

Arizona Tri-District PETS

Manual of Policies

IV-A. Nature of District 5490 Presidents-Elect Training Seminar(PETS).

The District 5490 Presidents-Elect Training Seminar is a joint. tri-district alliance operated in tandem by the three Rotary Districts in the State of Arizona.

IV-B. Governance and Operation.

PETS for District 5490 shall be governed by and operated under a special Manual of Policy and Manual of Procedures that have been developed for that purpose, recently reviewed and revised with an effective date of July 1, 2010. These are incorporated herein in this Manual verbatim and incorporated by reference. Whenever changes are made in these two PETS Manuals, the District 5490 By-Laws and Policy Committee shall be promptly advised and furnished with the amended language necessary to update this Manual.

Note: These two manuals have their own index pages for guidance through their topics.

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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