

Rotary International

District 6760

Rules of Procedure



Reach Within to Embrace Humanity

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DISTRICT GOVERNOR

2011-2012

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Note: These Rules of Procedure are in need of major editing, revision and correction. Many sections are no longer accurate and some do not reflect the current rules of Rotary International. An effort will be undertaken this year to bring them up to date. CRBowers, DGE, 22 June 2011.

**ROTARY INTERNATIONAL
DISTRICT 6760
RULES OF PROCEDURE**

**SECTION I: SELECTION OF DISTRICT GOVERNOR NOMINEE DESIGNATE
AND/OR DISTRICT GOVERNOR NOMINEE**

1.1 Definitions

a. District Governor Nominee Designate (DGND) - Person selected by the District Nominating Committee in the Winter who will serve as District Governor two years hence. Effective date of the designation "District Governor Nominee" will be July 1 following selection, provided there is no challenge to the selection by the District Nominee Selection Committee. If there is challenge, the calendar and procedures listed in section 1.11.b and .1.11.c will be followed.

b. District Governor Nominee (DGN) - For the above person for a full year beginning July 1 through June 30.

c. District Governor Elect (DGE) - For the above person just elected at the International Convention beginning July 1 through June 30.

d. District Governor (DG) - Becomes Governor on July 1 upon completion (normally) of a full year as DGE and having attended the previous Zone Institute and the International Assembly.

1.2 Use of Nominating Committee Procedures.

The Nominating Committee Procedures prescribed in Article XIII of the By-Laws of RI are adopted by this District.

1.3 Composition of Committee.

The Nominating Committee shall consist of seven (7) members. Members will be elected for two-year terms to insure continuity. Members must meet the qualifications listed below.

a. The DGND and/or DGN selection Committee shall consist of seven (7) members, four (4) PDGs and three (3) Past Club Presidents. The past presidents will be elected at the District Conference with nominations made from the floor or in writing to the District Governor at least thirty (30) days prior to the beginning of the Conference. Selection of the PDGs will occur at the mid-year meeting of the College of Governors. Selection Committee members from the same club as a candidate for DGN and/or DGND will be replaced by the DG based on alternates elected at the District Conference or by the College of Governors, or by appointment if no alternates have been selected. No member shall serve more than one consecutive two-year term.

b. Not more than one member from each club shall serve on the Committee.

c. An individual must be an active member of a club in good standing in this District at the time of election and throughout his/her service on the Committee.

d. After having served a two-year term and after a lapse of one year, the Rotarian is eligible again for membership. If there is no participation in the annual meeting, the committee member will not be considered to "have served." Likewise, an alternate is not considered to "have served" unless he/she attends a committee meeting in place of a principal.

1.4 Election of Members of the Nominating Committee. The Past President members of the Nominating Committee shall be elected at the District Conference which occurs immediately prior to the Rotary year in which the Committee member's two-year term begins. Voting shall be by electors, using a written ballot prepared by the District Election Committee, one ballot to each qualified elector present and voting. The PDGs will be selected by the College of Governors at its mid-year meeting.

a. Candidates for Nominating Committee. Four PDGs and three past Club Presidents shall be

selected. All Past President nominations shall be made from the floor of the conference, or in writing to the District Governor and be received at least thirty (30) days prior to the beginning of the conference. All Past President nominees shall be placed on a ballot in alphabetical order and elected as set forth above in Section 1.4 and below in Section 1.4.2.

b. Procedure for Voting. Each elector will be allowed to vote for three Past President Candidates. The three Past Presidents with the highest number of votes shall be declared elected and shall serve on the Committee.

c. Ties. In the event that the highest candidates cannot be determined due to ties, selection will be made by giving preference to the tied candidates or candidate whose last Nominating Committee service has been the most distant. If this action does not break the tie, additional ballots limited to the tied candidates shall be taken until the tie or ties have been broken.

1.5 Alternate Members of Nominating Committee. The Nominating Committee Past President candidates not selected shall become the first, second, third, etc., alternates, and will serve on the Nominating Committee in the event of death, resignation, subsequent ineligibility or inability to serve on the part of a principal. Alternate PDGs from the College of Governors will serve if needed. A member will be ineligible and shall be replaced by the District Governor if his/her club proposes a nominee for District Governor.

1.6 Lack of Eligible Candidates for Nominating Committee. In the event there are insufficient persons possessing the eligibility specified in section 1.3 above and able and willing to serve before or after the prescribed election, the District Governor shall be empowered to appoint one or more past club presidents or PDGs to the Committee provided that, they possess all other qualifications for membership on the committee.

1.7 Activities in Support of Candidates for Membership on the Nominating Committee. The election of members of the Nominating Committee should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. Activity in support of a candidate for membership on the Nominating Committee should be consistent with the important and serious function of the Committee and should not, by implication or otherwise, commit candidate with respect to individuals to be considered for District Governor Nominee. No literature supporting a candidate for the Nominating Committee should be published or distributed, except for a resume sent by the candidate's club as provided in section 1.8.

1.8 Candidates for District Governor Nominee Designate DGND and/or District Governor Nominee (DGN). As specified in the By-Laws of Rotary International, a club may propose a candidate for District Governor Nominee Designate and/or Nominee after the announcement of the Nominating Committee and before the deadline of December 15. Such proposal must be submitted on the "Governor Nominee Date Form" with all appropriate information, signatures, and a photograph. One copy of the data form must be forwarded to the District Governor. Seven copies must be forwarded to the Chairperson of the Nominating Committee. In addition, the nominating club may send a one page resume (with photograph) to each club in the District. The resume should be a summary of the information contained in the "Governor Nominee Data Form." Seven copies of the resume should be sent also to the Chairperson of the Nominating Committee. Successful candidates for Governor must have been a member of one or more Rotary clubs for seven years at a time of service for Governor.

1.8.1 Attendance of the DGE at the International Assembly. The candidate selected as the DGND or DGN, when DGE will be required to attend the International Assembly, PETS, the District Conference and Assembly(ies), and expected to attend the annual Zone Institute as the DGN, DGE, and as DG. The required Governor-Elect Training Seminar (GETS) is conducted in conjunction with the Zone Institute. It is recommended for the DGN as well. If married, the spouse's attendance is expected, and highly desirable at the three Zone Institutes. The DG Selection Committee will be provided with the signed acknowledgments from all candidates. (See Section 2.4)

1.8.2 Activities in Support of Candidates for District Governor Nominee Designate and/or Nominee. The selection by the District should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. Activities in support of a candidate for District Governor-Elect and/or Nominee should be consistent with the importance and serious function of the District Governor. No steps will be taken to further an individual candidacy other than the distribution of

the individual's resume.

1.9 Selection of the District Governor-Nominee Designate and/or Nominee. Candidates for District Governor should be asked to prepare an opening statement for the Committee. They should develop and be prepared to respond to questions about their particular goals for the tenure of their service.

a. Committee Procedures. The Committee will personally interview the candidates and their spouses, unless unmarried. The interviews will take place during the Committee meeting with the Committee Chairman notifying the candidates of the time and place for the interviews.

b. Committee Selection of District Governor Nominee Designate and/or Nominee. As specified in the By-Laws of Rotary International, the Nominating Committee shall be charged with the duty to seek out and propose the best available candidate for District Governor Nominee Designate and/or Nominee. In the event the Committee selects a Rotarian whose name has not been submitted to the Committee by the Rotarian's club, the Nominating Committee shall notify the President of the Rotarian's club before submitting his/her name to the District. In the event of any club suggesting a candidate for District Governor Nominee Designate and/or Nominee and he/she not being a member of such club, the Chairman of the Nominating Committee within 7 days of receiving such suggestion shall advise the President of the club of which the candidate is a member of the said suggestion. In making its selection, the Nominating Committee for District Governor shall not necessarily be limited in its selection to those names submitted by clubs. However, such a deviation from usual procedure shall be subject to the condition that if the Nominating Committee (at least five members concurring) agrees that no candidate is suitable to serve from the list submitted by the clubs, it may seek its own well qualified candidate. A minimum of five (5) affirmative votes are required for the selection by the Committee of the District Governor.

1.10 Timetable for Selection

a. For District Governor Nominee Designate. Dec. 15 will be the deadline for club submission of candidates for DGND. The nominating Committee will make its selection in January and its decision will be immediately made available to the candidate's clubs. If the club(s) does not wish to resubmit their candidates (see 1.10.b) below, the Committee's decision will be final and published in the February edition of the Newsletter.

b. Resubmission of Club Candidates. Any club in the District that had proposed an unsuccessful candidate may again propose their candidate before the [mal deadline announced by the District Governor (not more that two weeks after the nominating committee action), provided this action is endorsed by five other clubs in the District. (See Art. XIII, By-Laws RI)

c. Declaration of District Governor Nominee Designate. If no re-nominations (re-submission) are received by the Governor after the deadline (established when the Nominating Committee's selection was announced) has passed, or if no qualified candidate was suggested to the Nominating Committee other than the person selected by the Nominating Committee, the Governor shall declare the selectee of the Committee to be the District Governor Nominee Designate. However, if club candidates are still effective after the final deadline (re-submitted and not withdrawn), the DGND will be selected by an election at the District Conference in accordance with the provisions of the By-Laws of RI, provided at least five other clubs endorse this action.

SECTION 2: DUTIES AND FUNCTIONS OF DISTRICT GOVERNOR NOMINEE DESIGNATE, DISTRICT GOVERNOR NOMINEE, AND DISTRICT GOVERNOR ELECT

2.1 Duties and Functions of the District Governor Nominee Designate.

It is expected that the DGND will participate in all District meetings and that he/she will work with all officers and committees of District 6760 in order to expedite and facilitate a continuation of the learning process about Rotary. Attendance at the District Finance and Resolutions Committees is appropriate.

2.2 Duties and Functions of the District Governor Nominee.

The DGN will participate, as an observer or a presenter of asked, in the following activities at the District level: PETS, Assembly, Conference, and each meeting of the College of Governors. The

DGE will involve the DGN in as much District planning and administration as appropriate and for which the DGE has responsibility. The DGN and spouse are expected to attend the Zone Institute and will be reimbursed for attending an amount as established in the District budget. The DGN will automatically become the DGE on July 1 or the year prior to becoming the DG.

a. If for any reason the DGE cannot serve, the DGN, if possible, will replace the DGE as long as the International Assembly has not been held. If these events should occur, the District Nominating Committee, through the DG, will solicit nominations for DGN and fill the position as soon as practical—all rules for selection withstanding. A "ballot by mail" process may be required to satisfy RI rules.

b. If for any reason, both the DGN and DGND positions are open in January, (the month that the Nominating Committee will normally meet) the Nominating Committee will select persons for both positions as that time subject to rules of resubmission of nominees not selected (See 1.11). In order to meet RI rules, it may be necessary to use a "ballot by mail" process.

2.3 Duties and functions of the District Governor Elect.

The District Governor Elect must use all available opportunities to learn, plan, organize, and publicize various District and International programs in order to have an effective and efficient Governance of Rotary International in District 6760 and in its clubs. (see Sec. 1.8.1)

a. The District Governor Elect must have all committee chair assignments for the following Rotary year completed by February 20th and reported to by March 1st or as otherwise required by RI. Other committee assignments should be completed before PETS. Distribution of the District Directory should be made at PETS. The DGE will serve as an ex officio (non-voting) member of the Finance Resolution and any other committees appropriate to the learning process.

b. Assistant Governors for the following Rotary year must be selected by Feb. 20 (preferably by Dec. 31). It is the DGE's responsibility to see that AGs attend the PETS session(s) and the District Assembly(ies). A portion of these meetings should be designed so that each AG has a session with their incoming club presidents.

c. The District Governor Nominee, District Governor Elect or District Governor, as appropriate, is required to attend a District Conference in another District. The time frame will be no sooner than 27 months or not later than 5 months before the conference of the individual attending. Whoever attends will facilitate the attendance of his /her Conference Chairperson Designee at the same or a different conference within the same period as described above. Funds will be allocated for these two individuals and their spouses to attend such conferences(s). The choice of conference locations(s) will be limited only by the funds available. Funds will be provided for only one Governor attendee during a budget year unless the Governor Elect requests that the Finance Committee recommend such funds for his/her year as governor.

d. The District Governor and the District Governor Elect are both encouraged to attend the Rotary International Convention in each year of their service. A budgetary allocation will be made for each individual to attend only one Convention to assist in the expenses of attending that event. Usually the Governor will receive the allocation, but if the Governor Elect also attends and does not plan to attend as Governor, then the allocation is the following Rotary year may be paid, provided proper expense documentation is submitted to the Treasurer.

e. The District Governor Elect must attend the Rotary International Assembly. This is required by Rotary International. The DGE's expenses are covered entirely by Rotary International. The DGE and spouse, if married, must also attend the Zone Institute that is held prior the July 1 that he/she becomes District Governor. This is especially important for the two days that are devoted exclusively for the orientation of DGEs and is basically the first part of the International Assembly.

f. The district Governor Elect, in consultation with the District Governor, is entirely responsible for organizing President-Elect Training Seminars (PETS).

g. The District Governor Elect, in consultation with the District Governor, is entirely responsible for organizing the District Assembly.

h. The District Governor Elect, in consultation with the District Governor, is entirely responsible for organizing the District Team Leadership Training Seminar.

i. The District Governor Elect will involve the DGN and DGND in as much planning and administration as appropriate and for which the DGE has responsibility.

SECTION 3: DISTRICT ORGANIZATION AND ADMINISTRATION

The organizational chart for District 6760 is shown in Appendix I. All persons selected to fill these posts are the responsibility of the District Governor except the DGE, DGN, DGND, Chairperson of the College of Governors (see Section 10.6), and the District Finance Committee and the District Nominating Committee. This organization is the basic structure for District 6760, but may be changed by the Governor provided there is no conflict with other rules.

3.1 **General.** The Governor is the Officer of Rotary International functioning in the District. The DG will serve as an ex officio (non-voting) member of all committees. He/she is assisted by other Rotarians in the District, some of whom have duties prescribed by the District to carry out District instituted activities and others to whom the Governor may assign responsibilities or seek advice as he/she sees fit. The Chair of the College of Governors will assign two PDG mentors to the Governor Elect and two to the District Governor. In some cases, these mentors may be the same person(s). However, it is desired that each Governor (and Elect) request one mentor from the Chair with the Chair having the discretion to name the second mentor. Selection considerations should include compatibility and geographical convenience.

3.2 **College of Governors.** Unless one asks to be excused, every past District Governor shall be a member of the College of Governors. Except for protracted illness or injury, a PDG who has not attended a meeting of the College of Governors for five years will no longer be considered a member. However, if circumstances warrant, such PDG may be reinstated. The College represents a collection of distinguished Rotarians of vast experience who continue their availability for service as required either collectively or individually. The College and its members have no standing duties (except as may be specially prescribed elsewhere in the rules) but await the call of the Governor. Those present at a scheduled meeting of the College of Governors shall constitute a quorum. Scheduled is defined as notification of members at least two weeks in advance.

3.3 **Leadership Academy (Note: This section is out of date and needs to be redrafted, crbowers, 22June2011)**

- a. A PDG, or a qualified Rotarian who is a graduate of the academy, will be appointed by the DG to serve as the Dean of the Leadership Academy
- b. A faculty of approximately six distinguished Rotarians (usually PDGs) will be selected by the Dean and approved by the College of Governors.
- c. The functions of the Academy are to solicit and train the future Leadership of the District. Persons selected will be those who have distinguished themselves in club service and District committee activities.
- d. An appropriate budgetary allotment will be made for the Academy.
- e. Six specific topics that will be covered in each Academy class are Club Service; Community Service; Vocational Service/Ethics; International Service; the Rotary Foundation; and District, Zone, and Rotary International support of clubs. A Past District Governor or other well qualified Rotary leader will be responsible for each topic. Test schedules and deadlines will be established each year by the Dean and faculty. Hard copies of tests and study materials will be distributed by the Dean. Also, tests and other information are available on line at rotary6760.org.
- f. In order to bring about consistency by the faculty in the testing, grading, reporting, and record keeping of the Academy students. The following procedures are recommended:
 - Each faculty member will develop the test for which he/she is responsible.
 - Students are expected to compile their test independently (honor system).
 - Students will be responsible for sending the completed tests to the appropriate faculty member by mail or other acceptable ways such as e-mail or fax provided the faculty member has e-mail or fax capabilities.
 - Tests will be graded by the faculty member. Scores of 60 or higher will be considered to be passing on each of the six tests. Students not achieving a score of 60 may retake the test until the minimum score has been reached, providing such effort is made during the year of his/her particular class. Students not achieving the minimum score on each test will not be allowed to graduate, but may be considered for enrollment in the next class. Faculty will notify students about their scores and will provide the correct answers in summary form or by returning the completed test to each student. Also, faculty will

provide a listing of the students and their grades to the dean who will be responsible for averaging the grades of the six tests.

- There will be a final seminar and graduation during April. The student receiving the highest average on the six tests will be given an award at graduation. This person will also be designated as the valedictorian of the class. Average scores will be calculated to the nearest tenth of a point. In case of ties, the award and designation will be given to each person involved in the tie.
- There will be a call for club nominations in the July newsletter. (classes are expected to begin in September. Clubs are encouraged to nominate strong leaders for the Academy. It is especially important that President Elects be nominated for the learning experience prior to their year of service as President.
- It is suggested that each club submit their nominees in a priority listing. Class size will not be limited, except as may be determined by the Dean. Acceptance of participants into the class will be subject to the approval of the dean and faculty.

3.4 **District Officers and Support Rotarians or Contracted Services.** These individuals will occupy certain standard offices such as Secretary and Treasurer as well as those who may be appointed at the pleasure of the Governor such as Newsletter Editor, Chaplain, and Attendance Secretary. The Governor will also have the responsibility for selecting the District Administrative Assistant (see Section 3.4.1) with oversight by the College of Governors. The DGN and DGE will serve as officers, but their duties are described elsewhere in these rules. The Webmaster and other service persons will be incorporated in the administrative structure as determined by the DGE.

3.4.1 **District Administrative Assistant and Duties (Note: This section also needs to be updated and redrafted, crbowers 22june 2011)(See Appendix IV for Greater Detail).** District 6760 shall have an Administrative Assistant for the purpose of maintaining an efficient operation of district business. The hiring procedure shall be determined by the College of Governors and compensation shall be determined by the Finance Committee and approved as a part of the annual budget. The role of Administrative Assistant shall have a job description which may be modified as needed and in a manner determined by the College of Governors. The chain of command shall begin with the District Governor with final accountability and authority resting with the College of Governors. The general duties will include:

- a. The general business of the District
- b. District reporting to Rotary International as outlined in the Manual of Procedure
- c. Support for the District Governor and District Governor Elect as needed.
- d. Support for District activities such as the District Conference, College of Governor's meetings, and other activities as assigned by the District Governor.

3.4.2 **District Secretary and Duties.**

- a. Serves as custodian of District owned Rotary decorations, badges, and other property.
- b. Orders pin for the outgoing Governor and delivers to the immediate past Governor for formal presentation to the outgoing Governor. (See 4.2.c)
- c. Obtains attendance trophies, certificates and service plaques. (See 8)
- d. Computes conference attendance competition and determines winners. (See 8.2.f)
- e. Reminds and assists the immediate past Governor or a personal mend of the Governor in matters of procuring a suitable gift for the outgoing Governor's spouse. (See 4.2.c)
- f. Assists and advises the Credentials Committee (See 3.5.6.f) and brings extra blank credential certificates to conference.
- g. Provides liaison between the Governor and host clubs for Assemblies, Forums and other District meeting aside from District Conference.
- h. Compiles list of attendees at District meetings (Assemblies, Forums, etc.) and assists the Governor in preparing reports.
- i. Performs duties of Conference Secretary (See 3.5.6.f) if Governor decides to have one person handle both jobs.
- j. Assists and advises the Election Committee by having election ballots printed and turned over to the Committee. For the Nominating Committee for District Governor, lists all eligible persons

(See 1.3 and 1.4). Assures that past District Governors who are honorary members or members of clubs in other Districts are omitted and that any PDG who has served two consecutive terms (1.3.d) is similarly omitted from the ballot. If there is to be a contest for District Governor or if a contest for the District Representative to the Council on Legislation, ballots should be prepared accordingly.

k. Takes and distributes minutes of all District meetings during his/her year as Secretary.

l. Otherwise assists Governor as he/she directs.

m. The District Secretary will be appointed by the Governor for a term to coincide with that of the Governor.

3.4.3 District Treasurer and Duties.

a. An active Rotarian shall be appointed by the District Governor to serve as District Treasurer and to have custody of the District General Fund.

b. Deposit of Funds. District funds shall be deposited in a bank account which clearly indicates that the fund is the property of the District and not the personal property of any Rotarian thus protecting the District in the event of the death of such Rotarian. The account shall be known as "The RI District 6760 Fund."

c. Disbursement of Funds. Unless specifically authorized in these rules (3.5.6.c, 7.2, etc.) or by Conference Resolution, the District Treasurer shall disburse funds only upon authorization of the District Governor or the District Finance Committee.

d. Relationship to Will R Manier Fund. The District Treasurer also has custody of the Will R. Manier Fund. (See Section 9.). This fund may be deposited in the same bank and in the same fund and co-mingled with the General Fund provided that accurate books are kept to account for two funds separately.

e. Accounting. The District Treasurer shall make a report on the status of the General, Youth Exchange (see Sec. 4.2.g), Will R Manier, and the District Conference Funds (see Sec. 3.5.6.f) each year to the District Conference. At the end of each Rotary year the funds shall be audited and a report of the audit made to the incoming and outgoing District Governors.

Bonding. The District Treasurer shall be bonded at the expense of the District at a level to cover the maximum expected size of the funds.

3.4.4 Assistant Governors and Duties.

a. Assistant Governors (AGs) will be selected by the Governor from persons serving in leadership roles in the District and are representatives to assist club presidents and officers. Each AG will have responsibility for up to eight clubs, as determined by the Governor, and will assist the Governor and clubs as the Governor directs. Appointments are for terms coinciding with that of the Governor. AGs may serve no longer than three consecutive years, but may be eligible for reappointment after a one-year lapse in service. PDGs may not serve as AGs. To be an Assistant Governor, one must have served as a Club President, have three years membership in good standing in the District, willingness to accept the responsibilities of Assistant Governor, demonstrated outstanding performance at the District level, and have potential for future leadership in the District.

b. All Assistant Governors will be responsible for providing the following support to the clubs to which they have been assigned.

- Meet with and assist the incoming clubs presidents before the beginning of the Rotary year to discuss the clubs' goals and to review the Planning Guide for Effective Clubs and section 2.010.1 "Failure to Function" of this Code;
- Attend each club associated with the Governor's official visit;
- Visit each club regularly, preferable monthly with a minimum of one visit each quarter of the Rotary year, and meet with the Club President and other club leadership to discuss the business of the Club and resources available to them;
- Keep the governor posted on progress of the clubs and suggest ways to enhance Rotary development and address problems;
- Encourage Clubs to follow through on requests and recommendations of the Governor;

- Monitor each club's performance with respect to service projects;
- Identify and encourage the development of future District leaders.

c. In order to fully meet these responsibilities, all Assistant Governors are expected to:

- Attend the District Team Training Seminar;
- Attend the Presidents-Elect Training Seminar and the District Assembly;
- Advise the incoming Governor on district committee selections;
- Attend and actively promote attendance at the District Conference and other District meetings;
- Participate in Rotary Foundation programs, annual and special events, and other special assignments as necessary.

It is important that Assistant Governors assist in the development of the District goals during the year prior to the appointment of committees. The objective is to reach a consensus for what the District wants to achieve, and to appoint Rotarians only as necessary to achieve the District goals.

d. Districts are responsible for determining any financial support provided to Assistant Governors in performing their duties and responsibilities. Governors are eligible to receive limited funding from R1 for the purpose of training and supporting Assistant Governors.

3.4.5 **Chair, College of Governors (see Sec. 10.6)**

3.4.6 **District Trainer**

The Governor Elect must also appoint a District Trainer. The Trainer will be responsible for the following programs:

- District Team Training Seminar (Assistant Governors)
- President-Elect Training Seminars (PETS)
- Assembly
- District Leadership Seminar

3.4.7 **District Parliamentarian**

The District Governor Elect will appoint a person(s) to this position who is familiar with R.I. and District Rules and Policies. It is the responsibility of this person(s) to maintain accuracy and currency of District rules and to assure that there is no conflict with R.I. Policies. The Parliamentarian must be familiar with parliamentary procedure and is expected to chair the business meeting at the annual District Conference. This is a continuing position.

3.4.8 **Webmaster**

The Governor Elect will appoint a Webmaster who has the requisite skills to manage a web site for the District. This is a continuing position.

3.5 **District Committees**

District committees are charged with carrying out the goals of the District as formulated by the governor with the advice of the Assistant Governors. Committees shall be appointed to address on-going administrative functions, as follows:

Membership Development

Extension

Finance

Nominations

District-level programs that are ongoing in nature (e.g. Youth Exchange, Rotaract, awards etc.)

Public Relations

Additional district committees are appointed only when they serve a specific function as identified by the Governor and the District Leadership Team. Committees not meeting these criteria should not be appointed.

3.5.1 **Committee Structure.**

To be effective, these committees must have continuity of leadership. During the first year of the DLP, the Governor, in consultation with the immediate Past District Governor and the Governor-Elect, shall appoint members to district committees. The governor shall appoint a minimum of three members to each district committee - at least one to serve one year, one to serve two years, and one to serve three years. Thereafter, each succeeding year the Governor in office shall appoint at least one Rotarian for a period of three years to fill the vacancies. Each year, the Governor shall appoint one member of each committee to serve as chairperson. The Governor shall be an ex officio member of all committees.

3.5.2 Committee Qualifications

The minimum recommended qualification for appointment to a District committee is membership, other than honorary, in good standing in a club in the District. In addition, it is recommended that the chairperson selected be a Past District Governor, a past Assistant Governor, or an effective past district committee member, and has had previous experience as a member of the District committee.

3.5.3 Training Requirements

District committee chairpersons shall attend the District Team Training seminar prior to serving as Chairperson. District committee chairpersons shall attend the District Assembly. Committee members should participate in district training meetings as outlined in Article 23 of the RCP.

3.5.4 Relations to RI, Rotary Foundation or Presidential Appointees

District committees should work with relevant RI and Rotary Foundation committees or task forces, as well as Rotarians appointed by the RI President or Trustee Chairman to facilitate action at the District or Club levels related to specific RI or Rotary Foundation programs or activities.

3.5.5 Reporting Requirements

District Committees shall report to the Governor on the status of their activities on a regular basis. District committees shall report successful activities to RI for possible publication in RI publications and on the RI Web page.

3.5.6 Committee Descriptions

The following outlines the purpose, additional qualifications, duties and responsibilities, and additional training requirements for District committees noted above.

a. Membership Development Committee

Purpose: The Committee will identify, market and implement membership development strategies within the District that are appropriate for the district and will result in membership growth. In order to accomplish this, the Committee Chairperson will serve as the link between the Governor, RI, and the clubs in the District with respect to membership development issues.

Additional Qualifications of Members:

- Preference should be given to those who have served as Chairperson of club committee(s) related to membership development;
- Preference should be given to those who have been active and successful in inviting new members to join Rotary, and in implementing membership programs.

Duties and Responsibilities:

- Plan, market and conduct a District Membership Development Seminar;
- Work with the District Governor and club leaders to ensure that the district achieves its membership goal;
- Coordinate District-wide membership development activities;
- Encourage clubs to participate in RI or Presidential membership development recognition programs;

- Maintain communication with other district committees - such as the District Extension Committee and the District Public Relations Committee - to coordinate activities that will aid membership development efforts;
- Identify committee members to all clubs and indicate that members of the committee are available to help them;
- Encourage clubs to develop and implement an effective membership development chairpersons in carrying out their responsibilities;
- Visit clubs to speak about successful membership development activities; share information on successful activities;
- Ensure that each club committee has a copy of the Membership Development and Retention Manual.

In addition, the Chairperson of the Committee shall attend a training session conducted by the RI Membership Zone Coordinator.

b. District Extension Committee.

Purpose: Under the direction of the Governor, the District Extension Committee shall develop and implement a plan to organize new Rotary clubs with in District.

Additional Qualification of Members:

Preference should be given to those who have been active and successful in establishing new clubs.

Duties and Responsibilities:

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

In addition, the Chairperson of the Committee shall attend a training session conducted by the RI Membership Coordinator or RI Membership Zone Coordinator.

Additional Training Requirements: In addition to the Chairperson, as many committee members as possible should attend a training meeting conducted by the RI Membership Coordinator or RI Membership Zone Coordinator.

c. District Finance Committee

Purpose:

The District Finance Committee shall safeguard the assets of the District funds by reviewing and studying the amount of per capita levy and necessary expenses of District administration, and prepare an annual report on the status of the District's finances for the District Conference, and otherwise administer the General Fund.

Structure:

This committee shall consist of seven members empowered to develop and make recommendations about the District budget and expenditures as outlined below. Five members will be Past District Governors from District 6760, and two members will be Past Presidents from District 6760 who are not PDGs. Members will be elected for staggered three-year terms.. The DGE, DGN, and Treasurer, will serve as *ex officio* (non-voting) members of the Finance Committee

Additional Qualifications of Members:

- Preference should be given to those with previous service as club members.
- Preference should be given to accounting/finance as a component of their vocation or profession.

Selection of Members, Duties and Responsibilities:

- The College of Governors shall meet at least twice annually to elect replacement Past District Governor Finance Committee members to serve for three years, to

fill any unexpired PDG terms, and to take care of matters assigned to, or in the interest of, the College of Governors.

- Electors at the business meeting of the annual District Conference will elect replacement Past Presidents to serve for three years and to fill any unexpired Past President terms.
- The method of selection of Past President members will be nomination by March 1 as called for by the District Conference with the candidate(s) receiving the highest number of votes determined to be elected. Each elector may vote for the number of candidates being considered. If there is an excess of candidates, the person(s) beyond those elected will be considered as alternates(s) and, in case of a vacancy, appointment to the Committee by the District Governor will be by order of the person with the next highest number of votes until a replacement is determined.
- A member of the Finance Committee may not succeed himself/herself but shall be eligible for reelection after a period of one year.
- The District Governor shall appoint from the College of Governors or from the Past Presidents who are not PDGs as appropriate, a person to fill any vacancy on the Finance Committee, such person to serve only until the next District Conference.
- The Finance Committee shall meet annually prior to the District President-Elect Training Seminars, and shall prepare a budget (see Appendix III) for the ensuing Rotary year. The District Governor, District Governor-Elect, District Governor-Nominee, and the District Treasurer shall be consulted in preparation of the budget. The budget shall conform to specifically authorized provisions of the District Rules of Procedure where such provisions exist. In other program areas where no specifically authorized provisions exist, the Finance Committee shall exercise its judgment in recommending budget amounts. Once established and approved, no line item in the budget may be exceeded by more than 20%, nor the total budget by more than 5%, without the written approval of the Finance Committee. However, reimbursement for travel to the International Convention and/or the Regional Institute may not be exceeded.
- The proposed budget will be submitted to the clubs at least 30 days prior to PETS, or Assembly, and must be approved by three-fourths of the Club Presidents Elect and/or their designated representatives and such PETS or Assembly. Presidents Elect will be excused for good reason only.
- Review and recommend the amount of per capita levy. Any per capita levy must be approved by at least three-fourths of the incoming club presidents at the PETS, or by a majority of the electors present and voting at a District Conference.
- Assure that proper records of income and expenditures are kept. . Prepare a yearly financial report no later than three months after the completion of the year to be presented and adopted at the District Assembly. . The Treasurer shall be the signatory on the bank account(s) of the District Fund. Under unusual circumstances or if needed, the Finance Committee may appoint an alternate signatory. The bank account shall be held in the name of the District. . The Finance Committee shall furnish a copy of the approved budget to the District Governor, Governor Elect, Governor Nominee, Governor Nominee Designate, and the District Treasurer.
- A copy of the audit described in 3.4.e shall be furnished to each member of the Finance Committee. Any club may request a copy of the audit.

d. District RI Program Committees

Purpose:

District RI program committees are responsible for promotion and administration of an RI program at the district-level and provide specific support and guidance to the clubs involved with the particular program if applicable, in the district including:

Interact

Rotaract

Rotary Community Corps

Rotary Friendship Exchange

Rotary Recreational and Vocational Fellowships

Rotary Volunteers

Rotary Youth Leadership Awards

Rotary Youth Exchange

Additional Qualifications of Members:

- Preference should be given to those with club-level experience with the particular RI program.

Duties and Responsibilities:

- Promote an understanding of and effective participation in the particular RI program through regular contacts with each club in the District and through District and inter-city meetings;
- Organize exhibits of effective implementation of RI programs at District or Zone meetings, circulate these noteworthy examples among clubs in the District;
- Visit clubs within the District to speak about effective examples of the use of the particular RI program and provide information on the RI program to help strengthen club activities;
- Encourage and assist club RI program chairpersons in carrying out their responsibilities; Encourage clubs in the District to determine local needs that could benefit from the RI program;
- Identify areas for cooperation between club RI program activities and local non-Rotary service organizations, by sharing information and helping clubs to set goals;
- Administer District-wide efforts related to the RI program;
- Promote publication of RI program aims and achievements in all appropriate Rotary and non-Rotary communication media in the District.

e. Public Relations Committee.

Purpose:

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

Additional Qualifications of Members:

- Preference should be given to those who have experience as Club Public Relations Chairperson;
- Preference should be given to media, public relations or marketing skills as a component of their vocation or profession.

Duties and Responsibilities:

- Encourage Rotary clubs within a District to make public relations (PR) a priority;
- Promote Rotary to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs;
- Contact the media with newsworthy stories of district projects and events;
- Keep in touch with the District Governor and the chairpersons of key committees to stay informed about district projects and activities;
- Share RI public relations materials with clubs;
- Seek opportunities to speak to individual clubs about the importance of club public relations.

Additional Training Requirements:

- Attendance at public relations workshops held in conjunction with RI meetings, whenever possible

f. District Conference Committees

Purpose:

Under the direction of the Governor, the District Conference Committee shall plan, promote and implement the necessary arrangements to ensure maximum attendance at the District Conference.

Additional Qualifications of Members:

- Preference should be given to those who have experience in the meeting coordination and/or hospitality industry.
- Preference should be given to media, public relations or marketing skills as a component of their vocations or profession.

Duties and Responsibilities:

Under the direction of the Governor:

- Select the District Conference venue and coordinate all related logistical arrangements; (done by Governor for his/her year)
- Coordinate the finances of the conferences to ensure maximum attendance; . Promote Conference attendance with particular emphasis on:
- New Rotarians;
- All members of newly-organized clubs in the district;
- Representation from every club in the district;
- Promote the District Conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs;
- Coordinate, in cooperation with the District Trainer, a District Leadership Seminar to be held in conjunction with the District Conference.

Committee Members:

- Conference Chairperson. The General Chairperson from the host club is selected by the Governor with the approval of the host Club President.
- Conference Secretary
General: Where possible the assignment of the conference Secretary's duties to the District Secretary is usually the best practice. However, the geographical separation of the Governor, the host club, the Conference site and the District Secretary may make this impractical.
- Cooperates with the District Governor in making plans for the Conference. Records the conference proceedings.
- Prepares a written report of the proceedings of the Conference, signs the report with the Governor and assures that three copies go to the General Secretary of RI and one to the Secretary of each club in the District.
- Provide the District Treasurer with a financial accounting of the District Conference to show "cash Receipts" and "cash disbursements". Cash disbursements should be broken down to reflect expenses in the major categories of meeting rooms, meals awards and gifts, decorations, entertainment, printing, reimbursements, banners and signs, name tags and ribbons, VIP expenses and miscellaneous.
- The Conference Secretary is appointed by the Governor after consultation with the President of the host club.
- Sergeant-at-Arms. Appointed by the Governor usually after consultation with Conference Chairperson with duties as those ordinarily pertaining to the office during a District Conference.
- Resolutions Committee. A Committee of three Rotarians to prepare, receive and present resolutions at a District Conference. (See Section 13.2).

- Election Committee. A Committee of three Rotarians to prepare, distribute, collect and count ballots for any elections conducted at a District Conference.
- Credentials Committee. A Committee of three Rotarians who receive, examine and authenticate credentials for Electors at District Conferences. They shall prepare authentic lists of Electors and where appropriate, issue identification to Electors. When requested, they shall identify Electors for voting purposes. The Committee shall have full authority to determine whether credentials are acceptable subject only to appeal to the Conference assemblage.
- Conference Treasurer. The Governor may wish to appoint a Conference Treasurer to manage funds related to the District Conference. If this occurs, a conference account will be established and utilized. All transactions will be audited in the District Treasurer's annual audit (see Sec. 3.4.3.e).

g. Rotary Foundation Committee

Policy pertaining to the District Rotary Foundation Committee is determined by the Trustees of The Rotary Foundation as outlined in the Rotary Foundation Code of Policies (See Appendix II).

g. Convention Promotion Committee

Purpose: The Committee shall promote attendance at the annual RI convention to Rotarians throughout the District.

Additional Qualifications of Members:

- Preference should be given to Rotarians who have attended a minimum one previous RI Convention;
- Preference should be given to Rotarians with marketing skills as a component of their vocation or profession.

Duties and Responsibilities:

- Attend Club and District meetings to promote the Convention;
- Serve as a local resource for Convention materials and information; .
- Create or expand a District Web site with links to RI's Web page; .
- Translate important Convention information into local language(s), if necessary;
- Identify and target potential registrants by e-mail, letters, and other methods of communication.

i. Rotary Will R. Manier Scholarship Committee (See Section 10).

j. Rotary Youth Leadership Awards (RYLA) Committee

Objectives:

- To further demonstrate Rotary's respect and concern for youth;
- To encourage and assist selected youth leaders and potential leaders in methods of responsible and effective voluntary youth leadership by providing them with a training experience;
- To encourage continued and stronger leadership of youth by youth;
- To publicly recognize the qualities of many young people who are rendering service to their communities as youth leaders. (RCP 44.050.2)

SECTION 4: DUES AND ADMINISTRATION OF FUNDS (ALSO, SEE TREASURER AND FINANCE COMMITTEE RESPONSIBILITIES)

4.1 Annual Dues for General Fund and Scholarships. Each Club is required to pay to the District General Fund at the rate of \$24.00 per year per active member on the rolls of the club as of July 1 of each year. Distribution of these dues will be as follows: General - \$20.00; Youth Exchange - \$1.00. There is an additional \$3.00 charge for the Rotary Will R. Manier Scholarships (see Section 10). Total per capita dues is \$24.00 (See Appendix III). In addition, each club will be assessed annually an amount, to be determined by the Finance Committee, to cover the administrative cost of the District PETS and Assembly. All clubs will be assessed since attendance is an absolute requirement. The fee is due July 1 along with the District dues.

a. District dues and PETS/Assembly Assessment will be delinquent on Dec. 31 following the July 1 due date. Such delinquency will be reported to Rotary International for appropriate action.

4.2 *Authorized Use of Funds.* The General Fund shall be used to:

- a. Meet expenses of the District Conference
 - Neither the District nor its representative shall guarantee payment for guest rooms for the general membership. Arrangements must be made with the Conference Hotel to hold a block of rooms until a selected date and each attendee will be responsible for making and guaranteeing his or her own reservations by that date.
 - All charges for meals and any other activities for which guarantees have to made must be paid in advance or there will not be a commitment for a guarantee by the District.
 - Each Governor MUST assume that the amount budgeted for the Conference from the District budget and from other registrant paid charges for meals, events, etc. is the amount available and the Conference Committee along with the Governor must prepare and administer a Conference budget accordingly. This will require that all such charges be included with registration materials. Other than variation allowed by Section 3.5.6.c, the District will not be responsible for any over-expenditure.
 - There shall be no registration fee for District Conference attendance unless special circumstances warrant such. The Finance Committee must determine if registration fees are warranted, and, if so, give its approval. This approval should be sought by the District Governor prior to the budgeting process for the year of the District Conference. A complete accounting of all registration funds will be provided to the District Treasurer by the Conference Treasurer within two months after the Conference. Regular District budget expenditures must be accounted for as always.

b. Cover the expenses of Assistant Governor Training Sessions, District Assemblies, President Elect Training Seminars or other similar District meetings. No travel expenses will be eligible for reimbursement, but administrators and faculty may be reimbursed for food and lodging, if appropriate. Club representatives to Assemblies and PETS should be reimbursed their registration fee by their respective clubs for their food and lodging as appropriate. All clubs will be assessed a fee for PETS and the assembly regardless of the attendance of their representative. The amount of this fee will be determined by the DG, DGE, and the District Trainer and approved by the District Finance Committee.

c. Purchase a Past District Governor's .2 carat diamond pin for the out-going District Governor, and a gift for the Governor's spouse from the clubs of the District, the gifts not to exceed \$250.00.

d. Defray Convention and Zone Institute attendance expenses as authorized by section 5.3 and 7.2 of these rules.

e. Meet the expenses of District committees and offices as authorized by the District Governor.

f. Finance the development of Rotary within the District as determined by the Governor.

g. Meet the expenses of the District 6760 Youth Exchange Program at a funding rate of \$1.00 per capita. Expenditures will be at the discretion of the Youth Exchange Committee with approval of the District Governor. This will permit District 6760 to participate in an organized and successful Rotary International Youth Exchange program. The District Youth Exchange Officer will make a financial report at the District Conference each year with copies to the Governor, Finance Committee members and the Treasurer. The Treasurer will make this report as part of the annual audit.

SECTION 5: CONVENTION ATTENDANCE AND REIMBURSEMENT

5.1 District Officials to Attend. The Governor Elect who is scheduled to become Governor on July 1 immediately following the International Convention.

5.2 Substitute Officials. No substitute for the Governor Elect would be appropriate since no one can benefit from the knowledge and inspiration for him/her.

5.3 Reimbursement. The designated official, Governor Elect, shall be reimbursed for attending the International Convention subject to the following conditions:

- In an amount to be specified in the annual District budget based on distance and anticipated cost of attending.
- Reimbursement shall be made by the District Treasurer upon certification by the Rotarian of his/her actual attendance.
- Reimbursement will be limited to the amount budgeted and is not subject to the extra 20% allowed for most other budget categories.

SECTION 6: REPRESENTATIVE TO COUNCIL ON LEGISLATION

6.1 **General.** Since legislation affecting clubs of our District often contains proposals of vast significance and their study is of great importance, a District Representative must be carefully selected. The best qualified person available should be selected to assure thorough study, counsel to clubs and competent representation of our District in the Council.

6.2 **When Elected.** The District Representative on the Council on Legislation shall be elected at a District Conference two years in advance of the Council meeting.

6.3 **How Nominated and Elected.** Provisions governing the nomination and election on the District Representative on the Council on Legislation are prescribed in the By-Laws of RI.

6.4 **Obligations by Those Nominated.**

- Attend the Council meeting unless unforeseen circumstances occur.
- Study proposed legislation thoroughly.
- Consult the clubs of our District to obtain their views.
- Present an analysis of the significant legislative proposals at a District Conference.
- Assist the clubs in considering legislation by counsel, literature and to the extent possible, presentation of a club program.
- Report the Council action to the clubs.

6.5 **Alternate.** The candidate receiving the second highest number of votes shall be (he alternate representative. If neither is able to serve, a representative shall be selected as provided in the By-Laws of RI.

SECTION 7: ZONE INSTITUTE ATTENDANCE AND REIMBURSEMENT

7.1 **District Officials to Attend.** The District Governor, District Governor Elect, and the District Governor Nominee are expected to attend. Also, it is desirable that other PDGs participate for continuing education.

7.2 **Reimbursement.** The designated officials shall be reimbursed for attending the institute subject to the following conditions:

- The DG, DGE, and DGN in the amount to be specified in the annual District budget based on distance and anticipated cost of attending. Reimbursement may not exceed the amount budgeted.
- A PDG assigned faculty responsibilities at the Institute, the Permanent Fund Chairperson, and other PDGs selected by the District College of Governors for continuing education will be reimbursed (subject to prior approval of the District Finance Committee) for the actual advance registration fee upon submission of documentation of attendance for a minimum of two full days. Registration fees cover spouses and they are expected to attend.
- Reimbursement shall be made by the District Treasurer upon receiving appropriate documentation.
- Reimbursement to any of the above individuals will be limited to the amount budgeted and is not subject to the extra 20% allowed in most other budget categories.

SECTION 8: AWARDS AND RECOGNITIONS

8.1 **General.** This section of Rules and Procedures lists the annual District and Foundation awards to be given at the District Conference (except for certain Foundation awards listed in Sections 8.2.d)and)the bases for these awards. Categories are listed in Section 8.2. Club size divisions, as indicated and where appropriate, will determine the size category for each award. The Jan. 1 membership, will be the basis for size determination (January Newsletter). Award winners

will be selected by the DG and/or by the Awards committee or others whose assistance is requested by the Governor. Certain Rotary Foundation awards require approval of nominees by the Rotary Foundation Board of Trustees.

8.2 **Award and/or Recognition Categories**

- a. Determined and/or Nominated by the Governor (or others as in Section 5 below).
 1. Three Club of the Year Awards, one for small clubs (0-25 members), one for medium sized clubs (26-55 members), and one for large clubs (56 plus members).
 2. Rotarian of the year (club or district level).
 3. Most Improved Club.
 4. Governor's Award (district or zone level).
 5. Rotary International Awards and recognitions (see RI Manual for information on qualifications, nominations, and procedures). These are optional awards.
 - a. The Four Avenues of Service Citation for Individual Rotarians.
 - b. The Presidential Citation.
 - c. The Rotary Award for World Peace and Understanding.
 - d. The RI Public Relations Award.
 - e. The RI Service above Self Award.
 - f. The Significant Achievement Award.
- b. Determined by Calculation. See Section 8.4 also. Awards below are to be determined from the monthly attendance reports in the Governor's Newsletters, July-March.
 - i. Best Club Attendance.
 - ii. Best Membership Growth (number).
 - iii. Best Membership Growth (percentage).
- c. Determined by the Awards Committee Based on club submissions.
 1. Four Avenues of Service, one for each avenue.
 2. Best Bulletin, Three awards, one for small clubs (0-25 members), one for medium-sized clubs (26-55 members), and one for large clubs (56 plus members).
 3. Best New Project.
 4. Best Continuation Project.
 5. Three Outstanding Achievement Awards, one for small clubs (0-25 members) designated as the Roy Shackleford Outstanding Achievement Award, one for medium sized clubs (26-55 members) designated as the James L. Bomar, Jr. Outstanding Achievement Award, and one for large clubs (56 plus members) designated as the Gus White Outstanding Achievement Award.
- d. District Rotary Foundation Awards and Recognitions. At the Foundation segment of each District Conference, the Foundation Committee Chair will announce the clubs that have received the two types of awards listed in 1 and 2 below for the previous Rotary Year. The formal presentations will be made by the District Governor, or designee, at a meeting of the club(s) involved, during the proceeding fall, after the determinations are made following the close of the previous Rotary year.
 1. Highest dollar amount of contributions by District clubs - three awards - first, second, and third place (July 1st - June 30th).
 2. Highest per capita amount of contributions by District clubs - three awards - first, second, and third place (July 1st - June 30th).
- e. Rotary Foundation Service Awards. (See RI Manual for nominations, conditions, eligibility, etc.)
 1. The Rotary Foundation District Service Award. Awarded by the Governor if there is an individual whose service to the Foundation deserves special attention.
 2. The Rotary Foundation Citation for Meritorious Service. Awarded by the Foundation Trustees upon nomination by the Governor or by RI Directors for outstanding service to the Foundation extending beyond one year.
 3. The Rotary Foundation Distinguished Service Award. Awarded by the Foundation Trustees

upon nomination by any Rotarian for service that extends beyond the District and for an extended period of time. The Rotarian must have received the Citation for Meritorious Service at least four full years before being eligible for this award.

4. Rotary Foundation Alumni Service to Humanity Award. One award is given annually to a prominent former Foundation participant. Foundation Alumni who completed their term of service more than 10 years ago are eligible to be considered. Each district may nominate one candidate in any one year.

f. District Conference Attendance Awards

1. General. The District Conference Attendance Award encourages attendance at conferences and recognizes outstanding achievement. This award is named King Rogers Attendance Award.

2. Awards. Two attendance awards will be presented, one in the category of large clubs and one in the category of small clubs. Each year the District Secretary shall divide the clubs equally into one of these two categories. The award shall be a suitable trophy procured by the District Secretary at the expense of the District.

3. Basis for Award. The winner shall be the club in each category with the highest score computed by determining the percentage of membership of the club (except honorary members) attending the Conference and adding to this figure certain bonus points for the number of miles from the club's city to the Conference city. The bonus points for mileage shall be:

20 miles or less.....	0 points
21-50 miles.....	15 points
51-100 miles.....	30 points
101-175 miles.....	40 points
176 or more miles.....	50 points

4. "Mileage" shall be the number of road miles taken from internet road maps.

5. "Membership" shall be the number of members on the club rolls as shown on the attendance reports to the District Governor using the last meeting in the month of January preceding the District Conference.

SECTION 9: ROTARY WILL R. MANIER SCHOLARSHIP

9.1 General. On April 2, 1956, then District 236, now District 6760, RI, assembled in annual Conference, adopted a resolution to establish, in perpetuity, an award designated as the Rotary Will R. Manier, Jr. Memorial Scholarship. An annual per capita assessment was made to fulfill the monetary requirements of this memorial undertaking. To promote the Rotary Will R. Manier, Jr. Memorial Scholarship the following procedures will apply:

9.2 **A Committee shall be established**, consisting of not less than six (6) members. A Chairperson shall be appointed by the District Governor annually. Membership will be for a term of three (3) years, except to fill an unexpired term, with two or more members rotating off each year. A member can be reappointed.

9.3 **The Committee shall prepare** and have printed standard application forms, a supply of which shall be distributed to the President of each club by the Chair of the Scholarship Committee, not later than January 1 of each year.

9.4 **Recipients must be high school graduates** and residents of the area comprising District 6760 of Rotary International; the applicant of a scholarship award must agree to attend a regionally accredited institution of higher learning.

9.5 **Applications must be received** by the local Rotary Club not later than March 1 of each year. Applications must include the residential phone number of the applicants. The local Rotary Club shall select one male's and one female's application from the applications received and forward them to the Chairperson of the Awards Committee not later than March 15.

9.6 **The Committee shall select** two females and two males to receive the scholarship awards each year, provided sufficient funds exist in the scholarship account. Otherwise, the Committee shall select two females and one male, or one female and two males, to receive the scholarship awards each year. The Committee shall also select a first and second alternate for females and a

first and second alternate for the males. The alternates shall be eligible to receive the awards in case recipients selected are unable to accept for any reason. The scholarship awards shall have a value of \$3,000.00 each and shall go to students entering the freshman class of a regionally accredited institution of higher learning.

9.7 **In no event** shall more than one (1) scholarship be awarded to applicants of a sponsoring club during anyone year.

9.8 All **recommendations and appointments** shall be made without regard to sex, race, religion or national origin.

9.9 **Disbursement of Funds**

a. Payments of financial assistance to the successful applicants shall be made directly to the institution, after enrollment, by the District Treasurer, under the direction of the Governor; however, the Governor is permitted to notify the institution, in writing, that the funds are to be forwarded in two (2) equal installments depending upon terms of the scholarship grant, including but not limited to the contingency of the recipient enrolling and remaining in school, maintaining satisfactory grades, etc., and in such notice may commit the funds as outlined.

b. The District Treasurer must be in receipt of notification by scholarship winners not later than the last day of the spring term of the academic year of enrollment to pay the scholarship amount to the institution of enrollment. Practically, this notification should occur at the beginning of the fall term of the scholarship year.

9.10 **Each club will pay annually a per capita assessment**, based upon membership of July 1, specifically designated as the Rotary Will R. Manier, Jr. Memorial Scholarship fund in the amount of \$3.00. The District Treasurer shall be custodian of such funds and shall file a detailed, audited report on or before July 31st each year; the District Governor shall incorporate such report in his/her August monthly letter to the clubs. This is in addition to the General Fund. And the Youth Exchange Fund

9.11 Whenever the balance of this fund exceed Twelve Thousand Dollars (\$12,000) the District Finance Committee can direct the Treasurer to transfer a specified excess amount to the General Fund to be used in the same manner as the assessment for the General Fund.

SECTION 10: DISTRICT MEETINGS AND RESPONSIBILITY FOR CONVENING

(This section also needs to be edited and revised., crbowers 22June2011)

10.1 **District Leadership Team Training Seminar (Assistant Governors)**

a. *Purpose:*

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 the clubs in the District to:

- sustain and/or grow their club's membership base;
- implement successful projects that address the needs of their communities and communities in other countries;
- support The Rotary Foundation through both financial contributions and program participation;
- develop leaders capable of serving in Rotary beyond the club level (RCP 23.050.1).

b. *Participants:*

Participants in the District Team Training Seminar shall include Rotarians appointed by the Governor Elect to serve as Assistant Governors the next year. District committee chairs and members maybe invited to participate as well. (RCP 23.050.2)

c. *Seminar Leaders:*

The Governor Elect is responsible for the overall program of the District Leadership Team Training Seminar. The district trainer is responsible for planning and conducting the seminar. The seminar leadership team is comprised of qualified past governors. (RCP 23.050.5) Attendance and participation by the DGN are expected.

d. *Seminar Timeframe:*

One full-day District Leadership Team Training seminar shall be held during the month of February. (RCP 23.050.4)

10.2 **Presidents Elect Training Seminar (PETS or Multi District PETS)**

a. *Purpose:*

The Presidents Elect Training Seminars (PETS) are informational programs that are planned and conducted by the District Trainer under the direction and supervision of the Governor Elect, as provided in RI By-laws Section 15.030. Attendance is an absolute requirement (see Section 11). Its purpose is to develop Club Presidents who have the necessary skills, knowledge, and motivation to:

- sustain and/or grow their club's membership base;
- implement successful projects that address the needs of their communities and communities in other countries.
- support The Rotary Foundation through both [financial contributions and program participation;
- develop leaders capable of serving the Rotary beyond the club level (Rotary Code of Policies 23.050).

b. *Participants:*

Participants attending the PETS should include the Governor Elect, Assistant Governors, the District Trainer, and all incoming Club Presidents in the District. It is recommended that the expenses of the incoming Club Presidents be paid by the clubs. Assistant Governors shall assist the Governor with promoting attendance among the President Elect to whose clubs they are assigned and team building among the Presidents Elect, Governor Elect, and themselves.

c. *PETS Leaders:*

The Governor Elect is responsible for the PETS. (Rotary International Board 15.030.) The District Trainer is responsible for planning and conducting the seminar under the direction and supervision of the Governor Elect. The seminar leadership team is comprised of qualified Past Governors and district committee chairs. Attendance and participation of the DGN and DGND are expected.

d. *PETS Timeframe:*

PETS shall be a one full-day seminar to be held during the month of March. (RIB 15.0200)

10.3 **District Assembly**

a. *Purpose:*

The purpose of the District Assembly is 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; support The Rotary Foundation through both program participation and financial contributions. (RIB 23.020.6)

b. *Participants:*

The participants in the district assembly shall be club Presidents Elect and the members of Rotary clubs assigned by the club President Elect to serve in key leadership roles in the upcoming Rotary year.

d. *District Assembly Leaders:*

The Governor Elect is responsible for the overall program of the District Assembly. The District Trainer is responsible for planning and conducting the Assembly. The District Chairs related to the functional area are responsible for leading the related breakout sessions. For the President Elect sessions, Past Governors and Assistant Governors should be used as appropriate. (RCP 20.020.6) Attendance and participation of the DGN and DGND are expected.

e. *District Assembly Timeframe:*

The District Assembly shall consist of one full-day seminar to be held after PETS.

10.4 ***District Leadership Seminar.***

a. *Purpose:*

The purpose of the District Leadership Seminar is to develop Rotarian leaders within the

District who have the necessary skills, knowledge, and motivation to serve in Rotary beyond the club level. (RCP 23.040.)

b. *Components:*

To achieve the stated purpose of the program, the following components will be included in the District Leadership Seminar:

- District Leadership Plan
- Leadership and Motivational Techniques
- Building an International Service Project
- Planning a District Meeting
- Opportunities in the District and Beyond
- Program Electives

For additional information regarding the program of the District Leadership Seminar, including recommended learning objectives, refer to Section 23.040.3 of the RCP.

c. *Participants:*

Interested Rotarians who have served as Club President, or have served for three or more years in a leadership role in the club may participate in the District Leadership Seminar. (RCP 23.040.5)

d. *District Leadership Seminar Leaders:*

The Governor is responsible for the overall program of the District Leadership Seminar. The District Trainer is responsible for planning and conducting the Seminar. The Seminar leadership team is comprised of qualified Past Governors appointed by the Governor. (RCP 23.040.5) Attendance and participation of the DGN and DGND are expected.

e. *District Leadership Seminar Timeframe:*

One full day District Leadership Seminar shall be held immediately prior to or after the District Conference. (RCP 23.040.4)

10.5 **District Conference.**

A Conference of Rotarians is held annually in each District at such time and place in the District as shall be agreed upon by the Governor and the presidents of the majority of the clubs in the District. The dates of the Conference shall not conflict with the District Assembly, the International Assembly or the International Convention. (RIB 15.040.1) The District Governor, with assistance from the District Conference Committee, is responsible for planning, organizing, and convening the Conference.

a. *Purpose:*

The purpose of the District Conference is to further the program of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to the affairs of clubs in the district and RI generally. The Conference gives consideration to any special matters submitted to it by the RI Board or matters originating within the District. The District Conference should showcase the programs of Rotary and successful district and club activities. Recognizing that the District Conference is an opportunity to sustain and grow the membership base within the District, the information should be presented in an inspirational fashion and in an atmosphere of fellowship. (RCP 22.010.2.)

a. *Requirements of the District Conference:*

The District Conference must:

- be not less than two entire days and no more than three days in duration;
- provide a minimum of nine hours of plenary sessions and discussion groups of Rotary content;
- .
- provide the Representative of the RI president with the opportunity to address the conference a minimum of two times: one of the two times is to deliver a major address of 20-25 minutes at the conference session with the maximum attendance,

including spouses; in addition to the two primary addresses, representative should be provided with an opportunity to make remarks at the conclusion of the Conference to demonstrate appreciation to the host district;

- consider resolutions;
- discuss and adopt the audited financial statement from the previous Rotary year;
- elect the District's representative to the Council on Legislation during the Rotary year two years prior to the council;
- approve the District levy, if not approved previously at PETS or the District Assembly;
- recognize new Rotarians, Rotarians attending the District Conference for the first time, club Presidents and incoming club officers;
- maximize the use of persons who have participated in Rotary activities in the program;
- include a session that promotes the next Conference, encouraging pre-registration. (RCP 22.020.1.)

b. *Conference Timeframe*

Conferences will be held annually after the District Team Leadership Training Seminar, PETS, and the Assembly, and prior to May 31st.

10.6 ***College of Governors.***

The College of Governors will meet, at least, three times each year; the first, at a fall retreat (usually Columbus Day); the second, at a mid-year meeting in January or February; and the third (annual) at the District Conference. The Chairman of the College of Governors will plan, convene and chair all meetings of the College of Governors in coordination with the District Governor. The Chairman and District Governor Elect, as appropriate, will distribute agendas in advance of the meetings, and encourage agenda items and contributions from the past District Governors. The District Governor Elect, District Governor Nominee, District Governor Nominee Designate (annual meeting), District Secretary, and Treasurer are expected to attend the College of Governors meetings. The Chair of the College of Governors will be elected for three-year terms by the College at its midyear meeting. The Chair will assume office the following July.

10.7 *New Club Charter Events.*

In order to generate enthusiasm and support for the chartering of new clubs in the District, the following recommendations are offered as appropriate procedures: .

- Invitations should be extended to Past District Governors, District Officers, and spouses. Invites, having no official functions, are expected to pay the cost of meals.
- District clubs may be solicited for gifts or money to assist with costs associated with the chartering of a new club. The President, or representative, of a club making a contribution should be invited to the charter event to make the presentation if space considerations do not present a problem. Such president or representative and Spouse are expected to pay for their meals.
- If a club provides a gift but does not wish to send a representative, such club should be recognized as a part of the charter program.
- District clubs are encouraged to give support to new clubs in the manner described above.
- It should be the responsibility of the Governor's Special Representative, in conjunction with the Charter President, to accommodate these recommendations as appropriate.

SECTION 11: ROTARY INTERNATIONAL REQUIREMENT FOR PRESIDENT ELECT TO ATTEND PRESIDENT ELECT TRAINING SEMINAR.

- 11.1 All President Elects must attend the President Elect Training Seminar. Under very significant circumstances and with the permission of the Governor Elect, a representative from the President Elect's club may substitute for the President Elect. If the club is not represented, the President Elect will not be permitted to serve as President (see 2007 Edition of RI Manual).
- a. With permission of the Governor Elect and under extreme circumstances, President Elects may attend PETS/Assembly in a different district. District 6760 would, likewise, welcome other President Elects to this District for these meetings, subject to payment of the fee assessed to District 6760 clubs.
 - b. Failure to meet the basic RI requirement or the condition described in "a" above will necessitate that the Governor Elect meet with the affected club to discuss and resolve the problem.

SECTION 12: INSTALLATION OF THE DISTRICT GOVERNOR

- a. The outgoing District Governor will install the new District Governor at the incoming District Governor's home club on the last meeting date of the district Governor Elect's home club in June. The District Governor's lapel pin and Home Club Banner will be presented at that time.
- b. The most immediate, and available, Past District Governor from the District Governor's section of the District (or the personal choice of the outgoing District Governor) will present the Past District Governor's lapel pin, plaque and other gifts to the outgoing District Governor at the District Governor's home club in an appropriate ceremony during the last two weeks in June, in coordination with the meeting date to install the incoming District Governor (paragraph 12.a above). All arrangements, including the purchase of gifts for this ceremony, will be made by the District Secretary in coordination with the District Governor and the Past District Governor concerned.
- c. Exceptions may be made to these rules (a and b) if unusual circumstances warrant the need for change.

SECTION 13: RESOLUTIONS AND AMENDMENTS

- a. All resolutions proposed to be adopted by the District that are amendments, additions or deletions to these procedures, or obligate any club in a financial way, or are to continue in effect after the end of the Rotary year, or are directed to the Board of Directors of RI, shall be submitted in writing to the District Governor at least ninety (90) days in advance of the District Conference. The District Governor shall publish such proposed changes in his/her monthly letter or a special bulletin at least sixty (60) days in advance of the District Conference to which they are to be submitted.
- b. Special resolutions purely of a complimentary nature or memorials to deceased Rotarians may be made at the District Conference and/or assembly upon call from the Governor.

13.1 All deliberations of the Conference, President Elect Training Seminar, and Assembly shall be conducted in accordance with Robert's Rules or Order.

13.2 A Committee of three (3) Rotarians shall be appointed by the District Governor to be responsible for the processing of resolutions and amendments in accordance with the By-Laws or RI - See Article XV, for voting.

SECTION 14: RELATIONSHIP OF DISTRICT RULES TO RI CONSTITUTIONAL DOCUMENTS

- 14.1 **RI Documents Supreme.** Nothing in these rules is intended to modify or conflict with the Constitution and Bylaws of Rotary International and if any such conflict occurs or is shown, the RI current or future policies will override provision of these Rules.
- 14.2 **Conference Voting.** Purely for reference purpose, parts of Article XV of the Bylaws (2007 edition) of RI are quoted.
- a. **Electors.** Each club in the District shall select, certify and send to its annual District Conference one elector for every 25, or major fraction thereof, of its members. Such

membership shall be determined by the numbers of members in the club as of the most recent semiannual payment proceeding the convening of the conference. Notwithstanding the foregoing, each Club in the District, which has no outstanding indebtedness to RI for more than six months preceding that in which the conference is held, shall be entitled to at least one elector. Each elector shall be a member of the Club. An elector must be present at the District Conference to vote.

b. Conference Voting. Every member in good standing of a club in a district present at the District Conference shall be entitled to vote on all matters submitted to a vote at such Conference except for the composition and terms of reference of the Nominating Committee for Governor and for the Club' Representative of the District to the Council on Legislation. However, any elector shall have the right to demand a poll upon any matter presented to the Conference. In such cases, voting shall be restricted to electors.

c. Proxies. A Club may designate a proxy for its absent elector(s) only when the Club is located in a country other than that in which its District Conference is held. Such Club must obtain the consent of the Governor for such proxy. The proxy may include a member of its own Club or a member of any club in the District in which the club is located. The proxy designation must be certified by the President and Secretary of such club. The proxy shall be entitled to vote as proxy for the non-attending elector(s) represented, in addition to any other vote the proxy may have.

SECTION 15: DISPOSITION OF ASSETS

In the event of discontinuance or termination of District 6760, all assets held at the District level will be given or donated to The Rotary Foundation of Rotary International.

MISCELLANEOUS ADDENDA AND DOCUMENTS

BUDGET STRUCTURE AND OPERATING PROCEDURES 2005-2006

1. The Chairperson of the District Finance Committee has the authority and responsibility for ruling on the interpretation of the various funding or budget categories, increases in expenditures as set forth in the Rules of Procedures, and the legality and/or admissibility of any expenditures questioned by the District Treasurer.
2. The District budget items will be broken down into categories for accounting purposes and numbered as follows:

BP 100 MEETINGS

- 110 District Conference
- 120 President Elect Training District Assembly(s)
- 130 Zone Institute Attendance
- 140 College of Governors Meetings
- 150 Assistant Governor's Meeting with Presidents
- 160 Training session for incoming Assistant Governors and Associate Governors
- 170 District Team Leadership Training Attendance

BP 200 TRAVEL

- 210 District Governor Elect to International Convention
- 220 District Governor Elect to Zone Institute
- 221 District Governor Nominee to Zone Institute
- 222 District Rotary Foundation Chairperson to Zone Institute
- 223 District Rotary Permanent Fund Chairperson to Zone Institute
- 230 District Governor to Zone Institute
- 240 District Assistant Governors
- 250 Past District Governors to Zone Institute (Registration)
- 260 District Governor Nominee and/or District Governor Elect and/or District Governor and District Conference Chairpersons to other conferences
- 280 Reimbursement of District Secretary and District Treasurer

BP 300 ADMINISTRATIVE SUPPORT

- 310 Miscellaneous, telephone, postage, etc.
- 311 General Liability Insurance
- 320 District Governor Elect support during the District Governor Elect's year
- 330 Leadership Academy
- 340 Administrative Assistant

BP 400 DISTRICT GOVERNOR GIFT AND PIN

- 410 Past District Governor Pin
- 420 Gift

BP 500 DISTRICT PUBLICATIONS

BP 600 COMMITTEES

- 610 Finance
- 620 Rotary Foundation
- 621 Group Study Exchange
- 630 Will R. Manier Scholarships administration
- 640 Interact
- 650 Council on Legislation
- 660 Others
- 661 Youth Exchange
- 662 Extension
- 663 Membership Development

664 Committee Travel
665 Ambassadorial Scholars Seminar
666 Nominating Committee
667 RYLA

BP 700 DISTRICT DIRECTED FOUNDATION GRANTS
BP 800 ROTARY WILL R. MANIER SCHOLARSHIPS
BP 900 CONTINGENCIES
910 Memorials
920 Others

3. EXPENDITURE CATEGORY EXPLANATION

BPIOO MEETINGS

110 All District Conference expenses over and above the income from Rotarian payments for meals and/or other income. Non-paying guests and expenses of visiting Group Study Exchange members.

a. Conference expenses of the District Governor, meals and room will be paid from this item. The District Governor Elect will pay only for their spouse's meals. All District Governor personal conference expenses will be paid to the District Governor and reimbursed to him from his RI budget.

120 District Governor and District Governor Elect room and meals for the President's-elect Training are a District responsibility, but not for their travel. The clubs are responsible for their own President's elect expenses.

a. The District will pay for the meals, and room, if overnight is required of those Past District Governors and faculty members attending the District Assembly and Presidents elect training at the specific request of the District Governor Elect, but there will be no reimbursement for travel from the district budget.

b. District Governor Elect administrative expenses for planning and conducting the President's elect training, including telephone, are properly charged to this item. File for reimbursement no later than 31 May.

130 District Assembly meal expenses of the District Governor and District Governor Elect are charges to this item but not travel. District Governor Elect expenses for travel, telephone and administration in connection with the Assembly are charged to his RI budget and/or District BP300.

140 Assessment for Zone/Regional Institute.

150 College of Governors meetings (Sec. 10.6 Rules of Procedure). Reimburse as specified in approved District budget.

160 District Assistant Governor's annual meeting with their Presidents in January.

170 District Team Leadership Training Seminar

BP200 ALL REIMBURSEMENT PER RULES OF PROCEDURE AND APPROVED BUDGET FOR 210,220,221,222, 223, AND 230.

240 Assistant Governors. Will be reimbursed \$400.00 each if they accompany District Governor to a minimum of 75% of the clubs they are assigned to, and attend the winter meeting with the District Governor. File for reimbursement NL T 31 May.

250 Past District Governors to Zone Institute

260 DGN, and/or DGE, and/or DG and Conference Chairpersons to other conferences

280 District Secretary and District Treasurer will be reimbursed \$400.00 each for travel associated with the functions of their District Rotary Office. File for reimbursement not later than May 31.

BP 300 GENERAL ADMINISTRATIVE EXPENSES, MONTHLY LETTER, POSTAGE, STATIONARY, ETC., OVER AND ABOVE RI BUDGET. DOCUMENT AND FILE FOR REIMBURSEMENT, USUALLY LATE IN ROTARY YEAR AFTER TOTAL EXPENSES AND ANY OVERRUN ARE DETERMINED.

- 310 Miscellaneous, telephone, postage, etc.
- 311 General Liability Insurance
- 320 District Governor Elect support during District Governor Elect year
- 330 Expenses related to the Leadership Academy
- 340 Contractual Agreement with District Administrative Assistant

BP400 PER RULES OF PROCEDURE AND BUDGET. DISTRICT SECRETARY RESPONSIBLE.

BP500 PRINTING AND DISTRIBUTION OF UPDATES OF RULES OF PROCEDURE AND DISTRICT DIRECTORY. COPIES TO ALL CLUBS, PAST DISTRICT GOVERNORS AND KEY COMMITTEE CHAIRPERSONS. CHANGES MADE ANNUALLY BASED ON APPROVAL BY DISTRICT CONFERENCE ELECTORS IS THE RESPONSIBILITY OF THE RESOLUTIONS COMMITTEE.

BP600 COMMITTEES. ALL DISTRICT COMMITTEE CHAIRPERSONS WITH APPROVED LINE ITEMS, I.E., BP 610, 620, ETC., WILL DOCUMENT AND SUBMIT ALL EXPENDITURES (TELEPHONE, PRINTING, POSTAGE, ETC., INCLUDING MEALS FOR ONE FULL COMMITTEE MEETING BUT NOT TRAVEL) FOR THEIR COMMITTEE TO THE DISTRICT TREASURER FOR REIMBURSEMENT. APPROPRIATE EXPENDITURES MADE BY THE DISTRICT GOVERNOR OR DISTRICT GOVERNOR ELECT WILL BE FORWARDED TO THE COMMITTEE CHAIRPERSON FOR INCLUSION IN HIS/HER REPORT. ALL REQUESTS FOR REIMBURSEMENT WILL BE SUBMITTED TO THE DISTRICT TREASURER NO LATER THAN MAY 31 TO ENABLE PAYMENT DURING THE CURRENT ROTARY YEAR.

610 Finance

620 Rotary Foundation

621 Group Study Exchange

630 District Scholarships

640 The District Governor will approve plans for Interact activities.

650 This item will appear only every three years. Travel to the site for the Council on Legislation meeting will be paid by the RI. The District will pay the District Representative to the Council the amount shown in the budget in accordance with Section 6, Rules of Procedure, which amount is to defray lodging and meal expenses only.

660 Other. The District Governor will approve all expenditures in advance for travel to RI sponsored seminars, meetings, etc. The District Governor may approve certain expenses relating to external extension, i.e., new clubs.

661 Youth Exchange

662 Extension

663 Membership

664 Committee Travel

665 Ambassadorial Scholars Seminar. This item is to cover expenses of attendance and orientation of our outgoing scholars plus the expenses of any District Rotarian who has a part on the program.

666 To cover expenses of the Nominating Committee.

667 RYLA - Rotary Youth Leadership Awards expenses

BP700 DISTRICT DIRECTED FOUNDATION GRANTS.

BP800 DISTRICT TREASURER PER ARRANGEMENTS (ROTARY WILL R. MANIER SCHOLARSHIP).

BP900 CONTINGENCIES. DISTRICT GOVERNOR AND/OR THE DISTRICT FINANCE COMMITTEE CONTROLS. MEMORIAL GIFTS AND UNEXPECTED OFFICIAL REQUIREMENTS WHICH COULD NOT BE ANTICIPATED FOR INCLUSION IN THE BUDGET. CHARTERING OF A NEW CLUB, MEETINGS IN EXCESS OF BP660, ETC. NO PERSONAL EXPENSES OTHER THAN OFFICIAL.

