

DISTRICT 6650 RESOLUTIONS

PREAMBLE

The Rotary clubs within District 6650 of Rotary International have adopted these Resolutions. These Resolutions, adopted on 21 April 2012 and effective on 1 July 2012 supersede previous Resolutions in their entirety.

ARTICLE I – NAME AND OBJECTIVE

1. Name. The name of this entity shall be Rotary International District 6650 (herein the “District”).
2. Objective. The purpose of these Resolutions is to provide for the efficient operation of the District for the following reasons:
 - a. To provide structure for Rotary Clubs within the District as assigned by Rotary International (herein “R.I.”); to provide support to these Rotary clubs in their pursuit of programs and activities that promote the Object of Rotary; and to encourage, promote, extend, and supervise Rotary throughout the territory assigned to it by R.I.
 - b. To conduct District Conferences.
 - c. To conduct projects and activities that are consistent with the Object of Rotary and that support R.I. goals and areas of focus of The Rotary Foundation.
 - d. To provide assistance to the District Governor (herein "Governor") in the performance of the Governor's duties.
 - e. To train leadership for the management of District affairs.
 - f. To provide for continuity in District organizations.

ARTICLE II – PURPOSE

These resolutions shall conform to the Constitution, By-laws and Code of Policies of R.I. Amendments to these resolutions shall be made as needed to accomplish these purposes. Any conflicts shall be resolved in favor of the R.I. Constitution, By-laws and Code of Policies.

ARTICLE III – MEMBERS AND DUES

1. The members of the District shall be comprised of and limited to all Rotary clubs designated to be in District 6650 pursuant to the Bylaws of R.I. Whenever the capitalized term “Club” is referenced in these Resolutions, it shall refer to a Rotary club within District 6650 in its capacity as a member of the District.
2. Each year each Club in the District shall be assessed a per capita levy based upon Club membership as of the preceding January 1. The purpose of the levy shall be to provide funds for the operations, programs and activities of the District.
3. The per capita levy may be changed by resolution approved by three-fourths of the Club Presidents-elect present at the District Training Assembly. Clubs are invoiced for Dues 1 July and payment is due within thirty (30) days. Each Club

shall also pay full annual dues to the District by 15 January for each of its new members who join a Club from 1 July through 31 December of the current fiscal year.

ARTICLE IV - DIVISIONS

The District shall be divided into divisions, which shall be further divided into subdivisions. The boundaries of and the clubs comprising a division and a sub-division shall be reviewed annually and may be changed by the Governor after consultation with the affected clubs. Currently the divisions and subdivisions are as follows:

Division I

Sub-division 1 A - Austintown, Boardman, Canfield, Poland, Struthers and Youngstown

Sub-division 1 B - Champion, Cortland, Kinsman Area and Warren

Sub-division 1 C - Brookfield, Girard-Liberty, Howland Township, Hubbard and Niles

Division II

Sub-division II A - Canton, Canton South, Lake Township, North Canton and Plain Township

Sub-division II B - Alliance, Carrollton, East Canton, Louisville, Malvern and Minerva

Sub-division II C - Canal Fulton, Jackson Township, Massillon and Perry Township

Division III

Sub-division III A - Dalton, Millersburg, Orrville, Rittman and Wooster

Sub-division III B – Bolivar-Zoar, Dennison, Dover, Newcomerstown, New Philadelphia, and Sugarcreek

Division IV

Sub-division IV A - Columbiana, East Palestine and Salem

Sub-division IV B - Calcutta, East Liverpool and Steubenville

ARTICLE V - OFFICERS

Only active Club Rotarians who are members of Clubs in District 6650 shall be eligible to serve as officers. The officers of the District shall consist of the District Governor (herein “Governor”), the District Governor-elect (herein “DGE”), the District Governor-nominee (herein “DGN”), and the District Governor-nominee-designate (herein “DGND”), once confirmed.

1. The District Governor shall serve as the Chief Executive Officer of the District. The Governor shall perform the customary duties of a chief executive officer and those assigned by the Bylaws and policies of R.I., and by these Resolutions. The Governor shall serve as an *ex-officio* member of all District Committees except the Nominating Committee for the District Governor-nominee-designate.
 - a. The Governor shall be elected for a one-year term in the manner set forth by the Bylaws and policies of R.I., and these Resolutions.
 - b. The District budget shall include an allowance for the out of pocket expenses of the Governor in accordance with expenditures outlined by R.I.
 - c. After the conclusion of the Governor's year, but not later than 31 July, the Governor shall give the Advisory Council a written report and review of the Governor's year or a copy of the Governor's year-end report to R.I.
 - d. Upon petition by a majority of the Clubs, the Advisory Council may, by majority vote, but only for cause, request the President of R.I. to remove the District Governor pursuant to the Bylaws and policies of R.I.
 - e. In the event of an unexpected vacancy in the office of District Governor, the District shall abide by the terms of the Bylaws and policies of R.I.

2. The District Governor-elect shall assume this office in the manner set forth by the Bylaws and policies of R.I., and these Resolutions. Under normal circumstances, the DGE shall assume the office of District Governor in the year immediately after serving as DGE.
 - a. The DGE shall serve as an assistant to the Governor. The Governor may assign other responsibilities to the DGE, which are in addition to those proscribed by the Bylaws and policies of R.I., and these Resolutions.
 - b. The DGE shall be a member of the District Training Committee.
 - c. The District budget shall include an allowance for the out of pocket expenses of the DGE.
 - d. After returning from the International Assembly, the DGE shall report the DGE's program together with the program of the R.I. President to the Advisory Council at its next meeting.

3. Under normal procedures, the District Governor-nominee shall assume the office of District Governor-elect in the year immediately after serving as DGN.
 - a. The DGN shall serve as an assistant to the Governor. The Governor may assign other responsibilities to the DGN, which are in addition to those proscribed by the Bylaws and policies of R.I., and these Resolutions.
 - b. The DGN shall be a member of the District Training Committee.
 - c. The District budget shall include an allowance for the out of pocket expenses of the DGN.

4. The minimum qualifications for serving as District Governor-nominee-designate shall be in accordance with the Bylaws and policies of R.I., and

these Resolutions. It is recommended, but not required, that the person shall have served as an Assistant Governor or shall have served as the chairperson of a high level District committee.

- a. The DGND shall be elected in the manner set forth by the Bylaws of R.I., and these Resolutions. Under normal procedures, the DGND shall assume the office of District Governor-nominee on the first day of July immediately after serving as DGND.
- b. The DGND shall be a member of the District Training Committee.
- c. The Governor may assign other responsibilities to the DGND, which are in addition to those proscribed by the bylaws and policies of R.I. and these Resolutions.
- d. The District budget shall include an allowance for the out of pocket expenses of the DGND.

ARTICLE VI – ASSISTANT GOVERNORS

1. Selection. The minimum qualifications for serving as an Assistant Governor include membership in a Club in the District for at least three (3) years and one (1) year of service as a club president. Prior to the end of the year he or she is serving as DGE, the DGE shall select an AG for each of the Divisions comprising the District. The recommended term of AG is three (3) years, with the second and third years of the term being contingent upon the consent of the respective new Governor.
2. Responsibilities. The AGs shall:
 - a. Assist the Governor in developing goals and committee assignments and in other ways as requested by the Governor;
 - b. Attend the District AG training, District Team Leader training, pre-P.E.T.S, Mid-year Assembly, District Conference, District Training Assembly, and others as directed by the Governor;
 - c. Attend and actively promote all District meetings and arrange for any area meetings as directed by the Governor;
 - d. Meet with and assist the Club Presidents-elect and Club committee persons in his or her assigned Division before the beginning of the Rotary year in order to discuss and review the Club's goals and objectives;
 - e. Visit each Club in his or her assigned Division at least quarterly and meet with the Club Presidents and Club committee persons to review with them the business of the Club and the objectives of the District and R.I.;
 - f. Assist in the preparation of the Governor's official visit to the Club;
 - g. Monitor the progress of each assigned Club and communicate with the Governor regarding the progress or problems that may have developed, including progress with the Club's long range strategic plan, and if adopted by the Club, the Club's progress with Rotary's Club Leadership Plan;
 - h. Complete Memo of Club Visit form after the final visit to the Club and submit to the Governor by 15 May or as directed by R.I.; and
 - i. Perform those additional duties that the Governor assigns.

ARTICLE VII – DISTRICT TRAINER

1. The DGE shall appoint a District Trainer (herein “Trainer”), who shall serve for three (3) years, with the consent of the two succeeding DGEs.
2. The Trainer shall serve as the chairperson of the District Training Committee.
3. The Trainer shall assist with all training in the District, including but not limited to: AG training, District Team Leader training, pre-P.E.T.S., All Ohio P.E.T.S., Foundation training, Membership seminar, District Training Assembly, and any other as requested by the Governor.
4. The District budget shall include an allowance for the out of pocket expenses of the Trainer as approved by the Treasurer.

ARTICLE VIII – DISTRICT NOMINATING COMMITTEE

1. The District shall have a nominating committee (herein “Nominating Committee”) consisting of five (5) Past District Governors (herein PDGs) (herein “Members”). One Member shall be from each of the four (4) divisions and the fifth Member shall be the most recent PDG (last year’s Governor).
2. Each division shall be entitled to one vote. The Chair shall vote only in the event of a tie.
3. The DGE, prior to the District Conference, shall appoint the four (4) division Members and designate one of them as secretary who shall provide copies of the minutes of Nominating Committee meetings to the Members and the Governor.
4. The immediate PDG Member shall serve as Chair.
5. No two members can be from the same Club.
6. Prior to the District Conference, the DGE shall publish the names of the Members and of the Chair and invite Clubs in the District to submit to the Chair no later than 31 May suggestions for nominations for Governor. The Nominating Committee shall select its nominee for Governor and shall announce its selection to the District in July. The Nominating Committee shall seek out the best available candidate for the office of District Governor in accordance with the Bylaws and policies of R.I., and these Resolutions.
7. The nominee designated by the Nominating Committee for District Governor is not approved or elected by the District or its Members. The nominee is elected at the R.I. Convention held immediately preceding the year in which such nominee is to be trained at the International Assembly.

8. The Nominating Committee shall select one available Past District Governor, from the immediate past five (5), to be named Vice-Governor who will replace the present District Governor in case of temporary or permanent inability to continue in the performance of the Governor's duties.

ARTICLE IX – COUNCIL ON LEGISLATION

Council on Legislation (herein "COL") is R.I.'s legislative body. It meets every third year to deliberate and act upon proposed enactments submitted by clubs or districts. The District selects a representative and an alternate to serve on the COL. The representative and alternate must be a PDG unless otherwise approved by the R.I. president.

1. Selection Committee. The Council on Legislation Selection Committee shall be comprised of all Assistant Governors and the Governor. Assistant Governors are to represent the interests of the clubs' in their sub-division throughout the selection process.
2. The committee shall be responsible for selecting a representative and an alternate representative to COL. It is recommended that the alternate serve as the representative for the next COL and that the past representative train and mentor the alternate representative.
3. Past COL representatives shall be appointed as non-voting members of the committee and shall provide an informational orientation for the Selection Committee to ensure full knowledge and understanding of the expertise required and the responsibilities and obligations expected of the COL representative.
4. Candidates. Any Club that has an eligible candidate may submit a recommendation, by submitting such recommendation to the committee at least forty-five (45) days before any Annual Business Meeting during which the selection will be announced. Recommendations shall be certified by the Governor and shall state the willingness and ability of the person being recommended to serve in this capacity. Procedures are further defined in the R.I. Bylaws and policies.
5. The Governor shall cause information about all certified candidates to be disseminated to Clubs so they can provide input to Assistant Governors.
6. The committee shall conduct interviews of all certified candidates and allow each candidate to demonstrate their knowledge and qualifications for the position.
7. The Governor shall announce the selection of COL Representative and the alternate at the Annual Business Meeting.
8. The selected person shall serve as the District's representative to the COL. The representative shall:
 - a. Prepare a summary of the District's proposals to be considered by the COL; and

- b. Secure from the Clubs opinions on these proposals.

ARTICLE X - DISTRICT ADVISORY COUNCIL

1. Purpose. The District Advisory Council (herein the "Council") shall serve in an advisory capacity to the Governor. It shall also review the District budget and make recommendations on any financial matters brought before it by the Governor or the Treasurer before being submitted to the Presidents-elect for approval. The Council shall foster continuity and consistency in District leadership and within the District. The Council shall provide leadership in District long-range planning, strategic planning and tactical planning. The Council shall make recommendations of District leadership talent and expertise in order to facilitate and optimize the annual recruitment and appointment of District leaders.
2. Membership. Any PDG who is a member of a Club in the District shall be a member of the Council. The DGE, DGN, and DGND shall be non-voting ex-officio members of the Council. The Governor or Council Chair may invite guests that may aid in the discussion of the Council.
3. Officers. The second most immediate PDG shall serve as Chair of the Council. If the second PDG is unable to serve, the next PDG shall serve as chair. The DGE may appoint a PDG to serve as vice-chair of the Council for the following year. The DGE shall serve as secretary to the Council and shall keep minutes of all meetings and distribute copies to the members.
4. Meetings.
 - a. The Council shall meet at least once a year within the month following the end of the International Assembly to allow the DGE to inform the Council about issues debated and presented at the International Assembly.
 - b. Additional meetings may be called by the Governor, the Council Chair or five (5) of its members.
 - c. A notice of the date, time and place for each meeting and a probable agenda shall be sent by the Chair to all members of the Council not less than ten (10) days prior to all meetings. Any notice given to a member by a form of electronic communication consented to by the member to whom the notice is given, is effective when given. The notice is deemed given (i) if by facsimile communication, when directed to a telephone number at which the member has consented to receive notice; (ii) if by electronic mail, when directed to an electronic mail address at which the member has consented to receive notice; or (iii) if by any other form of electronic communication by which the member has consented to receive notice, when directed to the member.
 - d. The voting members present at a Council meeting shall constitute a quorum.
 - e. At all meetings of the Council, each member shall have one (1) vote. Vote shall be by majority decision. Any meeting among Council members may be conducted solely by one or more means of remote communication

through which all members may participate with each other during the meeting, if the same notice is given of the meeting as would be required in Section 4c above. Participation in a meeting by any means constitutes presence at the meeting.

- f. A member may participate in a Council meeting by means of conference telephone or, if authorized by the Council, by such other means of remote communication, in each case through which the member, other members so participating, and all members physically present at the meeting may participate with each other during the meeting. Participation in a meeting by any means constitutes presence at the meeting.
 - g. A member may give advance written consent or opposition to a proposal to be acted on at a Council meeting. Consent or opposition shall be counted as a vote in favor of or against the proposal and shall be entered in the minutes or other record of action at the meeting, if the proposal acted on at the meeting is substantially the same or has substantially the same effect as the proposal to which the member has consented or objected.
 - h. The DGE shall distribute minutes of the previous Council meeting to all members within thirty (30) days after the meeting.
5. In order to aid in the transition of officers, the Governor shall make copies of the minutes of the prior year's Council meetings and other documents available to the DGE, DGN and DGND.

ARTICLE XI - DISTRICT TREASURER

1. The District Treasurer (herein "Treasurer") shall be appointed by the Governor for a one (1) year term. The Treasurer may serve more than one (1) term, but should not serve for more than three (3) consecutive terms.
2. The Governor shall appoint an Assistant District Treasurer for a one (1) year term. The Assistant District Treasurer can act in place of the Treasurer if and when the Treasurer is unavailable. The Assistant District Treasurer can serve multiple terms.
3. The Treasurer and the Assistant District Treasurer shall each provide a bond in an amount set by the Governor, the premium for which shall be paid by the District.
4. The Treasurer shall handle and be accountable for all District monies. All funds, deposits, bonds and accounts shall be designated as "Rotary International District 6650."
5. District monies shall be deposited in financial institutions selected by the Treasurer and approved by the Governor.
6. District monies shall be paid out as authorized by the Treasurer upon receipt of verification by invoice, voucher, receipt or written request and should be submitted on a monthly basis. Yearend expense reimbursements must be

- submitted no later than 15 July to be considered so that the final financial report can be completed by 31 July.
7. Prior to disbursement, a copy of the invoice, voucher, receipt or written request shall be forwarded by the Treasurer to the Governor for review and signature. All disbursements drawn on District funds shall be signed by the Governor and either the Treasurer or Assistant Treasurer.
 8. The Treasurer shall be responsible for billing and collection of Club dues as provided for in Article III (2).
 9. The Treasurer shall make an annual report of the District finances at the Annual Business Meeting of the District Conference and the business session of the District Training Assembly.
 10. Promptly after the end of the Rotary Year (30 June) the Treasurer shall prepare a financial report of the District finances showing receipts and disbursements. The Treasurer shall send copies of this report to the Governor, the Council, the Finance Committee and each Club president.
 11. Tax Status. The District is classified under the umbrella of R.I. as a 501(c)(4) of the Internal Revenue Code, and complies with all provisions of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue law).
 12. The Governor shall appoint a District Conference Treasurer, who shall provide a bond in an amount set by the Governor, the premium for which shall be paid by the District. The District Conference Treasurer shall receive and disburse all funds associated with the District Conference. The District Conference Treasurer shall provide the Treasurer and the Council with a complete accounting of all District Conference funds. The District Conference Treasurer shall deliver to the Treasurer any fund balance remaining after payment of all expenses of the District Conference not later than sixty (60) days after the District Conference.
 13. The Governor shall appoint a District Foundation Treasurer and a District Foundation Assistant Treasurer, who shall provide a bond in an amount set by the Governor, the premium for which shall be paid by the District. The District Foundation Treasurer and the District Foundation Assistant treasurer may serve more than one (1) term, but should not serve for more than three (3) consecutive terms. The District Foundation Treasurer shall receive and disburse all funds associated with District Rotary Foundation District and Global grants. A report of all District Rotary Foundation receipts and expenditures shall be provided to the District membership at the annual business meeting.

ARTICLE XII –ANNUAL BUSINESS MEETING

1. The Annual Business Meeting of the District shall be held during the District Conference at a time and place established by the District Conference committee. Notice of the Annual Business Meeting shall be sent to all Clubs not less than thirty (30) days and not more than sixty (60) days before the date of the meeting.
2. All resolutions to be submitted to the Annual Business Meeting shall be originated by a Club, the Governor, the DGE, the DGN or the Advisory Council and reviewed for proper format by the Resolutions and Legislation Committee.
3. Quorum. District Rotarians representing at least twelve (12) Clubs and present at such District Conference shall constitute a quorum and a majority vote shall be required to adopt any resolutions.
4. Voting. Every member of a Club who is present and in good standing shall be entitled to vote on all matters submitted to a vote at such Annual Business Meeting.
5. The business that may be conducted at the Annual Business Meeting shall include:
 - a. Choosing the District's member to the Nominating Committee that selects a director-nominee of R.I.;
 - b. Consideration of any amendments to these Resolutions that have been properly submitted;
 - c. Recommending per capita dues for the next year for consideration by the Presidents-elect at the District Training Assembly;
 - d. Treasurer's report and discussion of the budget being proposed for the next year;
 - e. District Foundation Treasurer's report; and
 - f. Other business as shall properly come before the Annual Business Meeting.

ARTICLE XIII – AVENUES OF SERVICE

Rotary's commitment to Service Above Self has been channeled through the five Avenues of Service, which have formed the foundation of Club activity. The five Avenues of Service, as defined by R.I. are Club, Vocational, Community, International, and Youth Service, and remain central to the work of Rotary, ensuring that Rotary service efforts are balanced and working to achieve all aspects of the Object of Rotary. The Avenues of Service help maintain effective Rotary Clubs in the main purpose of Rotary, "Service Above Self."

ARTICLE XIV - DISTRICT COMMITTEES

1. General.
 - a. District Committees are established to support the development and growth of effective Clubs.
 - b. Committees help the Clubs set annual goals that address each of the five Avenues of Service.

- c. The Committees are structured to support the R.I. Club Leadership Plan.
- d. All committees should be composed of at least three (3) Rotarians who represent a cross section of Clubs. Each member should serve a three (3) year term, at the pleasure of the two succeeding DGEs to promote continuity and to mentor incoming members.

2. District Committees.

- a. Prior to the District Training Assembly, the DGE shall appoint chairpersons of the District committees for the following year, except for those committees for which these Resolutions specify a different method.
- b. The DGE may appoint a PDG as an advisor to any of the District committees.
- c. Whenever possible, chairpersons should serve two (2) year terms subject to the right of the next District Governor-elect to choose a different chairperson.
- d. Appointment of a vice-chairperson is strongly encouraged as this practice promotes continuity.
- e. The chairs of the District committees, or any other committees that the Governor deems necessary, shall have the duty of formulating plans and programs and designing report forms prior to the District Training Assembly.
- f. All committees should submit a budget request to the Finance Committee by 15 March to be considered for the next year's District Budget.
- g. Reasonable administrative expenses incurred by committee and subcommittees in completing their prescribed duties or assignments are reimbursable from District funds when the expenses are included in the budget and are substantiated.

3. Historically, the District has been served by the following committees:

- a. Avenues of Service
 - i. Club Avenue of Service Subcommittee
 - ii. Vocational Avenue of Service Subcommittee
 - iii. Community Avenue of Service Subcommittee
 - iv. International Avenue of Service Subcommittee
 - v. Youth Service Avenue of Service Subcommittee
 - 1. Interact. The committee shall encourage Clubs to organize, sponsor and supervise Interact clubs for the purpose of providing a vehicle for young people to work together in a world fellowship dedicated to service and world understanding.
 - 2. Rotaract. The committee shall promote Rotaract and assist Clubs in organizing Rotaract Clubs in their communities.
 - 3. RYLA. The committee shall promote, sponsor and conduct a leadership training program aimed at developing the leadership qualities of high school juniors in the District.

4. Youth Exchange. A separate legal corporation, the District 6650 Youth Exchange Corporation, shall provide oversight of the District's Youth Exchange Program. As currently governed, the chairperson of the program operated by the corporation is appointed annually by the Governor.
- b. Club Extension Committee. The Club Extension Committee shall assist the Governor in:
 - i. Identifying, qualifying and chartering new Clubs;
 - ii. Assisting the sponsoring Club in assuring that the new Club receives an official review every quarter during the first year of its existence; and
 - iii. Assisting, as necessary, in guiding the officers of the new Club for a period of at least one year.
 - c. Crisis Communication Management Committee.
 - i. The Crisis Communication Management Committee is an advisory committee, not a policy making committee, and shall be responsible for assisting District leadership in responding to manmade crises that occur at the District and/or Club level;
 - ii. The committee shall be comprised of Rotarians with specific expertise, such as in law enforcement, legal, criminal justice, medicine, psychology and any other area deemed appropriate, by the Governor, who shall serve as chair;
 - iii. Committee members agree to make themselves available on an immediate basis;
 - iv. Members agree to recuse themselves to avoid a conflict of interest in any specific circumstance;
 - v. One member of the committee shall serve as liaison to the Public Relations Committee;
 - vi. The Governor and the Public Relations Committee shall designate one person to be the official spokesperson for the District.
 - d. District Awards Committee. The Committee shall:
 - i. Assure that as many as possible of the annual awards of the District are presented at the District Conference.
 - ii. Assure that as many as possible of the annual R.I. and The Rotary Foundation awards are presented at District Conference or other time of the year as may be directed by R.I.
 - iii. In order to establish continuity from year-to-year, the committee shall report to the Club Avenue of Service chair the awards presented at the previous District Conference and the Clubs receiving those awards.
 - iv. Awards shall include, but not be limited to:
 1. William H. Elliot Award
 2. Bryce W. Kendall Award
 3. Roland A. Luhman Award
 4. Robert A. Manchester, II Award
 5. John A. Maxwell Award

6. Jack K. Vogel Award
7. Emmet L. Riley Award
- v. The Governor may also make any special awards that are in keeping with the general philosophy of R.I. and the District.
- e. District Conference Committee. Planning for the District Conference should begin one (1) year in advance of the District Conference. The committee shall:
 - i. Develop a comprehensive and balanced program that includes innovative, timely, and educational presentations on subjects of Rotary and local interest, all of which must conform to R.I. guidelines;
 - ii. Plan, promote, and implement the necessary arrangements to ensure a successful District Conference with maximum attendance;
 - iii. Work closely with the Governor to select the venue, coordinate the logistics, prepare the District Conference budget, coordinate the finances, promote attendance by all District Rotarians, and promote to external audiences such as the media, community leaders, and beneficiaries of Rotary's programs.
- f. District Directory Committee.
 - i. The DGE shall chair the committee that shall publish and circulate, no later than 31 May, a District directory containing the names of all District officers and committees, PDGs, current club presidents, club secretaries and the dates, times and meeting places of each club in the District and such other information the DGE wishes to include.
 - ii. The cost of the publication of this directory shall be included in the District budget and paid from District funds.
- g. Executive Committee.
 - i. The Executive Committee shall be composed of the Governor, the DGE, the DGN, the DGND, and the immediate and available past three (3) PDGs who are active members of a Club.
 - ii. The committee shall exercise all powers of the Council and shall make decisions between meetings of the Council on behalf of the Council on matters requiring immediate attention. All such actions are reported to the full Council.
 - iii. The committee shall serve as the District's long-range planning committee.
- h. Finance Committee.
 - i. The Finance Committee shall be composed of the Governor, the DGE, the DGN, the Treasurer and two available PDGs, one of whom the Governor shall appoint as chair. The Assistant Treasurer and the DGND shall serve as ex-officio.
 - ii. District Budget.
 1. After 1 January the Committee shall prepare a budget of income and expenses of the District for the forthcoming year, itemized as to source and type and submit it to the

Council for review at least thirty (30) days prior to the District Conference. Following review the proposed budget shall be submitted to the Clubs prior to the District Conference. The DGE and the Treasurer shall attend the Annual Business Meeting at the District Conference and business session of the District Training Assembly to respond to questions about the budget. The budget must be adopted by the Club Presidents-elect at the District Training Assembly.

2. The Governor, the DGE and DGN are expected to work closely together to monitor income and expenditure throughout the year. They are expected to seek guidance from the full committee if modifications within the budget are necessary.
 3. The committee shall consider and decide appropriate action when it appears that expenses will extend beyond the adopted budget. The committee shall inform the Council and Clubs of the action taken.
- iii. District Conference Budget.
1. The Governor, the District Conference Treasurer and the District Conference Committee shall be responsible for preparing the budget.
 2. At least thirty (30) days prior to the District Conference, the Finance Committee shall review the District Conference budget reflecting estimated income and expenditures itemized as to sources and types and submit it to the Council.
- iv. Audit Subcommittee. The committee shall
1. Be composed of a PDG and two (2) other members, one of whom is a CPA, who must be active Rotarians in a Club in the District, but who are not members of any other District committee, or a signatory on any District bank account;
 2. Annually review books of all accounts that are the responsibility of the Treasurer and the Foundation Treasurer for the preceding year ending 30 June;
 3. Annually review all document retention activities required of the District by TRF;
 4. The committee shall assist the District Rotary Foundation Treasurer in preparing the annual report of Foundation activity for the District membership; and
 5. Submit the audit report along with a copy of the year-end financial report to the Governor, the Council and each Club President by 1 November following the close of the Rotary year.
- v. Reserve Fund. The Finance Committee shall be responsible to oversee the Reserve Fund.

1. It shall be the goal of the District to maintain at all times in a reserve fund a sum at least equal to the current year's operating expenses as reflected in the general funds budget of the District. These funds shall remain as general funds of the District but shall be reported separately as Reserve Funds.
 2. The Reserve Funds shall be held in investments that allow for meeting all obligations as determined by the Finance Committee.
 3. The Reserve Funds shall be available to cover any shortfall in the District's general funds operating expenses of the District only under extraordinary circumstances.
 4. In preparation of the annual District budget each year, allowance shall be made for funding the Reserve Fund as necessary.
 5. Funds in excess of 110% of the Reserve Fund shall be placed in a District Improvement fund to be used for long term improvements and/or incentives that benefit all Clubs in the District, such as, but not limited to: club extension, public relations, and membership, leadership and technology development. The committee shall submit plans or projects to the Clubs for comment a minimum of thirty (30) days prior to any implementation.
- i. Foundation Committee. The Rotary Foundation requests that the DGE appoint members of the District Rotary Foundation committee (DRFC) consisting of a general chair (serving for three (3) years, with the consent of the two succeeding DGEs) and chairs for the following subcommittees:
 - i. Scholarships Subcommittee. The subcommittee shall:
 1. Promote Rotary scholarship programs throughout the District;
 2. Encourage Clubs to recruit applicants, interview candidates and select scholars to represent the District; and
 3. Remain in communication with the scholar prior, during and immediately following the academic year(s) of the award.
 - ii. Vocational Training Team/Group Study Exchange Subcommittee. The subcommittee shall:
 1. Solicit and select candidates who will comprise the District's Vocational Training Team/Group Study Exchange Team, including the Team Leader; and
 2. Encourage members of the Team to make presentations at meetings of the Clubs following their return to the District.
 - iii. Grants Subcommittee. The subcommittee shall:
 1. Inform Clubs and District project committees that are planning local or international service projects of the

- Foundation District, Global and Packaged grants available to help with projects: and
2. Assist Clubs in the application process.
- iv. PolioPlus Subcommittee. The subcommittee shall:
 1. Encourage all Clubs to participate in at least one PolioPlus activity that supports the promotion of polio eradication.
 - v. Alumni Subcommittee. The subcommittee shall:
 1. Maintain a complete, accurate and updated list of present and past Rotary Foundation program leaders and members including TRF Scholars and Group Study Exchange Team members.
 - vi. Annual Giving Subcommittee. The subcommittee shall:
 1. Encourage Rotarians to become Paul Harris Fellows, Paul Harris Multiple Fellows, Rotary Foundation Sustaining Clubs, and Rotary Foundation Benefactors and Bequest Society Members; and
 2. Recognize actual major donors; and
 - vii. Permanent Fund Subcommittee. The subcommittee shall:
 1. Identify potential donors for follow-up by the Regional Major Gifts Coordinator; and
 2. Recognize actual donors of planned gifts in support of the Permanent Fund.
 - j. International Convention Committee. The committee shall:
 - i. Promote attendance at the annual R.I. International Convention while attending Club and District meetings; Serve as a local resource for convention materials and information;
 - ii. Create content for the District website and Governor's monthly newsletter; and
 - iii. Identify and target potential registrants by email, letters and other methods.
 - k. Membership Committee. The membership committee shall:
 - i. Work directly with the Club membership chairs, particularly with those Clubs that are showing a decrease or little or no increase in membership;
 - ii. Conduct a District Membership workshop annually;
 - iii. Provide District information about District membership development progress at all District meetings; When invited, provide programs about membership development at District and Club meetings; and
 - iv. Undertake other activities appropriate to accomplishing recruitment and retention efforts.
 - l. Necrology Committee.
 - i. The Necrology Committee shall be responsible for providing an appropriate time of reflection, memorial and remembrance at District Conference for all District Rotarians who have passed away since the previous District Conference.

- m. Public Relations Committee. The committee should promote Rotary to external audiences and foster understanding, appreciation and support for the programs of Rotary. The committee should promote awareness among Rotarians that effective external publicity, favorable public relations, and a positive image are desirable and essential goals for Rotary. The committee shall:
 - i. Develop a District-wide public image project and complete a Public Relations Grant application for submission to R.I. by the deadline determined by R.I.;
 - ii. Promote, monitor and maintain the District's social media presence, and assist Clubs in developing and maintaining their social media presence;
 - iii. Encourage clubs to prioritize the promotion of Rotary's public image;
 - iv. Promote Rotary to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs;
 - v. Contact the media with newsworthy stories of District projects and events;
 - vi. Communicate with the Governor and the chairs of committees to stay informed about District projects and activities;
 - vii. Share R.I. public image materials with Clubs; and
 - viii. Seek opportunities to speak to individual Clubs about the importance of Club Public Relations.
- n. Resolutions and Legislation Committee. The committee shall:
 - i. Entertain and prepare appropriate resolutions for action by the District at the Annual Meeting.
 - ii. Resolutions, other than those prepared by the committee, must be received by the chair and the Governor at least thirty (30) days in advance of the Annual Business Meeting.
 - iii. At least once every three (3) years, and especially during the year following Council on Legislation, review these Resolutions to assure they reflect R.I. changes and amendments;
 - iv. Advise and assist the Governor on nominations and elections and other matters involving R.I.'s constitutional documents;
 - v. Develop and keep current the District Resolutions, policies and recommended practices; and
 - vi. Advise Clubs of changes of which they should be aware and, in particular, how they may impact the bylaws of individual Clubs.
- o. Stewardship committee. The committee shall
 - i. Enforce compliance of all Rotary Foundation grants and requirements of the Youth Exchange program;
 - ii. Ensure all reporting is completed in a timely fashion; and
 - iii. Investigate and resolve any conflicts of interest, alleged misuse of funds, or other malfeasance associated with any District funds, Rotary Foundation grants or the Youth Exchange program.
- p. Training Committee. The committee shall:

- i. Monitor R.I. and other resources to keep current with materials, legal requirements, and best practices in support of R.I.'s mission, Rotary Foundation grants, and the Youth Exchange program that can be implemented at the District level.
 - ii. Work in close consultation with the Governor, the DGE and the DGN to develop curricula that meets the needs of Clubs, supports the goals of the District, and promotes the mission of R.I.
 - iii. Work with all District Committee chairpersons to develop a cohesive and consistent training program.
 - iv. Promote leadership development at all levels of the District.
 - v. Conduct evaluations of all training opportunities and provide results to the Governor, the DGE and the Advisory Council.
 - q. Youth Protection Committee.
 - i. The purpose of the committee is to help the District implement policies and train Clubs and the members of the Clubs about youth protection. The District is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, spouses or partners of Rotarians, and any volunteers to safeguard to the best of their ability the welfare of and to prevent the abuse or neglect of youth with whom they come into contact in Rotary Youth activities.
 - ii. The committee shall consist of at least three (3) members, and include male and female, Rotarian and non-Rotarian members who have expertise in law enforcement, social services work and legal work. The committee shall:
 1. Meet as often as needed, but at least annually;
 2. Review the District Youth Protection Policy annually;
 3. Act as District Youth Protection Officers;
 4. Convene quickly to address any concerns or allegations of abuse or neglect in Rotary Youth activities; Develop policies and procedures for certifying Clubs;
 5. Maintain records of background checks; and
 6. Report all criminal allegations involving any Rotary Youth activity to R.I. within 72 hours.
4. Other standing and ad hoc committees may be established by the DGE as determined to support the Clubs and administration of the District.
 5. The Governor may establish special committees, and shall appoint the chairperson and members, and define the committee's scope, duties, duration, and budget, if any.

ARTICLE XV - AMENDMENT(S)

These Resolutions are intended to supplement the Bylaws of R.I. If any provision in these Resolutions conflicts with the Constitution, Bylaws or policies of R.I., then the terms of

the Constitution, Bylaws, or Policies of R.I. shall prevail unless a different result is required by federal or state law, in which the provision required by law shall prevail.

The Governor, the DGE and the Council shall review these resolutions periodically.

Amendments to these resolutions may be proposed by any Club within the District, the Governor, the DGE, the DGN, and/or the Advisory Council. Any amendment so proposed shall be acted upon at the Annual Business Meeting at District Conference after having been given to the clubs at least thirty (30) days' advance notice and a copy of the proposed amendment(s). District Rotarians present at such conference shall constitute a quorum and a majority vote shall be required to adopt any amendment(s).

Amendments to these Resolutions shall be effective on 1 July following the Annual Business Meeting at which they were adopted, unless otherwise specifically stated in such amendment.

Adopted 24 April 2015
Amended 31 May 2015