

**STANDARD OPERATING PROCEDURES
2011-2012
(POLICY MANUAL FOR ROTARY INTERNATIONAL DISTRICT 6980)**

INTRODUCTION

A district is a geographical territory in which Rotary clubs are associated for Rotary International purposes. The activities and organizations of a district shall exist solely to help the individual Rotary Club and should not tend to diminish services provided by Rotary clubs and individual Rotarians on the local level.

TERRITORY

District 6980 includes the following counties:

Lake, Orange, Osceola, Seminole, and Sumter

1. PURPOSE

This District Policy Manual provides guidance to officers and committee chairmen of the district and aids Rotary club presidents in better understanding the functions of the district. Pronouns of the masculine gender shall include feminine.

A copy of this manual shall be given to the attendees of the District Team Training Seminar and the incoming presidents at PETS. The district trainer will include the SOP as part of the district training curriculum at these meetings.

In the event any provision of this Policy Manual is now or hereafter becomes in conflict with any requirements or procedures of Rotary International, the RI policy shall prevail, and this Policy Manual shall be deemed to be amended accordingly.

2. DISTRICT OFFICERS

A. District Governor

The District Governor is the current governor of the district. The District Governor is the only officer of Rotary International in the district. He is nominated by the clubs in the district and elected by the Rotary International convention. The qualifications for the office are set forth by the Constitution and By-Laws of Rotary International. He is responsible to Rotary International and must carry out the duties as prescribed in the current Manual of Procedures of Rotary International as well as those set forth by the Board of Directors of Rotary International. His term shall commence on July 1 and continue for one year or until a successor shall have been qualified and elected. He shall be a voting member of those district committees covered specifically by this manual and an ex-officio, non-voting member of all other district committees.

Effective with the selection of District Governor for the Rotary year 2011-12, all candidates for District Governor are required to be graduates of the Rotary Leadership Institute.

B. District Governor-elect (DGE)

The District Governor-elect is the person who will serve as governor in the year immediately following the current district governor's term. The duties and responsibilities of the District Governor-Elect are set forth by the Constitution and By-laws of Rotary International. He shall be a voting member of those district committees covered specifically by this manual and an ex-officio, non-voting member of all other district committees. In addition, he shall assume any duties deemed advisable by the district governor. As soon as possible after he becomes DGE, he will appoint, for his term of office, a district secretary, district treasurer, assistant governors, and committee chairmen (where applicable) for the purpose of ensuring continuity of actions. District governor-elect refers to the person nominated by the district after he has been elected by the Rotary International Convention to serve, but before he begins his term as governor of the district. Incoming district governor refers to the same person as the district governor-elect. This term is used from time to time for clarification purposes only.

C. District Governor-Nominee (DGN)

The District Governor-Nominee is the person who will serve as governor in the year following the District Governor-elect.

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D. District Governor-Nominee Designate (DGND)

The District Governor-Nominee Designate is the person who will serve as governor in the year following the District Governor-Nominee.

E. District Secretary

The district governor, prior to taking office, shall appoint a well-qualified Rotarian who preferably has served as club president and/or club secretary to serve as the district secretary. The term of office shall be one year; however, a district governor may re-appoint the district secretary from the preceding term if he so desires for an additional year, but in no case shall the total tenure exceed three consecutive years.

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

The district secretary's duties shall be set forth by the district governor and may include such assignments as:

- Answer all correspondence written to him, or directed to him by the district governor.
- Maintain a file of all official correspondence by the district governor.
- Maintain the official district records, except financial records which are kept by the district treasurer.
- Prepare rosters, including names, addresses, telephone numbers, and email addresses of the following officers of each club: president, secretary, president - elect. A roster shall also be prepared including names, address and telephone numbers of district committee chairmen, district secretary, district treasurer, district governor – elect, district governor – nominee, past district governors, and any other officers of the district or of Rotary International that the district governor may decide to include.
- Prepare a mailing list, and automate the list if practical.
- Compile, publish and mail the monthly membership and attendance report of the district to Rotary International on a timely basis.
- Compile, publish and mail the monthly membership and attendance report of the district to the district governor for inclusion in the district newsletter.
- Assist and act as recording secretary for such district meetings, conferences and assemblies as the district governor deems appropriate, and submit various required reports of such meeting to Rotary International.
- Conduct a secretary training session at the District Assembly.
- Provide two copies of the district newsletter to Rotary International each month.
- Provide district information to the district webmaster, as directed by the governor.

F. District Treasurer

The district governor, prior to taking office, shall appoint a qualified Rotarian, preferably a past club treasurer, to serve as district treasurer. The term of office shall be one year; however, a district governor may re-appoint the district treasurer from the preceding term if he so desires for an additional year, but in no case shall the total tenure exceed three consecutive years. In addition, the district governor-elect may appoint an assistant district treasurer prior to taking office. Then, in the event the district treasurer is unable to perform his duties as treasurer, the assistant district treasurer shall perform all functions of the office until such time as a new district treasurer can be appointed.

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

The District Treasurer's duties and procedures are as follows:

- Maintain a business checking account at a local banking institution.
- Maintain such records and accounts as may be necessary to show the receipts, expenditures and financial condition of the district and perform all other duties connected with this office.
- Serve as a member of the district finance committee.

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- Other duties as assigned by the district governor.
- Procedures, as needed:
 1. Make deposits to the checking account at least weekly upon receipt of club dues and any other district monies.
 2. Prepare checks for payment/ reimbursement of expense items promptly upon receipt of invoices and/or reimbursement vouchers/ statements which have been approved by the district governor. Maintain supporting details for disbursements in internal files and mark invoices upon payment. Payments in excess of 20% of budget line items in excess of \$1,000 will require written approval of the district governor, who shall first gain the approval of the district finance committee.
 3. Checks written for \$500 or more must have consent of the district governor.

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

Semi-Annual:
 6. Prepare financial statements, preferably with account numbering system, detailing actual receipts and disbursements to date compared to budgeted receipts and disbursements.

Annually:
 7. Early in July the incoming treasurer shall prepare and mail to all clubs an invoice for annual district dues, based on club membership as of 1 July to be payable by 1 August.
 8. As soon as practical after June 30th, the outgoing Treasurer shall submit all books, records, paid invoices and other pertinent financial information to the district audit committee appointed by the outgoing district governor for the year-end overview of the financial records. (No member of the district finance committee may serve on the audit committee.) Provide follow up as necessary to ensure IRS reporting for non-profit organizations (Form 990) is completed. If not, personally prepare the return or engage other(s) to do so.
 9. For the annual audit the outgoing treasurer shall prepare a complete financial report for the closed year, which shall be in the hands of the outgoing district governor (immediate PDG) by no later than September 30.

G. Assistant Governor (AG)

The district governor shall divide the district into groups of three to six clubs for administrative convenience.

The district governor, prior to taking office, shall appoint well qualified past club presidents to serve as AG. These should be Rotarians who may be considered in the future as potential candidates for district governor. No assistant governor may serve for more than three years, whether or not consecutively. Preferably, no more than one-half of the AG's should be replaced each year.

The district governor may at any time during his term of office remove and/or replace any AG who is unable to serve or who, in the governor's judgment, is not satisfactorily performing his duties. Should the governor remove and not replace the AG, the governor shall reassign the removed AG's clubs to other AG's (one per AG) or the at-large AG (district coordinator).

The duties, activities and obligations of the AG's shall be those set forth in the current District Leadership Plan and/or the RI Manual of Procedure, as well as any additional duties at the request of the district governor, providing such requests do not conflict with either of those policies or this manual.

Effective with the Rotary year 2010-11, all Assistant Governors are required to be graduates of the Rotary Leadership Institute.

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H. District Coordinator

The district governor may, in addition, appoint one or more, past club presidents who, at the discretion of the governor, will serve as district coordinator. The district coordinator's duties will include, but not be limited to, assisting the district governor with AG training, district committee training, and administrative assistance to the district governor and AG's as directed by the governor.

It is recommended that the district coordinator be very well qualified and has a strong history of service on the district level. It is also preferred that he will have served as AG in one of the three preceding years. No district coordinator will serve more than three years, whether or not consecutively.

I. Representative to the Council on Legislation

The Council of Legislation is the legislative body of Rotary International which meets every three years. A representative is elected by the district to attend the Council on Legislation and to represent the district in its interests. Because of the importance of the council, the district representative should be from among the most qualified Rotarians available, preferably a past district governor.

In a year in which the District is to select its Delegate and Alternate to the Rotary International Council on Legislation (every three years), these District Nominating Committee procedures will be followed exactly as outlined in section 3-13 NOMINATING COMMITTEE, with respect to the selection process (RIB 8.050.). Qualifications for the nominated delegates are established by Rotary International (RIB 8.020.2) and will be adhered to. The same Nominating Committee will interview and select the District's Delegate to the Council the same day it interviews and selects the new Governor. The Governor will report to the clubs the committee's selection under the same rules as for Governor.

The district representative's expenses to attend the council shall be allocated by the district finance committee. The district representative, during the year between his election and the convening of the Council on Legislation, will offer to meet with as many clubs as possible upon their request, to inform them of and discuss with them all pending legislation. The district representative, after the Council of Legislation is over, must submit a written report available to the next District Assembly or District Conference.

The district representative may not serve more than two terms consecutively.

J. Representative to Zone Nominating Committee for RI Director

The Zone 34 Nominating Committee for RI Director meets every four years. A representative is elected by the district to attend the meeting and to represent the district and its interests in nominating and selecting an RI Director from Zone 34.

In a year in which the District is to select its Representative to the Nominating Committee for Director (every four years), the District will elect its representative to the nominating committee at the annual district conference, according to RIB 12.020.3 and 12.020.4

The district representative's expenses to attend the zone nominating committee meeting shall be allocated by the district finance committee. The district representative may not serve more than two terms consecutively.

K. Governor's Aide

The governor may, prior to taking office, appoint a well qualified Rotarian, preferably a past club president, to serve as his aide. The governor's aide will assist the governor as he deems necessary. The governor's aide should work with the AG's and club presidents in preparation of the governor's official visits to the clubs.

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3. DISTRICT COMMITTEES

District committees have unique and specific roles and responsibilities, carrying out functions that contribute to a wide variety of district goals. However, all district committees share the following responsibilities:

- Providing support and guidance to clubs
- Working with relevant RI and Rotary Foundation committees and task forces
- Reporting to the district governor on the status of activities of clubs
- Reporting successful club activities to Rotary International for possible inclusion in publications
- Working with district leaders to plan strategies to achieve goals
- Promoting and attending district training meetings and the district conference (249-EN pg. 4)

The standing district committees under the current Club/District Leadership Plan as recommended by Rotary International are:

- Club Administration
- Membership
- The Rotary Foundation
- Service Projects
- Public Relations
- New Generations

Each of the above committees are assigned its respective subcommittees under the Rotary International recommended Club Leadership Plan. All other committees in the current SOP or appointed by the District Governor that are not part of the Rotary International Club Leadership Plan will be classified as District Operating and Administrative Committees.

For the purpose of continuity, RI recommends that all standing committees be "rotating committees" i.e., members will be appointed for three years, so that members completing their third year will rotate off and the governor-elect will fill the subsequent open positions for his term as governor. Unless specifically limited in term by this manual or RI, the governor-elect may extend a member's service to a committee beyond three years if it is in the best interest of Rotary.

The district governor-nominee should begin considering committee appointments for his year and as soon as possible after becoming district governor-elect, he shall appoint members to all committees (unless otherwise stated by this manual) to serve during his term as governor. All district committee chairs will submit their budgetary requirements to the DGE in advance for approval by the finance committee.

Unless otherwise stated by this manual or by RI, the district governor may at any time during his term of office remove and/or replace any committee member (or chair) **he appointed** who is unable to serve or who, in the governor's judgment, is not satisfactorily performing his duties. **Should any committee have a vacancy, the current governor will fill the vacancy with an appointment, subject to the qualifications outlined in this manual.**

For a committee to officially conduct its business, fifty percent of its *voting* members are required to be present. No proxies or absentee ballots will be recognized on matters requiring a committee vote. If a committee member regularly does not attend committee meetings and/or does not communicate with the chair, the chair may request that the governor remove the member from the committee and appoint a qualified replacement.

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

A **district committee chair** leads a committee, acting chiefly as an organizer and motivator. The following guidelines can help district committee chairs be successful leaders:

- Delegate responsibility for specific tasks and projects among all committee members
- Consult with committee members and district leaders to clarify and understand district goals related to the committee's function
- Collaborate with committee members to develop a plan of action to achieve committee goals
- Establish and maintain regular communication with committee members, keeping them apprised of relevant developments at both the club and district levels
- Create an information distribution plan to share relevant information from Rotary International and The Rotary Foundation with Rotarians throughout the district

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- Work with committee members to ensure that they have the knowledge and skills needed to fulfill their responsibilities
- Communicate with Rotary International and Rotary Foundation staff as necessary (249-EN pg. 4)

Unless otherwise stated, it is recommended that a committee or subcommittee chair only serve as chair for one year.

The district communication policy will be discussed at the district team training seminar. The policy will include how and when committees communicate with clubs, the district governor, assistant governors, and fellow district committee members. Following the district's communication policy will ensure that the appropriate individuals receive the information they need. In order to foster continuity and ensure consistent support of clubs, committee members should share information with incoming committee members, assistant governors, and governor at the end of the year (249-EN pg. 4-5).

Standing District Committees:

1. AUDIT
2. AWARDS & GUARDS
3. CLUB SERVICE
4. COMMUNITY SERVICE
5. DISTRICT CONFERENCE
6. EXTENSION
7. FAMILY OF ROTARY
8. FINANCE
9. HOMESTAY
10. INTERACT / ROTARACT
11. INTERNATIONAL SERVICE
12. MEMBERSHIP DEVELOPMENT / RETENTION
13. NOMINATING
14. PUBLIC RELATIONS
15. RI CONVENTION PROMOTION
16. RISK/INSURANCE
17. ROTARY FOUNDATION (and its subcommittees)
 - Annual Giving
 - Scholarships
 - Alumni
 - Grants
 - Group Study Exchange
 - Permanent Fund
 - Polio Plus
18. ROTARY YOUTH EXCHANGE (RYE)
19. ROTARY YOUTH LEADERS AWARDS (RYLA)
20. STANDARD OPERATING PROCEDURES (SOP)
21. TRAINING
22. VOCATIONAL SERVICE

Additional committees may be formed at the discretion of the DG or DGE (for his term) to comply with temporary RI directives or special programs. Succeeding governors may continue the committee at their discretion and petition the committee be added as a standing district committee.

The district governor may appoint an ad hoc committee in his term for any special need that arises. Such committee will terminate at the conclusion of the Rotary year.

3-1 Audit Committee

The Audit committee will consist of three members (from different clubs) serving staggered three-year terms. The committee will perform an audit of the previous year's financial records. The audit committee will report to the finance committee. No member of the audit committee may serve concurrently on the finance committee.

3-2 Awards & Guards Committee

The Awards & Guards committee will coordinate, under the guidance of the governor, an awards banquet to be held in June. The purpose of the event is to celebrate and recognize the achievements of the Rotarians, clubs, and district leaders in the district for the current Rotary year. The event will also serve as a "changing of the guard", with the official introduction of the DGE. The DGE will have the opportunity to recognize and install his district leadership team.

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The district shall budget a line item for this event. The committee will do its best to keep its expenses in line with the budget and to strive to generate enough revenues to at least break even or make a profit. Any unused budgeted funds and/or net profit from the event shall be used at the governor's discretion for offsetting budget line item deficits (from his year) and/or (if no deficits exist) give additional funds to The Rotary Foundation towards the current year's contributions.

The district governor shall have sole discretion as to the event's format and award recognition program each year.

3-3 Club Service Committee

The district Club Service committee will provide guidance and assistance to the Club Service chair of each Rotary club, in discharging their responsibilities in matters relating to club service:

- Attendance
- Club bulletin
- Fellowship
- Magazine
- Membership
- Membership development
- Program
- Public relations
- Classifications
- Rotary Information

3-4 Community Service Committee

The district Community Service committee will provide guidance and assistance to the Community Service chair of each Rotary club to encourage and foster the application of the ideal of service to the personal, business, and community life of every Rotarian.

3-5 District Conference Committee

Under the direction of the governor, the district conference committee shall plan and promote The District Conference and carry out the necessary arrangements to ensure maximum attendance:

Duties and responsibilities:

- Select the district conference venue and coordinate all related logistical arrangements.
- Coordinate the finances of the conference to ensure maximum attendance.
- Promote conference attendance with particular emphasis on;
 - New Rotarians
 - New Clubs
 - Representation from every club in the district
- Promote the district conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.
- Coordinate, in cooperation with the district trainer, a district leadership seminar to be held in conjunction with the conference.

Conference Finances:

District Conference budget shall be kept separately from the District Budget, however, the District Treasurer has financial oversight over the conference's fiscal activities. The Conference shall be self-supporting and expected to at least break even. The District will provide a line item in the budget for Conference expenses. This is to be used as a contingency in the event the Conference does not make a profit. Any budgeted District funds not used by the Conference shall be added to overall Conference surplus.

The Conference Chairman shall provide to the district governor a balanced budget no later than 30 days prior to the conference.

Following the conference, the net surplus (profit) can, at the district governor's discretion, be used to offset other budgetary deficits and/or be given to The Rotary Foundation in the form of Paul Harris Fellows. How funds are given to TRF as a result of surplus (in whose name) will be at the sole discretion of the governor.

The district governor and district conference chair shall accept responsibility for ensuring that line budget items are adhered to within reasonable tolerances (see District Treasurer, page 3, procedure #2).

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The district treasurer shall prepare for the district finance committee a complete statement of receipts and disbursement of the district conference no later than 60 days after the close of the conference. In the event accounts cannot be closed by that date, open accounts shall be shown as estimates and the final statement shall be issued as soon as possible.

3-6 Extension Committee

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

Duties and responsibilities:

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

The chair and as many committee members as possible should attend a training meeting conducted by the RI membership coordinator or RI membership zone coordinator.

3-7 Family Of Rotary

This committee encourages the district and clubs to care for Rotarians and their families, and to honor deceased members. Clubs will be requested to notify the district, via this committee, of death and/or serious illnesses of Rotarians and their immediate families.

3-8 Finance Committee

This committee shall be responsible to review and **allocate** the necessary expenses of district administration. This shall be the District Finance Committee, consisting of eight (8) members:

- Immediate PDG, Chair
- Current DG
- Current DGE
- District Governor-Nominee
- District Treasurer
- Three (3) Past Presidents

All shall serve three-year terms, except the treasurer, who shall be appointed for one year, but may succeed himself for two additional years.

At the end of each Rotary year the immediate PDG rotates off the committee, the current DG replaces him as PDG and chair, the current DGE moves up to DG and is replaced by the newly elected DGE who will be appointed to a 3-year term by the current district governor. The governor shall not appoint a past president of any club currently represented on the committee or a member of the same club as the incoming DGN.

Should a vacancy occur on this committee, it shall be the responsibility of the current District Governor to appoint a replacement to fill the unexpired term, after consultation with the DGE.

Responsibilities and Conditions:

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

The district fund is to be financed by all the clubs in the district by means of a per capita levy on all the members of those clubs. The amount of the levy will be included in the budget presented at the District Assembly and will be based on club membership on 1 July immediately following. District dues shall be payable by 1 August.

It is expected that each year's financial operations should not reflect a loss. It is the duty of the District Governor to judiciously strive to produce a positive income statement each year and to maintain the "Designated Surplus" at a

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responsible level (equivalent to one year's operating budget). The Designated Surplus shall be reserved in a separate account stipulated for emergency or urgent needs only, which needs may include, but need not be limited to, sustaining the District and its clubs during periods following a natural disaster. The Designated Surplus account shall not be used to fund financial losses from regular District events or due to mismanagement of budgeted resources. Contributions to the Designated Surplus account shall be regularly monitored and annually adjusted in keeping with the then current annual operating budget. Withdrawals from the Designated Surplus may be made only with a majority vote of the Finance Committee. The District Governor may, at the end of each year and after reviewing the financial condition of the District, gift any surplus in the Designated Surplus account to The Rotary Foundation. (Amended 11/04/06)

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

1. Expenses for the district governor
2. Provide a gift for the outgoing governor
3. Publication of a District Directory
4. Provide funds for the DGE and spouse to attend the International Convention (See Annex A)
5. Provide reasonable funds for the governor, governor-elect, governor-nominee, governor-nominee designate and their spouses to attend the Zone Institute.
6. Provide reasonable funds for the governor-elect for travel within the district, as well as printing, stationery, postage and telephone/fax.
7. Provide reasonable funds to assist the District Foundation Committee (chair and subcommittee chairs) to attend the Zone Institute for zone training.
8. Expenses for the district's representative to the Council on Legislation (when applicable)
9. Expenses for the district's representative to the Zone Nominating Committee (when applicable).
10. Provide reasonable expense funds for PETS, District Training Assembly, and Leadership Training (AG and committee chairs) for the DGE.
11. Awards & Guards and District Conference, as well as other necessary District meetings.
12. Other expenses as deemed appropriate by the Finance Committee to meet RI requirements.

District funds shall be held in a bank account in the name of R.I. District 6980 and handled by the district governor and the district treasurer. The records shall be audited following the close of the Rotary year by the audit committee. No member of the Finance Committee may serve on the Audit Committee. The audit shall be completed and the audit report submitted to the District Governor, the immediate Past District Governor, the chairman of the Finance Committee and any others designated by the governor. The final report must be in the hands of the immediate Past District Governor before September 30. It is then to be distributed to all clubs and will be presented at the next District Conference for approval (Manual of Procedure 15.060.4.)

3-9 Homestay Committee

This committee will encourage participation of Rotarians and Rotary clubs in the district in providing hospitality for the district governor-elects and spouses from other countries the week prior to their governor's training at the International Assembly. The committee will also assist with homestay hospitality for other Rotarian visitors from abroad, who may visit our district.

3-10 Interact/Rotaract Committee

This committee will provide guidance and assistance to clubs in the district that wish to start new Interact and Rotaract clubs in their area. The committee will also provide guidance and assistance to clubs in the district that currently sponsor existing Interact and Rotaract clubs.

3-11 International Service Committee

The district International Service committee will provide guidance and assistance to the International Service chair of each Rotary club to encourage the advancement of international understanding, goodwill and peace through a world of fellowship of business persons united in the ideal of service.

3-12 Membership Development and Retention Committee

This committee will identify, market, and implement membership development strategies within the district that are appropriate for the district and will result in membership growth.

Duties and responsibilities:

- Plan, market, and conduct a district membership development seminar.
- Work with the district governor and club leaders to ensure that the district achieves its membership goal.

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- Coordinate district-wide membership development activities.
- Encourage clubs to participate in RI or presidential membership development recognition programs.
- Maintain communication with other district committees (for example, the extension committee and public relations committee) to coordinate activities that will aid membership development efforts.
- Inform club membership committee members that members of the district committee are available to help them.
- Encourage clubs to develop and implement a membership recruitment plan.
- Assist club membership development committee chairs in carrying out their responsibilities.
- Visit clubs to speak about effective membership development activities and share information on successful activities.
- Ensure that each club committee has a copy of the *Membership Development Resource Guide* (417-EN).

The chair and as many committee members as possible should attend a zone-level membership development seminar conducted by the RI membership coordinator or RI membership zone coordinator.

3-13 Nominating Committee

It is the responsibility of the District Nominating Committee (hereinafter referred to as the “committee”) to interview and select the best person possible to serve as District Governor. The current District Governor will set the date for the interviews, which may be anytime between 30-36 months in advance of when the new District Governor will take office.

The Committee will consist of nine (9) voting members with the minimum qualifications being that members are in current good standing of a Rotary club in District 6980 in good standing with Rotary International and is a Past Rotary Club President having served a full term in office. In addition, the voting members must either have served as District Governor, an Assistant Governor or a District Committee Chair or Sub-Committee chair, having served at least one full term in office within the eight (8) years preceding the selection of the voting members.

The District Governor is an ex-officio, non-voting member of the Committee and will appoint the Chairperson of the committee from among the nine members. The DGE, DGN will be non-voting observers of the Committee and the District Secretary will record the minutes of the Committee’s actions.

Selection of Nominating Committee: On or shortly after July 1, the District Governor will call for club nominations to serve as club representatives on the District Nominating Committee. Each club will have the opportunity to nominate only one qualified member to serve on the Committee. The District Governor will set the date that all nominations must be submitted. After the date has passed, the District Governor, in the presence of the DGE, DGN, and District Secretary, shall pick at random the nine members of the Committee with six alternates (more alternates may be selected if needed in the future). The Secretary will make a record of the selections. No member of the Committee may serve in two consecutive years.

On or shortly after July 1, the District Governor shall call for nominations from the clubs for District Governor for the next open year of service and provide the clubs with the required Rotary International nomination forms and instructions for completion and submission. The Clubs shall have at least sixty (60) days to submit their nominations to the District Governor. The District Governor shall not disclose the identity of the nominees except as outlined below.

The identity of the Nominating Committee will remain secret and the DG, DGE, DGN and Secretary will ensure complete confidentiality of those selected to serve on the Committee. The District Governor will notify each selected member of the Committee that they have been chosen and the date, place and time they will be asked to serve. The District Governor will instruct the Committee members to keep their appointment confidential. If they do not, they are subject to removal by the District Governor and an alternate will take their place.

The District Governor shall inform the alternates that they have been chosen as such and may be called upon right up until the day of the meeting of the Committee should a member not be able to serve or has been removed from the committee because of a breach of confidentiality or a conflict of interest should a candidate for District Governor be related or from the same Rotary club. The alternates must adhere to the same confidentiality as the Committee members. Any removal of a Committee member must be done with the knowledge of the DGE, DGN and Secretary as witnesses for the record.

At least two weeks prior to the date of the interviews, the District Governor shall meet with the Chairperson of the Committee along with the DGE, DGN and Secretary to go over the details of how the interviews will be conducted (questions, length of time, etc.).

If at any time leading up to the meeting date, the District Governor determines there is a conflict of interest between a Committee member and a nominee or for other cause, the District Governor may dismiss the member and replace with the next available alternate, only with the unanimous consent of the DGE, DGN and Secretary. In the event that

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no alternate is available to fill a last minute vacancy on the committee, The District Governor may appoint the Secretary, DGE and/or DGN to serve on the committee to ensure that the committee has nine voting members.

After the interviews and deliberations are concluded, the Committee will vote by secret ballot prepared by the District Governor and District Secretary. If there are only two nominees, the majority of votes will determine the selectee. If there are more than two nominees, the Committee will use the Official Rotary International Single Transferrable Ballot as the voting system to determine the selectee.

Following the selection by the Nominating Committee, the District Governor will announce the selectee to the clubs within 72 hours of receiving notification of the selectee from the Nominating Committee (per RIB13.020.6) and set a time of 14 days after clubs are notified for the clubs to submit qualified challenges, per RIB13.020.8.

In a year in which the District is to select its Delegate and Alternate to the Rotary International Council on Legislation (every three years), these District Nominating Committee procedures will be followed exactly as outlined above with respect to the selection process (RIB 8.050.). Qualifications for the nominated delegates are established by Rotary International (RIB 8.020.2) and will be adhered to. The same Nominating Committee will interview and select the District's Delegate to the Council the same day it interviews and selects the new District Governor. The District Governor will report to the clubs the committee's selection under the same rules as for District Governor.

In a year in which the District is to select its Representative to the Nominating Committee for Director (every four years), the District will elect its representative to the nominating committee at the annual district conference, according to RIB 12.020.3 and 12.020.4

3-14 Public Relations Committee

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

Duties and responsibilities:

- Maintain contact with the district governor and the chairs of key committees to stay informed about district projects and activities
- Encourage clubs to make public relations a priority
- Promote Rotary to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs
- Contact the media with newsworthy stories of district projects and events
- Share RI public relations materials with clubs
- Seek opportunities to speak to individual clubs about the importance of club public relations

This committee will also oversee the district website and coordinate efforts with the district webmaster to use the website as an effective tool in making Rotary clubs in our district more visible to the public.

3-15 RI Convention Promotion Committee

This committee promotes attendance at the annual RI Convention to Rotarians throughout the district.

Duties and responsibilities:

- Attend club and district meetings to promote the convention
- Serve as a local resource for convention materials and information
- Ensure the district website has information on the convention and links to the RI website's section on the convention
- Identify and target potential registrants by email, letters, or other methods of communication

3-16 Risk/Insurance Committee

This committee advises the district and clubs regarding exposure to risk as well as assisting clubs with liability insurance coverage for their officers and directors.

3-17 Foundation Committee

The RI Board and the Trustees have agreed that each governor shall, well before taking office, appoint a District Rotary Foundation Committee (DRFC). The DRFC consists of a chair and seven subcommittee chairs. All members of the district committee and its subcommittees are appointed by the governor. If possible, the DRFC chair and subcommittee chairs should be past district governors. Members should serve staggered three-year terms to provide continuity and to avoid total turnover of the committee membership each year.

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For the purpose of continuity, it is preferred that the DRFC chair serve a three-year term. The DRFC chair will not serve more than three years in this capacity, but may continue to serve on other subcommittees.

The DRFC will assist the governor in educating, motivating, and inspiring Rotarians to participate in Foundation programs and fundraising activities in the district. The committee serves as liaison between The Rotary Foundation and the club members.

Subcommittees should include, insofar as possible, Rotarians who have had experience in each field of activity for which the respective subcommittees have responsibility.

The members of the District Rotary Foundation Committee serve as chairs of seven subcommittees:

- Alumni
- Annual Giving
- Grants
- Group Study Exchange
- Permanent Fund
- Polio Plus
- Scholarships

Descriptions of the duties of each of the DRFC subcommittees may be found in "The Rotary Foundation Handbook" (300-EN).

All members of the DRFC are expected to attend a regional Rotary Foundation seminar conducted by a regional Rotary Foundation coordinator.

District Designated Funds (DDF) Allocation Committee:

The District Designated Funds Allocation Committee will consist of the following 17 members (or less if one member holds two positions simultaneously). This committee does not have a regular vote on the Foundation Committee. Their sole responsibility is to allocate the DDF in accordance with the direction and percentages as prescribed by the Foundation Committee and this manual, as approved by the clubs in the District.

- District Governor
- District Governor-elect
- District Governor-Nominee
- District Foundation Chairman
- District Foundation Alumni Chair
- District Foundation Annual Giving Chair
- District Foundation Grants Chair
- District Foundation Group Study Exchange Chair
- District Foundation Permanent Fund Chair
- District Foundation Polio Plus Chair
- District Foundation Scholarships Chair
- Top three (3) Clubs in per capita giving (one representative from each club)
- Top three (3) Clubs in total dollar giving (one representative from each club)

District Designated Funds (DDF) Allocation Procedures:

The District:

The district will receive all the interest from the Permanent Fund.

The district will receive 20% of the total amount of the DDF donated by the clubs.

Would receive all the monies included in the DDF that were donated directly to the Annual Giving Fund by the District.

Any monies that were not utilized by the District during the fiscal year would roll over into the district portion of the DDF for the next year and would not be subject to allocation to the clubs.

The Clubs:

The club will receive 80% of their club's contribution to the DDF.

Will have the following options for allocation of their portion of the DDF:

- A. Humanitarian Grants:

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1. Use their portion for one or more humanitarian grants.
2. Transfer all or portions of their share to other clubs to participate in multi-club grants.

B. Simplified Grants:

1. Work with the District Grant Chair on allocation of not more than 25% of their portion of the DDF to one or more Simplified Grants.
2. Work with the District Grant Chair on allocation of up to 100% of their share of the DDF based on the amount of Simplified funds requested by other clubs in the district.
3. Work with other clubs in the District to do multi-club Simplified Grants.

C. Educational Scholarships:

1. Transfer back to the District a portion or all of their share of their DDF allocation to fund additional educational scholarships.

Any DDF funds not utilized or encumbered by a club during the fiscal year will revert back to the District's portion of the DDF for use by the District. Exceptions: If a grant request is denied by RI or withdrawn by the club due to circumstance beyond the club's control, the club will be given an additional year to utilize or encumber these funds. Any exceptions must be submitted in writing by the requesting Club to the District Grant Chair for their recommendation, with a final decision to be made by the District Allocation Committee.

3-18 Rotary Youth Exchange Committee (RYE)

This committee will provide guidance and assistance to clubs in the district who are interested in participating in this Rotary program. Youth Exchange is a structured program of RI that gives youths between the ages of 15 and 19, an opportunity to visit or study in a country other than their own.

All students must apply locally and be sponsored by a Rotary club in their community. The RI Board has established recommended guidelines to assist clubs and districts in implementing their Youth Exchange activities (RCP 41.090).

The RYE committee will review and must approve all students sponsored by the clubs. No club may act independently of the district with regard to RYE as risk management efforts need to be implemented to prevent and/or respond appropriately to any alleged instances of physical, sexual, and emotional abuse involving program participants.

Additional information about Youth Exchange can be found in the *Youth Exchange Handbook* (746-EN)

3-19 Rotary Youth Leadership Awards Committee (RYLA)

RYLA is a district administered program of RI aimed at developing qualities of leadership and good citizenship in young people of high school age. The RYLA committee will promote and oversee all aspects of the annual event. The event's expenses will be funded by registration fees for each attending student, paid for by the sponsoring Rotary club. All clubs in the district are encouraged to sponsor at least two students.

3-20 Standard Operating Procedures Committee (SOP)

The committee will consist of six members serving staggered three year terms. The composition of the committee will consist of past district governors (at least two) and past club presidents. In the event a PDG is not available to serve, a PP may be substituted. No two members of one club may serve on the committee at one time. Prior to taking office, the governor will appoint new members replacing the members rotating off the committee. The governor should appoint the chair of the committee from the members in their third year of service on the committee.

Changes/amendments to SOP manual:

Changes to the District Policy manual (SOP) may be made only by resolution enacted at the District Conference. Resolutions may be proposed by the district governor or by Rotary clubs of the district.

These Standard Operating Procedures may be amended at the District conference by a two-third (2/3) vote (except for increase of the district levy, which requires seventy-five (75) percent) of the clubs present and voting, provided the proposed changes have been circulated to all clubs as herein specified (See conference voting, section 6-2):

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- A. The District Governor will submit a proposed change in writing to all clubs no later than 45 days prior to the start of the District Conference.
- B. Clubs will propose changes by submitting such changes in writing over the signatures of no less than 10% of the club presidents. Such resolution must be sent to the district governor no later than 60 days prior to the District Conference and the governor will then notify all clubs in accordance with A. above.
- C. Without the prescribed notice, these procedures may be revised only upon the unanimous vote of all clubs present at the District Conference.

In the event any provision of this Policy Manual is now or hereafter becomes in conflict with any requirements or procedures of Rotary International, the RI policy shall prevail, and this Policy Manual shall be deemed to be amended accordingly.

3-21 Training Committee

The committee is responsible for supporting the district governor and governor-elect in training club and district leaders and overseeing the overall training plan for the district. The district trainer serves as the chair of the training committee and assigns responsibility for training meetings and functions as necessary.

Duties and responsibilities:

- Understand the responsibility to the convener of each meeting.
- Work with the governor-elect on training needs in the district for the current Rotary year related to:
 - Presidents-elect training seminar (PETS)
 - District assembly
 - District team training seminar (which includes assistant governor training)
- Work with the governor on training needs in the district for the current Rotary year related to:
 - District leadership seminar
 - Interact/Rotaract leadership training
 - Other training events in the district, as appropriate
- Consult on training issues for the district Rotary Foundation seminar and the district membership seminar. These meetings are the primary responsibility of the other district committees.
- Be responsible for, under the direction of the meeting's convener, one or more of the following aspects:
 - Program content
 - Session facilitation
 - Identification of speakers and other volunteers
 - Training leader presentation
 - Program evaluation
 - Logistics

3-22 Vocational Service Committee

The district Vocational Service committee will provide guidance and assistance to the Vocational Service chair of each Rotary club to implement and encourage the objective by example and by development of projects that help members contribute their vocational talents. The role of members is to conduct themselves, their businesses, and their professions in accordance with Rotary principles and to respond to projects which the club has developed.

3-23 Strategic Planning Committee

This committee will meet at least once a year and initially adopt a five year strategic plan covering all areas of club and district support for the district. The committee will share the plan and seek the support of the clubs at each year's District Conference. Each the committee will review the plan and amend as necessary.

The members of the Strategic Planning Committee shall be:

- Immediate PDG (chair)
- District Governor
- District Governor-Elect
- District Governor-nominee
- District Governor-nominee-designate
- District Club Administration Chair
- District Rotary Foundation Chair
- District Membership Chair
- District Public Relations Chair
- District Service Projects Chair
- District New Generations Chair

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4. DISTRICT FUNCTIONS

4-1 Presidents-Elect Training Seminar (PETS)

The presidents-elect training seminar (PETS) is a one-and-a-half-day seminar held in March. The purpose is to prepare incoming club presidents for their role. In cooperation with the governor, the governor-elect will be responsible for developing and approving the final program, selecting the training leaders, and plenary speakers.

All presidents-elect are required to attend in order to serve as club president. If a president-elect can not attend the scheduled PETS, he can attend another district's PETS.

If the district participates in multi-district PETS, the governor-elect will work with the multi-district PETS organizers but will retain responsibility for program, selection of training leaders, and speakers for district-only sessions.

District expenses for PETS will be provided for in the budget by the finance committee. It is recommended that the expenses of the incoming club presidents be paid by the clubs.

The DGN and DGNN will be invited to attend.

The district SOP manual will be given to all incoming presidents and reviewed during PETS.

4-2 District Training Assembly

The governor-elect shall plan and conduct the district assembly in cooperation with the governor. The district assembly is held in April or May to provide motivation, inspiration, Rotary knowledge and instruction in administrative duties so that incoming presidents, secretaries and other club leaders as the district governor-elect may designate may receive a greater understanding of their responsibilities and opportunities for service.

All presidents-elect must attend the assembly. If the president-elect cannot attend, he shall send a designated representative from his club whose duty will be to act on his behalf and provide him with a comprehensive report of the proceedings, with emphasis on the training sessions devoted to president-elect. All secretaries-elect, whether or not they have had prior experience in that position, are strongly encouraged to attend the assembly.

Ultimate responsibility for the district assembly rests with the governor-elect in consultation with the district governor. It is the responsibility of the district trainer to facilitate planning and implementation of the meeting. An appropriate amount of money will be provided in annual district budget; any costs above that amount must be recovered by registration fees. To stimulate attendance, all Rotary clubs are encouraged to defray cost of participation of their key officers and directors at the district assembly.

4-3 District Conference

The annual District Conference furthers the program of Rotary through fellowship, inspirational addresses and the discussion of matters relating to the affairs of clubs in the district and Rotary International. The district governor, the district conference committee and Rotary club presidents should endeavor to obtain the best attendance at the District Conference. New Rotarians should especially be encouraged to attend the conference.

It is recommended that the conference be held in the fall. Scheduling of the conference should be done at least one year in advance so it can be announced and promoted at the previous conference. In an effort to achieve maximum attendance, care should be taken to avoid conflicts with other RI, zone, and district events as well as holidays (and state college football schedule).

The district governor, in accordance with recommendations of Rotary International, shall appoint a district conference chairman, who shall in turn appoint conference committee members subject to the approval the governor.

While the ultimate success of the conference is the responsibility of the chairman, the district governor shall be always available for advice and consultation and has the authority to overrule any decisions and/or procedures put into effect by the conference committee if in his judgment it is in the best interests of the district and RI to do so.

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4-4 District Team Training Seminar

The purpose of the district team training seminar, held in February (following the International Assembly), is to develop a cohesive team of district leaders who have the necessary skills, knowledge, and motivation to support effective clubs (RCP 23.050.4). This seminar will provide training to all incoming assistant governors and committee chairs so they will be able to assist the governor-elect and district trainer with training at PETS and the District Assembly. The governor-elect, in cooperation with the governor, will be responsible for the meeting.

4-5 District Leadership Seminar

The purpose of the district leadership seminar is to develop Rotarian leaders within the district who have the necessary skills, knowledge, and motivation to serve in Rotary beyond the club level. The seminar is open to any interested Rotarians who have served as club president or have served for three or more years in a leadership role in a club (RCP 23.040). The governor-elect, in cooperation with the governor, with the assistance of the DGN and DGND, will be responsible for the meeting.

4-6 District Membership Seminar

The purpose of the district membership seminar (held in August or September) is to develop club and district leaders who have the necessary skills, knowledge, and motivation to support the clubs in the district and to sustain and/or grow the membership base. The seminar is open to all interested Rotarians (RCP 23.060). The membership committee, with assistance from the district trainer, will be responsible for the meeting.

4-7 District Rotary Foundation Seminar

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

4-8 President's Meeting

Preferably each quarter, the governor will convene a meeting of the club presidents (with assistant governors) to review the implementation of the goals and objectives of the clubs and any district or RI business the governor has with the clubs. The assistant governors will assist the governor with the meeting. It is recommended that whenever possible, the presidents meeting be held independently of other district meetings.

5. COLLEGE OF GOVERNORS

All Past District Governors (PDG) of this district or Past District Governors of other districts who are current members of clubs in District 6980 may join the "College of Governors" by payment of annual dues on a current basis. The College of Governors will elect their chairman by 1 February for the next Rotary year. Past District Governors are a valuable asset to the District and make a significant contribution to the furtherance of Rotary. Their experience and counsel may be drawn upon at any time by the Governor during his year in office. The College of Governors is advisory in nature and shall in no way infringe upon the authority or responsibility of the District Governor. The College may not independently act as direct liaison with RI headquarters on behalf of the district.

6. APPENDIX

6-1 Finance Committee Allocation for DGE Convention Expenses

Funds for the incoming District Governor and his spouse to attend the International Convention will include the following:

- a. Coach-class round-trip air fare from a nearby airport to the convention city.
- b. Reasonable transportation costs from home to airport and return
(includes private auto long-term parking if DGE drives own vehicle to and from airport)
- c. Convention registration fees for DGE and spouse

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- d. Hotel accommodations in convention city for up to 5 nights
(Saturday-Wednesday)
- e. Reasonable transportation costs from convention airport to and from convention hotel
(if not provided by host clubs)
- f. Cost of tickets for DGE and spouse to opening and closing nights' entertainment
(if not included as part of registration fee)
- g. Cost of attending special convention banquets for DGE and spouse.

All other meals, special entertainment events, outside sightseeing trips, etc., will be at personal expense of the DGE.

For conventions in the Continental U.S. or Canada, if the DGE chooses to drive a personal vehicle, he will be given a stipend equal to the cost of round-trip coach class air fare for himself, plus an identical amount for his spouse, from Orlando to the convention city, which he may use any way he chooses. Funds for items c, d, f, and g above will also be made available to the DGE.

6-2 District Voting Procedures

Elections for district governor-nominee (designate), representative (and alternate) to the Council on Legislation, and representative to the nominating committee for RI director, will be held only if there are valid challenges to the respective nominating committee selections. The following are excerpts from the RI Manual of Procedure for voting procedures. For a complete description, refer to the RI Manual of Procedure.

Club Voting (M/P 13.040.1)

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 proceeding 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.

Electors (M/P 15.050.1)

Each club in a district shall select, certify, and send to its annual district conference at least one elector (subject to the same rules as club voting above).

Conference Voting Procedures (M/P 15.050.2)

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 the representative to the nominating committee for director, election of the representative (and alternate) 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.

Proxies (15.050.3)

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.

6-3 Unaffiliated Activities

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

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6-4 Governor Succession Plan

If the vacancy occurs during the Governor's year of service....The College of Governor's votes to nominate to RI a successor from among PDGs in the district, to finish the term of office. The Chancellor of the College will preside over the selection process and will inform Rotary International of its recommendation supported by the authority of the District bylaws (SOP).

This will in no way interfere with the years of service of the DGE and DGN (and DGND if applicable). Note that if this is a voluntary resignation, it can be temporary and the replacement as Governor would also be temporary. Upon the Governor's notification that he/she is able to resume duties, the Governor pro tem would step down.

If the Governor-elect vacates or determines that he/she will not be able to serve as Governor, and the resignation/vacancy occurs AFTER the International Assembly (GETS), the above provisions will apply with one exception....the selection of the College of Governors can be challenged by the clubs under the same rules outlined in our SOP regarding challenges.

If the vacancy occurs **PRIOR** to the International Assembly (GETS), the current District Governor will ask the Governor-nominee if he/she wishes to move up one year and become the District-Governor-elect (and of course, must attend the International Assembly (GETS)). If accepted, the Governor-nominee-designate (if already selected) would move up one year as well and the nominating committee would convene within sixty days to select a new Governor-nominee-designate under our standard procedures. The current District Governor would inform Rotary International of all resignations and new appointments.

END OF POLICY MANUAL

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