bylaws, which are also the District Bylaws
 - 3) Standard Rotary Club Constitution
 - 4) Recommended Rotary Club Bylaws
 - 5) Bylaws of The Rotary Foundation of Rotary International
- d) *District Strategic Plan*. Based on the RI Strategic Plan, the District Strategic Plan adapts the RI Plan into district-level goals and objectives.
- e) *District Standing Operating Procedures (SOP)*. The SOP flows directly from the District Strategic Plan and is tailored to meet the needs and requirements of the district and clubs.
- f) *The District Leadership Plan (DLP)*. The *District Leadership Plan* defines responsibilities and duties for assistant governors, district trainers, district committee members, club leadership, and establishes district committees that ensure continuity of leadership within the district.
- g) *District Action Plan*. The DGE receives the RI goals and objectives for the Rotary year at the Leadership Assembly in early January. Using those goals and objectives the action plan for the district is developed and given to the district officers, committee chairs, club officers, club directors, and leaders throughout the district. This Action Plan is the district's plan for the year to accomplish and support RI goals and objectives.
- h) *Club Annual Goals and Objectives*. Using the District Action Plan, the club presidents, officers, directors, and leaders develop club goals and objectives and the plan for the year. These goals and objectives are entered into Rotary Central as their plan for the year.

B.040. *The Standing Operating Procedures Committee*

The District Standing Operating Procedures (SOP) Committee develops the District SOP in consonance with the RI MOP, the RI Strategic Plan, and the District Strategic Plan to provide a readily available source of information and direction to guide the district and club leaders in accomplishing the Object of Rotary based on Rotary Core Values. Additionally, this SOP provides a listing of the duties and responsibilities of the officers, committee chairpersons, and goals and objectives in line with RI goals and objectives. The committee members are the same as the members of the Strategic Planning Committee. The IPDG is the chair of the District SOP Committee.

B.040.2 *Changes to the SOP*

See District 6980 SOP, Section 13.020, *SOP Approval and Adoption*, for the guidelines and procedure.

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B.050. *The College of Governors (COG)*

Past District Governors (PDGs) are a valuable asset to the district and make a significant contribution to the furtherance of Rotary. The DG may draw upon their experience and counsel at any time during his year in office. All PDGs of this district or PDGs of other districts who are current members of clubs in District 6980 are members of the “College of Governors.”

The College of Governors is advisory in nature and shall in no way infringe upon the authority or responsibility of the DG. The College may not independently act as direct liaison with RI headquarters on behalf of the district.

The IPDG is the Chancellor of the College of Governors.

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Annex C Duties and Responsibilities of the District Governor-elect

- C.010.** Duties of the District Governor-elect
- C.020.** Responsibilities of the District Governor-elect
- C.030.** District Governor-elect Checklist

Purpose. This annex, *Duties and Responsibilities of the District Governor-elect (DGE)*, provides supplemental information to Article 7, Section 7.030. in the District SOP.

C.010. *Duties of the District Governor-elect*

The DGE shall be a voting member of those district committees as designated in this SOP. The DGE shall perform other duties as assigned by the DG. As soon as possible, the DGE will appoint a district secretary, a district treasurer, assistant governors, and appropriate committee chairpersons to ensure continuity of action.

C.020. *Responsibilities of the District Governor-elect*

- j) Directs the preparation of the President Elect Training Seminar (PETS) for the upcoming year
- k) Chairs the committees as follow:
 - 5) Homestay Committee
 - 6) RI Convention Promotion Committee
 - 7) District Training Assembly Committee
 - 8) District Team Training Team Seminar
- l) Attends the DGE training seminar (GETS).
- m) Sets district goals for the year that align with the district strategic plan and Rotary’s strategic plan.
- n) Prepares the District Action Plan for the Rotary Year.
- o) Appoints assistant governors (AGs) and district committee chairs.
- p) Conducts district meetings, including the district team training seminar, PETS, and district training assembly.
- q) Attends the International Assembly.
- r) Attends the Rotary International Convention in the “Rotary Year” (e.g., the convention held in June before he or she takes office as DG in July.)

C.030. *District Governor-elect Checklist (For Example Only)*

July

- Narrow conference venue selection
- Finalize selection of officers, committee chairs, AGs, and other special staff

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- Attend District 6980 University
- Begin planning PETS 1
- Begin initial planning for the District Training Assembly
- Begin initial planning for the district conference when DG
- Attend PETS 2 Planning Meeting (may occur in August)

August

- Finalize Leadership Team Members
- Attend the Membership Attraction and Engagement Seminar

September/October

- Sit-in on DGD interviews and selection

November

- Attend Zone Training (may occur in October)
- Meet with AGs and DGN to discuss the year, establish joint goals and define the duties of both governor and assistant governor. Establish procedure to insure attendance of the PEs at PETS 1, 2, and 3.

December

- Check on District pins for Homestay and for taking to the International Assembly, order more if needed.
- Review plans for the Homestay Program
- Review plans for PETS 1
- Make coordination for the District Training Assembly
- Receive budget input from district staff, chairs, and leaders with a line item in the budget.

January

- Attend PETS Board Meeting
- Welcome Homestay visitors
- Host the Homestay Welcome Dinner and Culture Night
- Attend the International Assembly
- Order Rotary Theme Pins, Badges, and Banners at the International assembly
- Conduct PETS 1

February

- Submit budget – DGE's and Youth Services to the Financial Committee
- Finalize coordination for PETS
- District AG and staff seminar, planning meeting, and training

March

- Attend PETS

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- District PEs' Meeting
 - Meet with AGs
 - Meet with PEs
 - Outline the year
 - Distribute theme badges
 - Distribute other material as necessary
 - Announce next year's District Conference venue
 - Review District Assembly curriculum and topics

April

- Finalize District Assembly curriculum and topics
- Conduct District Assembly (maybe in May)

May

- Attend District Conference
- Conduct the District Training Assembly
 - Distribute remaining theme badges
 - Distribute theme banners
 - Distribute training material
 - Distribute draft visit schedule
 - Distribute district leaders' contact information
 - Conduct planning meeting with AGs and staff

June

- Attend Award and Guards Dinner
- Attend Club Installation Dinners
- Attend International Convention
- Attend Zone Training

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Annex D Duties and Responsibilities of the District Treasurer

- D.010.** Duties of the District Treasurer
- D.020.** Responsibilities of the District Treasurer
- D.030.** Additional Responsibilities of the District Treasurer
- D.040.** Monthly Treasurer Responsibilities
- D.050.** Semi-Annual Treasurer Responsibilities
- D.060.** Annual Treasurer Responsibilities
- D.070.** The District Finance Committee
- D.080.** The District Audit Committee
- D.090.** Finance Committee Quarterly Meeting
- D.100.** The District Budget
- D.110.** Example District Budget Items

Purpose. This annex, *Duties and Responsibilities of the District Treasurer*, provides supplemental information to Article 7, Section 7.070. in the District SOP.

D.010. *Duties of the District Treasurer*

The district treasurer is a critical position responsible for the financial matters and accounting affecting all of the clubs and members of the district. Generally, the term of office shall be one year. However, the DG may re-appoint the district treasurer from the preceding term for an additional year with the total term of service not to exceed four years.

Additionally, the DGE with the concurrence of the DG may appoint an assistant district treasurer prior to taking office. Therefore, in the event the district treasurer is unable to perform duties as treasurer, the assistant district treasurer shall perform all functions of the office until such time as a new district treasurer can be appointed.

The district treasurer may receive a stipend for services as determined by the finance committee.

D.020. *Responsibilities of the District Treasurer*

The District Treasurer's basic duties and responsibilities are as follows:

- a) Maintain checking accounts as required by RI and the Finance Committee to include a business checking account, an RI district 6980 Foundation account

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(requires two signatures per RI), required reserve funds and additional accounts as deemed appropriate by RI and/or the Finance Committee.

- b) Maintain records and accounts necessary to show the receipts, expenditures and financial condition of the district.
- c) Perform all other duties connected with this office.
- d) Serve as a member of the district finance committee.

D.030. *Additional Responsibilities of the District Treasurer*

Additional duties of the District Treasurer include the following:

- a) Make deposits to the checking account at least weekly upon receipt of club dues and any other district monies.
- b) Prepare checks for payment/ reimbursement of expense items promptly upon receipt of invoices and/or reimbursement vouchers/ statements, which have been approved by the DG.
- c) Maintain supporting details for disbursements in internal files and mark invoices upon payment. Payments in excess of 20% of the budget line items or in excess of \$1,000 require the approval of the District Finance Committee.
- d) Checks written for \$500 or more must have consent of the district governor unless budgeted and authorized by the appropriate authority.

D.040. *Monthly Treasurer Responsibilities*

Monthly District Treasurer responsibilities include the following:

- a) Prepare bank reconciliation to ensure proper balance is maintained in the checking account records.
- b) Carry out collection follow-up by mailing statements within 30 days of original invoice, if payment has not been received.
- c) Mark a copy of the original invoice "PAST DUE" and mail to appropriate clubs in lieu of a formal statement. Subsequent follow-up should be done by phone and/or email. All collection efforts are to be documented. Copies of all past due statements will be forwarded to the DG.

D.050. *Quarterly Treasurer Responsibilities*

- Prepare statements quarterly in conjunction with the Finance Committee's scheduled meeting.

D.060. *Annual Treasurer Responsibilities*

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- a) Prepare and mail in early July to all clubs an invoice for annual district dues, based on club membership as of 1 July to be payable by 1 August.
- a) Submit all books, records, paid invoices, and other pertinent financial information to the district audit committee for the year-end overview of the financial records no later than 31 July.
- b) Turn into the Audit Committee, the financial records of all district committees with 501 (c)(3) status.
- c) Provide follow-up actions, as necessary, to ensure IRS reporting for non-profit organizations (Form 990) is completed.
- d) Prepare and complete a financial report for the closed year by the outgoing treasurer for the annual audit.
- e) Submit the report to Audit Committee by July 31st after the completion of the Rotary Year.

D.070. *The Finance Committee*

The Finance Committee is responsible for reviewing, overseeing, and allocating the expenses of district including the following areas:

- a) DGE, DGN, committee leaders and other approved district expenses.
- b) The District Fund
- c) District Designated Surplus
- d) District Grants
- e) All DG's expenses

D.070.1 *Members of the Finance Committee*

The District Finance Committee is comprised of the following personnel:

- a) DG
- b) IPDG, Chair
- c) DGE
- d) District Treasurer
- e) Three Past Club Presidents one each appointed by the DG, DGE, and DGN

The treasurer and committee members are appointed for one-year terms but are expected to serve three-year terms based on their positions. All may serve in successive terms, as directed by the DG. The DG shall not appoint a past president of any club currently represented on the committee or a member of the same club as the incoming DGN except by the current Finance Committee by unanimous approval.

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Should a vacancy occur on this committee, the DG in consultation with the DGE shall appoint a replacement to fill the unexpired term.

D.070.2 DGE's and New Generations Rotary District 6980 Youth Programs, Inc. Annual Budgets

Prior to February, the committee shall meet and assist the DGE in the preparation of his budget of district income and expenditures for the Rotary year commencing 1 July. This budget must then be introduced to the incoming club presidents at PETS and shall be provided to all clubs no later than four (4) weeks prior to the District Assembly for ratification by the approval of no less than three-fourths (3/4) of the incoming club presidents present.

The Youth Services'/New Generations' annual budget accompanies the DGE's annual budget for presentation at PETS to the incoming club presidents and is subject to the same approval process.

D.070.3 The District Fund

The district fund is financed by all the clubs in the district by means of a per capita levy on all the members of those clubs. The amount of the levy will be included in the budget presented at the District Assembly for and will be based on club membership as of the 1 July immediately following the assembly. District dues shall be payable by 1 August. A second billing will take place on January 1, clubs will pay 50% of the district dues per member for club membership net increase since July 1 the basis for determining net increased membership will be active members per RI's Semi-Annual invoice for January 1 less the active membership per the previous July 1 RI Semi-Annual invoice.

D.070.4 Designated Surplus

It is expected that each year's financial operations will not reflect a loss. It is the duty of the DG to judiciously strive to produce a positive income statement each year and to maintain the "Designated Surplus" at responsible level (equivalent to one year's operating budget).

The Designated Surplus shall be reserved in a separate account stipulated for emergency or urgent needs only, which needs may include, but need not be limited to, sustaining the district and its clubs during periods following a natural disaster. The

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Designated Surplus account shall not be used to fund financial losses from regular district events or due to mismanagement of budgeted resources. Contributions to the Designated Surplus account shall be regularly monitored and annually adjusted in keeping with the then current annual operating budget. Withdrawals from the Designated Surplus may be made only with a majority vote of the Finance Committee. The DG may, at the end of each year and after reviewing the financial condition of the district, gift any surplus in the Designated Surplus account to The Rotary Foundation.

D.070.5 *District Bank Account*

District funds shall be held in a bank account in the name of R.I. District 6980 and administered by the DG and the District Treasurer. The audit committee shall audit the records following the close of the Rotary year. No member of the Finance Committee may serve on the Audit Committee. The audit shall be completed, and the audit report submitted to the DG, the IPDG as the chairman of the Finance Committee, and any others as directed by the DG. The final report must be submitted to the IPDG before September 30. It will then be distributed to all clubs and will be presented at the next District Conference for approval.

D.070.6 *RI Funds for DG Expenses*

To enhance accountability and transparency, it is recommended that the funds received from RI for DG expenses during the year be deposited in the district bank account. RI allows either the district or the DG to receive the funds, but then requires the district treasurer and finance committee to review, approve, and account for all the DG's expenses within the P&L, which is submitted annually as part of the audited financial statements to RI.

D.070.7 *District Grants*

During the annual District Financial Audit, the committee will review the records pertaining to the distribution of District Foundation Funds. The committee will certify the proper documentation for authorization and disbursements that are being maintained by the Grants Chair and compare these records to ensure that they agree with the financial records of the District. All checks drawn on any district grant, or global grant account is required to have two signatures per RI.

D.070.8 *Youth Services Program/New Generations*

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The Youth Services Committee Chair will provide a quarterly review of the finances and financial statements of the Youth Services'/New Generations' programs to the DG. The Audit Committee will review the Youth Services'/New Generations' finances annually at the same time as the audit of district finances.

D.080. *The Audit Committee*

The Audit Committee reviews and audits all accounts in the name of District 6980 including an audit of the previous year's financial records. The chair and committee report to the Finance Committee.

D.080.1 *Members of the Audit Committee*

The Audit Committee consists of three members (from different clubs) serving staggered three-year terms. Committee Members may be any combination of PDG's and CPA's. No member of the audit committee may serve concurrently on the finance committee.

D.080.2 *Reports and Suspense Dates*

All audits must be completed on or before the 60 days following the close of the Rotary Year and reported to Rotary International no later than 90 days after the close of the Rotary Year. The IPDG is responsible for ensuring that these documents are sent to Rotary International by the 90-day suspense date.

D.090. *Finance Committee Quarterly Meeting*

The Finance Committee at its quarterly meeting requires each financial reporting entity to present the following documents:

- a) A Balance sheet at the end of the last quarterly period or as up to date as possible after the quarterly period.
- b) A Year to date Profit & Loss statement to agree with the date of the balance sheet submitted in a above.
- c) Analysis of the financial performance to date including remedial action if required and commentary of the financial position anticipated for the rest of the fiscal year.
- d) The fiscal year of all reporting entities shall be July1, XXXX thru June 30, XXXX.

D.100. *The District Budget*

The district budget, prepared by the DGE in the year before becoming the DG, reflects the income and expenditures expected for the upcoming year. All officers and

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committee chairpersons are expected to conduct activities within the guidelines of the budget.

The budget line items include but are not limited to the following items:

- a) Reimbursing the expenses of the DG.
- b) Providing a gift for the outgoing DG.
- c) Publishing a District Directory.
- d) Providing funds for the DGE and spouse to attend the International Convention.

Allocation of funds includes the items:

- 1) Coach-class round-trip airfare from a nearby airport to the convention city.
 - 2) Reasonable transportation costs from home to the airport and return (includes private auto long-term parking if DGE drives own vehicle to and from airport).
 - 3) Convention registration fees for DGE and spouse.
 - 4) Hotel accommodations in convention city for up to five (5) nights.
 - 5) Reasonable transportation costs from convention airport to and from convention.
 - 6) Cost of tickets for DGE and spouse to opening and closing nights' entertainment (if not included in the registration fee).
 - 7) Cost of attending special convention banquets for DGE and spouse.
 - 8) All other meals, special entertainment events, outside sightseeing trips, etc., will be at personal expense of the DGE.
 - 9) For conventions in the Continental U.S. or Canada, if the DGE chooses to drive a personal vehicle, a stipend equal to the cost of round-trip coach class airfare from Orlando to the convention city, plus an identical amount for the spouse, will be allocated which may be used any way the DG chooses to include convention city local transportation to/from hotel and cost of parking at the departure airport in extended stay parking facilities.
- e) Providing reasonable funds for the DG, DGE, DGN, DGD and their spouses to attend the Zone Institute.
 - f) Providing reasonable reimbursement for the DGE for travel within the district and for printing, stationery, postage, and communications.
 - g) Providing reasonable funds to assist the District Foundation Committee (chair and subcommittee chairs) to attend the Zone Institute for Zone training.

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- h) Reimbursing expenses for the district's representative to the Council on Legislation (when applicable).
- i) Reimbursing expenses for the district's representative to the Zone Nominating Committee (when applicable).
- j) Providing reasonable expenses for the DGE for PETS, the District Training Assembly, and Leadership Training (AG and committee chairs).
- k) Providing reasonable expenses for the Awards & Guards dinner, the District Conference, and other necessary district meetings. The Awards and Guards dinner is expected to breakeven unless authorized by the Finance Committee. Designated surpluses shall not be used to finance losses.
- l) Providing reasonable expenses for other expenses as deemed appropriate by the Finance Committee to meet RI and District requirements.

D.110. *Example District Budget Items*

The DGE prepares the annual budget with the assistance of the treasurer, district staff, district committee chairs, and other district leaders. The staff and committee chairs will submit their budget items for the upcoming year to the DGE no later than 31 December of the year preceding the start of the Rotary year on 1 July.

Appendix 1 to Annex D contains example line items for the annual budget.

D.111. Extract from MOP, 16.060.2, *Approval of Levy*

16.060.2. *Approval of Levy.*

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

- (a) the district training assembly after the approval of three-fourths of incoming club presidents present, provided that where a president-elect is excused from attending the district training assembly by the governor-elect in accordance with article 13, section 5(c) of the standard club constitution, the designated representative of the president-elect shall be entitled to vote in the president-elect's place, or, at the option of the district,
- (b) the district conference by a majority of the electors present and voting, or
- (c) at the option of the district, the district presidents-elect training seminar after the approval of three-fourths of the incoming club presidents present, provided that where a president-elect is excused from attending by the governor-elect in

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accordance with article 13, section 5(c) of the standard club constitution, the designated representative of the president-elect shall be entitled to vote in the president-elect's place.

D.112. *Extract from MOP, 16.060.4, Annual Statement and Report of District Finances*

16.060.4. Annual Statement and Report of District Finances.

The governor must provide an annual statement and report of the district finances that has been independently reviewed to each club in the district within three months of the completion of the governor's year in office. It may be reviewed either by a qualified accountant or by a district audit committee as may be decided by the district conference. If an audit committee approach is selected, then it must:

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

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

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

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The annual statement and report shall be presented for discussion and adoption at the next district meeting to which all clubs are entitled to send a representative and for which 30 days' notice has been given that the statement and report of district finances will be presented. If no such district meeting is held, the statement and report shall be presented for discussion and adoption at the next district conference. If the statement is not adopted after presentation, it shall be discussed and adopted within three months of the conclusion of the district conference at the next district meeting to which all clubs are entitled to send a representative and for which 30 days' notice has been given that the statement and report of district finances will be presented. If a district meeting does not take place, the governor shall conduct a ballot-by-mail within 60 days thereafter

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	Account	Budget Estimate	Budget Actual
	Income		
4000	General Revenue		
4002	Interest Income		
4003	Membership Dues (# of Members)		
	Total 4000 General Revenue		
	Non-Budgeted Net Income		
4101	Awards & Guards Income		
4110	District Outing		
4111	PETS Net income		
4115	Foundation Dinner		
4119	District Conference Income		
4120	District Conference Expense		
4125	Foundation Contribution		
4130	Charter Night		
4135	Homestay Income		
	Total Income		
	Expenses - Committees		
	Foundation Committee		
5020	Foundation		
5021	Seminar		
5022	Group Study Exchange		
5024	Marketing and Promotion		
5025	Other Foundation		
5026	Foundation - Other		
	Total-5020 Foundation		
	Membership Committee		
5031	Membership Seminars		
5032	Materials		
5033	New Club Development		
5034	New Member Orientation		
5035	Other Membership Expenses		
	Total 5030 Membership		
	Administration Committee		
5040	Administration		
5041	Administration Other		
5042	District Directory		
5043	District Web-Site		
5044	District DACdb		
	Total 5030 Administration		
	Public Image		
5051	Advertising		
5052	Public Image Seminar		
5053	Marketing and Supplies		
5054	Rotary Means Business		
	Total 5050 Public Image		

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	Service Projects		
5061	Service Projects Seminar		
5062	Service Projects Day		
5063	Other Service Projects		
5064	District Service Project		
	Total 5060 - Service Projects		
	Youth Services/New Generations		
5071	Rotary Youth Programs Seminar		
5072	FL Youth Exchange Assessment		
5073	Youth Exchange Club Assistance		
5074	Interact Training		
5075	Rotaract Training		
5076	Youth Exchange Summer Program		
	Total 5070 - Youth Services/ New Generations		
	DGD Nominating Committee		
5081	DGD Nominating Committee		
	Total 5080 - DGD Nominating Committee		
	New Club Development		
5091	New Club Seminar		
5092	New Club Marketing		
	Total 5090 - New Club Development		
	Total - 5000 Committees		
	District Meetings		
6312	District Assembly		
6340	PETS - DG, DGE, DGN, DGD		
6540	FL PETS Assessment		
6360	FL PETS - Asst Governors		
6370	PETS - Rotaract		
6371	PETS - RYE		
6380	FL PETS Operating Committee		
6381	District Mtg Venues (West Orlando Clubhouse)		
6382	Leadership Committee Meetings		
6385	President and AG meetings		
6390	RLI		
6393	PETS - AGs		
6394	College of Governors Meetings		
	Total 6300 Meetings		
	Expense Accounts		
7001	DG		
7002	DGE		
7003	DGN		
7004	DGD - Business Cards		
7005	Secretary		
7006	Treasurer		
7008	DGE - International RI Convention		
	Total 7000- Expense accounts		

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Other Expenses			
7102	District Equipment		
7103	Gift - Retired Governor		
7105	Monthly District Newsletter		
7106	Misc Contingencies		
7107	PDG Pin		
7108	Bank Service Charges		
7109	Credit Card Charges		
7110	Bad debts		
7112	DG - District Pins & Banners		
7113	DGE - Theme Pins & Banners		
7114	Storage Expense		
7115	Office Supplies		
7116	Government Fees		
	Total 7100 - Other		
Zone Institute			
8001	Zone Institute - Governor		
8002	Zone Institute -Gov Elect		
8003	Zone Insitute - Gov Nominee		
8004	Zone Insitute - PDG Gov		
8005	Emerging Leaders		
8006	Annual Assessment		
8050	8050 Zone Seminars		
8051	Seminar DGN		
8052	Foundation Sem Chair+2		
8053	Membership Sem Chair+1		
8054	Seminar DGE		
8055	Seminar DG		
8056	Immediate PDG		
8057	Sem Club Admin Chair		
8058	Publicity Sem +1		
	Total 8000 Zone		
Special Events			
8101			
	Total 8100 Special Events		
	Total Expenses		