

**APPROVED 5/2/19**

**ROTARY INTERNATIONAL  
DISTRICT 6290 PROCEDURES MANUAL**

**PROCEDURES MANUAL AND DISTRICT LEADERSHIP PLAN  
FOR  
ROTARY INTERNATIONAL DISTRICT 6290, INC.**

*Procedures Manual and District Leadership Plan  
For Rotary International District 6290, Inc.*

Original Approval at District Conference on May 13, 2011  
Adoption on July 1, 2011

**TABLE OF CONTENTS**

**TABLE OF CONTENTS** .....2

**ARTICLE I**.....5

**DISTRICT LEADERSHIP** .....5

    Section 1. District Leadership Plan.....5

    Section 2. Board of Directors.....5

    Section 3. Officers .....5

    Section 4. Executive Committee.....6

    Section 5. Removal from Office ..... 6

    Section 6. Assistant Governors .....7

    Section 7. Guidance in Carrying Out Their Responsibilities.....7

    Section 8. Nomenclature.....7

**ARTICLE II** .....7

**ELECTIONS** .....7

    Section 1. District Governor .....7

    Section 2. Council on Legislation .....9

    Section 3. council on Resolutions.....9

**ARTICLE III**.....9

**DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS AND APPOINTEES** .....9

    Section 1. District Governor Duties and Responsibilities .....9

    Section 2. District Governor-Elect Duties and Responsibilities .....10

    Section 3. District Governor-Nominee Duties and Responsibilities .....11

    Section 4. District Treasurer Duties and Responsibilities .....12

    Section 5. District Secretary .....13

    Section 6. District Trainer Duties and Responsibilities .....14

    Section 7. District Rotary Foundation Chair Duties and Responsibilities.....14

    Section 8. Assistant Governor Duties and Responsibilities.....15

**ARTICLE IV**..... 16

**DISTRICT ADMINISTRATIVE ASSISTANT/DISTRICT SECRETARY** ..... 16

    Chief Administrative Officer/District Secretary ..... 16

<b><u>ARTICLE V</u></b> .....	<b>18</b>
<b>COMMITTEES AND POSITIONS</b> .....	18
Section 1. Committee Organization .....	18
Section 2. Administration .....	18
Section 3. Resources .....	20
Section 4. The Rotary Foundation .....	20
Section 5. Membership .....	22
Section 6. Public Relations .....	23
Section 7. Youth Services .....	23
Section 8. Temporary Committees .....	24
<b><u>ARTICLE VI</u></b> .....	<b>25</b>
<b>DISTRICT FUNDS</b> .....	25
Section 1. Definitions .....	25
Section 2. District Dues and Club Statements .....	25
Section 3. Accounting, Reporting and Budgeting Procedures .....	25
Section 4. Budget and Finance Committee .....	29
Section 5. District Auditor .....	30
<b><u>ARTICLE VII</u></b> .....	<b>30</b>
<b>CONFERENCES AND MEETINGS</b> .....	30
Section 1. District Conference .....	30
Section 2. Annual Meeting of Rotary International, District 6290, Inc. ....	31
Section 3. Meetings of the Board of Directors .....	32
Section 4. District Assembly .....	32
Section 5. District Committee Meetings .....	33
Section 6. PETS (Presidents-Elect Training Seminar) .....	33
<b><u>ARTICLE VIII</u></b> .....	<b>33</b>
<b>RECORD RETENTION</b> .....	33
Section 1. Policy for Record Retention .....	33
Section 2. Responsibility for Compliance. ....	34
Section 3. Records Prior to 2011 .....	35
<b><u>ARTICLE IX</u></b> .....	<b>35</b>
<b>CUSTOMS</b> .....	35
Section 1. District Directory .....	35
Section 2. Attendance at the International Convention of Rotary International .....	35
Section 3. Chartering a New Club .....	35
Section 4. Alcoholic Beverages .....	36

<b><u>ARTICLE X</u></b> .....	<b>36</b>
<b>DISTRICT PROPERTY</b> .....	<b>36</b>
Section 1. Purchase of Property .....	36
Section 2. List of Properties.....	36
<b><u>ARTICLE XI</u></b> .....	<b>36</b>
<b>AMENDMENTS</b> .....	<b>36</b>
Section 1. Amendments .....	36
Section 2. Amendments Proposed by Rotary Clubs. ....	36
Section 3. Amendments Proposed by the District .....	37
Section 4. Emergency Resolutions. ....	37
Section 3. Formality Resolutions.....	38

## PROCEDURES MANUAL OF DISTRICT 6290

The Procedures Manual of District 6290 exists to provide guidance and direction on the operation of the district, its administration and its committees. Procedures contained in this manual may be changed by a simple majority vote of the then Board of Directors unless the change is in conflict with the then Rotary International Constitution or then District 6290 Bylaws, in which case, the superior document will prevail.

### ARTICLE I

#### DISTRICT LEADERSHIP

**Section 1.** **District Leadership Plan.** In addition to outlining the procedures used by the district, this document also constitutes the district leadership plan consistent with the guidelines and requirements of Rotary International.

**Section 2.** **Board of Directors.** The board of directors of Rotary International District 6290, Inc., hereafter referred to as the board or board of directors, shall be the governing body of the district.

- A. There shall be ten directors: district governor, district governor-elect, district governor-nominee, three immediate past district governors of District 6290 residing in the district, district treasurer, district secretary, district trainer, and district Rotary Foundation chair.
- B. The district governor shall serve as the chairperson of the board.
- C. The term in office for the board of directors shall coincide with their terms in the above mentioned positions.
- D. The duties and responsibilities of the board of directors shall be in accordance with the laws of the state of Michigan pertaining to a corporation described by Section 501 (c)(4) of the internal revenue code. The board of directors shall be ultimately responsible for matters relating to policy, finance, district activities and personnel as detailed in these procedures and the bylaws of Rotary International District 6290, Inc.

**Section 3.** **Officers.** The officers of the district shall include the following members of the district's board of directors.

- A. The district governor shall be a Rotarian nominated by the district and elected by Rotary International in accordance with its Manual of Procedure. The district governor shall have all duties and responsibilities assigned by Rotary International and such other responsibilities as shall from time to time be

delegated by the district. The district governor shall be governed in the performance of the duties of office as outlined in Article III, Section 1 hereafter.

- B. The district treasurer is appointed by the district governor with approval of the board of directors. The district treasurer shall be a Rotarian qualified in the management of financial affairs. The district treasurer shall receive all district funds and keep them in bank accounts authorized annually by the Board of Directors that clearly indicate that the funds are the property of the district. The district treasurer shall be governed in the performance of the office as outlined herein under Article III, Section 4.
- C. The district secretary is appointed by the district governor with approval of the board of directors. The district secretary shall be a Rotarian, preferably a past district governor. The district secretary shall be reimbursed for such supplies and other expenses as are necessary to properly carry out the duties of the office and as are authorized by the district governor and board of directors. The district secretary shall be governed in the performance of the duties of the office as outlined herein under Article III, Section 5.
- D. The district governor-elect shall be a Rotarian and shall be nominated by the district and elected by Rotary International in accordance with its Manual of Procedure. The district governor-elect shall be governed in the performance of the duties of the office as outlined herein under Article III, Section 2.
- E. The district governor-nominee shall be a Rotarian and shall be nominated by the district as hereinafter provided. The district governor-nominee shall be governed in performance of the duties of the office as outlined herein under Article III, Section 3.

**Section 4. Executive Committee.** The executive committee shall be comprised of specific members of the board of directors.

- A. The members of the executive committee shall include the district governor, district governor-elect, the district treasurer, district secretary, and the district Rotary Foundation chair.
- B. The district governor shall serve as the chairperson of the committee.
- C. The executive committee shall exercise all powers of the board when the board is not in session. It shall make decisions between meetings of the members and between meetings of the board on behalf of the district on matters requiring immediate action.

**Section 5. Removal from Office.** With the exception of the district governor and district governor elect, any officer of the district may be removed by a majority vote of the board of directors during a regular or special meeting

thereof. Removal of the district governor from office must be in accordance with the procedures of Rotary International.

**Section 6.** **Assistant Governors.** Assistant governors (AG) are appointed annually by the district governor to assist in the administration of the Rotary clubs and shall be willing to serve a minimum of three complete and consecutive one-year terms. Each assistant governor will be responsible for several clubs as assigned by the district governor. As outlined in the Rotary International *Manual of Procedure*, assistant governors will provide club support in areas including club leadership, planning, club goals, policy, foundations, and coordination with club and district activities.

**Section 7.** **Guidance in Carrying Out Their Responsibilities.** The board of directors and appointees of the district shall be guided in the discharge of their responsibilities by the requirements stated for each officer in the Rotary International *Manual of Procedure*, *Rotary Code of Policies*, and by such additional requirements that may be stated by Rotary International and by these procedures.

**Section 8.** **Nomenclature.**

- A. The term “district governor-elect” (DGE) refers to a Rotarian who has been elected by Rotary International to serve as district governor immediately following the serving governor.
- B. The term “district governor-nominee” (DGN) refers to a Rotarian who has been selected to serve as district governor immediately following the district governor-elect.
- C. The term district governor nominee designate (DGND) refers to a Rotarian who has been selected to serve as district governor immediately following the district governor-nominee.

## ARTICLE II

### ELECTIONS

**Section 1.** **District Governor.** The procedure for nominating and electing the district governor-nominee-designate shall be as follows:

- A. On or before October 1 of each year, the current district governor shall invite nominations from the clubs of the district for district governor to serve in the third year after the term of the current district governor (i.e. district governor-nominee-designate). The invitations shall list the qualifications for district governor as published in the most recent Rotary International *Manual of Procedure*, and specify a deadline of November 15 for receipt of nominations by the nominating

committee. The club and the candidate must certify that the candidate meets the Rotary International qualifications for district governor, and additionally must certify that the candidate intends to spend the majority of his/her time within the district for the three-year period immediately following the term of office as district governor.

- B. The nominations of the clubs shall be in the form of a club resolution adopted at a regular club meeting.
- C. The nominating committee shall meet and interview the candidates and shall select the district governor-nominee-designate and shall certify qualifications as prescribed in Article II, Section 1, Subsection A not later than December 15. This committee shall not be limited in its selection to candidates nominated by the clubs and may select another nominee of its own. The nominating committee, however, must seek and obtain the concurrence of said nominee.
- D. The nominating committee shall advise the current district governor of its selection by December 15.
- E. The district governor shall, before December 31, advise the presidents of those clubs, which previously submitted nominations, of the committee's selection. A club, with its candidate's concurrence, may re-propose the club's candidate for election at the next district conference. Such re-proposal shall be in the form of a club resolution adopted at regular club meeting and must be submitted by January 31. The district governor shall then act in conformity with the procedures outlined in the most recent Rotary International *Manual of Procedure*.
- F. If no other candidate is re-proposed in accordance with Article II, Section 1, Subsection E, the district governor shall declare the selection of the nominating committee for district governor to be the district governor-nominee-designate, and shall so advise all clubs in the district not later than February 15.
- G. If any qualified candidate(s) are re-proposed in accordance with Article II, Section 1, Subsection E, the district governor shall, not later than February 15, advise all clubs in the district of the names and qualifications of the re-proposed candidates. The district governor shall also ask the clubs if they wish to submit a resolution in support of the re-proposed candidate(s). If at least ten percent (10%) of the total number of clubs in the district submit supporting resolutions, then the selection of the nominee will be made by election at the annual meeting provided:
  - 1. The resolutions are received by March 15.
  - 2. At least six (6) clubs have submitted a resolution of support.
  - 3. All clubs submitting a resolution have been in existence for one (1) year prior to the beginning of the year of the election.



- H. If by March 15 there have been no re-proposals, then the district governor shall declare the nominations closed and the candidate of the nominating committee shall be elected by acclamation of all present at the next annual meeting.
- I. If, for any reason whatsoever, no nomination continues effective at the time of the annual meeting, then proposals for nomination for the office of district governor shall be made from the floor of the annual meeting by electors from clubs in the district.
- J. The district governor shall certify the name of the governor-nominee-designate to the general secretary of Rotary International within ten (10) days after his or her selection.

**Section 2. Council on Legislation.** Every three years, the nominating committee shall be responsible for recommending a representative for the Council on Legislation. The nominating committee shall follow the procedure for doing so as set forth in the most recent Rotary International *Manual of Procedure*.

**Section 3. Council on Resolutions.** The Council on Resolutions meets every year online. The representative for the Council on Legislation also serves as the representative for the Council on Resolutions.

### ARTICLE III

#### DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS AND APPOINTEES

The duties and responsibilities listed herein are intended to serve as a guide for Rotarians in the district so that Rotarians who are selected, are being considered for, or are considering service as an officer, are advised of the expectations relative to their service.

**Section 1. District Governor Duties and Responsibilities.** The district governor is the officer of Rotary International in the district and is entrusted with its overall leadership. In the performance of the office the district governor shall be governed by the Rotary International *Manual of Procedures* and shall answer to the board of directors. The district governor shall

- A. Fulfill all requirements of Rotary International including:
  - 1. Attend zone training as required by Rotary International.
  - 2. Complete an official visit to each club in the district, fulfilling all reporting requirements in a timely fashion.

- B. Publish a monthly district newsletter available to all Rotarians in the district on the district website.
- C. Counsel, advise and assist clubs and Rotarians in need of help, thereby strengthening them in Rotary service.
- D. Direct the planning and execution of the district conference, including the annual business meeting of the district, ensuring that all Rotary International requirements are met.
- E. Collaborate with the district trainer, district governor-elect and district governor-nominee in ensuring that training of presidents, club officers and committee chairs meet requirements of the district and Rotary International.
- F. Advise and supervise the district treasurer and district secretary and be responsible for their performance of the duties of the office, as set forth in Article III, Section 4.
- G. Supervise the contractual arrangements for a district administrative assistant (if any).
- H. Comply with district record retention policy set forth in Article VIII.
- I. Prepare the agendas for the meetings of the board of directors.
- J. Be responsible for the overall administration of the district.
- K. Unless otherwise specified herein, appoint the district treasurer, district secretary, district Rotary Foundation chair (subject to the approval of Rotary International), district trainer, assistant governors, committee chairs and membership of district committees. Appointees normally are expected to serve for three years.

**Section 2. District Governor-Elect Duties and Responsibilities.** In the performance of the office, the district governor-elect shall have the following duties and responsibilities:

- A. Prepare a leadership plan for his or her year as district governor subject to the approval of the board of directors. This plan should be based on Rotary International's *District Planning Guide* and should be consistent with the district leadership plan as well as other guidelines established by Rotary International.
- B. Complete all district committee appointments for his or her year as district governor, incorporating these into the *District Directory* prior to taking office.
- C. Attend zone institute, GETS (Governor Elect Training Seminar), International Assembly, district conference, and other events or meetings required by Rotary

International. Attendance at the Rotary International convention, while serving as district governor-elect, is also expected.

- D. Serve on the board of directors.
- E. Participate in Great Lakes Rotary PETS and conduct the district's part thereof.
- F. Assist the district governor as requested and to the extent possible participate in club visits and district events.
- G. Serve as a member of the board of directors and district budget and finance committee.
- H. In collaboration with the district treasurer, prepare the budget for the next Rotary year and obtain required approval thereof.
- I. Organize and conduct the district assembly in collaboration with the district governor.
- J. Attend meetings of district committees and their events.
- K. Participate in the district-wide, educational workshop.
- L. Attend the district Rotary Foundation banquet.
- M. Provide mentorship for the district governor-nominee.

**Section 3. District Governor-Nominee Duties and Responsibilities.** In the performance of the office, the district governor-nominee shall have the following duties and responsibilities:

- A. Prepare for his or her term as district governor by visiting clubs in the district.
- B. Work with the strategic planning chairperson in conducting an annual meeting to review and if necessary update the district strategic plan.
- C. Attend zone institute, zone training, district conference, and any other events or meetings required by Rotary International.
- D. Serve as a member of the board of directors.
- E. Attend district budget and finance committee meetings as an ex-officio member.
- F. Attend meetings of district committees and their events as an ex-officio member when possible.

- G. Participate in the district-wide, educational workshop.
- H. Attend the district Rotary Foundation banquet.

**Section 4. District Treasurer Duties and Responsibilities.** The district treasurer shall be appointed by the district governor for a three-year term beginning at the time of appointment. The district treasurer shall be the custodian of district funds and ensure that budgetary control is maintained. The district treasurer is responsible for seeing that all required reports are produced in an accurate and timely manner. In the performance of the office, the district treasurer shall be guided by the Rotary International *Manual of Procedure* and shall answer to the district board of directors. The district secretary-treasurer shall

- A. While serving as incoming district treasurer:
  - 1. Participate as a member of the district budget and finance committee.
  - 2. Become familiar with the management of the district funds.
- B. While serving as district treasurer:
  - 1. Chair the district budget and finance committee.
  - 2. Serve on the board of directors.
  - 3. In collaboration with the district governor-elect, prepare the budget for the next Rotary year and present the budget for review by the district budget and finance committee and for approval by the board of directors and the club presidents-elect of the district.
  - 4. Deposit district funds in one or more accounts of a bank or branch bank within the geographical area of the district, with consideration given to maximizing the return on funds to the district.
  - 5. Ensure that the district's fidelity bond is extended to cover the activities of all such individuals who shall receive or distribute funds on behalf of the district, the premium for which shall be paid out of district funds.
  - 6. Establish a system which facilitates budgetary control and accurate and timely reporting.
  - 7. Prepare quarterly reports for the district governor, district budget and finance committee, and board of directors.

8. Maintain such records and accounts as may be necessary to show the receipts, expenditures and financial condition of the district.
9. Report to the district governor and the district budget and finance committee any irregularities that come to his/her attention, including but not limited to, non-payments of district dues by any club, and items exceeding budgeted amounts.
10. Prepare a semi-annual and a final treasurer's report for the district governor, the district budget and finance committee, and the district auditor showing receipts, disbursements, assets, liabilities and fund equity of the district. In addition, the semi-annual and final reports shall compare actual receipts and disbursements with budgeted amounts.
11. On or before June 30 of the ending year of service as district treasurer, turn over access to and control of all funds of the district to the incoming district treasurer and the district governor-elect.
12. Promptly report observed variances from the approved budget to the district budget and finance committee, and the board of directors.
13. Promptly complete the financial report for the Rotary year, ensuring that the district auditor receives the final report, accompanied by such additional information as it may require, not later than August 15.
14. If serving consecutive years as treasurer arrange for a yearly reconciliation of cash by the district auditor.
15. Assist the district governor and district governor-elect in complying with the district reporting to Rotary International and record retention policy.
16. Prepare or cause to be prepared the Federal Form 990 and any comparable form(s) due in the years in which the district secretary-treasurer serves and file the same on or before the due date(s).
17. Confirm that all clubs in the district have filed the appropriate 990 forms with the Internal Revenue Service.

**Section 5. District Secretary Duties and Responsibilities.** The district secretary is appointed by the district governor. In the performance of the office, the district secretary shall be governed by the *RI Manual of Procedure* and the District Procedures Manual, and shall answer to the board of directors. In the absence of a district Administrative Assistant, the district secretary shall assume the responsibilities of an interim Administrative Assistant as described in Article IV of this document. In either event, the District Secretary shall

- A. Attend the meetings of the board of directors and serve as secretary thereof.
- B. Serve as secretary of the annual meeting.
- C. Serve as secretary of the district assembly.
- D. Assist the district governor as requested.

**Section 6. District Trainer Duties and Responsibilities.** The district trainer shall be appointed by the district governor for service during the administration of the district governor. The district trainer shall:

- A. Be a past district governor or a past assistant governor.
- B. Coordinate the efforts, along with the district governor (both during that person's year as district governor-elect and year as district governor) in planning and implementing the training of assistant governors.
- C. Coordinate the efforts, along with the district governor-elect, in planning and implementing the training of incoming club presidents at the presidents-elect training seminar (PETS).
- D. Coordinate the efforts, along with the district governor-elect, in planning and implementing for the district assembly.
- E. Coordinate the efforts, along with the district governor-elect in planning and implementing district-wide, educational workshops.
- F. With the approval of the district governor, the district trainer may appoint an assistant district trainer.

**Section 7. District Rotary Foundation Chair Duties and Responsibilities.** The district Rotary Foundation chair shall be appointed for a three-year term with the approval of the district governor making the appointment, the district governor-elect and the district governor-nominee. The name of the appointed district Rotary Foundation chair shall be submitted to The Rotary Foundation pursuant to the Rotary International *Manual of Procedure* no later than December 31 prior to taking office on July 1 of the following calendar year. The district Rotary Foundation chair shall:

- A. Be a past district governor who supports enthusiastically the goals of The Rotary Foundation.
- B. Serve on the board of directors.

- C. Coordinate the work of the various Rotary Foundation sub-committees.
- D. Serve as the liaison between the Secretariat of Rotary International, the trustees of the Rotary Foundation and the clubs of the district.
- E. Assist the district governor in the promotion of the objectives and activities of The Rotary Foundation.
- F. Arrange for the annual, district-wide, Rotary Foundation banquet.
- G. Arrange for and oversee the district-wide, Rotary Foundation Grant Management Seminar.

**Section 8. Assistant Governor Duties and Responsibilities.** The assistant governors shall be appointed by the district governor for service during the administration of the district governor. The assistant governors shall:

- A. Meet with and assist the incoming club presidents and club leadership to develop and adopt a Club Leadership Plan and review the Club Leadership Plan annually once adopted.
- B. Attend each club assembly associated with the district governor's official visit.
- C. Visit each club regularly, 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 district 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 district governor.
- G. Coordinate training at the club level with the appropriate district committee.
- H. Assist the district governor-elect on district committee appointments.
- I. Attend and promote attendance at the district conference and other district meetings.
- J. Participate in district activities and events, as necessary.

- K. Attend club meetings, assemblies, club board of directors meetings or other events, as invited.
- L. Participate in the district-wide, educational workshop.
- M. Assist the district governor elect at PETS and Pre-PETS.
- N. Attend the assistant governor training at PETS.
- O. Participate in the district assembly and any other events or meetings required by Rotary International.
- P. Assist the district governor in implementing his/her goals.
- Q. Complete the annual assessment of each assigned club.
- R. Assist the district governor as requested.
- S. Serve on Club Extension Committee.

#### **ARTICLE IV**

##### **CHIEF ADMINISTRATIVE OFFICER/DISTRICT SECRETARY**

**Chief Administrative Officer.** The district may contract for the services of a Chief Administrative Officer. The position of the District Administrator supports the Rotary District Governor, District Leadership, and Rotary clubs. She/he keeps the district member and club executive database updated, reports any necessary changes to Rotary International, and facilitates communication, responding to inquiries from clubs, Rotarians, and the public. Additional responsibilities are assigned as deemed necessary by, and by agreement with, the District Governor. The Chief Administrative Officer may be responsible for, but not limited to, the following duties:

- A. Handle correspondence by providing mail, telephone and email support for Rotary Clubs and Rotarian inquiries, by responding to inquiries by District leaders, Rotary clubs, Rotarians, and outside parties as so designated by the District Governor, and directing inquiries to appropriate District staff as necessary.
- B. In the event that the District Secretary is unable to attend scheduled meetings of District 6290, the Chief Administrative Officer would assist and act as recording secretary for ~~such~~ district meetings, institutions and assemblies as the district governor deems appropriate, such as the district conference, district assembly and other district-wide functions.



- C. Maintain a file of statistical and historical District records, except that the current financial records may be kept by the district treasurer. Maintain physical and electronic district records and property. Scan important documents for electronic storage at the direction of the District Governor and other District officers.
- D. Prepare the district directory as requested by the District governor with data compiled and maintained in Club Runner.
- E. Prepare and provide to the district governor and other district leaders, as appropriate, mailing lists that will facilitate communications with those persons and any other persons who should receive timely information about District 6290. Maintain various mailing label databases for newsletters, club, committee chair, and Assistant Governor correspondence
- F. Compile, publish and e-mail the district governor's monthly newsletter to all Rotarians in the district plus any other persons that might benefit from receiving the monthly newsletter. Working with the District Newsletter and Public Relations Committee Co-Chairs, assist in preparing and the distribution of quality electronic publication.
- G. Assist the chair and director of the Life Leadership Conference in processing of the conference applications and assist in communications between LLC club chairs and the LLC leadership team, for a total not to exceed 40 hours per year.
- H. Assist the district governor and district secretary in complying with the district record retention policy and maintain electronic and printed copies of the current district by-laws and policies and procedures.
- I. Supervise the maintenance of the district website. Working with the district Webmaster, make recommendations for changes to the look and feel of the District 6290 website ([www.ridistrict6290.org](http://www.ridistrict6290.org)), update and post news items of general interest to Rotarians and Rotary Club leadership.
- J. Instruct the secretary of each club in the district of the reports that are required and the deadlines for these reports. Aid club secretaries with the reporting of membership and club executive changes in Club Runner and to Rotary International by prompting the addition or termination of members and executives.
- K. Enter district events and pertinent adjunct information on the District Website calendar.
- L. Provide administrative and logistical assistance as needed for district functions, to include management of materials, registration, facilities coordination, and the like.
- M. Work closely with the AG Coordinator to ensure that the Assistant Governors have proper information regarding upcoming events and club visits.

- N. Perform other duties as described in the job description.

## ARTICLE V

### COMMITTEES AND POSITIONS

**Section 1. Committee Organization.** The standing committees and positions described in this article shall include the following: Administration, Resources, The Rotary Foundation, Membership, Public Relations, and New Generations. Other committees may be named from time to time. The district governor-elect is responsible for naming the chairs of all committees and appointing the members for his/her year of service as district governor unless otherwise specified in these procedures. Unless otherwise specified herein, appointees for committee chairs and membership of district committees normally are expected to serve for three years. Committee membership should be diverse in terms of representing the district geographically and by size of clubs. All committee chairpersons shall report to the district governor.

**Section 2. Administration.** This includes all committees necessary for the planning, administration, training, and day-to-day operation of the district.

A. **The Budget and Finance Committee.** This committee is responsible for safeguarding district funds as outlined in Article V Sections 3,4 and 5, and advising the board of directors on all matters pertaining to district finances, including the proposed budget from the district governor-elect. It shall consist of eight members to include the District Treasurer who shall serve as chairperson, the immediate Past District Governor, the District Governor, the District Governor Elect, the District Governor Nominee and three other well qualified Rotarians.

B. **District Auditor.** The district auditor shall review the financial records of the district pursuant to Article V, Section 5. He/she shall report directly to the board. The district auditor's review of the year-end district financial statements, stipulated by these procedures, is to serve as the independent review required by the Rotary International *Manual of Procedure*. The district auditor's review shall consist of inquiries and analytical procedures deemed appropriate by him/her and need not be in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants. The review may be substantially less in scope than an audit in accordance with generally accepted auditing standards. No expression of an opinion of the financial statements taken as a whole is, therefore, required or expected. The district auditor shall be an accountant by profession. He/she shall not be serving on the board of directors nor on the budget and finance committee. Additionally, he/she shall not have been in a position to have disbursed district funds or authorized the distribution thereof during the Rotary year for which the review

takes place. The district auditor shall be appointed by the incoming chair of the budget and finance committee.

- C. **The Nominating Committee.** This committee shall be governed in the performance of its duties as outlined herein under Article II. The district nominating committee shall consist of the two most recent past district governors residing in the district and one past district governor at least four years out of office chosen by the district governor and four Rotarians who are not past, current, or nominated district governors. The district governor shall appoint two non-governor Rotarians to the committee for a term of two years to replace the non-governor members whose terms are expiring each year. No members of this committee shall be from the same Rotary club. Care should be taken to insure that committee members are available either in person or by telephone for the committee meeting as called for in Article II. The district governor may appoint substitutes for members who cannot attend, provided they satisfy the qualifications for the seat they occupy. The most recent past district governor residing in the district shall serve as the chair of the committee.
  
- D. **Strategic Planning Committee.** The responsibility of this committee is to establish and maintain a long-range plan using the tools outlined in Rotary International's *Strategic Planning Guide*. The committee shall review and update the plan when appropriate and present it to the board annually. The updated plan shall measure progress toward its stated goals and establish new goals when desirable. The chair of this committee shall be appointed by the district governor. The committee shall include the district vision facilitation coordinator. Other committee members shall be at the discretion of the strategic planning committee chairperson.
  
- E. **The District Training Committee.** If the district trainer so desires, he/she may establish a district training committee. The responsibility of this committee is to provide assistance to the district trainer for adequate training of the assistant governors, committee chairs, club president-elects and other club leadership positions. If such a committee is established, it is recommended that the representative to the Rotary Leadership Institute serve on this committee. The district trainer shall be chairperson of this committee.
  
- F. **The District Conference Planning Committee.** This is an ad hoc committee established each year to plan, implement, and promote the annual district conference as discussed in Article VI, Section 1. The chair of this committee shall be appointed by the district governor for his/her district conference.

**Section 3. Resources.** This includes all committees and positions required for providing support for the district and clubs in the district in relationship to both local and international projects. The coordinators of these committees

shall be appointed by the district governor.

- A. **Vision Facilitation.** This committee encourages all clubs to participate in the implementation of a strategic plan for their individual clubs. The vision facilitation coordinator works with the clubs to make the appropriate arrangements. The district governor is responsible for appointing the vision facilitation coordinator.
- B. **Rotary Leadership Institute.** The district coordinator of the Rotary Leadership Institute works with the chair of the Great Lakes Rotary Leadership Institute in making appropriate arrangements for the trainings when they are in District 6290. Additionally, the coordinator promotes attendance by Rotarians in the district at the Rotary Leadership Institute. The district governor is responsible for appointing the Rotary Leadership Institute coordinator.
- C. **Parliamentarian.** The parliamentarian is responsible for ensuring that parliamentary procedure is followed at district meetings, such as the annual business meeting.
- D. **Canadian Rotary Collaboration for International Development (CRCID).** The coordinator for the CRCID is responsible for making the Canadian clubs aware of this funding source through the Canadian government and helping them obtain that funding for humanitarian projects.

**Section 4. The Rotary Foundation.** This includes all committees whose activities are related to The Rotary Foundation and its programs in the district. Its director shall be the district Rotary Foundation chairperson. The chairpersons of the various subcommittees shall be appointed by the district governor with input from the district Rotary Foundation chair. Any district committee charged with selecting a recipient or recipients for awards or grants from Rotary funds at any level shall maintain the highest standards of fairness and transparency. It is incumbent on the district governor and the committee chair to appoint committee members who are sufficient in number to create a self-policing effect on issues of fairness and transparency, are well-informed about the purpose of the award and the qualifications for receiving it, represent the broad spectrum of geography and club cultures in the district, have been or might continue to be benefactors, are well-spoken advocates among the funding sources, and will disqualify themselves from the process when a conflict of interest exists or when an appearance of such exists.

- A. **The Rotary Foundation Committee.** The Rotary Foundation (TRF) committee is responsible for encouraging Rotarians to support TRF as well as to aid the district and clubs in using TRF for Global Grants and District Grants. This includes having at least one district Rotary Foundation Grant Management seminar, encouraging Annual Giving to TRF, and allocating District Designated

Funds to appropriate Rotary activities. TRF committee shall establish guidelines for distribution of District Designated Funds. TRF committee shall consist of the district governor, district governor-elect, district Rotary Foundation chair and all Rotary Foundation subcommittee chairs. The district Rotary Foundation chair shall serve as chair of this committee. This committee is also responsible for administering the subcommittees described below. The membership, duties and responsibilities, and activities of these subcommittees shall be governed by the *District Rotary Foundation Committee Manual* (Publication 300-EN).

1. **PolioPlus**. The district's PolioPlus subcommittee is responsible for supporting Rotary's commitment to polio eradication and encouraging all Rotarians to participate in PolioPlus activities.
2. **Grants**. This subcommittee helps clubs develop ways to participate in local and international service projects. It also informs Rotary clubs and/or district committees planning such projects about the availability of Global and District Grants and assists the clubs in securing those grants.
3. **Fundraising**. The fundraising subcommittee promotes TRF's annual giving program and encourages the participation of every Rotarian in the district.
4. **Endowment Fund**. The activities of the Permanent Fund subcommittee include, but are not limited to, helping build ~~The~~ Rotary Foundation's Permanent Fund by encouraging benefactor commitments, Bequest Society membership, and gifts from major donors and Rotarians.
5. **Stewardship**. This subcommittee is responsible for ensuring the careful management of Rotary Foundation Grant Funds and for educating Rotarians on proper and effective grant management. This committee helps the district actively monitor grants and enables the district to take active measures to ensure that larger grant awards are used for their intended purpose, that all reporting by TRF is submitted on a timely basis and that all clubs' actions to qualify for matching grants are recorded accurately and are available and updated on a suitable frequency throughout the Rotary grant application window each year to keep the clubs and district management apprised of the most current status of club qualification.
6. **TRF Treasurer**. The treasurer is responsible for insuring that all funds received from TRF for the administration of the Rotary Grants programs as described in the District Rotary Foundation Financial Management Plan and the Rotary Foundation Committee Manual are adequately controlled in suitable bank accounts that meet the requirements of both the above documents as regards the control, stewardship and management of TRF funds. The Treasurer will balance the bank accounts under his/her control

on a monthly basis and report the results of these balancing actions to the District Rotary Foundation Committee Chair, District Grant Committee Chair, District Governor, District Treasurer, District Auditor, and District Global Scholar Chair, reporting any discrepancies or issues of concern promptly. The Treasurer will make a report to the DRFC at each quarterly committee meeting and will cooperate with the District Rotary Foundation Audit Committee at the end of each Rotary year on the annual financial assessment of TRF financial management issues required by the two controlling documents mentioned above.

7. **Peace Studies.** This subcommittee supports the Rotary Centers for International Studies in Peace and Conflict Resolution by selecting qualified candidates to participate in this program; providing assistance, orientation, and training for the award recipients; maintaining contact with the award recipients throughout the study period and thereafter; and providing publicity in local media.
8. **Scholarships.** The Scholarships subcommittee's responsibilities include, but are not limited to, contacting student personnel officers of colleges, universities and technical schools in the district to advise them of the Foundation's awards program and to obtain their cooperation in publicizing this program among the student body; to encourage the clubs of District 6290 to seek out highly-qualified applicants; to assist clubs in orientation of applicants about the objectives of the Rotary Foundation; to conduct the awards interviews and make the decision as to awardee(s) for the year; and to assist the awardee(s) in achieving a worthwhile and memorable year of study.
9. **Paul Harris Society.** The Paul Harris Society subcommittee identifies individuals who are in a financial position to make significant contributions to TRF of a minimum of \$1,000 per year.

**Section 5.** **Membership.** This includes all committees organized to promote new and future membership in Rotary as well as the establishment of new Rotary clubs. The chairs of these committees shall be appointed by the district governor.

- A. **District Membership Committee.** The objectives of this committee are to increase and retain Rotary membership in the district. This committee shall function as a conduit between Rotary International and club membership activities and also have at least one district membership seminar per year. Rather than one chair, this committee may have a chair for membership recruitment and one for membership retention.
- B. **Club Extension Committee.** This committee is responsible for developing and implementing plans to organize new clubs within the district. Assistant governors

serve on this committee.

**Section 6. Public Relations.** This includes all committees related to the promotion of Rotary. The chairs of these committees shall be appointed by the district governor.

- A. **Public Relations Committee.** Promoting Rotary, both to Rotary clubs and the general public, is the responsibility of the district public relations committee. This includes promotion through radio, television and printed media and working with Rotary International public relations. Any major public relations campaigns require prior approval of the board of directors and shall be subject to such policies and procedures as this board may determine.
- B. **RI Convention Committee.** The purpose of this committee is to promote attendance at the annual Rotary International Convention by Rotarians in the district. This is done at club meetings, district conferences, district seminars and by using the district web site. It also serves as a resource for convention materials and information.

**Section 7. Youth Services** This includes programs for youth in the district. The Youth Services Committee consists of the chairs of the youth services committees. Its purpose is to help coordinate the sharing of communication, programming, and compliance among the various youth programs. The district governor appoints a District Youth Services Chair.

- A. **Interact Committee.** The Interact committee promotes Interact clubs sponsored locally by Rotary clubs in the district. Interact clubs may be established in middle schools or high schools in the district or may be community based. Interact clubs are organized to foster Rotary principles and events.
- B. **Rotaract Committee.** The Rotaract committee promotes Rotaract clubs sponsored locally by Rotary clubs in the district. Rotaract clubs are established in order to foster Rotary principles and events and consist of young adults who live, work, or study in the vicinity of the sponsoring club. These clubs may be either community based or may be associated with institutions of higher learning.
- C. **Life Leadership Conference Committee (LLC/RYLEA).** This committee (Life Leadership Conference, also known as Rotary Youth Leadership Awards) enables clubs to offer youth the opportunities for development of leadership, good citizenship, and personal development by organizing appropriate camp, student mentoring, and other experiences. Each year, this committee shall provide a list of all participants and their sponsoring clubs for the district records. Funds for this program are included as a restricted fund within the district fund and shall be subject to the budget requirements, reporting, and control procedures described in Article V. All surplus funds resulting from LLC/RYLEA activities shall be used exclusively for the LLC/RYLEA program. The chair of the committee shall petition

the district finance committee for the necessary funds to fulfill the mission. A quarterly accounting of all receipts and disbursements of the committee shall be made to the budget and finance committee and/or the district governor. This committee is directed to take into consideration the annual costs of holding the Leadership Conference when selecting a site for the conference. Further, the committee must make the conference available to all young people of District 6290 that fit the age and academic qualifications.

- D. **Rotary Leadership Awareness Conference.** The responsibilities of this committee include, but are not limited to, offering Canadian youth the opportunities for the development of leadership, good citizenship, and personal development by organizing appropriate camp, student mentoring and other experiences.
  
- E. **Rotary Youth Exchange Committee.** To further the Rotary goal of world understanding and peace, District 6290 participates in Rotary Youth Exchange. The purpose of this committee is to encourage and facilitate the exchange of high-school age youth between the district and other Rotary districts outside the United States and Canada that are willing to engage in these exchanges in a responsible manner. This includes both outgoing and incoming exchange students. It shall further be the duty of the committee to operate within the framework of the directives set forth by the Directors of Rotary International regarding youth exchanges. District 6290 may join in a multi-district effort to more efficiently further the program of Rotary Youth Exchange.
  
- F. **Youth Protection Committee and Youth Protection Officer.** The District Governor shall appoint a District Youth Protection Committee composed of Rotary volunteers (Rotarians and / or non-Rotarians) nominated by the chairs of Youth Exchange, Life Leadership Conference, the Rotary Youth Leadership Awareness Conference, and Interact. The Committee shall be responsible for the implementation of the District Youth Protection policy. The chair of this committee will be designated the District's Youth Protection Officer. This committee is responsible for overseeing that all Rotary volunteers working with youth are aware of and comply with the District's Rotary Youth Protection Policy and the Youth Protection Reporting Guidelines.
  
- G. **Required Background Checks.** All Rotarians and non-Rotarian Volunteers, 18 years of age or older, who have regular contact with any youths who are participating in any District or Club youth programs shall have on file a Volunteer Affidavit, interviews, reference checks, and background checks. Criminal background checks shall be renewed at least every two years. At a minimum, this criminal background check shall comply with the requirements of the United States Department of State in the case of Youth Exchange and requirements of Rotary International for all other youth programs.

**Section 8. Temporary Committees.** Additional ad-hoc committees may be



appointed by the district governor for specific purposes, to serve during the district governor's term of office. These may include the family of Rotary, Rotary Fellowships, clean water projects, friendship exchanges, etc.

## ARTICLE VI

### DISTRICT FUNDS

#### **Section 1. Definitions.**

- A. District funds consist of all funds received in connection with activities administered by the district.
- B. District dues include all charges billed to member clubs based on the number of club members. These charges normally consist of per capita dues.
- C. The district financial statements consist of a monthly balance sheet, a monthly statement of cash receipts and disbursements (budget compared to actual), and a monthly report of dues payable.

#### **Section 2. District Dues and Club Statements.**

- A. Each Rotary club shall contribute an amount per member per year for district expenses. This amount shall be payable September 1 based on club membership size on the previous July 1.
- B. The amount of the annual district dues shall be set in conjunction with the annual budget.
- C. Any club that is in arrears in payment of its district dues shall be subject to late fees as determined by the district budget and finance committee.
- D. Invoices for district programs (PETS, Life Leadership Conference, etc.) may be sent periodically at the discretion of the district treasurer. Clubs are expected to pay the balance due on any invoice or statement within thirty (30) days of receipt of said invoice.

#### **Section 3. Accounting, Reporting and Budgeting Procedures.**

- A. The following accounting and reporting procedures are established to provide adequate internal control over the receipt and disbursement of district funds:
  - 1. The district treasurer shall prepare financial statements using a chart of accounts established by the budget for assets, liabilities, equity, income and expenditures.

2. The budget and finance committee shall observe and enforce procedures stated herein and shall establish and enforce additional policies which are appropriate for the administration of district funds and which do not contradict policies and procedures stated herein.
3. No later than November 30, the district governor shall provide copies of the year-end report to club presidents and later to the participants of the next occurring district conference.
4. The budget and finance committee, including incoming appointees by the district governor-elect to the committee, shall meet in January or February to review the district treasurer's six-month report of income and expenditures as compared with the approved budget. The committee may make adjustments to the budget as it deems necessary with the approval of the board of directors.
5. The district governor-elect and the budget and finance committee shall prepare a recommended budget no later than thirty (30) days prior to PETS for the year beginning the next July 1.
6. The allotment from dues monies for official district and Rotary International programs, such as, but not limited to, Rotary Youth Exchange, Life Leadership Conference, Group Study Exchange, district conference, club extension, Rotary Foundation are all subject to maximum amounts and substantiation as set forth by the budget and finance committee.
7. Transportation costs for the district governor, or a designate, to attend functions discretionally to the district governor shall come out of the district governor's travel budget. Expenses for lodging and meals for attending said events will be at the expense of the individual club inviting the district governor.
8. The district may reimburse reasonable expenses incurred by district officers and other authorized personnel while working or traveling on district business.
  - a. Any expense reimbursed must be included in the approved budget.
  - b. Reasonable expenses include, but are not limited to, conference registration, lodging, meals, mileage (reimbursed at the current IRS standard mileage rate or a reasonable percentage thereof as determined by the board), supplies, postage, telephone, fax, printing, and other miscellaneous costs incurred while working or traveling on district business.

- c. The person incurring the expense must substantiate the business purpose for any reimbursed expense. All requests for reimbursement must include original documentation showing the cost and nature of the expense and the budget line item to be charged.
- d. Expenses must be documented by original receipts with proof of payment and approved by the person requesting reimbursement.
- e. Requests for reimbursement must be summarized and submitted (monthly or at least quarterly) to the district treasurer.
- f. All requests for reimbursement will be reviewed by the district treasurer to determine that the substantiation and documentation submitted is sufficient to validate payment and that the expense is included in the approved budget.
- g. The district governor must approve any payment pursuant to the budget and finance committee guidelines. In the event that a question should arise, the district governor, aided by the budget and finance committee, shall make the final decision on the reimbursement request.
- h. The following guidelines shall govern district expenses:
  - (1) Reimbursable expenses for the district governor include expenses both covered and non-covered by the Rotary International allotment, provided the district governor assigns the allotment to the district treasury, but subject to maximum amounts as determined by the budget and finance committee, such as attendance of the district governor and his/her partner at Rotary zone institute, other funds deemed necessary and proper to the assist the district governor in entertaining visiting Rotary dignitaries and performing other district functions as described in this manual or required by Rotary International, and attendance of the district governor and his/her partner at the International Rotary convention held in his/her Rotary year.
  - (2) Reimbursable expenses for the district governor-elect include expenses not reimbursed directly to them by Rotary International, but subject to maximum amounts as determined by the budget and finance committee, such as attendance of the district governor-elect and his/her partner at Rotary zone institute, attendance of the district governor-elect and his/her partner at the International Assembly,

attendance of the district governor-elect and his/her spouse at the International Rotary convention held in his/her year as district governor-elect, administrative expenses in preparing for the term as district governor, and for developing future district leadership through the district governor-nominee.

- (3) Reimbursable expenses for the district governor-nominee include expenses not reimbursed directly to them by Rotary International, but subject to maximum amounts as determined by the budget and finance committee, such as attendance of the district governor-nominee and his/her partner at Rotary zone institute and administrative expenses of the district governor-nominee in preparing for the terms of district governor-elect and district governor.
- (4) The cost of attending PETS may be reimbursed to the district governor, district governor-elect, district governor-nominee and their spouses.

B. The budget process shall be as follows:

1. The proposed budget and district dues shall be reviewed and approved by the budget and finance committee and board of directors before submission to the club presidents and presidents-elect.
2. The proposed budget, compared to the last full year actual and the projected current year, actual and budget, shall at the latest be distributed to the presidents-elect at PETS, and shall state the proposed per capita dues assessment, based on the membership numbers for the district reported to Rotary International.
3. The budget and district dues shall be presented to the presidents-elect at the Pre-PETS and approved by a majority of the incoming club presidents-elect at PETS, or at the option of the board of directors, presented at PETS and approved at the district conference by a majority of the electors present and voting. In either case, the budget shall be presented to the district conference and published in the district governor's newsletter for the purpose of informing other Rotarians about district finances.
4. After approval of the budget, the district governor may effect changes in the allocation of budgeted expenditures that do not cause the total overall budget to be exceeded.

C. Budget Controls and Changes.

1. The district governor must provide an explanation to the board of directors of all line item expenditures that exceed the budget.
2. The board of directors must approve all expenditures that cause the total expenditures for the year to exceed the total budget for the year before these expenditures are committed or expended.
3. The board of directors may approve budget amendments increasing authorized expenditures to a sum not to exceed one hundred and ten percent (110%) of the approved budget.
4. Any amendment to the budget greater than one hundred and ten percent (110%) shall require the written approval of a majority of the club presidents in the district.

**Section 4. Budget and Finance Committee.**

- A. The District Treasurer shall serve as Chairperson of the Committee
- B. The Budget and Finance Committee shall meet no later than October 30 each year to review the district treasurer's and district auditor's year-end reports and close the books for the Rotary year concluded June 30 past.
- C. The committee shall perform the following tasks:
  - a. Prepare the budget in cooperation with the DGE
  - b. Determine the financial institution(s) to hold district funds
  - c. Review and recommend financial investment policies for district funds
  - d. Review and recommend the amount of district dues each year.
  - e. Receive and review the report of the district auditor on the financial statements for the preceding fiscal year and refer the report to the annual meeting with comments, if required
  - f. Review the financial statements for the current year.

**Section 5. District Auditor.**

- A. The district auditor shall arrange for the required annual review of district financial statements and records.
- B. The district auditor shall ensure the timely distribution of his/her report, accompanied by any recommendations, if any.
- C. The financial review shall be completed and submitted to the board of directors on or before October 30 each year. The district auditor shall inform the board of

directors on or before October 30 each year regarding any recommendations included in his/her report.

- D. The board of directors upon review and acceptance of the district auditor's report shall direct the district treasurer to distribute the prior year's treasurer's report and the district auditor's report to all club presidents and treasurers by October 30 each year.

## ARTICLE VII

### CONFERENCES AND MEETINGS

**Section 1.** **District Conference.** The district conference shall be held annually in order to further the object of Rotary through fellowship, inspirational addresses, and the discussions of matters relating to the affairs of the clubs, the district and Rotary International generally. The program of the district conference shall meet the requirements of Rotary International as outlined in the *RI Manual of Procedure*.

- A. The district governor, in accordance with recommendations of Rotary International, shall appoint a district conference chair. The district governor and the conference chair may then appoint as many others to the district conference committee as they desire.
- B. The site for a district conference shall be selected at least one year prior to the date of the conference. The district governor-elect shall select the site for the district governor-elect's year as district governor. The location and dates for the conference must be approved by the board of directors.
- C. The district governor has overall responsibility for the district conference, as directed by the *RI Manual of Procedure* of Rotary International. The district conference planning committee is responsible for the mechanics of the conference, i.e. meeting places, publicity, tickets, programs, special entertainment and other details as directed by the district governor and under the supervision of the conference chair.
- D. District conferences may be held conjointly with another district if authorized by the board of directors of Rotary International.
- E. Funding of the district conference shall be from meal charges, the district budget, contributions and funds raised specifically for the conference, and registration fees. Conference expenses for the district governor, the district governor's spouse, the Rotary International president's representative, his/her aide, and their partners are paid by the district as part of conference expenses.

- F. The district conference committee shall strive to conduct the annual conference of the district in a manner that is financially self-supporting and attracts the participation of as many member Rotarians as possible.
- G. The district governor, the district conference committee and the Rotary club presidents should strive to obtain the largest possible attendance at the district conference. Special emphasis should be placed on attendance of new Rotarians, club presidents-elect, club secretaries and committee members.

**Section 2. Annual Meeting of Rotary International, District 6290, Inc.** The annual meeting shall be held in accordance with the bylaws of Rotary International, District 6290, Inc. and the requirements of Rotary International.

- A. Unless the board of directors determines otherwise, the annual meeting of Rotary International District 6290, Inc. shall be held during the district conference. The board of directors shall send to each club a written or electronic notice that provides the date, time, place, and agenda at least thirty (30) days prior to the annual meeting.
- B. The annual meeting shall be conducted in conformity with the Rotary International *Manual of Procedure* and with these procedures.
- C. For purposes of voting during the annual meeting, each club shall have one elector for each 25 members or major portion thereof, based upon the number of members of the club as of the last day of the month preceding the month in which the conference is held. Each club in the district shall be entitled to at least one elector providing it has no outstanding dues to Rotary International or the district for more than six months preceding that in which the conference is held. The secretary of each club shall submit a list, designating the names of each elector, to the district secretary. If an elector is unable to attend, the club secretary may submit a revised list at any time prior to commencement of the annual meeting. Electors shall be recognized after written evidence of their appointment from their clubs has been submitted. Each elector shall have only one vote.
- D. The district governor or person appointed by the district governor shall preside at the annual meeting and the order of business shall be as follows:
  - 1. Call to order.
  - 2. Determination of quorum. One-fourth of the Rotary clubs in the district, represented in person, shall constitute a quorum.
  - 3. Approval of minutes.
  - 4. Annual report of the district governor on the status of the corporation.

5. Other reports of officers and committees.
6. Adoption of the district auditor's report from the previous Rotary year.
7. Approval of the budget and district dues if not previously approved in accordance with Article V of these procedures. If the budget is not approved, then the previous year's budget shall remain in effect until a new budget is approved.
8. Election of district governor (if required under Article II of these procedures), representative or delegate to the Council on Legislation (when applicable), and the district's representative to the nominating committee that selects the directors of Rotary International.
9. Consideration of proposals and election of delegates to the Council on Legislation (when applicable).
10. In the year immediately preceding this district's assumption of the chairmanship of the Great Lakes Rotary PETS, elect a chairperson thereof, to serve for a term of two (2) years.
11. Consideration of amendments to the articles of incorporation or bylaws that are properly submitted.
12. Resolutions of appreciation. It is customary to present resolutions of appreciation to the president of Rotary International, the representative of the president of Rotary International, the district governor and the host club(s) for the conference.
13. Other business as shall properly come before the annual meeting.
14. Adjournment.
15. The presiding officer may vary the order of business for good cause.

**Section 3.** **Meetings of the Board of Directors.** The board of directors for Rotary International, District 6290, Inc. shall meet at least once each quarter in accordance with the bylaws of the corporation.

**Section 4.** **District Assembly.** The district assembly is a seminar to help prepare the club leadership for their year in office. The district governor-elect and district trainer shall arrange for meeting places, luncheons and registrations for the district assembly pertaining to his/ her year as district governor, and may select a host club and committee to assist in these matters. The district governor-elect, assisted by the district trainer, shall



arrange the program of the district assembly with all its necessary participants.

- A. Finances for the district assembly shall be from district funds, previously budgeted for that purpose, or by direct assessment on the registrants, or a combination of both.
- B. It is imperative that the district governor and the district governor-elect coordinate their efforts to carry out the purposes of the assembly.

**Section 5. District Committee Meetings.** Places for these meetings should be as central to all members of the committee as is possible and reasonable to prevent undue hardship and travel. Serious consideration should be given to using conference calls and/or webinars for meetings whenever possible.

**Section 6. PETS (Presidents-Elect Training Seminar).** It is the responsibility of the district governor-elect to convene and organize a comprehensive training session for club presidents-elect following the guidelines of Rotary International.

- A. The PETS committee shall consist of the district governor, district governor-elect, district governor-nominee, the most recent past district governor residing in the district and the district trainer.
- B. District representatives on the multi-district PETS planning committee should serve no more than four years, and their terms should be staggered to allow for continuity of experience.
- C. As deemed appropriate, the budget and finance committee may provide for reimbursing the travel expenses of district representatives to the multi-district PETS planning meetings prior to June 30 for the Rotary year in which those expenses occur.

## ARTICLE VIII

### RECORD RETENTION

**Section 1. Policy for Record Retention.** District records shall be retained according to the following schedule:

- A. **Records to be retained for 25 years.**
  - 1. All insurance policies.
  - 2. All tax returns and any report filed with any state or federal agency.

3. Check registers and cancelled checks.
4. All year-end financial statements and the district auditor's report.

**B. Records to be retained for 7 years.**

1. All records not listed above for 25-year retention, including but not limited to the following:
  - a. All other financial records.
  - b. All reports filed with Rotary International.
  - c. All documents related to Rotary Foundation grants.
  - d. All minutes of the annual meeting of the corporation, and all other meetings at which action is taken which is intended to be binding on the district.
  - e. Any written agreement to which the district is a party (retain for 7 years after expiration of the term of the agreement).
  - f. All employment records (retain for 7 years after completion of employment).
  - g. Any documents related to litigation (retain for 7 years after final judgment or settlement), threatened litigation, or any situation the district governor thinks presents a realistic possibility of litigation.
  - h. Any other documents the district governor thinks should be retained.

**Section 2. Responsibility for Compliance.** Commencing in 2011, it shall be the responsibility of each district governor, with the assistance of the district treasurer, the district secretary and the district administrative assistant.

- A. To mark all records required to be retained pursuant to Article VII, Section 1, indicating clearly on the outside thereof the date after which each record may be destroyed.
- B. To deliver the records so marked, to any record repository maintained by the district or, in the absence of a record repository, to their successor as district governor, on or before September 30 after completion of their term as district governor.
- C. To preserve all district records, whether maintained in their custody or in a district record repository, until the destruction date.

D. To destroy records for which the destruction date has been reached.

**Section 3.** **Records Prior to 2011.** Any person who served as district governor before 2011 may mark any records from his/her year of service in accordance with this policy and deliver them to the current district governor or to any record repository maintained by the district.

## ARTICLE IX

### CUSTOMS

**Section 1.** **District Directory.** Rotary International does not require a *District Directory*, but it is customary to have one in the district. The *District Directory* shall at the very least include information concerning the names, addresses and telephone numbers of the president and secretary of each club, all past district governors who have served the district or are now members of clubs in the district, board of directors, committee chairpersons, the officers of Rotary International, and any other contact information of Rotarians in the district that would be helpful to the members of the district. It should also include the time and meeting place of the clubs in the district, the district governor's club visitation schedule, and any other information that the district governor-elect deems necessary. It shall be prepared by or under the direction of the district governor-elect. Said directory is to be distributed to all persons who are required to be included in the district directory and any other Rotarians the district governor-elect may wish to receive the directory not later than July 15 of the year of the district governor's administration.

The *District Directory* shall carry the notation: "This directory is published for the use of Rotarians in District 6290. The primary purpose is to provide contact information for district and local club officers. This directory is for distribution to Rotarians ONLY. Its use as a commercial mailing list is specifically prohibited. It is improper to use the district directory and the information therein for commercial purposes.

**Section 2.** **Attendance at the International Convention of Rotary International.** It is customary that the district governor-elect and his/her partner attend the international convention of Rotary International.

**Section 3.** **Chartering a New Club.** When a new Rotary club is chartered in the district, it is customary to present gifts for club operation. These gifts may consist of a club president's pin, charter member pins, members' name badges and a storage case, a bell, a gavel, a speaker's lectern, a Rotary club banner and stand, a Four-Way Test banner and stand, an American flag and stand, a Canadian flag and stand, song books, a table display of

miniature flags of all nations with Rotary clubs, secretarial records and supplies and Rotary highway signs with meeting "time and place" indicators. Tickets for new members and expenses for a speaker for the charter celebration may be included as gifts. Clubs, of their own volition and their own expense, may also make such gifts.

**Section 4.** **Alcoholic Beverages.** It is customary that, at district functions, alcoholic beverages, if served, shall be paid for by the participants.

## ARTICLE X

### DISTRICT PROPERTY

**Section 1.** **Purchase of Property.** From time to time, the district may purchase property for more than a single use. That property usually is of an audio/visual nature, but may be items of decor for use at seminars, assemblies, conferences or by individual clubs for whatever purpose. It is recommended that this property be stored at the district office (if any).

**Section 2.** **List of Properties.** The district administrative assistant (if there is one) shall maintain an inventory of district properties.

## ARTICLE XI

### AMENDMENTS

**Section 1.** **Amendments.** *Bylaws of Rotary International District 6290, Inc.* may be amended only by resolutions presented at the annual meeting of the corporation normally held at the district conference. Such resolutions shall be approved by a majority of eligible electors voting at the same annual meeting.

- A. Eligibility of electors shall be determined in accordance with the Rotary International *Manual of Procedure* and these procedures.
- B. In the event that such amendment, or any portion thereof, is found to be in conflict with the then constitution and bylaws of Rotary International or the interpretations thereof, it shall immediately be considered null and void.
- C. Amendments to these procedures may only be proposed in accordance with Section 2 and/or Section 3, below.

**Section 2.** **Amendments Proposed by Rotary Clubs.** Amendment proposals originating with a Rotary club of the district shall be governed by the following procedure:

- A. A club resolution, approved at a regular club meeting, to amend these procedures or the district bylaws shall be presented to the district governor not less than sixty (60) days prior to the district conference.
- B. The district governor shall study the resolution to ascertain that it is not in conflict with the constitution and bylaws of Rotary International, or the interpretations thereof:
  - 1. If found improper to present to the annual meeting, it shall be returned to the club with a full explanation of the impropriety.
  - 2. If found in order to present to the annual meeting, the district governor shall, not less than thirty (30) days before the annual meeting, submit copies of said resolution to all Rotary clubs of the district, advising them of the date, time and location when the proposed amendment will be considered by the qualified electors at the annual meeting.
  - 3. Such proposed resolutions shall be presented to the Rotarians present at the annual meeting for full and open discussion, and then be voted upon by the credentialed electors present at the annual meeting. A simple majority of those present shall be required to pass a resolution. Any resolutions passed shall become effective on the first occurring July 1 after the day of the vote.

**Section 3. Amendments Proposed by the District.** Amendment proposals originating from the district, including those to correct such portions which have been found to be in conflict with the then constitution of Rotary International or the interpretations thereof, shall be governed by the following procedure:

- A. The proposed amendment(s) shall be presented to the district governor and board of directors for approval.
- B. If approved by the board, the district governor shall, not less than thirty (30) days before the annual meeting, submit copies of said amendments to all Rotary clubs of the district, advising them of the date, time and location when the proposed amendment will be considered by the qualified electors at the annual meeting.

**Section 4. Emergency Resolutions.** If, in the opinion of the district governor or the board of directors, an emergency exists which required the enactment of a district resolution for conducting business of the district, the following procedure is to be followed:

- A. The proposed resolution shall be submitted to the clubs for a mail ballot, in which case the district governor shall mail to the secretary of each club a ballot detailing the proposed resolution and stipulating a return date fifteen (15) days from the

time of mailing the ballot. Each club shall have the same number of votes as they would have electors if the matter had come up for a vote at the annual meeting. The number shall be based on the membership count as of the last day of the month preceding the mailing of the ballot. A two-thirds majority of the votes cast shall be required to enact an emergency resolution.

- B. Electronic votes are permissible, but must comply with the following rules. The district governor shall e-mail to the secretary of each club a ballot detailing the proposed resolution and stipulating a return date fifteen (15) days from the time of the sending of the e-mail. Each club shall have the same number of votes as they would have electors if the matter had come up for a vote at the annual meeting. That number shall be based on the membership count as of the last day of the month preceding the e-mailing of the ballot. Every elector of every club must cast a vote in the affirmative in order for the proposed resolution to pass.

**Section 5. Formality Resolutions.** District conference resolutions of a courtesy nature thanking the president's representative, the meeting place, the conference committee members, the district governor, etc. do not require prior notice. Conference resolutions of an annual goal-setting nature presented by the district governor-elect, such as Foundation giving, membership, and program emphasis do not require prior notice.

Approved 5.13.11

Adopted 7.1.11

Revised 5.19.12

Revised 5.18.13

Revised 10.30.15

Revised 1.18.18

Revised 10.26.18

Revised 1.14.19

Approved 5.2.19

District Governance/Procedures Manual/District Procedures Manual Approved 5.2.19.doc