

## **ROTARY INTERNATIONAL/DISTRICT 6440 PROTOCOLS**

The following protocols are recommended for all clubs:

When the District Governor, a Past District Governor, the District Governor Elect, District Governor Nominee, or an Assistant Governor attends a non-fundraising function of your club, including any regular club meetings, their meals should be complimentary. If spouse attendance is appropriate, that meal should also be complimentary. Speakers should also receive complimentary meals. If you invite District Representatives to a fundraising event, please make sure it is clear whether they are a guest of the club or are expected to purchase tickets. If you invite the District Governor, it is appropriate to provide two complimentary tickets (for the Governor and a guest).

If Rotary dignitaries are in attendance at a function, they should be introduced in the following order: Rotary International President, other RI officers, DG, PDGs in the order they served (oldest term first), DGE, DGN, and, if you like, AGs.

It is customary, out of respect for the office of District Governor, for all members of a club to stand when the District Governor is introduced at an official visit or other Rotary function. The District Governor should be the only program scheduled when making his or her official visit to your club.

If a member of your club is serving the district as either a member of the Leadership Team or as an AG, your club benefits directly from the information they share with your club. It is appropriate to reimburse them for such expenses as PETS, District Assembly, Rotary Summit, Foundation Seminar, and similar events which may occur during the year. Please inform your members who are serving at the district level of your club's policy on reimbursement.

If you have questions about these protocols, please contact me.

Yours in Rotary,

PDG Terry M. Mueller  
District 6440 Protocol Chair