



Rotary International District 5470 Bylaws

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BYLAWS of ROTARY INTERNATIONAL DISTRICT 5470

PREAMBLE: The actions of Rotary International District 5470 ("District") are governed by the Rotary International Constitution ("RIC"), Rotary International Bylaws ("RIB"), the Rotary Code of Policies ("RCP"), the Standard Rotary Club Constitution ("SRCC") and the laws of the state of Colorado ("CRS"), collectively referred to as the Governing Documents. Items set forth in these Bylaws that are contained in the above Governing Documents will so indicate. *Supplemental items included by the District are in italics.* Where any provision of these Bylaws is not in conformity with the Governing Documents, the Governing Documents shall prevail at all times. Any discrepancies noted or interpreted will be immediately brought to the attention of the District Governor in writing.

I. PURPOSE

The purpose of this document is to provide district procedures of administration and operation established by district resolutions adopted and remaining in effect for the guidance and assistance of current and future district and club officers.

II. CLUBS

A. Administration.

The administration of the clubs shall be under the general supervision of the board of Rotary International ("RI"). Supervision of the clubs will be by the District Governor. (RIC, Article 8, Section 2.)

B. Club Reports.

Each club shall certify to the RI board the number of its members on 1 July and on 1 January in each year. This certificate shall be signed by the club president and secretary and shall be transmitted to the general secretary. (RIB 17.020.)

C. Unusual Activities.

Where a club proposes to engage in an unusual activity which is likely to involve liability on the part of the club, such activity should be separately incorporated from the club itself. (RCP 2.060.)

D. Legal and Insurance Counsel.

Clubs should obtain the advice of legal counsel and liability insurance counsel with respect to the need for protection against liability resulting from club projects and activities through the incorporation of clubs or its activities. Clubs in the U.S. and its territories and possessions must participate in the club and district general liability insurance program administered by RI. (RCP 2.080.)

E. Clubs and Politics.

RI and its member clubs must refrain from issuing partisan political statements. Rotarians likewise are prohibited from adopting statements with a view to exerting any corporate pressure on governments or political authorities. However, it is the duty of Rotarians within their clubs to keep under review political developments in their communities and throughout the world, insofar as they affect their service to their vocations and their communities as well as the pursuit of the Rotary objective of world understanding and peace. They also are expected to seek reliable information through balanced programs and discussions so that each club member can reach his or her own conclusions after a fair collective examination of the issues. Outside of their clubs, individual Rotarians are to be active in as many legally constituted groups and organizations as possible in order to promote through exemplary dedication, the awareness of the dignity of humankind and respect of human rights of the individual. (RCP 2.100.) (See also RCP 33.040.1 Use of Rotary Name for Political Means.)

F. Club Programs: Issues of Public Interest.

A club may properly discuss public questions of interest to its members provided that, when such questions are controversial, both sides are adequately presented. No corporate action shall be taken on any pending controversial public measure. (RCP 7.030.2.)

G. Failure to Comply With Youth Protection Laws.

Upon obtaining information that a club has failed to address an allegation against a member in connection with a Rotary-related youth program for violating applicable law regarding the protection of youth, the board may suspend or terminate the membership of the club in accordance with RI Bylaws section 3.030.4. (RCP 2.110.2.)

H. Prohibition of Mandatory Contributions to The Rotary Foundation.

The Rotary Foundation has developed on the basis of voluntary contributions. Contributions to the Foundation shall not be a condition of membership, and any reference implying such condition of membership shall not appear on the membership application card. Clubs are prohibited from enacting a bylaw that makes contributions to the Foundation a condition of membership. Any reference to such contributions on membership identification cards is not authorized. (RCP 5.050.7.)

I. Use of Directories.

No member of a Rotary club shall use the Official Directory or any other database or list of names compiled in connection with a Rotary-related project or activity for commercial purposes. The official directories of RI, its districts and clubs, as well as

any other database or list of names compiled in connection with a Rotary-related project or activity shall not be made available by Rotarians or by clubs or districts for the purpose of circularization. This applies to directories in electronic and printed formats. (RCP 11.030.6.)

J. Club and District Directories.

Any club or district publishing a directory shall publish in that directory a notice to the effect that the directory is not for distribution to non-Rotarians nor may it be used as a commercial mailing list. (RCP 11.030.7.)

K. Annual Financial Statements.

Any unofficial Rotary program, group, or entity using the word "Rotary" in its name or requesting support or participation from Rotarians, Rotary clubs, and/or Rotary districts is requested to submit an annual financial statement showing revenues and expenditures during the past Rotary year, and a statement of funds on hand at the time of the report, to its members and participants, and to the general secretary upon request, by 1 October in each year. In lieu of submitting reports to members and participants, this annual statement may be posted on any website existing for the organization and shall remain on the website until the report for the following year is posted. (RCP 11.030.8.)

L. Qualifications to Serve as Club President.

A candidate for the office of president shall have served as a member of (said) club for at least one year prior to being nominated for such office, except where service for less than a full year may be determined by the district governor to satisfy the intent of the requirement. The president-elect shall attend the district President-Elect Training Seminar ("PETS") and the District Training Assembly ("DTA") unless excused by the governor-elect. If so excused, the president-elect shall send a designated club representative who shall report back to the president-elect. If the president-elect does not attend the PETS and the DTA and has not been excused by the governor-elect or, if so excused, does not send a designated club representative to such meetings, the president-elect shall not be able to serve as club president. In such event, the current president shall continue to serve until a successor who has attended a PETS and DTA or training deemed sufficient by the governor-elect has been duly elected. (SRCC Article 10, Section 5 (c)).

It shall be the responsibility of each club to cover the cost of attendance of the president-elect. The registration fee for PETS shall be based upon the previous year's PETS registration fees. An additional cost based upon inflation or otherwise shall be borne by the club. The assessment shall be divided into two equal installments and will be included with each semi-annual dues billing to each club. Failure to pay the assessments will carry the same penalty as nonpayment of dues.

M. Club and District Liability Insurance

1. Maintenance of Liability Insurance.

Each club shall maintain liability insurance for its activities as appropriate for its geographic region. (RCP 72.050.1)

2. Mandatory Participation in Liability Insurance Program for Clubs in the U.S.

- a) RI will maintain a policy of general liability and directors and officers/employment practices liability insurance, with limits deemed appropriate by the general secretary, protecting RI and clubs and districts located in the U.S. and its territories and possessions. Each club in these regions must participate in the program.
- b) The general secretary shall have authority to negotiate participation in the program on either a primary or an excess basis with clubs that have unique insurance risks, including but not limited to clubs that possess all of the following risks:
 - Permanent, full-time employees;
 - Ownership of real property with substantial acreage;
 - Services provided to persons with physical and mental disabilities on this real property.
- c) Each club covered by this policy will be billed annually an amount sufficient to pay for the insurance coverage and related administrative expenses. The amount billed each club will be based on membership statistics stated in the semiannual reports. The general secretary may vary the amount billed to clubs in different areas within these regions based on independent actuarial studies.
- d) The general secretary will develop appropriate policies and procedures for implementing and administering the policy, including mechanisms for communicating with clubs and districts regarding their participation. (RCP 72.050.2.)
- e) *All Rotary Clubs in the district are members of Rotary International District 5470 (RCP 17.020.2 (4).)*

III. DISTRICT

- A. District Corporation. *District 5470 is a Colorado Non-Profit Corporation incorporated July 22, 2005.*

1. The directors of the District shall include the current district governor, (*President and chairman of the board of directors*) the district governor-elect (*Vice-President*) and Treasurer and Secretary and the most recent past district governor who has served in our District, and such other Rotarians, if any, as may be determined by the district governor. The District may elect such other officers as required by local law and as provided for in its corporate documents. (RCP 17.020.2 (10).) *There shall be at least seven (7) directors to include the five (5) ex-officio directors and two (2) at large directors who shall serve at the pleasure of the district governor. (RCP 17.020.2 (9).) The board of directors and officers of the district corporation shall be limited to Rotarians who are members of clubs in the district. (RCP 17.020.2 (8).)*
2. The governor shall report to the clubs annually on the status of the District incorporation. (RCP 17.020.2 (11).)
3. A governor shall provide the Rotary International Board immediate notice of any dissolution or other change in the status of the District incorporation. (RCP 17.020.5.)

B. Tax Status of District.

District 5470...must utilize Rotary International's 501 (c) (4) group tax exemptions. (RCP 17.020.4.)

C. District Organization and Administration.

1. District Leadership Plan.

The District will...develop and adopt a District Leadership Plan in conformity with the then current Manual of Procedure. (RCP 17.030.1 and .6.)

2. District Committees.

District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. The governor-elect, governor, and immediate past district governor should work together to ensure continuity of leadership and succession planning. The governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office. Committees shall be appointed to address on-going administrative functions, as follows:

Membership Development

Extension

Finance

District Programs (such as, Youth Exchange, Rotaract, etc.)

Public Relations

District Conference

The Rotary Foundation

RI Convention Promotion

District Training

Legislation

Administration and Management

District Service

Youth Service

Additional district committees are appointed when they serve a *specific* function as identified by the governor and the district leadership team. (RCP 17.030.3.)

Information on the specific purpose, duties and responsibilities, additional qualifications and additional training requirements for committees other than those specified herein can be found at RCP 17.030.3, District Guidance documents, and as determined by the governor.

3. Records.

The outgoing governor shall pass on to his or her successor any and all information, including all relevant records, documents, and financial information, to assist the incoming governor in carrying out the duties of governor no later than 30 days after the end of the Rotary year. (RCP 17.050.)

D. District Finance Committee.

1. Purpose:

The district finance committee shall safeguard the assets of the district fund by reviewing and studying the amount of the per capita levy and necessary expenses of district administration, and shall prepare an annual report on the status of the district's finances for the district training assembly.

2. Structure:

The district treasurer shall serve as ex-officio member of the committee.

3. Additional Qualifications of Members:

- a) Preference should be given to those with previous service as club treasurer.
- b) Preference should be given to accounting/finance as a component of their vocation or profession.

4. Duties and Responsibilities:

- a) Prepare a budget of district expenditures in cooperation with the district governor to be submitted to the clubs at least four weeks prior to the district training assembly and approved at a meeting of incoming club presidents at said assembly.
- b) Review and recommend the amount of per capita levy to be approved in accordance with RI Bylaws section 15.060.2.
- c) Assure that proper records of income and expenditures are kept.
- d) Prepare a yearly financial report to be presented at the district training assembly.
- e) A member of the committee, preferably the treasurer, shall, together with the district governor, be a signatory on the bank account(s) of the district fund. Two authorized signatures will be necessary for any withdrawal in excess of \$1000. The bank account shall be held in the name of the district. (RCP 17.030.3 (C).)

IV. DISTRICT FUND

A. Establishment of a District Fund

The RI bylaws provide for the establishment of a district fund for the administration and development of Rotary. Care must be taken to ensure that (1) per capita levy approval is sought in accordance with the RI bylaws, (2) the funds are not under the control of a single individual, and (3) an annual statement and report of income and expenditure is presented to the following district conference as well as to the clubs.

B. Operation of a District Fund

A district finance committee shall be set up to review and study the necessary expenses of district administration. The governor shall appoint one member to serve one (1) year, one to serve two (2) years, and one to serve three (3) years, and thereafter, each

succeeding year, the governor in office shall appoint one Rotarian for a period of three (3) years to fill the vacancy. Cooperating with the governor, this committee shall prepare a budget of district expenditures which shall be submitted to the clubs at least four (4) weeks prior to the district training assembly and approved at a meeting of the incoming club presidents at such district training assembly. The amount of any per capita levy on clubs for a district fund should be decided in accordance with the RI Bylaws.

One member of the district finance committee, named by the governor, shall act as treasurer and keep proper records of income and expenditure of the fund. The fund shall be held in a bank account in the name of the district and be supervised by the governor jointly with another member of the district finance committee, who should preferably be the treasurer when available. The governor must supply an annual statement and report of the district finances to each club in the district by 1 October following the completion of his/her year of service as governor. The annual statement and report shall be reviewed by a qualified accountant or a district audit committee and shall include details as prescribed by RI Bylaws section 15.060.4. This annual statement and report, shall be presented for discussion and adoption at the next district meeting to which all clubs are entitled to send a representative and for which 30 days' notice has been given that the statement of the district finances will be presented for adoption, or if no such meeting is held, by the following district conference.

The district (by a majority of votes at the district conference or through ballot-by-mail) may decide the operation of the district fund in another manner, provided it meets the requirement as mentioned under "Establishment of a District Fund." In the absence of any decision of the district, the manner of operation of the district fund as mentioned hereinabove will apply.

Where funds are raised for a specific purpose such as a joint district youth exchange, a budget of expenditure shall be prepared and submitted to the governor and the finance committee for approval, and this shall then be included as a separate item in the financial report submitted to the district training assembly or conference by the finance committee. It is essential to maintain a separate bank account for such funds and to have the chair of the joint youth exchange committee or such other committee as may be involved as one of the signatories.

The district Youth Exchange Committee shall prepare and distribute a report to the district governor, the District Finance Committee and all clubs on a semi-annual basis.

When appropriately established, payment of the per capita levy is mandatory on all clubs of a district. The Board of Directors of RI may, upon receipt of certification from the governor that a club has failed for more than six months to pay such levy, suspend the services of RI to the club while the levy remains unpaid (RIB15.060.3.), provided the district fund has been operated as herein prescribed. (RCP17.060)

V. MEETINGS

The Rotary Code of Policies, Article 23 outlines the District meetings, requirements and guidelines. The governor shall plan, promote, and preside at all official district meetings except as otherwise expressly provided. (RCP 23.010.)

VI. NOMINATIONS AND ELECTIONS OF GOVERNORS

The Rotary International Bylaws provide as follows:

A. Vacancy in the Office of Governor.

1. Vice-Governor.

The nominating committee for governor will select one available past governor to be named vice-governor. The role of the vice-governor will be to replace the governor in case of temporary or permanent inability to continue in the performance of the governor's duties.

2. Selection of a Governor-nominee.

The district shall select a nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The nominee shall assume the title of governor-nominee-designate upon selection and shall assume the title of governor-nominee on 1 July two years prior to assuming office as governor. The board shall have the authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly. Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year following election.

3. Nominating Procedure for Governor.

a) Method of Selection of Governor-Nominee.

A district shall select its governor-nominee either by a nominating committee procedure as hereinafter provided or by a ballot by-mail as provided in RIB sections 13.030. and 13.040. or, alternatively, at the district conference as provided in RIB section 13.020.13., the choice of which shall be decided by a resolution adopted at a district conference by a majority of the votes of the electors of the clubs present and voting. *Each club shall designate one elector to cast all of its votes.*

b) The District 5470 Nominating Committee

The District 5470 Nominating Committee shall consist of the Governor Elect, Governor Elect Nominee and two Past District Governors who reside and maintain active status in the district's clubs, and four Past Presidents of District 5470 who reside and maintain active membership in the district's clubs within their area groups. The immediate past District Governor shall serve as Chairman of the Nominating Committee. All persons appointed to this committee shall be willing and able to serve.

- Call for Nominations for District Governor Nominee Designate and, when appropriate, for Delegate to the Council on Legislation shall be sent to Club Presidents 3 months prior to District 5470 Conference.
- Nominations for District Governor Nominee Designate and, when appropriate, for Delegate to the Council on Legislation, must be received by the chairman of the Nominating Committee 45 days prior to District 5470 Conference.
- Nomination forms shall be provided to the Nominating Committee members 30 days prior to District 5470 Conference.
- Nominating Committee shall meet Friday of the District Conference at a time specified by the Chairman of the Selection Committee.
- The name of the tentative new District Governor Nominee Designate will be publicly announced on Saturday evening of the District Conference.
- Within 15 days of the end of the District Conference, nominations originally submitted by district clubs and not selected by the Nominating Committee may again be submitted to the District Governor for consideration in the final selection process.
- 20 days after the end of the District Conference, formal announcement of the selection for the District Governor Nominee Designate, or if additional nominees have been resubmitted, a mail election shall be held.
- 50 days after the end of the District Conference final selections shall be announced.

Ten days after the declaration of the selection of District Governor Nominee Designate and, when appropriate, for Delegate to the Council on Legislation has been made, the District Governor will certify those names to the General Secretary of Rotary International.

4. Nominating Committee for Governor.

In districts adopting a nominating committee procedure for selection of governor-nominee, the nominating committee for governor shall be charged with the duty to seek out and propose the best available candidate for governor nominee. The terms of reference of the committee, including the method for selecting members, shall be determined in a resolution adopted by the electors of the clubs present and voting at a district conference. Such terms of reference may not be inconsistent with the bylaws. *The committee shall meet on the Friday of the District Conference at the call of the Chairman.*

5. Failure to Adopt Nominating Committee Procedure.

Any district which has adopted the nominating committee procedure for selection of governor-nominee but fails to select members of a nominating committee as required in RIB section 13.020.2. shall utilize the five most recent past governors who are still members of a club in that district as its nominating committee. The committee so constituted shall function in accordance with RIB section 13.020. Where five past governors are not available, the president of RI shall appoint additional suitable persons from that district so that the committee contains five members.

6. Suggestions by Clubs for Governor.

In a district selecting its governor-nominee either by nominating committee procedure or at the district conference, the governor shall invite the clubs to submit their suggestions for nominations for governor. Where the nominating committee procedure is to be utilized, such suggestions shall be considered by the nominating committee so long as they reach the committee by the date established and announced by the governor. Such announcement shall be made to the clubs in the district at least two months before such suggestions must reach the nominating committee. The announcement shall include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The resolution shall be certified by the club secretary. A club may suggest only one of its own members as a candidate for governor-nominee.

7. Nomination by Committee of Best Qualified Rotarian.

The nominating committee for governor shall not be limited in its selection to those names submitted by clubs in the district. The committee shall nominate the best qualified Rotarian who is available to serve as governor.

8. Notification of Nomination.

The chair of the nominating committee shall notify the governor of the candidate selected within 24 hours of the adjournment of the nominating committee. The governor shall then publish to the clubs of the district the name and club of the nominee within 72 hours from receipt of the notice from the chair of the nominating committee. Publication of the announcement consists of a written notice by the governor by letter, e-mail or facsimile to the clubs in the district. *The name of the tentative District Governor Nominee Designate will be publically announced on the Saturday evening of the District Conference.*

9. Committee Inability to Select Nominee.

Where the nominating committee cannot agree upon a candidate, the governor-nominee shall be elected in a ballot-by-mail as provided in RIB section 13.040. Alternatively, the governor-nominee may be selected from among those candidates suggested to the nominating committee at the district conference in accordance with RIB section 15.050.

10. Challenging Candidates.

Any club in the district which has been in existence for at least one year as of the beginning of that year may also propose a challenging candidate for governor-nominee provided this club has previously suggested such candidate to the nominating committee. A club in existence for less than one year as of the beginning of that year may propose a challenging candidate provided such candidate is a member of that club and the challenging candidate must have been duly suggested to the nominating committee. The name of the challenging candidate shall be submitted pursuant to a resolution by the club adopted at a regular meeting. The club must file the resolution with the governor by the date determined by the governor. Such date shall be not more than 14 days after publication of the announcement of the selection for governor-nominee by the governor.

11. Concurrence to Challenges.

The governor shall inform all clubs through a form prescribed by RI of the name of any challenging candidate who has been proposed as specified above. The governor shall also inquire whether any club wishes to concur with the challenge. A club must file a resolution of the club adopted at a regular meeting to concur with a challenge. Such resolutions must be filed with the governor by the date determined by the governor. Only challenges that have been concurred to by at least five other clubs which have been in existence for at least one year as of the beginning of that year or 10 percent of the total number of clubs as at the beginning of that year in the district which have been in existence for at least one year as of the beginning of that year, whichever is higher, and only when such resolutions by the club were adopted at a regular meeting in accordance with the club bylaws as determined by the

governor shall be considered valid. A club shall concur with only one challenging candidate.

12. Absence of Challenging Candidate.

The governor shall declare the candidate of the district nominating committee to be the governor-nominee where no such challenging nomination has been received by the established date. Such declaration shall be made to all clubs in the district within 15 days of the deadline.

13. Challenging Nominations.

The governor shall notify, within seven days following the deadline, all clubs in the district where a valid challenging nomination has been received by the deadline. Such notice shall include the name and qualifications of each such challenging candidate, the names of the challenging and concurring clubs and state that such candidates will be balloted upon in a ballot-by-mail or alternatively at the district conference if the challenge remains effective up to the date set by the governor.

14. Lack of Valid Challenging Nomination.

Where no valid challenging nomination is received, the governor shall declare the candidate of the district nominating committee as governor-nominee. The governor shall notify all clubs in the district of such nominee within 15 days.

15. Ballot at District Conference for Election of Governor-nominee.

The ballot at the district conference will follow as closely as possible the provisions for a ballot-by-mail. All votes from a club with more than one vote shall be cast for the same candidate failing which the votes from such club shall be deemed to be spoiled votes. Each club shall designate one elector to cast all of its votes.

VII. DISTRICT MEETINGS

A. District Training Assemblies (RCP 23.020.)

1. Purpose of the District Training Assembly

The purpose of the district training assembly is to:

- Prepare incoming club leaders for their year in office and build their leadership team
- Give the district governor-elect, and incoming assistant governors and district committees the opportunity to motivate club leadership teams and build their working relationship.

2. District Training Assembly Participants

The participants in the district training assembly shall be club presidents-elect and the members of Rotary clubs assigned by the club president-elect to serve in key leadership roles in the upcoming Rotary year.

3. District Training Assembly Components

The following components will be included in the district training assembly for each functional group participating in the training:

- RI theme Roles and responsibilities
- Policies and procedures
- Selecting and training your team
- Developing annual and long-range plans
- Resources
- Case study exercise
- Team building exercise: finalizing club goals
- Problem solving exercise

The functional groups participating in the training include:

- Club administration
- Club public relations
- Membership
- Service projects
- The Rotary Foundation
- Secretary
- Treasurer
- President-elect (Note: Presidents-elect will focus on public speaking and motivating Rotarians so as not to repeat the training they receive at PETS.)
- *Other subjects deemed appropriate by district leadership*

4. District Training Assembly Time Frame

The district training assembly should consist of a one full-day seminar preferably to be held during the month of March, April or May.

5. District Training Assembly Leaders

The governor-elect is responsible for the overall program of the district training assembly. The district trainer is responsible for planning and conducting the assembly. The district chairs related to the functional areas are responsible for leading the related breakout sessions. For the presidents-elect sessions, past governors and assistant governors should be used as appropriate.

6. Attendance at District Training Assembly

- a) Members of Rotary clubs assigned by the club president-elect to serve in key leadership roles in the upcoming Rotary year, before accepting office, should be required by their respective clubs to pledge themselves to attend the district training assembly.
- a) Each club shall adopt a policy of paying the expenses of the president-elect to the district training assembly without diminishing the importance of other designated participants in the district training assembly.

7. Scheduling of District Training Assembly

Where circumstances require, if the district conference is held during April, consideration may be given to holding the district training assembly and the district conference as consecutive meetings, provided that, in any such scheduling of the meetings the district conference is held as the second such meeting. Such consecutive meetings should be scheduled without reducing the time required for each such meeting and with due regard for the essential features of each.

B. Presidents-elect Training Seminars (PETS) (RCP 23.030.)

1. Guidelines for PETS

The Board has established the following guidelines for PETS and encourages governors-elect to adhere to the PETS program content recommended by the Board.

2. Purpose of PETS

The purpose of the presidents-elect training seminar (PETS) is to:

- Prepare incoming club presidents for their year as president
- Give district governors-elect and incoming assistant governors the opportunity to motivate incoming presidents and build their working relationship.

3. Program of PETS

To achieve the stated purpose of the program, the following components will be included in the presidents-elect training seminar:

- RI theme
- Role and responsibilities of club president
- Goal setting
- Selecting and preparing club leaders
- Club administration

- Membership
- Service projects
- The Rotary Foundation
- Public relations
- Resources
- Annual and long-range planning

4. Participants

All club presidents-elect in the district shall attend the PETS as required by Article 10, Section 5 of the Standard Rotary Club Constitution. Other participants should include the governor-elect, assistant governors, and the district trainer.

Assistant governors shall assist the governor-elect with team building among the presidents-elect to whose clubs they are assigned, the governor-elect, and themselves.

The district trainer shall work with the governor-elect in developing training materials and conducting the training session for the PETS Seminar Leadership Team.

5. PETS Leaders

The governor-elect is responsible for the PETS. The district trainer is responsible for planning and conducting the Seminar under the direction and supervision of the governor-elect. The Seminar leadership team consists of qualified past governors and district committee chairs.

Governors-elect are encouraged to utilize the members of the district Rotary Foundation committee in developing and delivering Foundation topics in appropriate sessions.

6. PETS Time Frame

PETS should consist of a minimum of a one and a half day seminar preferably to be held during the month of February or March.

7. Multidistrict PETS Guidelines

Multidistrict PETS organizations are exempt from Rotary Code of Policies, Section 16.010. Multidistrict Guidelines. Rather, they are to be governed by these Multidistrict PETS Guidelines. Multidistrict PETS organizations are to develop and maintain operating guidelines, in accordance with the Multidistrict PETS Guidelines, that has been approved by all districts involved.

a) Program

For governors-elect conducting multidistrict PETS, at least three hours of the program must be allocated to meetings between governors-elect and their incoming club presidents, with assistant governors, if applicable.

b) Administration

The governors-elect are responsible for developing and approving the final program and selecting the training leaders and plenary speakers. The district trainer, or a designee selected or approved by the governor-elect, is responsible for planning and conducting the training at the seminar.

The governors-elect involved in a multidistrict PETS are responsible for ensuring that policies and procedures exist to appropriately administer all funds collected for the multidistrict PETS. The governors-elect shall also be responsible for ensuring that an audited financial statement of multidistrict PETS finances is prepared. Any participating district that seeks to terminate its participation in a multidistrict PETS must secure the approval of two-thirds of the clubs in the district to withdraw. The governor-elect shall notify the general secretary and the governors-elect of the other districts concerned of its decision within 60 days prior to the date of termination.

c) One-Year Waiver for Establishing Multidistrict PETS

Districts that have not participated in a multidistrict PETS within the previous five years may initiate or join an existing multidistrict PETS for a single year without first obtaining the consent of two-thirds of the clubs involved, provided the incoming governors responsible for planning the proposed multidistrict PETS unanimously agree.

8. Administration of PETS

All PETS, whether single or multidistrict, shall be under the direct authority and control of the governors-elect in cooperation with governors in order to foster unity and promote communication among the district leadership team.

9. Form of Incorporation of Multidistrict PETS

In instances where multidistrict PETS are incorporated, the members of the corporation should be the governors-elect of the districts involved or their appointees. The board of directors of any such incorporated activity should be elected by the members of the corporation. Corporate structures not in harmony with these provisions will generally be considered as not in conformance with RI policy regarding supervision of multidistrict PETS by the governors-elect, unless evidence

to the contrary is presented at the time that such projects apply for approval by the Board.

C. District Leadership Seminar (RCP 23.040)

1. Purpose of the District Leadership Seminar

The purpose of the district leadership seminar is to motivate Rotarians in the district to serve Rotary beyond the club level.

2. Participants in the District Leadership Seminar

Interested Rotarians who have served as club president, or have served for three or more years in a leadership role in the club may participate in the District Leadership Seminar.

3. District Leadership Seminar Components

To achieve the stated purpose of the program, the following components will be included in the district leadership seminar:

- Leadership and motivational skills
- International service projects
- District meetings
- Program electives
- Leadership opportunities

4. District Leadership Seminar Time Frame

One full day District Leadership Seminar should be held immediately prior to or after the district conference.

5. District Leadership Seminar Leaders

The governor is responsible for the overall program of the District Leadership Seminar. The district trainer is responsible for planning and conducting the Seminar. The Seminar leadership team shall include qualified past governors appointed by the governor.

D. District Team Training Seminar. (RCP 23.050.)

1. District Team Training Seminar Purpose

The purpose of the district team training seminar is to:

- Prepare incoming assistant governors and incoming district committee members and chairs for their year in office.
- Give district governors-elect the opportunity to motivate and build their district leadership team to support clubs.

2. District Team Training Seminar Participants

Participants in the District Team Training Seminar shall include Rotarians appointed by the governor-elect to serve as assistant governors, and as district committee chairs and members in the next Rotary year.

3. District Team Training Seminar Components

To achieve the stated purpose of the program, the following components will be included in the district team training seminar:

- RI theme
- District administration
- Role and responsibilities
- Working with your clubs under the Club Leadership Plan
- Resources
- Annual and long-range planning
- Communication

4. District Team Training Seminar Time Frame

One full-day District Team Training Seminar should be held during the month of February.

5. District Team Training Seminar Leaders

The governor-elect is responsible for the overall program of the District Team Training Seminar. The district trainer is responsible for planning and conducting the Seminar. The Seminar leadership team shall include qualified past governors.

6. District Team Training Seminar — Preliminary Training

In order to help assistant governors and district committee members gain the most benefit from their participation in the district team training seminar, as well as to establish contact between incoming assistant governors, district chairs, and the RI Secretariat, RI will annually distribute an orientation kit to assistant governors and district committee chairs.

E. District Membership Seminars. (RCP 23.060.)

1. District Membership Seminar Purpose

The purpose of the district membership seminar is to prepare club and district leaders to support membership activities at the club and district levels.

2. District Membership Seminar Participants

Participants in the District Membership Seminar shall include club presidents, club-level membership committee members, district membership development committee members, district extension committee members, assistant governors, and all interested Rotarians.

3. District Membership Seminar Components

To achieve the stated purpose of the program, the following components will be included in the district membership seminar:

- Membership overview
- Retention
- Recruitment
- Organizing new clubs
- Roles and responsibilities
- Resources

4. District Membership Seminar Time Frame

One half to one full-day District Membership Seminar should be held annually, preferably following the district training assembly.

5. District Membership Seminar Leaders

The governor is responsible for the overall program. The district membership development committee is responsible for planning and conducting the seminar in consultation with the governor and the district trainer. The seminar leadership team consists of qualified past district governors and/or those Rotarians active and successful in membership development activities. Consideration may be given to involving the Rotary coordinator.

F. District Conference (RCP Article 22.)

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1. Purpose of the District Conference

The common purpose for the district conference is to bring together all Rotarians in the district to:

- a) Recognize the service programs and projects of the district
- b) Inspire Rotarians to greater involvement in service
- c) Share a vision of Rotary beyond the club level
- d) Enjoy a memorable fellowship experience
- e) Provide opportunities to interact with Rotary leaders

2. Guiding Principles for Planning District Conference

The District Conference Committee shall provide:

- a) Relevance to Rotarians and clubs by using tools such as a member needs assessment survey and previous conference evaluations
- b) Attractive and convenient venues
- c) Affordable rates for registration, hotel rooms, and other conference events

3. Success Indicators for Evaluating the Effectiveness of District Conferences

The district governor and Conference Committee shall provide to the general secretary an evaluation of the effectiveness of its conferences by establishing the following statistics:

- a) Rotarian attendance percentage at all conference events
- b) Degree of participant engagement in fellowship, networking, dialogue, and staffing support provided to the conference
- c) Participant satisfaction with fellowship, networking, program quality, inspiration, discussion, participation opportunities, and overall experience.

In addition, the president's representative evaluation of program quality and participant engagement will be provided to the RI President.

4. Location of the District Conference

Districts are encouraged to hold district conferences at a location that encourages maximum participation and that limits undue financial burden. Locations should be

chosen with regard to maximizing attendance and enabling a broad base of attendance.

5. Duration of District Conference

- a) It is recommended that the district conference be not less than two days' duration with a suggested maximum of three days duration. Governors are requested to prepare conference programming so that Rotary topics predominate. In instances where non-Rotarian speakers appear on the program, their presentations should be directly associated with the objects of Rotary.
- b) Governors are urged in planning the program for the district conference to provide a total of nine hours of Rotary content to be devoted to plenary sessions and group discussions, exclusive of luncheons, banquets and the meeting for incoming presidents and secretaries.
- c) The president-elect shall consider meeting at the International Assembly with the governors-elect of all districts in which conferences are not in full compliance with RI policies regarding district conferences.

6. Participants

The district conference should be designed to appeal to all Rotarians in the district. New Rotary club members are particularly encouraged to attend. The Board encourages governors to invite spouses, family members, Rotaractors, Interactors, Youth Exchange participants, Rotary Foundation alumni, and other Rotary program volunteers to participate in district conference activities.

7. Timeframe

The Board encourages districts to hold district conferences at a time most convenient, provided that the conferences are not scheduled at the same time as the Rotary institute for that district's zone or at the same time as the International Convention.

The conference shall be held at such time and place as agreed upon by the governor and the presidents of a majority of the clubs of the district. Further, the district may hold a district resolutions meeting at a time and place determined by the governor, provided 21 days' notice is given to all clubs in the district. (RIB 15.040.1)

Where a governor-nominee has been selected and certified to the general secretary, the district conference for the year of the governor-nominee's service may be

planned in advance. The governor-nominee and a majority of the current presidents of the clubs in the district must agree to the site for such conference. With the approval of the board, a district may also select the site of the district conference for the year of the governor-nominee's service by the vote of the governor-nominee and a majority of those persons who will serve as club presidents during the same year. Where a club has not selected its future president, the current president of the club shall vote on the site of such conference. (RIB 15.040.2) *The method of getting an agreement with a location shall be at the governor-nominees discretion. The governor-elect is authorized to sign all necessary contracts involving the district conference held during his or her term of office. Such contracts will be binding on District 5470, but will not be binding on Rotary International.*

8. District Conference Program

The planning and development of the program of the district conference is the responsibility of the governor who alone should retain complete control of the program, including presiding at the district conference. The message of the president's representative to the district is most important. Accordingly, this message should be given the most important place on the program.

9. Requirements for the District Conference

The district conference must:

- a) provide the representative of the RI president with the opportunity to address the conference a minimum of two times: one of the two times is to deliver a major address of 20-25 minutes at the conference session with the maximum attendance, including spouses; in addition to the two primary addresses, representatives should be provided with an opportunity to make remarks at the conclusion of the conference to demonstrate appreciation to the host district
- b) discuss and adopt the annual statement and report of the district finances from the previous Rotary year if it has not been adopted at a previously held district meeting as prescribed by RIB 15.060.4.
- c) approve the per capita levy, if not approved previously at the district training assembly or district presidents-elect training seminar
- d) elect the member of the nominating committee for the RI Board of Directors, as appropriate
- e) elect the district's representative to the Council on Legislation during the Rotary year two years prior to the Council on Legislation, if the district chooses not to utilize the nominating committee procedure.

10. District Conference and District Resolutions Meeting

A district conference and district resolutions meeting may adopt recommendations upon matters of importance to the district, provided such action shall be in accordance with the constitution and bylaws and in keeping with the spirit and principles of Rotary. Each district conference and district resolutions meeting shall consider and act upon all matters submitted to it for consideration by the board and may adopt resolutions thereon. (RIB 15.040.3.)

The governor shall appoint a conference secretary after consultation with the president of the host club. The conference secretary shall cooperate with the governor in planning the conference and recording the proceedings thereof. (RIB 15.040.4.) *The secretary shall appoint a scribe who is responsible for minutes being taken at each session and collating same in to a report of the conference. The scribe shall ensure that an electronic record is made of the same.*

11. Conference and District Resolutions Meeting Voting

a) Electors.

Each club in a district shall select, certify, and send to its annual district conference and district resolutions meeting (if one is held) 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. That is, a club with a membership of up to 37 members is entitled to one elector, a club with 38 to 62 members is entitled to two electors, and a club with 63 to 87 members is entitled to three electors and so on. 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 or a district resolutions meeting to vote. (RIB 15.050.1.)

b) Conference and District Resolutions Meeting Voting Procedures

Every member in good standing of a club in a district present at the district conference or a district resolutions meeting shall be entitled to vote on all matters submitted to a vote at such conference or district resolutions meeting 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 or district resolutions meeting. In such cases, voting shall be restricted to electors. When

voting on the selection of the 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, or election of the club representative and alternate representative of the district to the council on legislation, all votes from a club with more than one vote shall be cast for the same candidate or proposition. For votes requiring or utilizing a single transferable ballot with three or more candidates, all votes from a club with more than one vote shall be cast for the same ordered choices of candidates. (RIB 15.050.2.) *A quorum shall consist of at least half of all of the electors of the district physically present or by proxy at a district conference or district resolutions meeting. A majority vote of all of the electors present or by proxy, or a majority of all members present for matters not restricted to electors, is required for passage of any matter submitted to a vote.*

c) Proxies.

A club may designate a proxy for its absent elector(s). 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 as proxy for the non-attending elector(s) represented, in addition to any other vote the proxy may have. (RIB 15.050.3.)

d) District Ballot-by-Mail.

All decisions and elections that the (RI) bylaws specify occur at a district conference or district training assembly may be made by the clubs of a district by a ballot-by-mail. Such ballot-by-mail shall follow as near as possible the procedures in section 13.040. (RIB 15.120.)

e) Voting Strength.

The district governor, *or the Legislative Committee Chair at the direction of the governor*, will notify the clubs in the district at least 15 days prior to the balloting regarding the number of votes to which the club is entitled. A club's voting strength is determined by using the paid membership as of 1 January or 1 July, the date that the most recent semiannual payment was due. Members inducted after this date are not counted when calculating the number of votes a club is entitled to cast in all district level elections referred to in the RI Bylaws, including but not limited to the elections of governor, representative to the Council on Legislation, and nominating committee for director. For example, in an election conducted in March, members who joined the club by 1 January and who prior to the election have paid RI semiannual and prorated dues for the period up to 31 December are counted when calculating the number of votes allocated to the club. (RCP 17.040.3.)

12. Recommendations for the District Conference

The district conference should:

- a) be not less than two entire days and no more than three days in duration
- b) include discussion groups to increase participation by members
- c) include a balanced program in which the majority of the content is focused on Rotary and Rotary Foundation subjects
- d) consider district resolutions
- e) extend a specific welcome to new Rotarians, Rotarians attending the district conference for the first time, club presidents and others as appropriate
- f) maximize the use of volunteers who have participated in Rotary and Rotary Foundation activities in the program
- g) include promotion of the next conference, encouraging pre-registration
- h) maintain an affordable cost in order to encourage maximum attendance
- i) avoid scheduling conflicts between the conference, holidays and other events
- j) encourage the attendance of every registrant at plenary sessions by scheduling spouse and other events at non-conflicting times
- k) promote exhibitions of club and district projects, perhaps in a "House of Friendship"
- l) recognize the representative of the RI president's experience and involve the representative in group discussion sessions and other sessions accordingly
- m) provide a special orientation event for new Rotarians
- n) include a district leadership seminar for interested Rotarians who have served as club president, or have served for three or more years in a leadership role in the club, for one full day immediately prior to or after the district conference

13. Role and Responsibilities of the Governor

To achieve a successful district conference the governor will:

- a) be responsible for the planning, organizing and conducting of the conference

- b) develop a comprehensive and well-balanced program within the Board-recommended guidelines
- c) ensure that hospitality and courtesy appropriate to the RI president is given to the representative of the RI president and his/her spouse
- d) ensure maximum representation from every club in the district by involving them in conference programs and activities
- e) encourage the involvement of the local community by conducting a well-planned public relations effort - that includes media relations - before, during and after the conference
- f) invite representatives of the local community to participate in the program as appropriate
- g) make a special effort to have the entire membership of all newly organized clubs attend the conference
- h) appoint an aide to the president's representative.

14. Compliance with Minimum Standards

Each year directors should receive copies of district conference reports for districts in the appropriate zone(s) and a summary report by zone indicating any districts that have been rated on the "Report of the President's Representative to the President of Rotary International" as "fair" or "weak" for three consecutive years. The director, after consultation with the general secretary, will develop a strategy to provide appropriate mentoring for incoming governors of designated districts for a period of two years. The director should initiate contact with the governors-elect of these districts as appropriate.

15. Annual Theme at District Conference

District conferences that take place after the International Assembly should highlight the current year theme while suitably bridging to the theme and emphases of the next Rotary year.

16. District Conference Displays

Governors should arrange for exhibits at the site of the district conference and invite all clubs in the district to provide a display of at least one club project with special recognition to be given to outstanding displays, as space permits. Such exhibits shall also include district-wide projects.

VIII. DISPUTES

Should any dispute other than as to a decision of the (RI) board arise between any current or former member(s) of a Rotary club and a Rotary district, RI or an RI officer, on any account whatsoever which cannot be settled amicably, the dispute shall, upon a request to the general secretary by any of the disputants, be resolved by mediation or, if mediation is refused by one or more parties, be settled by arbitration. Such a request for mediation or arbitration should take place within sixty (60) days of the occurrence of the dispute. (RIB 24.010.)

VIX. DISTRICT GOVERNOR, DESIGNATED SUCCESSORS, AND OTHER SELECTED OFFICIALS

Governor's Specific Duties and Responsibilities (RCP 19.020.)

1. District Governor Code of Ethics

- a) Governors will adhere to applicable laws and regulations while conducting Rotary business. In addition, in conducting their private lives, governors will adhere to applicable laws in order to preserve and protect the positive image of Rotary.
- b) Governors will adhere to the provisions of the RI Constitution and Bylaws. These documents embody the democratic will of Rotary's membership as represented at the triennial Council on Legislation; through them, the membership has established standards expected of Rotary officers. Adherence to their terms garners the trust of the membership and ensures that actions are consistent with members' expectations.
- c) Governors will adhere to the provisions established by the RI Board as documented in the *Rotary Code of Policies*. Over the years, the Board has established policies and procedures to further the aims of the association and protect its mission. Many of these provisions are designed to ensure good governance and promote an ethical image. Adhering to these policies demonstrates a commitment to these ideals while protecting the association.
- d) Governors will serve for the benefit of Rotarians and the purposes of RI. Governors should put the interests of the district first and avoid even the appearance of any impropriety in their conduct.
- e) Governors will not use their office for personal prestige or benefit or for the benefit of family members. The authority inherent in an office of importance comes with access to special privileges not available to other Rotarians. Taking advantage of such privileges distracts from critical responsibilities and calls into question the commitment to the Objects of Rotary.

- f) Governors will exercise due care in the diligent performance of their obligations to the district. Governors should perform their responsibilities with the care that an ordinarily prudent person in a like position would use under similar circumstances. Before making a business decision, governors should gather all material information reasonably available to them in order to select the best course of action for all concerned.
- g) Governors will act based on fairness to all concerned. Governors are often faced with decisions that will significantly affect various Rotary clubs and individuals. In a manner consistent with The Four-Way Test, governors should weigh the potential impact of their decisions and treat equally all people who will be affected.
- h) Governors will promote transparency of financial information and will ensure compliance with all local and national laws relating to financial management. Governors are the stewards of the association acting on behalf of Rotary clubs and Rotarians. Rotarians have a right to access accurate information about the financial condition of the association. Transparency in financial operations encourages ethical behavior.
- i) Governors will prohibit and restrict the disclosure, communication, and use of confidential and proprietary information. Governors should use this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.
- j) Governors will comply with expense reimbursement policies. The RI Board has adopted procedures for reimbursement of Rotary-related expenditures. Following these procedures ensures compliance with applicable laws and precludes the appearance of impropriety.

2. Governors' Responsibilities to Club-level Training

Governors should ensure that Rotary clubs have a comprehensive training plan that addresses:

- a) Club leaders attend district training meetings as appropriate
- b) Orientation is consistently and regularly provided for new members
- c) Ongoing educational opportunities are available for current members
- d) A leadership skills development program for all members
- e) Additional training needs.

3. Governor's Report to RI

Governors are required to submit the governor's report to the Secretariat by 30 June during the governor's term of office.

4. Governor-Nominee's Duties and Responsibilities (RCP 19.040.)

As an incoming officer of RI, the governor-nominee should:

- a) begin to prepare for the role of governor
- b) foster continuity by working with past, current, and incoming district leaders to support effective clubs
- c) begin analyzing the district's strengths and weaknesses, including Rotary's public image, membership, The Rotary Foundation, district events, and RI programs, with background material provided by the immediate past governor, governor, and governor-elect, and using RI resources
- d) review the district organization (District Leadership Plan) and club administrative framework (Club Leadership Plan)
- e) attend district meetings when possible, at the invitation of the district governor or district governor-elect
- f) participate in district committees or other activities, as may be suggested by the district governor or district governor-elect
- g) attend district governor-nominee training if offered, or seek other training if available
- h) attend training in leadership skills
- i) select a site for the district conference held during the year of the governor-nominee's service, with the agreement of the majority of the current club presidents or majority of the club presidents serving in the governor-nominee's year

5. Assignments to the Governor-nominee

Recommend that the governor and governor-elect shall provide the governor-nominee:

- a) the opportunity to request specific responsibilities or assignments in connection with district committees or district organization

b) invitations to attend as an observer any or all district meetings

c) a proper introduction at the district conference and an opportunity to be part of the organizing committee as an observer

d) the opportunity to participate in all strategic planning efforts and long term appointments in the district.

6. Governor-Elect Duties and Responsibilities. (RCP 19.050.)

a) Governor-elect Attendance at International Assembly

Each governor shall emphasize to all candidates for governor, and to all clubs of the district, the requisite that the governor-elect attend the International Assembly as necessary preparation for his or her year as governor and that the nomination should not be accepted unless the candidate can and will attend the International Assembly for its full duration pursuant to RI Bylaws. The president-elect may excuse attendance on behalf of the board in extenuating and mitigating circumstances, with the provision that the governor-elect shall attend alternate training as provided by the general secretary.

b) Governor-elect Spouse Attendance at International Assembly

Attendance of the spouse of the Governor-elect at the International Assembly is encouraged.

7. Zone Level Governor-elect Training (GETS)

The (RI) Board has adopted a two-day training program for governors-elect at the zone level that may be held in conjunction with Rotary institutes integrating topics approved by the Board and the Trustees of The Rotary Foundation called the governors-elect training seminar (GETS).

8. Governor-elect Mandatory Attendance at GETS

Attendance at the governors-elect training seminar (GETS) shall be mandatory for governors-elect. Governors-elect are required to attend the GETS for the zone in which they were elected and in which they will serve. The convener may excuse attendance at GETS in extenuating and mitigating circumstances, with the provision that the governor-elect shall attend alternate training as provided by the general secretary.

9. Assignments to the Governor-Elect

The governor shall provide the governor-elect:

- a) specific responsibilities in connection with district committees or district organization
- b) an invitation to attend as an observer all district meetings, in addition to meetings where he or she is not otherwise designated as a participant
- c) assignments to participate in the program of the district conference.

11. Governor-elect Attendance at District Conference

Governors-elect are encouraged to visit district conferences in other districts prior to the year in which he or she takes office in order to observe and evaluate procedures and features whereby their own district conference may be improved and strengthened. The governor should be encouraged to invite governors-elect from other districts to attend and participate in the district conference of his or her district.

12. Vacancies in the Office of Governor or Governor-Elect: Training. (RCP 19.060.)

The following policy governs the filling of a vacancy in the office of governor or governor-elect:

- a) a past governor who has been selected to serve a second term prior to the International Assembly shall be invited to attend the International Assembly at the expense of RI;
- b) a past governor who has been selected to fill a vacancy in the office of governor that occurs between the International Assembly and 1 September shall receive, at RI's expense, one to two days of intensive training as determined by the general secretary;
- c) a past governor who has been selected to serve temporarily or to complete a term of office as governor between 1 September and the remainder of the Rotary year shall be provided support from secretariat staff as needed; and
- d) any past governor who serves more than an additional six months as governor or acting governor shall receive recognition from the president.

13. Other Responsibilities

Governors-Elect are also responsible for the following meetings:

- a) President-Elect Training Seminar (PETS)*
- b) District Training Assembly*

- c) *District Leadership Assembly*
- d) *District Team Training Seminar*
- e) *District Membership Seminar*

14. Assistant Governor Duties and Responsibilities (RCP 17.030.2.)

Assistant governors are appointed by the governor-elect and are responsible for assisting the governor with respect to administration of designated clubs. Duties for assistant governors may include the following in order to support the clubs to which they have been assigned:

- a) Meet with and assist the incoming club presidents to promote, implement, or review annually the Club Leadership Plan, discuss the clubs' goals and to review the *Planning Guide for Effective Rotary Clubs* and section 2.010.1 "*Failure to Function*" of this Code
- b) Attend each club assembly associated with the governor's official visit
- c) Visit each club regularly, preferably monthly with a minimum of one visit each quarter of the Rotary year, and meet with the club president and other club leadership to discuss the business of the club, resources available to them, and handling club funds in a businesslike manner
- d) Assist club leaders in scheduling and planning for the governor's official visit
- e) Keep the governor informed on progress of the clubs and suggest ways to enhance Rotary development and address problems
- f) Encourage clubs to follow through on requests and recommendations of the governor
- g) Coordinate training at the club level with the appropriate district committee
- h) Promote the District Leadership Plan and Club Leadership Plan
- i) Advise the incoming governor on district committee selections
- j) Attend and promote attendance at the district conference and other district meetings
- k) Participate in district activities and events, as necessary

l) Attend club meetings, assemblies, or events, as invited

m) Participate in the district team training seminar

n) Attend the presidents-elect training seminar and the district training assembly
It is important that assistant governors assist in the development of the district goals **prior** to the appointment of committees. The objective is to reach a consensus for what the district wants to achieve, and to appoint committees only as necessary to achieve the district goals.

Minimum criteria in selecting assistant governors include:

a) membership, other than honorary, in good standing in a club in the district for at least three years

b) service as president of a club for a full term, or as a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months

c) willingness and ability to accept the responsibilities of assistant governor

d) demonstrated outstanding performance at the district-level

e) potential for future leadership in the district

Assistant governors are to be appointed on an annual basis, with no assistant governor serving more than three one-year terms to provide continuity in the district leadership. It is recommended that no past governor serve as an assistant governor.

X. PAST DISTRICT GOVERNORS' ADVISORY COUNCIL

An advisory council of past governors shall be organized in each district. Such councils shall be composed of all past governors who are members of Rotary clubs within the district. Governors are urged to call a meeting of the council at least once a year within the month following the end of the International Assembly to allow the governor-elect to inform the current and past governors about the issues debated and presented at the International Assembly. *Due to the geographic size of the district, this meeting may be called during the Multi District PETS, or other district or multi-district meeting so as to minimize the travel of past district governors.*

The authority and/or the responsibility of the governor shall in no way be impaired or impeded by the advice or actions of the past governors.

XI. CONTINUITY AND RECORDS

All district officers and committee chairpersons are responsible to maintain and pass on to their respective successors, records relating to their areas of responsibility along with appropriate notes of procedural or operational interest, which will provide maximum continuity to their successors.

The following records will be maintained as part of the districts journals and provided to succeeding District Governors:

- a) The semiannual reports of the governor to RI
- b) The report of the District Conference to RI
- c) The report of the District Training Assembly to RI
- d) The District Financial Report for most recent Rotary year.
- e) The District Directory.
- f) Report of clubs newly established or dissolved.
- g) The Presidents Elect Training Seminar Report.
- h) All Rotary Foundation reports (GSE/VT, Foundation Awardees, etc.)
- i) Reports of changes in district boundaries or adjustment in club territories.
- j) A summary of significant developments in the district.
- k) A compilation of the Governor's Monthly Newsletters.
- l) An inventory of district owned property.
- m) The official copy, updated as appropriate, of the district Bylaws, file copies of all District Resolutions.

XII. ADDITIONS, DELETIONS, OR CHANGES

Additions, deletions, or changes to this document will be accomplished in accordance with procedure established in accordance with Colorado law ("CRS") and Rotary International governing documents.

Drafted resolutions may be initiated by:

- a) Any official of the district;

- b) A club president submitting a resolution adopted by official action of the club; or
- c) By the District Legislation Committee.

Drafted resolutions must be received by the District Legislation Committee not later than six weeks prior to the date of the District Conference or District Resolutions Meeting. Upon receipt, drafted resolutions will be provided to each of the district's club presidents for consideration in preparation for discussion and vote at the District Conference or District Resolutions Meeting. Copies of all resolutions to be considered shall be continuously available to all attendees at the place of registration for the District Conference or District Resolutions Meeting and their availability shall be conspicuously posted.

Any changes shall have the whole section typed showing text to be deleted as struck out, and text to be inserted shall be underlined.

Modified October, 2007

Modified October, 2009

Modified October, 2010

Amended, Restated and Approved by Clubs within Rotary District 5470, March 2014