

ROTARY INTERNATIONAL DISTRICT 6000, INC.

POLICIES AND PROCEDURES MANUAL



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I. PREAMBLE

Nothing in this Policies and Procedures Manual is intended to modify or be in conflict with the District's Articles of Incorporation or By-Laws or the Manual of Procedure issued by Rotary International ("MOP"). If such conflict should occur, the Articles and By-Laws of the District or the RI MOP, as the case may be, shall prevail. Capitalized terms herein shall have the same meaning as in the District's By-Laws.

II. DISTRICT ORGANIZATION

A. Board of Directors. The Board of Directors shall include the Governor, DGE, DGN, DGND, three recent PDG's and others designated by the Governor.

B. Advisory Council of Governors. The Advisory Council of Governors shall be comprised of all past RI officers residing in the District, the Governor, the District Governor Elect ("DGE"), the District Governor Nominee ("DGN") and the District Governor Nominee Designee ("DGND"). The purpose of The Council is to advise and assist the Governor in the administration of the District, without, in any way, assuming his/her duties and responsibilities. The Council meets at the call of the Governor, or upon its own motion, for consideration of such matters as the Governor may submit to it or a majority of the members of the Council deems appropriate.

C. Assistant Governors. Assistant Governors ("AGs") assist the Governor in the effective leadership and management of the District. This is accomplished through the development of the yearly program implementing the RI theme, goals and objectives through closer contact with each of the Member-Clubs to which they are assigned. AGs serve at the pleasure of the Governor for a one-year period, with no AG serving more than three one-year consecutive terms. It is recommended no past Governor serve as an AG. The AG position is further described in Section IV of Exhibit B of this Manual.

D. District Trainer. The District Trainer (and any assistant trainers deemed to be required) is appointed by the DGE. The District Trainer serves under the direct supervision of the DGE and in cooperation with the Governor. The duty of the District Trainer is to plan, coordinate, and conduct, with guidance from the DGE, AG/District Leadership Training, District President-Elect Training Seminars (M.D.P.E.T.S.), the District Assembly, all other training events including, but not limited to:

1. Assisting in the planning and program content with the Multi District PETS committee and the AG training and also assisting the DGE in preparing for the District Assembly.
2. Handling logistical arrangements with hotels or other meeting places.
3. Coordinating registration and promotion for PETS and District Assembly.
4. Securing speakers, group leaders, and other volunteer positions approved by the Governor-Elect.

5. Developing training materials for group leaders.
6. Performing other duties assigned by the DGE.

E. Appointment of Committees/Teams. The Governor shall appoint Rotarians of experience as the chair of District committees. District committee organization is only as extensive as the Governor deems necessary to the effective promotion of the programs of Rotary in the District. The Governor is encouraged to delegate responsibility through a District organization in accordance with the following guidelines:

1. The Governor is urged to provide for continuity in the District organization. However, to make use of as many qualified Rotarians as possible, the Governor is encouraged to observe a three-year term limit on the length of service of chairs and members of District committees.
2. The Governor is encouraged to utilize the services of AGs as further described in this Manual.
3. The Governor is encouraged to draw upon past Governors for assistance and cooperation. It is recognized that a Council of Governors serving in an advisory role can make a significant contribution to the programs of Rotary and in assisting the Governor.
4. The District Organization Chart (Exhibit A), is a flexible plan intended to be adapted by the Governor to the needs, programs and geography of the District.

F. Committee/Team Advisors. The Governor shall appoint a past Governor to serve as Advisor to each of the Avenue of Service Committees, the Service to Youth Committee and to The Rotary Foundation Committee for a three-year term. The Advisor serves as a resource person and provides inspiration and motivation to the committee chairperson and subcommittee coordinators. The Advisor is an ex officio member of the Committee and each of its Subcommittees. The Advisor shall be invited to each Committee meeting; however, the advisor is not entitled to vote on Committee matters.

III. PROCEDURE FOR SELECTING DISTRICT GOVERNOR NOMINEE DESIGNEE

The Nominating Committee shall select a DGND as soon as practical after October 31 of each year in accordance with the following procedure (as outlined in detail in the RI MOP):

- A. At least two months before the Nominating Committee deadline for seeking candidates, the Governor shall invite the Member-Clubs to submit suggestions for DGND.
- B. The Committee shall consider the experience of each candidate at the Member-Club and District level, service on Member-Club and District committees, service as AG, or service on ad hoc and similar committees, and each candidate's ability and willingness to devote substantially full-time to the administration of the District's affairs during the gubernatorial year. The Committee may require assurances from each candidate that the

individual's business or professional duties or interests, social and other obligations will not materially interfere with the time necessary to be devoted to District affairs, which requires virtually full-time activity on the part of the Governor.

C. A member of the nominating committee must abstain from voting on a Governor candidate if the nominee is from his or her home club.

D. If the Committee concludes that none of the proposed candidates is qualified, it shall follow the procedure provided in the RI MOP and seek out another candidate, or candidates, on its own motion.

E. The committee shall consist of nine members with representation across the district and must be chaired by a Past District Governor. By vote of at least four members of the Committee, the name of the nominee shall be transmitted to the Governor within 24 hours.

F. Upon selection of a nominee by the Nominating Committee, the Governor shall notify the Member-Clubs of the selected nominee, seek challenging candidates, and set a deadline for any resubmission of names to be voted upon at the District Assembly.

G. Upon selection of the nominee, the Committee shall give the nominee a written outline of the Governor's responsibilities and expectations, including a tentative timeline for carrying out those duties.

H. If no challenges are received within 14 days, the Governor shall notify the Member-Clubs of the Governor's declaration of acceptance of the nominee selected by the Nominating Committee, as per the RI MOP. If a challenging candidate is submitted, the challenge process shall be used as outlined in the RI MOP.

I. Once the nominee is selected, the Governor shall certify the name of the nominee to the General Secretary of RI as per Article 13.050 of the RI MOP.

IV. BUDGET-RELATED POLICIES AND PROCEDURES

A. Appointment of District Accountant

The Governor shall appoint a current Rotary Member-Club member to serve as District Accountant, the term of which shall coincide with that of the Governor. The accountant shall receive financial information from the Governor and the District Treasurer to prepare District financial reports and records in accordance with the Budget and Accounting Policies as promulgated and published by the Budget and Finance Committee. This officer shall submit said information to a public accounting firm for the annual review and filing of appropriate tax return. The District Accountant shall assist current and incoming Governors with budgeting and other financial matters.

B. Fiscal Procedures

1. All District funds must be deposited in a bank or banks, or any other financial depository, as recommended by the Governor and approved by the Budget and Finance committee.
2. Disbursements are to be by checks only.
3. Checks require the co-signature of any two of the following:
 - a. Governor
 - b. Treasurer
 - c. Chair of the Budget and Finance Committee
 - d. Incoming Treasurer
4. The annual budget shall contain, in addition to specific line items, an amount for contingencies equal to approximately 10% of budgeted expenses.
5. Per Capita Contributions by the Member-Clubs of the District shall be in such amount as provided in the adopted budget for the particular year and shall be computed upon the number of members of each Member-Club as reported to the Secretary of RI on July 1 of each year. Per Capita Contributions are payable when billed by the District Treasurer but billing should be completed no later than September 30 of the current year.

C. Allowable Expenses.

1. It is the general policy of the District that if purchases or activities are expected of the Governor, DGE, the DGN or the DGND, by RI or by District tradition, then the District should pay such expenses either directly or via reimbursement. It is understood that the specific requirements of these offices may change considerably from one Governor to the next.
2. It is also the general policy of the District that the District provides the Governor with administrative support by the District Administrator in the District office. In addition, the Governor shall be reimbursed for incidental administrative costs in the Governor's residence, including, but not limited to telephone, computer, fax, postage, etc.
3. The District Treasurer is authorized to pay expenses submitted, which are over budget up to 120% of a particular budget line item. If expenses exceed 120% of a particular line item in the current budget, the Budget and Finance committee will be expected to take action on the expense.
4. In addition to budgeted expenses, the following expenses incurred by the Governor, the DGE, the DGN or the DGND shall be paid or reimbursed by the District:

- a. The cost of the Governor's official jacket;
 - b. The cost of the Governor's annual theme tie/scarf;
 - c. The cost of photos (including spouse) for District directory or other use;
 - d. The cost of spouse meals at official RI or District functions;
 - e. The cost of tuxedo or formal rental if deemed mandatory for a RI function;
 - f. The cost of hostess gifts in lieu of hotel lodging (not to exceed normal hotel cost);
 - g. The cost of past Governor pin for the out-going Governor (in accordance with District tradition, this pin is ordered by the immediate past Governor);
 - h. The cost of travel to committee meetings;
 - i. The cost of travel by the Governor to special Member-Club functions such as Member-Club charter anniversaries and special parties (Note: these costs will be reimbursed for the DGE, the DGN and the DGND only if approved by the Governor).
5. It is the general policy of the District that:
- a. The cost of meals is not reimbursed for spouses accompanying the Governor, the DGE, the DGN, or the DGND to normal committee meetings where the spouse does not have responsibilities for registration, entertainment of guests, or any other official function;
 - b. Expenses of past Governors for attendance at District functions are not reimbursed except for travel expense where the past Governor is serving as chair of a District committee.
 - c. Registration fees (not meals or travel costs) for official District functions will be waived for past Governors and other Rotarians who serve as speakers or topic presenters. It is the responsibility of the meeting convener to determine who is eligible for waiver of fees and to so inform the parties whose fees are to be waived.
6. In order for expenses to be reimbursed, receipts must be provided.
7. Reimbursements should be submitted within 60 days of the expense. The absolute deadline for submission of reimbursements would be August 31 for expenses from the previous Rotary year. (Expenses submitted after the

August 31 date do not reflect positively on the budget, and are difficult for accountants and auditors to handle)

8. Reimbursements are made in the Rotary Year after the event occurs. This may not necessarily be the year when the registration of an event occurs. The individual, that expects reimbursement, is required to register for all events at the early registration discounted rate.

V. EXHIBITS

The following Exhibits are included with this Manual:

- Exhibit A: District 6000 Organization Chart
- Exhibit B: District 6000 Leadership Plan
- Exhibit C: Planning Guidelines for District Governor Nominees
- Exhibit D: District 6000 Customs, Traditions and Helpful Hints
- Exhibit E: District 6000 Criteria for Member-Club Bulletins

VI. AMENDMENTS

Amendments to these procedures may be adopted at any time by resolution of the Board duly adopted at any regular or special meeting of the Board. All such amendments shall become effective immediately upon their adoption.

Adopted as of the 11th day of December, 2014.

Terry Geiger
Secretary, Board of Directors

Exhibit A

ROTARY DISTRICT 6000 ORGANIZATION CHART

**THE ROTARY DISTRICT ORGANIZATIONAL CHART IS
POSTED ON THE DISTRICT WEB SITE
DIRECTLY BELOW THE
DISTRICT 6000 POLICIES AND PROCEDURES MANUAL.**

www.Rotary6000.org

Exhibit B

**ROTARY INTERNATIONAL
DISTRICT 6000, INC.
DISTRICT LEADERSHIP PLAN**

I. District Leadership Team:

A. Governor

The Governor serves as the President of the District, its policy head and District leader. In this role, the Governor will be responsible for the supervision of the District Leadership Team, District Officers and District Committees. The Governor may delegate no more than one-third (1/3) of the official Member-Club visits to the Governor-Elect and shall conduct the official visit to remaining Member-Clubs. The Governor should visit these Member-Clubs (those delegated to the DGE in a public relations role during the year of District leadership).

B. District Governor Elect (“DGE”)

The DGE serve as an advisor to the Governor and continues to become familiar with potential leaders and activities of the District and the Member-Clubs of the District. The DGE may be responsible for no more than one-third of the official Member-Club visits. In addition, the DGE may supervise the work of several District Committees as directed by the Governor.

C. District Governor Nominee (“DGN”)

The DGN assists the Governor and the DGE in the administration of the District affairs and begins to become familiar with the activities and Rotarians of the District. In this role, the DGN serves as a member of the District Training Committee

D. District Governor Nominee Designee (“DGND”)

The DGND, upon selection, becomes an active member of the District Leadership Team and will become a member of the District Training Committee.

E. Assistant Governors (“AG”)

AGs are key members of the District Leadership Team. AGs should participate in the development of the incoming Governor’s District goals prior to the appointment of the District committees. The object is to reach a consensus about what the District wants to achieve, and then assist with the appointment of Rotarians to committees only as necessary to achieve the District goals and objectives. The specific duties of AGs are outlined in Section IV below.

II. Member-Club Areas

The District shall be divided into no more than 16 Member-Club areas, so that an AG will be assigned from 4 to 6 Member-Clubs. This division of the District is to remain flexible in order to provide AGs close proximity to their assigned Member-Clubs.

III. Assistant Governors

A. Purpose

The AGs are to assist the Governor in the effective leadership and management of the District. This will be accomplished through the development of the yearly program, implementing the RI theme, and membership, Foundation and public relations goals and the District goals and objectives through closer contact with each of the Member-Clubs to which they are assigned.

B. Qualifications

1. Required
 - a. Membership, other than honorary, in good standing in a Member-Club in the District for at least three years.
 - b. Service as Member-Club President, preferably within the District, for a full term.
 - c. Willingness and ability to accept the responsibilities of an AG.
2. Desirable
 - a. Demonstrated outstanding service at the District level.
 - b. Potential to serve as a Governor in the future.

C. Term of Appointment

AGs, like District committee chairs, are District appointees selected by the DGE; they are not officers of RI. AGs will be appointed on an annual basis, with no AG serving more than three consecutive one-year terms. (This provision allows continuity in District leadership while also providing more District Rotarians the opportunity to serve in District leadership roles.) It is recommended that no past Governor serve as an AG.

D. Duties

The duties of the AG(s) include:

1. Assignment to a cluster of Member-Clubs and to represent the Governor in the work with the assigned Member-Clubs.

2. Send a copy of AG Member-Club Assembly visit schedule to the Governor by May 1 of current year so Governor's Official Member-Club visits schedule can be finalized.
3. As the representative of the Governor, attend and participate in Member-Club assemblies for the assigned Member-Clubs with in-coming Member-Club Officers between May 15 and June 30 of the current year. The AG will prepare a "Memo of Official Visit" (i.e., a RI form) by May 15 and forward the Memo to the Governor for review and signature.
4. To the extent possible, to visit each assigned Member-Club quarterly. However, communication by telephone and e-mail between "in-person" club visits is also encouraged. The purpose of such communication is to support each Member-Club president and seek ways to help the Member-Club be successful in the community and the District, and to encourage networking between clubs.
5. Provide information, training and support about District and RI programs to each Member-Club, with special emphasis on the work of The Rotary Foundation, membership growth, retention and public relations.
6. Serve as a communication link between the Governor and the Member-Clubs and to keeps the Governor fully aware of the status of each Member-Club, with emphasis on both successes and problems.
7. Assist Member-Clubs with The Rotary Foundation activities, including:
 - a. Assisting Member-Clubs with the financial goal-setting process;
 - b. Ensuring that each Member-Club has a Foundation chair;
 - c. Educating Member-Clubs through presentations on The Rotary Foundation;
 - d. Encouraging Member-Clubs to become 100% Rotary Foundation Sustaining Member Clubs;
 - f. Motivating and inspiring Member-Clubs to build upon and surpass past accomplishments;
 - g. Serve as a link between District-to-Member-Club communications on The Rotary Foundation;
 - h. Providing assistance to Member-Clubs facing fundraising difficulties; and,
 - i. Working with Member-Club leaders to identify prospects for major gifts to The Rotary Foundation.

8. Attend meetings as required by the Governor, including District AG Training, PETS and District Assembly, District Conference and Governor/AG meetings as announced.
9. Organizing meetings of assigned Member-Clubs as requested by the Governor.
10. Identification of Rotarians who might serve on District Committees or as a future AG.
11. Other duties as assigned by the Governor.

E. AGs Expenses

Expenses incurred by AGs for attending all required meetings, and travel, phone, and postage expenses associated with their support of the assigned Member-Clubs and Member-Club activities shall be paid or reimbursed by the District in accordance with the Budget-Related Policies and Procedures set forth in the District's Policies and Procedures Manual.

IV. DISTRICT COMMITTEE STRUCTURE

District committees carry out the goals of the District Governor. Committees are appointed only when they serve specific functions identified by the Governor and the District Leadership Team. Committees not meeting these criteria should be discontinued. The District Leadership Team may appoint or discontinue non-standing committees, as it deems necessary.

The District's By-Laws describe the District's standing committees and governs their makeup, terms, and duties.

Exhibit C

**PLANNING GUIDELINES
FOR DISTRICT GOVERNOR NOMINEE DESIGNEE
ROTARY INTERNATIONAL DISTRICT 6000, INC.**

It is the intent of the District Nominating Committee to select a District Governor Nominee Designee (“DGND”) for Governor on a schedule which allows the DGND to have approximately three years of planning time, before he or she starts their Governor’s Rotary Year. During the first part of this planning period, the DGND will get involved in the activities of the District Board of Directors and the District Budget and Finance Committee. Members of these committees include several immediate, past and future Governors. This period of time allows the DGND to become familiar with the management process for the District and is a member of the Board of Directors.

Two years prior to the start of the Governor’s term (July 1) the DGND’s title changes to DGN, and the planning process expands to include leadership from RI. RI will get actively involved in the training activities for the DGNs, beginning with the Rotary Zone Institute training in the fall, two years prior to the start of the DGN’s gubernatorial year. The final training will occur at the International Assembly early in the calendar year of the start of the DGE’s gubernatorial year.

Each year, the schedule of specific activities may vary from month-to-month. However, there is a general planning schedule that can be used as a guideline for the Governor’s planning process. The Governors serving recent terms are available to share experiences and provide assistance when needed.

Attached is a typical planning calendar for some of the major activities that can be anticipated during the preparation period for the DGE, the DGN and DGND and during the Governor’s term.

**Planning Calendar
For District Governor Nominee Designee (“DGND”)
Rotary International District 6000, Inc.**

Following Selection as DGND

Review resume to assure information is current. Upon Selection

Obtain 4”x5” glossy photos-black and white-for use by Nominating Committee for submittal of nomination forms to RI. Will need individual color photos of self and spouse, as well as couple photos for other use. Furnish to Nominations Committee chair.

**Rotary Year-24 months prior to July 1 start
of Governor’s term**

Attend Zone Institute and participate in Governor Nominee training. Fall

Prepare SHARE budget for The Rotary Foundation. March deadline
(Sets budget for GSE teams, Ambassadorial Scholars, Matching Grant funds, etc.).

Select site for District Conference. Winter
(Someone in your Member-Club can assist you, since you probably will not have selected a District Conference chair at this point).

Select District Trainer. Winter
(This person and a committee coordinate all the planning for the AG training, President Elects training and District Assembly Events)

Select District Treasurer. Spring

Select Foundation Committee chair. Spring

Complete printing-calling cards, stationery and envelopes. Spring

Rotary Year-12 months prior to July 1
start of Governor's term.

DGN becomes DGE.	July 1
Training Committee planning activities.	Start Summer
Rotary (Zone) Institute (includes initial training for Governors Elect).	Fall
Select District Conference chair/Co-chairs.	Fall
Select AGs.	Fall
Budget preparation for Governor's year/work with Budget and Finance Committee.	October/December
Select District Committee chairs-assist with committee member selections. Complete end of year	Start Fall
Memo to Presidents Elect-start planning schedule for Governor's Member-Club visits. Complete before AG training.	Winter
International Assembly. (Intense training for DGEs and partners along with other DGEs. Theme will be announced.)	January
Assistant Governors' training seminar.	February/March
Presidents-Elect Training Seminar (P.E.T.S.)	February/March
District Committee Appointments to RI	March
District Assembly.	March/April/May
Prepare District Leadership Directory.	April/May
District 6000 Conference	April/May/June
RI Convention.	May/June
Governors-elect Training Seminar (GETS) Expense (form G)	May
Membership/Foundation Club Goal Reports to RI	May
Submit itinerary of official visits to R.I	June

Rotary Year-July 1 start of Governor's term.

Begin Governor's year.	July 1
Zone Foundation/Membership/PR Seminar	July/August/September
Member-Club visits.	July-December
District Foundation/Membership/PR Seminar(s).	Fall
Rotary (Zone) Institute.	Fall
Assistant Governors Social	Fall
Past Governors holiday event.	November
Register for RI Convention	December 15
Interim Rotary Year-financial reports to RI	January 31
AG's training seminar.	February/March
PETS.	February/March
District Assembly.	March/April/May
District Conference (cannot be within two weeks of International).	March/April/May
International Convention.	May/June
End of Governor's year.	June 30
Past Governors summer event.	July
Close out Rotary Year-financial reports to RI	July 31
District Financial Review report complete (for Governor's Rotary Year).	November 15

Exhibit D

**DISTRICT CUSTOMS, TRADITIONS
and OTHER SUGGESTIONS**

This entire document is prepared for informal guidance to the Governor and the Governor-Elect. The following are items, which each Governor will have to consider during his/her year, and the related guidelines have resulted from the experiences of past Governors:

CUSTOMS & TRADITIONS:

1. The Governor's lapel pin, owned by the District, is pinned on the incoming Governor by the outgoing Governor at the luncheon during the District Assembly, District Conference, or, if both the participants prefer, at the last meeting in June of the incoming Governor's Member-Club; both time and place of such presentation may be altered by agreement of the participants.
2. A past Governor's lapel pin is selected in conference with the outgoing Governor by the immediate past Governor, at the expense of the District, and is presented by the incoming Governor to the outgoing Governor at the same time and place as the presentation of the Governor's lapel pin. It is the responsibility of the immediate past Governor to make selection of such pin.
3. A suitable gift for the outgoing Governor and spouse is presented at the District Conference or District Assembly, at the expense of the District. It is the responsibility of the immediate past Governor to make selection of such gift, and it is not inappropriate to ascertain the wishes of the recipient of such gift.
4. The invoices for the past Governor's pin (paragraph 2) and gifts for the outgoing Governor and spouse (paragraph 3) be approved for payment by the immediate past Governor and sent directly to the current Treasurer for payment.
5. At the time of the District Conference, it is customary that the Governor, DGE, DGN, DGND, past Governors, the Representative of the RI President, and their spouses are hosted by either the Governor or a past Governor, for the purpose of acquaintance with the Representative of the RI President and spouse. The expense for food and drink for this event will be included in the Conference budget.
6. When a Rotarian and spouse serve as aides to the International President's Representative at the District Conference, the District will pay the Rotarian's hotel and related expenses for that event.
7. It is the responsibility of the Governor and spouse to schedule, make meeting place arrangements for the annual past District Governors Christmas party and send notices to all the District's past Governors and to widows of past Governors and to past Governors from other districts now living in the District. This meeting is usually held in November.

8. It is the responsibility of the immediate past Governor and spouse to make the same preparations and send notices to the same group for the Summer meeting which is held as soon after the Fourth of July as possible. If the immediate past Governor is not available then the next immediate past Governor will act as host.

9. Upon the death of a past Governor, or their spouse, the Governor shall authorize a \$100 contribution from the District to The Rotary Foundation in their memory. At the time the Governor conveys the District's sympathy to the family, they shall be informed of this contribution in memoriam.

OTHER HELPFUL HINTS:

1. It is the responsibility of the Governor to remind the president of the Member-Club winning the previous year's District Conference attendance award (a traveling plaque) of that Member-Club's responsibility to have the plaque available prior to the District Conference. The criteria that will be used to determine the winner of this award has been, miles one way from the Member-Club to the conference site (determined with the use of online mileage calculation programs such as Map Quest or Google) multiplied by the number of Rotarians and spouses from the Member-Club, attending the conference (miles x Rotarians & spouses). Additional points may be earned as follows: (a) President of Member-Club, 100 points. (b) Secretary of Member-Club, 100 points.

2. When a Governor wishes to recognize both a large Member-Club and a small Member-Club (for the trophy), criteria for determining these divisions might be helpful, several have been used; the Governor decides which to use;

(a) Using the average Member-Club membership size in the District (total District membership divided by the number of Member-Clubs in the District) the Member-Clubs above the average being large Member-Clubs and those less being the small Member-Clubs.

(b) Using the median system half of the Member-Clubs are large and half the Member-Clubs are small.

3. It is the prerogative of each Governor to determine the awards that he or she wishes to make. Those given in the past in the District and in other districts in the zone, in addition to the conference attendance award are:

(a) Largest net gain in membership numbers (not percentage). Large and small Member-Clubs awarded with an honor roll of Member-Clubs that meets or exceed the Governor's net percentage goal. (No plaque, just Member-Club names read at the award dinner of the conference);

(b) Highest average attendance during the current year. Large and small Member-Club recognition;

(c) Best Member-Club bulletin (utilizing the District criteria included herein as Enclosure "B");

- (d) Greatest dollar increase (not percentage) in giving to The Rotary Foundation;
- (e) The use of a Governor's Citation Plaque (several if justified) to recognize Member-Clubs and/or individuals whom the Governor believes to have produced results over and above goals established.
- (f) Foundation awards for highest per capita giving and 100% sustaining members and others as the DG may wish to present.

Exhibit E

DISTRICT 6000 – CRITERIA FOR CLUB BULLETINS

BASIC CONTENT:

Names: International President
Governor
Member-Club Officers and Board of Directors
Meeting Information
Location of meeting place
Time of meeting
Listing of programs and speakers
Brief acknowledgment of previous speaker and program
Name of program chairperson
Attendance Information
Occasionally publish member attendance rules and records
List the make-ups by members
List meeting place, time and city of Member-Clubs in vicinity
Give names of visitors and guests
New Members
Publish name of proposed new member
Suggested Classification
Name of proposer
Member-Club Functions
Business and Social
International
District
Member-Club
Committee

NOTE: ALWAYS DATE THE BULLETIN CONTENT

AS SPACE ALLOWS:

RI Information
District Activities
Write-ups of Member-Club committee activities, include names of members
Publicize Member-Club social functions
Call attention to articles in the “The Rotarian”
Quote an occasional article from the Member-Club’s by-laws
Publicize activities of members–Rotary and personal
Brief informational facts of members–new and old
Current RI theme

OTHER SUGGESTIONS:

1. Design and prepare a bulletin masthead and have it available in electronic format to print, if necessary.
2. Use readable type and bulletin can be printed or any other acceptable means of reproduction.
3. Economy of reproductions should be kept in mind. Strive for brevity in all your articles.
4. Spacing for your typing or printing is important, size of letters is very important.
5. Blank space in your bulletin is a waste of resources; you can always find Rotary Information available from “The Rotarian”, the Basic Rotary Library and mailing received by your President. If reproduction of pictures is difficult, don’t try to use them, a poor picture is worse than none at all.
6. Try to keep the bulletin one sheet.
7. Do not send out a messy bulletin.
8. Delivery of bulletin to your members:
 - a. E-mail and web site distribution is effective and cost effective.
 - b. If you have adequate funds, use first class mail. If you have sufficient numbers, apply for a second-class postage permit to members who do not have access to electronic versions.
 - c. Some Member-Clubs place the bulletin at each table and urge the members to take one.
 - d. Several have found that members have a tendency to look at them at the table.
 - e. One Member-Club will hand the bulletin to each of the members as they leave the meeting making a special effort to present one to all the scooters and mail copies to those who are absent.

ABOVE ALL – BE CREATIVE!