

## From Rotary Code of Policies – September 2020

### 19.010. Governor's Specific Duties and Responsibilities

#### 19.010.1. District Governor Code of Ethics

1. Governors will adhere to applicable laws and regulations while conducting Rotary business. In addition, in conducting their private lives, governors will adhere to applicable laws in order to preserve and protect the positive image of Rotary.
2. Governors will adhere to the provisions of the RI Constitution and Bylaws.
3. Governors will adhere to the provisions established by the RI Board as documented in the *Rotary Code of Policies*.
4. Governors will serve for the benefit of Rotarians and the purposes of RI. Governors should put the interests of the district first and avoid even the appearance of any impropriety in their conduct.
5. Governors will foster an environment in the district that promotes safety, courtesy, dignity, and respect and shall refrain from performing or tolerating unwelcome physical contact, advances, or comments. Governors will also promptly address allegations of harassment.
6. Governors will not use their office for personal prestige or benefit or for the benefit of family members.
7. Governors will exercise due care in the diligent performance of their obligations to the district.
8. Governors will act based on fairness to all concerned.
9. Governors will promote transparency of financial information and will ensure compliance with all local and national laws relating to financial management.
10. Governors will prohibit and restrict the disclosure, communication, and use of confidential and proprietary information. Governors should use this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.
11. Governors will comply with Rotary's expense reimbursement policies. (*January 2019 Mtg., Bd. Dec. 119*)

Source: June 2007 Mtg., Bd. Dec. 266; Amended by June 2008 Mtg., Bd. Dec. 271; November 2008 Mtg., Bd. Dec. 96; January 2015 Mtg., Bd. Dec. 118; June 2017 Mtg., Bd. Dec. 177; January 2019 Mtg., Bd. Dec. 119

#### 19.010.2. Authority to Act

Governors are authorized to act only as set forth in the RI Constitution and Bylaws and the *Rotary Code of Policies*. Governors may not represent that they have authority to negotiate or contract on behalf of RI and/or The Rotary Foundation. (*September 2016 Mtg., Bd. Dec. 74*)

Source: September 2016 Mtg., Bd. Dec. 74

#### 19.010.3. Governors' Responsibilities to Club-level Training

Governors should ensure that Rotary clubs have a comprehensive training plan that addresses:

1. Club leaders attend district training meetings as appropriate
2. Orientation is consistently and regularly provided for new members
3. Ongoing educational opportunities are available for current members
4. A leadership skills development program is available for all members  
(January 2015 Mtg., Bd. Dec. 118)

Source: November 2006 Mtg., Bd. Dec. 104; Amended by January 2015 Mtg., Bd. Dec. 118

#### 19.010.4. Governors' Responsibilities to *The Rotarian* Magazine and Regional Magazines

Governors shall remind clubs to pay the subscription costs of their magazine, and use it as a resource tool for public image and membership. (January 2019 Mtg., Bd. Dec. 80)

Source: February 2006 Mtg., Bd. Dec. 199; Amended by November 2010 Mtg., Bd. Dec. 100; January 2011 Mtg., Bd. Dec. 117; October 2014 Mtg., Bd. Dec. 81; January 2015 Mtg., Bd. Dec. 118; October 2018 Mtg., Bd. Dec. 68

#### 19.010.5. Governors' Responsibilities for Club Membership Reporting

Governors will work with club secretaries in the district to ensure clubs send timely membership updates to Rotary International. (January 2014 Mtg., Bd. Dec. 96)

Source: January 2014 Mtg., Bd. Dec. 96

#### 19.010.6. Governors' Responsibilities for Strategic Planning

Governors will conduct, implement, or review district strategic planning in consultation with the governor-elect and governor-nominee. (September 2016 Mtg., Bd. Dec. 49)

Source: September 2016 Mtg., Bd. Dec. 49

### **19.020. Responsibilities of the Governor-nominee**

As an incoming officer of RI, the governor-nominee should

1. begin to prepare for the role of governor
2. foster continuity by working with past, current, and incoming district leaders to support effective clubs
3. begin analyzing the district's strengths and weaknesses, including Rotary's public image, membership, The Rotary Foundation, district events, and RI programs, with background material provided by the immediate past governor, governor, and governor-elect, and using RI resources
4. review the district organization (District Leadership Plan) and club administrative framework (Club Leadership Plan)
5. attend all district meetings when possible

6. participate in district committees or other activities, as may be suggested by the district governor or district governor-elect
7. attend district governor-nominee training if offered, or seek other training if available
8. attend training in leadership skills
9. select a site for the district conference held during the year of the governor-nominee's service
10. consider which Rotarians he/she will approach to serve on his/her district team

#### Assignments to the Governor-nominee

The governor and governor-elect shall provide the governor-nominee with the opportunity to

1. request specific responsibilities or assignments in connection with district committees or district organization
2. attend as an observer any or all district meetings
3. be part of the organizing committee as an observer
4. participate in all strategic planning efforts and long term appointments in the district.
5. serve as an ex-officio member of the district Youth Exchange committee. *(January 2016 Mtg., Bd. Dec. 121)*

Source: June 2007 Mtg., Bd. Dec. 306; Amended by November 2009 Mtg., Bd. Dec. 85; January 2015 Mtg., Bd. Dec. 118; January 2016 Mtg., Bd. Dec. 121

## **From a document in the Rotary District 5930 archives**

### District Governor

The District Governor is the sole District administrative officer for Rotary International, nominated by the clubs in the District and elected by Rotary International at the Rotary International Convention. The term of office begins on July 1 and continues for one year or until a successor has been elected.

The District Governor, with the help of former RI officers and other Rotarians, organizes the District to best help individual Rotary clubs. The Governor shall designate necessary committees and subcommittees, appoint members to those committees, and designate the committee chairs. The Governor may delegate to Assistant Governors as well as to the District Governor-Elect, the District Governor-Nominee, and the District Governor Nominee-Designate as many duties as deemed to be in the best interests of the orderly conduct of the District, while still retaining overall responsibility.

The District Governor, annually, will ask each club in the District to survey its membership and propose suitable candidates for Governor.

The District Governor is responsible for the following:

1. Organizing new clubs in the District
2. Strengthening existing clubs in the District

3. Promoting cordial relations among the District's clubs and between the clubs and Rotary International
4. Planning and presiding at the District Conference
5. Assisting the District Governor-Elect in the planning and preparation for the President-
6. Elect Training Seminar (PETS) and the District Assembly
7. Visiting every club in the District
8. Issuing a monthly District newsletter available to all District Rotarians as well as the RI Secretariat and the RI Zone Director
9. Supplying full information as to the conditions of the clubs in the District with recommended action for strengthening them to the District Governor-Elect prior to the International Assembly
10. Reporting promptly to Rotary International as may be required by the President of RI and/or the Board of Directors of RI
11. Encouraging group meetings/projects among proximate clubs
12. Promoting attendance at the International Convention
13. Providing a District monthly attendance report to the clubs in the District and to RI
14. Attending all meetings of the District Board of Directors

#### District Governor-Elect

The District Governor-Elect is the next person in line to become District Governor for the ensuing Rotary year.

The District Governor-Elect is responsible for the following:

1. Attending the Governor-Elect Training Seminar (GETS)
2. Appointing Assistant Governors for the ensuing year and seeing to their training
3. Appointing Committee Chairs for the ensuing year
4. Attending all District sponsored meetings
5. Arranging the District Assembly
6. Arranging the President-Elect Training Seminar (PETS)
7. Attending meetings of the District Conference Committee in planning the Conference for the succeeding year
8. Attending all meetings of the District Board of Directors
9. Assisting the District Governor as needed

#### District Governor-Nominee

The District Governor-Nominee, selected by the District Governor Nominating Committee, is to become District Governor-Elect in the ensuing Rotary year.

The District Governor-Nominee is responsible for the following:

1. Beginning preparation for the role of Governor
2. Becoming familiar with all aspect of the District Leadership Plan and operations
3. Attending and participating in District meetings whenever possible
4. Attending the District Team Training Seminar
5. Selecting a site for the district conference to be held during the year

- of the Governor Nominee's service as District Governor
6. Performing such duties as may be recommended by the District Governor or District Governor-Elect

District Governor-Nominee-Designate

The District Governor-Nominee-Designate is to become District Governor-Nominee in the Rotary year following selection by the District Governor Nominating Committee.

Duties of the District Governor-Nominee-Designate generally involve becoming knowledgeable and active in all aspects of District operations.