



Manual of Policies and Procedures

Adopted March 2018

Revised March 25, 2021

(with minor updates for ByLaws changes June 2021)

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Document was developed in 2017-2018 Rotary year by PDG Catherine Zimmerman, PDG Tamara Koop and PDG Karen White. Administrative support provided by Dana Kohlmeyer.

Final vote of approval for this Manual of Policy and Procedures (MoPP) was given via electronic vote as of March 30, 2018 from the D6270 Board of Directors.

Revisions were made in the 2019-2020 Rotary year by the District Governance Committee, and approved by the D6270 Board of Directors on April 14, 2020.

Additional revisions were made in the 2020-21 year by the District Governance Committee. Document was approved by Governance Committee March 25, 2021.

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Part One

Introduction

For an organization to run efficiently over the years, it must have continuity and consistency in its policies and procedures and its ensuing actions. In that spirit, the Manual of Policies and Procedures (MoPP) of Rotary District 6270 lays out accepted practices and guidelines for the District regarding District-level committees and policies and others as endorsed by the Board of Directors. For activities not addressed in the MoPP, please refer to the Bylaws of Rotary International District of 6270.

District Leadership Plan

District committees and teams are established to support the development, growth and conduct of effective Clubs. The District committees and teams are structured to support Rotary International's required District Leadership Plan. The MoPP functions as our District Leadership Plan. The appointments of committee chairs and team leaders follow the procedures established by the Board of Directors in this MoPP.

District Committees and teams are further established to accomplish the District Strategic Plan and Rotary International's Strategic Priorities.

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Part Two

This section of the Manual of Policy and Procedure describes the organizational structure for Rotary International District 6270, and participation in District Committees by Rotarians who are members of clubs in the District.

Given actions taken by the 2019 Council on Legislation to amend the constitutional documents of Rotary International to include Rotaract Clubs as a membership type, and subsequent decisions by the Board of Directors of Rotary International, members of Rotaract clubs in Rotary District 6270 shall be eligible to serve as members of the below listed District 6270 Committees within the constraints of each Committee's Composition description as appropriate. Note that District Bylaws change were approved at the 2021 Annual Meeting that included Rotaract representation on the District 6270 Board of Directors and district committees.

Support and Strengthen Clubs

Assistant Governor Coordinator

Purpose:

The Assistant Governor Coordinator oversees day-to-day communication with, and management of the District Assistant Governors.

Composition:

The Assistant Governor Coordinator is appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term. The Committee Chairperson shall appoint two or more members to this committee.

Membership Development and Retention Committee

Purpose:

The Membership Committee develops and implements the District Plan for Membership through promotion, guidance, and counsel to aid club membership growth and retention.

Composition:

The Membership Development and Retention Committee Chairperson is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be

for an annual term. The Committee Chairperson shall appoint three or more members to this committee.

Responsibilities:

- Establishes annual membership goals consistent with strategic plan and with input from DG, reporting annually;
- Works directly with Club Membership Development and Retention Committees, particularly with those clubs that are showing a decrease or little or no increase in membership;
- Establishes a process to ensure effective handling of membership leads that come to the District;
- Encourages diversity by age, gender, and ethnicity;
- Conducts a District Membership Development and Retention seminar each year;
- Provides information about District membership development progress at District meetings;
- When invited, provides programs and assistance about membership development or retention at District and club meetings;
- Works with Rotary International Zone resources to undertake other activities appropriate to accomplish the committee's objectives.

Club Development/Extension Committee

Purpose:

The Club Development / Extension Committee has the responsibility for extension of Rotary in the District by the formation of new clubs. The committee identifies, qualifies, and facilitates the chartering of new Rotary and Rotaract clubs.

Composition:

The Club Development / Extension Committee Chairperson is appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term. The Committee Chairperson shall appoint two or more members to this committee.

Responsibilities:

- Assists in identifying areas in the District that have a population capable of meeting the requirements for chartering a new club, particularly those with no clubs;
- Assists in completing processes required to submit the application to charter a new club;
- Assists the sponsoring club in assuring that the new club receives an official review every quarter during the first year of its existence;
- Assists, as necessary, in guiding the officers of the new club for a period of at least one year, or until the club meets its operational goals.

District Trainer and Training Team

Purpose:

The District Trainer and team supports the District Governor (DG) and the District Governor-Elect (DGE) in training clubs and District leaders and overseeing the overall training plan for the District.

Composition:

The District Trainer serves as chair of the Training Team and assigns responsibility for training meetings and other functions as necessary. The Trainer is appointed by the person who will be the DGE when the training cycle begins. The appointment shall be for 18 months commencing in January prior to the time when the appointing DGE will serve as DG with optional renewal determined by the District Governor-Nominee. The Trainer must be appointed in a timely manner, so that person can attend the Zone Training session prior to the start of his/her training cycle. The Trainer and the DGE shall appoint one or more members/assistant trainers to the training committee.

Responsibilities:

- The Training Team is responsible to the convener of each meeting, whether it is for the DGE or the DG. The Grant Management Seminars are managed by the District Foundation Committee. The Club Facilitated Visioning Team manages Club Facilitated Visioning. The Training Team assists with both as necessary.
- Works with the DGE on training needs in the District for the current Rotary year related to:
 - Assistant Governor Training;
 - PETS Orientation and PETS;
 - District Training Assemblies and Webinars;
 - District Team Training Sessions.
- Works with the District Governor on training needs in the District for the current Rotary year related to:
 - Foundation / Membership / Public Image Seminars when held in the District;
 - Quarterly meetings of the Board of Directors;
 - Trainings conducted in the Fall or mid-year;
 - Spring training sessions for club officers;
 - Educational sessions offered at the District Conference;
 - Other training events in the District as appropriate.
- Is responsible for one or more of the following aspects under the direction of the meeting convener:

- Program content (in accordance with board-recommended curricula);
- Conducting sessions;
- Identification of speakers and other volunteers;
- Preparing training leaders;
- Program evaluation;
- Logistics, including, but not limited to, facilities negotiations and within training budget line item for event.

Club Facilitated Visioning Team

Purpose:

Club Facilitated Visioning supports club strategic planning and helps clubs develop a vision for the future of the club.

Composition:

The Club Facilitated Visioning team is composed of a Chair, a Coordinator and other team members. The Chair is appointed by the District Governor and shall be trained and experienced in Club Facilitated Visioning and responsible for the overall process of visioning within the District. The Coordinator of Club Facilitated Visioning is appointed by the Chair and shall be trained and experienced in conducting Club Facilitated Visioning. The Coordinator works directly with clubs in establishing date, place, and time for their visioning session. Additional team members are appointed by the Chair. These team members are Rotarians who have specialized knowledge, skills, and experience in facilitating workshops and focus groups.

Responsibilities:

- Conducts club visioning sessions designed to:
 - Assist clubs to envision where they would like to be in 3-5 years;
 - Result in the creation of more effective clubs;
 - Assures club leadership continuity;
 - Assures a consensus of purpose;
 - Enhance membership growth or at least membership sustainability.
- Trains facilitators in the Vision Facilitation process.
- Promotes Club Facilitated Visioning at district meetings and events.

Public Image Committee

Purpose:

The Public Image Committee promotes awareness of Rotary. For external audiences the goal is to foster an understanding, appreciation and support for the work and programs of Rotary, as

well as to attract new members. For the internal audience of Rotarians, the goal is to promote awareness that affects external publicity, favorable public relations and builds a positive image of support for the Rotary organization, inspire potential donors, and attract people to membership.

Composition:

The Public Image Committee Chairperson is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for an annual term. The Committee Chairperson shall appoint one or more members to this committee, seeking when available, Rotarians or Rotaractors who have media, public relations, or marketing experience as a component of their vocation or profession or who have experience as a Club Public Image Chair. The Chair shall attend Zone meetings when public image training is offered.

Responsibilities:

- Maintains contact with DG and key committee chairs to stay informed about District projects and activities that can be promoted, particularly those of interest to the general public;
- Utilizes current Rotary International (RI) public image material and resources;
- Serves as a resource to club and District committees providing overall direction regarding public image initiatives, fostering consistency and clarity of messaging to internal and external audiences;
- Ensures that the District uses up-to-date RI logo and other branding and messaging materials;
- Encourages clubs to prioritize promotion of Rotary's public image and use of up-to-date RI logo and other branding materials;
- Seeks opportunities to speak to individual clubs or at District events about public image including developing and updating content on websites to appeal to general public;
- Promotes Rotary initiatives such as Polio Plus, grant successes, alumni activity and awards to the District and the Rotary community at events such as trainings, PETS, District Conferences, etc.;
- Ensures District Public Image tab content on the District website is maintained and updated;
- Promotes Rotary to external audiences such as media, community leaders, potential partner organizations, program beneficiaries and the general public;
- Contacts media with newsworthy stories of District projects and events, and shares club and District stories on social media;
- Ensures key club and District stories are highlighted in District level social media.

D6270 Young Professionals Council (YPC)

[NOTE: Given changes approved by the RI Council on Legislation in 2019, and changes in the status of Rotaract approved by the RI Board of Directors in 2020 and 2021, and given that the focus of YPC is on people under age 40, is there overlap between YPC and District Rotaract Committee.]

Purpose:

The purpose of the Young Professionals Council (“YPC”) will be to assist the Membership Extension/Club Development, Membership Attraction and engagement and Public Image committees. The committee will primarily serve as the resource for recommendations on how to create or customize Rotary clubs in District 6270 to accommodate present and future Young Professionals as Rotarians and leaders of the district. It will be made up of at least five (5) district Rotarian representatives (with a goal of at least one representative from each AG Area) who must be under 40 years of age going by the standard definition of Young Professionals as being people in their 20s and 30s.

Leadership Structure:

The YPC will have a committee chair who will be a YP member of the council and who will be a non-voting member of the District Board like most of the other committee chairs. As required of all committees, the YPC must have committee members and all members of the YPC must be members of Rotary clubs in the district. The YPC will also provide the district board with quarterly reports on its activities.

The YPC’s core goals/objectives are:

- Establish and facilitate relationships/partnerships with local organizations that cater to young professionals to help the district learn more about how and why those YP community organizations are thriving while Rotary clubs are not, especially in relation to young professional engagement and recruitment.
- Provide feedback on the needs of Young Professionals with regards to their participation in Rotary to the District board, Membership attraction and engagement committee, New Club Development Committee, clubs. and any other interested party in the district.
- Partner with the district committees focused on youth and membership (i.e. Membership attraction and engagement, Membership extension, Youth Services and Rotaract) to assist as needed.

Approved by District 6270 Board Nov. 13, 2018.

District Rotary Foundation Committee (DRFC)

Purpose:

The District Rotary Foundation Committee (DRFC) functions under the general policies determined by the Trustees of The Rotary Foundation as outlined in the *Rotary Foundation Code of Policies*. Its purpose is to assist the District Governor in educating, motivating, and inspiring Rotarians to participate in Foundation program and fundraising activities in the District. The committee serves as the liaison between The Rotary Foundation and club Rotarians.

Composition:

The DRFC is composed of the District Rotary Foundation Committee Chair (DRFCC) and the District Governor (DG), who serves as an ex-officio member of the subcommittees. Other members of the DRFC are the chairs of each of the subcommittees, and the District Fundraising Chair. The District Governor-Elect shall appoint the chairs of the subcommittees and the District Fundraising Chair for his/her District Governor year after consulting with the DRFCC.

Training Requirements:

All members of the DRFC are expected to attend a regional Rotary Foundation seminar conducted by a Regional Rotary Foundation Coordinator. In addition, all committee members are expected to attend and participate in the district team training seminar and other district training meetings.

Responsibilities of the DRFC:

- Oversee all subcommittees of the DRFC;
- Promote and oversee donations to The Rotary Foundation (TRF) and the utilization of grants from TRF;
- Confirm that global grants are completed and that the sponsor clubs are qualified;
- Organize Annual Grant Management Seminars to be presented by the DRFCC and the District Grant and Global Grant Subcommittee Chairs;
- Ensure adequate and effective communication with the club Foundation committees to convey an awareness and understanding of the Foundation to all clubs in the District;
- Assist in conducting Foundation sessions at district training assemblies;
- Follow the most recent “Terms and Conditions for Rotary Foundation District Grants and Global Grants”;
- Utilize the Regional Rotary Foundation Coordinator for support in carrying out the committee responsibilities;
- Make recommendations to the DG on allocations in the expenditure of District Designated Funds (DDF) on an annual basis.

Compliance with TRF Grant Requirements:

The DRFC shall establish, update, and publish (on the District website and elsewhere as appropriate), policies to ensure compliance with the TRF District Memorandum of Understanding, the Terms and Conditions for Rotary Foundation District Grants and Global Grants, and other rules and regulations of TRF. Such conditions or procedures as may be established shall be retained and kept current in an appropriate file at the District Office.

For further detail and responsibilities of the DRFCC, see Part Three – Job Description for the District Rotary Foundation Committee Chair.

Subcommittees of the DRFC:

Fundraising Chair

Reports to the District Rotary Foundation Committee Chair (DRFCC).

Responsibilities:

1. Reporting to the DRFCC, the Fundraising Chair shall provide oversight and communication with the chairs of the Annual Giving & Paul Harris and Major Gifts subcommittees

• Annual Giving and Paul Harris

Reports to the Fundraising Chair.

Responsibilities:

1. Assist the DGE and the DRFCC in establishing a challenging yet realistic District Annual Programs Fund goal;
2. Promote annual gifts from every Rotarian every year (EREY program);
3. Encourage individual and club contributions in support of the District's established goal for the Annual Programs Fund;
4. Help organize and stimulate participation in club and District fundraising activities and special events in support of the Foundation;
5. Promote special giving opportunities such as corporate matching gifts and corporate and community Foundation support to maximize the potential of Rotarians' gifts;
6. Work with the DRFCC to help organize and promote special programs throughout the District during Rotary Foundation Month;
7. Answer inquiries from clubs about club contribution reports and their giving records; consult Foundation staff on problems.

• Major Gifts, Bequests and Endowment

Reports to the Fundraising Chair.

Responsibilities:

1. Work with the DG and the DRFCC to establish District benefactor and Bequest Society goals;
2. Inform Rotarians of planned giving opportunities available;
3. Work with club presidents to recognize current benefactors and Bequest Society members;
4. Identify, cultivate, and solicit potential donors of major outright gifts or planned giving gifts in support of the Foundation;
5. Maintain contact with those who have already made commitments or have been recognized as benefactors or major donors;
6. Utilize the Regional Rotary Foundation Coordinator in carrying out committee responsibilities.

District Grants Subcommittee

Composition:

The committee shall be led by the District Grants Sub-Committee Chair who reports to the District Rotary Foundation Committee Chair (DRFCC). The committee shall be composed of a minimum of an additional five (5) members.

Responsibilities:

1. The Chair shall serve as primary contact for District Grants;
2. Publicize District Grant availability and assist clubs in making applications for the grants available;
3. Ensure the application and follow-up procedures are followed by the clubs encouraging the highest levels of stewardship and transparency for the accounting of District funds including timely submission of reports to the District and TRF;
4. Review applications for District Grants and make recommendations on awards with support and input from the District Grant Committee;
5. Receives and reviews Reports on District Grants for compliance with terms and conditions of District Grants.
6. Prepares reports on activities of District Grant Subcommittee.
7. Exercise complete transparency complying with the conflict of interest policies of the District and TRF.

Quorum:

A quorum for meetings of the District Grants subcommittee shall be five members.

Global Grants Subcommittee

Composition:

The committee shall be led by the Global Grants Sub-Committee Chair who reports to the District Rotary Foundation Committee Chair (DRFCC). The committee shall be composed of a minimum of an additional five (5) members.

Responsibilities:

1. Be familiar with the Global Grant program's eligibility criteria and application procedures;
2. Work with clubs and Districts to develop sustainable humanitarian projects with direct involvement of the benefiting community and the active personal participation of Rotarians;
3. Encourage the highest levels of stewardship and transparency for the accounting of all Foundation funds including the timely submission of reports to the Foundation;
4. Review applications submitted for Global Grants and make recommendations on awarding of grants;
5. Exercise complete transparency complying with the conflict of interest policies of the District and TRF;
6. Help clubs identify interesting speakers such as recipients of grants.

Quorum:

A quorum for meetings of the Global Grants subcommittee shall be five members.

• Water and Sanitation Subcommittee

The Water and Sanitation Committee reports to the Global Grants Subcommittee of the District Rotary Foundation Committee.

Purpose:

The Water and Sanitation committee is focused on clean water and proper sanitation issues around the world.

Composition:

The District Water and Sanitation Chair is appointed by the District Governor. The appointment is for an annual term. The Chair may appoint other interested Rotarians to serve on a committee.

Responsibilities:

The Water and Sanitation Chair promotes and encourages District Rotarians to join and participate in activities and grants that are focused in the 'Water and Sanitation'

area of focus of The Rotary Foundation.

Polio Plus Subcommittee

Composition:

The committee shall be led by the Polio Plus Sub-Committee Chair who reports to the District Rotary Foundation Committee Chair (DRFCC). The Chair may appoint additional committee members.

Responsibilities:

1. Publicize, conduct presentations and use other methods to raise awareness about the Rotary' polio eradication and its Polio Plus program;
2. Encourage individual and club contributions in support of the District's and TRF's goal for the Polio Plus fund;
3. Promote special opportunities and participation in fund raising activities for the Polio Plus fund.

Scholarships Subcommittee

Composition:

The committee shall be led by the Scholarships Sub-Committee Chair who reports to the District Rotary Foundation Committee Chair (DRFCC). The committee shall be composed of a minimum of five (5) members.

Responsibilities:

1. Promote club and District participation in the Global Scholarship and Rotary World Peace Scholarship programs;
2. Encourage and assist clubs in carrying out their responsibilities for sponsorship;
3. Select qualified scholar/grant recipients from club-endorsed candidates;
4. Conduct orientation for all scholarship/grant recipients before their departure;
5. Maintain contact with the recipients during the study year; encourage timely submission of reports to sponsor and host District Governors and TRF;
6. Publicize to the media and to Rotarians in the District upon recipient's return;
7. Connect recipients with the District Alumni Subcommittee chairperson;
8. Encourage Scholars to share their experiences;
9. Appoint a sub-committee member to manage Peace Fellowships. That member shall promote peace fellowships throughout the district, manage and assist the application process, facilitate the interview process for peace fellow candidates, and submit endorsements for qualified candidates to the Rotary Foundation.

Vocational Training Teams (VTT) Subcommittee

Composition:

The committee is led by the VTT Chair.

Responsibilities:

1. Be familiar with the Vocational Training Team grant eligibility criteria and application procedures;
2. Encourage and promote participation in the program;
3. Review and approve grant applications for Vocational Training Teams;
4. Encourage the highest levels of stewardship and transparency for the accounting of all Foundation funds including the timely submission of reports to the Foundation;
5. Should the District choose to send out a Vocational Training Teams (VTT), solicit and select candidates, by competition, who will comprise the Team, including the Team Leader;
6. Encourage members of the VTT to make presentations at meetings of clubs following their return to the District.

Stewardship Subcommittee

Composition:

The committee shall be led by the Stewardship Sub-Committee Chair who reports to the District Rotary Foundation Committee Chair. The committee shall be composed of a minimum of three (3) members.

Responsibilities:

1. Assist in the implementation of the district memorandum of understanding, including the development of the financial management plan;
2. Ensure that the annual financial assessment of the financial management plan and its implementation are conducted in accordance with the district qualification memorandum of understanding;
3. Oversee the qualification of clubs, including assisting with grant management seminars;
4. Monitor and evaluate the implementation of proper stewardship and grant management practices for all club- and district-sponsored grants, including reporting to TRF on all grants;
5. Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest;
6. Create system to facilitate and resolve any potential misuse or irregularities in grant-related activity, report any potential misuse or irregularities to TRF and conduct

initial local investigations into any reports of misuse. *(October 2012 Trustees Mtg., Dec. 16, 2012)*

Humanitarian Service

Community Service

The Community Service Committee shall support community service at the club level. The Community Service Committee Chairperson is appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term.

International Service

The International Service Committee shall support international service at the club level. The International Service Committee Chairperson is appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term.

Youth Service

The Youth Service Committee shall support youth service at the club level. The Youth Service Committee Chairperson is appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term.

Interact / Early-Act

Purpose:

The Interact / Early-Act Chair is responsible for encouraging Clubs to consider organizing, sponsoring, and supervising an Early-Act (pre-high school aged) or an Interact (high school aged) club to provide a vehicle for young people to work together in world fellowship dedicated to both local community and international service and world understanding.

Composition:

The District Interact / Early-Act Chairperson is appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term. The chairperson may appoint two or more members to the committee.

Responsibilities:

- Assist clubs in organizing Interact / Early Act clubs in their communities.
- Promote the merits of organizing Interact / Early Act clubs.

Rotaract**Purpose:**

The Rotaract Chair shall promote and support Rotary Clubs in sponsoring Rotaract Clubs in the District. These Rotaract clubs may be college or community based.

Composition:

The District Rotaract Representative is a Rotaractor elected by the Rotaract clubs in the district and approved by the District Governor. To be eligible, a Rotaractor must complete one year as a Rotaract club president or member of the district Rotaract committee. The District Rotaract Representative serves as a voting member of the District Board.

The District Rotaract Chairperson is a Rotarian appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term.

The District Rotaract Chair and the District Rotaract Representative serve as co-chairs who lead Rotaract in the district and are reported to Rotary International.

The chairperson may appoint two or more members to the committee. Other committee members could be an Assistant Governor of an area with a Rotaract club, or a representative from each Rotaract Clubs in this District as appointed by the president of each of those clubs.

Responsibilities:

- Assist clubs in organizing Rotaract clubs in their communities;
- Promote the merits of organizing Rotaract clubs.

Rotary Youth Exchange (RYE)**Composition:**

The District RYE Chair is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for an annual term. In consultation with the DG, the chair appoints the Inbound and Outbound Chairpersons. The chairpersons shall jointly work to facilitate the District's RYE program. The chair may appoint additional members to serve depending upon the size of the District's RYE program.

Exchange Programs:

District 6270 will facilitate opportunities for youth to participate in the following programs:

- Inbound
- Outbound
- Short term

Responsibilities:

- Develop District RYE program guidelines and rules for students that comply with RI policy.
- Provide information to Rotary clubs on Rotary resources to help strengthen clubs' youth exchange activities.
- Manage the District inbound and outbound activities per RI and Central States Rotary Youth Exchange, Inc. (if District a member).
- Coordinate youth protection efforts within the Youth Exchange program.
- Implement risk management policies and put a crisis management plan in place.
- Maintain effective lines of communication between all program participants, including students, host families, counselors, and club and district officers.
- Promote the program through District and club Web sites, advertisements, and news stories throughout the District.

District Relationship to Central States Rotary Youth Exchange, Inc.

Central States Rotary Youth Exchange, Inc. (CSRYE) is a separate organization governed by its own Board of Directors. CSRYE partners with member Districts in placing inbound Rotary Exchange youth in the United States Rotary Districts, as well as assisting with the placement of District outbound Rotary Youth Exchange students to international assignments.

District 6270 is a partner member of CSRYE. The District Governor is a voting member or delegates a voting proxy representative to attend in his/her place. The District Governor or Representative, and the RYE Chairperson and others should attend the annual meeting of this group. The District Governor or representative should attend the Central States Rotary Youth Exchange summer conference held in Michigan.

District Inbound and Outbound Committee chairpersons also attend these events of CSRYE, along with the exchange students.

District Relationship to Wisconsin World Affairs Council, Inc. aka World Affairs Seminar

Wisconsin World Affairs Council, Inc. (WAS) is a separate organization operating in District 6270 and is governed by a separate Board of Directors. The District 6270 Board provides funding support to WAS as determined in the District budget annually.

Youth Protection Officer

The District Youth Protection Officer (YPO) is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for an annual term. The YPO is to provide leadership to the Youth Protection Committee and ensures that all mandates of RI regarding the protection of youth are carried out. The YPO ensures that background checks are performed. The YPO is also responsible, along with the DG, for annually certifying Rotary clubs.

Youth Protection Committee

Purpose:

The Youth Protection Committee implements and administers the District's Youth Protection policies and educates clubs and club members 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 other volunteers to safeguard to the best of their ability the welfare of and to prevent abuse or neglect of youth with whom they come into contact in Rotary youth activities.

Composition:

The District Youth Protection Officer shall appoint 3-5 members to the Youth Protection Committee. Committee members may include relevant professions/backgrounds such as education, social work, law enforcement, medical or legal.

Responsibilities:

- Meets as often as needed, but at least annually;
- Reviews District Youth Protection Policy, at least annually. (See Part Three- Policies "Youth Protection");
- Acts as alternate District Youth Protection Officer when YPO is unable to do so;
- Convenes quickly to address any concerns or allegations of abuse or neglect in Rotary youth activities;
- Develops policies and procedures for certifying clubs;
- Maintains records of background checks;
- Reports all criminal allegations involving any Rotary youth activity to Rotary International within 72 hours.

Vocational Service

The Vocational Service Committee shall support vocational service at the club level. The Vocational Service Committee Chairperson is appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term.

District Finance Committee

Purpose:

The District Finance Committee reviews and evaluates the District's financial performance relative to the current District budget. The committee also develops and prepares the District budget for the upcoming Rotary year.

Composition:

The committee consists of the District Treasurer, District Governor, District Governor-Elect, District Governor-Nominee, the immediate Past District Governor, District Secretary, DRFCC and one of the three board members at large. The District Governor shall serve as chairperson. Preference should be given to accounting/finance as a component of a member's vocation or profession.

Responsibilities:

- Prepare an annual budget of income and expenses of the District to submit to the District Board of Directors for its approval. The fiscal year for this district shall be July 1 – June 30;
- Review and recommend the amount of per capita levy (dues) to be approved as part of the District budget;
- The District Budget is sent to the Club Presidents at least 30 days prior to the District's Annual business meeting;
- Assure that proper records of income and expenditures are kept;
- Prepare a yearly financial report to be presented at the annual meeting of the Corporation;
- Authorize the District Treasurer to arrange for an external audit of the District's Finances;
- All bank accounts shall be in the name of Rotary International District 6270, Inc.;
- Approve any changes of financial institutions of the District;
- For expenditures in excess of \$3,000.00, two signatures shall be required. (Currently, District Treasurer and District Secretary names and signatures are on file with the District's financial institution.)

District Committee Expenses:

- All committees and subcommittees should submit a budget request to the Finance Committee by the announced deadline date to be considered for the next fiscal year's District budget;
- Reasonable expenses incurred by committees and subcommittees in completing their prescribed duties or assignments are reimbursable from District funds when expenses are included in the budget and are substantiated;
- Requests for expense reimbursement are to be made using the Expense Reimbursement Form found in the Appendix and on the District website and are to be submitted with the appropriate receipts to the District Governor and District Treasurer.

District Administration

The committees and roles organized under District Administration shall report to the District Secretary.

Advisory Council of Past District Governors

Purpose:

The Advisory Council of Past District Governors (ACPDG) serves as an advisory panel for the District Governor (DG) and provides input on matters concerning the District.

Composition:

The ACPDG is composed of all Past District Governors (PDGs) who are members of District Rotary clubs. The District Governor should call a meeting of the ACPDG at least once a year to inform PDGs about trends, information, and policy changes presented at the International Assembly. Meetings of the ACPDG may be held as in-person events or by use of electronic means.

Responsibilities:

- Provide advice to the current DG;
- Foster continuity and consistency in the District leadership and within the District;
- Provide input on strategic planning to the Board, including any initiatives it deems appropriate;
- Make recommendations of District leadership talent and expertise to facilitate and optimize the annual recruitment and appointment of District leaders.

The authority and/or the responsibility of the District Governor shall in no way be impaired or impeded by the advice or actions of the ACPDG.

References: Rotary Code of Policies 19.080.1 and 19.080.

District Governor Changing of the Guard Committee

Purpose:

The District Changing of the Guard (COTG) Committee shall plan the District Governor (DG) installation which is held during the last part of June each year to install the incoming District Governor and ensure proper recognition of the outgoing DG. The COTG may be combined with the incoming District Governor's home club COTG with the understanding that primary purpose of the District COTG is to install and recognize District officials.

Composition:

The incoming DG appoints either a person (preferably from the DGE's home club) or a committee to plan, conduct and oversee the event.

Responsibilities:

- Promotes, organizes, determines venue, and oversees the COTG;
- Arranges for the out-going DG or other designated PDG to conduct installation ceremony;
- Ensures that District Governor "Oath of Office" as recommended by RI is available;
- Ensures that recognition items are ordered, on-hand, and/or updated and presented at the ceremony. *

- * PDG pin with red stone to be presented to out-going DG;
DG pin, passed from DG to DG each year;
Home club banner, to be updated yearly with incoming DG's name. Banner hangs in DG's home club during the year of his/her service;
Recognition item for PDG.

District Insurance Committee

Purpose:

The Insurance Committee assists the Board in ensuring appropriate awareness of risk, management and insurance coverage is in place for District activities.

Composition:

The Insurance Committee is led by the Chair. The chair appoints team members to complete the responsibilities of the committee.

Responsibilities:

Monitors insurance coverage provided by Rotary International and recommend supplemental coverage for District activities as appropriate. Alert the District Governor to concerns related to

District activities and insurance alternatives as appropriate. Provides advice on risk and insurance to the District Governor and Board as requested.

District Nominating Committee

Purpose:

The District Nominating Committee shall plan, conduct, or facilitate the processes of selecting: the District Governor-Nominee (RI Bylaws Article 14 and District Bylaws Article Seven); the Council of Resolution and Council of Legislation (the “Councils”) Representative and alternate (District Bylaws Article 9.05 and RI Bylaws Article 9.060); and the District Representative to the Zone Nominating Committee for RI Director (RI Bylaws Article 13.020-13.020.21).

Composition:

The Nominating Committee shall consist of six (6) but not more than eight (8) members which shall include the 2 most immediate PDGs. The committee is co-chaired by the PDGs who are equally responsible for conducting the nomination process(es) ensuring it meets RI and District requirements, with the PDG2 serving as “lead” chair. The additional members shall be selected from a cross section of the district clubs both in size and location. Upon knowledge of the DGN candidates any club member who belongs to the home club of a candidate shall disqualify himself/herself from further committee deliberations and be replaced by an alternate.

(Refer to District Bylaws Article Seven for further information)

Responsibilities for DG-Nominee Selection:

- PDG1 will identify the representatives from the district clubs to serve on the nominating committee;
- PDG2 will schedule the interview date, time, and location;
- [District Secretary will assist as necessary with necessary notifications and other communications to district membership.]
- Orientation of club members:
 - Orientation of club members will be held prior to the day of interviewing DG candidates, to include the selection process for DGs, the interview process itself, confidentiality requirements, etc.

DG Selection Process:

- By August 1 the DG will announce that the district is seeking DGN candidates will be made to District club presidents through publication on the District website, designated social media and other appropriate communication channels;
- Applications are received from time of posting until October 15th using “Governor-Nominee Data Form” (see appendix);
- Applicants will be interviewed by the Nominating Committee;

- Notes must be kept of the meeting; all committee members will provide written signatures on appropriate forms of the committee’s decision;
- Within 24 hours of adjournment of the committee PDG2 shall notify the current DG of the candidate selected, who will call all the DGN candidates and share the results;
- Within 72 hours of being notified of the governor-nominee, the DG shall post notice of the selected DGN candidate in appropriate district communication media;
- This process should be concluded by December 1;
- The DG shall certify the name of the governor-nominee to the RI General Secretary within 10 days of selection;
- Should a challenging candidate be proposed by a club, procedure in RI Bylaws 14.020.8 – 14.020.12 will be followed.

Other Selections:

Responsibilities for Selection for the “Councils” Representative and Alternate:

[Every 3 years]

See 9.02 and 9.03 of District Bylaws; reference Articles 9 and 14 of RI Bylaws

Responsibilities for District Representative to the Zone Nominating Committee for RI Director:

[Every 4 years.]

See RI Bylaws 13.020 -13.020.21

District Strategic Planning Committee

Purpose:

To fulfil the objectives of Article Two of the District Bylaws the Board shall prepare and adopt a 3-5-year strategic plan based upon the RI strategic plan with relevant District goals.

Composition:

The District Strategic Plan shall be developed by a District Strategic Planning Committee composed of a Chair and 5 to 9 members and approved by the District Board of Directors. Members of the Committee should include representation from Assistant Governors, Committee Chairpersons, the Board, and appointed members from a cross section of District Rotary clubs. Input for the plan should be gathered from all sectors of the district, including clubs and the district leadership team.

Responsibilities:

- Conduct a strategic planning review process every 3-5 years ensuring input from clubs and Rotarians from around the district;

- At least every six months the Board will review strategic plan to monitor progress toward goals, and update and revise as necessary;
- The Chair shall annually report to the District Governor and the District the status of the strategic plan at the Annual Business Meeting per District Bylaws, Article 3.04.

District Governance Committee

Purpose:

The Governance Committee assists the Board in periodically updating the District Bylaws, Manual of Policy and Procedure (MoPP), and other [governance/constitutional] documents.

Composition:

The Governance Committee is comprised of the PDG Vice-Governor, who will chair the committee, the District Governor Elect, and the three Directors as-Large and the District Secretary.

Responsibilities:

Monitor and recommend changes to the District Bylaws, MoPP and other constitutional documents to ensure compliance with Rotary International Bylaws and consistency within the Rotary Manual of Procedures, [and The Rotary Foundation policies/procedures], and District procedures.

Draft changes for consideration by the Board and/or the District Annual Business Meeting.

District Information Technology Support Committee

Purpose:

The Information Technology Support Committee shall serve to support district leadership and committees by providing technological support services for information technology, including but not limited to: voice & video conferencing, digital document repositories, digital presentation tools, and email communications.

Composition:

The Information Technology Support Committee Chair is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for an annual term. The Chair shall appoint team members as needed to complete the responsibilities of the committee.

Responsibilities:

Working with district leadership and other committees, the committee shall continuously evaluate the information technology needs for district administration, make recommendations for change, and provide ongoing information technology support to district leaders and committees.

Rotary International Convention Promotion

Purpose:

Promote attendance at the annual Rotary International Convention.

Composition:

This person(s) should have attended a minimum of one previous Rotary International Convention, and have skills in marketing.

Responsibilities:

- Serve as a local resource / contact for convention material and information.
- Create content for District Website.
- Identify and target potential registrants by email or other methods.
- Attend club and district meetings to promote the convention.

District Conference Committee

Note (4/22/2021): Given District 6270 participation in the Rotary Western Great Lakes District Conference Committee (RWGLDC), this section is to be replaced by a section referencing that entity.

District Outreach

Rotary Alumni

Purpose:

The Alumni committee addresses matters dealing with individuals who have participated in programs of The Rotary Foundation.

Composition:

The District Rotary Alumni Chairperson is appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term. Additional committee members may be appointed.

Responsibilities:

- Establish and maintain a District alumni association;
- Develop and maintain an updated database of Foundation program participants and alumni sponsored by the District and/or residing in the District. Advise TRF of any changes to this database;
- Encourage alumni to remain involved with Rotary through Rotary club membership, identifying future program participants, or participating in Rotary club community or international projects;
- Organize reunions and activities for alumni residing in the District.

Rotary Fellowship

Purpose:

Rotary Fellowships consists of Rotarians who share a common interest in recreational activities, sports, hobbies, or professions. Fellowships give members the opportunity to make new friends around the world, enhance their Rotary experience, expand skills, foster vocational development, and have fun. Rotary Fellowship activities are not funded by the District.

Composition:

The District Rotary Fellowship Chairperson is appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term. Additional committee members may be appointed.

Responsibilities:

- Connects Rotarians to existing Rotary International Fellowships and promotes and encourages members to develop new fellowships.
- Promotes District fellowship activities

Rotary Friendship/Cultural Exchange

Purpose:

Through Rotary Friendship/Cultural Exchanges, Rotary members learn about another culture by taking turns hosting one another in their respective districts. These exchanges will be funded by participants and Clubs at no cost to the District.

Composition:

The District Rotary Friendship/Cultural Exchange Chairperson is appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term. The Chairperson shall appoint two or more, but no more than 4 other members to this committee.

Responsibilities:

Rotary Friendship Exchange Committee shall facilitate and coordinate one or more two-way international fellowship exchanges with Rotarians in another district of the world.

Other

Ad Hoc Committees

The District Governor may appoint such other committees as he/she deems appropriate to serve during his or her term. The committee appointment shall be for an annual term.

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Part Three

Policies (Requiring Board Approval)

Conflict of Interest Policy

Purpose:

The Conflict of Interest policy is to protect the District's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers, directors or other members of the District leadership. This policy is intended to supplement, but not replace any applicable state and federal laws or RI and TRF policies governing conflicts of interest.

Conflict of Interest Defined:

For purposes of this policy, a potential conflict of interest is defined as:

- a) the actual use of one's position or association with the District to create personal or private gain, or to provide unwarranted preferential treatment to a third party, outside organization or vendor;
- b) conduct that causes or results in the loss of one's impartiality or independence, such that the operations, best interests or reputation of the District are adversely impacted;
or
- c) conduct that can cause the District to be legally (or otherwise) vulnerable to criticism, embarrassment, or litigation.

Covered Individual:

All Directors, Committee Chairs, and District Rotary Foundation Committee members, District Grant and Global Grant sub-committee members, employees, and any other individuals that exert control over the allocation of the District resources are "covered individuals".

Responsibilities:

All covered individuals agree to commit their best efforts to the implementation of the objectives of the District and to conduct consistent with the fiduciary responsibilities that he or she bears. Accordingly, all covered individuals agree to avoid those actions or situations that create an actual conflict of interest or the appearance of a conflict of interest.

All decisions by covered individuals on behalf of the District will be made solely on the basis of a desire to advance the best interests of the District and not for personal, professional, or third-

party gain. The integrity of the District must be protected at all times. Because covered individuals may be involved in the affairs of other institutions, businesses and organizations, certain relationships and affiliations may raise questions about actual or perceived conflicts of interest. Accordingly, the District requires each covered individual to: (a) be familiar with the terms of this policy; (b) annually disclose to the District on the “Annual Conflicts of Interest Form” any possible personal, familial or business relationships that reasonably might give rise to a conflict involving the District; and (c) acknowledge by his or her signature that he or she is in accordance with the letter and spirit of this policy.

The following definitions are provided to assist covered individuals as to whether a relationship should be listed on the annual disclosure form:

- **Business Relationship**: One in which a covered individual or a member of his or her family, as defined below, serves as an officer, director, employer, partner, or board member, trustee or controlling stockholder of an organization that does substantial business with the District.
- **Family Member**: A spouse, parent, sibling, child, or any other relative if the latter resides in the same household as the covered individual.
- **Substantial Benefit**: When a covered individual, or a member of the covered individual’s family, (a) is the actual or beneficial owner of more than five percent (5%) of the voting stock or controlling interest of an organization that does substantial business with the District; or (b) has other direct or indirect dealings with such an organization from which the covered individual, or a member of their family, benefits directly, indirectly or potentially from cash or property receipts totaling \$10,000 or more annually.

Determining Whether a Conflict of Interest Exists:

After disclosure of the conflict of interest and all material facts, and after any discussion with the covered individual, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest:

- a) If the governing board or committee has determined that a conflict of interest exists, the chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- b) After exercising due diligence, the governing board or committee shall determine whether the District can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- c) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee

shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the District's best interest, for its own benefit.

Persons with Conflict of Interest:

Covered individuals who have been found to have a conflict of interest shall refrain from participating in consideration of proposed transactions unless the District Governor requests information or interpretation for special reasons.

Educational Training about Conflict of Interest Policy:

District needs to provide education to individuals in D6270 leadership roles of what potentials of conflict there are and what impact perception has and the need for transparency. Governance committee would be responsible body for the education on the Conflict of Interest policy. Potential conflicts:

- World Affairs Seminar of D6270
- Central States Rotary Youth Exchange
- Western Great Lakes Multi-District Conference Council
- Mid-West President Elect Training Seminar
- D6270 District Grants with awarding of DDF to clubs
- D6270 Global Grants Committee
- D6270 Scholarship Committee
- Others to be added as deemed necessary

Recusal:

Individuals need to recuse themselves from voting when a potential of conflict exists. This primarily will be with fiscal matters and decision making. Other conflicts may be identified in the future. Meeting minutes or notes need to reflect that those individuals recused themselves from voting.

Distribution and Collection of Forms:

The distribution of the 'Annual Conflict of Interest Disclosure Form' be done by the District Administrative Assistant starting May 1st. The completed and signed Annual Conflict of Interest Disclosure Form must be returned to the District Administrative Assistant or District Secretary, prior to July 1, of the new Rotary year. The Administrative Assistant must do required follow-up to secure forms, they can request others to assist in the collection process. The Conflict of Interest forms will be reviewed by the District Governance Committee to identify potential conflicts.

Forms are to be placed on file by year.

Enforcement of Policy:

On identification of any potential conflict of interest, the District Governance Committee and District Governor shall both be notified. Keeping the District Governor apprised of their work, the governance committee shall promptly review the potential conflict, and make a

recommendation to the board of directors for action steps to resolve the conflict. See the Annual Conflict of Interest Disclosure Form contained in the APPENDIX to this document.

PETS Make-up Policy

Club Presidents-Elect shall attend the District Presidents-Elect Training Seminar (PETS) and the District training assembly unless excused by the District Governor-Elect (DGE). If so excused, the President-Elect shall send a designated club representative who shall report back to the President-Elect. If the President-Elect does not attend PETS and the District training assembly and has not been excused by the DGE or, if so excused, does not send a designated club representative to such meetings, the President-Elect shall not be able to serve as Club President. In such event, the current President shall continue to serve until a successor who has attended PETS and a District training assembly or training deemed sufficient by the DGE has been duly elected.

(See RI 2016 Manual of Procedure, Club Constitution Art 12, Sec 5, (c))

Club Presidents-Elect are also expected to attend PETS Orientation that is conducted by District 6270.

District 6270 participates as a member of the 7-district Midwest PETS Council which provides PETS training for the District. District 6270 is billed by Midwest PETS Council for the registration fee for each President-Elect in the district, and the Clubs in turn are billed by District 6270 for their President-Elect to attend Midwest PETS.

Should the President-Elect attend PETS in another district, he/she must provide validation of attendance at the alternate PETS (copy of the conference program and paid registration bill) to the District Governor. The President-Elect can then be reimbursed for the registration expense of the alternate PETS, up to the amount of the registration fee for the Midwest PETS.

Youth Protection Policy

The District is responsible for the implementation of policies regarding Youth Protection of all youth engaged in activities of Rotary such as Early-Act, Interact, Rotaract, and the Rotary Youth Exchange (RYE) program.

Who

All Rotarians and other volunteers working one-on-one with youth must complete a volunteer affidavit, have a criminal background check and complete youth protection training. Rotarians who have completed all these requirements may supervise other adults/Rotarians, who have not yet completed the requirements.

Information and Forms

The District Youth Protection Officer (YPO) is responsible for maintaining current and accurate information on the District website. All youth protection forms and information will be posted on the District website.

Components of Certification

Annually, Rotary Clubs must submit the completed "Continuing Support of the District Youth Protection Policy" form, which is given to the Rotary Club President-Elect at PETS Orientation or PETS. This form is due July 1 to the District Office. This is an annual necessity as current club officers cannot obligate future club officers, and it verifies the points listed below:

- Individual Volunteer Affidavits are required for all Rotarians who work with youth in any capacity that puts the volunteer in direct one on one contact with youth;
- Completed and submitted volunteer affidavits should be valid for up to five (5) years, or until a major change occurs (i.e.) change of address, name, phone number, etc.;
- Once volunteer affidavits are on file in the District, a Rotary club must annually send a listing of all Rotarians for background record check along with the appropriate fee;
- All background record checks are valid for up to 1 year (July 1- June 30);
- At least one Rotarian in a participating club must complete the required on-line training to maintain the club's compliance with the Youth Protection Program every three years. This same training program is used with RYE and clubs working with youth in other activities such as Interact, Early-Act, etc.;
- The YPO or delegated committee members complete background record checks.

Because of privacy, the District shall not provide copies of background checks to anyone, including other organizations. Each organization must run its own background record checks.

Youth Activities and the RYE Program

RYE / Central States Rotary Youth Exchange, Inc. (CSRYE) is a separate organization governed by its own Board of Directors. The District RYE program operates under the policies and procedures set forth in the CSRYE manual "Policy for Youth Protection and The Prevention of Abuse and Harassment". Rotary Clubs conducting RYE programs must also follow the policies as outlined in this District policy.

Youth Activities conducted by or sponsored by Rotary clubs such as Interact, etc. must follow the policies as outlined in the District Policy.

Record Retention

All volunteer affidavits shall be kept in the district files currently in the possession of the YPO; no one else is authorized to keep these records. Rotary clubs and Rotarians are assured that these records are not available to anyone other than the YPO, or their successors.

All records shall be retained for 5 years. After 5 years, records are purged, by shredding the documents.

District 6270 Website Policy: Sharing information about Youth, Host Families and the Rotary Youth Exchange Program

Postings, walls, tweets, websites and social media – it impacts everything we think, say or do in Rotary. Here are the basics in regards to District 6270 policy in regards to working with youth.

Rotary International, Central States Rotary Youth Exchange Program Board, the Department of State (§ 62.25m3,4) and the Council on Standards for International Educational Travel (CSIET)(Standard 4C) all have restrictions on what might comprise a student’s safety.

District 6270 Website policy – Working with youth.

“No club shall promote the exchange program in a way that comprises the privacy, safety or security of the participants, host families and schools.”

Specifically:

- Rotary Clubs cannot include personal student data or contact information (including address, phone number or email addresses) on websites or any other promotional information.

- Written waivers must be obtained for the use of any individual student photographs/digital image. (Group shots of students are excluded.)

- If a picture/image of an individual exchange student is on a website, do not use the student’s family name, age, or hometown in their home country.
 - Example: It is okay to indicate that Sarah, from Germany. It is NOT okay, Sarah Gephardt from Berlin, Germany, then give her parents’ family name.
 - Another example: Do not identify the US host family, using their family name. It is okay to state, “Bill and Sally are hosting Sara from Germany.”

- This policy applies to all Rotary youth activities not just Rotary Youth Exchange.

Why?

Unfortunately, predators can use this information to befriend an unsuspecting youth. We acknowledge that young people can post a lot more information than is advisable on Facebook or other social media networking sites. We should caution young people about doing so.

Rotary Clubs need to be vigilant in monitoring club activities to be certain that your club is not jeopardizing the safety of any of the youth, the host families or schools associated with any Rotary youth programs.

The District does not want your club to be the source that assisted a predator in taking advantage of someone.

Approved, D6270, March 2011

Other Documents (Not Requiring Board Approval)

Position Descriptions

District Governor

The District Governor (DG) is the sole District administrative officer for Rotary International. The DG shall serve as the President and Chief Executive Officer of the District. The DG is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The DG should work with district and club leaders to encourage participation in a district leadership plan as may be developed by the board. The DG shall provide inspiration and motivation to the clubs in the district. The DG shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs.

Except as otherwise provided in the District bylaws, the DG shall designate necessary committees and subcommittees, appoint members to those committees, and designate the committee chairs. The DG may delegate to Assistant Governors as well as to the District Governor-Elect, the District Governor-Nominee, and the District Governor Nominee-Nominee, and other members of the District Leadership Team, as many duties as deemed to be in the best interests of the orderly conduct of the District, while still retaining overall responsibility.

The term of office begins on July 1 and continues for one year or until a successor has been elected.

The DG is responsible for the following activities in the District:

- a. Organizing new clubs;
- b. Strengthening existing clubs;
- c. Promoting membership growth by working with the district leaders and club presidents to establish realistic membership goals for each club in the district;
- d. Supporting The Rotary Foundation with respect to program participation and financial contributions;
- e. Promoting cordial relations among the clubs and between the clubs and RI;
- f. Planning for and presiding at the district conference;
- g. Planning for and presiding at fall district training event(s), e.g., Fall Seminar, One Rotary Summit;

- h. Assisting the DGE in the planning and preparation for the Pre-PETS/PETS Orientation and PETS and the district assembly;
- i. Providing for an official visit meeting to each club in the district either individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the DG's presence for the purpose of:
 - 1. focusing attention on important Rotary issues;
 - 2. providing special attention to weak and struggling clubs;
 - 3. motivating Rotarians to participate in service activities;
 - 4. Ensuring that the constitution and bylaws of the clubs comply with the constitutional documents, especially following on councils on legislation;
 - 5. Personally recognizing the outstanding contributions of Rotarians in the district.
- j. Issuing a monthly letter to each club president and secretary in the district;
- k. Reporting promptly to RI as may be required by the president of the RI board;
- l. Supplying the governor-elect, as soon as possible following his or her election prior to the international assembly, full information as to the condition of the clubs with recommended action for strengthening clubs;
- m. Assuring that district nominations and elections are conducted in accordance with the RI constitution, bylaws, and established policies;
- n. Transferring continuing district files to the governor-elect;
- o. Performing such other duties as are inherent as the officer of RI.

District Governor-Elect

The District Governor-Elect (DGE) is the person next in line to become District Governor for the ensuing Rotary year. The DG may assign responsibilities to the DGE, which are in addition to those prescribed by the bylaws and policies of RI, District bylaws and MoPP.

The DGE is responsible for the following:

- a. Attending the Zone Governor-Elect Training Seminar (GETS);
- b. Attending the RI International Assembly;
- c. Appointing Assistant Governors for the ensuing year and seeing to their training;
- d. Appointing Committee Chairs and members for the ensuing year;
- e. Attending all District sponsored meetings;
- f. Arranging the District Assembly Spring Training Session;
- g. Arranging the President-Elect Training Seminar (PETS orientation and PETS);
- h. Chairing meetings of the District Conference Committee in planning the Conference for the year in which he/she will be District Governor;
- i. Serving on the District Board of Directors and Executive Committee;
- j. Assisting the District Governor as needed.

District Governor-Nominee

The District Governor-Nominee (DGN), selected by the District Nominating Committee, is to become District Governor-Elect in the ensuing Rotary year. The DG may assign responsibilities to the DGN, which are in addition to those prescribed by the bylaws and policies of RI, District bylaws and MoPP.

The DGN is responsible for the following:

- a. Beginning preparation for the role of Governor;
- b. Becoming familiar with all aspect of the District Leadership Plan and operations;
- c. Attending Governor-Nominee Training Seminar;
- d. Attending and participating in District meetings whenever possible;
- e. Attending the District Team Training Seminar;
- f. Selecting a site for the district conference to be held during the year of the Governor Nominee's service as District Governor, in consultation with District Conference Committee;
- g. Serving on the District Board of Directors and Executive Committee;
- h. Performing such duties as may be recommended by the District Governor or District Governor-Elect.

District Governor-Nominee-Designate

The District Governor-Nominee-Designate (DGN-D) is to become District Governor-Nominee in the Rotary year following his/her selection by the District Nominating Committee and approval by the District at the Annual Meeting.

Duties of the DGN-D generally involve becoming knowledgeable and active in all aspects of District operations. The DG may assign responsibilities to the DGN-D which are in addition to those prescribed by the bylaws and policies of RI, District bylaws and MoPP. If possible, the DGN-D should attend the District Conference and PETS Council as DGN-D.

Past District Governor 1, 2 and 3

The Past District Governors 1, 2 and 3 years removed serve on the District Board of Directors and carry out duties as defined in the District Bylaws.

- PDG1 shall serve on the District Board Executive Committee and Finance committee;
- PDG1 and PDG2 shall serve on the District Nominating Committee;
- PDG2 shall serve as the District Member-at-Large on the PETS Council.
- PDG3 shall serve as Vice-Governor whose role is to replace the District Governor in case of temporary or permanent inability to continue in the performance of the District Governor's duties;
- PDG3 shall serve as Chair of the Governance Committee.

Assistant Governor

Assistant Governors (AGs) support the work of the District Governor by working with and being a resource for the Clubs in their respective area. AGs are selected by the DG for a one-year term, but it is customary to serve for three years. The DG may assign responsibilities to the AGs in addition to those prescribed by RI policies, District bylaws and MoPP.

AGs are responsible for the following:

- a. Attending Assistant Governor Training, the Pre-PETS/PETS Orientation, the District Team Training Seminar, the Presidents Elect Training Seminar (PETS), the District Assembly, and others training as directed by the District Governor;
- b. Attending and actively promoting all District meetings and arranging for any area meetings as directed by the District Governor;
- c. Assisting assigned clubs with implementation of their Club Leadership Plan;
- d. Advising the Governor-Elect on District committee assignments;
- e. Meeting with and assisting the incoming club Presidents and club committee persons in his or her assigned area before the beginning of the Rotary year to discuss and review the club's goals and objectives;
- f. Assisting assigned clubs with the submission of club goals and providing status on club goals through Rotary Club Central;
- g. Visiting each club in his or her assigned area at least quarterly and meeting with the club Presidents and club committee persons to review with them the business of the club and the objectives of the District and Rotary International;
- h. Assisting in the preparation of the District Governors' official visit to the club and attending the visit;
- i. Monitoring the progress of each assigned club and communicate with the District 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;
- j. Completing an evaluation of clubs in his/her area after the final visit and submits online to Rotary International;
- k. Assisting the DG and clubs in his/her respective area with handling of membership leads from Rotary International;
- l. Meeting with the District Governor and other Assistant Governors four to six times per year, as requested;
- m. Performing those additional duties that the District Governor assigns.

• District Area Assignments

To ensure effective club/member support from Assistant District Governors (AG), the District Governor and District Governor-Elect, at least every 3 years, should review the District Area configuration to which AGs are assigned. Consideration should be given to the number of clubs, members, and geography to ensure approximately equal workloads.

Modifications to the Area should be made accordingly, and AGs appointed to each as necessary.

District Secretary

The District Governor shall appoint the District Secretary who may serve one or more one-year terms. The District Secretary is an officer of the District and member of the District Board and Executive Committee. To be effective he/she should have organizational, communication and IT skills.

Basic duties of the District Secretary are as stated in the District bylaws and MoPP. In addition, the District Secretary is responsible for the following:

- Recording minutes of all meetings in which he/she is in attendance;
- Serves on the District Finance committee;
- Facilitating the start of the DGN-D selection process, which includes notification to all District Rotary Clubs that nomination of candidates is open;
- Notifying the District Clubs of the District Annual meeting. Includes notification to the clubs as to the number of voting delegates per club. Works with District leadership on meeting agenda, previous Annual meeting minutes and on other documentation needed at the meeting.

Some duties may be delegated to a District Administrative Assistant.

District Treasurer

The District Governor shall appoint the District Treasurer who may serve one or more one-year terms, but it is recommended that a Rotarian not serve in this office for more than three consecutive terms. The District Treasurer is an officer of the District and member of the District Board and Executive Committee.

Basic duties of the District Treasurer are as stated in the District bylaws and MoPP. In addition, the District Treasurer is responsible for the following:

- Prepare and submit to the Finance Committee monthly financial statements;
- Prepare annual financial statements for submission to the District Governor;
- Prepare yearly financial report to be presented at the annual meeting of the District;
- Arrange for a review of the annual financial statements of the District;
- Complete any required payroll reports;
- Arrange for any insurance policies that may be required to be carried by the District, including worker's compensation, errors and omissions and theft/embezzlement;
- Obtain external review by a CPA firm with Rotary members, to perform review no later than October 31 of the following fiscal year.

A bookkeeper may be obtained to assist the treasurer with the payment of invoices and preparing dues statements and other miscellaneous bookkeeping items. This position will be hired with the consent of the treasurer and District Governor.

As specified in the District bylaws, an Assistant Treasurer may be appointed.

Director at-Large

The Director at-Large position was created with the Incorporation of the District and D6270 By-laws in the 2016-2017 Rotary year. First Directors to serve on the Board were in the 2017-2018 Rotary Year.

Three positions were established, one director each representing the small, medium, and large sized clubs, based on membership. These Director at-Large positions are appointed by the DGE to serve during their year as DG. Term is one year with the option of two additional re-appointments by subsequent DGE's. Director-at-Large cannot serve more than 3 years.

Duties

In addition to the duties in the District By-laws for directors:

- Be familiar with the Rotary clubs the Director is representing.
- Visit the club or/and visit with the club leadership in regards to concerns or questions of the club. Director can use the District Strategic plan as a basis for seeking out information or responses. Do this at least once per quarter of the Rotary year.
- Report to the DG and the full Board in regards to the concerns or questions from the clubs the Director is representing.
- Share importance of having club members attending District planned training events either in person or via electronic means with each club.
- Be prepared to do duties as requested by the District Leadership as a Director.

District Rotary Foundation Committee Chair

District Rotary Foundation Committee Chair (DRFCC) is responsible for the oversight of all the subcommittees of the District Rotary Foundation Committee (DRFC). To be effective, the DRFC must have continuity of leadership; therefore, the DRFCC shall be appointed for a three-year term, subject to removal for cause.

The District Governors (if selected) scheduled for each of the years of the three-year term for the DRFCC (DGE, DGN and DGN-D) will jointly select the DRFCC. Appointment of a person to serve for a second three-year term as DRFCC is at the discretion of the subsequent G-string line of DGE, DGN and DGN-D who will be DGs during the term of the DRFCC's service. (Reference: Rotary Foundation Code of Policies, Sept. 2017, Sec. 7.010.4)

The DRFCC is responsible for the following:

- a. Reporting to the District Governor on all District Foundation activities quarterly;
- b. Reporting qualification status of clubs and District to the District Governor, as needed or requested;
- c. Overseeing and serving as an ex-officio member of all Foundation subcommittees;
- d. Together with the District Governor, providing one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the District Rotary Foundation Committee;
- e. Confirming that Global Grant applications are completed and confirm that the sponsor clubs are qualified;
- f. Working with the District Governor and the DRFC to determine annual allocation for District Grants and other DDF;
- g. Working with the District Governor and other district committee chairs to ensure Rotary Foundation activities are properly included in such committees;
- h. Working with the District Governor, district trainer, and the District training committee to plan, organize, and promote District seminars, the District Rotary Foundation seminar, the District training assembly, Presidents-Elect Training Seminar, and grant management seminars, focusing on agenda and content;
- i. Providing support to club Foundation committees;
- j. Assisting the District Governor-Elect in obtaining input from Rotarians before establishing District Foundation goals for implementation during his/her term as District Governor;
- k. Assisting the District Governor in nominating qualified recipients for District Rotary Foundation awards;
- l. Ensuring Rotary Foundation grant activities are reported on at the District Annual Meeting to which all clubs are invited or eligible to attend, as required by the terms and conditions of Foundation grants. *(October 2013 Trustees Mtg., Dec 8)*

Source: April 2009 Trustees Mtg., Dec. 102

Amended by March 2012 Trustees Mtg., Dec. 120; October 2012 Trustees Mtg., Dec. 16;
October
2013 Trustees Mtg.

Reference: Rotary Foundation Code of Policies, Sept. 2017, Sec. 7.010.4

District Rotaract Representative

The district Rotaract representative is a Rotaractor elected by the Rotaract clubs in the district. To be eligible, a Rotaractor must complete one year as a Rotaract club president or member of the district Rotaract committee.

Duties

- Represent all Rotaractors in the district;

- Communicate with the Rotary district governor and district Rotaract committee chair;
- Co-chair the district Rotaract committee;
- Bring clubs together for service and fellowship;
- Promote Rotaract to Rotary clubs and to the community;
- The DRR attends District Board Meetings to represent Rotaract;
- The DRR reports to the District as requested.

District Administrative Assistant

Purpose

To provide secretarial, clerical, and administrative support to District 6270, the District leadership, and District Rotary Clubs under the supervision/direction of the District Governor. Occasional evening and weekend work may be requested.

Qualifications

- Proficient in computer skills utilizing a variety of software programs. Including a variety of Social Media tools.
- Excellent problem-solving skills.
- Willingness to work with a variety of individuals.
- Basic Rotary knowledge helpful.
- Has computer hardware and software to do position work.
- Willingness to travel to events and meetings.

Roles and Responsibilities

- Responds promptly to email and telephone inquiries, with appropriate referrals to answer the inquiry;
- Posts information to the District website and Facebook accounts and other social media as directed;
- Maintains and updates the District website, including the District Calendar, event and site pages and other electronic accounts of the District;
- Maintains and updates the District records;
- Assists club officers with maintenance of club leadership and membership records;
- Develops and distributes announcements, invitations, flyers, etc., relating to trainings (Spring Training Date, Fall Training Date), social events (Holiday/Thank you, Changing of the Guard), and activities (Foundation Dinner, Grant Management Session) of the Dist.;
- Develops and provides for distribution of a District newsletter, as needed;
- Collects registration / reservation information and compile data of the registrations for district events, as needed. Makes name tags. Attends events, if requested;
- Supports registration process when District (solo) hosts a District Conference, as needed;
- Collects and compiles information to produce a District Directory. Works with directory publisher during production phase;

- Attends and reports at District Board meetings;
- Attends training dates and other programs when asked to provide administrative support to the event;
- Serve as a Club Runner educational resource to clubs requesting assistance;
- Collects the Club information to maintain a club officer list for district usage and for MW PETS in regard to role as Club President Elect and President Elect Nominee;
- Provides contact information to others when request is approved, such as WAS
- Other administrative tasks as requested or assigned.

Committee Chair and Team Leader List

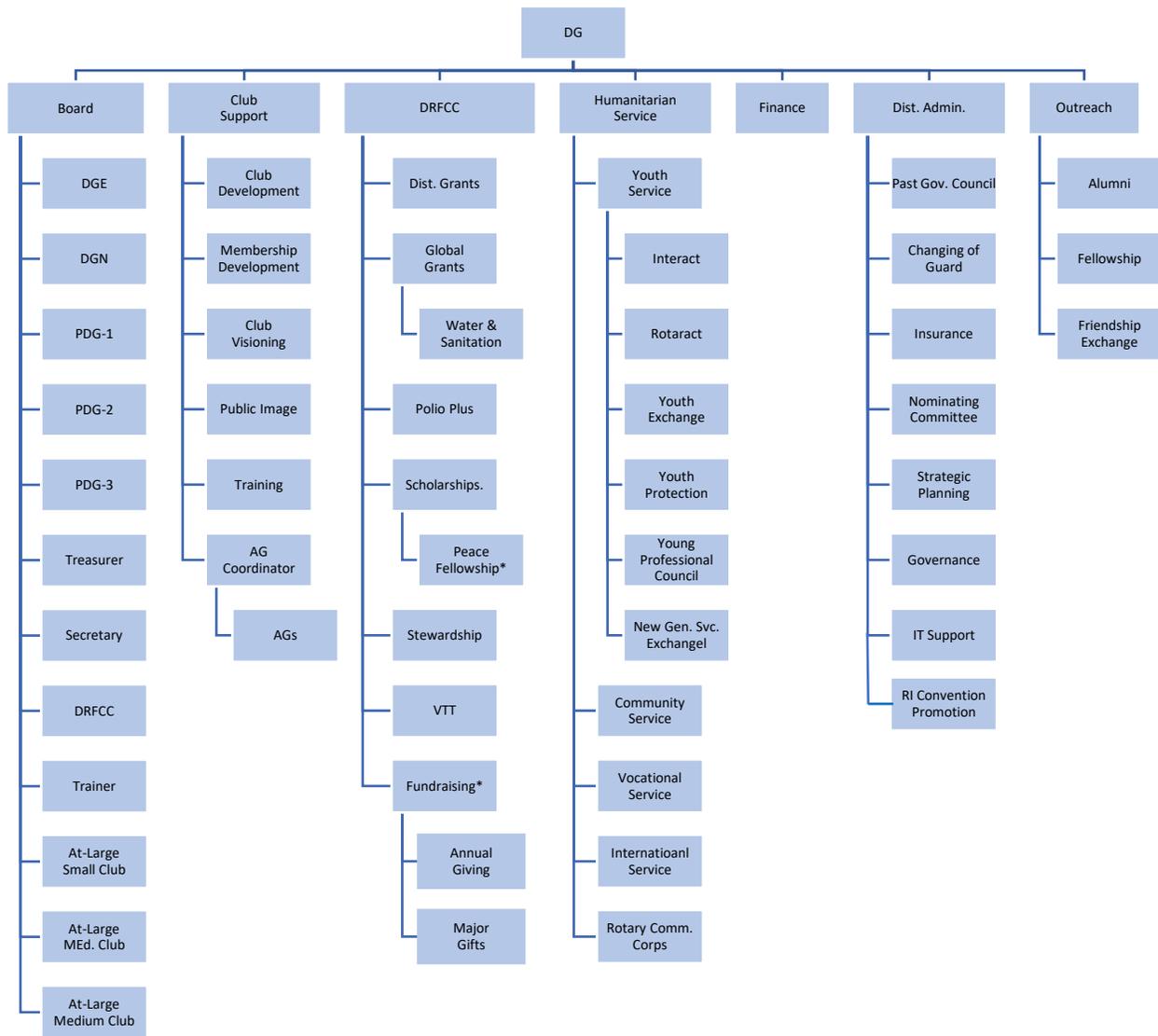
View the Committee Chair and Team Leader listings on the District website and/or in printed current year District Directory.

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Appendix

District Organizational Chart

For purposes of leadership and reporting structure, the organizational chart for Rotary International District 6270 shall be as follows.



RI District 6270, Inc.

Annual Conflict of Interest Disclosure Form

I, _____, have read and understand the District Conflict of Interest Policy for covered individuals, and I agree to conduct myself in compliance with the policy, as well as my duties and responsibilities in order to avoid any conflicts or potential conflicts of interest that may relate to my position as Board, District committee chair, District Rotary Foundation Committee member, District Grant and Global Grant sub-committee member or Staff member of the District. In addition, I attest that the information provided below is, to the best of my knowledge, true, accurate and complete.

1. Are you aware of any relationships between the District and yourself, or a member of your family, as defined by the letter or spirit of the Conflict of Interest policy that may represent a conflict of interest?

No Yes

If "yes," please list such relationships and the details of annual or potential financial benefit, as best you can estimate them.

2. During the past twelve (12) months, have you or a member of your family received any gifts or loans from any source from which the District buys goods or services, or otherwise has significant business dealings.

No Yes

If "yes," please list them, their source and their approximate value.

1. Exceptions: **(If there are none, please indicate that fact.)**

I certify that I have read and understand the District policy on conflict of interest and that the foregoing information is, to the best of my knowledge, true, accurate and complete.

Name (please print)

Signature

Date

Expense Reimbursement Guidelines and Form

It is the policy of District 6270 to provide funding for Rotary expenses in line with Rotary International policies and the District Budget, which will be approved by the Presidents-Elect of the District. Expenses will be budgeted to allow for reasonable operations of District activities. Generally, the District will provide expense reimbursement to Rotary volunteers so that the financial burden of District service will not preclude the participation of any Rotarian in good standing. We are grateful to the many Rotarians who continue to volunteer their time and expenses to the service of Rotary at the District level. Should issues arise concerning expenditures, including expenses exceeding budgeted amounts, they will be resolved by the District Governor, with advice from the District Treasurer or Finance Committee.

Eligible expenses are those incurred in the **official capacity** of Rotary District 6270, Inc. and within the approved budget. They include:

1. Travel expenses to district seminars, foundation meetings, Central States Rotary Youth Exchange, committee meetings, and Zone meetings. **Officials are expected to use telephone conferencing and email to alleviate the expense of mileage when appropriate.** Mileage is reimbursed at the prevailing rate established by the Federal government for business travel.
2. Hotel and meal expenses.
3. Printing and copying of materials.
4. Postage.
5. Office supplies.
6. Telephone and fax usage expenses.
7. The reimbursement policy for District Governor (DG), District Governor-Elect (DGE), and District Governor-Nominee (DGN) for attendance at Zone meetings and the DGE's International Convention shall be as follows:
 - It is the policy that spouses/partners of the following positions of DG, DGE, and DGN are to be in attendance and participate at Zone meetings. Therefore, the expenses incurred by the aforementioned positions and their respective spouses/partners shall be reimbursed with full participation in Zone events.
 - The DGE and his/her spouse/partner shall be reimbursed for the cost of attendance at Rotary International Conference that is held the Rotary year before the DGE becomes the DG. It is expected that spouses/partners will be attending all required and customary meetings.
 - Full reimbursement is for travel, lodging, meals, and meeting registration, and is based on the best airfare and direct mileage.
8. Attendance at the Zone Institute and other RI or Zone training sessions is also recommended for district leaders requested by RI or the Zone, and Emerging Leaders if training is provided for these positions. Travel, lodging, meals, and meeting registration will be reimbursed in a similar manner with full participation in the training events and Zone Institute.

Ineligible expenses include the following:

1. Those expenses that are reimbursed directly by Rotary International (RI).
2. Expenses of a spouse/partner when attendance is not expected or when not participating in all Rotary events.
3. Registration fees for District seminars, assemblies, or conferences.
4. Purchases of office equipment, telephones, computers, or the repair of such items.
5. Digital cameras, scanners, etc., or the repair of such items.
6. Software or help-desk support costs of such items.
7. High speed internet lines/cable, additional phone lines, or the repair of such items.
8. Travel expenses outside the District and related hotel and meal costs, except those recognized by RI or approved by the District Governor.
9. Travel expenses to RI Convention and related costs (except for DGE).
10. Automobile repair costs.
11. Dry cleaning costs.
12. Personal grooming or medical expenses.
13. Rental of office space or equipment.
14. Bar bills or entertainment expenses.
15. Non-Rotarian volunteers will not be reimbursed for any expenses unless approved in advance by the District governor.
16. Any other item not included in the budget.

Reimbursement Guidelines:

1. Should questions arise about expense reimbursement, these will be resolved at the discretion of the District Governor after consulting with the Treasurer and Finance Committee.
2. All Rotarians must pay for individual travel, lodging, or registration expenses. The District will not allow direct or group billing for such expenses.
3. To obtain reimbursement, the individual must complete the District 6270 Expense Reimbursement Form and attach all applicable copies of bills and receipts. All Expense Reimbursement forms must be signed by the District Governor before submission to the District Treasurer.
4. Travel, lodging, and registration for 'guests of the District' such as Group Study Exchange teams, RI President's Representatives and partner, or presenters at training events, may be waived with advance approval of the District Governor.
5. All requests for reimbursement must be in the hands of the District Treasurer by June 30 for each Rotary year or they will not be reimbursed.

District 6270 Refund Policy:

Refunds of registration and meal costs will be made up to five days before the start of an event. No refunds will occur if requested after five days before an event.



Governor-Nominee Data Form

District Governor candidate

Please complete and sign this form, have your club secretary sign it, and submit it to the District Nominating Committee.

| | | | | | | | |
|---|--|----------|-------------|------------|----------------|-------------------------|----------------|
| Governor year of service | 2023-24 | District | 6270 | Zone | 29 | RI Membership ID number | |
| Family name | | | | First name | | | Middle initial |
| Name as it should appear on your badge | | | | | | | |
| Member, Rotary Club of | | | | | Classification | | |
| Please ensure that your contact information (e-mail, postal address and phone number) is up-to-date in My Rotary! | | | | | | | |
| Language(s) in which you are fluent (listed in order of fluency): | | | | | | | |
| Language(s) you wish to use for communicating with RI (listed in order of fluency): | | | | | | | |
| Read | | | | Speak | | | |
| For each of the following categories, please circle only one language per category. | | | | | | | |
| International Assembly: | English French Japanese Korean Portuguese Spanish | | | | | | |
| Publications available in 6 languages: | English French Japanese Korean Portuguese Spanish | | | | | | |
| Publications available in 9 languages: | English French German Italian Japanese Korean Portuguese Spanish Swedish | | | | | | |
| Publications available in 14 languages: | Arabic Chinese English Finnish French German Hindi Italian Japanese Korean | | | | | | |
| | Portuguese Spanish Swedish Thai | | | | | | |

Spouse/Partner Information (if applicable)

Family name _____ First name _____ Middle initial _____

Name as it should appear on your badge _____

E-mail _____ Gender Male Female

For each of the following categories, please circle only one language per category.

| | | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|
| International Assembly: | Chinese English French German Hindi Italian Japanese Korean Portuguese Spanish Swedish | | | | | | | | |
| Publications available in 6 languages: | English French Japanese Korean Portuguese Spanish | | | | | | | | |

For Rotarian Spouses/Partners only:

Member, Rotary Club of _____ RI membership ID number _____

All signatures on this page must be handwritten (electronic signatures are not acceptable).

PRIVACY

Your privacy is important to Rotary and the personal data you share with Rotary will only be used for essential activities or for Rotary’s legitimate interests taking into account your privacy rights. These uses include financial processing, supporting The Rotary Foundation, facilitating event planning, communicating key organizational messages and responding to your inquiries. In addition, your contact information will be shared with other Rotarians and included in the International Assembly Participant Book. Rotary’s privacy policy can be found here.

CANDIDATE’S STATEMENT

I hereby state that I understand clearly the qualifications, duties, and responsibilities of the office of district governor as set forth in the RI Bylaws and that I am fully qualified for said office and willing and able, physically and otherwise, to assume and fulfill the duties and responsibilities of that office and to perform them faithfully. Further, I have read and agreed to abide by the district governor code of ethics, as detailed in the Rotary Code of Policies. I agree in advance to accept the decision of the RI Board concerning my election to office without recourse to any non-Rotary agency or other dispute resolution system and further accept that any court costs and attorney's fees incurred by RI in enforcing this agreement shall be reimbursed by me in their entirety. I understand that if selected, I must attend, for their full duration, the governors-elect training seminar in my zone and the International Assembly to be held the Rotary year before taking office. I have read this form in its entirety and certify that all the information provided on this form is true and correct.

Date

Signature

CLUB’S STATEMENT OF CANDIDATE’S QUALIFICATIONS

The candidate herein mentioned is a member in good standing of the Rotary Club of _____

The club further attests that this member has been duly suggested for the office of district governor under RI Bylaws 14.020.4 and meets the qualifications as specified in RI Bylaws 16.070 and that the club membership information on this form is accurate.

Date

Club Secretary’s Name

Club Secretary’s Signature

CERTIFICATE OF NOMINATION

The Rotarian named on this form is a member in good standing of the Rotary club listed and was duly nominated for district governor in accordance with the provisions of the RI Bylaws.

Date

District Governor’s Name

District Governor’s Signature

District governor: Please e-mail this form to your [CDS representative](#) by 30 June.

Governor-Nominee Data Form

(page 3)

Year of service: 20xx-yy

District: 6270

Zone: 29

CERTIFICATE OF DISTRICT NOMINATING COMMITTEE

The undersigned members of the District 6270 Nominating Committee hereby certify that , the candidate whose name appears on this District Governor Nominee Form, to the best of the committee's knowledge, has not violated any of the rules of campaigning, electioneering or canvassing as stipulated by RI Bylaws 11.060.

Printed Name, PDG (Co-Chair) _____

Signature: _____

Printed Name, PDG (Co-chair) _____

Signature: _____

Printed Name _____

Signature: _____

Handling of Membership Leads from Rotary International*

Background

- Persons can inquire about membership in Rotary: <https://www.rotary.org/en/get-involved/join>
- Rotary reviews leads to check authenticity.
- Membership leads are forwarded by: Rotary International Support
donotreplytst@rotarymailings.org
- Leads are sent by RI to the following: DG, District Membership Chair, District Administrative Assistant, and all 14 Assistant Governors. (currently, 17 people receive the lead)
- Messages provide the following information on the prospect: Name, City
- Information is available on the lead at: <https://my.rotary.org/en/manage/club-district-administration/district-administration/membership-leads>

Lead Handling in D6270

Step 1. District Membership Chair. Reviews all leads and refers each to a Member of District Membership Committee.

Step 2. Membership Committee Member. Contacts the prospect (preferably by voice/phone) to gather, to determine his/her needs and interests, and the most appropriate club fit (especially if location of relevant club is ambiguous).

Step 3. Membership Committee Member. Makes a referral to a club. (Membership Committee Member may consult with relevant AG to assist with appropriate club referral – e.g., to determine which club in an area might best suit the membership lead?)

- a) Provides information to the prospect on club(s) meeting his/her interests including contact information for Club Membership Chair, Club President and/or Club Secretary.
- b) Provides information about the prospect to the Club President, Club Membership Chair and Club Secretary receiving the referral.
- c) Updates RI Membership Leads website with referral status.
- d) informs Membership Chair and AG of referral.

Step 4. Club Membership Chair, Club President or Club Secretary of the club receiving the referral. Contacts the prospect (Lead) to discuss Rotary, club participation, club membership process and visit to the club. Club officer updates the Membership Leads website.

Step 5. AG. Follows up with Club Membership Chair, President or Secretary to ascertain status. Updates Membership Leads website, as appropriate.

Step 6. AG. If prospect joins a Rotary Club, notify RI of membership << Data@rotary.org >> including ID number of prospect / lead and the new Rotary Member ID.

Revised, 6/20/2019, D6270 Membership Committee

Revised, 8/8/2019, D6270 Membership Committee

RI District 6270, Inc.

Policy for Youth Protection and the Prevention of Abuse and Harassment (RYE)

To view the current “Policy for Youth Protection and Prevention of Abuse and Harassment” document, go to District 6270 website or contact the District RYE Chairperson.