

Rotary International District 6960 Rules of Procedure

Effective date: April 10, 2010

Article I

Section 1. District Officers and Committees

Section 1a. These procedures and By-Laws are presented solely as a guide to assist District Governors in maintaining continuity in district activity from year to year.

As stated in the RI Manual of Procedure, “A fundamental principle underlying the Administration of Rotary International is the substantial autonomy of member Rotary Clubs. The constitutional and procedural restrictions on the administration are kept to the minimum necessary to preserve the fundamental and unique features of Rotary. Within that provision there is maximum flexibility in interpretation and implementation of Rotary International policy, especially at the local level.” This is an important concept to be understood by the Governor and all club presidents. All decisions at the club level are the sole responsibility of the Club Board of Directors.

Section 1b. The Governor is the officer of RI in the district, functioning under the general control and supervision of the RI Board. In that respect, District 6960 has adopted the District Leadership Plan, which has been approved by Rotary International. Details of this plan are contained in the RI Manual of Procedure. Additionally, within the District there shall be a Governor-Elect (DGE), a Governor Nominee (DGN), and a Governor Nominee-Designate (DGND), all elected in conformity with Rotary International procedures. All of these officers shall perform their duties in accordance with outlines enumerated in the Manual of Procedure.

Section 1c. As described in the Manual of Procedure, the following committees shall be appointed by the Governor-Elect, recognizing that some of the committee chairs have previously been appointed by previous Governor’s Elect for a three year term(*)subject to removal for cause (per Rotary International Manual of Procedure).

- *Nominating Committee
- Finance Committee
- *Rotary Foundation Committee
- District Conference Committee
- Membership Development and Extension Committee
- Any other Committees which the DGE deems necessary.

Article II

Duties of District Officers

Section 1. District Governor

The only Rotary International Officer in District 6960 is the District Governor. The

qualifications and duties of the office and of the DGE are described in the Manual of Procedure of Rotary International. Only the District Governor may speak officially for District 6960 and Rotary International.

Section 2. **District Treasurer**

Section 2a. **Duties**

Responsible for all District funds, finances and tax filings, and shall serve as Chair of the Finance Committee.

Section 2b. **Appointment**

The Treasurer shall be appointed by the DGE by March 1 of the DGE's year in office. On July 1 of the new Rotary year, all books and records shall be given to the new Treasurer (assuming there is a change of Treasurers).

Section 2c. **Financial Accounts**

The District will maintain three separate operating accounts as follows:

1. Regular checking account for District operations.
2. Interest bearing account for funds over and above those for regular District operations and for reserve funds.
3. District Simplified Grant account.

The District is the only entity that shall operate bank accounts for Rotary International District 6960.

The Finance Committee shall determine the financial institution or institutions where the District accounts will be maintained to insure that all such deposits are fully insured by the federal Deposit Insurance Corporation (FDIC).

Section 2d. **Regular Checking Account**

The District's regular checking account for operations shall be kept in an interest bearing account (when available) in the name of "Rotary District 6960." Checks written on this account will require two signatures in compliance with our "crime insurance" policy.

Section 2e. **Interest Bearing Account**

The separate "interest bearing account" will be designated as a "reserve" or "business savings" account. The account will be separate from the regular operations account but will be set up to allow the transfer of funds from the regular operations account into and out of the interest bearing account to maximize interest earned on district funds.

Section 2f. **District Simplified Grant Account**

The District Simplified Grant checking account will be a separate account identified as Rotary District 6960 - District Simplified Grants. This account will receive funds directly from The Rotary Foundation. These funds are solely for the use of District Simplified Grants in the District. Checks will require two signatures to fund a District Simplified Grant or, in the case of funds not being used, to return the funds to The Rotary Foundation.

Section 2g. **District Dues**

District Dues will be paid semi-annually coinciding with the payment of Rotary International Dues. RI Dues are based on the number of active Rotarians on July 1 (first semi-annual payment) and on January 1 (second semi-annual payment) as calculated on the Semi Annual Report (SAR). District Dues will be based on the same number of active Rotarians as calculated on the SAR.

The District Treasurer WILL NOT send invoices for District Dues, as the Treasurer will not have the SAR information. The Treasurer will provide instructions on the District Website for the proper filing and payment of both Rotary International and District Dues and will conduct a seminar at the District Assembly for incoming club Secretaries and Treasurers on the RI and District financial and reporting responsibilities of each club.

Semi-annual payments are due on July 1 and January 1 of each year. All District dues payments shall be sent to the District Treasurer. Each club shall pay dues for a minimum of 10 active members.

Non-payment of Rotary Club Dues to the District will be treated in the same manner as non-payment of Rotary Club Dues to Rotary International; the Rotary Club could be suspended and ultimately lose its charter.

Section 2h. **Financial Reports**

The Treasurer will provide monthly financial reports to the Finance Committee that will include:

1. Written report covering monthly activities;
2. Balance Sheet - Regular Checking Account;
3. Deposits received - Regular Checking Account;
4. Checks written - Regular Checking Account;
5. Transactions for the "Separate Interest Bearing Account;"
6. Budget to Date;
7. Balance Sheet - District Simplified Grant Account;
8. Deposits received - District Simplified Grant Account; and
9. Checks written - District Simplified Grant Account.

The Treasurer will reconcile all bank accounts on a monthly basis and make the reconciliation reports available at all Finance Committee meetings or whenever requested for review by the Finance Committee.

Section 2i. **Chair Finance Committee Meetings**

The District Treasurer shall chair all meetings of the Finance Committee.

Section 2j. **Crime Insurance**

Current “Crime Insurance” requires two signatures on all checks. The Finance Committee will designate one of the account signatures, a member of the Finance Committee, to sign checks in addition to the Treasurer.

Account signatures will be covered under the “Crime Insurance” policy at District expense.

Section 2k. **Proposed Budget for the Coming Rotary Year**

The Treasurer, in conjunction with the DGE, will present a “Proposed Budget” for the coming year to the Finance Committee, sixty (60) days prior to the District Assembly for their review and approval. The District Treasurer must then present the Finance Committee the approved “Proposed Budget” for the coming year to all clubs in the district thirty (30) days prior to the District Assembly. Clubs will be notified that their President-Elect or their President-Elect Designee will be asked to vote on approval of the “Proposed Budget” at the District Assembly.

Section 2l. **Budget Approval**

The Presidents-Elect vote on approval of the “Proposed Budget” for the coming year at the District Assembly. The Treasurer will present the “Proposed Budget” and answer any questions at the District Assembly. A majority vote by the Presidents-Elect present at the Assembly to accept the “Proposed Budget” is required to approve the budget.

Section 2m. **Attendance at District Meetings**

The District Treasurer shall attend the District Assembly, District Conference, and all District Business meetings.

Section 2n. **Accounting Systems**

The District Treasurer, on an as needed basis, shall analyze the present accounting systems and recommend to the Finance Committee such changes that will simplify or clarify the financial process.

Section 2o. **Income Tax Return**

Rotary District 6960 is a 501-C-4 organization, a Federally Exempt Tax Organization, but the District is required to file a tax return. The Treasurer will provide financial reports to a CPA (approved by the Finance Committee) to file the annual tax return.

Section 2p. **Annual Statement and Report of District Finances**

The Treasurer will assist the District Audit Committee or an authorized CPA in developing the immediate Past District Governor's Annual Statement and Report of the District Finances.

Section 3. **District Secretary**

Section 3a. **Duties**

The District Secretary shall be responsible for all District property and administrative records.

Section 3b. The District Secretary shall be appointed by the DGE. By July 1, the District Secretary shall receive from the predecessor District Secretary the records from all prior meetings and property pertaining to the office of District Secretary.

Section 3c. The District Secretary shall attend the District Finance Meetings, District Nominations Committee, District Assembly, District Conference, and all District Business meetings, and maintain records of all actions taken by said committees.

Section 3d. The District Secretary shall maintain minutes of all committee meetings indicated in Section 3c, above, and mail copies of the committee minutes to each committee member within ten (10) days after the meeting.

Section 4. **Governor's Aide (If Appointed)**

Section 4a. **Duties**

The Governor's Aide shall perform whatever duties which are assigned by the District Governor.

Section 5. **Assistant Governors (AG's)**

Section 5a. **Duties**

There shall be three classes of AG's. The DGND shall select an AG for each geographical area of the District. When the DGND moves into the slot of DGN, the title for the AG shall be Assistant Governor for Membership and Service. Each AG will move up into another slot as the future District Governor progresses. In the second year, the AG will serve as Assistant Governor for the Foundation, and in the third year the official Title will become Assistant Governor. This method is known

as “Tri-Level Leadership.” Each class of AG’s shall advance as a new DGND is appointed. The specific duties of each AG will be defined by the DGE prior to the beginning of his/her year as District Governor.

Article III

Standing Committees

Section 1. Nominating Committee

Section 1a. Duties

This committee is charged with the duty to seek out, interview, and propose the best available candidate for DGND. The DGND selection will be ratified at the next District Assembly.

Section 1b. Makeup of the Committee

- **CHAIRMAN:** a Past District Governor selected by the DGN when the current three year appointment expires. The Chair may be reappointed.
- The DG, DGE, DGN. Each does not have a vote.
- One member from each area of the district serving staggered three-year terms. Areas 1-4 will be Class I; Areas 5-8 will be Class II; Areas 9-11 will be Class III.

No member may serve two consecutive three year terms, excluding the Chair.

Positions vacated shall be appointed by the District Governor with the appointee serving the remainder of the term which was vacated.

All Members appointed must be Past Presidents.

Section 1c. The Nominating Committee shall act in accordance with the Manual of Procedure “Notification of Nomination” and report their recommendation at least 30 days prior to the next District Assembly.

The nomination shall be ratified in the same manner as defined in Rotary International’s Manual of Procedure, RI Bylaws, Article XV, Paragraph 15.050. (For convenience, this paragraph is presented in Annex B of this document).

Section 2. Finance Committee

Section 2a. Duties

The Finance Committee shall review and approve the financial operations of the District Administration.

Section 2b. Makeup of the Finance Committee

The committee shall consist of the following, all with voting privileges:

- District Treasurer - Chairperson
- District Governor
- District Governor-Elect
- District Governor Nominee
- Immediate Past District Governor
- District Secretary
- District Simplified Grant Chairperson

Each District Governor Nominee, upon taking office, shall appoint one member at large to serve a three year term coinciding with the term of the DGN.

Vacated appointed positions shall be re-appointed by the appropriate officer to serve out the balance of the term

The District Governor Nominee Designate (when appointed) shall attend meetings as an observer with no vote.

Section 2c. Proposed Budget for the Coming Year

Same as Article II, Section 2k.

Section 2d. Budget Approval

Same as Article II, Section 2l.

Section 2e. District Dues for the Coming Year

Proposed District Dues for the coming year must be part of the “Proposed Budget” and approved by the Finance Committee prior to submitting the “Proposed Budget” to the Clubs.

Section 2f. Signatures

The District Finance Committee shall assure that a signature list is generated yearly on or close to the beginning of the Rotary Year for signatures authorized to sign checks. The signature list will include the District Governor, DGE, DGN, and the District Treasurer. The Finance Committee will designate one of the above listed to sign checks in addition to the Treasurer.

Section 2g. Reserve Account

The Finance Committee will direct the District Treasurer to maintain a separate “Interest Bearing Account” for reserve funds approximately equal to the prior year’s

budget. The Treasurer may, at his discretion, move excess general operating funds from the Regular Checking Account to the “Interest Bearing Account” on an interim basis to maximize interest return on District funds. All such transfers will be reported in the monthly reports provided by the Treasurer.

The Reserve Account is to assist the District in meeting its normal operating requirements if a catastrophic event should occur that would hamper the District in receiving its normal operating funding through club dues. Use of the Reserve Account must be approved by the Finance Committee. If an event occurs that requires the District to use some or all of the Reserve Account, the District will begin to reestablish the account in a timely process, recognizing that it may take multiple years to completely rebuild this account.

Section 2h. **Meeting of the Finance Committee**

A regular meeting of the Finance Committee will be held no later than November 30 in order to review the financial condition of the District. The date and place of the meeting will be determined by the Chair.

Additional Finance Committee meetings will be held on an as needed basis to evaluate the District’s financial position.

The Chair shall set the agenda for each Finance Committee meeting and provide to all members an agenda and other correspondence at least fifteen (15) days prior to the meeting.

Section 2i. **Annual Statement and Report of District Finances (Audit Committee)**

The Immediate Past District Governor will provide an independently reviewed Annual Statement and Report of the District Finances to each club in the District within four (4) months of the completion of the Governor’s year in office. The Annual Statement must be reviewed either by a qualified CPA or by a **District Audit Committee**.

Audit Committee, if comprised, must:

- Have at least three (3) members
- All members must be active Rotarians
- Have at least one PDG or a person with audit experience

The following will not be permitted to serve on the Audit Committee having served in the following positions in the year being audited:

- District Governor
- District Treasurer
- any signatory of the District bank accounts

- members of the Finance Committee

It is recommended that the PDG indicated above ask a member of the College of Governors in Rotary District 6960 to assemble the District Audit Committee.

Section 2j. Transfer of Budgeted Funds between Expense Categories

The District Governor may transfer funds from one expense account to another expense account to meet the needs of the District.

The District Governor may not exceed the total budget without the approval of a majority vote of the Finance Committee.

Section 2k. Emergency and/or Extraordinary Expenses

The Finance Committee must approve all expenditures deemed to be “Emergency” and/or “Extraordinary” expenses that are not on the previously approved District Budget.

Section 3. The Rotary Foundation Committee

Section 3a. Duties

Assist the District Governor in the promotion of the goals and objectives of The Rotary Foundation. Serve as a liaison between The Rotary Foundation and those clubs and individuals who are supporting the activities of The Rotary Foundation.

Section 3b. Makeup of the Committee

The Chair of The Rotary Foundation Committee shall be a Past District Governor and a Paul Harris Fellow, appointed by the future District Governor in the year the appointment is to be made.

Section 3c. Sub-Committees of the Rotary Foundation Committee

The District Governor, with consultation of the Foundation Chair, shall appoint the Chair of the following Sub-Committees:

- Major Gifts Advisor
- Paul Harris Society
- Matching Grants
- District Simplified Grants
- World Community Service
- Ambassadorial Scholars
- Group Study Exchange
- Alumni

- Polio Plus
- Annual Giving

Section 4. District Conference Committee

Section 4a. Duties

The Chair of the District Conference Committee, under the direction of the District Governor, shall promote and implement the necessary arrangements to ensure maximum attendance at the District Conference. Among the necessary items to be considered by the Committee will be: location, publicity, financial arrangements, and district wide solicitation of members to insure maximum attendance.

The District Conference Committee should provide for the following:

- Furthering the Fellowship of Rotary;
- Showcasing successful programs of the District and individual Clubs;
- Submit proposed legislation for the Council on Legislation in accordance with the Rotary International Manual of Procedure;
- Recognize new Paul Harris Fellows, new Major Donors and new Bequest Society members achieved during the District Governor’s year;
- Include promotion for the next conference, encouraging pre-registration; and
- Provide for a House of Friendship.

Section 5. District Trainer

Section 5a. Duties

The District Trainer shall, in conjunction with the DGE, assist in the planning, programming, and determining the logistical details of the District Assembly and PETS Training, and others as deemed appropriate by the Governor and DGE. The details of funding for these events will be found in Article 3, Section 3 of the By-Laws of District 6960.

Section 6. Rules and Procedure Committee

Section 6a. Duties

Advise and counsel the District Governor, District Officers, and club presidents on matters of parliamentary procedure and changes in the Rotary International Manual of Procedure as amended by the Council on Legislation. Review and administer all proposed legislation.

Section 6b. Makeup of the Committee

- Chairman (Selected by the DGE)
- Members (Selected by the DGE)
- Term is to be three (3) years with the prior agreement of the DGN and DGND

- Size of the Committee is to be limited to four (4) members plus the Chair

Section 7. Membership Development and Extension Committee

Section 7a. Purpose

The committee will identify, market and implement membership development strategies within the District that are appropriate for the District and will result in membership growth. In order to accomplish this, the Committee Chair will serve as the liaison with the District Governor, the Regional RI Membership Coordinator, and/or the RI Membership Zone Coordinator (or their successor positions), and the clubs in the District with respect to membership issues. Consideration for Chair should be given to Past District Governors or the District Governor Nominee

Section 7b. Qualifications of Members

- Preference should be given to Past District Governors and the District Governor Nominee
- Rotarians who have been active and successful in inviting new members to join Rotary and in implementing membership programs
- Consideration should be given to those Rotarians who have served as chairs of club committee (s) related to membership development
- The first level of Assistant Governor, who are appointed by the District Governor Nominee, are automatically members of the Committee

Section 7c. Duties and Responsibilities

- Plan, market, and conduct a district membership seminar in consultation with the District Governor and District Trainer
- Work with the District Governor and club leaders to ensure the District achieves its membership goals
- Coordinate District-wide membership development activities.
- Encourage clubs to participate in RI or Presidential membership development recognition programs
- Maintain communication with other district committees such as the District public relations committee to coordinate activities that will aid membership development efforts.
- Identify committee members to all clubs
- Encourage clubs to develop and implement an effective membership recruitment plan.
- Assist club membership development chairs in carrying out their responsibilities.
- Visit clubs to speak about successful membership development activities

- and share information on successful activities
- Ensure that each club committee has a copy of the *Membership Development Handbook*

Article IV

Section 7. Amendments

Section 7a. The following procedure shall be used to amend this Rules and Procedures Document at the District Assembly, the District Conference or a special business meeting called by the Governor of District 6960. The following timetable refers to any amendment presented to be acted upon.

Amendments shall first have been referred to the Rules and Procedures Committee at least sixty (60) days prior to the District Assembly, District Conference, or a special business meeting.

After review of the Rules and Procedures Committee, the Amendment (s) shall be forwarded to each club president at least thirty (30) days prior to the first day of the District Assembly, the District Conference or a special business meeting.

Two thirds (2/3) of the clubs of the District must be present to amend the Rules of Procedure and/or the By-Laws of District 6960. Sixty percent (60%) of the electors representing those clubs must approve any amendment.

Voting will be in accordance with Rotary International's Manual of Procedure, RI Bylaws, Article xv, Paragraph 15.050. (For convenience, this paragraph is presented in Annex B of this document).

ANNEX A TO THE DISTRICT RULES OF PROCEDURE

District 6960 Leadership Plan of Rotary International

District 6960 has adopted a District Leadership Plan which was approved by Rotary International on October 12, 1998, and re-certified on August 10, 2000.

For a summary of information, review the RI document “Understanding the District Leadership Plan,” publication # PD3-245-EN.

ANNEX B TO THE DISTRICT RULES OF PROCEDURE

(This section shall apply to all voting on district business, whether at the District Conference, District Assembly or as special business meeting called by the District Governor as authorized in the Bylaws of District 6960.)

Retyped from Rotary International’s Manual of Procedure, RI Bylaws, Article xv, paragraph 15.050.

15.050 Elector Voting

15.050.1 Electors

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

15.050.2 Conference Voting Procedures

Every member in good standing of a club in a district present at the district conference or other meetings shall be entitled to vote on all matters submitted to a vote at such conference except for the selection of a Governor Nominee, election of a member and alternate member of the nominating committee for director, composition and terms of reference of the nominating committee for Governor, election of the club representative and alternate representative of the district to the Council on Legislation, and the decision as to the amount of the per capita levy. However, any elector shall have the right to demand a poll upon any matter presented to the conference. In all cases, voting shall be restricted to electors. When voting on the selection of the Governor Nominee Designate, electors from a club with more than one elector shall cast all votes for the same candidate.

15.050.3 **Proxies**

A club may designate a proxy for its absent elector(s) when the club is located in a country other than that in which its district conference is held. Such club must obtain the consent of the governor for such proxy. The proxy may include a member of its own club or a member of any club in the district in which the club is located. The proxy designation must be certified by the president and secretary of such club. The proxy shall be entitled to vote a proxy for the non-attending elector(s) represented, in addition to any other vote the proxy may have.