

DISTRICT MANUAL OF PROCEDURE

**MANUAL OF PROCEDURE AND DISTRICT LEADERSHIP PLAN
FOR
ROTARY INTERNATIONAL DISTRICT 6360, INC.**

March 10, 2009
Amended May 7, 2010

Manual of Procedures and District Leadership Plan
For Rotary International District 6360, Inc.

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DISTRICT MANUAL OF PROCEDURES

MANUAL OF PROCEDURES AND DISTRICT LEADERSHIP PLAN FOR ROTARY INTERNATIONAL DISTRICT 6360, INC.

These procedures are established by the Rotary Clubs of District 6360 of Rotary International to provide the general policies of Rotary International District 6360, Inc., hereafter referred to as the District, and shall supplement the Constitution and Bylaws of Rotary International; the Articles of Incorporation for Rotary International District 6360, Inc.; and the Bylaws of Rotary International District 6360, Inc.

ARTICLE I

DISTRICT LEADERSHIP

Section 1. District Leadership Plan. In addition to outlining the procedures used by the District, this document also constitutes the District Leadership Plan consistent with the guidelines and requirements of Rotary International.

Section 2. Board of Directors. The Board of Directors of Rotary International District 6360, Inc., hereafter referred to as the Board or Board of Directors, shall be the governing body of the District.

- A. There shall be seven directors: the district governor, the district governor-elect, the district governor-nominee, the most recent past district governor residing in the District, the district secretary, and the district treasurer. The district governor shall appoint the seventh member.
- B. The term in office for the Board of Directors shall coincide with their term as officers of the District. Appointed members shall serve during the term of the district governor.
- C. The duties and responsibilities of the Board of Directors shall be in accordance with the laws of the State of Michigan pertaining to a corporation described by Section 501(c)(4) of the Internal Revenue Code. The Board of Directors shall be ultimately responsible for matters relating to policy, finance, District activities, and personnel as detailed in these procedures and the Bylaws of Rotary International District 6360, Inc.

Section 3. Officers. The Officers of The District shall include the following members of the District's Board of Directors:

- A. District Governor. The district governor shall be a Rotarian nominated by the District as hereinafter provided. The district governor shall have all duties and responsibilities assigned by Rotary International and such other responsibilities as shall from time to time be delegated by the District. The district governor shall be governed in the performance of the duties of office as outlined in Article III, Section 1 hereafter.
- B. District Treasurer. The district treasurer is appointed by the district governor with approval of the Board of Directors and shall serve a three-year term that may be extended annually for an additional three years. The district treasurer shall be a Rotarian qualified in the management of financial affairs. The district treasurer shall receive all District funds and keep them in bank accounts that clearly indicate that the funds are the property of the District. The district treasurer shall be governed in the performance of the duties of the office as outlined herein under Article III, Section 2.
- C. District Secretary. The district secretary is appointed by the district governor with approval of the Board of the directors. The district secretary shall be a Rotarian, preferably a past district governor. The district secretary shall be reimbursed for such supplies and other expenses as are necessary to properly carry out the duties of the office and as are authorized by the district governor and Board of Directors. The district secretary shall be governed in the performance of the duties of the office as outlined herein under Article II, Section 3.
- D. District Governor-elect. The district governor-elect shall be a Rotarian and shall be nominated by the District, as hereinafter provided. The district governor-elect shall be governed in the performance of the duties of the office as outlined herein under Article III, Section 4.
- E. District Governor-nominee. The district governor-nominee shall be a Rotarian and shall be nominated by the District, as hereinafter provided. The district governor-nominee shall be governed in performance of the duties of the office as outlined herein under Article III, Section 5.

Section 4. Removal from Office. With the exception of the district governor, any officer of the district may be removed by a majority vote of the Board of Directors during a regular or special meeting thereof. Removal of the district governor from office must be in accordance with the procedures of Rotary International.

Section 5. Assistant Governors. Assistant governors (AG) are appointed annually by the district governor to assist in the administration of the Rotary Clubs and shall be willing to serve a minimum of three complete one-year terms. Each AG will be responsible for several clubs as assigned by the district governor. As outlined in the *RI Manual of Procedure*, assistant governors will provide club support in areas including club leadership, planning, club goals, policy, foundations, and coordination with club and District activities.

Section 6. Guidance in Carrying Out Their Responsibilities. The Officers and appointees of the District shall be guided in the discharge of their responsibilities by the requirements stated for each officer in the *RI Manual of Procedure, Rotary Code of Policies*, and by such additional requirements that may be stated by Rotary International and by these procedures.

Section 7. Nomenclature.

- A. The term “district governor-elect” (DGE) refers to a Rotarian who has been selected to serve as district governor immediately following the serving Governor.
- B. The term “district governor-nominee” (DGN) refers to a Rotarian who has been selected to serve as district governor immediately following the district governor-elect.
- C. The term “district governor-nominee-nominee” (DGNN) refers to a Rotarian who has been selected to serve as district governor immediately following the district governor-nominee.

ARTICLE II

ELECTIONS

Section 1. District Governor. The procedure for nominating and electing the district governor-nominee-nominee shall be as follows:

- A. On or before October 1 of each year, the current district governor shall invite nominations from the clubs of the District for district governor to serve in the third year after the term of the current district governor (i.e. district governor-nominee-nominee). The invitations shall list the qualifications for District Governor as published in the most recent *RI Manual of Procedure*, and specify a deadline for receipt of nominations by the Nominating Committee of December 1.
- B. The nominations of the clubs shall be in the form of a club resolution adopted at a regular club meeting.
- C. The Nominating committee for District Governor shall meet and interview the candidates and shall select the district governor-nominee-nominee not later than December 15. This committee is not limited in its selection to candidates by the clubs and may select another nominee of its own; however, the committee must seek and obtain the concurrence of its nominee.
- D. The Nominating committee for District Governor shall advise the current district governor of its selection by December 15.

- E. The district governor shall, before December 31, advise the presidents of those clubs, which previously submitted nominations, of the committee's selection. A club, with its candidate's concurrence, may repropose the club's candidate for election at the next district conference. Such reproposal shall be in the form of a club resolution adopted at regular club meeting and must be submitted by January 31. The district governor shall then act in conformity with the procedures outlined in the most recent *RI Manual of Procedure*.
- F. If no other candidate is reproposed in accordance with Article II, Section 1, Subsection E, then the district governor shall declare the selection of the Nominating committee for District Governor to be the district governor-nominee-nominee, and shall so advise all clubs in the District not later than February 15.
- G. If additional qualified candidates are proposed in accordance with Article II, Section 1, Subsection E, then the district governor shall, not later than February 15, advise all clubs in the District of the names and qualifications of the reproposed candidates. The district governor shall also ask the clubs if they wish to submit a resolution in support of the reproposed candidate(s). If at least ten percent (10%) of total number of clubs in the District submit supporting resolutions, then the selection of the nominee will be made by election at the district conference provided:
 - 1. The resolutions are received by March 2.
 - 2. At least five (5) clubs have submitted a resolution.
 - 3. All clubs submitting a resolution have been in existence for one (1) year prior to the beginning of the year of the election.
- H. If the requirements for election outlined in Article II, Section 1, Subsection G are not met, then the district governor shall declare the Rotarian selected by selected by the Nominating Committee as the district governor-nominee-nominee.
- I. The district governor shall certify the name of governor-nominee-nominee to the General Secretary of Rotary International within 10 days after his or her selection.

ARTICLE III

DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS AND APPOINTEES

The duties and responsibilities listed herein are intended to serve as a guide for Rotarians in the District so that Rotarians who are selected, are being considered for, or are considering service as an officer, are advised of the expectations relative to their service.

Section 1. District Governor Duties and Responsibilities. The district governor is the officer of Rotary International in the District and is entrusted with its overall leadership. In the performance of the office the district governor shall be governed by the RI *Manual of Procedures* and these procedures and shall answer to the Board of Directors. The district governor shall:

- A. Fulfill all requirements of Rotary International including:
 - 1. Attend Zone Training as required by Rotary International.
 - 2. Complete an official visit to each club in the District, fulfilling all reporting requirements in a timely fashion.
- B. Publish a district newsletter monthly to each club president and secretary.
- C. Counsel, advise and assist clubs and Rotarians in need of help, thereby strengthening them in Rotary Service.
- D. Direct the planning and execution of the district conference, including the annual business meeting of the District, ensuring that all Rotary International requirements are met.
- E. Collaborate with the district trainer, district governor-elect and district governor-nominee in ensuring that training of presidents, club officers and committee chairs meet requirements of the District and Rotary International.
- F. Advise and supervise the district treasurer and district secretary, and be responsible for their performance of the duties of the office, as set forth in Article III, Sections 2 and 3.
- G. Supervise the district administrator employed by the District.
- H. Comply with district record retention policy set forth in Article VII.
- I. Preside over meetings of the Board of Directors and quarterly staff meetings.
- J. Appoint assistant governors to assist in the administration of the Rotary clubs in the District.

Section 2. District Treasurer Duties and Responsibilities. The function of the district treasurer is to be the custodian of District funds and to ensure that budgetary control is maintained. The district treasurer is responsible for seeing that all required reports are produced in an accurate and timely manner. In the performance of the office, the district treasurer shall be guided by the RI *Manual of Procedure* and these Procedures and shall answer to the District Board of Directors. The district treasurer shall:

- A. While serving as incoming district treasurer:
1. Participate as a member of the District Budget and Finance Committee.
 2. Become familiar with the management of the district funds.
- B. While serving as district treasurer:
1. Participate as chair of the District Budget and Finance Committee.
 2. Attend the meetings of the Board of Directors.
 3. In collaboration with the district governor-elect, prepare the budget for the next Rotary year and present the budget for review by the District Budget and Finance Committee and for approval by the Board of Directors and the club presidents-elect of the District.
 4. Deposit the district funds in one or more accounts of a bank or branch bank within the geographical area of the District, with consideration given to maximizing the return on funds to the District.
 5. Ensure that the District's fidelity bond is extended to cover the activities of all such individuals who shall receive or distribute funds on behalf of the District.
 6. Establish a system which facilitates budgetary control and accurate and timely reporting.
 7. Prepare monthly reports for the district governor, District Budget and Finance Committee, and Board of Directors.
 8. On or before June 30 of the ending year of service as district treasurer, turn over access to and control of all funds of the District to the incoming district treasurer and the district governor-elect.
 9. Promptly report observed variances from the approved budget to the District Budget and Finance Committee, and the Board of Directors.
 10. Promptly complete the financial report for the Rotary year, ensuring that the Financial Review Committee receives the final report, accompanied by such additional information as it may require, not later than August 15.
 11. Upon completion of service as district treasurer, serve one year as a member of the District Budget and Finance Committee.

12. If serving consecutive years as district treasurer, arrange for a reconciliation of cash by a member of the District Financial Review Committee.
13. Assist the district governor and district governor-elect in complying with the district reporting to Rotary International and record retention policy.
14. Prepare or cause to be prepared the Federal Form 990 and any comparable form due in the years in which the treasurer serves and file the same on or before the due date(s).
15. Confirm that all clubs in the District have filed the appropriate 990 forms with the Internal Revenue Service.

Section 3. District Secretary Duties and Responsibilities. The district secretary is appointed by the district governor. The function of the district secretary is to generate, maintain and preserve such reports and records as required by Rotary International, to assist the district governor and district officers by furnishing requested statistical information, and to maintain historical records for the District. In the performance of the office, the district secretary shall be governed by the RI *Manual of Procedure* and these procedures and shall answer to the Board of Directors. The district secretary shall:

- A. Instruct the secretary of each club in the District of the reports that are required and the deadlines for these reports.
- B. Attend the meetings of the Board of Directors and serve as secretary thereof.
- C. Receive the monthly attendance reports from the clubs of the District and compile them into District statistics; report them as required to Rotary International, the district governor, the Board of Directors and the district newsletter editor; and maintain them as permanent records.
 1. In the event that attendance reports for the preceding month are not received from a club secretary by the eight (8th) day of the month following, the district secretary shall endeavor to obtain such report from the club Secretary by appropriate means.
- D. Maintain statistical records for district functions such as the district conference, the district assembly and other district-wide functions.
- E. Maintain historical records required by the District
- F. Serve as Secretary of the district conference when requested by the district governor.
- G. Serve as Secretary of the annual meeting.

- H. Serve as Secretary of the district assembly.
- I. Assist the district governor in complying with the district record retention policy.
- J. Supervise the maintenance of the district website.
- K. Develop and maintain the speakers bureau for club programs

Section 4. District Governor-elect Duties and Responsibilities. In the performance of the Office, the district governor-elect shall have the following duties and responsibilities:

- A. Prepare a leadership plan for his or her year as district governor subject to the approval of the Board of Directors. This plan should be based on Rotary International's *District Planning Guide* and should be consistent with the District Leadership Plan as well as other guidelines established by Rotary International.
- B. Complete all district committee appointments for his or her year as district governor, incorporating these into the *District Directory* prior to taking office.
- C. Attend Zone Institute, International Assembly, district conference, and other events required by Rotary International. Attendance at the Rotary International Convention, while serving as District Governor-elect, is also recommended but not mandatory.
- D. Attend the meetings of the Board of Directors.
- E. Participate in Great Lakes PETS and conduct the District's part thereof.
- F. Assist the district governor as requested and to the extent possible participate in club visits and District events.
- G. Serve as a member of the Board of Directors and the District Budget and Finance Committee.
- H. In collaboration with the district treasurer, prepare the budget for the next Rotary year and obtain required approval thereof.
- I. Organize and conduct the district assembly in collaboration with the district governor.
- J. Provide mentorship for the district governor-nominee and district governor-nominee-nominee.

Section 5. District Governor-nominee Duties and Responsibilities.

- A. Prepare for his or her term as district governor by visiting clubs in the District.

- B. Attend Zone Institute, district conference, PETS, district assembly, meetings of the Board of Directors, and District Budget and Finance Committee meetings.
- C. Assist in mentoring of district governor-nominee-nominee.
- D. Serve as head of the committee Membership Division.

Section 6. Assistant Governors Duties and Responsibilities.

- A. Meet with and assist the incoming club presidents and club leadership to develop and adopt a Club Leadership Plan and Review the Club Leadership Plan annually once adopted.
- B. Attend each club assembly associated with the governor's official visit.
- C. Visit each club regularly, with a minimum of one visit each quarter of the Rotary year, and meet with the club president and other club leadership to discuss the business of the club, resources available to them, and handling club funds in a businesslike manner.
- D. Assist club leaders in scheduling and planning for the governor's official visit.
- E. Keep the governor informed on progress of the clubs and suggest ways to enhance Rotary development and address problems.
- F. Encourage clubs to follow through on requests and recommendations of the governor.
- G. Coordinate training at the club level with the appropriate District committee.
- H. Advise the incoming governor on District committee selection.
- I. Attend and promote attendance at the district conference and other district meetings.
- J. Participate in District activities and events, as necessary.
- K. Attend club meetings, assemblies, club board of directors meetings or other events, as invited.
- L. Participate in the District's team training seminars.
- M. Attend the presidents-elect training seminar and the district assembly.

ARTICLE IV

COMMITTEES

Section 1. Committee Organization. The standing committees described in this article shall be grouped into five (5) divisions in order to reduce the district governor's day-to-day administrative responsibilities. These divisions shall include: Administration, Service Projects, RI Foundation, Membership, Public Relations, and Youth. Each division shall be administered by a division head who guides the committees in their area of responsibility and keeps the district governor informed on the activities and progress of each. With the exception of the Membership Division, headed by the district governor-nominee, the district governor-elect shall appoint a Rotarian to head each division. The district governor-elect is also responsible for naming the chairs of all committees and appointing the members unless otherwise specified in these procedures. It is suggested that the division heads and members of the standing committees be appointed to three-year terms so that approximately one-third of the committee is made up of new appointees. Committee membership should be diverse in terms of representing the District geographically and by size of clubs. It is also suggested that the division head be a past chairperson of one of the committees in his or her division. All committee chairpersons shall report to the head of their division unless otherwise provided in these procedures.

Section 2. Administration Division. This division includes all committees necessary for the planning, administration, training, and day to day operation of the District.

- A. The Budget and Finance Committee. This committee is responsible for safeguarding district funds as outlined in Article V, Sections 3, 4 and 5. It shall consist of the district treasurer as chairperson and three (3) Rotarians, appointed for staggered three (3) year terms, by the district governor. The district governor serves on this committee ex-officio, without a vote except in case of a tie vote by the regular members. A member of the Financial Review committee serves on this committee ex-officio, without a vote. The committee has a total of four (4) voting members and two (2) non-voting members. The chairperson of the Budget and Finance committee shall report directly to the district governor.

- B. The Financial Review Committee. The Financial Review Committee shall review the financial records of the District pursuant to Article V, Section 5. This committee shall report directly to the Board. The committee's review of the year-end district financial statements, stipulated by these procedures, is to serve as the independent review required by the *RI Manual of Procedure*. The committee's review shall consist of inquiries and analytical procedures deemed appropriate by the Financial Review Committee and need not be in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants. The review may be substantially less in scope than an audit in accordance with generally accepted auditing standards. No expression of an opinion of the financial statements taken as a whole is, therefore,

- required or expected. The Financial Review Committee shall consist of three (3) Rotarians from the District who are qualified in the management of financial affairs or review of financial records. None of them shall then be serving as district governor, district treasurer, incoming district treasurer, or as a voting member of the District Finance Committee. Additionally, none of the selected shall have been in a position to have disbursed district funds or authorized the distribution thereof during the Rotary year for which the review takes place, or in either of the two immediately preceding Rotary years. The Financial Review Committee shall designate one of its members to be a non-voting representative at each meeting of the Budget and Finance Committee. Each member shall serve staggered three-year terms, with the district governor appointing one member immediately upon taking office.
- C. The Nominating Committee for District Governor. This committee shall be governed in the performance of its duties as outlined herein under Article II. Its chairperson shall be appointed by the district governor immediately upon assuming office. The committee shall be appointed by the chairperson, and shall consist of five (5) Rotarians, each from a different club within the District. No less than two (2) or more than three (3) shall be past district governors. The governor-nominee shall not be a member of this committee, and no member of this committee may be appointed district governor-nominee-nominee.
- D. Legislative Advisory Committee. The responsibilities of this committee include updating the district Bylaws and these procedures in accordance with Article IX. The committee will also ensure that resolutions from the District are submitted to the RI Council for Legislation. This committee shall be chaired by the Rotarian most recently elected by the District as the district representative at the RI Council for Legislation. The other members of this committee are appointed by the district governor and must include members of the Board of Directors.
- E. Long-Range Planning/Visioning Committee. The responsibility of this committee is to establish and maintain a long-range plan using the tools outlined in RI's *Strategic Planning Guide*. The committee shall update the plan and present it to the Board annually. The updated plan shall measure progress toward its stated goals and establish new goals when desirable. Members of this committee are appointed by the district governor and must include members of the Board of Directors. The committee will also include the district visioning coordinator.
- F. The District Training Committee. The responsibility of this committee is to provide for adequate training of the assistant governors, committee chairs, club president-elects and other club leadership positions. The district trainer shall be chairperson of this committee and the District representatives to the Rotary Leadership Institute will be a member of this committee.
- G. The Sexual Harassment Avoidance Committee. This committee is responsible for ensuring that adequate training is performed in our District for any district or club

youth program that Rotary International has designated as appropriate for sexual harassment certification.

- H. The District Conference Planning Committee. This is an ad hoc committee established each year to plan, implement, and promote the annual district conference as discussed in Article VI, Section 1.

Section 3. Service Projects Division. This division includes all committees required for administering and coordinating the service projects of the District involving local and international communities as well as service activities involving youth. Its committees are as follows:

- A. The International Service Committee. This committee promotes and tracks club international activities in the District as well as any district international projects (including, but not limited to World Community Service). Any district international service projects require the prior approval of the Board of Directors and shall be subject to such policies and procedures as this board may determine.
- B. The Community Service Committee. This committee serves to promote and track club community and vocational service activities in the District as well as any district community projects. Any district community service projects shall require the prior approval of the Board of Directors and shall be subject to such policies and procedures as this board may determine.
- C. The Literacy and Education Committee. The object of this committee is to encourage activities by Rotary clubs in the District that improve literacy and education.

Section 4. The RI Foundation Division. This division includes all committees whose activities are related to The Rotary Foundation and its programs in the District. Its director shall be The Rotary Foundation Committee chairman.

- A. The Rotary Foundation Committee. The Rotary Foundation (TRF) refers to the Rotary International Foundation. TRF Committee is responsible for encouraging Rotarians to support TRF as well as to aid the District and clubs in using the TRF for Matching grants and District Simplified Grants. This includes having at least one district foundation seminar, encouraging annual giving to TRF, ensuring that each district club submits a TRF goal form, and allocating the District Designated Funds to appropriate Rotary activities. TRF Committee will establish guide lines for distribution of District Designated Funds for Matching and District Simplified Grants when the allocations of SHARE funds are made annually. These guidelines will be based on TRF's *Code of Policies* and *Best Practices for Managing Your District Simplified Grant*. Among several factors, consideration will be given to the applicant's contributions to the Annual Programs Fund. The guidelines, when made or revised, will be communicated to each club president and posted on the district web site. This committee is also responsible for

administering subcommittees described below. The membership, duties and responsibilities, and activities of these subcommittees shall be governed by the *District Rotary Foundation Committee Manual* (Publication 300-EN).

1. Scholarships. The scholarships subcommittee is responsible for promoting club and district participation in Ambassadorial Scholarships and Rotary Grants for University Teachers.
2. Rotary World Peace Fellowships. This subcommittee supports the Rotary Centers for International Studies in Peace and Conflict Resolution by selecting qualified candidates to participate in this program; providing assistance, orientation, and training for the award recipients; maintaining contact with the award recipients throughout the study period and thereafter; and providing publicity in local media.
3. Group Study Exchange. The Group Study Exchange subcommittee is responsible for administering professional exchanges with Rotary districts in other countries using the guidelines laid out by Rotary International
4. Grants. This subcommittee helps clubs develop ways to participate in international service projects. It also informs Rotary clubs and/or district committees planning such projects about TRF grants that can help them.
5. Polio Plus. The District's PolioPlus subcommittee is responsible for supporting Rotary's commitment to polio eradication and encouraging all Rotarians to participate in PolioPlus activities.
6. Alumni. The District Rotary Foundation Alumni subcommittee maintains contact with past Ambassadorial Scholars, Rotary World Peace Fellows, Group Study Exchange team members, and recipients of Discovery Grants, Rotary Grants for University Teachers, Individual Grants, and Volunteer Service Grants. This helps ensure that this valuable resource of program alumni are involved in Rotary activities.
7. Annual Giving. The Annual Giving Subcommittee promotes TRF's annual giving program and encourages the participation of every Rotarian in the District.
8. Permanent Fund. The activities of the Permanent Fund Subcommittee includes helping build the TRF's Permanent Fund by encouraging Benefactor commitments, Bequest Society membership, and gifts from major donors and Rotarians.

Section 5. Membership Division. This division includes all committees organized to promote new and future membership in Rotary as well as the establishment of new Rotary clubs. Its director shall be the district governor-nominee.

- A. The District Membership Committee. The objectives of this committee is to increase and retain Rotary membership in the District. This committee shall function as a conduit between Rotary International and Club membership activities and also have at least one district membership seminar per year.
- B. The New Club Extension Committee. This committee is responsible for developing and implementing plans to organize new clubs within the District.

Section 6. Public Relations Division. This division includes all activities related to the promotion of Rotary.

- A. District Public Relations Committee. Promoting Rotary, both to Rotary clubs and the general public, is the responsibility of the District Public Relations Committee. This includes promotion through radio, television and printed media and working with Rotary International public relations. Any major public relations campaigns require prior approval of the Board of Directors and shall be subject to such policies and procedures as this board may determine.
- B. RI Convention Committee. The purpose of this committee is to promote attendance at the annual RI Convention by Rotarians in the District. This is done at club meetings, district conferences, district seminars and by using the district web site. It also serves as a resource for convention materials and information.

Section 7. Youth Division. The purpose of this division is to assist in the ongoing programs for youth in the District and promote the development of new ones.

- A. The Interact Committee. The Interact Committee promotes Interact clubs sponsored locally by Rotary clubs in the District. Interact clubs may be established in middle schools or high schools in the District or may be community based. Interact clubs are organized to foster Rotary principles and events.
- B. The Rotaract Committee. The Rotaract Committee promotes Rotaract clubs sponsored locally by Rotary Clubs in the District. Rotaract clubs are established in order to foster Rotary principles and events and consist of young adults who live, work, or study in the vicinity of the sponsoring club. These clubs may be either community based or may be associated with institutions of higher learning.
- C. The Rotary Youth Leadership Awards (RYLA) Committee. This committee enables clubs to offer youth the opportunities for development of leadership, good citizenship, and personal development by organizing appropriate camp, student mentoring, and other experiences. Each year, this committee shall provide a list of all participants and their sponsoring clubs each year for the district records. Funds for this program are included as a restricted fund within the district fund and shall be subject to the budget requirements, reporting, and control procedures

described in Article V. All surplus funds resulting from RYLA activities shall be used exclusively for the RYLA program.

- D. The International Youth Exchange Committee. The purpose of this committee is to encourage and facilitate the exchange of high-school age youth between the District and other Rotary districts outside the United States that are willing to engage in these exchanges in a responsible manner. This includes both outgoing and incoming exchange students. It shall further be the duty of the committee to operate within the framework of the directives set forth by the Directors of Rotary International regarding youth exchanges.

Section 8. Temporary committees. Additional ad-hoc committees may be appointed by the district governor for specific purposes, to serve during the district governor's term of office. These may include the, family of Rotary, clean water projects, friendship exchanges, etc.

ARTICLE V

DISTRICT FUNDS

Section 1. Definitions.

- A. District funds consist of all funds received in connection with activities administered by the District.
- B. District dues include all charges billed to District clubs based on the number of club members. These charges normally consist of per capita dues and district conference dues.
- C. The District Financial Statements consist of a monthly Balance Sheet, a monthly Statement of Cash Receipts and Disbursements (budget compared to actual), and a monthly Report of Dues Payable.

Section 2 District Dues and Club Statements.

- A. District dues shall be billed on January 1st and July 1st in equal installments, pursuant to Article II, Paragraph B of the Bylaws of Rotary International District 6360, Inc. District dues shall be paid by July 31st and January 31st every year. The payment of the dues is mandatory for all clubs in the District.
- B. The amount of the annual district dues shall be set by the annual budget, as described below in Article V, Section 4 and shall be set so as to retain a balance in district funds at the end of the Rotary year equal to not less than 70% nor more than 110% of the per capita portion of district dues for the year.

- C. Any club that is in arrears in payment of its district dues shall owe interest at 7% per annum on any unpaid dues, calculated from the due date.
- D. Club statements will be sent to each club semi-annually on January 1st and July 1st each year. Invoices for other District programs (PETS, RYLA camp, college mentoring program, etc.) may be sent periodically at the discretion of the district treasurer. All invoices to and all receipts from each club are summarized on the semi-annual statement. Clubs are expected to pay the balance due on any invoice or statement within thirty (30) days.

Section 3 Accounting, Reporting and Budgeting Procedures.

- A. The following accounting and reporting procedures are established to provide adequate internal control over the receipt and disbursement of District Funds:
 - 1. The district treasurer shall prepare financial statements using a chart of accounts established by the budget for assets, liabilities, equity, income and expenditures.
 - 2. The financial statements of the District are to be prepared on the accrual basis of accounting and distributed to the district governor, the Budget and Finance Committee and other interested district officers monthly, on or before the tenth (10th) day of the following calendar month.
 - 3. District funds shall not be committed in any manner without prior approval, in writing, from the district governor.
 - 4. The District shall provide a fidelity bond for the district governor and the district treasurer in an amount equal to or exceeding the budget.
 - 5. The District shall provide credit cards with appropriate credit limits set by the district governor, paid directly by the District, for use by the district governor, district governor-elect, district governor-nominee, district secretary and the district administrator. The documentation and substantiation requirements for credit card purchases are the same as enumerated below for reimbursed expenses. Purchases made by credit card must be included in the approved budget.
 - 6. The District may reimburse reasonable expenses incurred by district officers and other authorized personnel while working or traveling on District business.
 - a. Any expense reimbursed must be included in the approved budget.
 - b. Reasonable expenses include, but are not limited to, conference registration, lodging, meals, mileage (reimbursed at the current

IRS standard mileage rate or a reasonable percentage thereof as determined by the Board), supplies used, phone and fax costs, copying costs, and other miscellaneous costs incurred while working or traveling on district business.

- c. The person incurring the expense must substantiate the business purpose for any reimbursed expense. All requests for reimbursement must include original documentation showing the cost and nature of the expense and the budget line item to be charged.
- d. Expenses must be documented by original receipts with proof of payment and approved by the person requesting reimbursement.
- e. Requests for reimbursement must be summarized and submitted (monthly or at least quarterly) to the district treasurer using the Master Check Request form or the Mileage Check Request form located in the Treasurers download section on the district website.
- f. All requests for reimbursement will be reviewed by the district treasurer to determine that the substantiation and documentation submitted is sufficient to validate payment and that the expense is included in the approved budget.
- g. The district governor must approve any payment pursuant to Article V, Section 3, Subsection A(3). In the event that a question should arise, the district governor, aided by the financial review committee, shall make the final decision on the reimbursement request.
- h. Special circumstances, limited to amounts included in the district budget.
 - (1) The cost of the district governor's spouse attending district events attended by the district governor may be reimbursed.
 - (2) The cost of the district governor-elect's spouse attending the RI International Conference with the district governor-elect, in the year prior to becoming district governor, may be reimbursed.
 - (3) The district governor is responsible for the management of the district conference and the associated budget. Any costs associated with planning or conducting the district conference may be reimbursed.

- (4) The cost of attending the PETS may be reimbursed to the district governor, district governor-elect, district governor-nominee and district secretary, their spouses, and district administrator.

B. The budget process shall be as follows:

1. The proposed budget and district dues shall be reviewed and approved by the Budget and Finance Committee and Board of Directors before submission to the club presidents and presidents-elect.
2. The proposed budget, compared to the last full year actual and the projected current year, actual and budget, shall be distributed to the club presidents and presidents-elect not less than thirty (30) days before PETS, and shall state the proposed per capita dues assessment, based on the membership numbers for the District reported to Rotary International.
3. The budget and district dues shall be approved by three-fourths of the incoming club presidents-elect present at PETS. If the proposed budget and district dues are not approved at PETS, then either the same, or an alternative, proposal may be submitted to the annual meeting of the corporation at the district conference for approval by a majority vote of the electors present, without further notification to the clubs.
4. After approval of the budget, the district governor may effect changes in the allocation of budgeted expenditures that do not cause the total overall budget to be exceeded.

C. Budget Controls and Changes.

1. The district governor must provide an explanation to the Board of Directors of all line item expenditures that exceed the budget
2. The Board of Directors must approve all expenditures that cause the total expenditures for the year to exceed the total budget for the year before these expenditures are committed or expended.
3. The Board of Directors may approve budget amendments increasing authorized expenditures to a sum not to exceed one hundred and ten percent (110%) of the approved budget.
4. Any greater amendment of the budget shall require the written approval of a majority of the club presidents in the District.

Section 4. Budget and Finance Committee.

- A. The Committee shall meet at least once before July 31 to review the financial statements prepared by the immediate past district treasurer for the prior Rotary year preparatory to submission, on or before July 31, to the Financial Review Committee.
- B. Thereafter, the committee shall meet quarterly to review Financial Statements for the current year and perform the following tasks:
 - 1. Receive and review the report of the Financial Review Committee on the financial statements for the preceding fiscal year and refer the report to the annual meeting with comments, if required.
 - 2. Review the financial statements for the current year.
 - 3. Review the proposed budget for the coming fiscal year (see Article V, Section 3 above).
- C. The committee shall meet at such other times as the district governor or the chair of the Budget and Finance Committee shall determine, but not less than quarterly.
- D. All meetings shall be called on not less than five (5) days' notice. This notice may be written, electronic, or oral and shall be sent to all members of the committee.

Section 5. Financial Review Committee.

- A. The committee shall arrange for the required annual review of district financial statements and records.
- B. The committee shall have a member present at the Budget and Finance Committee meetings.
- C. The committee shall ensure the timely distribution of the committee's report, accompanied by the committee's recommendations, if any.
- D. The financial review shall be completed and submitted to the Board of Directors on or before September 15th each year. The Financial Review Committee shall inform the Board of Directors on or before September 15th each year regarding any recommendations included in their report.
- E. The Board of Directors upon review and acceptance of the Financial Review Committee's Report shall direct the district treasurer to distribute the prior year's Treasurers Report and the Financial Review Committee's Report to all club presidents and treasurers by September 30 each year.

ARTICLE VI

CONFERENCES AND MEETINGS

Section 1. District Conference. The district conference shall be held annually in order to further the Object of Rotary through fellowship, inspirational addresses, and the discussions of matters relating to the affairs of the Clubs, the District and RI generally. The program of the district conference shall meet the requirements of Rotary International as outlined in the *RI Manual of Procedure*.

- A. The site for a district conference shall be selected at least one year prior to the date of the conference. The district governor-elect, with the approval of a majority of current club presidents of the District, shall select the site for the of the district governor-elect's year as district governor. The location and dates for the conference must be approved by the Board of Directors.
- B. The district governor has overall responsibility for the district conference, as directed by the *RI Manual of Procedure* of Rotary International. A host club and/or the District Conference Planning committee is responsible for the mechanics of the conference, i.e. meeting places, publicity, tickets, programs, special entertainment and other details as directed by the district governor and under the supervision of the conference chair.
- C. District conferences may be held conjointly with another district if authorized by the Board of Directors of Rotary International.
- D. The district secretary may serve as conference secretary, or the district governor may appoint another Rotarian to serve in that capacity.
- E. Funding of the district conference shall be from meal charges, contributions and funds raised specifically for the conference and registration fees. Registration fees will be included in the semi-annual dues. There shall be no further registration fee for a district Rotary member or guests for attendance at all or any part of the conference. Conference expenses for the district governor, the district governor's spouse, the Rotary International president's representative, his aid, their spouses, and the district administrator are paid by the District as part of conference expenses.
- F. The district governor shall endeavor to hold the district conference at no cost to the District beyond the amount raised by the approved levy for this purpose. If a surplus remains from the district conference after meeting all district conference expenses, the entire district conference surplus shall be contributed to either The Rotary Foundation of Rotary International, the Rotary District 6360 Foundation, or the district fund balance, in portions to each as determined by the Board of Directors, provided that the district fund balance remains as budgeted.

Section 2. Annual Meeting of Rotary International, District 6360, Inc. The annual meeting shall be held in accordance with the bylaws of Rotary International, District 6360, Inc. and the requirements of Rotary International.

- A. Unless the Board of Directors determines otherwise, the annual meeting of Rotary International District 6360, Inc. shall be held during the district conference. The Board of Directors shall send to each club a written or electronic notice that provides the date, time, place, and agenda at least thirty (30) days prior to the annual meeting.
- B. The annual meeting shall be conducted in conformity with the RI *Manual of Procedure* and with these procedures.
- C. For purposes of voting during the annual meeting, each club shall have one elector for each 25 members or major portion thereof, as determined by the district membership as of the date of the most recent semi-annual dues payment before the district conference. All clubs shall have at least one elector regardless of size. The secretary of each club shall submit a list, designating the names of each elector, to the district secretary. If an elector is unable to attend, the club secretary may submit a revised list at any time prior to commencement of the annual meeting. Electors shall be recognized after written evidence of their appointment from their clubs has been submitted. Each elector shall have only one vote.
- D. The district governor or person appointed by the district governor shall preside at the annual meeting and the order of business shall be as follows:
 - 1. Call to order.
 - 2. Determination of quorum. One-third of the Rotary clubs in the District, represented in person, shall constitute a quorum.
 - 3. Approval of minutes.
 - 4. Annual report of the district governor on the status of the corporation.
 - 5. Other reports of officers and committees.
 - 6. Adoption of the Financial Review Committee's Report from the previous Rotary year.
 - 7. Approval of the budget and district dues if not previously approved in accordance with Article V of these procedures. If the budget is not approved, then the previous year's budget shall remain in effect until a new budget is approved.

8. Election of district governor (if required under Article II of these procedures), representative or delegate to the Council on Legislation (when applicable), and the District's representative to the Nominating Committee that selects the directors of Rotary International.
9. Consideration of proposals and election of delegates to the Council on Legislation (when applicable).
10. In the year immediately preceding this District's assumption of the Chairmanship of the Great Lakes Rotary PETS, elect a chairperson thereof, to serve for a term of two (2) years.
11. Consideration of amendments to the Articles of Incorporation, bylaws or these procedures that are properly submitted.
12. Resolutions of appreciation. It is customary to present resolutions of appreciation to the president of Rotary International, the representative of the president of Rotary International, the district governor and the host club(s) for the conference
13. Other business as shall properly come before the annual meeting
14. Adjournment.
15. The presiding officer may vary the order of business for good cause.

Section 3. Meetings of the Board of Directors. The Board of Directors for Rotary International, District 6360, Inc. shall meet at least once each quarter in accordance with the bylaws of the corporation.

Section 4. District Assembly. The district assembly is a seminar to help prepare the club leadership for their year in office. The district governor-elect shall arrange for meeting places, luncheons and registrations for the district assembly pertaining to his or her year in as district governor, and may select a host club and committee to assist in these matters. The district governor-elect, assisted by the district trainer, shall arrange the program of the district assembly with all its necessary participants.

- A. Finances for the district assembly shall be from District funds, previously budgeted for that purpose, or by direct assessment on the registrants, or a combination of both.
- B. It is imperative that the district governor and the district governor-elect coordinate their efforts to carry out the purposes of the assembly.

Section 5. District Committee Meetings. Whenever meetings of a standing committee are scheduled at a meal time, District funds may be used to pay for the meal, except

during a district conference, provided that this is authorized by the district governor. Places for these meetings should be as central to all members of the committee as is possible and reasonable to prevent undue hardship and travel.

Section 6. PETS (Presidents-Elect Training Seminar). This District shall participate in the Great Lakes Rotary PETS in accordance with the Bylaws thereof, as they may be amended from time to time.

ARTICLE VII

RECORD RETENTION

Section 1. Policy for Record Retention. District records shall be retained according to the following schedule:

- A. Records to be retained for 25 years.
 - 1. All insurance policies.
 - 2. All tax returns and any report filed with any state or federal agency.
 - 3. Check registers and cancelled checks.
 - 4. All year-end financial statements and the Financial Review Committee's Report.

- B. Records to be retained for 7 years.
 - 1. All records not listed above for 25-year retention, including but not limited to the following:
 - a. All other financial records.
 - b. All reports filed with Rotary International.
 - c. All documents related to Rotary Foundation grants.
 - d. All minutes of the annual meeting of the corporation, and all other meetings at which action is taken which is intended to be binding on the District.
 - e. Any written agreement to which the District is a party (retain for 7 years after expiration of the term of the agreement).
 - f. All employment records (retain for 7 years after completion of employment).

- g. Any documents related to litigation (retain for 7 years after final judgment or settlement), threatened litigation, or any situation the district governor thinks presents a realistic possibility of litigation.
- h. Any other documents the district governor thinks should be retained.

Section 2. Responsibility for Compliance. Commencing in 2000, it shall be the responsibility of each district governor, with the assistance of the district treasurer and the district secretary:

- A. To mark all records required to be retained pursuant to Article VII, Section 1, indicating clearly on the outside thereof the date after which each record may be destroyed.
- B. To deliver the records so marked, to any record repository maintained by the District or, in the absence of a record repository, to their successor as district governor, on or before September 30 after completion of their term as district governor.
- C. To preserve all district records, whether maintained in their custody or in a district record repository, until the destruction date.
- D. To destroy records for which the destruction date has been reached.

Section 3. Records Prior to 2000. Any person who served as district governor before 2000 may mark any records from their year of service in accordance with this policy and deliver them to the current district governor or to any record repository maintained by the District.

ARTICLE VIII

CUSTOMS

Section 1. Governor's Pin. The district governor's lapel pin owned by the District is customarily pinned on the district governor-elect in front of the his or her home club, at the last club meeting in June or the first meeting in July; although both the time and place may be altered to suit the convenience of both the past district governor and the district governor.

Section 2. Past District Governor's Pin. A past district governor's pin is customarily selected by the retiring district governor, and paid for by the District from funds previously budgeted for that purpose. The past district governor's pin should follow specifications not to exceed 14 carat gold, and inset diamond or ruby equivalent not to

exceed 0.10 carat weight. The time and place for presentation of the past district governor's pin is to be in accord with the retiring governor's wishes.

Section 3. Gift of Appreciation. It is customary to give the retiring district governor a gift from the District, usually presented during the district conference and paid for from conference funds, as part of the conference expenses. This is also true of a memento gift to the Rotary International president's representative.

Section 4. Pre-Conference Reception for Rotary International's President's Representative. It is customary to hold a pre-conference reception for the Rotary International President's Representative to a district conference, attended by past district governors, the district governor, the district governor-elect, district governor-nominee, the spouses of the foregoing and such others of the conference committee as the district governor may desire. This is suggested as an excellent opportunity to make the president's representative more at ease prior to the district conference, and to ease the task of getting acquainted with district Rotarians. Such reception may be paid from budgeted district conference funds.

Section 5. Memorial Contribution. It is customary in the event of the death of a past district governor, that the surviving past district governors and the district governor attend the funeral or memorial service as a group. A donation is customarily made to the Rotary Foundation in the amount of \$150 in memory of the deceased past district governor from district funds, said contribution to be credited to the deceased district governor's Rotary club. Individual contributions in memory of the deceased are also encouraged.

Section 6. District Directory. Rotary International does not require a *District Directory*, but it is customary to have one in the District. The *District Directory* shall include information concerning district officers, past district governors, and the officers of Rotary International, district committees, time and meeting place of district clubs, and listing of their officers and such other information that may be pertinent to the District and clubs. It shall be prepared by or under the direction of the district governor-elect with information pertinent to the district governor-elect's year as district governor. Distribution shall be made to district and club officers and such other Rotarians as the district governor-elect may wish.

The *District Directory* shall carry the notation: "This directory is issued for the use of Rotarians only, is not for distribution to non-Rotarians, and shall not be used as a commercial mailing list." Publication and distribution of the *District Directory* shall be provided for in the annual district budget.

Section 7. Attendance at the International Convention of Rotary International. It is customary that the district governor-elect attends the International Convention of Rotary International.

Section 8. Chartering a New Club. When a new Rotary Club is chartered in the District, it is customary to present gifts for club operation. These gifts may consist of a Club President's pin, charter member pins, members' name badges and a storage case, a bell, a gavel, a speaker's lectern, a Rotary Club banner and standard, a Four-Way Test banner and standard, an American flag and standard, song books, a table display of miniature flags of all nations with Rotary clubs, secretarial records and supplies and Rotary highway signs with meeting "time and place" indicators. Tickets for new members and expenses for a speaker for the charter celebration may be included as gifts.

Clubs, of their own volition, may make such gifts, or they may be purchased in the name of all clubs in the District from district funds in an amount not to exceed \$2,000.00, with prior permission, in writing, from the district governor. The district governor may suggest per capita levels of contribution to the clubs, facilitating and coordinating the acquisition of the needed items.

The cost of any other gifts and for any guests shall be at the expense of the sponsoring club(s), to be paid from their own funds, or to be included in the costs of tickets for the Charter celebration.

Section 9. Alcoholic Beverages. It is customary that, at district functions, alcoholic beverages, if served, shall be paid for by the participants.

ARTICLE IX

AMENDMENTS

Section 1. Amendments. These procedures, and the *Bylaws of Rotary International District 6360, Inc.* may be amended only by resolutions presented at the annual meeting of the corporation normally held at the district conference. Such resolutions shall be approved by a majority of eligible electors voting at the same annual meeting.

- A. Eligibility of electors shall be determined in accordance with the *RI Manual of Procedure* and these procedures.
- B. In the event that such amendment, or any portion thereof, is found to be in conflict with the then constitution and bylaws of Rotary International or the interpretations thereof, it shall immediately be considered null and void.
- C. Amendments to these procedures may only be proposed in accordance with Section 2 and/or Section 3, below.

Section 2. Amendments Proposed by Rotary Clubs. Amendment proposals originating with a Rotary club of the District shall be governed by the following procedure:

- A. A club resolution, approved at a regular club meeting, to amend these Procedures shall be presented to the district governor not less than one hundred twenty (120) days prior to the district conference.
- B. The district governor and the Legislative Advisory Committee shall study the resolution to ascertain that it is not in conflict with the constitution and bylaws of Rotary International, or the interpretations thereof:
 - 1. If found improper to present to the annual meeting, it shall be returned to the club with a full explanation of the impropriety.
 - 2. If found in order to present to the annual meeting, the district governor shall, not less than thirty (30) days before the annual meeting, arrange to send copies of said resolution to all Rotary clubs of the District, advising them of the date, time and location when the proposed amendment will be considered by the qualified electors at the annual meeting.

Section 3. Amendments Proposed by the District. Amendment proposals originating with the Legislative Advisory Committee of the District, including those to correct such portions which have been found to be in conflict with the then constitution of Rotary International or the interpretations thereof shall be governed by the following procedure:

- A. The proposed amendment(s) shall be presented to the district governor and Board of Directors for approval.
- B. If approved by the Board, the district governor shall, not less than thirty (30) days before the annual meeting, arrange to send copies of said amendments to all Rotary clubs of the District, advising them of the date, time and location when the proposed amendment will be considered by the qualified electors at the annual meeting.