

# **Arizona Tri-District PETS Manual of Policies**

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# Arizona Tri-District PETS Manual of Policies

## Section 1 – Compensation for AZ PETS

- For Out-of Town Guest Speakers:

The established policy is to reimburse travel expenses and to compensate the cost of the room, registration and meals for the speaker and spouse.

- For Local Guests Speakers:

The policy is to compensate the cost of the registration and meals at which the speech is given, or the nearest meal to that presentation.

- For Rotary International Staff:

The policy is to compensate the cost of the room, registration and meals.

- For Facilitators:

The policy is to compensate the cost of the registration and meals for all non-Assistant Governors who serve as facilitators. If the non-Assistant governor must travel 50 or more miles one-way, then the cost of the room for one night will be compensated for. If the non-Assistant governor must travel 100 or more miles one-way, then the cost of the room for two nights will be compensated for.

- For PETS Officers:

The policy is to compensate the cost of the room, registration and meals for the Steering Committee, PETS Trainer and Registrar and their spouses.

- For Sergeant-at-Arms:

The policy is to compensate the SAAs for the cost of the meals at which they are working

- For Other Working Rotarians:

The policy is to review, on an as-needed and individual basis, potential compensation for Rotarians working at the behest of the PETS Committee.

- Thursday Pre-PETS Dinner

The policy is that the Thursday pre-PETS dinner will be by invitation of the Steering committee. The cost of the meals for speakers will be underwritten by the PETS budget.

## **Section 2 – Reimbursement of Multi-District PETS Alliance Meeting Expenses**

- The policy of the PETS Committee is to reimburse the travel, room and meal costs for the two senior members of the Steering Committee of PDGs to attend the annual meeting of the Multi-District PETS Alliance meeting. No reimbursement of spousal expenses is provided.

## **Section 3 – PETS Committee Finances**

- The policy is that Arizona Tri-District PETS will be financially self-supporting through the fees charged for its sponsored events.
- A financial reserve in the amount of \$15,000 is maintained by the organization to cover early expenses that occur prior to the major event sponsored each year (approximately \$5,000), along with an amount of for contingencies (\$10,000).
- Reserve amounts accumulated in excess of this \$15,000 are to be returned to the clubs of the three participating districts in the form of reduced fees the following year.
- All PETS related expenses for the DG, DGE and DGN will not be paid by the PETS committee as these expenses are reimbursed by the District.
- The policy is that transportation cost for attending committee meeting and PETS will not be reimbursed.

## **Section 4 – The Procedure for Changing this Manual of Procedure and Manuel of Policies**

- Changes to this document can be considered by the voting members of the outgoing and incoming PETS Committees during a special meeting called for this purpose prior to the regularly scheduled September meeting.
- The signatures of the incoming PETS Committee approving any such changes are to be affixed to this document. **See attached.**

**Changes to the Manual of Procedure and Manual of Policies  
Signature Page**

**The following changes to this document have been approved:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Approved:**

**Outgoing PETS Committee Members:**

**Past District Governor – District 5490** \_\_\_\_\_

**Past District Governor – District 5500** \_\_\_\_\_

**Past District Governor – District 5510** \_\_\_\_\_

**District Trainer – District 5490** \_\_\_\_\_

**District Trainer – District 5500** \_\_\_\_\_

**District Trainer – District 5510** \_\_\_\_\_

**District 5490 Governor-Elect** \_\_\_\_\_

**District 5500 Governor-Elect** \_\_\_\_\_

**District 5510 Governor-Elect** \_\_\_\_\_

**Approved:**

**Incoming PETS Committee Members:**

**Past District Governor – District 5490** \_\_\_\_\_

**Past District Governor – District 5500** \_\_\_\_\_

**Past District Governor – District 5510** \_\_\_\_\_

**District Trainer – District 5490** \_\_\_\_\_

**District Trainer – District 5500** \_\_\_\_\_

**District Trainer – District 5510** \_\_\_\_\_

**District 5490 Governor-Elect** \_\_\_\_\_

**District 5500 Governor-Elect** \_\_\_\_\_

**District 5510 Governor-Elect** \_\_\_\_\_

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