

District Policy Manual & Relevant R.I.  
Constitutional Documents  
4<sup>th</sup> Edition

---

This publication is for the exclusive use of Rotary clubs and its leaders in R.I. District 3830. Please report any errors in transcription and other needed corrections and clarifications to:

PP JOSE "JOE" S. ALEJANDRO  
c/o Rotary Club of Makati  
G/f, MRCFI Building  
Camia St., Guadalupe Viejo Makati City  
Tel. Nos. (632) 8997863 to 65  
Fax Nos. (632) 8980739  
Email: [rcmakati@pltdsl.net](mailto:rcmakati@pltdsl.net)

---

CONTENTS		PAGE
PART 1.01.1.	MESSAGES	1
PART 2.0	1.2. BRIEF PROFILE OF ROTARY INTERNATIONAL & R.I. DISTRICT 3830	4
PART 3.0	DISTRICT POLICIES, IMPLEMENTING REGULATIONS & PROCEDURES	
	POLICY I      District Territory	8
	POLICY II     District Governor	8
	POLICY III    District Governor-Nominee	8
	POLICY IV    District Organization	8
	POLICY V     Selection of Governor-Nominee	9
	POLICY VI    Representative to the RI Council on Legislation	12
	POLICY VII   District Committees	12
	POLICY VIII  Past District Governors	13
	POLICY IX    Fiscal Policy	13
	POLICY X     District Archives Committee	14
	POLICY XI    Transitory Provisions	14
	POLICY XII   Effectivity	14
PART 4.0	PROCESS OF AMENDING THE DISTRICT POLICIES AND IMPLEMENTING REGULATIONS & PROCEDURES	16
PART 5.0	R.I. CONSTITUTIONAL DOCUMENTS	
	5.1 2007 R.I. Bylaws (excerpts)	18
	5.2 Standard Club Constitution	31
PART 6.0	OTHER R.I. ISSUANCES	
	6.1 2007 Manual of Procedures (excerpts)	43
	6.2 Recommended Club by Laws	79
PART 7.0	MEMBERS OF 2007 DISTRICT POLICY MANUAL REVIEW COMMITTEE	90
PART 8.0	ANNEXES	
	8.1 Memorandum of Enactments	92
	8.2 District 3830 Official Club Resolution Form for DNC Nomination	97
	8.3 District 3830 Model Club Resolution to Suggest Rotarian as DGN	98
PART 9.0	RI South Pacific and Philippine Office	99

## PART 1.0. MESSAGES & PROFILES

**ROTARY INTERNATIONAL DISTRICT 3830**  
**Office of Renato B. Magadia**  
**District Governor - RY 2007-08**



### Message

I am pleased to be part of the District Policy manual on procedures and policies committee, that is reproducing the latest amendments to the District Policy Manual enacted during the District Conference in March 2008.

These latest enactments are meant to strengthen the District Governance, particularly on the selection process of the District Governor Nominee that determines the stability and harmony in leadership continuity.

Of relevance to these amendments are policies V and VI, wherefore, increasing the number of DNC representatives from 12 to 14. The increase in numbers will result in better allocation of the number of seats strictly in accordance with the principle of proportional representations based on the July SAR each year.

I take pride in making the initiative to implement during my term the lottery system in picking the DNC representatives and shortening the time of convening to prevent what has been in the past a source of challenge. This procedure has gained its momentum among other districts that along with the additional refinements introduced, will go a long way towards peaceful and smooth transition in District leadership.

In a changing Rotary environment, we must face new challenges and find new initiatives. These are the basic objectives that lead the committee to work hard in bringing the new policy book to life. Our appreciation goes out to especially, the Chairman of the Committee, PP Joe Alejandro of RC Makati, DGE Sid Garcia, who from the past has been the moving spirit in reviving this manual, and to our District Legal Counsel, PP Raffy Aquino of RC Makati Bel-Air, whose dedication in polishing the amended version deserves our lasting gratitude.

**RENATO "ATO" MAGADIA**  
Governor, 2007-2008

**ROTARY INTERNATIONAL DISTRICT 3830**  
**Office of Jose "Joe" S. Alejandro**  
**Chairman, Protocol, Credentials, Resolutions**



### Message

With specific mandate from IPDG Ato Magadia, our Committee is glad to report and thereafter publish in full this 4th Edition of the **District Policy Manual, Implementing Rules and Procedures & Relevant RI Policies** containing some very substantial revisions and amendments, which were unanimously approved during the Resolutions Session of DISCON 2008 held at Pasay City on March 25, 2008.

These enactments amended specifically **Policy V, Sections 5.01.1** *re the Composition of and Representation in the District Nominating Committee (DNC)*; **5.01.2** *re the Qualifications of the Nominees to the DNC*; **5.01.5** *re the Process for Selecting DNC Members*, deleted **Section 45.01.6** as being unnecessary, further amended **Policy V, Section 5.02, letters a) to d)** *re the Nominating Procedure for Governor-Nominee, and Policy VI* *re the Selection Process for District Representative and Alternate to the Council on Legislation*.

These actions are aimed at smoothening the processes affected, further enhancing the value of DNC representation and selection and of those selected members, averting unproductive issues in Governor-Nominee selection without necessarily depriving Rotarians and qualified Rotary Clubs the opportunity to demonstrate the true character of Rotary, its objectives and spirit of service, in the selection of their leaders.

Much of the 3rd Edition is adopted except for some needed updating and reformatting.

As strong anchors behind all this, we would like to acknowledge and thank our Co-Chair, Advisers, Members and Legal and District Support for their active, enlightening and constructive contribution to the discussions and final approval of these enactments during the Resolutions Session of DISCON 2008.

In fine, we hope this book helps all Rotarians in RI District 3830 in gaining better insight and understanding of the role of Rotarians in their Club and in District affairs and activities.

Yours in Rotary Service,

**JOE ALEJANDRO**  
RC Makati

## Committee Pictures



**PP JOE ALEJANDRO**  
RC Makati  
Chairman



**DGE SID GARCIA**  
RC Makati  
Co-Chair & Adviser



**PRID PAING HECHANOVA**  
RC Makati  
Adviser



**PDG GUILLER TUMANGAN**  
RC Makati West  
Adviser



**PDG JIMMY CURA**  
RC Rizal West  
Member



**PDG TONY QUILA**  
RC Makati  
Member



**PDG WILLY SEGOVIA**  
RC Makati Central  
Member



**PDG JUN TAMBUNTING**  
RC Makati West  
Member



**PP RAFFY AQUINO**  
RC Makati Bel-Air  
District Legal Counsel



**PP RIC DELA TORRE**  
RC Makati North  
District Secretary

## Part 2.0

### 1.2. Brief Profile of Rotary International and R.I. District 3830

Rotary International is a worldwide organization of separate Rotary clubs organized and existing in accordance with the RI constitution and bylaws. The first Rotary club was formed in Chicago, USA, in 1905 by a lawyer named Paul Harris. Since then, it has spread rapidly worldwide. Rotary clubs also sponsor youth organizations - Rotaract (youth between 18-28 years old) and Interact (youth 14-18 years old), as well as community groups called the Rotary Community Corps.

#### Rotary at a Glance

As of 31 May 2008, Rotary clubs and its sponsored groups number -  
**Rotarians:** 1,228,810; clubs: 33,049; districts: 532; countries: 168  
**Rotaractors:** 170,108; clubs: 7,396; countries: 158  
**Interactors:** 266,915; clubs: 11,605; countries: 118  
**Rotary Community Corps:** 146,211; corps: 6,357; countries: 72

#### Rotary Districts

For administrative purposes, Rotary clubs worldwide are grouped into "districts" composed of between 50 to 100 clubs which are geographically proximate to one another. There are now 530 Rotary districts worldwide, which in turn are grouped into 34 zones. Zone 7A includes the 10 Rotary districts in the Philippines and 1 District in Indonesia. The ten Philippine Rotary districts today are: 3770, 3780, 3790, 3800, 3810, 3820, 3830, 3850, 3860 and 3870. As of July 2000, there were 694 clubs and 19,500 members in the Philippines.

#### Rotary Philippines

After the first Rotary club was formed in Chicago, USA, in 1905, Rotary grew rapidly in the U.S. as well as in Canada, then spread globally to other countries. Just 14 years after it began, Rotary crossed the Pacific Ocean with the chartering of the Rotary Club of Manila - the first club in Asia, on June 1, 1919 by the Rotary Club of Seattle. This was followed by the formation of clubs in Cebu (1932), Iloilo (1933), Bacolod (1936), Davao (1938) and Dumaguete (1938). At the outbreak of WWII, there were only eight clubs in the country. After the war, Rotary extension efforts grew at a faster pace.

Until 1935, clubs in the Philippines did not belong to any Rotary district and was supervised directly by the RI president. In 1936, the Philippines were grouped under District 81 with clubs in China. In 1938, District 81 became the exclusive district for all Philippine clubs. This district was later re-numbered to District 385. By 1964, there were 51 clubs and about 2,000 Rotarians, and the original district was divided into two - Districts 385 and 380. With more clubs added every year to both districts, two new districts were created in 1974 - Districts 382 and 386, and another in 1977 - District 387. Then in 1985, three more districts were born - Districts 377, 379, and 381, bringing the total to eight. In 1986, District 378 was added and RI changed all the district numbers to a 4-digit number. In 1999, the latest new district, District 3830, was created.

### **Rotary District 3830**

RI District 3830, the youngest Rotary district in the country, was originally part of RI District 3810 which was born in 1985. As a result of rapid growth in club extension, District 3810 grew to 117 clubs by 1997 and a re-districting proposal was approved by RI in 1998 to divide it into two new districts - one still bearing the same number, District 3810. and another with the new number - **District 3830**.

As of May 1, 2006, District 3830 had 70 Rotary clubs and approximately 2,000 Rotarians. The district includes clubs in the cities of Makati (36 clubs), Parañaque (14 clubs), Muntinlupa (7 clubs), Las Piñas (7 clubs), the towns of Taguig, Rizal and Pateros (8 clubs), and the province of Palawan (4 clubs).

The first four cities form the backbone of industry and urban activity in the southern part of Metropolitan Manila. Makati City is home to the country's top 1,000 corporations, large banking institutions, high-rise condominiums and office towers, hotels and modern shopping centers. In cities of Parañaque, Muntinlupa and Las Piñas on the other hand may be found some of the newest residential subdivisions, as well as many neighborhood commercial amenities. The towns of Taguig and Pateros are not far behind in development and are also becoming new centers of urban activity.

In contrast, still part of the district is the famed province of Palawan. A large island south of Manila, about one hour by plane, it is one of the country's most pristine provinces and is a major tourist destination. The urban-rural mix of District 3830 provides many opportunities for local travel, mutual help, fellowship and networking among Rotarians in the district.

Each Rotary district is administered by an RI officer — the district governor, who serves a one-year term after having been duly nominated by the clubs

of the district. Although just 6 years old, District 3830 has 14 past district governors who *are* members of clubs in this new district.

The past governors and their clubs are:

Name	Club	Rotary Year
PRID Rafael Hechanova	RC Makati	1978-1979
Antonio Tambunting, Jr.	RC Makati West	1976-1977
Roberto Montinola	RC Makati	1982-1983
Lorenzo See	RC Makati EDSA	1984-1985
Antonio Rufino	RC Makati West	1986-1987
Oscar de Venecia	RC Makati West	1988-1989
Herman Gamboa	RC Parañaque	1989-1990
Jose Benedicto	RC Makati Central	1992-1993
Leopoldo de Guzman	RC Alabang	1993-1994
Wilfredo Segovia	RC Makati Central	1996-1997
Jocelyn Bolante	RC Makati Central	1997-1998
Herminio Coloma	RC Alabang	1998-1999
Guiller Tumangan	RC Makati West	1999-2000
Hugo Perez, Jr.	RC Parañaque Central	1999-2000
Ernesto Salas	RC Makati North	2001-2002
Romeo Cruz	RC Palanyag Parañaque	2002-2003
Jose Cortes, Jr.	RC Makati Central	2003-2004
Antonio Quila	RC Makati	2004-2005
Jimmy Cura	RC Rizal West	2005-2006
Rafael Francisco	RC Makati Central	2006-2007
Renato Magadia	RC Makati North	2007-2008

**DGE Isidro Garcia** of RC Makati shall serve in RY 2009-2010, and **DGN Eduardo Alvarez** of RC Makati West, in RY 2010-2011.

### **Service Opportunities**

The communities covered by District 3830 are a mix of highly-urbanized and semi-urban areas. Service opportunities abound in these communities because many city dwellers are composed of the urban poor and informal settlers from the country's provinces and rural areas.

Most of the urban poor live in shanties and makeshift dwellings, lack sanitation facilities, are unemployed, and lack access to formal education. They try to survive by seeking casual employment, peddling in the streets, or by engaging in micro-business.

Rotarians of District 3830 have responded to their needs by sponsoring a wide variety of humanitarian projects, including medical micro-financing, water projects, housing for the poor, functional literacy and non-formal education, training for street children, and drug abuse prevention. Rotarians have also sponsored projects to encourage the promotion of peace and international understanding among different cultures in Asia and other parts of the world. Other projects that Rotarians promote are in areas of good governance and environmental preservation. For these projects, Rotarians in the district have been generously supported by corporate and individual donors, as well as by numerous international Rotary clubs in foreign countries, through the programs of RI and The Rotary Foundation.

----- o O o -----

#### EXPLANATORY NOTE ON THE DPIRP AND ANNEXES

Acting through the electors duly certified by the clubs and sent to the Annual Conference for RY 2007-2008, District 3830 approved and passed amendments to the District Policies and Implementing Regulations and Procedures (DPIRP). The following presentation of the DPIRP reflects these changes. The Memorandum of Enactments, which sets forth the actual amendatory enactments, and which was duly transmitted to RI by then Governor Ato Magadia, is entirely reproduced and included in this publication as Annex 8.1.

Also annexed are two (2) very important documents for the clubs' reference and use, to wit: (a) the official District 3830 Club Resolution Form for DNC Nomination; and (b) the District 3830 Model Club Resolution Form to Suggest Rotarian as DGN. These forms ensure compliance with all pertinent formal requirements under the rules of RI and the district.

### **PART 3.0. DISTRICT POLICIES, IMPLEMENTING REGULATIONS AND PROCEDURES**

#### **POLICY I DISTRICT TERRITORY**

District 3830 covers the Rotary Clubs in the cities of Makati, Parañaque, Las Piñas and Muntinlupa, the municipalities of Taguig and Pateros, all in Metro Manila and the province of Palawan.

#### **POLICY II DISTRICT GOVERNOR**

Refer to Article 15.080 of the RI By-laws, which is attached hereto and made an integral part hereof, for the Governor's qualifications, Articles 15.090 and 15.100 for his duties as Governor and Article 13.010 for his term of office.

#### **POLICY III DISTRICT GOVERNOR-NOMINEE**

The District Governor-Nominee shall be the best qualified Rotarian available to serve as Governor selected in accordance with policy V hereunder and with the qualifications as embodied in Article 15.070 of the RI By-laws, which is attached hereto and made an integral part hereof.

#### **POLICY IV DISTRICT ORGANIZATION**

The District shall be organized and managed in accordance with the relevant provisions of Article 15 of the RI By-laws, which is attached hereto and made an integral part hereof.

**POLICY V**  
**SELECTION OF GOVERNOR-NOMINEE**

**5.01. District Nominating Committee (DNC) for District Governor Nominee**

**5.01.1. Composition.** The DNC for DGN shall consist of a chairman and fourteen (14) regular members.

Regular membership positions in the DNC shall be divided between two (2) areas namely the Makati Area and the Metro South/Palawan Area. The actual number of regular membership positions allocated to each area shall be determined by the Governor strictly in accordance with the principle of proportional representation, and based on the latest July SAR. The Governor's determination shall be announced to the clubs not later than August 1.

The fourteen (14) alternate membership positions in the DNC shall be divided between the areas in accordance with the actual allocation by the Governor of the regular membership positions.

**5.01.2. Qualifications.** A club with at least twenty (20) members as reflected in the latest 01 July SAR, may submit to the Governor a nominee for DNC membership. No club shall submit more than one (1) nominee for DNC membership. The nominee must be:

- a. A past president who has served a full term at the date of the lottery for DNC members;
- b. A Rotarian in good standing for at least 5 years at the date of the lottery for DNC members and must have been a member of District 3830 for the three years immediately preceding the date of the lottery for DNC members;
- c. A member of a club with no outstanding indebtedness to RI six (6) months immediately preceding the lottery for DNC members. As used herein, "outstanding indebtedness" shall mean RI per capita dues that remain unpaid more than ninety (90) days after they are due; and
- d. A member of the nominating club.

**5.01.3 DNC Chairman.** The Chairman shall be the Immediate Past District Governor (IPDG). If his club submits a candidate for DGN, the IPDG shall be disqualified as Chairman of the DNC and his immediate predecessor shall be the DNC Chairman. If both come from clubs which submit a candidate for DGN, then the most recent past governor whose club has not submitted a candidate for DGN shall sit as chairman of the DNC in lieu of the IPDG and his immediate predecessor.

In addition to his other functions as stated in this Policy V, the DNC Chairman shall perform the following functions:

- a. Preside over all the meetings of the DNC.
- b. Observe neutrality and non-partisanship in his administration of the DNC.
- c. Promote transparency in the conduct of the meetings of the DNC.
- d. Preside over the conduct of all votes taken by the DNC.
- e. Cast his votes for DGN only in case there is a need to break a tie. The DNC Chairman shall, however, have the prerogative to decline to break a tie, and instead call for second votation by the DNC. In case of another tie, the Chairman can choose to break the tie or adjourn the DNC and report to the Governor that DNC is deadlocked on its choice for DGN. The Governor will subsequently schedule a district-wide ballot by mail.

**5.01.4 Eligibility.** No Rotarian shall serve in the DNC for more than two (2) successive terms. Each DNC member shall sign a letter of acceptance of the position and pledge to discharge the duties of the office according to the Four-Way test to be submitted to the District Governor. Even if duly elected, no Rotarian shall sit in the DNC as regular or alternate member if the member's club has a candidate for DGN in the same Rotary year. No DNC member, whether regular or alternate, shall simultaneously be eligible as a candidate for DGN.

**5.01.5 Process for selecting DNC Members.** . At least thirty (30) days prior to the District Conference, the Governor shall ask all clubs to nominate not more than one qualified candidate for DNC membership. The nomination shall be in writing, in an official form provided by the Governor, and shall clearly identify the nominee and contain a certification by the President and Secretary that the nominee was duly elected by the members in a regular club meeting where a quorum is present. The nomination shall be sent to the Governor in a sealed envelope. The envelopes shall remain sealed and shall only be opened by the current Governor, the DNC Chairman and Assistant Governor for Administration (District Secretary), acting jointly, not earlier than twenty four (24) hours before the lottery for DNC members, for the purpose of determining that the nominees are qualified. Once the DNC candidates are verified to be qualified, their names will be placed in a box according to the area they were nominated to represent.

The committee will then choose by lottery the DNC members for each area. After having picked out the DNC members per area, the same number of

candidates will thereafter be drawn also by lottery for each respective area, who shall then serve as alternates. They shall be alternates in the order in which they have been drawn. The lottery shall be conducted on such date as determined and announced by the Governor which shall not be earlier than the deadline for submission of club nominations for DGN.

To ensure that the voting strength of each club is maintained on the basis of one (1) elector per twenty five (25) members, the Club's choice for DNC candidate will be placed in lottery for as many times as the number of votes a club is entitled to. (For example, if the voting strength of RC Makati Central is four (4) electors, then the name of its chosen DNC candidate shall have his name placed four (4) times in the lottery box for Makati area).

**5.01.6 Canvassing of votes for DNC members.** (DELETED)

**5.02 Nominating procedure for Governor-Nominee.** Once the DNC members have been selected, the Governor must convene the DNC within forty eight (48) hours thereafter. The selection for the DGN shall be completed within five (5) days from the time the DNC is convened. In this regard the following process shall be followed:

- a. After the DNC is convened, the DNC members shall first agree on the rules for the selection of the DGN. In this regard, if there are three or more candidates, the DNC may choose to adopt the single transferable ballots voting system or the run-off system as set forth in the RI bylaws.
- b. Thereafter, the DNC shall evaluate the nominees for DGN and determine whether they have met the qualifications for Governor as embodied in Policy II. The DNC will complete this process in five (5) days from convening.
- c. The DNC shall not be limited in its selection to those names submitted by clubs in the district. Where the DNC cannot agree upon a candidate, the DGN shall be elected in a ballot-by-mail as set forth in the RI bylaws.
- d. Once all candidates have been qualified, the DNC shall proceed to choose the best qualified Rotarian to serve as DGN in accordance with the rules adopted by the DNC. The final selection must be completed on or before the fifth (5th) day from the convening of the DNC.
- e. All DCN members are required to observe the highest degree of confidentiality and shall in no event communicate with any candidate for DGN or any of his representatives or anyone speaking on his behalf, as regards the selection process, Any candidate for DGN who shall be

proven by the DNC to have engaged in politicking or to have spoken, personally or through a representative, to any DNC member as regards the selection process, shall be disqualified forthwith.

**5.03 Balloting.** In case a balloting is necessary, the Governor shall appoint a Balloting Arrangement Committee composed of three (3) members to take charge of the validation and counting of the ballots whose secrecy shall be safeguarded. The Governor shall also decide the time and place of the counting of the ballots. Candidates or their representatives may be present during the counting and tabulation of votes. The candidate receiving a majority of the votes shall be declared DGN.

**POLICY VI**  
**Representative to the RI Council on Legislation**

**6.01** The District Representative and the Alternate Representative to the Council on Legislation shall be selected by a nominating committee composed of all past governors who are members of clubs in the district and who are willing and able to serve. Candidates for representative shall not be eligible to serve in the nominating committee. The procedure for selecting the representative, including any challenges and a resulting election, shall be based on the nominating committee procedure for district governors set forth in the RI bylaws.

**POLICY VII**  
**District Committees**

**7.01 District Committees.** The Governor shall organize such District Committees as may be deemed or required for the orderly, effective and efficient administration of the District.

**7.02 Continuing Committees.** The following committees shall have a minimum of three (3) members to ensure continuity: the Finance Committee, Membership Development Committee, Extension Committee, Interact Committee, Rotary Youth Exchange Committee, and the Scholarship Committee. The Governor shall appoint one (1) member to serve one (1) year, one (1) to serve two (2) years, and one (1) to serve three (3) years, and thereafter, in each succeeding year the Governor in office shall appoint one (1) Rotarian for a period of three (3) years to fill the vacancy.

**7.03 Rotary Academy** – The Governor may establish a Rotary Academy to assist in the conduct of leadership development and member education programs in the district. The Academy shall be governed by a Board of

Regents composed of seven (7) Past District Governors (PDGs) or Past Presidents (PPs) to be appointed by the Governor. The seven (7) Regents shall have a term of office of three (3) years. Thereafter, the Governor shall appoint the Regents who shall fill up the vacancies. The Governor shall appoint the members of the Academy. The Board of Regents shall be authorized to formulate and prescribe a whole year round training program for the Rotary Academy.

### **POLICY VIII Past District Governors**

**8.01 Immediate Past District Governor.** The IPDG will provide continuity in the District by offering guidance and advice to the Governor.

**8.02 District Advisory Committee.** The Governor may call upon Past Governors to serve in the Advisory Committee.

**8.03 District College of Governors.** Past Governors who are members of clubs in the District, shall constitute the District 3830 College of Rotary Governors, together with the Governor, Governor-Elect and Governor-Nominees.

**8.04 Affiliation.** The District College of Rotary Governors is an active affiliate of the Philippine college of Rotary Governors.

### **POLICY IX. Fiscal Policy**

**9.01 Fiscal Year.** The District fiscal year shall begin on July 1 and end on June 30 the following year

**9.02 District Fund.** Each club shall pay to the District per capita dues of Three Hundred Pesos (P300.00) as District Fund for each active, senior active and past service member of the club. Any increase in the per capita dues shall require the affirmative vote of either a majority of the club electors in a District Conference or three-fourths (3/4) of the incoming presidents or their designated representatives present and voting at the District Assembly. In the event that such a vote cannot be achieved, the per capita levy on clubs shall remain at the rate in effect during the then current budget year. Payment of the per capita due is mandatory for all clubs of the district. This fund shall be payable on or before September 30 based on the number of members reported in the club's attendance report as of July 1. If not paid on or before December 30, the Governor may declare such club delinquent.

**9.03 Budget.** In cooperation with the Governor, the Finance Committee shall prepare a budget of district expenditures which shall be submitted to the clubs at least four (4) weeks prior to the District Assembly and approved at a meeting of the incoming Club Presidents at such District Assembly.

### **POLICY X District Archives Committee**

**10.01 Archives Committee.** The Governor shall organize a continuing Archives Committee to be composed of at least three (3) members. The Archives Committee shall act as the custodian of all district properties, memorabilia, files, records, awards, trophies, certificates, and the like to preserve the assets and heritage of the District.

### **POLICY XI Transitory Provisions**

**11.01** During the first five (5) years from effectivity of this Policy Manual, Policy 5.01.2 shall be deemed satisfied if the past president is a member of a Rotary Club within district 3830 for five (5) years at the time of voting.

**11.02** With respect to Policy 5.01.3, the Chairman of the DNC for 2000 shall be the IPDG or if the IPDG is disqualified pursuant to Policy 5.01.3 the most recent available PDG of District 3810 belonging to a Rotary Club which is now with District 3830 at the time of the selection of the DGN of District 3830.

**11.03** Notwithstanding the provisions of Policy 7.03, during the first year of effectivity of this Policy Manual, of the seven (7) members of the Board of Regents, two (2) regents will be appointed for a three (3) year term, two (2) regents will be appointed for a two (2) year term, and the three (3) remaining regents will be appointed for a one (1) year term.

### **POLICY XII Effectivity**

**12.01 Effectivity.** This Policy Manual shall become effective upon its approval by the clubs of the district through a ballot-by-mail or at the 1999-2000 District Conference.

**12.02 Amendment.** Any amendment to this Policy Manual shall be presented for approval in the next District Conference provided the proposed amendment shall be circulated in writing to all clubs at least thirty (30) days before the said District Conference.

**12.03 Adoption.** This Policy Manual is hereby adopted at the RY 1999-2000 District Conference.

**12.04 Effectivity of 2006 Revision as adapted on the Rotary Year 2005-2006 District Conference.** Resolved finally that the proposed 2006 revision shall be effective immediately except for the revisions to policies 5.01.1, 5.01.2, 5.01.5, 5.01.6 which shall be operative for the election of the DGN for the Rotary Year 2010-2011.

----- o O o -----

**PART 4.0. PROCESS OF AMENDING THE DISTRICT POLICIES, AND IMPLEMENTING REGULATIONS & PROCEDURES**

**1. Format of Amendments**

The DPIRP can be amended only at a district conference. Proposed revisions should be submitted in the form of an "Enactment." Proposed enactments should be submitted by reproducing the entire affected portion or portions of the policy manual, clearly indicating which existing material is to be deleted and which new material is to be added. Such proposal should be in the following form:

PROPOSED ENACTMENT TO THE DISTRICT 3830 DPIRP  
To (state concisely the purpose of the proposal)  
Proposed by (must be made by a Rotary club in District 3830)

IT IS ENACTED by R.I. District 3830 that the DPIRP be and hereby is amended as follows:

(Insert portion of document with markings to show changes.)

**A sample of a proposed enactment is as follows:**

PROPOSED ENACTMENT TO THE DISTRICT 3830 DPIRP  
To revise Policy 6.02 (h) so it conforms with amended RI By-Laws  
Proposed by the Rotary Club of ABC

IT IS ENACTED by R.I District 3830 that the District 3830 DPIRP Manual be and hereby is amended as follows:

(Note: Underlined provisions are inserted.)

Certification:

We hereby certify that the above enactment for consideration by the district conference was approved during the regular meeting of the Rotary Club of ABC held on (date of meeting).

\_\_\_\_\_  
Name and signature of club president      Name and signature of club secretary

## 2. Packaging of Revisions

Please do not submit a “wholesale” enactment which includes proposed changes to numerous revisions. If possible, submit a separate enactment for each proposed revision that can stand by itself. If a wholesale enactment is submitted, the clubs might agree with some changes but reject others. Since the changes are contained in only one package or one enactment, then the entire package would be rejected altogether, including even those with merit.

Thus, it is better to submit each unrelated proposed revision as a separate enactment so that the clubs can approve or disapprove them on their own individual merits.

Amendments to several related sections can be submitted together as one enactment only if ALL the proposed revisions are directly related to one another such that the absence of one affects, negates or impairs the others.

## 3. Time Frame

In order to allow proper review, consolidation of similar proposals, and listing of proposals proposing alternative options on a common provision, all clubs are requested to observe the following timetable:

Deadline for submittal of enactments	January 15
Consolidated proposals to be circularized to clubs by	February 15
District conference deliberation by club electors	Day 2, District Conference

## 4. Contents of Revisions

The following are other suggestions:

Please do not propose anything which may be inconsistent with current R.I. rules as found in the R.I. Constitution, R.I. Bylaws, Manual of Procedure and Rotary Code of Policies. It cannot even be deliberated upon at the district conference and even if approved will be rejected outright by R.I.

If an intended provision is already covered in the R.I. Bylaws, the Manual of Procedure, or the Rotary Code of Policies, it may either be repeated in the District Policy Manual for emphasis or the appropriate section in the constitutional documents could just be mentioned by reference. The latter will shorten the contents of the DPIRP.

## PART 5.0 . R.I. CONSTITUTIONAL DOCUMENTS

### 5.1 2007 R.I. BYLAWS (EXCERPTS)

#### Article XIII. Nomination and Elections for Governors

##### **Article 13 Nominations and Elections for Governors**

##### **13.010. Selection of a Governor-nominee.**

##### **13.020. Nominating Procedure for Governor.**

##### **13.030. Selection Through Ballot-by-Mail of Governor.**

##### **13.040. Ballot-by-Mail Specifications.**

##### **13.050. Certification of Governor-nominee.**

##### **13.060. Rejection or Suspension of Governor-nominee.**

##### **13.070. Special Elections.**

##### **13.010. Selection of a Governor-nominee.**

The district shall select a nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The board shall have the authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly. Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year following election.

##### **13.020. Nominating Procedure for Governor.**

##### *13.020.1. Method of Selection of Governor-Nominee.*

Except for those districts in RIBI, a district shall select its governor-nominee either by a nominating committee procedure as hereinafter provided or by a ballot-by-mail as provided in sections 13.030. and 13.040. or, alternatively, at the district conference as provided in subsection 13.020.13., the choice of which shall be decided by a resolution adopted at a district conference by a majority of the votes of the electors of the clubs present and voting.

##### *13.020.2. Nominating Committee for Governor.*

In districts adopting a nominating committee procedure for selection of governor-nominee, the nominating committee for governor shall be charged with the duty to seek out and propose the best available candidate for governor-nominee. The terms of reference of the committee, including the method for selecting members, shall be determined in a resolution adopted by the electors of the clubs present and voting at a district conference. Such terms of reference may not be inconsistent with the bylaws.

13.020.3. *Failure to Adopt Nominating Committee Procedure.*

Any district which has adopted the nominating committee procedure for selection of governor-nominee but fails to select members of a nominating committee as required in subsection 13.020.2. shall utilize the five most recent past governors who are still members of a club in that district as its nominating committee. The committee so constituted shall function in accordance with section 13.020. Where five past governors are not available, the president of RI shall appoint additional suitable persons from that district so that the committee contains five members.

13.020.4. *Suggestions by Clubs for Governor.*

In a district selecting its governor-nominee either by nominating committee procedure or at the district conference, the governor shall invite the clubs to submit their suggestions for nominations for governor. Where the nominating committee procedure is to be utilized, such suggestions shall be considered by the nominating committee so long as they reach the committee by the date established and announced by the governor. Such announcement shall be made to the clubs in the district at least two months before such suggestions must reach the nominating committee. The announcement shall include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The resolution shall be certified by the club secretary. A club may suggest only one of its own members as a candidate for governor-nominee.

13.020.5. *Nomination by Committee of Best Qualified Rotarian.*

The nominating committee for governor shall not be limited in its selection to those names submitted by clubs in the district. The committee shall nominate the best qualified Rotarian who is available to serve as governor.

13.020.6. *Notification of Nomination.*

The nominating committee shall notify the governor of the candidate selected. The governor shall then publish to the clubs of the district the name and club of the nominee.

13.020.7. *Committee Inability to Select Nominee.*

Where the nominating committee cannot agree upon a candidate, the governor-nominee shall be elected in a ballot-by-mail as provided in section 13.040. Alternatively, the governor-nominee may be selected from among those candidates suggested to the nominating committee at the district conference in accordance with section 15.050.

13.020.8. *Challenging Candidates.*

Any club in the district which has been in existence for at least one year as of the beginning of that year may also propose a challenging candidate for governor-nominee. A club in existence for less than one year as of the beginning of that year may propose a challenging candidate provided such candidate is a members, shall be determined in a resolution adopted by the electors of the clubs present and voting at a district conference. Such terms of reference may not be inconsistent with the bylaws.

13.020.9. *Concurrence to Challenges.*

The governor shall inform all clubs through a form prescribed by RI of the name of any challenging candidate who has been proposed as specified above. The governor shall also inquire whether any club wishes to concur with the challenge. A club must file a resolution of the club adopted at a regular meeting to concur with a challenge. Such resolutions must be filed with the governor by the date determined by the governor. Only challenges that have been concurred to by at least five other clubs which have been in existence for at least one year as of the beginning of that year or 10 percent of the total number of clubs as at the beginning of that year in the district which have been in existence for at least one year as of the beginning of that year, whichever is higher, shall be considered valid.

13.020.10. *Absence of Challenging Candidate.*

The governor shall declare the candidate of the district nominating committee to be the governor-nominee where no such challenging nomination has been received by the established date. Such declaration shall be made to all clubs in the district within 15 days of the deadline.

13.020.11. *Challenging Nominations.*

The governor shall notify all clubs in the district where a challenging nomination has been received by the deadline and continues effective for 15 days thereafter. Such notice shall include the name and qualifications of each such challenging candidate and state that such candidates will be balloted upon in a ballot-by-mail or alternatively at the district conference.

13.020.12. *Failure of Challenging Nomination to Remain Effective.*

Where no challenging nomination continues effective following the 15-day period, the governor shall declare the candidate of the district nominating committee as governor-nominee. The governor shall notify all clubs in the district of such nominee within 15 days.

13.020.13. *Ballot at District Conference for Election of Governor-nominee.*

The ballot at the district conference will follow as closely as possible the

provisions for a ballot-by-mail. All votes from a club with more than one vote shall be cast for the same candidate failing which the votes from such club shall be deemed to be spoiled votes.

**13.030. Selection Through Ballot-by-Mail of Governor.**

A district shall select its nominee for governor in a ballot-by-mail without the assistance of a nominating committee where circumstances require such action under subsection 13.020.1. or when permission is given by the board.

**13.030.1. Procedure.**

The governor shall mail to the secretary of every club in the district an official call for nominations for governor. All nominations must be made in writing and signed by the president and secretary of the club. A club may suggest only one of its own members as a candidate for governor-nominee. Nominations must be in the hands of the governor by a date fixed by the governor. Such date shall be at least one month after the call for such nominations. No ballot shall be required and the governor shall declare such candidate to be the gubernominee where only one candidate is suggested by a club.

**13.030.2. Club Nomination of Two or More Candidates.**

Where there are two or more candidates, the governor shall notify all clubs in the district of the name and qualifications of each such candidate and that all such candidates for governor-nominee will be selected through a ballot-by-mail.

**13.040. Ballot-by-Mail Specifications.**

The governor shall prepare a ballot in the form provided by the board, giving the name of any candidate selected by the district nominating committee. The ballot shall then list in alphabetical order the names of any candidates received by the governor. Where there are more than two candidates, balloting shall be by the single transferable ballot system. The governor shall mail a copy of said ballot to each club with instructions that the completed ballot be returned to and received by the governor. The ballots shall be returned by a date fixed by the governor. Such date shall be no less than 15 days or more than 30 days following the date of the governor's mailing of the ballots to the clubs. Each ballot shall represent one vote. The governor shall send each club the number of ballots corresponding to the number of votes entitled to be cast by such club.

**13.040.1. Club Voting.**

Each club shall be entitled to at least one vote. Any club with a membership

of more than 25 shall be entitled to one additional vote for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to participate in the voting. If a club is entitled to cast more than one vote, the club shall cast all votes for the same candidate. The name of the candidate for whom the club has cast its vote(s) shall be verified by the secretary and president of the club and forwarded to the governor in a sealed envelope provided therefore.

**13.040.2. Balloting Committee.**

The governor shall determine and announce the place, date, and time for counting of ballots and shall appoint a committee of three members to arrange a place and otherwise take charge of validating and counting the ballots. Validation of ballots shall be undertaken separately from the counting of the ballots. The committee shall make other arrangements to safeguard the secrecy of the ballots as necessary. Arrangements shall be made so that candidates or a representative of each of them may be present to observe the counting of the ballots. All sealed envelopes containing the ballots from each club shall be opened in the presence of the candidates or their representatives.

**13.040.3. Majority or Tie Vote.**

The candidate receiving a majority of the votes cast shall be declared gubernominee for that district. If two candidates each receive 50 percent of the votes in an election and one of the candidates is the nominee of the nominating committee, the nominee of the nominating committee shall be declared the gubernominee. If neither of the candidates is the nominee of the nominating committee, the governor shall select one of the candidates as the governor-nominee.

**13.040.4. Report of Balloting Committee.**

The balloting committee shall promptly report the results of the ballot to the governor as soon as a candidate receives a majority vote. The report shall contain the number of the votes cast for each candidate. The governor shall promptly notify the candidates of the results of the ballot. The balloting committee shall retain all ballots cast for a period of 15 days following the governor's notification to the candidates. Such ballots shall be open to inspection by a representative of any club during such period. The chairman of said committee shall destroy such ballots following the 15-day period.

### **13.050. Certification of Governor-nominee.**

The governor shall certify the name of the governor-nominee to the general secretary within ten days after such nominee has been declared the nominee.

### **13.060. Rejection or Suspension of Governor-nominee.**

#### *13.060.1. Failure to Meet Qualifications.*

Any nominee for governor who does not meet the prescribed qualifications and requirements shall be rejected and shall not be presented by the general secretary to the convention for election.

#### *13.060.2. Suspension of Nomination.*

Notwithstanding the receipt of a signed statement from a governor-nominee, the board may suspend such nomination where it has cause to believe that the nominee would be unable to fulfill satisfactorily the duties and responsibilities of the office as provided in the bylaws. The governor and nominee shall be informed of such suspension and the nominee shall be given an opportunity to submit to the board, through the governor and the general secretary, additional information with reference to the nominee's ability to assume the duties and responsibilities of the office of governor. The board shall consider all pertinent circumstances including such information as may be submitted by the nominee and either reject the nomination of the nominee by a two-thirds vote or withdraw the suspension.

#### *13.060.3. Rejection of Nominee.*

The general secretary shall advise the governor of the district concerned where the nomination of the nominee has been rejected by the board. The general secretary shall provide the reasons for such rejection and the governor shall so advise such nominee. Where time permits, the governor shall conduct a ballotby- mail in the district to select another nominee for governor in accordance with the provisions of the bylaws. Where a district fails to select an acceptable and qualified nominee for governor, such nominee shall be selected in accordance with section 13.070.

#### *13.070. Special Elections.*

Where a district fails to select a nominee for governor or where a nominee for such office becomes disqualified for election or otherwise becomes unable or unwilling to serve and another nominee is not selected by the district prior to the annual election of officers at the convention, the governor shall reinstate the nominating procedures in accordance with section 13.020. Similarly, where a district's nominee is elected at the convention, but becomes disqualified or otherwise unable or unwilling to serve at least

three months prior to the international assembly, the governor shall reinstate the nominating procedures starting with section 13.020. In either event, the board shall elect the Rotarian so nominated to serve as governor-elect. Thereafter, if a governor-elect becomes disqualified or unable or unwilling to serve the board shall elect a Rotarian qualified under section 15.070. to fill the vacancy.

### **Article XV Districts**

15.010. How Established.

15.020. District Assembly.

15.030. Presidents-elect Training Seminar (PETS).

15.040. District Conference.

15.050. Conference Voting.

15.060. District Finances.

15.070. Qualifications of a Governor-nominee.

15.080. Qualifications of a Governor.

15.090. Duties of a Governor.

15.100. Duties of a Governor in RIBI.

15.110. Removal from Office.

15.120. District Ballot-by-Mail

### **15.010. How Established.**

The board is authorized to group the Clubs into Districts. The President shall promulgate a list of such Districts and their boundaries. Such action shall be at the direction of the board. The board may eliminate or change the boundaries of any District with fewer than 30 clubs or fewer than 1,000 Rotarians. No change shall be made to the boundaries of any District with 30 or more clubs and 1,000 or more Rotarians over the objection of a majority of the total number of clubs in the District. The board may eliminate or change the boundaries of a District only after consulting with and providing reasonable opportunity for the Governors and Clubs of the Districts involved to provide a recommendation on the proposed change. The board shall take into account geographical boundaries, potential for district growth, and cultural, economic, language, and other relevant factors.

#### *15.010.1 Clubs in the Same Area.*

Where several clubs coexist in the same city, borough, municipal, or urban area they shall not be assigned to different Districts without the approval of the majority of such Clubs. The Clubs coexisting in the same locality have the right to be assigned to the same District. Such right may be exercised by petition to the board from a majority of said Clubs. The board shall assign all the coexisting Clubs to the same District within two years of receipt of such petition.

### **15.020 District Assembly.**

A District Assembly, which may be a multidistrict assembly, shall be held annually, preferably in April or May, to develop Rotary Club leaders who have the necessary skills, knowledge, and motivation to: sustain and/or grow their membership base; implement successful projects that address the needs of their communities and communities in other countries; and support The Rotary Foundation through both program participation and financial contributions.

The Governor-Elect shall be responsible for the District Assembly. The District Assembly shall be planned and conducted under the direction and supervision of the governors-elect. In special circumstances, the board may authorize the holding of a District Assembly at a date other than provided herein. Those specifically invited shall include the incoming Presidents and the members of Clubs assigned by the incoming President to serve in key leadership roles in the upcoming year.

### **15.030. Presidents-elect Training Seminar (PETS).**

A PETS, which may be a multidistrict PETS, shall take place for the purpose of orientation and training of club Presidents-Elect in the District as determined by the board. The PETS shall be held annually, preferably in March. The Governor-Elect shall be responsible for the PETS. The PETS shall be planned and conducted under the direction and supervision of the Governors-Elect.

### **15.040. District Conference.**

#### *15.040.1. Time and Place.*

A conference of Rotarians of each District shall be held annually at such time and place as agreed upon by the Governor and the Presidents of a majority of the Clubs of the District. The conference dates shall not conflict with the District Assembly, the international assembly, or the international convention. The board may authorize two or more Districts to hold their conferences together.

#### *15.040.2. Site Selection.*

Where a Governor-Nominee has been selected and certified to the general secretary, the District Conference for the year of the Governor-Nominee's service may be planned in advance. The Governor-Nominee and a majority of the current Presidents of the Clubs of that District must agree to the site for such conference. With the approval of the board, a District may also select the

site of the District Conference for the year of a Governor-Nominee's service by the vote of the Governor-Nominee and a majority of those persons who will serve as Club Presidents during the same year. Where a Club has not selected its future President, the current President of that Club shall vote on the site of such conference.

#### *15.040.3. Conference Actions.*

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

#### *15.040.4. Conference Secretary.*

The Governor shall appoint a conference secretary after consultation with the President of the host Club. The conference secretary shall cooperate with the Governor in planning the conference and recording the proceedings thereof.

#### *15.040.5. Conference Report.*

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

### **15.050. Conference Voting.**

#### *15.050.1. Electors.*

Each club in a District shall select, certify, and send to its annual District Conference at least one elector. Any Club with a membership of more than 25 shall be entitled to one additional elector for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to any electors. Each elector shall be a member of the club. An elector must be present at the District Conference to vote.

#### *15.050.2. Conference Voting Procedures.*

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 selection of a Governor-Nominee, election

of a member and alternate member of the nominating committee for director, composition and terms of reference of the nominating committee for Governor, election of the club representative and alternate representative of the district to the council on legislation, and the decision as to the amount of the per capita levy. 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. When voting on the selection of the Governor-Nominee, all votes from a club with more than one vote shall be cast for the same candidate.

#### 15.050.3. Proxies.

A club may designate a proxy for its absent elector(s) 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.

### 15.060. District Finances.

#### 15.060.1. District Fund.

Each District may establish a fund to be called "The District Fund" for financing District-sponsored projects and the administration and development of Rotary in the district. The District Fund shall be established by resolution of the District Conference.

#### 15.060.2. Approval of Levy.

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

- (a) the district assembly after the approval of three-fourths of incoming club presidents present, provided that where a president-elect is excused from attending the district assembly by the governor-elect in accordance with article 10, section 5(c) of the standard club constitution, the designated representative of the president-elect shall be entitled to vote in the president-elect's place, or, at the option of the district,
- (b) the district conference by a majority of the electors present and voting, or
- (c) at the option of the district, the district presidents-elect training seminar after the approval of three-fourths of the incoming club presidents present, provided that where a president-elect is excused from

attending by the governor-elect in accordance with article 10, section 5(c) of the standard club constitution, the designated representative of the president-elect shall be entitled to vote in the president-elect's place.

#### 15.060.3. Per Capita Levy.

The per capita levy is mandatory on all clubs of a District. The Governor shall certify to the board the name of any club that has failed for more than six months to pay such levy. The board shall suspend the services of RI to the delinquent club while the levy remains unpaid.

#### 15.060.4. Annual Statement and Report of District Finances.

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

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

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

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

The annual statement and report shall be presented for discussion and adoption at the next district meeting to which all clubs are entitled to

send a representative and for which 30 days notice has been given that the statement and report of district finances will be presented. If no such district meeting is held, the statement and report shall be presented for discussion and adoption at the next district conference.

#### **15.070. Qualifications of a Governor-Nominee.**

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

##### *15.070.1. Rotarian in Good Standing.*

The Rotarian must be a member in good standing of a club in the District.

##### *15.070.2. Rotarian Maintaining Full Qualifications of Membership.*

The Rotarian must have full qualifications for such membership in the strict application of the provisions therefor, and the integrity of the Rotarian's classification must be without question.

##### *15.070.3. Rotarian's Qualification as Past President of Club.*

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

##### *15.070.4. Rotarian's Ability to Fulfill Duties of Governor.*

The Rotarian must demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of Governor as provided in section 15.090.

##### *15.070.5. Rotarian's Certification of Qualifications.*

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

#### **15.080. Qualifications of a Governor.**

Unless specifically excused by the board, a Governor at the time of taking office must have attended the international assembly for its full duration, been a member of one or more Rotary clubs for at least seven years, and must continue to possess the qualifications in section 15.070.

#### **15.090. Duties of a Governor.**

The Governor is the officer of RI in the district, functioning under the general

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

- (a) organizing new clubs;
- (b) strengthening existing clubs;
- (c) promoting membership growth by working with District leaders and club presidents to establish realistic membership goals for each club in the District;
- (d) supporting The Rotary Foundation with respect to program participation and financial contributions;
- (e) promoting cordial relations among the clubs and between the clubs and RI;
- (f) planning for and presiding at the District Conference and assisting the Governor-Elect in the planning and preparation for the Presidents-Elect Training Seminar and the District Assembly;
- (g) providing for an official visit meeting individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the Governor's presence for the purpose of:
  1. focusing attention on important Rotary issues;
  2. providing special attention to weak and struggling clubs;
  3. motivating Rotarians to participate in service activities; and
  4. personally recognizing the outstanding contributions of Rotarians in the District;
- (h) issuing a monthly letter to each club president and secretary in the District;
- (i) reporting promptly to RI as may be required by the president or the board;
- (j) supplying the Governor-Elect, prior to the international assembly, full information as to the condition of clubs with recommended action for strengthening clubs;
- (k) assuring that District nominations and elections are conducted in accordance with the RI constitution, these bylaws, and the established policies of RI;
- (l) inquiring on a regular basis about the activities of Rotarian organizations operating in the district (Friendship Exchanges, intercountry committees, Global Networking Groups, etc.)
- (m) transferring continuing District files to the Governor-Elect; and

(n) performing such other duties as are inherent as the officer of RI.

### 15.100. Duties of a Governor in RIBI.

The duties of the Governor in RIBI shall be performed in keeping with traditional practices in that area under the direction of the general council and consistent with the RIBI constitution and bylaws. The Governor shall also report promptly to RI as required by the president or the board and shall perform such other duties as are inherent as the officer of RI in the District.

### 15.110. Removal from Office.

The President may remove a Governor from office for cause where a Governor is not performing the duties and responsibilities of the office as deemed sufficient by the President. In such cases, the President shall notify and advise the Governor that said officer has 30 days to show reason why the Governor should not be removed from office. The President may remove the Governor from office at the end of the 30-day period where the Governor has failed to provide adequate reason, in the judgment of the President. A Governor removed from office under this section shall not be considered to be a Past Governor.

### 15.120. District Ballot-by-Mail.

All decisions and elections that the bylaws specify occur at a District conference or assembly may be made by the clubs of a District by a ballot-by-mail. Such ballot-by-mail shall follow as near as possible the procedures in section 13.040.

## 5.2 STANDARD CLUB CONSTITUTION

\*Constitution of the Rotary Club of-

(\*The bylaws of the Rotary International provide that each club admitted to membership in RI shall adopt this prescribed standard club constitution.)

### Article I Definitions

As used in this constitution, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The Board of Directors of this club
2. Bylaws: The bylaws of this club
3. Director: A member of this club's Board of Director
4. Member: A member, other than an honorary member of this club
5. RI: Rotary International
6. Year: The twelve-month period which begins on 1 July

### Article II Name

The name of this organization shall be Rotary Club of

(Member of Rotary International)

### Article III Locality of the club

The locality of this club are as follows:

### Article IV Object

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

**First.** The development of acquaintance as an opportunity for service:

**Second.** High ethical standards in business and professions: the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;

**Third.** The application of the ideal of service in each Rotarian's personal, business and community life;

**Fourth:** The advancement of International understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

### Article V Meetings

#### Section 1 – Regular Meetings

a) *Day and Time.* This club shall hold a regular meeting once a week on the day and at the time provided in its bylaws.

b) *Change of Meeting.* For good cause, the board may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting, or to a different hour of the regular day, or to a different place.

c) *Cancellation.* The board may cancel a regular meeting if it falls on a legal holiday or in case of the death of a club member or of an epidemic or of a disaster affecting the whole community, or of an armed conflict in the community which endangers the lives of the club members. The board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club not fail to meet for more than three consecutive meetings.

**Section 2 – Annual Meeting** An annual meeting for the election of officers shall be held not later than 31 December as provided in the bylaws.

## **Article VI Membership**

**Section 1 - General Qualifications.** This club shall be composed of adult persons of good character and good business or professional reputation.

**Section 2 - Kinds.** This Rotary club shall have two kinds of membership, namely: active and honorary.

\*\* Interim Provision relating o section 2 – Notwithstanding the provisions of Article VI, Section 2, No one who was a member of a Rotary Club as of July 2001 shall lose membership by reason of enactment 01-148 adopted by the 2001 Council of Legislation.

**Section 3 – Active Membership.** A person possessing the qualifications set forth in article V. section 2 of the RI constitution may be elected to active membership in this club.

**Section 4 -Transferring or Former Rotarian.** A member may propose to active membership a transferring member or former member of a club, if the proposed member is terminating or has terminated such membership in the former club due to longer being engaged in the formerly assigned classification or profession within the locality of the former club or the surrounding area. The transferring or former member of a club being proposed to active membership under this section may also be proposed by the former club.

**Section 5 - Dual Membership.** No person shall simultaneously hold active membership in this and another club. No person shall simultaneously be a member and an honorary member in this club. No person shall simultaneously hold active membership in this club and membership in a Rotaract club.

**Section 6 – Honorary Membership.**

- (a) *Eligibility for Honorary Membership.* Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals may be elected to honorary membership in this club. The term of such membership shall be as determined by the board. Persons may hold honorary membership in more than one club.

- (b) *Rights and Priveleges.* Honorary members shall be exempt from the payment of admission fees and dus, shall have no vote and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

**Section 7 –Holders of Public Office.** Persons elected or appointed to public office for specified time shall not be eligible to active membership in this club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges or other institutions of learning or to persons who are elected or appointed to the judiciary. Members who are elected or appointed to public office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.

**Section 8 - Rotary International Employment.** This club may retain in its membership any member employed by RI.

## **Article VII Classifications**

**Section 1 – General Provisions**

- (a) *Principal Activity.* Each active member of this club shall be classified in accordance with the member’s business or profession. The classification shall be that which describes the principal and recognized activity of the firm, company or institution with which the member is connected or that which describes the member’s principal and recognized business or professional activity.
- (b) *Correction or Adjustments.* If the circumstances warrant, the board may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereon.

**Section 2 –Limitations.** This club shall not elect a person to active membership from the classification if the club already has five or more members from the classification, unless the club has more than 50 members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club’s active membership. Members who are retired shall not be included in the total number of members from a classification. If a members changes

classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

\*\* Interim Provision Relating to Section 2 – Notwithstanding the provisions of article VII, section 2, no one who was a member of a Rotary Club as of 1 July 2001 shall lose membership by reason of enactment 01-148 adopted by the 2001 Council on Legislation.

## **Article VIII Attendance**

**Section 1 – General Provisions.** Each member should attend its regular meetings. A member shall be counted as attending a regular meeting if the member is present for at least 60 percent of the meeting, or is present and is called away unexpected and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or makes up for an absence in any of the following ways:

- (a) 14 Days Before or After the Meeting. If, within fourteen (14) days before or after the regular time for meeting, the member
  1. attends at least 60 percent of the regular meeting of another club or of a provisional club, or
  2. attends a regular meeting of a Rotaract or Interact club or Rotary Community Corps, or of a provisional Rotaract or Interact club or Rotaract Community Corps;
  3. or attends a convention of RI, a council of legislation, an international assembly, a Rotary institute for past and present officers of RI, or any other meeting convened with the approval of the board of directors of RI, a Rotary multizone conference, a meeting of a committee or RI, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the District Governor, or a regularly announced intercity meeting of the Rotary clubs, or
  4. is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at the time or place, or
  5. attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or
  6. attends a board meeting or, is authorized by the board, a meeting of a service committee to which the member is assigned.

When a member is outside the member's country of residence for more than fourteen (14) days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during

the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

- (b) At the Time of the Meeting. If, at the time of the meeting, the member is
  1. traveling with reasonable directness to or from one of the meetings specified in sub-subsection (a) (3) of this section; or
  2. serving as an officer or member of a committee of RI, or a trustee of the Rotary Foundation; or
  3. serving as a special representative of the District Governor in the formation of a new club, or
  4. on Rotary business in the employ of RI, or
  5. directly and actively engaged in a District-sponsored or a RI or Rotary Foundation-sponsored service project in a remote area where the opportunity for making up attendance is completely impossible, or
  6. engaged in Rotary business duly authorized by the board of this club if this precludes attendance at a meeting.

(c) *Extended Absence on out posted Assignment.* If the member, while working with posted assignment and with the mutual agreement of the member's club and a designated club, attends meetings of the designated club.

**Section 3 – Excused Absences.** A member's absence shall be excused if:

- (a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient.
- (b) the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.

**Section 4 – RI Officer's Absences.** A member's absence shall be excused if the member is a current officer of RI.

**Section 5 – Attendance Records.** Any member whose absences are excused under the provisions of subsection (b) of section 2 of this article shall not be included in the membership figure used to compute this club's attendance nor shall such absences or attendances be used for that purpose.

## **Article IX Directors and Officers**

**Section 1 – Governing Body.** The governing body of this club shall be a board of directors to be constituted as the bylaws of the club may provide.

**Section 2 - Authority.** The board shall have general control over all officers and committees and, for good cause, declare any office vacant.

**Section 3 – Board Action Final.** The decisions of the board in all club matters is final, subject only to an appeal to the club. However, as to a decision to terminate membership, a member, pursuant to article XI, section 6, may either appeal to the club or request arbitration. If appealed, a decision of the board shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the board, provided a quorum is present and notice of the appeal has been given by the secretary to each member at least five (5) days prior to the meeting. If an appeal is taken by the club shall be final.

**Section 4 – Officers.** The club officers shall be president, a president-elect, and one or more vice-presidents, all of whom shall be members of the board, and a secretary, a treasurer, and a sergeant-at-arms of the board as the bylaws shall provide.

**Section 5 - Election of Officers**

- (a) *Terms of Officers other than the President.* Each officer shall be elected as provided in the bylaws. Except for the president, each officer shall take office on 1 July immediately following election and shall serve for the term of office or until a successor has been duly elected and qualified.
- (b) *Terms of President.* The president shall be elected, as the bylaws, not more than (2) two years but not less than eighteen (18) months prior to the day of taking office. The president shall serve as president-elect for the year immediately preceding the year as president. The president shall take office on the 1 July and shall serve for a period of one (1) year or until a successor has been duly elected and qualified.
- (c) *Qualifications.* Each officer and director shall be a member in good standing of this club. The president-elect shall attend the district presidents-elect-training seminar and the district assembly unless excused by the governor-elect. If so excused, the president-elect shall send a designated representative from the club whose duty it will be to report back to the president-elect.

**Article X Admission Fees and Dues**

Every member shall pay an admission fee and as annual dues as prescribed in the bylaw, except that any transferring or former member of another club who is accepted into membership of this club pursuant to article VI, section 4 shall not be required to pay a second admission fee.

**Article XI Duration of Membership**

**Section 1 – Period.** Membership shall continue during the existence of this club unless terminated as hereinafter provided.

**Section 2 – Automatic Termination**

(a) *Membership Qualification.* Membership shall automatically terminate when a member no longer meets the membership qualifications, except that

(1) the board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one (1) year to enable the member to visit and become known to a Rotary club in the new community if the member is still active in the same classification and continues to meet all other conditions of club membership;

(2) the board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member remains active in the same classification and continues to meet all other conditions of club membership; and

(3) a member whose classification is lost without default of the member may retain such classification and be granted a special leave of absence not to exceed one (1) year to enable the member to obtain new employment in the current or a new classification. Such member must continue to meet all other conditions of club membership. Termination of membership would take effect only at the end of the period of leave granted to the member.

(b) *How to Rejoin.* When the membership of a member has terminated as provided in subsection (a) of this section, such person may make new application for membership, under the same classification or another classification. A second admission fee shall not be required.

(c) *Termination of Honorary Membership.* Honorary membership shall automatically terminate at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.

**Section 3 – Termination – Non-Payment of Dues.**

(a) *Process.* Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at

the member's last known address. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the board.

(b) *Reinstatement.* The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated of active membership if the former member's classification has been filled.

#### **Section 4 – Termination – Non-attendances.**

- (a) *Attendance Percentages.* A member must
- (1) attend or make up at least 60 percent of the club regular meetings in each half of the Rotary year;
  - (2) attend at least 30 percent of the regular meetings in each half of the Rotary year.

If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such non-attendance for good cause.

b) *Consecutive Absences.* Unless otherwise excused by the board for good and sufficient reason or pursuant to article VIII, sections 2 or 3, each member who fails to attend or make up for four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

#### **Section 5 – Termination – Other Causes.**

- (a) *Good cause.* The board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the board members, at a meeting called for that purpose.
- (b) *Notice.* Prior to taking any action under subsection (a) of this section, the member shall be given at least ten (10) days' written notice of such pending action and an opportunity to submit a written answer to the board. The member shall have the right to appear before the board to state the member's case. Notice shall be by personal delivery or by registered letter to the member's last known address.
- (c) *Filing Classification.* When the board has terminated the membership of a member as provided for in this section, this club shall not elect a new member under the former member's classification until the time for hearing any appeal has expired and the decision of this club or of

the arbitrators has been announced.

#### **Section 6 – Right to Appeal or Arbitrate Termination.**

- (a) *Notice.* Within seven (7) days after the date of the board's decision to terminate membership, the secretary shall give written notice of the decision to the member. Within fourteen (14) days after the date of the notice, the member may give written notice to the secretary of the intention either to appeal to the club or to arbitrate as provided in article XV.
- (b) *Date for Hearing of Appeal.* In the event of an appeal, the board shall set a date for the hearing of the appeal at a regular club meeting to be held within twenty-one (21) days after the receipt of the notice of appeal. At least five (5) days' written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard.
- (c) *Arbitration.* In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or as arbitrator.
- (d) *Appeal.* If an appeal is taken, the action of the club shall be final and binding to all parties and shall not be subject to arbitration.
- (e) *Decision of Arbitrators or Umpire.* If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding to all parties and shall not be subject to appeal.

**Section 7 – Board Action Final.** Board action shall be final if no appeal to this club is taken and no arbitration is requested.

**Section 8 – Resignation.** The resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the board if the member has no indebtedness to this club.

**Section 9 – Forfeiture of Property Interest.** Any person whose club membership has been terminated in any manner shall forfeit all interest in any funds or other property belonging to this club.

### **Article XII Community, National and International Affairs**

**Section 1 – Property Subjects.** The merits of any public question involving the general welfare of the community and the world are of concern of the members of this club and shall be proper subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions. However, this club shall not express an opinion on any pending controversial public measure.

**Section 2 - No Endorsements** – This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits and demerits of any such candidate.

**Section 3 - Non-Political.**

(a) *Resolutions and Opinions.* This club shall neither adopt nor circulate resolutions or opinions, and shall not take action dealing with world affairs or international policies of a political nature.

(b) *Appeals.* This club shall not direct appeals to clubs, peoples or governments, or circulate letters, speeches or proposed plans for the resolution of specific international problems of a political nature.

**Section 4 – Recognizing Rotary’s Beginning.** The week of the anniversary of Rotary’s founding (23 February) shall be known as World Understanding and Peace Week. During this week, this club will celebrate Rotary service, reflect upon past achievements, and focus on programs of peace, understanding, and goodwill in the community and throughout the world.

**Article XIII Rotary Magazines**

**Section 1 – Mandatory Subscription.** Unless, in accordance with the bylaws of RI, this club is excused by the board of directors of RI from complying with the provisions of this article, each member shall, for the duration of membership, subscribe to the official magazine or to the magazine approved and prescribed for this club by the board of directors of RI. The subscription shall be paid in six (6) months periods for the duration of membership in this club and to the end of any six (6) months period during which membership may terminate.

**Section 2 - Subscription Collection.** The subscription shall be collected by this club from each member semiannually in advance and remitted to the Secretariat by the board of directors of RI.

**Article XIV Acceptance of Object and Compliance with Constitution and Bylaws**

By payment of admission fees and dues, a member accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by the constitution and bylaws of this club, and on these conditions alone is entitled to the privileges of the club. Each member shall be subject to the terms of the constitution and bylaws regardless of whether such member has received copies from them.

**Article XV Arbitration**

Should any dispute, other than as to a decision of the board, arise between current or former member(s) and this club, any officer or the board, on any account whatsoever which cannot be settled under the procedure already provided for such purpose, the dispute shall be settled, upon a request of the secretary by any of the disputants, by arbitration. The procedure utilized for such arbitration shall be as provided in article XI, section 6, subsections (c) and (e).

**Article XVI Bylaws**

This club shall adopt bylaws not inconsistent with the constitution and bylaws of RI, with the rules of procedure for an administrative territorial unit where established by RI, and with this constitution, embodying additional provisions for the government of this club. Such bylaws may be amended from time to time as therein provided.

**Article XVII Interpretation**

Throughout this constitution, the terminology “mail,” “mailing,” and “ballot-by-mail” will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

**Article XVIII Amendments**

**Section 1 – Manner of Amending.** Except as provided in section 2 of this article, this constitution may be amended only by the council on legislation in the same manner as is established in the bylaws of RI for the amendment of its bylaws.

**Section 2 – Amending Article II and Article III.** Article II ( Name) and Article III (Locality of the Club) of the constitution shall be amended at any regular meeting of this club, a quorum being present by the affirmative vote of a majority of members present and voting, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting, and provided further, that such amendment shall be submitted to the board of directors of RI for its approval and shall become effective only when so approved.

## **PART 6.0. OTHER R.I. ISSUANCES**

### **6.1 2007 R.I. MANUAL OF PROCEDURE (excerpts)**

#### **THE DISTRICT**

A district is a group of Rotary clubs in a geographical area that are linked for administrative purposes. The activities and organization of a Rotary district exist solely to help the individual Rotary club advance the Object of Rotary and should not diminish services provided by Rotary clubs and individual Rotarians. (RCP 17.010.1.)

#### **Number of Clubs and Rotarians in a District**

Because districts with a large membership base have distinct advantages over districts with a small number of clubs and Rotarians, and because small districts have a detrimental effect on the administration and finances of RI, the Board encourages all existing districts to have at least 75 clubs and 2,700 Rotarians. (RCP 17.010.2.)

#### **Districting**

The RI Board is authorized to establish new districts, consolidate districts, and change the boundaries of existing districts. No change in district boundaries of any districts with 30 or more clubs and 1,000 or more Rotarians shall be made by the RI Board over the objection of a majority of the clubs in the district or districts that would be affected. (RIB 15.010.)

The RI Districting Committee assists in establishing additional districts, realigning clubs within districts, and consolidating existing districts. Consult the RI Web site or the Secretariat to obtain the redistricting proposal form, which details the required information and procedures in submitting a proposal. Districts submitting a proposal should note the following:

- 1) The Districting Committee considers proposals during the International Assembly, so proposals must be submitted 90 days before the assembly.
- 2) The committee looks favorably on proposals to create additional districts with at least 60 clubs and/or 2,100 Rotarians that demonstrate a potential growth to at least 75 clubs and 2,700 Rotarians in the next 10 years. (RCP 17.010.4.)

Governors-elect are asked to be thoroughly familiar with all elements of their districts' proposals in the event the committee wishes to consult with them during the International Assembly.

After studying the proposals, the committee reports its recommendations to the RI Board for its consideration. If the RI Board approves a proposal for

districting, under the provisions of RI Bylaws section 15.010., the RI president notifies the clubs in the district(s) concerned of the action taken and the date when the redistricting takes effect, allowing 45 days for the clubs to register any objections.

In districts with 30 or more clubs and 1,000 or more Rotarians, if the majority of the clubs in the affected district(s) do not file objections within 45 days of mailing of the notice from the office of the president, the general secretary notifies the governor(s) and clubs concerned that the decision of the RI Board has become final.

The RI Board will not consider any modification in the boundaries of any new district until one year following the promulgation and establishment of the boundaries of each district.

The president is authorized to act on behalf of the RI Board to approve a minor district boundary modification, affecting the transfer of a single club or an area containing no Rotary clubs, from one district to a neighboring district, provided that the districts involved are in the same zone. This action is taken with the consent of the governors of the affected districts and with the approval of the majority of the clubs in those districts. The notification timetable of such action follows the procedures outlined above and becomes effective 1 July following the decision. (RCP 17.010.4.)

#### **GOVERNOR**

The governor is the officer of RI in the district, functioning under the general control and supervision of the Board. The administration of clubs in a district is under the governor's direct supervision. The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor shall inspire and motivate them and ensure continuity within the district. (RIB 15.090.)

In order to assure the best possible candidates for the office of governor, the governors shall invite the clubs in their districts to propose suitable candidates.

#### *Status, Qualifications, and Duties*

The following statement of the governor's status, qualifications, and duties is distributed annually to all clubs in order to inform those proposed for nomination as governors or making such proposals of the obligations of the office.

#### *Status*

The governor is an officer of RI nominated by the clubs of a district and elected by the convention of RI. The governor's term of office begins on 1 July and continues for one year or until a successor is elected and qualified. (RIB 6.060.1.)

### *Qualifications*

In addition to the qualifications of governor-nominee, a governor, at the time of taking office, must have completed seven years of membership in one or more clubs and have attended the governors-elect training seminar and International Assembly. (RIB 15.080.)

### *Duties*

The governor is the officer of RI in the district, functioning under the general control and supervision of the RI Board. The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor should work with district and club leaders to encourage participation in the District Leadership Plan. The governor shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs. The governor is responsible for the following activities in the district:

- 1) Organizing new clubs
- 2) Strengthening existing clubs
- 3) Promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district
- 4) Supporting The Rotary Foundation through program participation and financial contributions
- 5) Promoting cordial relations among clubs and between the clubs and RI
- 6) Planning for and presiding at the district conference and assisting the governor-elect in the planning and preparation for the presidents-elect training seminar and the district assembly
- 7) Providing for an official meeting, individually or in multiclub meetings conducted throughout the year to take place at a time that maximizes the governor's presence, for the purpose of:
  - a) Focusing attention on important Rotary issues
  - b) Providing special attention to weak and struggling clubs
  - c) Motivating Rotarians to participate in service activities
  - d) Personally recognizing the outstanding contributions of Rotarians in the district
- 8) Issuing a monthly letter to each club president and secretary in the district
- 9) Reporting promptly to RI as may be required by the president or the RI Board
- 10) Supplying to the governor-elect, before the International Assembly, full information on the conditions of clubs in the district with recommended action for strengthening clubs

- 11) Ensuring that district nominations and elections are conducted in accordance with the RI Constitution, RI Bylaws, and established RI policies
- 12) Inquiring regularly about the activities of Rotarian organizations operating in the district (Rotary Friendship Exchanges, intercountry committees, Global Networking Groups, etc.)
- 13) Transferring continuing district files to the governor-elect
- 14) Performing such other duties as are inherent as the officer of RI in the district (RIB 15.090.)

In Great Britain and Ireland, however, the duties of the governor shall be performed in keeping with traditional practices in that area under the direction of the General Council and consistent with the RI Constitution and Bylaws in Great Britain and Ireland. The governor also shall report promptly to RI as may be required by the president or the RI Board and shall perform such other duties and responsibilities as are inherent as the officer of RI in the district. (RIB 15.100.)

### *Code of Ethics*

- 1) Governors will adhere to applicable laws and regulations in the conduct of Rotary business so as to further the mission of the association. In addition, in conducting their private lives, governors should adhere to applicable law in order to preserve and protect the positive image of Rotary.
- 2) Governors will adhere to the provisions of RI's constitution and bylaws. As officers of Rotary International, governors have an obligation to follow the provisions of RI's constitutional documents. Moreover, these documents embody the democratic will of Rotary's membership as represented at the triennial Council on Legislation. Through these documents, the membership has established standards expected of Rotary officers. Adherence to their terms garners the trust of the membership and ensures that actions are taken consistent with members' expectations.
- 3) Governors will adhere to the provisions of the policies established by the RI Board as documented in the Rotary Code of Policies. Over the years, the RI Board has established policies and procedures, documented in the Rotary Code of Policies, to further the aims of the association as well as to protect its mission. Many of these provisions are designed to assure good governance and promote an ethical image. Adhering to these policies demonstrates a commitment to these ideals while protecting the association.
- 4) Governors will serve for the benefit of Rotarians and the purposes of RI. Governors should put the interests of the district first and avoid even the appearance of any impropriety as to their actions and conduct.

- 5) Governors will not utilize their office for personal prestige and/or benefit or for the benefit of members of their family. With the authority inherent in an office of importance comes access to special privileges not available to other Rotarians. Taking advantage of such privilege distracts from critical responsibilities and calls into question the commitment to the Objects of Rotary.
- 6) Governors will exercise due care in the diligent performance of their obligations to the district. Governors should perform their responsibilities with such care, including reasonable inquiry, as ordinarily prudent persons in like positions would use under similar circumstances. Governors should inform themselves, prior to making a business decision, of all material information reasonably available to them.
- 7) Governors will take actions based on an essential fairness to all concerned. Governors are often faced with decisions that will significantly impact various Rotary clubs and individuals. Governors, in a manner consistent with The Four-Way Test, should weigh the potential impact of their decisions and treat equally all persons who will be affected.
- 8) Governors will promote transparency of important financial information. Governors are the stewards of the association acting on behalf of Rotary clubs and Rotarians. Rotarians have a right to access accurate information regarding the financial condition of the association. Transparency in financial operations encourages ethical behavior.
- 9) Governors will prohibit and restrict the disclosure, communication, and utilization of confidential and proprietary information. Governors should utilize this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.
- 10) Governors will comply with expense reimbursement policies. The RI Board has adopted a policy on the procedures for reimbursement of Rotary-related expenditures. Following these procedures ensures compliance with applicable laws and precludes the appearance of impropriety. (Dec. 266, June 2007)

## GOVERNOR-ELECT

### Attendance at Governors-elect Training Seminar (GETS)

Attendance at the GETS is mandatory for governors-elect. (RCP 19.040.4.) The RI Board has adopted a two-day training program for governors-elect at the zone level to be held in conjunction with Rotary institutes. The training programs integrate topics approved by the RI Board and the Trustees. (RCP 19.040.3.) For additional information on this event, see the "Meetings" section of this chapter.

### Attendance at International Assembly

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

Each governor shall emphasize to all candidates for governor, and to all clubs of the district, the requirement that the governor-elect attend the governors elect training seminar and the International Assembly as necessary preparation for assuming the office of governor, and that the nomination cannot be accepted unless the candidate can and will attend both for the full duration. The RI president-elect may excuse attendance on behalf of the Board in extenuating and mitigating circumstances, with the provision that the governor-elect attend alternate training as provided by the general secretary. (RCP 19.040.1.)

### Other Preparation

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

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

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

## GOVERNOR-NOMINEE

### Selection

The selection of a governor-nominee by the clubs in a district should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. (RCP 19.030.1.) The district must select the nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. (RIB 13.010.)

Any Rotarian who engages in campaigning or canvassing for elective office in RI may be subject to disqualification from election to the office sought and possibly to future RI offices for such periods as the RI Board may determine (see chapter 3). (RIB 10.060.1.)

Districts are urged to seek out and nominate the best-qualified person for the office of governor and to avoid procedures influenced by any system

in which the nomination is traditionally rotated among various groups of clubs or geographic areas.

### **Rejection of Nomination by Board**

If a nominee for governor does not meet the prescribed qualifications and requirements, the Board shall reject the nomination and the general secretary shall not present it to the convention for election. (RIB 13.060.1.)

### **Method of Selection**

Except for those districts in RIBI, a district must select its governor-nominee either by a nominating committee procedure or by a direct ballot-by-mail or, alternatively, at the district conference, the choice of which shall be decided by a resolution adopted at a district conference. (RIB 13.020.1.) For districts using the Nominating Committee procedure, there is the possibility for clubs to propose challenging candidates. (RIB 13.020.8.)

### **Ballot Procedure**

All votes for governor by a single club (when entitled to more than one vote, based on membership) must be cast unanimously for the same candidate; if not, the votes from that club are considered spoiled. (RIB 13.020.13., 13.040.1.)

In the event of a challenge, biographical data accompanying the ballot-by-mail is limited to the following:

- 1) Name of candidate, name and location of club, number of years a Rotarian, classification, name of firm or former firm, position in firm or former firm, meetings attended in last five years, current position(s) or assignment(s) in Rotary (elective or appointed), former position(s) or assignment(s) (elective or appointed)
- 2) Special Rotary services or particular Rotary activities in which a candidate has been engaged (i.e., what the candidate has done to advance Rotary)
- 3) Most significant honors or achievements in business and professional activities
- 4) Most significant honors or achievements in civic and public service activities (RCP 19.030.2.)

### **Selection in New Districts**

When the clubs in existing districts are regrouped into new districts, clubs in the new districts shall, if practical, select the governor-nominee before the effective date of the new district by the same procedure those clubs used before the regrouping. When the above procedure is not practical, the RI Board shall authorize a ballot-by-mail and designate a governor to conduct it. (RCP 19.030.3.)

### **Qualifications**

At the time of selection, a governor-nominee must

- 1) Be a member in good standing of a functioning club in the district (RIB 15.070.1.)
- 2) Have full qualifications for membership in the strict application of the club membership provisions, and the integrity of the Rotarian's classification must be without question (RIB 15.070.2.)
- 3) Have served as president of a club for a full term or be a charter president of a club having served the full term from the date of the charter to 30 June, provided that this period is for at least six months (RIB 15.070.3.)
- 4) Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in RI Bylaws section 15.090. (RIB 15.070.4.)
- 5) Demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws, and submit to RI, through its general secretary, a signed statement acknowledging a clear understanding of them. This statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of the office and to perform them faithfully. (RIB 15.070.5.)

### **Responsibilities**

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

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

in the governor-nominee's year

### **Assignments**

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

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

### **ACTIVITIES**

#### **Multidistrict Service Activities**

Service activities and projects involving clubs in two or more districts are encouraged. Before undertaking a multidistrict service activity or project, the districts concerned must first ensure that

- 1) The clubs and Rotarians in the districts are capable of successfully carrying out the activity or project, both in nature and scope, without interfering with or detracting from the scope and effectiveness of club activities in furthering the program of Rotary at the club level.
- 2) Each governor has agreed to the activity and then only after approval of two-thirds of the clubs in each district.
- 3) The governors have jointly secured the authorization of the general secretary, acting on behalf of the RI Board.

All multidistrict service activities and projects must

- 1) Be under the direct supervision of the governors concerned, who are responsible for the custody of all funds contributed or collected for such activities and, if desired, may appoint a committee of Rotarians from within the districts involved to assist in administering any such activity and related funds
- 2) Involve the voluntary participation of Rotary clubs or individual Rotarians, with any participation cost kept to a minimum and not made an obligation, either implicitly or directly, in the form of a per capita tax, assessment, or otherwise
- 3) Provide details of each district's involvement through the district governors' reports to RI
- 4) Submit their purpose and plans to the respective governor or governors and secure their approval before requesting the cooperation of clubs or Rotarians outside its own membership in connection with any matter whatsoever
- 5) Refrain from soliciting financial assistance or participation in any

commercial venture from any Rotary club or from Rotarians other than its own members without authorization from the RI Board (noncompliance with this circularization policy could result in loss of multidistrict status) (RCP 16.010.)

This policy does not include projects involving cooperation between districts in World Community Service activities when one district serves as a "donor" and the other district a "recipient."

Before initiating multidistrict activities that extend beyond a single Rotary year, the governors of the districts involved must develop operating guidelines in accordance with RI multidistrict policy for approval by the general secretary. These guidelines will be subject to annual review by the governors-elect before they take office. Governors involved in any multidistrict activity must ensure that an audited annual statement of multidistrict finances is prepared for the activity or project. This statement is to be presented to and formally adopted by the next district conference and a copy provided to the general secretary.

Any participating district that seeks to terminate its participation in a multidistrict service activity or project must secure the approval of two-thirds of the clubs in the district to withdraw. The governor must notify the general secretary and the governors of the other districts concerned of the decision at least 60 days before the date of termination. (RCP 16.010.)

#### **Multidistrict Administrative Organizations**

Two or more districts, with authorization from the RI Board, may provide joint administrative services to their clubs provided that:

- 1) The services enhance and support club-level Rotary activities.
- 2) The services do not usurp the duties and responsibilities of the governor or any other RI officers as provided in the RI constitutional documents.
- 3) In the year in which the joint services are initiated, the governors of each of the districts concerned have agreed in writing to provide services jointly and delineated those services in the agreement.
- 4) Verification is submitted to the general secretary that two-thirds of all of the clubs in each of the districts have approved.
- 5) Services are provided under the direct supervision of the current governors concerned (the governors may appoint a committee of Rotarians from within the districts involved to assist in providing the services).
- 6) Funds to cover the cost of the services are not obtained through any assessment to clubs in addition to the per capita levy for the district fund.
- 7) The custody of all funds to cover the cost of the services is under the direct supervision of the current governors concerned.

- 8) The governors concerned have jointly secured the advance authorization of the general secretary, acting on behalf of the Board.
- 9) Proof of compliance with existing Board policy on multidistrict administrative groups is provided to the general secretary triennially, including the district governor's verification that two-thirds of all clubs in the district have approved their continued participation in the group.
- 10) Any participating district that wishes to discontinue such an agreement with another district(s) must first secure the approval of two-thirds of the clubs in the district and then notify the general secretary and the governor(s) of the other district(s) concerned of its decision at least 60 days before the termination date.
- 11) When desiring to request the cooperation of clubs or Rotarians outside its own membership in connection with any matter whatsoever, the multidistrict administrative group must first submit its purpose and plans to the respective governor or governors and secure approval.
- 12) The multidistrict administrative group must not solicit financial assistance or participation in any commercial venture from any Rotary club or from Rotarians other than its own members without authorization from the RI Board (noncompliance with this circularization policy could result in loss of multidistrict status). (RCP 16.040.)

### **District and Rotary Club Cooperation with Other Organizations**

Districts and Rotary clubs may support and cooperate with other organizations in projects and activities provided that:

- 1) Such initiatives are consistent with Rotary ideals and purposes.
- 2) The club or district membership concerned approves the cooperative activity.
- 3) The cooperation involves direct participation and responsibility by a Rotary committee appointed by a club president or governor designated for the duration of the activity, with provision for annual review.
- 4) Club or district autonomy as an independent organization is preserved.
- 5) The club or district obtains appropriate recognition, to the extent that it is warranted by the nature of the cooperation, in the interest of keeping the public informed about Rotary and its service activities.
- 6) The club or district and the cooperating organization share the responsibility of publicizing the nature of the joint project.
- 7) The club or district does not accept an ongoing obligation to participate.
- 8) The club or district does not accept an ongoing financial obligation to the other organization, but instead provides opportunities for Rotary

clubs in a district to review and decide whether to continue supporting the projects or activities at district conferences or by other appropriate means.

- 9) The club or district does not become a member of the cooperating organization.
- 10) The activity or cooperative agreement entered into by a club or district does not in any way bind or commit RI to the activity or agreement. (RCP 11.040.5.)
- 11) Lists of clubs or Rotarians are not furnished to the other organization except to meet legal requirements of government agencies or by the assent of the Board or its Executive Committee. (RCP 11.040.2.)

### **Policies on Cooperative Relationships**

Rotary clubs, Rotary districts, and other Rotary Entities must not accept a cooperative relationship that involves any of the following:

- Alcoholic beverages or tobacco products
- Firearms or explosives
- Promotion of a political or religious entity
- Products containing habit-forming or dangerous drugs
- Abortion
- Promotion of gambling or speculation
- Astrology, horoscopes, or palmistry
- Any subject matter that is not in accord with the Object of Rotary

Individual Rotarians may not benefit from sponsorships or cooperative relationships. (RCP 11.040.6.)

The RI Board has made a commitment to the careful development of sponsorship, partnership, and strategic alliance opportunities for clubs, districts, and other Rotary entities. This includes developing guidelines for use by districts, clubs, and other Rotary entities, as found in Rotary Code of Policies section 33.010.11. For the RI Board guidelines governing the use of Rotary Marks in these instances, see chapter 17.

## **ADMINISTRATION**

### **Records and Files of Governor**

The outgoing governor is expected to pass on to the governor-elect any and all information that will help the governor-elect carry out the duties of governor to the best interests of Rotary in the district. The outgoing governor is expected to transfer all continuing district files to the governor-elect. (RIB 15.090.; RCP 17.050.)

### **Governor's Report to RI**

The governor is required to complete a general report to RI before 1 April

containing district information that will help RI improve its service to clubs and future governors. (RCP 17.050.1.)

### **Governor's Monthly Letter**

The governor is required to issue a monthly letter to each club president and secretary in the district. (RIB 15.090.) This letter may include items such as the organization of new clubs, the district assembly, the district conference, the convention, mention of unusual accomplishments of any of the clubs in the district, and matters requiring attention by the several clubs. Governors are strongly encouraged to promote RI district recognition programs in their monthly letters to Rotarians. Governors are also encouraged to send their monthly newsletters to Interact clubs. (RCP 17.070.3.)

### **The Official Visit**

The governor's official visit is the personal visit of the governor to each Rotary club in the district for the purpose of

- Focusing attention on important Rotary issues
- Providing special attention to weak or struggling clubs
- Motivating Rotarians to participate in service activities
- Personally recognizing the outstanding contributions of Rotarians in the district (RIB 15.090.)

The governor or assistant governor should review the status of the Club Leadership Plan during the official visit. To maximize the impact of the governor's presence, visits should coincide with events such as charter nights, induction ceremonies, new member orientation programs, citation or award presentations, special programs, Rotary Foundation events, or intercity meetings. Multiclub or intercity meetings should emphasize strong attendance from all participating clubs, not just the host club. (RCP 17.030.4.)

### **Planning Guide for Effective Rotary Clubs**

The *Planning Guide for Effective Rotary Clubs* is a tool to help clubs assess their current state and establish goals for the coming year. It is based on the Club Leadership Plan. Club presidents-elect should provide a completed copy to their assistant governor by 1 July. Assistant governors and governors can use the planning guide to monitor club achievements during the year.

### **Memo of Club Visit**

The *Memo of Club Visit* form is a compilation of information completed by the assistant governor and the district governor detailing the effective functioning of each Rotary club in their district. Governors must submit their report form to their designated RI Club and District Support representative by 1 June of their year of service.

### **District Leadership Plan**

All districts are required to have established a leadership plan in conformity with the District Leadership Plan structure outlined by the Board. (RCP 17.030.1. through 17.030.6.)

The District Leadership Plan has these required components:

- 1) Common terminology such as assistant governor, district trainer, and district committees
- 2) Defined responsibilities and duties for assistant governors, district trainers, and district committee members
- 3) District committees that ensure continuity of leadership within the district
- 4) A clear statement of the duties and responsibilities that the governor cannot delegate
- 5) A defined plan for helping clubs implement a corresponding club leadership plan (RCP 17.030.)

The plan is designed to strengthen Rotary at the district and club levels by making possible faster and more responsive support for clubs, a larger supply of well-trained district leaders, improved participation in Foundation and district-level, and a more challenging role for the governor as an innovative leader. (RCP 17.030.1.)

### *Role of the Assistant Governor*

All governors must appoint assistant governors to serve at the district level and to have the responsibility of assisting the governor with the administration of their assigned clubs.

Assistant governors are district appointees; they are not RI officers. Assistant governors are appointed annually by the sitting governor, with no assistant governor serving more than three one-year terms to provide continuity in the district leadership. It is recommended that no past governor serve as an assistant governor. (RCP 17.030.2.)

Assistant governors must provide the following support to their assigned clubs:

- Meeting with and assisting the incoming presidents before the beginning of the Rotary year to review the Club Leadership Plan, discuss club goals, and review the Planning Guide for Effective Rotary Clubs and Club "Failure to Function" policy (see chapter 1 of this manual)
- Attending each club assembly associated with the governor's official visit
- Visiting each club regularly, preferably monthly with a minimum of one visit each quarter of the Rotary year, and meeting with the club president and other club leadership to discuss the business of the club, resources available to them, and handling of club funds in a businesslike

- manner
- Assisting club leaders in scheduling and planning for the governor's official visit
- Keeping the governor informed of the progress of the clubs, suggesting ways to enhance Rotary development, and addressing problems
- Encouraging clubs to follow through on the governor's requests and recommendations
- Coordinating club-level training with the appropriate district committee
- Promoting the district's leadership plan and the Club Leadership Plan
- Advising the incoming governor on district committee selections
- Attending and promoting attendance at the district conference and other district meetings
- Participating in district activities and events, as necessary
- Attending club meetings, assemblies, or events, as invited
- Participating in the district team training seminar
- Attending the presidents-elect training seminar and the district assembly

Districts are responsible for determining any financial support provided to assistant governors in performing their duties and responsibilities. Governors are eligible to receive limited funding from RI for the purpose of training and supporting assistant governors. (RCP 17.030.2.)

#### *Criteria for Selecting Assistant Governors*

Minimum criteria in selecting assistant governors include:

- Membership, other than honorary, in good standing in a club in the district for at least three years
- Service as a club president for a full term
- Willingness and ability to accept the responsibilities of assistant governor
- Demonstrated outstanding performance at the district level
- Potential for future leadership in the district (RCP 17.030.2.)

For more information on the role and responsibilities of the assistant governor, see the Assistant Governor's Training Manual (244-EN).

#### **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 ongoing administrative functions, as follows:

- Training
- Membership development

- Extension
- Finance
- Ongoing district-level programs (e.g., Youth Exchange, Rotaract)
- Public relations
- District conference
- The Rotary Foundation
- RI Convention promotion

Information on the specific purpose, duties and responsibilities, additional qualifications, and additional training requirements for these committees can be found in Rotary Code of Policies section 17.030.3. and article 21.

Additional district committees are appointed only when they serve a specific function identified by the governor and the district leadership team. (RCP 17.030.3.)

The governor-elect, governor, and immediate past district governor should work together to ensure continuity of leadership and succession planning. The governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings before the start of the year in office. (RCP 17.030.1.)

#### *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 chair be a past governor, a past assistant governor, or an effective past district committee member. (RCP 17.030.3.)

#### *Training Requirements*

District committee chairs and members attend the district team training seminar and other district meetings as appropriate. (RCP 17.030.3.)

#### *Relation to RI, The Rotary Foundation, and Presidential Appointees*

District committees should work with relevant RI and Rotary Foundation committees or resource groups, as well as Rotarians appointed by the RI president or trustee chair, to facilitate action at the district or club level related to specific RI or Rotary Foundation programs or activities. (RCP 17.030.3.)

#### *Reporting Requirements*

District committees must regularly report the status of their activities to the governor. They must also report successful activities to RI for possible inclusion in RI publications, including [www.rotary.org](http://www.rotary.org). (RCP 17.030.3.)

For more information on the role and responsibilities of district committees, see the District Committee Manual (249-EN) and other publications relating

to the specific focus of the committee. For additional information on the District Leadership Plan, see Rotary Code of Policies section 17.030.1.

### **Training Committee**

The governor, based on the recommendation of the governor-elect, should appoint a district trainer annually to chair the district's training committee. As chair of the training committee, the district trainer assigns responsibility for training meetings and functions as necessary. The committee is responsible for supporting the governor and governor-elect in training club and district leaders. (RCP 17.030.3.)

If the district is part of a multidistrict PETS, the governor-elect, in accordance with the policies and procedures of that multidistrict PETS, selects an individual to develop and conduct training at PETS. This individual should be a member of the committee. (RCP 17.030.3.)

#### *Qualifications*

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

#### *Duties and Responsibilities*

The committee must have a clear understanding that they are responsible to the convener of each meeting. The committee should

- 1) Work with the governor-elect on training needs in the district for the current Rotary year related to
  - a) PETS
  - b) District assembly
  - c) District team training seminar (which includes assistant governor training)
- 2) Work with the governor on training needs in the district for the current Rotary year related to
  - a) District leadership seminar
  - b) Rotaract leadership training
  - c) Club-level leadership development training
  - d) Other training events in the district, as appropriate
- 3) Have secondary responsibility for the district Rotary Foundation seminar and the district membership seminar. These meetings are the primary responsibility of other district committees; the training committee may consult on training-related issues.
- 4) Have responsibility, under the direction of the meeting's convener, for one or more of the following aspects:
  - a) Program content (in accordance with Board-recommended curricula)
  - b) Conducting sessions

- c) Identifying speakers and other volunteers
- d) Preparing training leaders
- e) Program evaluation
- f) Logistics

### **Membership Development Committee**

Governors must appoint a district membership development committee to carry out these responsibilities:

- 1) Plan, market, and conduct a district membership seminar in consultation with the governor and district trainer.
- 2) Work with the governor and club leaders to ensure that the district achieves its membership goal.
- 3) Coordinate districtwide membership development activities.
- 4) Encourage clubs to participate in RI or presidential membership development recognition programs.
- 5) Maintain communication with other district committees, such as the extension and public relations committees, to coordinate activities that will aid membership development efforts.
- 6) Make itself known to all clubs, and indicate that members of the committee are available to help them.
- 7) Encourage clubs to develop and implement an effective membership recruitment plan.
- 8) Assist club membership development chairs in carrying out their responsibilities.
- 9) Visit clubs to speak about successful membership development activities and share information on successful activities.
- 10) Ensure that each club committee has a copy of the Membership Development Resource Guide (417-EN). (RCP 17.030.3.)

### **Minimum Number of Members**

Governors shall identify which clubs in the district are failing to function and will make appropriate arrangements to strengthen these clubs so they are able to fulfill the minimum standards for all clubs established by the Board. Governors must report to the general secretary by 1 June on the Memo of Club Visit form any clubs that are failing to function. (RCP 2.010.1.)

Rotary clubs must pay RI per capita dues for a minimum of 10 members. (RIB 17.030.1.)

### **District Incorporation**

A district may seek the approval of the Board to incorporate. At least two-thirds of the clubs in the district must approve the proposal to incorporate in a vote at a district conference or in a ballot-by-mail. In either process, each club is entitled to one vote.

When a district is incorporated, the corporation and the former unincorporated district become one entity. The incorporated district possesses all of the powers, rights, and privileges, and must perform all of the obligations and requirements, of a district under the constitution, bylaws, and policies of RI.

The corporate documents of an incorporated district must be consistent with the RI constitution, bylaws, and policies, as far as local laws permit. If any amendment to these RI documents or policies causes a district's corporate documents to be inconsistent, the district must immediately amend its corporate documents to restore consistency. District corporations must act in accordance with RI's constitution, bylaws, and policies and may not take any action inconsistent with them.

A district must immediately notify the general secretary if a provision of the laws of the local jurisdiction precludes the incorporated district from taking any necessary action or requires the incorporated district to take any action prohibited under RI's constitution, bylaws, or policies.

The district must submit to the general secretary on behalf of the Board the corporate documents required to be submitted to the local jurisdiction in order to incorporate. Upon completion of the incorporation process, subsequent amendments to these corporate documents need not be submitted to the Board for review, but they must be consistent with RI's constitution, bylaws, and policies.

The district governor is responsible for supervising the incorporation process. The structure of the incorporated district must further the District Leadership Plan.

The corporate documents of each incorporated district must include provisions assuring compliance with the following requirements:

- 1) The name of the incorporated district shall be "Rotary International District (district number), (Inc., LLC, etc.)."
- 2) The corporation shall be a not-for-profit entity, and it shall pay no dividend and no part of its money, property, or other assets shall be distributed to its members, directors, or officers.
- 3) Where any provision of the corporate documents of the incorporated district is not in conformity with the constitution, bylaws, or policies of RI, the terms of the constitution, bylaws, or policies of RI shall prevail at all times.
- 4) All Rotary clubs in the incorporated district shall be members of the incorporated entity.
- 5) The initial membership of the district shall be the Rotary clubs in the district as of the time of the incorporation. The addition or removal of a club or clubs from a district pursuant to the RI bylaws shall immediately and automatically result in a corresponding change in the membership of the district corporation.

- 6) Only Rotary clubs in the district may be members of the incorporated district.
- 7) The district corporation shall immediately and automatically cease operations and begin dissolution upon directive of the RI Board or upon the approval of two-thirds of the clubs in a vote at the district conference or in a ballot-by-mail. The district governor shall provide the Board notice of a decision by the district to dissolve the corporation, and shall provide a final report upon the completion of the dissolution process.
- 8) The board of directors and officers of the district corporation shall be limited to Rotarians who are members of clubs in the district.
- 9) The directors of the district corporation shall include the current district governor, the district governor-elect, and the most recent past district governor who served in that district, and such other Rotarians, if any, as may be determined by the district. The number and terms of the directors shall be as required by local law and as provided for by the incorporated district's corporate documents.
- 10) The current district governor shall be the highest officer of the incorporated district and shall serve as chairman of the board of directors. The district may elect such other officers as required by local law and as provided for in its corporate documents.
- 11) The governor shall report annually to the clubs on the status of the district incorporation.

A district with clubs in more than one jurisdiction may incorporate in any of the jurisdictions and take such further steps to register in the other jurisdiction(s) as appropriate.

No district with clubs in more than one jurisdiction may incorporate in a jurisdiction that would favor one club or Rotarian over another, or would place any limitations on the ability of any club or Rotarian to exercise all of the rights and privileges afforded them under RI's constitution, bylaws, and policies. (RCP 17.020.3.)

An incorporated district may seek special beneficial tax exemption and status within its local jurisdiction. However, districts incorporated in the United States must use Rotary International's 501(c)(4) group tax exemption. (RCP 17.020.4.)

A governor must immediately notify the Board of any dissolution or other change in the status of the district corporation. (RCP 17.020.5.)

The Board may allow variations from the requirements of this policy for good cause. (RCP 17.020.6.)

## **EXTENSION TO NON-ROTARY COUNTRIES AND GEOGRAPHICAL AREAS**

A non-Rotary country or geographical area is any location that the Board has not formally opened for extension. (RCP 18.020.)

Rotarians interested in extension should contact the RI Extension Committee to offer their assistance. Rotarians interested in Rotary growth in an area that is districted and open for extension should contact the district governor. (RCP 18.030.)

The Extension Committee coordinates all RI official contact with government officials in non-Rotary countries and geographical areas. The Board may open a location to Rotary if the following criteria have been met:

- 1) The organization of Rotary clubs has required approval from its government.
- 2) The club is able to function freely as a nonpolitical entity of an international organization.
- 3) The location has a sufficient number of interested business and professional people and community leaders to sustain a Rotary club.
- 4) The club is able to meet regularly as required by the Standard Rotary Club Constitution.
- 5) The club is able to meet the financial obligations prescribed by the RI Bylaws without outside assistance.
- 6) The club is able to sustain and increase membership, implement successful service projects, support The Rotary Foundation, and develop leaders capable of serving beyond the club level.
- 7) The club is able to promote the fellowship of Rotary with nearby clubs.
- 8) The governor agrees to include the non-Rotary country or geographical area in the district. (RCP 18.020.)

Extension to isolated places is undertaken only when the community requests it and a district in the geographic vicinity has been identified to assist in the new club's formation. (RCP 18.020.1.) All clubs shall be part of a district, either within an existing district or a new district. (RCP 18.040.)

## **ORGANIZING NEW CLUBS**

Each governor, under the general supervision of the RI Board, is charged with the particular duty of supervising the organization of new clubs within the district. Governors should consult Organizing New Clubs (808-EN) for the specific procedures for creating a new Rotary club.

### *Prospective Localities for New Clubs*

Clubs shall be formed where the membership can be principally composed of business or professional persons who are preferably indigenous to the locality or who represent the permanent and established residential, business, or

professional life of the community concerned. (RCP 18.050.1.)

The minimum number of charter members for a new club is 20. (RCP 18.050.5.) Where a certain locality can reasonably be expected to maintain a successful club, a new club should be organized as soon as possible. It is the duty of Rotarians to create the desire for Rotary in a locality. In extending Rotary, Rotarians are seeking to give — not to get. However, the organization of clubs shall not be undertaken in isolated localities until definite requests for clubs are received from persons in the community and a district in the vicinity has been identified to assist in the new club's formation. (RCP 18.020.1.)

### *Surveys*

The governor should request a survey of each locality without a club to determine whether it is possible to organize a club which will succeed. If a club is not organized during the year, the survey should be referred to the succeeding governor. The governor must conduct and approve an extension survey before organization work is undertaken.

The governor or assistant governor should visit prospective localities to determine whether the locality can support a new club. This is especially the case for localities with fewer than 5,000 inhabitants. Before any potential members are recruited, the governor must file with the general secretary a duly completed and signed Organization of New Club Survey and a New Club Sponsor Form (if applicable), confirming sponsorship by an existing club. (RCP 18.050.2.)

### *Club Locality*

Each club is organized and exists in a locality (see chapter 1 for more information).

### *Special Representatives*

The governor should appoint a well-informed Rotarian, usually from the sponsor club, as the governor's special representative for organizing the new club. (RCP 18.030.3.)

The representative of the governor should be a person thoroughly imbued with the ideals of Rotary; one who has the ability to explain those ideals and to communicate enthusiasm for Rotary. The special representative also should have a thorough working knowledge of the organization and functions of a club and should be able to give the time necessary to render this service. The special representative has the authority to represent the governor in all the details leading up to the organization of the club and is sometimes called upon to represent the governor at the final organization meeting. If possible, the governor should present the charter personally.

The outgoing governor is expected to provide the governor-elect with a list of the special representatives appointed by the outgoing governor.

### *Sponsor Clubs*

The home club of the special representative traditionally serves as the sponsor of the new club and has these responsibilities:

- Assisting the special representative in planning and achieving the successful organization of the new club
- Helping with the early programs of the new club
- Guiding the new club in its development as a unit of the Rotary movement

The sponsor club must have at least 20 members and carry out a well-rounded program of Rotary service. (RCP 18.050.7.) To provide proper support and guidance and assist in its long-term viability, sponsor clubs should assist new clubs for a minimum of one year after admission to membership in RI.

### *Provisional Club*

The governor designates an organizing group of volunteers as a “provisional club” after it meets weekly and has elected club officers who will subscribe to the Standard Rotary Club Constitution. This designation entitles the provisional club to issue make-ups to visiting Rotarians.

### *Weekly Meetings*

The provisional club must provide for regular weekly meetings in accordance with the Standard Rotary Club Constitution. All representatives of RI organizing clubs or supervising such organizing should be advised that no club will be admitted to membership in RI unless it agrees to meet weekly. (RCP 18.050.10.)

### *Club Name*

A club name identifies the club with its locality and the community it serves. The name should be easily identifiable on a map of the area, so that someone unfamiliar with the area can determine the club’s general location. In a locality with more than one club, additional clubs shall use the locality’s name plus some other designation to distinguish it from the other club(s). The general secretary determines if a name is appropriate and has the authority to reject any proposed name for a new club or proposed change of name for an existing club that is apt to cause dissension with any neighboring club or that may be confusing. The general secretary shall inform the president of such action. (RCP 3.010., 18.050.3.)

### *Charter Membership*

A satisfactory list of at least 20 charter members must be submitted to the RI Board. (RCP 18.050.5.) Governors are encouraged to promote dual-gender membership in all clubs. All clubs should accurately reflect the business,

professional, and community leader population of their communities.

This list, submitted as part of the club’s application for membership, is considered the club’s complete charter membership list. Pending the action of the RI Board on an application, no other charter members may be elected to membership in the club.

### *Fees and Dues*

Club members must have the means to pay dues without external assistance. (RCP 18.050.11.)

### *Admission Fee*

An admission fee in an amount to be determined from time to time by the RI Board shall accompany a provisional club’s application for membership in RI. (RIB 2.010.) At present, it is US\$15 per charter member. (RCP 18.050.12.)

### *Club Charter*

A charter signed by the president and the district governor is issued to each club from RI World Headquarters when the club is admitted to membership in RI. (RCP 18.050.9.) This charter should be carefully preserved. If possible, it should be framed and hung in a conspicuous place in the club’s headquarters, meeting place, or secretary’s office. On the date a club is admitted to membership by the RI Board, it becomes an official club in RI, irrespective of the date on which the charter is delivered to the club.

### *Programs for New Clubs*

The governor or other organizer of a club is responsible for providing as far as possible the programs for the first 8-10 weekly meetings of the newly organized club. This in no way relieves the sponsor club from its ongoing obligation of looking after the younger club. This applies particularly to clubs in countries in which Rotary is in the process of being established.

### *Admission to Membership in RI*

The governor (or special representative, if the governor is not present at the organization meeting) must ensure that the application documents are completed properly. If a provisional club seeking a charter submits an inaccurate membership list, the general secretary notifies the district governor that the charter will not be released until all names on the list have been verified and that all future new club applications from the district during the Rotary year will be scrutinized. Submission of an inaccurate membership list may make the governor ineligible for any RI assignment for three years after the governor’s term ends. (RCP 18.050.15.)

RI notifies the governor once a club is admitted to membership in RI. The governor, in turn, should notify the club. Charters issued to clubs are printed

in English, the official language of RI. (RCP 18.050.8, 48.010.) The governor or the special representative will present the charter at a meeting celebrating the occasion. Charters for clubs in Great Britain and Ireland are sent to RIBI for the RIBI president and secretary to sign and deliver to the clubs.

The procedure of assigning charter numbers to clubs as they were admitted to membership in RI was discontinued effective 1 July 1951. Numbers for new clubs are now assigned randomly and used for administrative and accounting purposes only.

#### *Additional Clubs in Large Cities*

Governors are to encourage the organization of additional clubs in large cities wherever the possibility of permanently maintaining a successful club of at least 20 members under Rotary's classification principle exists.

### **RI Membership Development and Extension Award**

The RI Board has established the annual RI Membership Development and Extension Award, which includes incentives for membership growth in existing clubs, retention of current club members, and the establishment of new clubs. (RCP 44.060.) See chapter 4 for more information.

## **FINANCES**

### **Governor's Expenses**

#### *Basic Expenses Reimbursed by RI*

At the beginning of each term of office, the governor is provided with an allocation to reimburse reasonable and necessary expenses associated with carrying out the governor's duties and responsibilities within the district, including those mandated duties performed during the term as governor-elect and in accordance with the RI constitutional documents and established policies. (RCP 68.030.1.)

Reimbursements to governors are disbursed in local currency directly to the governors or, with the approval of the governor, to the district fund and are subject to random audit. (RCP 68.030.4.)

The estimates for traveling expenses are based on the number of clubs in the district, the distances to be traveled, and the traveling costs in the district. RI pays only the personal expenses of the governor for traveling within the district, with the exception of expenses associated with travel as governor-elect to the International Assembly. The governor may not exceed the allocation provided unless approved in advance by the RI Board. (RCP 68.030.3.)

Separately from the governor's estimated allocation, RI also will reimburse governors for organizing new clubs and presenting their charters. This

reimbursement will be up to 50 percent of the new club admission fee paid by the new Rotary club. (RCP 18.030.2.)

Governors are also eligible to receive limited funding from RI, up to 10 percent of the governor's allocation, for training and supporting assistant governors. (RCP 68.030.8.)

The RI Board recognizes that in addition to the official activities of RI within the district, special club or district activities or functions may require or encourage the participation of the governor. However, it has been a long-standing policy of RI that the expenses associated with these additional activities, including those incurred by the governor, are the responsibility of the governor, club, or district itself.

To receive reimbursement, RI requires the governor to provide expense documentation. Governors may be asked for additional expense report documentation as mandated by local legal requirements/statutory audit requirements. In Great Britain and Ireland, the expenses incurred by governors in the performance of their duties are paid by the territorial unit, RIBI, from funds allocated to and retained by RIBI from per capita dues paid to RI by its member clubs in Great Britain and Ireland.

#### *Additional Expenses Reimbursed from the District Fund*

Districts are urged to financially support (in addition to expenses that may be covered by RI) the governor and governor-elect in performing the responsibilities of their offices, as required by the district for district activities. (RCP 17.060.2.)

### **Establishing a District Fund**

Districts have the option of establishing a district fund for the administration and development of Rotary. (RIB 15.060.) Any district that chooses to do so must ensure that

- 1) Per capita levy approval is sought at the district assembly or the district presidents-elect training seminar or at the district conference following presentation of a budget
- 2) Funds are not under the control of a single individual
- 3) An annual statement of income and expenditure is presented to the next district conference as well as to the clubs (RCP 17.060.)

#### *Operation of a District Fund*

A district finance committee must safeguard the assets of the district fund by reviewing and studying the amount of the per capita levy and necessary expenses of district administration, and prepare an annual report on the status of the district's finances for the district assembly. Cooperating with the governor, this committee prepares a budget of district expenditures that will be submitted to the clubs at least four weeks before the district assembly

and approved at a meeting of the incoming club presidents at the district assembly. (RCP 17.060.)

The amount of any per capita levy on clubs for a district fund should be decided by the district assembly or the district presidents-elect training seminar, after the approval of three-fourths of the incoming presidents present; or by the district conference by a majority of the electors present and voting. Where a president-elect is excused from attending the district assembly or the district presidents-elect training seminar in accordance with article 10, section 5 of the Standard Rotary Club Constitution, the designated representative of the president-elect is entitled to vote in place of the president-elect. (RIB 15.060.2.)

All clubs in the district must pay the per capita levy. Once the RI Board receives certification from the governor that a club has failed to pay the levy for more than six months, it may suspend RI services to the club while the levy remains unpaid (RCP 17.060.1.), provided that the district fund has been operated as herein provided. (RIB 15.060.3.) Any club that fails to pay its approved contributions to the district fund may have its membership in RI suspended or terminated by the RI Board. (RIB 3.030.1.)

The district treasurer serves as an ex officio member of the committee and keeps proper records of income and expenditure of the fund. The funds must be held in a bank account in the name of the district and drawn upon by the governor jointly with another member of the finance committee, preferably the treasurer. The governor must supply an annual statement and report of the district finances that has been independently reviewed by either a qualified accountant or the district audit committee (as described in RIB 15.060.4.), together with a report of the district finance committee, to each club in the district within three months of completion of the governor's year of service. This annual statement and report shall include but not be limited to the following details:

- 1) All sources of the district's funds (RI, The Rotary Foundation, district, and club)
- 2) All funds received by or on behalf of the district from fundraising activities
- 3) Grants received from The Rotary Foundation or Rotary Foundation funds designated by the district for use
- 4) All financial transactions of district committees
- 5) All financial transactions of the governor by or on behalf of the district
- 6) All expenditures of the district's funds
- 7) All funds received by the governor from RI

The annual statement and report must be presented for discussion and adoption at the next district meeting to which all clubs are entitled to send a representative and for which 30 days notice has been given that the

statement and report of district finances will be presented for discussion and adoption. If no such district meeting is held, the statement and report shall be presented for discussion and adoption at the next district conference. (RIB 15.060.4.)

The district (by majority of votes at the district conference or through ballotby- mail) may implement the operation of the district fund in another manner, provided it meets the requirements noted above for establishing a district fund. In the absence of any decision of the district, the manner of operation of the district fund as mentioned above will apply. (RCP 17.060.)

Where funds are raised for a specific purpose, such as a joint district Youth Exchange, a budget of expenditure must be prepared and submitted to the governor and the finance committee for approval. This will be included in the statement submitted to the district assembly or conference by the finance committee. It may be advisable to maintain a separate bank account for such funds and have the chair of the joint Youth Exchange committee, or such other committee as may be involved, as one of the signatories. (RCP 17.060.)

### **Insurance**

General liability insurance for clubs and districts in the United States and its territories and possessions is provided through RI. (RCP 71.080.2.) Districts in the United States are encouraged to purchase directors and officers liability insurance.

### **MEETINGS**

To prepare incoming leaders for their responsibilities, the RI Board has approved the following sequence of training events:

- Governors-elect training seminar (GETS)
- International Assembly
- Working with clubs under the Club Leadership Plan
- Resources
- Annual and long-range planning
- Communication

The RI Board also encourages continuing education opportunities and has approved the following district-level seminars:

- District leadership seminar
- District membership seminar
- District Rotary Foundation seminar
- Leadership development program (may be a club or district activity)

In addition, the district conference is an informational and inspirational meeting for all Rotarians.

## **Governors-elect Training Seminar (GETS)**

This two-day training program for governors-elect is held in conjunction with Rotary institutes.

### *Topics*

- Role and responsibilities
- Organizational structure for the district
- Membership development
- Developing effective leaders
- The Rotary Foundation
- Administration requirements of RI (role of the Secretariat)
- International Assembly preview

For the following Rotary Foundation topics, a minimum training time of three hours is recommended:

- 1) Rotary Foundation basics (including the SHARE system)
- 2) Rotary Foundation programs
- 3) Fund development (RCP 19.040.3.)

More information can be found in Rotary Code of Policies section 19.040.

## **International Assembly**

The International Assembly is a mandatory six-day training meeting for governors-elect. Topics include successful service projects, membership, The Rotary Foundation, administration requirements of RI, and the presentation of the RI theme and the president's emphases. (RCP 58)

## **District Team Training Seminar**

### *Purpose*

The purpose of this one-day meeting, held in February, is to

- Prepare incoming assistant governors and incoming district committee members and chairs for their year in office
- Give district governors-elect the opportunity to motivate and build their district leadership team to support clubs (RCP 23.040.1., 23.040.4.)

### *Topics*

- RI theme
- District administration
- Roles and responsibilities
- Working with clubs under the Club Leadership Plan
- Resources
- Annual and long-range planning
- Communication

### *Participants*

Participants in the district team training seminar shall include Rotarians appointed by the governor-elect to serve as assistant governors and as district committee members in the next Rotary year. (RCP 23.040.2.)

RI provides a standard curriculum including facilitators' guides, visual aids, and participants' manuals to support the district team training seminar. Refer to the District Team Training Seminar Leaders' Guide (247-EN), Assistant Governor's Training Manual (244-EN), and District Committee Manual (249-EN) for more information.

## **Presidents-elect Training Seminar (PETS)**

### *Purpose*

The purpose of this one-and-a-half-day seminar, held in March, is to prepare incoming club presidents for their role. (RIB 15.030.)

### *Topics*

- RI theme
- Role and responsibilities
- Goal setting
- Selecting and preparing club leaders
- Club administration
- Membership
- Service projects
- The Rotary Foundation
- Public relations
- Resources
- Annual and long-range planning (RCP 23.020.3.)

### *Participants*

PETS participants 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 or the district. (RCP 23.020.4.)

Assistant governors promote attendance among the presidents-elect to whose clubs they are assigned and team building among the presidents-elect, governors-elect, and themselves. (RCP 23.020.4.)

### *Multidistrict PETS*

At multidistrict PETS, at least three hours of the program must be allocated to meetings between governors-elect, incoming club presidents, and assistant governors. The governors-elect are responsible for developing and approving

the final program and selecting the training leaders and plenary speakers, as well as submitting to the RI president a letter indicating approval of the multidistrict PETS program and demonstrating fulfillment of the above conditions no later than four months before the seminar. See Rotary Code of Policies section 23.020.7. for more information.

RI provides a standard curriculum including leaders' guides, visual aids, and participants' manuals to support the PETS. Refer to the Presidents-elect Training Seminar Leaders' Guide (243-EN) and the Club President's Manual (222-EN) for more information.

## **District Assembly**

### *Purpose*

The purpose of this one-day seminar, held in April or May, is to prepare incoming Rotary club leaders for their roles. (RIB 15.020.)

### *Topics*

- RI theme
- Roles and responsibilities
- Policies and procedures
- Selecting and training your team
- Developing annual and long-range plans
- Resources
- Case study exercise
- Team-building exercise
- Problem solving (RCP 23.010.3.)

### *Participants*

The participants in the district assembly are 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. (RCP 23.010.2.)

### *Scheduling*

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

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

service projects, and The Rotary Foundation standing committees) for more information.

## **District Leadership Seminar**

### *Purpose*

The purpose of this full-day seminar, held immediately before or after the district conference, 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 23.030.)

### *Topics*

- Leadership and motivational skills
- Building an international service project
- Planning a district meeting
- Program electives
- Leadership opportunities

### *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 23.030.2.)

RI provides a facilitators' guide with visual aids to support the district leadership seminar. Refer to the District Leadership Seminar Leaders' Guide (248-EN) for more information.

## **District Membership Seminar**

### *Purpose*

The purpose of this half- or one-day seminar, preferably held after the district assembly, is to develop club and district leaders who have the necessary skills, knowledge, and motivation to support the clubs in the district to sustain or increase the membership base. (RCP 23.050.)

### *Topics*

- Overview of the importance of membership
- Retention
- Recruitment
- Organizing new clubs
- Roles and responsibilities
- Resources: Where they are and how to use them (RCP 23.050.3.)

### *Participants*

The participants in the district membership seminar include club presidents, club-level membership committee members, district membership development committee members, district extension committee members, assistant governors, and other interested Rotarians. (RCP 23.050.2.)

RI provides a facilitators' guide with visual aids to support the district membership seminar. Refer to the District Membership Seminar Leaders' Guide (242-EN) for more information.

### **District Rotary Foundation Seminar**

#### *Purpose*

The purpose of this seminar is to educate Rotarians about Foundation programs and motivate them to be strong participants and advocates of the Foundation. The seminar is the primary means of increasing awareness of The Rotary Foundation at the club level. The seminar is conducted by the district Rotary Foundation committee and can be supported by the regional Rotary Foundation coordinator.

Specifically, a district Rotary Foundation seminar provides the opportunity to

- Motivate Rotarians to support and participate in Foundation programs
- Outline basic Foundation programs and policies
- Update Rotarians on changes in Foundation programs or policies and outline goals for the upcoming year
- Recognize individuals and clubs in the district for outstanding contributions to the Foundation
- Answer questions about Foundation programs and activities

#### *Topics*

- Foundation programs
- Foundation goal setting
- Every Rotarian, Every Year
- District and club organization: The Rotary Foundation committee
- Understanding the SHARE system
- Basic elements of fundraising
- Reaching every Rotarian with the Foundation's message
- Achieving Foundation goals
- Using the District Designated Fund (DDF)
- Rotary Foundation Month activities
- Keeping Foundation alumni involved in Rotary

#### *Participants*

Club presidents, club Foundation committee members, district governors, governors-elect, and assistant governors are the seminar's target audience, although the district's entire membership is encouraged to attend.

Refer to the District Rotary Foundation Seminar Manual (438-EN) for more information.

### **District Conference**

A conference of Rotarians is held annually in each district at a time and place agreed to by the governor and the presidents of the majority of the clubs in the district. The dates of the conference must not conflict with the Rotary institute, district assembly, International Assembly, or RI Convention. (RIB 15.040.1.; RCP 22.010.5.) The RI Board encourages districts to hold district conferences in the first half of the Rotary year.

#### *Purpose*

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

A conference may endorse or propose legislation for the Council on Legislation and also may elect its representative to a Council on Legislation. See chapter 10 for information about the Council on Legislation.

### **Holding Conferences Conjointly**

The RI Board may authorize two or more districts to hold their conferences conjointly. (RIB 15.040.1.) This is encouraged, provided that the district conferences are not held conjointly two years in a row. (RCP 22.040.1.)

#### *Location*

Districts are encouraged to hold the district conference at a location that encourages maximum participation and limits undue financial burden. (RCP 22.010.1.; RIB 15.040.1.)

#### *Requirements*

The district conference must

- 1) Provide the RI president's representative an opportunity to make two primary addresses to the conference (including a major address of 20-25 minutes at the conference session with the maximum attendance, including spouses) and remarks of appreciation to the host district at

- the conclusion of the conference
- 2) Discuss and adopt the audited financial statement from the previous Rotary year
  - 3) Elect the district's representative to the Council on Legislation during the Rotary year two years before the Council on Legislation, unless the district has opted to select its representative by nominating committee procedure
  - 4) Approve the district levy, if not approved previously at the district assembly or the presidents-elect training seminar
  - 5) Elect the member of the nominating committee for the RI Board of Directors, as appropriate (RCP 22.020.1.)

### *Recommendations*

The district conference should

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

### *President's Representative*

A representative of the president is assigned to attend each district conference. RI pays personal travel expenses of the president's representative and spouse; the district conference is expected to assume the hotel and other conference expenses during their attendance at the conference. The president usually advises the governor on the treatment the representative should receive. The number, times, and types of the representative's program participation are prescribed in Rotary Code of Policies section 22.030.2. Governors are expected to carefully observe these guidelines.

Recognizing that the governor plans, promotes, and presides at all official district meetings, it is worthy of special notice that the president's representative at the district conference is accorded the same position of precedence as the president (see "RI Protocol," chapter 3).

If possible, the president's representative should visit Rotary clubs and Rotary service projects before or after the district conference.

For more district conference information, see the District Conference Manual (800-EN).

## **MISCELLANEOUS**

### **District Publications**

Rotary district publications exist to advance the Object of Rotary in all its aspects. A Rotary district publication must meet the following criteria:

- 1) The publication serves one district.
- 2) The governor must directly supervise all aspects of the publication.
- 3) The governor, together with any Rotarian appointed to act as editor, must ensure that the publication's editorial content is in harmony with RI policy.
- 4) In addition to local or district news, the publication must carry information about RI and any information or specific text requested by the president. (RCP 17.070.1.)

Districts are urged to maintain Web sites that include, where feasible, a link to [www.rotary.org](http://www.rotary.org). (RIB 21)

### **Telemarketing**

See chapter 1 for information about telemarketing.

### **Past Governors**

Each district must organize an advisory council of past governors, composed of all past governors who are members of Rotary clubs within the district. Governors are urged to call an annual meeting of the council after the

International Assembly to allow the governor-elect to inform the current and past governors of the issues debated and presented. This meeting should be held no more than one month after the International Assembly.

The authority and responsibility of the governor shall in no way be impaired or impeded by the advice or actions of the past governors. (RCP 19.080.2.)

Governors are urged to consider the council's assistance in extension efforts, informing incoming governors, promoting the convention, providing Rotary information, and supporting weaker clubs, serving when invited by the club president and the governor as ad hoc members of the club board of directors. (RCP 19.080.1.)

## **6.2 RECOMMENDED CLUB BYLAWS**

### **\*Bylaws of the Rotary Club of-**

\_\_\_\_\_ (\*These bylaws are recommended only and may be changed by any Rotary club to meet its own conditions, provided such changes are not out of harmony with the club constitution and with the constitution and bylaws of Rotary International. If any doubt exists, the proposed changes should be submitted to the general secretary for the consideration of the board of directors of RI.)

### **Article I Election of Directors and Officers**

**Section 1** – At a regular meeting one month prior to the meeting for election of officers, the president officer shall ask for nominations by members of the club for president, vice-president, secretary, treasurer and \_\_\_\_\_ members of the board of directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to have a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The \_\_\_\_\_ candidates for director receiving a majority of the votes shall be declared elected as directors. The president elected in such balloting shall serve as a member of the board as president-elect for the year commencing on the first day of July immediately following the election, and shall assume office as president on the first day of July immediately following the year of service on the board as president-elect.

**Section 2** – The officers and directors so elected together with the immediate past president shall constitute the board of directors. Within one week after their election, the board of directors-elect shall meet and elect some members of the club to act as sergeant-at-arms.

**Section 3** – A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

### **Article II Board of Directors**

The governing body of this club shall be the board of directors consisting of \_\_\_\_\_ members of this club, namely, \_\_\_\_\_ directors elected in accordance with article I, section 1, of this bylaws, the president, vice-president, president-elect, secretary, treasurer, and the immediate past president.

### **Article III Duties of Officers**

**Section 1** – *President*. It shall be the duty of the president to preside at meetings of the club and the board and to perform such other duties as ordinarily pertain to the office of the president.

**Section 2** – *President-elect*. It shall be the duty of the president-elect to serve as a member of the board of directors of the club and to perform such other duties as may be prescribed by the president or the board.

**Section 3** – *Vice - President*. It shall be the duty of the vice-president to preside at meetings of the club and board in the absence of the president and to perform such other duties as ordinarily pertain to the office of the vice-president.

**Section 4** – *Secretary*. It shall be the duty of the secretary to keep record of membership, record the attendance at meetings, sent out notices of the meetings of the club, make the required reports to RI, including the semiannual reports of membership, which shall be made to the general secretary of RI on 1 January and 1 July of each year, and including prorated reports to the general secretary on 1 October and 1 April of each active, senior active and past service member who has been elected to membership in the club since the start of the July or January semiannual reporting period, the report of changes in membership, which shall be made to the general secretary of RI, the monthly report of attendance, at the club meetings, which shall be made to the district governor immediately following the last meeting of the month, collect and remit to RI subscriptions to THE ROTARIAN, and perform such other duties as usually pertain to the office of the secretary.

**Section 5 – Treasurer.** It shall be the duty of the treasurer to have the custody of all funds, accounting for the same to the club annually and at any other time upon demand by the board and to perform such other duties as pertain to the office of the treasurer, Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts or any other club property.

**Section 6 – Sergeant-at-Arms.** The duties of the Sergeant-at-arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the president or the board.

#### **Article IV Meetings**

**Section 1 – Annual Meeting.** An annual meeting of this club shall be held on the \_\_\_\_\_ in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

(Note: Article V, Section 2 of the standard Rotary club constitution provides that “an annual meeting for the election of officers shall be held not later than 31 December...”)

**Section 2 -** The regular weekly meetings of this club shall be held on \_\_\_\_\_ (day) at \_\_\_\_\_ (time).

Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused by the board of directors of this club, pursuant to Article VII, section 3 of the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member’s being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club.

**Section 3 -** One - third of the membership shall constitute a quorum at the annual and regular meetings of this club, except as provided in subsection 2.020.1 of the RI bylaws.

**Section 4 –** Regular meetings of the board shall be held on \_\_\_\_\_ of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the board, due notice having been given.

**Section 5 –** A majority of the board members shall constitute a quorum of the board.

#### **Article V Fees and Dues**

**Section 1 –** The admission fee shall be \$ \_\_\_\_\_ to be paid before the applicant can qualify as a member.

**Section 2 -** The membership dues shall be \$ \_\_\_\_\_ per annum, payable semiannually on the first day of July and of January, with the understanding that six dollars (US\$6.00) of each semiannual payment be applied to each member’s subscription to THE ROTARIAN magazine.

#### **Article VI Method of Voting**

**Section 1 –** The business of this club shall be transacted by *via voce vote* except of election of officers and directors, which shall be by ballot.

#### **Article VII Committees**

##### **Section 1 -**

- (a) The president shall, subject to the approval of the board, appoint the following standing committees:  
Club Service committee  
Vocational Service committee  
Community Service committee  
International Service committee
- (b) The president shall, subject to the approval of the board, also appoint such committees on particular phases of club service, vocational service, community service and international services as deemed necessary.
- (c) The club service committee, vocational service committee, community service committee, and international service committee shall each consist of a chairman, who shall be named by the president from the membership of the board, and not less than two (2) other members.
- (d) The president shall be *ex-officio* a member of all committees and, as such, shall have all the privileges of membership thereon.
- (e) Each committee shall transact such business as is delegated to it in the bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made to the board and approved by the board.
- (f) The president may appoint one or more committees dealing with various aspects of youth activities, which, depending on their respective responsibilities, may be under any, or all, of the vocational service, community service, or international service committees. Where feasible and practicable in the appointment

of such committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

**Section 2 – Club Service Committee.**

- (a) The chairman of the club service committee shall be responsible for all club service activities and shall supervise and coordinate the work of all committees as appointed on particular phases club service.
- (b) The club service committee shall consist of the chairman of the club service committee and the chairmen of all committees appointed on particular phases of club service.
- (c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of community service:
  - Attendance committee
  - Club Bulletin committee
  - Fellowship committee
  - Magazine committee
  - Members committee
  - Membership Development committee
  - Program committee

Appoint one member each year to the following committees:  
Classification committee  
Rotary Information committee

- (d) The president shall appoint the president-elect or vice-president to oversee and coordinate the work of the classifications, membership, membership development and Rotary information committees.
- (e) Where feasible and applicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members to a two-year term term.
- (f) The classification and Rotary information committees shall each consist of three (3) members, one member of each committee to be appointed each year for a term of three (3) years. The first appointments made under this provision shall be as follows: one member for a term of one year; one member for a term of two (2) years; one member for a term of three (3) years.
- (g) The magazine committee shall, where feasible, include the editor of the club publication and a local newspaper or advertising

member of the club.

**Section 3 - Community Service Committee**

- (a) The chairman of the community service committee shall be responsible for all the community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community services.
- (b) The community service committee shall consists of the chairman of the community service committee and the chairmen of all committees appointed on particular phases of community service.
- (c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of community service:
  - Human development committee
  - Community development committee
  - Environmental protection committee
  - Partners in service committee

**Article VIII Duties of Committees**

**Section 1 – Club Service Committee.** This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to club service. The chairman of the club service committee shall be responsible for regular meetings of the committee and shall report to the board on all club activities.

- (a) *Attendance Committee.* This committee shall devise means for encouraging attendance at all Rotary meetings - including attendance at district conferences, intercity meetings, regional conferences, and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of this club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.
- (b) *Classifications Committee.* This committee shall as early as possible, but no later than 31 August of each year, make a classification survey of the community; shall compile from the survey a roster filled and unfilled classification, applying the

classification principle; shall review, where necessary, existing classification represented in the club; and shall counsel with the board on all classification problems.

- (c) *Club Bulletin Committee.* This committee shall endeavor, through the publishing weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contributor to the Rotary education of all members, and report news of the club, of its members and of the world-wide Rotary programs.
- (d) *Fellowship activities Committee.* This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the board.
- (e) *Magazine Committee.* This committee stimulate reader interest in THE ROTARIAN; sponsor a magazine month; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of magazine in the induction of new members; provide a copy of the magazine for non-Rotarian speakers; secure international service and other special subscription for libraries, hospitals, schools and other reading rooms; send news item and photographs to the editor of the magazine and in other ways make the magazine of service to the club members and non-Rotarians.
- (f) *Membership Committee.* This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the board.
- (g) *Membership Development Committee.* This committee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications.
- (h) *Program Committee.* This committee shall prepare and arrange the programs for the regular and special meetings of the club.
- (i) *Public Relations Committee.* This committee shall devise and carry into effect, plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club.
- (j) *Rotary Information Committee.* This committee shall inform

prospective members about the privileges and responsibilities of Rotary club membership; keep members informed about the history, object, and activities of Rotary at all levels; and oversee the orientation of new members during their first year in the club.

**Section 2 – Vocational Service Committee.** This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chairman of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service.

**Section 3 – Community Service Committee.** This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their community relationships. The chairman of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service.

- (a) *Human Development Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in dealing within the community with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need.
- (b) *Community Development Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in working to make the community a better place to live by improving the physical condition of the community and its facilities.
- (c) *Environmental Service Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in monitoring and improving the quality of the community's environment.
- (d) *Partners in Service Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chairman of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any

committees that may be appointed on particular phases of international service.

**Section 4 – International Service Committee.** This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chairman of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

#### **Article XI Leave of Absence**

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of article VIII, section 2(b) of the standard Rotary club constitution is not computed in the attendance record of the club.)

#### **Article X Finances**

**Section 1 –** The treasurer shall deposit all funds of the club in some bank to be named by the board.

**Section 2 –** All bills shall be paid only by checks signed by the treasurer upon vouchers signed by any two officers. A thorough audit by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

**Section 3 –** Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

**Section 4 –** The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and magazine subscriptions to RI shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

**Section 5 –** At the beginning of each fiscal year the board shall

prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

#### **Article XI Method of Electing Members (For All Kinds of Membership)**

**Section 1 –** The name of a prospective member, proposed by an active, senior active or past service member of the club, shall be submitted to the board in writing, through the club secretary. The proposal for time being shall be submitted be kept confidential except as otherwise provided in this procedure.

**Section 2 –** The board shall ensure that the proposal meets all the classification and membership requirements of the club constitution.

**Section 3 –** The board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer, through the club secretary, of its decision.

**Section 4 –** If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification (if active membership) to be published to the club.

**Section 5 –** If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership.

If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected membership.

**Section 6 –** Following the election, the president shall arrange for the induction of the new member; the club secretary shall issue a membership card and shall report to the new member to RI; and the Rotary information

committee shall provide appropriate literature for presentation at the induction and assign a member to assist the assimilation of the new member.

#### **Article XII Resolutions**

No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the board. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

#### **Article XIII Order of Business**

Meeting called to order.  
Introduction of visiting Rotarians.  
Correspondence and announcements.  
Committee reports if any.  
Any unfinished business.  
Any new business.  
Address or other program features.  
Adjournment.

#### **Article XIV Amendments**

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that the notice of such proposed amendment shall have been mailed to each member at least ten days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the club constitution and with the constitution and bylaws of RI.

### **PART 7.0. THE 2008 DISTRICT POLICY MANUAL REVIEW COMMITTEE**

#### **PP JOE ALEJANDRO**

Rotary Club of Makati  
Chairman  
Protocol, Credentials, Resolutions  
G/f, MRCFI Building, Camia St., Guadalupe Viejo, Makati City  
**Tel. No.** 8997863 to 65; **Fax No.** 8990739  
**Cellphone No.** 09273900890  
**Email:** [rcmakati@pldtdsl.net](mailto:rcmakati@pldtdsl.net)

#### **PP SID GARCIA**

Rotary Club of Makati  
Co-Chair & Adviser  
Trinity Insurance Consultants, Inc.  
5/F Philcox Bldg., 172 Salcedo St. Legapi Village Makati City  
**Tel. No.** 8923774/ 8101653 to 60; **Fax No.** 8925131  
**Cellphone No.** 09209624533  
**Email:** [sidgarcia@trinity-insures.com](mailto:sidgarcia@trinity-insures.com)

#### **PDG JIMMY CURA**

Rotary Club of Rizal West  
Member  
RGV Building, 5470 Osmeña Hihgway Makati City  
**Tel. No.** 8431279; **Fax No.** 8871503  
**Cellphone No.** 09189217496  
**Email:** [jimcura@yahoo.com](mailto:jimcura@yahoo.com)

#### **PDG TONY QUILA**

Rotary Club of Makati  
Member  
G/f, MRCFI Building, Camia St., Guadalupe Viejo, Makati City  
**Tel. No.** 8997863 to 65; **Fax No.** 8990739  
**Cellphone No.** 09189031952  
**Email:** [jamq9410@yahoo.com](mailto:jamq9410@yahoo.com)

#### **PDG WILLY SEGOVIA**

Rotary Club of Makati Central  
Member  
W.L. Segovia & Associates, Inc.  
7461 Bagtikan St., Makati City  
**Tel. No.** 8953698; **Fax No.** 8996172  
**Cellphone No.** 09178394409  
**Email:** [wls@itextron.com](mailto:wls@itextron.com)

**PDG JUN TAMBUNTING**

Rotary Club of Makati West  
Member  
170 Salcedo St., Legaspi Village, Makati City  
**Tel. No.** 8134112 to 13  
**Fax No.** 8190391  
Cellphone No. 09178438971  
**Email:** antonio@tambunting.com

Legal & District Support:

**PP RAFFY AQUINO**

Rotary Club of Makati Bel-Air  
706 West Tower Phil. Stock Exchange Center, Ortigas, Pasig City  
Tel No. 638-0400; Fax No. 6315059  
Cellphone: 09189215303  
E-mail: aquinox@pltdsl.net

**IPDS RIC DELA TORRE**

Rotary Club of Makati North  
20 Jasmin St., Valle Verde 2, Pasig City  
Tel No. 633-9348  
Cellphone: 09178341985  
E-mail: ric.delatorre@gmail.com

Advisers:

**PRID PAING HECHANOVA**

Rotary Club of Makati  
Adviser  
308 Gil J. Puyat Ave., Makati City  
**Tel. No.** 8186106 / 8995618  
**Cellphone No.** 09178154235  
**Email:** [rgh@cii.com.ph](mailto:rgh@cii.com.ph)

**PDG GUILLER TUMANGAN**

Rotary Club of Makati West  
Adviser  
Solid Mills Inc., 24 Primitivo Lovina St., BF Homes, Las Piñas City  
**Tel. No.** 8063831 / 8062788  
**Fax No.** 8061631  
**Cellphone No.** 09175268418  
**Email:** govguiller@yahoo.com

**PART 8.0. ANNEXES**

8.1 *Memorandum of Enactments*

Acting through the electors duly certified by the clubs and sent to the Annual Conference for RY 2007-2008, District 3830 approved and passed the following amendments to the District Policies and Implementing Regulations and Procedures (DPIRP):

**Policy V, Section 5.01.1**

**IT IS ENACTED** by R.I. District 3830 that Policy V, Section 5.01.1 of the District Policies and Implementing Regulations and Procedures (DPIRP) be and is hereby amended to read as follows:

*5.01.1. Composition.* The DNC for DGN shall consist of a chairman and fourteen (14) regular members.

Regular membership positions in the DNC shall be divided between two (2) areas namely the Makati Area and the Metro South/Palawan Area. The actual number of regular membership positions allocated to each area shall be determined by the Governor strictly in accordance with the principle of proportional representation, and based on the latest July SAR. The Governor’s determination shall be announced to the clubs not later than August 1.

The fourteen (14) alternate membership positions in the DNC shall be divided between the areas in accordance with the actual allocation by the Governor of the regular membership positions.

**Policy V, Section 5.01.2**

**IT IS FURTHER ENACTED** by R.I. District 3830 that Policy 5.01.2 of the District Policies and Implementing Regulations And Procedures (DPIRP) be and is hereby amended to read as follows:

*5.01.2. Qualifications.* A club with at least twenty (20) members as reflected in the latest 01 July SAR, may submit to the Governor a nominee for DNC membership. No club shall

submit more than one (1) nominee for DNC membership. The nominee must be:

- a. A past president who has served a full term at the date of the lottery for DNC members;
- b. A Rotarian in good standing for at least 5 years at the date of the lottery for DNC members and must have been a member of District 3830 for the three years immediately preceding the date of the lottery for DNC members; and
- c. A member of a club with no outstanding indebtedness to RI six (6) months immediately preceding the lottery for DNC members. As used herein, "outstanding indebtedness" shall mean RI per capita dues that remain unpaid more than ninety (90) days after they are due; and
- d. A member of the nominating club.

#### **Policy V, Section 5.01.5**

**IT IS ENACTED** by R.I. District 3830 that Policy V, Section 5.01.5 of the District Policies and Implementing Regulations and Procedures (DPIRP) be and is hereby amended to read as follows:

*5.01.5 Process for selecting DNC Members.* At least thirty (30) days prior to the District Conference, the Governor shall ask all clubs to nominate not more than one qualified candidate for DNC membership. The nomination shall be in writing, in an official form provided by the Governor, and shall clearly identify the nominee and contain a certification by the President and Secretary that the nominee was duly elected by the members in a regular club meeting where a quorum is present. The nomination shall be sent to the Governor in a sealed envelope. The envelopes shall remain sealed and shall only be opened by the current Governor, the DNC Chairman and Assistant Governor for Administration (District Secretary), acting jointly, not earlier than twenty four (24) hours before the lottery for DNC members, for the purpose of determining that the nominees are qualified. Once the DNC candidates are verified to be qualified, their names will be placed in a box according to the area they were nominated

to represent.

The committee will then choose by lottery the DNC members for each area. After having picked out the DNC members per area, the same number of candidates will thereafter be drawn also by lottery for each respective area, who shall then serve as alternates. They shall be alternates in the order in which they have been drawn. The lottery shall be conducted on such date as determined and announced by the Governor which shall not be earlier than the deadline for submission of club nominations for DGN.

*Note: The third paragraph Policy V, Section 5.01.5 is unchanged.*

#### **Policy V, Section 5.01.6**

**IT IS FURTHER ENACTED** by R.I. District 3830 that Policy 5.01.6 of the District Policies and Implementing Regulations and Procedures (DPIRP) be and is hereby deleted.

#### **Policy V, Section 5.02**

IT IS ENACTED by R.I. District 3830 that Policy V, Section 5.02 of the District Policies and Implementing Regulations and Procedures (DPIRP) be and is hereby amended to read as follows:

##### **5.02. Nominating procedure for Governor-Nominee.**

Once the DNC members have been selected, the Governor must convene the DNC within forty eight (48) hours thereafter. The selection for the DGN shall be completed within five (5) days from the time the DNC is convened. In this regard the following process shall be followed:

- a. After the DNC is convened, the DNC members shall first agree on the rules for the selection of the DGN. In this regard, if there are three or more candidates, the DNC may choose to adopt the single transferable ballots voting system or the run-off system as set forth in the RI bylaws.

b. Thereafter, the DNC shall evaluate the nominees for DGN and determine whether they have met the qualifications for Governor as embodied in Policy II. The DNC will complete this process in five (5) days from convening.

c. The DNC shall not be limited in its selection to those names submitted by clubs in the district. Where the DNC cannot agree upon a candidate, the DGN shall be elected in a ballot-by-mail as set forth in the RI bylaws.

d. Once all candidates have been qualified, the DNC shall proceed to choose the best qualified Rotarian to serve as DGN in accordance with the rules adopted by the DNC. The final selection must be completed on or before the fifth (5th) day from the convening of the DNC.

*Note: Section 5.02.e, Policy V is unchanged.*

### **Policy VI**

IT IS ENACTED by R.I. District 3830 that Policy VI of the District Policies and Implementing Regulations and Procedures (DPIRP) be and is hereby amended to read as follows:

The District Representative and the Alternate Representative to the Council on Legislation shall be selected by a nominating committee composed of all past governors who are members of clubs in the district and who are willing and able to serve. Candidates for representative shall not be eligible to serve in the nominating committee. The procedure for selecting the representative, including any challenges and a resulting election, shall be based on the nominating committee procedure for district governors set forth in the RI bylaws.

The foregoing enactments were adopted in the Resolutions Session of Discon 2008, held at Pasay City on March 25, 2008.

\_\_\_\_\_ 2008, Makati City.

RENATO "ATO" MAGADIA  
Governor

RICARDO DELA TORRE  
Secretary

JOSE ALEJANDRO  
Chairman,

ISIDRO G. GARCIA  
Chairman,

RAFAEL A.L. AQUINO  
Legal Counsel

8.2 District 3830 Official Club Resolution Form for DNC Nomination

Rotary International District 3830  
ROTARY CLUB OF \_\_\_\_\_

CLUB RESOLUTION NO. \_\_\_\_

The ROTARY CLUB OF \_\_\_\_\_ hereby nominates:

\_\_\_\_\_  
(complete name of nominee)

as member of the RY 2008-2009 District Nominating Committee that will  
select the Governor Nominee of RI District 3830 for RY 2011-2012.

Adopted, this \_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
President

Certification

As president and secretary of the Rotary Club of \_\_\_\_\_,  
we hereby certify that: (a) The club has at least twenty (20) members as reflected  
in the latest July First SAR; (b) The club has no outstanding indebtedness to RI  
six (6) months immediately preceding the lottery for DNC members (as used  
herein, "outstanding indebtedness" shall mean RI per capita dues that remain  
unpaid more than 90 days after they are due); (c) The foregoing resolution was  
duly adopted by the club through a valid quorum, during the club's regular  
meeting on \_\_\_\_\_; and (d) The aforementioned nominee is fully  
qualified to serve in the DNC and is a member of the club, a past president  
who has served a full term, and will have been a Rotarian in good standing for  
at least five years and a member of a club in District 3830 for at least three (3)  
years as of the DNC lottery date.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

8.3 District 3830 Model Club Resolution to Suggest Rotarian as DGN

Rotary International District 3830  
**ROTARY CLUB OF** \_\_\_\_\_

**CLUB RESOLUTION NO.** \_\_\_\_

The ROTARY CLUB OF \_\_\_\_\_ hereby suggests to the  
District Nominating Committee that --

\_\_\_\_\_  
(complete name of nominee)

be selected as District Governor Nominee of RI District 3830, to serve in RY  
2011-2012.

Adopted, this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
President

Certification

As secretary of the Rotary Club of \_\_\_\_\_, I hereby  
certify that: (a) the club is a functioning Rotary Club in District 3830; and (b)  
the foregoing resolution was duly adopted during the club's regular meeting  
on \_\_\_\_\_.  
I further certify that the aforementioned nominee (a) possesses all the qualifica-  
tions for governor-nominee set forth in Article 15 of the Bylaws of Rotary  
International.

\_\_\_\_\_  
Secretary

## Part 9.0 Rotary International South Pacific and Philippines Office

<b>Mail:</b> Rotary International South Pacific & Philippines Office P.O. Box 1415 Parramatta NSW 214 Australia	<b>Street Address:</b> Level 2, McNamara Centre 100 George Street Parramatta NSW 2150 Australia Telephone: +61 2 9689 3169 <b>Office Hours:</b> 8:30am to 5pm, Monday to Friday except on Australia and NSW Public Holidays
---	--

<b>Regional Head</b>	Frank Pezzimenti	Frank.Pezzimenti@rotary.org
----------------------	------------------	-----------------------------

<b>Administration Coordinator</b>	Michelle Fuller	Michelle.Fuller@rotary.org
<b>Receptionist</b>	Michelle Lamach	Michelle.Lamach@rotary.org

\* All inquiries about Rotary International & The Rotary Foundation literature, videos and CDs to the Literature Clerk \*

### CLUB & DISTRICT SUPPORT

<b>Supervisor</b>	Joy Walker	Joy.Walker@rotary.org
<b>Coordinator</b>	Dele Riley	Dele.Riley@rotary.org
<b>Correspondent</b>	Mary Jayne Desmond	MaryJayne.Desmond@rotary.org

- \* Admission of New Clubs (Rotary, Rotaract, Interact, Rotary Community Corps)
- \* Application for change of name, change of club & district locality, merger of clubs
- \* Application for club and district incorporation
- \* Licencing inquiries - use of Rotary name and other marks / logos
- \* District dispute inquiries
- \* Special club anniversary recognition (25th, 50th, 75th)
- \* Special Member Anniversary recognition (25th, 50th)
- \* Member Access guidance (refer also to tutorial on www.rotary.org in e-learning center)
- \* Guide District Governors, Clubs and Rotarians on procedural and constitutional matters
- \* Assist the District Governors, Clubs and Rotarians in their communication with World Headquarters
- \* Maintain historical records of clubs

### FINANCE

<b>Regional Financial</b>		
Controller	Tarak Dey	Tarak.Dey@rotary.org
Coordinator	John Liang - (Aust & NZ)	Xiang.Jiang@rotary.org
Coordinator	Desiree Bonifacio - (Philippines)	Desiree.Bonifacio@rotary.org
Finance Correspondent	Gaye Small	Gaye.Small@rotary.org

- \* Collect per capita dues and other payments to Rotary International
- \* Process Semi Annual reports on Club membership and inquiries on SAR payments
- \* Make payments to Rotarians travelling at RI or Rotary Foundation expense
- \* Make payments to Rotary Foundation Scholars

### THE ROTARY FOUNDATION

Supervisor	Terry Davis	Terry.Davies@rotary.org
Fund Development Officer	Joel Smith	Joel.Smith@rotary.org
TRF Admin	Krissy Aure-Canson	Kristenne.AureCanson@rotary.org

- \* Fund Development
- \* Paul Harris Fellow Recognition - process applications and issue regalia & certificates
- \* Maintain records of club recognition points
- \* Issue benefactor recognitions, request and major donor recognition
- \* Provide assistance and clarifications on all Rotary Foundation matters
- \* Assist with The Rotary Foundation contribution inquiries