

Adopted: September 19, 2024

ROTARY INTERNATIONAL DISTRICT 6000, INC.

POLICIES AND PROCEDURES MANUAL

Effective July 1, 2025



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I. PREAMBLE

Nothing in this Policies and Procedures Manual is intended to modify or conflict with the District's Articles of Incorporation or By-Laws or the Manual of Procedure issued by Rotary International ("MOP"). If such a 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 and comply with the By-laws of Rotary District 6000 stated as follows: *The number of Directors shall be no fewer than 6 and not more than 12. The Board shall include: Governor (DG); District Governor Elect (DGE); District Governor Nominee (DGN); District Governor Nominee Designee (DGND) when appropriate; the three most recent PDGs; three (3) Rotarians in good standing in a member Club in the District who shall serve At Large; and up to two district Rotarians in good standing for one-year terms at the discretion of the District Governor during their year of service.*

To the extent possible, the Board should mirror the makeup of the Member Clubs. When nominating a new At Large member of the Board, the DGE should consider the backgrounds of the current Board members and seek to nominate a new At Large member who will add a diverse background and additional skill sets to the current members of the Board, including stage of life, ethnicity, gender, location and size of clubs currently represented, as well as professional expertise beneficial to decision making by the Board.

While all members in good standing of Member Clubs are eligible to serve as At Large Directors, the DGE should consider where diversity is underrepresented and seek to bolster such area in the selection process.

The Board shall endeavor to make known to all Member Clubs that an opening for an At Large Director will become available and encourage those interested to apply. The District should also encourage members of Member Clubs to apply for all other District offices and committees to improve participation, continuity and turnover at the District level.

The District should provide for the cost of training for At Large Directors who may wish to increase their knowledge of District and Rotary International activities within the normal budgeting process.

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 (AGs) and AG Coordinator. An AG Coordinator is selected for a 3-year term, to coordinate and assist with the efforts of the Assistant Governors. The AG Coordinator shall have adequate experience and qualifications to properly carry out the

responsibilities of the position. Assistant Governors (AGs) assist the Governor in the effective leadership and management of the district. This is accomplished through the development of the yearly RI program(s), 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 three-year period. It is recommended no AG serve more than one three-year consecutive terms. The AG position is further described in Section V of Exhibit B of this Manual.

D. District Administrator. The District Administrator, employed by the corporation, provides support to the District Governor, the District Leadership Team and Member-Clubs. The District Administrator's tasks include but are not limited to: serving as the custodian of District corporate record books and other such documents as the Board directs; maintenance of the list of all member clubs; maintenance and updating of the District website, preparation of the District leadership directory; track and report registrations for district-wide meetings, District Conference, District Assembly, District 6000 PETS, One Summit and other seminars.

E. District Educator. The District Educator is appointed by the DGE for a recommended 3-year term. The District Educator serves under the direct supervision of the DGE and in cooperation with the Governor. The duty of the District Educator is to plan, coordinate, and conduct, with guidance from the DGE, all educational events including, but not limited to AG Orientation; District 6000 President-Elect Training Seminar (D6000 PETS), One Summit and District Assembly. Additional duties include:

1. Assisting in the planning and program content with the District 6000 PETS committee and assisting the DGE in preparing for AG, PE, PN Orientation and the District Assembly.
2. Handling logistical arrangements with hotels or other meeting places.
3. Encourage registration and assist with promotion for all educational events.
4. Securing speakers, group leaders, and other volunteer positions approved by the Governor-Elect.
5. Developing educational materials for group leaders.
6. Performing other duties assigned by the DGE.
7. All educational events are expected to follow the facilitated learning model.

F. Appointment of Committees/Teams. The Governor shall appoint experienced Rotarians 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 and Committee Chairs are 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 staggered three-year term limit, not to exceed three terms on the length of service of members of District committees; except that if a member is appointed chair, he or she shall be able to complete an additional two years on the committee.

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. They serve in an advisory role as they 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.

G. 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 should be invited to each Committee meeting; however, the advisor is not entitled to vote on Committee matters.

H. Regular Committees / Teams.
Avenue of Service Committees.

1. **Club Service.** To assist Member-Clubs in their successful administration.

2. **Vocational Service.** To foster and support the ideal of service in all vocations.

3. **Community Service.** To encourage and foster the development of worthy service projects to improve the quality of life for those living within a Member-Club's territory.

4. **International Service.** To promote projects that improve lives, meet human needs, and promote international goodwill with material and technical assistance.

Disaster Relief / Humanitarian Services Fund Subcommittee. This Subcommittee is comprised of a minimum of five to achieve an odd number of Rotarians appointed by the Governor, two of whom are past Governors. Members of the Budget and Finance Committee may not concurrently serve on this Subcommittee. Its duty is to review all requests for disaster relief or other aid made to the district and, upon majority vote, makes recommendations to the Governor for disbursement of funds for the purpose of timely monetary response to disaster or other humanitarian needs within the district or in other districts. The source for the Subcommittee's work is monies, which may be designated from time-to-time by Member-Clubs, or monies, which may be authorized for transfer by the Budget and Finance Committee from any unexpended portion of the previous year budget contingency allowance. This fund is held in a separate account by the District Treasurer and is subject to all accounting policies promulgated and published by the Budget and Finance Committee.

Growing Rotary Committee. The Growing Rotary Committee is comprised of a minimum of

five to achieve an odd number of members appointed by the Governor, and representative of the district, who are knowledgeable and supportive of the need to increase and retain existing club membership and support formation of new Member-Clubs. This includes initiatives to form new Member-Clubs in communities not having a Member-Club and, within the RI guidelines, to form new Member-Clubs within the territories of Member-Clubs in the larger communities.

Service to Youth Committees. It is the responsibility of each Rotarian to prepare youth by improving their life skills to ensure a better future, while recognizing the diversity of their needs. The committee's duty is to promote their projects and to encourage and foster their development as future Rotarians and community and international servants.

1. **Rotary Youth Exchange.** This Committee will strive for a minimum of five to achieve an odd number of members appointed by the Governor, suitably representative of the district, and shall include a past Governor, and two Rotarians who have hosted a Rotary Youth Exchange student in their homes, or who have been or are parents of an outgoing exchange student if available. Its duty is to encourage Member-Clubs to participate by sending and receiving students, to publicize the program and its rules and regulations, maintain adequate selection and screening procedures to ensure the qualifications of outgoing students, supervise their orientation, supervise the placement of students in the sponsorship of the Member-Clubs and assist the Member-Clubs with arrangements for transportation, insurance and other logistical problems that can be encountered in carrying out the program.
2. **Rotary Youth Leadership Award ("RYLA").** This Committee will be comprised of six members approved by the D6000 Board of Directors. Its duty is to plan and conduct Rotary Youth Leadership Award program(s) annually.
3. **Interact.** This committee will strive for a minimum of five to achieve an odd number of members appointed by the Governor. Its duty is to provide information, training, and assist clubs in setting up Interact clubs. The committee may assist in finding schools willing to sponsor an Interact club.
4. **Rotaract.** This committee will strive for a minimum of five to achieve an odd number of members appointed by the Governor. Its duty is to help Rotaract clubs develop collaborative relationships with their sponsoring Rotary clubs and actively establish personal contacts with the members. It provides information, training, and assists clubs in setting up Rotaract clubs.

The Rotary Foundation Subcommittees:

1. **Annual Fund Subcommittee (Every Rotarian, Every Year).** This Subcommittee shall be comprised of a minimum of five to achieve an odd number of members appointed by the Governor. Its duty is to solicit annual gifts to The Rotary Foundation from Member-Clubs and their members, and to encourage Rotarians to become Paul Harris Sustaining members, Paul Harris Fellows and Paul Harris Society members.
2. **Major Gifts and Endowment Fund Subcommittees.** This Subcommittee is comprised of a minimum of five to achieve an odd number of members appointed by the Governor. Its duty is to secure Benefactor commitments and Bequest Society members and to solicit major gifts to build The Rotary Foundation's Funds.

3. **PolioPlus Subcommittee.** This Subcommittee is comprised of a minimum of five to achieve an odd number of members appointed by the Governor. Its duty is to support RI's commitment to polio eradication and to encourage all Member-Clubs to participate in PolioPlus activities.

4. **Community Service Grants Subcommittee.** This Subcommittee shall be comprised of a minimum of five to achieve an odd number of members appointed by the Governor. Its duty is to administer District Designated Funds allocated to District Grants for the implementation of humanitarian projects, and to undertake large service projects or support the endeavors of several District Member Clubs as directed by the Governor.

5. **Global Grants Subcommittee.** This Subcommittee shall be comprised of a minimum of five members to achieve an odd number of members appointed by the Governor and shall include at least one Rotarian who has been a volunteer on a Health, Hunger and Humanity (3H) or Global Grant project. Its duty is to bring the District's Member Clubs and the District together with other districts in an international partnership that promotes understanding between different cultures. The Subcommittee shall encourage grant projects that fund activities that address Rotary's areas of focus.

6. **Stewardship / Financial Review Subcommittee.** This Subcommittee is comprised of a minimum of three to achieve an odd number of members with the chair appointed by the Governor and the other members by the chair. Its duty is to review the Community Service Grant applications, provided by the CSG chair, and the financials, provided by the District Treasurer, after the TRF Grant is completed.

7. **Alumni Subcommittee.** This Subcommittee consists of a minimum of five to achieve an odd number of members appointed by the Governor, to include one a past Governor knowledgeable of the Alumni program and preferably at least one past recipient of a Rotary Foundation Scholarship or a Group Study Exchange or Vocational Training Team (VTT) member. Its duty is to maintain a current list of recipients from these programs known to live in the district and to provide this list to the Governor who shall, encourage Member-Clubs to use these alumni as speakers in promoting the programs and purposes of The Rotary Foundation and who shall use these alumni as speakers at the District Conference. Very importantly, these alumni should be considered potential members and clubs are encouraged to recruit them into membership.

8. **Scholarship Subcommittee.** This Subcommittee consists of a minimum of five to achieve an odd number of members appointed by the Governor, who by reason of their education, experience or vocation are well suited to determine the qualifications of applicants for Rotary Foundation Scholarships. Its duty is to select recipients from applicants who submit their applications not later than April 30 of each year. The Subcommittee shall then meet to interview candidates for the educational awards and shall submit the names of the scholarship recipients and their scholarship applications to The Rotary Foundation.

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 a candidate 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.
- 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 are 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. A minimum of three, not to exceed four Past District Governors should serve on the committee each year and the rotation of PDGs should be 1 going off and 1 coming on to retain needed knowledge. A PDG can serve no more than 2 consecutive years as Chair of the committee. Members are limited to serving no more than two consecutive 3-year terms. By a majority vote of the Committee, the name of the nominee shall be conveyed 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 Annual Meeting.
- G. 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 Rotary International Manual of Procedure (RIMOP). If a challenging candidate is submitted, the challenge process shall be used as outlined in the RI MOP.
- H. 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.
- I. Once the nominee is selected, the Governor shall certify the name of the nominee to the General Secretary of Rotary International (RI) as per the RIMOP.

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 directed in the Bylaws of District 6000.
2. All financial transactions shall be made in non-cash manners, all of which shall be properly recorded according to generally accepted accounting principles. For cash transaction exceptions such as “at door” payments for meeting, a written record shall be maintained with deposit slips and receipts balancing cash/money submitted.
3. Checks require the co-signature/electronic approval of any two of the following:
 - a. Governor or Chair of the Budget and Finance Committee
 - b. Treasurer or Accountant
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, DGN or 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, other expenses incurred by the Governor, DGE, DGN or DGND shall be paid or reimbursed as approved by the District Budget and Finance Committee. Examples include, but are not limited to:

- a. The cost of the Governor's official jacket if required by Rotary International.
- b. The cost of the Governor's annual theme tie/scarf as required/offered by Rotary International.
- c. The cost of official Governor photos (including spouse).
- d. The cost of spouse meals at official RI or District functions.
- e. The cost of tuxedo or formal rental if deemed mandatory for an RI function.
- f. The cost of hostess gifts in lieu of hotel lodging (not to exceed normal hotel cost).
- g. The cost of a Governor pin for the out-going Governor (in accordance with District tradition, this pin is ordered by the immediate past Governor or the District Administrator).
- 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, DGN and 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, DGN, or 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 expenses 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. For expenses over twenty-five dollars (\$25.00) to be reimbursed, receipts must be provided. Mileage will be reimbursed at the current allowable published IRS rate for the Rotary year beginning July 1 through June 30 of the following year.
7. Reimbursements should be submitted within 60 days of the expense. The absolute deadline for submission of reimbursements is July 31 (deadline) from the previous Rotary year.
8. To encourage active leadership engagement reimbursements will be made in a timely manner not to exceed three months. Individuals are also encouraged to take advantage of early registration/travel/lodging discounts when applicable.

V. Compliance

1. District 6000 shall comply with published Rotary International policy with respect to sexual harassment and abuse, or other violation of civil law, rule or regulation which is applicable to Rotary District 6000.
2. Annually, the District 6000 Board of Directors shall authorize a full accounting of financial matters and funds in the form of an external (public) audit or an external compilation report or independent accountants review report submitted by the district accounting firm.
3. District 6000 shall comply with the District 6000 Youth Protection Policy as approved by the Board of Directors and updated/re-approved from time to time or as specified by Rotary International, state/local law, rule and/or regulation.
4. Non-Disclosure: As required by the Board of Directors and/or Rotary International the designated members, officers, directors, employed and contracted staff/volunteers shall sign the related non-disclosure agreement(s) promulgated by District 6000 and/or Rotary International.

VI. EXHIBITS

The following Exhibits are attached and included with this Manual:

EXHIBIT A: District 6000 Organization Chart

EXHIBIT B: District 6000 Leadership Plan

EXHIBIT C: Planning Guidelines for District Governor Nominee Designee

EXHIBIT D: District 6000 Customs, Traditions and Helpful Hints

EXHIBIT E: District 6000 Criteria for Member-Club Bulletins

EXHIBIT F: District 6000 Travel and Expense Reimbursement

VII. 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 or such date as the Board shall direct.

Adopted as of the 19th day of September 2024 to be effective July 1, 2025.

Steve Wieneke,
Secretary, Board of Directors

Dave Cook,
President, Board of Directors

EXHIBIT A

ROTARY DISTRICT 6000 ORGANIZATION CHART

**THE ROTARY DISTRICT ORGANIZATIONAL CHART IS
POSTED ON THE DISTRICT WEBSITE**

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 serves 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/Teams as directed by the Governor. The DGE is encouraged to attend club visits in communication/coordination with 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 Education Committee/Team. DGN is encouraged to attend club visits in communication/coordination with the Governor.

D. District Governor Nominee Designee (“DGND”)

The DGND, upon selection, becomes an active member of the Board of Directors, The Budget and Finance Committee and will become a member of the District Education 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/teams as necessary to achieve the district goals and objectives. The specific duties of AGs are outlined in Section III below.

II. Member-Club Areas

The district shall be divided into Member Club areas. Ideally, an AG will be assigned from 3 to 5 Member Clubs. This division of the district is to remain flexible in order to provide AGs close proximity to their assigned Member Clubs. It is preferred that an AG not be assigned to their home club.

III. Assistant Governors

A. Purpose

The District Governor's AG Coordinator is to be the liaison between the AGs and the Governor to carry out the RI goals pertaining to membership, foundation, and public image. In addition, AGs are expected to support the district goals through close contact with each of their assigned Member Clubs

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, if interested, to serve in expanded district leadership roles.

C. Term of Appointment

AGs, like District Committee Chairs, are district appointees selected by the DGE in collaboration with the AG Coordinator designated for the year of service of the DGE. They are not officers of RI. AGs will be appointed on an annual basis. It is recommended that no AG serve more than one consecutive three-year term.

D. Duties

The duties of the AG include:

1. Assignment to a group of Member Clubs to serve as the liaison to

represent the Governor and their assigned Member Clubs.

2. As a representative of the Governor, the AG will rate each of their clubs on My Rotary by May 15. AGs are to share annual evaluations of clubs with the AG Coordinator, DG and DGE.

3. In-person quarterly visits are preferred. In addition, communication by telephone and e-mail between in-person club visits is also required monthly. Regular communication to support each Member Club president will help the Member Club be successful in the community and the district as well as encourage networking between clubs.

4. Make sure Member Club Presidents are informed about district events as well as RI programs, specifically membership, The Rotary Foundation (TRF) and public image.

5. Serve as a communication link between the DG and the Member Clubs. It is important to keep the DG aware of the status of each club, openly sharing successes and challenges along with AG input of suggestions.

6. Assist Member Clubs with The Rotary Foundation activities, including:

- a. Identification of TRF goals for Member-Club support.
- b. Ensuring that each Member Club has a Foundation Chair.
- c. Assist Member Clubs in lining up a program presenter on the Rotary Foundation.
- d. Encouraging Member Clubs to become 100% Rotary Foundation Sustaining Member Clubs.
- e. Encourage Member Clubs to increase their giving to TRF.
- f. Working with Member Club leaders to identify members who may be willing to increase their support to TRF.

7. Encourage in-person meetings two to four times per year with assigned club presidents and leadership to network, collaborate, and support each other.

8. Identification of Rotarians who have an interest and skillset to serve on District committees, teams or as a future AG or DG.

9. Attend meetings and events as required by the Governor, including District AG Orientation, District 6000 PETS, District Assembly, and Governor/AG meetings as announced.

10. Be prepared, if needed, to assist Member-Club officers and local Club Board

of Directors to develop and submit annual goals no later than June 1.

11. Other duties as assigned by the Governor.

E. AGs Expenses

Expenses incurred by AGs for attending all required meetings including registration fee, hotel, and mileage 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 Board. Committees not meeting these criteria should be discontinued. The Board may create or discontinue non-standing committees, as it deems necessary.

The District's By-Laws describe the district's standing committees and govern 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 as a member of the 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.

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 will provide assistance as 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

Will need individual color photos of self and spouse,
as well as couple photos for use by the district.
Rotary International will request these.

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

Attend Zone Institute and participate in Fall
Governor Nominee education
NOTE: Partner of DGND is also recommended to
Attend this education.

Prepare SHARE budget for The Rotary Foundation March deadline
(Sets budget for Vocational Training Teams (VTT), Scholars,
Global 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 Educator Winter
(This person and a committee coordinate all
the planning for the AG Education,
D6000 PETS and District Education Events)

Select District Treasurer Spring

Select District Accountant Spring

Select Foundation Committee Chair Spring

Complete printing: Business cards, stationery and envelopes Spring

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

DGN becomes DGE	July 1
Education Committee planning activities	Start Summer
Rotary (Zone) Institute (includes initial education 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, Treasurer and Accountant	October/November
Select District Committee chairs-assist with committee member selections. Complete end of year	Start Fall
Memo to Presidents Elect to start planning schedule for Governor's Member-Club visits. Complete before AG orientation.	Winter
International Assembly (Intense education for DGEs and partners along with other DGEs. Theme will be emphasized.)	January
Assistant Governors Orientation	February/March
District 6000 Presidents-Elect Training Seminar (D6000 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	May
Membership/Foundation Club Goal Report to RI	May
Submit itinerary of official club visits to RI	June

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

Begin Governor's year	July 1
Member-Club visits	July-December
One Summit	Fall
Rotary (Zone) Institute	Fall
Assistant Governors Social	Fall
Past Governors holiday event	November/December
Register for RI Convention	December 15
Interim Rotary Year-financial reports to RI	January 31
AG Orientation	February/March
PE/PN Orientation	February/March
D 6000 P.E.T.S.	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
Email Financial Statements to R.I. after approved at the District Annual Meeting	March 31
Include this statement "I confirm that these Financial Statements have been independently reviewed and shared and approved by the Clubs as required by the RI Bylaws." Signed by immediate PDG.	

EXHIBIT D

DISTRICT CUSTOMS, TRADITIONS and OTHER SUGGESTIONS

This entire exhibit 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 District Conference, or if both the participants prefer, at the last meeting in June of the incoming Governor's Member Club, or a Gavel Passing; both time and place of such presentation may be altered by agreement of the participants.
2. A Past District Governor's (PDG) lapel pin with Governor years is selected prior to the gavel passing celebration in conference with the incoming Governor (DGE), current Governor (DG) and the Past District Governor (PDG), at the expense of the district, and is presented by the PDG to the outgoing Governor (DG) at the same time and place as the presentation of the incoming Governor's (DGE) lapel pin by the outgoing Governor (DG).
3. A suitable gift for the outgoing Governor and spouse is presented at the District Conference or at the Gavel Passing, at the expense of the district. It is the responsibility of the incoming Governor and the outgoing Governor's immediate past Governor to make selection of such gift, and it is acceptable to ascertain the wishes of the recipient of such gift.
4. The invoices for the outgoing Governor's pin (2.) and gift (3.) shall 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 usually at the PDG Breakfast, 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 the event.
7. It is the responsibility of the Governor and spouse to schedule, make meeting place arrangements for the annual past District Governors holiday party and send notices to all the PDG's and to widows/widowers 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 has recently been the day of the Gavel Passing. 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. District Conference attendance certificate. The criteria that will be used to determine the winner has been miles one way from the Member Club to the conference site (determined by using an online mileage calculation program (MapQuest, Google, etc.) multiplied by the number of Rotarians and spouses from the Member Club attending the conference (miles x Rotarians + Spouses). Additional points are 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) 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 certificate are:

(a) Largest net gain in membership numbers (count and percentage). Large and small Member Clubs are awarded with an honor roll of Member Clubs that meet or exceed the Governor's net percentage goal. (No plaque, just Member Club names read at conference);

(b) Best Member Club bulletin (utilizing district criteria included in Exhibit "E").

(c) The greatest dollar increase (not percentage) in giving to The Rotary Foundation.

(d) 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.

(e) Foundation awards for highest per capita giving and 100% sustaining members and others the DG may wish to present.

EXHIBIT E

DISTRICT 6000 – CRITERIA FOR CLUB BULLETINS

BASIC CONTENT:

Names: International President and District Governor
Member-Club Officers and Board of Directors
Meeting location and time
Listing of programs and speakers
Brief acknowledgment of previous speaker and program
Name of program chairperson
Attendance Information
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 and name of proposer
Member-Club Functions, Business and Social
Date of 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 “Rotary” magazine
Quote an article from the Member-Club’s by-laws
Publicize activities of members–Rotary and personal
Brief informational facts of members–new and old

OTHER SUGGESTIONS:

Design a bulletin masthead and have it available in electronic format. Use a readable font size so bulletin can be printed, try to keep the bulletin to one sheet. Strive for brevity in all your articles. Blank space in your bulletin is a waste of resources; you can always find Rotary information available from the “Rotary” magazine, website and communication 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. Do not send out a messy bulletin.

Ways to deliver to your members: E-mail and web site distribution is effective and cost effective. Place the bulletin at each table and urge the members to take one. Hand the bulletin to each member as they leave the meeting, make a special effort to present one to the scooters and mail or email one to those who are absent.

ABOVE ALL – BE CREATIVE!

EXHIBIT F
DISTRICT 6000
TRAVEL AND EXPENSE REIMBURSEMENT

POLICY:

It is the policy of Rotary District 6000 to reimburse reasonable and necessary business expenses incurred during approved activities and travel.

Members and employees seeking reimbursement should incur the lowest reasonable travel expenses. Reimbursement is allowed only when reimbursement has not been or will not be received from other sources. If circumstances arise that are not specifically covered in this policy, then the most conservative course of action should be taken.

This policy is intended to be aligned with District reimbursement rules and procedures. All business-related travel paid with District 6000 funds must comply with District expenditure policies including itemized documentation of authorized expenses. District 6000 reserves the right to deny reimbursement of travel-related expenses for failure to comply with this policy or related procedures.

PROCEDURE

Authorization and Responsibility

All expenses related to business directed work of District 6000 should be authorized as noted below or prior to the expense being incurred, authorized by the District Governor, or their designee within 30 days of completion of a trip. The traveler must submit a reimbursement expense form and supporting documentation.

The Reimbursement Expense Form must be signed by the person requesting reimbursement. Approval is to be reviewed and withheld if there is reason to believe that the expenditures are inappropriate or extravagant. A withheld approval should be directed to the District Governor or Budget and Finance Committee as appropriate for review and disposition. Members and employees who use personal funds to facilitate travel arrangements will be reimbursed when proper expense documentation is submitted.

The means of transport used should be determined by the most economical mode and most commonly traveled (typically the shortest) route consistent with the authorized purpose of the trip. If it's more economical to drive, reimbursement for mileage may be claimed according to the established rate published by the Internal Revenue Service, the first day of the Rotary year during which the reimbursement is requested.

Members and employees will not be compensated for discretionary travel time or expenses. For example, if an employee or member attends an educational conference or seminar not approved by District 6000, neither travel time or expense will be paid.

Expense Reimbursement Form

The Expense Reimbursement Form is required for reimbursement for all travel related expenses. The form is attached to this policy and may be downloaded from the District 6000 website.

Meals (per diem)

Designated members and employees are permitted meal allowance on a per diem basis. Tips and gratuity are included in the per diem rates. Itemized receipts are required to receive the meal allowance. Meal costs in excess of the per diem amount will not be reimbursed unless a written exception is granted by the District Governor or their designee with the exception granted only for extenuating circumstances (an example would be a meeting held outside the state of Iowa). Per diem allowances are reimbursed after the trip/meeting is completed. The following rates shall apply to the meal and per diem amounts for Iowa based on the "Standard Rate" published by U.S. General Services Administration Guidelines (<https://www.gsa.gov/travel/plan-book/per-diem-rates>):

Continental Breakfast: \$13.00

Lunch: \$15.00

Dinner: 26.00

Incidental Expenses: \$5.00

Maximum per day: \$59.00

First and Last Day of Travel: \$44.25

NOTE: The per diem reimbursement rate will adjust annually the first day of the Rotary year.

Personal Vehicle Use

District 6000 does not own "district vehicles". As such, personal vehicles are used for travel related business but are subject to certain limitations and guidelines. If requested, a copy of a valid driver's license issued within the United States and personal automobile insurance are required for expense or mileage to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by their automobile insurance company for travel that is business, or not personal, in nature.

Reimbursement for use of a personal automobile is based on the standard IRS mileage rate.

Alternative Transportation Used In Lieu of Air Travel

If advance approval has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed.

However, such costs shall not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier plus transportation costs to and from the terminals.

Non-reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by District 6000:

- Airline club memberships.
- Airline upgrades.
- Business class for domestic flights or first class for all flights.
- Childcare, babysitting, house sitting, or pet sitting/kennel charges.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses, unless required.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Nonmembers/employees costs for travel, lodging, meal or other expenses for family members will not be reimbursed unless the individual has a bona fide business purpose for engaging in the travel and such purpose is approved by the District Governor, or their designee.
- Items not covered that are noted above is not an exhaustive list. Questions should be directed to the District Governor, or their designee for decision.
- Other expenses not directly related to the business travel.

Exceptions

Occasionally it may be necessary for members/employees to request exceptions to this policy. Requests for exceptions to the policy must be made in writing and approved by the District Governor, or their designee. Failure to provide itemized receipts, including gratuity, are subject to non-reimbursement.

Donation

Members may choose to donate their reimbursement to the fund(s) designated each year by the District Governor. Please indicate this preference (donation or reimbursement) on your expense reimbursement form.

For convenience, the quick reference reimbursement grid on the next page is inserted for information. For further information refer to the district 6000 Policies and Procedures.

Travel and Expense Reimbursement

Quick Reference Grid

	Mileage/Travel	Room	Per Diem	Registration Fees	Only as authorized by District Governor	Note/Comment
District 6000 Rotarian	No	No	No	*Yes	Prior Authorization Required	*As authorized by local club
Local Club President/PE/PN	No	No	No	*Yes	Prior Authorization Required	*As authorized by local club
District 6000 Committee Chair	*No	*No	*No	*Yes	Prior Authorization Required	*Unless travel, room and meals required
Program Speaker	*No	*No	*No	*Waived	Not Needed	*Meeting Convenor Documented
D6000 Board Member	Yes	No	No	Yes	Prior Authorization Required	In person Board meetings only
Assistant Governor	Yes	Yes	No	Yes	Prior Authorization Required	Annual Training and 4 club visits per year.
Governor	*Yes	*Yes	*Yes	*Yes	Prior Authorization Required	Plus other Governor Costs for Service
Governor Elect (DGE)	*Yes	*Yes	*Yes	*Yes	Prior Authorization Required	In accordance with planning Calendar
Governor Nominee (DGN)	*Yes	*Yes	*Yes	*Yes	Prior Authorization Required	In accordance with planning Calendar
Governor Nominee Designee (DGND)	*Yes	*Yes	*Yes	*Yes	Prior Authorization Required	In accordance with planning Calendar
District Administrator	Yes	Yes	*Yes	*Yes	Authorization Required	*Only for assigned meetings/events
District Treasurer/Accountant	Yes	Yes	*Yes	*Yes	Authorization Required	*Only for assigned meetings/events
DG,DGE,DGN,DGND Spouse	No	No	*Yes	*Yes	Authorization Required	*When assigned responsibilities for specific function
Past District Governors	No	No	No	*Waived	Not Needed	*Meeting Convenor Documented
					Reference: D6000 Policies/Procedures	