



# Manual of Policies and Procedures

Adopted March 2018

Revised May 9, 2023



*{Intentionally left blank}*



# Table of Contents

---

(Click on a subject to be taken directly to the corresponding page without scrolling)

Table of Contents.....	2
Part One.....	6
Introduction .....	6
District Leadership Plan .....	6
Part Two .....	8
Rotary Required Committees (Rotary Code of Policy 17.030.2) .....	8
District Finance Committee .....	8
Membership Committee .....	9
Club Development/Extension Subcommittee .....	10
Public Image Committee .....	10
District Rotary Foundation Committee (DRFC).....	11
Subcommittees of the DRFC: .....	12
Fundraising Chair.....	12
Annual Giving and Paul Harris.....	13
Major Gifts, Bequests and Endowment.....	13
District Grants Subcommittee.....	14
International Service Subcommittee.....	15
Polio Plus Subcommittee .....	16
Scholarships Subcommittee.....	16
Vocational Training Teams (VTT) Subcommittee.....	17
Stewardship Subcommittee.....	17
District Learning Committee.....	18
Rotary Recommended Committees (Rotary Code of Policy 17.030.2) .....	18
Community Service.....	18
Diversity, Equity & Inclusion (DEI) Committee .....	19
International Service .....	19
Rotaract .....	19



Youth Service .....	20
Interact / Early-Act Subcommittee.....	20
Rotary Youth Exchange (RYE) Subcommittee .....	21
District Relationship to Central States Rotary Youth Exchange, Inc. ....	21
District Relationship to Wisconsin World Affairs Council, Inc. aka World Affairs Seminar .....	22
Youth Protection Officer .....	22
Youth Protection Subcommittee.....	22
District Administration .....	23
Advisory Council of Past District Governors .....	23
Assistant Governor Coordinator .....	24
District Conference Committee - Rotary Western Great Lakes District Conference (RWGLDC) .....	24
District Governance Committee .....	25
District Governor Changing of the Guard Committee .....	25
District Insurance Committee .....	26
District Nominating Committee .....	26
District Strategic Planning Committee .....	28
District Technology Committee .....	29
Ad Hoc Committees.....	29
District Outreach .....	29
Rotary Alumni .....	29
Rotary Fellowship.....	30
Rotary Friendship Exchange.....	30
Rotary International Convention Promotion .....	31
Vocational Service .....	31
Part Three .....	32
Policies (Requiring Board Approval).....	32
Conflict of Interest Policy.....	32
Harassment Policy .....	35
Payment Card Industry (PCI) Compliance Policy.....	35
PETS Make-up Policy .....	35
Youth Protection Policy .....	36



District 6270 Website Policy: Sharing information about Youth, Host Families and the Rotary Youth Exchange Program .....	37
Other Documents (Not Requiring Board Approval).....	38
Position Descriptions .....	38
District Governor .....	38
District Governor-Elect .....	39
District Governor-Nominee.....	40
District Governor-Nominee-Designate.....	40
Past District Governor 1, 2 and 3 .....	41
Assistant Governor .....	41
• District Area Assignments .....	42
District Secretary .....	42
District Treasurer .....	42
Director-at-Large .....	43
District Rotary Foundation Committee Chair .....	43
District Rotaract Representative .....	45
District Administrative Assistant .....	45
Committee Chair and Team Leader List .....	46
Appendix.....	48
Annual Conflict of Interest Disclosure Form .....	48
Expense Reimbursement Guidelines and Form .....	49
Governor-Nominee Data Form .....	51
Handling of Membership Leads from Rotary International* .....	54
Policy for Youth Protection and the Prevention of Abuse and Harassment (RYE) and Youth Exchange Crises Management Plan .....	55

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 Rotary year by the District Governance Committee. Document was approved by Governance Committee March 25, 2021.

Additional revisions were made in the 2021-22 Rotary year by the District Governance Committee. Document was approved by Board of Directors on August 10, 2021; and again on February 8, 2022.

Additional revisions were made in the 2022-23 Rotary year by the District Governance Committee. Document was approved by Board of Directors on August 9, 2022; and again on November 8, 2022; and again on May 9, 2023.



# 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 Rotary Code of Policies, the Rotary Foundation Code of Policies, and 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.



*{Intentionally left blank}*



# 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.

## ***Rotary Required Committees (Rotary Code of Policy 17.030.2)***

### **District Finance Committee**

#### **Purpose:**

The district finance committee shall safeguard the assets of the district fund by reviewing and studying the amount of the per capita levy and necessary expenses of district administration, and shall prepare a budget and an annual report on the status of the district's finances (*Rotary Code of Policy 17.030.2*).

#### **Composition:**

The committee consists of the District Finance Chair, 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 treasurer shall serve as an ex-officio member of the committee (*Rotary Code of Policy 17.030.2*). The District Finance Chair is appointed by the governor-elect to serve in the next Rotary year. The term is one year with the option of two additional reappointments by subsequent governors-elect. Preference should be given to accounting/finance as a component of a member's vocation or profession.



**Responsibilities:**

In addition to the duties and responsibilities outlined in the Rotary Code of Policy 17.030.2, the committee:

- Ensures the proposed District Budget is sent to the Club Presidents at least 30 days before the District's Annual business meeting;
- Ensures the approved District Budget is sent to the Club Presidents at least 30 days after the District's Annual business meeting;
- Authorize the District Treasurer to arrange for an external review of the District's Finances;
- Ensures all bank accounts shall be in the name of Rotary International District 6270, Inc.;
- Approve any changes in financial institutions of the District;
- Ensures all expenditures more than \$5,000 be approved by two individuals from the committee.

**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.

## Membership Committee

**Purpose:**

Under the direction of the governor, the committee will identify, promote and implement membership strategies that will result in membership development and growth, and the formation and support of new Rotary and Rotaract clubs within the district (*Rotary Code of Policy 17.030.2*).

**Composition:**

The Membership Committee Chairperson shall be appointed for a three-year term, subject to review, with the documented agreement of the DG, DGE, and DGN for their term of service pursuant to Rotary Code of Policy 17.030.2.



**Responsibilities:**

In addition to the duties and responsibilities outlined in the Rotary Code of Policy 17.030.2, the committee:

- Establishes annual membership goals consistent with strategic plan and with input from DG, reporting annually;
- Works directly with clubs that are showing a decrease or little or no increase in membership;
- Encourages diversity, equity and inclusion;
- When invited, provides programs and assistance about membership development or retention at district and club meetings;

## **Club Development/Extension Subcommittee**

**Purpose:**

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

**Composition:**

The Club Development/Extension Subcommittee Chairperson shall be appointed for the next Rotary year by the District Membership Chair for a one-year term, subject to review of the DGE.

**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.

## **Public Image Committee**

**Purpose:**

The district public image committee should promote Rotary and foster understanding, appreciation, and support for the programs of Rotary. The committee should promote awareness among members of Rotary that effective publicity, favorable public relations, and a positive image are desirable and essential goals for Rotary (*Rotary Code of Policy 17.030.2*).



**Composition:**

The Public Image Committee Chairperson is appointed by the governor-elect to serve in the next Rotary year. The term is one year with the option of two additional reappointments by subsequent governors-elect.

**Responsibilities:**

In addition to the duties and responsibilities outlined in the Rotary Code of Policy 17.030.2, the committee:

- Encourages the district and clubs to prioritize the 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 the general public.

## **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 members of Rotary to participate in the Foundation program and fundraising activities in the district. The committee serves as the liaison between The Rotary Foundation and the district and clubs.

**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 Rotary Foundation Committee Chair shall be appointed for a three-year term. The district governors scheduled for each of the years of the three-year term for the DRFC chair will jointly select the DRFC chair. If the governor scheduled for the third year of the DRFC term has not been elected yet, the other two governors may jointly select the DRFC chair and the third-year governor must accept and abide by this decision. (*Rotary Foundation Code of Policies 25.010.4*).

The DRFC chair shall appoint the chairs of the subcommittees for the next Rotary year for a one-year term, subject to review of the DGE.



### **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 the 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 the District Grant Subcommittee.
7. Exercise complete transparency complying with the conflict of interest policies of the District and TRF.
8. The committee will annually approve, document, and publish any additional requirements for District Grants for the next Rotary year.

### Guidelines for Additional Club Requirements:

TRF allows districts to add their own requirements to the Foundation's requirements. When considering additional requirements, the committee should consider these factors:

- Requirements should be attainable for all clubs that want to participate in district grants and should be careful not to overregulate clubs.
- The requirements should be the same for all club types (Rotary, Rotaract, or Satellite) in the district.
- Requirements should not be designed to exclude any club on the basis of inability to meet the requirement.

(For context, refer to Paragraph 1 of Club Qualification Memorandum of Understanding, July 1, 2022, <https://my-cms.rotary.org/en/document/club-memorandum-understanding>; and Club Qualification for Rotary Grants: Frequently Asked Questions [October 2021], <https://my.rotary.org/en/take-action/applygrants/qualification> - May 2023 Board meeting)



**Quorum:**

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

## **International Service Subcommittee**

**Purpose:**

The district International Service committee supports clubs with their international service projects and helps enhance the quality of the district's humanitarian efforts by identifying resources and experts to advise on international service projects and global grants (*Rotary Code of Policy 17.030.2*).

**Composition:**

The committee shall be led by the international Service Subcommittee 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 International Service Subcommittee shall be five members.



## **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)*

## **District Learning Committee**

### **Purpose:**

The committee is responsible for supporting the governor and governor-elect in training club and district leaders and overseeing the overall training plan for the district *(Rotary Code of Policy 17.030.2)*.

### **Composition:**

The District Learning Facilitator (Learning Facilitator) serves as chair of the District Learning Committee and assigns responsibility for training meetings and other functions as necessary. The Learning Facilitator 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 before the time when the appointing DGE will serve as DG with optional renewal determined by the District Governor-Nominee. The Learning Facilitator must be appointed in a timely manner, so that person can attend the Zone Training session before the start of their training cycle. The Learning Facilitator and the DGE shall appoint one or more members/assistant Learning Facilitators to the committee.

### **Responsibilities:**

In addition to the duties and responsibilities outlined in the Rotary Code of Policy 17.030.2, the committee assists District Rotary Foundation Committee in conducting the Grant Management Seminars.

## ***Rotary Recommended Committees (Rotary Code of Policy 17.030.2)***

## **Community Service**

This committee promotes programs, activities, and resources related to community, vocational, and youth service and offers additional support for Rotary, Rotaract, and Interact clubs *(Rotary Code of Policy 17.030.2)*.



# Diversity, Equity & Inclusion (DEI) Committee

## **Purpose:**

The district diversity, equity, and inclusion committee should support member, club, and district efforts to grow and diversify our membership and participation and promote diversity, equity, and inclusion practices and policies for members, participants, and the community (*Rotary Code of Policy 17.030.2*).

## **Composition:**

The diversity, equity, and inclusion committee chair shall be appointed for a three-year term. The district governors scheduled for each of the years of the three-year term for the diversity, equity, and inclusion committee chair will jointly select the chair. If the governor scheduled for the third year of the DEI Chair term has not been elected yet, the other two governors may jointly select the chair and the third-year governor must accept and abide by this decision. (*Rotary Code of Policy 17.030.2*).

# International Service

Refer to International Service Subcommittee within the Subcommittees of the DRFC.

# 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.
- Partner with district committees focused on Membership and Extension to assist, as needed, in supporting the inclusion of young professionals in activities of Rotary and Rotaract.
- May provide recommendations to appropriate committees and/or the District on creation or adaptation of Rotary clubs in District 6270 to accommodate present and future Young Professionals as Rotarians and leaders of the district.

## **Youth Service**

The Youth Service Committee shall support youth service at the club level. The Youth Service Committee Chairperson is appointed by the governor-elect to serve in the next Rotary year.

### **Interact / Early-Act Subcommittee**

**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.



# **Rotary Youth Exchange (RYE) Subcommittee**

## **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 Subcommittee**

### **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.

## ***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 19.060.2.



## **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 annually by the person who will be the District Governor when the term begins. The Assistant Governors shall be the members of this committee.

## **District Conference Committee - Rotary Western Great Lakes District Conference (RWGLDC)**

### **District Relationship to RWGLDC:**

RWGLDC is a separate organization governed by its own bylaws and organizational structure. It partners with Districts to organize and conduct annual Rotary District Conferences. District 6270 is a founding, participating member of the organization.

### **Purpose:**

- The Duties of the District Governor include planning and presiding at a district conference.
- The purpose of the district conference is to engage members at all levels, from the most senior leaders to the newest of members. The event should recognize accomplishments of members, clubs and the district in order to inspire all to become more involved, to give them a vision of Rotary beyond the club level, and to provide a memorable fellowship experience.”
- The Council (RWGLDC) exists to support and serve the Governors, Governors-Elect and Governors Nominee of the member Districts in planning and carrying out multi-district conferences.
- RID6270 approved participation in November 2018. ByLaws were adopted for RWGLDC in May 2020.

### **Program:**

- A program of plenary and breakout sessions will be developed that is attractive to each participating district and multiple audiences.

### **Composition:**

- Voting members of the council include the DG, DGE, DGN, and Other Rotarians and Rotaractors appointed by District 6270.
- The DGE will be listed as the District Conference Chair at Rotary International.



- Additional Rotarians and Rotaractors from RID 6270 may serve on the Conference Committee.
- Consideration for committee membership should be given to those who have experience in areas such as meeting coordination, hospitality industry, past district conference planning, contract review, marketing and financial experience.
- The RWGLDC meets regularly to coordinate activities and ensure agreement among the involved districts on decisions.

#### **Finance:**

- In place of holding a single district conference, RID 6270 provides financial support to RWGLDC to conduct an annual multi-district conference.
- A consolidated conference budget should be prepared for review by RID 6270.

## **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, the District Governor-Nominee, “Councils” Representative, the three Directors-At-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 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 15<sup>th</sup> 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 Technology Committee**

### **Purpose:**

The Technology Committee shall serve to support district and clubs by providing technical support including but not limited to: voice & video conferencing, digital document repositories, digital presentation tools, and email communications.

### **Composition:**

The Technology Committee Chair is appointed by the governor-elect to serve in the next Rotary year.

### **Responsibilities:**

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

## **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.

## ***District Outreach***

### **Rotary Alumni**

#### **Purpose:**

This committee identifies ways in which clubs and the district can offer meaningful opportunities for alumni to engage with Rotary to support Rotary's fundraising, membership, and service (*Rotary Code of Policy 17.030.2*).

#### **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 Exchange

### **Purpose:**

To promote Rotary Friendship Exchange as an opportunity to increase international understanding, cultural immersion, professional development, and international service and introduce participants to Rotary internationally (*Rotary Code of Policy 17.030.2*).

### **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.

## **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.

## **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.



# 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 International Service Subcommittee 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.

## **Harassment Policy**

District 6270 has adopted *Rotary Code of Policies Article 26.120* Harassment-free Environment at Meetings, Events, or Activities.

## **Payment Card Industry (PCI) Compliance Policy**

The current version of the Payment Card Industry (PCI) Compliance Policy can be found on the District 6270 website.

## **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))*

District 6270 participates as a member of the 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. A club may select two members to serve as co-presidents. Both co-presidents are expected to fulfill the training requirement.

Club Presidents-Elect and Chairs-Elect are also expected to attend PETS Orientation that is conducted by District 6270 in addition to Midwest PETS.

Should the President-Elect or Chair-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-Elect. The President-Elect or Chair-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. Participate in RWGLDC as a representative of D6270;
- 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. Participate in RWGLDC as a representative of D6270;
- 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 bylaws specify three Director-at-Large positions. Each director is appointed by the governor-elect to serve in the next Rotary year based on club size at the beginning of the Rotary year -small (30 members or less), medium (31 to 69 members), and large (70 members or more). Preference will be given to members who are Past Club Presidents. The term is one year with the option of two additional reappointments by subsequent governors-elect.

### **Duties**

- Be familiar with the Rotary clubs the Director is representing.
- Report to the DG and the full Board in regards to the concerns or questions from the clubs the Director is representing.
- 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.



*{Intentionally left blank}*



# Appendix

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.

**Form:**

The current version of the District Expense Reimbursement Form can be found on the District 6270 website.





## 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	<b>20xx-xx</b>	District	<b>6270</b>	Zone	<b>29</b>	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: \_\_\_\_\_

Printed Name

Signature: \_\_\_\_\_

Printed Name

Signature: \_\_\_\_\_

Printed Name

Signature: \_\_\_\_\_

Printed Name

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](mailto: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) and Youth Exchange Crises Management Plan**

To view the current “Policy for Youth Protection and Prevention of Abuse and Harassment” and “D6270 Youth Exchange Crises Management Plan” documents, go to the District 6270 website or contact the District RYE Chairperson.