

Rotary International District 6820



Rules of Procedure 2017

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Key to Text References

References throughout the white pages of the Rules of Procedure include:

Rotary International Constitution (RIC),
Rotary International Bylaws (RIB),
Rotary Manual of Procedure (RMP), and
Rotary Code of Policies (RCP).

Rotary International District 6820

Rules of Procedure

1. NAME

The name of this organization shall be Rotary International District 6820 (District 6820). (*RCP 17.020.1*)

2. DESCRIPTION

District 6820 is an administrative area of Rotary International that comprises that portion of the State of Mississippi south of the southern boundaries of the counties of Monroe, Clay, Chickasaw, Calhoun, Grenada, Tallahatchie, Bolivar, and Sunflower south of latitude 33° 30', and north of the southern boundaries of the counties of Adams, Franklin, Lincoln, Lawrence, Jefferson Davis, Covington, Jones and Wayne. Rotary Clubs within this area are members of Rotary International. These clubs and their members are under the administrative control of District 6820.

A district is a group of Rotary clubs that are linked for administrative purposes. The activities and organization of District 6820 exist solely to help the individual Rotary clubs advance the Object of Rotary and should not diminish services provided by Rotary clubs and individual Rotarians. (*RCP 17.010.1.*)

3. PURPOSE

These Rules of Procedure are a supplementary system of rules by which Officers of the District are elected and appointed, the organizational structure of the District is established, and the District is administered.

These Rules are subordinate to the Rotary International Constitution (RIC), Rotary International Bylaws (RIB) the Rotary Manual of Procedure (RMP), and the Rotary Code of Policies (RCP). Rotary International documents shall take precedence in the event of any conflict.

4. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern District 6820 in all cases to which they are applicable and in which they are not inconsistent with these Rules of Procedure and any special rules of order District 6820 may adopt.

5. ORGANIZATION OF DISTRICT 6820:
District 6820 developed and adopted a district leadership plan in conformity with sections (17.030.1) and (17.030.3). of the Rotary Code of Policies.

5.01 OFFICERS OF DISTRICT 6820

- 5.01.1 District Governor (DG)
- 5.01.2 District Governor-elect (DGE)
- 5.01.3 District Governor-nominee (DGN)
- 5.01.4 Assistant Governor (AG)
- 5.01.5 District Secretary
- 5.01.6 District Treasurer
- 5.01.7 District Trainer

5.02 DISTRICT FINANCES

District Finances shall be administered in accordance with (RMP 16.060)

5.03 COMMITTEES OF DISTRICT 6820

- 5.03.1 Membership Development Committee
- 5.03.2 Extension Committee
- 5.03.3 Finance Committee
- 5.03.4 District Programs Committee
- 5.03.5 Public Relations Committee
- 5.03.6 The Rotary Foundation Committee
- 5.03.7 Convention Promotion Committee
- 5.03.8 Training Committee
- 5.03.9 District Nominating Committee
- 5.03.10 Youth Activities Committee
- 5.03.11 District Conference Committee
- 5.03.12 Additional District Committees

Additional district committees will be appointed when they serve a specific function as identified by the governor and the district leadership team.

5.04 QUALIFICATIONS OF OFFICERS AND COMMITTEES

- 5.04.1 District Governor

In addition to the qualifications of governor-nominee, a governor, at the time of taking office, must have completed seven years of membership in one or more clubs and have attended the governors-elect training seminar and International Assembly. *(RMP 16.080)*

5.04.2 District Governor-elect

The qualifications of the DGE are the same as those of the DGN.

5.04.3 District Governor-nominee *(RMP 16.070)*

At the time of selection, the governor-nominee must:

- 1) Be a member in good standing of a functioning club in the district
- 2) Have full qualifications for membership in the strict application of the club membership provisions, and the integrity of the Rotarian's classification must be without question.
- 3) Have served as president of a club for a full term or be a charter president of a club having served the full term from the date of the charter to 30 June, provided that this period is for at least six months.
- 4) Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in RI *(RMP 16.090)*
- 5) Demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws, and submit to RI, through its general secretary, a signed statement acknowledging a clear understanding of them. This statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of the office and to perform them faithfully.

- 6) Must have completed seven years of membership in one or more clubs at the time of taking office as District Governor.

5.04.4 Assistant Governor (*RCP 17.030.1*)

All governors must appoint assistant governors to serve at the district level and to have the responsibility of assisting the governor with the administration of their assigned clubs. Assistant governors are district appointees; they are not RI officers. Assistant governors are appointed annually by the sitting governor, with no assistant governor serving more than three one-year terms to provide continuity in the district leadership. It is recommended that no past governor serve as an assistant governor.

5.04.5 District Secretary

The District Secretary shall be a Rotarian of District 6820 in good standing with his or her local Rotary Club.

5.04.6 District Treasurer

The District Treasurer shall be a Rotarian in good standing in D-6820 and knowledgeable of generally accepted accounting procedures.

5.04.7 District Trainer

Preference should be given to Rotarians with training, education or facilitation experience. (*RCP 17.030.2(I)*)

5.04.8 District Committees

The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district. In addition, it is recommended that the chair be a past governor, a past assistant governor, or an effective past district committee member (*RCP 17.030.3*)

District committee chairs and members should attend the district team training seminar and other district meetings as appropriate. (*RCP 17.040.1*)

5.04.9 District Nominating Committee

The nominating Committee for District 6820 shall consist of six (6) elected Rotarians and the Immediate Past District Governor who shall serve as the Chairman of the Committee for his or her one year of service on the Committee. The six elected members shall serve a term of three years, staggered, and shall possess the following qualifications:

Each Committee Member shall have completed a term as District Governor or Club President by the time he or she is to serve on the Nominating Committee if elected as a member.

Each Committee Member shall be a member (not Honorary) of a Rotary Club of District 6820. If any Committee member ceases to be a Rotarian, in good standing, his or her term on the Nominating Committee shall cease immediately. The District Governor may, in his or her discretion, appoint another Rotarian to fill the vacancy created by any such resignation or termination of membership and the Rotarian so appointed shall serve only until the next District Conference at which time the vacancy on the Nominating Committee must be filled by election.

No Rotarian may serve on the Nominating Committee for more than three consecutive terms. After a lapse of one year, a Rotarian shall be again eligible for membership on the Nominating Committee. Any Rotarian serving on the Nominating Committee for any part of the calendar year shall be considered to “have served” for that calendar year and said time shall count as one of the three years of eligibility for service on the Nominating Committee.

Two members of the Nominating Committee shall be elected at the District Conference which occurs immediately prior to the Rotary year in which the committee is to serve. Voting shall be by the Rotarian electors present and voting. Each elector shall be allowed to vote for any two candidates meeting the qualifications for service on the Nominating Committee. The two (2) candidates

receiving the highest number of votes shall be elected to the Committee.

5.04.10 District Youth Activities Committee (*RCP 17.030.2(D)*)

Provision shall be made for a youth activities chair at the district level. Governors are encouraged to observe a three-year limitation on the consecutive length of service of the district Youth Exchange chair, while recognizing that the special technical knowledge and experience required by the Youth Exchange program may sometimes necessitate the continuation of the chair's length of service for a longer period in order to provide for an adequately trained successor. Governors are encouraged not to change more than 50 percent of the Youth Exchange committee at any time in order to ensure the continuity of the program.

6. DUTIES AND RESPONSIBILITIES

6.01 District Governor: (*RMP 16.090 and RCP 19.010*)

The governor is the officer of RI in the district, functioning under the general control and supervision of the RI Board. The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor should work with district and club leaders to encourage participation in the District Leadership Plan. The governor shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs.

The governor is responsible for the following activities in the district:

- 1) Organizing new clubs.
- 2) Strengthening existing clubs.
- 3) Promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district.
- 4) Supporting The Rotary Foundation through program participation and financial contributions.
- 5) Promoting cordial relations among clubs and between the clubs and RI.

- 6) **Planning for and presiding at the district conference and assisting the governor-elect in the planning and preparation for the presidents-elect training seminar and the district assembly.**
- 7) **Providing for an official meeting, individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the governor's presence, for the purpose of:**
 - a) **Focusing attention on important Rotary issues.**
 - b) **Providing special attention to weak and struggling clubs.**
 - c) **Motivating Rotarians to participate in service activities.**
 - d) **Personally recognizing the outstanding contributions of Rotarians in the district.**
- 8) **Issuing a monthly letter to each club president and secretary in the district.**
- 9) **Reporting promptly to RI as may be required by the president or the RI Board.**
- 10) **Supplying to the governor-elect, before the International Assembly, full information on the conditions of clubs in the district with recommended action for strengthening clubs.**
- 11) **Ensuring that district nominations and elections are conducted in accordance with the RI Constitution, RI Bylaws, and established RI policies.**
- 12) **Inquiring regularly about the activities of Rotarian organizations operating in the district (Rotary Friendship Exchanges, inter-country committees, Global Networking Groups, etc.).**
- 13) **Transferring continuing district files to the governor-elect.**
- 14) **Performing such other duties as are inherent as the officer of RI in the district.**

6.02 District Governor-elect: (RMP p. 30-31)

Attendance at the GETS is mandatory for governors-elect. The RI Board has adopted a two-day training program for governors-elect at the zone level to be held in conjunction with Rotary

institutes. The training programs integrate topics approved by the RI Board and the Trustees.

Attendance at the International Assembly is also mandatory for governors-elect. Every governor must have this basic experience and training to function effectively as the officer of RI in the district and to provide the leadership, guidance, and counsel to clubs expected of a governor as an RI officer.

Each governor shall emphasize to all candidates for governor, and to all clubs of the district, the requirement that the governor-elect attend the governors elect training seminar and the International Assembly as necessary preparation for assuming the office of governor, and that the nomination cannot be accepted unless the candidate can and will attend both for the full duration. The RI president-elect may excuse attendance on behalf of the Board in extenuating and mitigating circumstances, with the provision that the governor-elect attend alternate training as provided by the general secretary.

During the year before taking office, the governor-elect should receive from the governor:

- 1) Specific responsibilities in connection with district committees or district organization.**
- 2) Invitations to attend as an observer all district meetings where the governor-elect is not otherwise designated a participant.**
- 3) Consideration for assignment to participate in the district conference program.**

The governor should undertake the orientation, education, and motivation of the governor-elect and use past governors and meetings such as the Rotary institute toward this end.

6.03 District Governor-Nominee (*RCP 19.020*)

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 with background material provided by the immediate past governor, governor, and governor-elect .**
- 4) Review the district organization (District Leadership Plan) and club administrative framework (Club Leadership Plan).**

- 5) Attend district meetings when possible, at the invitation of the district governor or district governor-elect.
- 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, with the agreement of the majority of the current club presidents or majority of the club presidents serving in the governor-nominee's year.

The governor and governor-elect should provide the governor-nominee:

- 1) The opportunity to request specific responsibilities or assignments in connection with district committees or district organization.
- 2) Invitations to attend as an observer any or all district meetings.
- 3) A proper introduction at the district conference and an opportunity to be part of the organizing committee as an observer.
- 4) The opportunity to participate in all strategic planning efforts and long term appointments in the district. (RCP 19.020)

6.04 Assistant Governor (RCP 17.030.1)

Assistant governors must provide the following support to their assigned clubs:

- Meeting with and assisting the incoming presidents before the beginning of the Rotary year to review the Club Leadership Plan, discuss club goals, and review the *Planning Guide for Effective Rotary Clubs* and Club "Failure to Function" policy.
- Attending each club assembly associated with the governor's official visit.
- Visiting each club regularly, preferably monthly with a minimum of one visit each quarter of the Rotary year, and meeting with the club president and other club leadership

to discuss the business of the club, resources available to them, and handling of club funds in a businesslike manner

- Assisting club leaders in scheduling and planning for the governor's official visit.
- Keeping the governor informed of the progress of the clubs, suggesting ways to enhance Rotary development, and addressing problems.
- Encouraging clubs to follow through on the governor's requests and recommendations.
- Coordinating club-level training with the appropriate district committee.
- Promoting the district's leadership plan and the Club Leadership Plan.
- Advising the incoming governor on district committee selections.
- Attending and promoting attendance at the district conference and other district meetings.
- Participating in district activities and events, as necessary.
- Attending club meetings, assemblies, or events, as invited.
- Participating in the district team training seminar.
 - Attending the presidents-elect training seminar and the district assembly.

Districts are responsible for determining any financial support provided to assistant governors in performing their duties and responsibilities. Governors are eligible to receive limited funding from RI for the purpose of training and supporting assistant governors. *(RCP 17.030.1)*

Minimum criteria in selecting assistant governors include:

- Membership, other than honorary, in good standing in a club in the district for at least three years.
- Service as a club president for a full term.
- Willingness and ability to accept the responsibilities of demonstrated outstanding performance at the district level.
- Potential for future leadership in the district *(RCP 17.030.1)*

For more information on the role and responsibilities of the assistant governor, see the *Assistant Governor's Training Manual* (244-EN).

6.05 DISTRICT SECRETARY

- 6.05.1** Serve as custodian of all district owned Rotary decorations, badges, or other properties.
- 6.05.2** Compute the following:
 - 6.05.2.1** The Stacy Anderson Award. This award shall be awarded to the Club having the Highest Attendance Percentage of Members present at the District Conference. This award shall be calculated by multiplying the percentage of members present by the distance of travel from the Club to the District Conference.
 - 6.05.2.2** The Ottis L. Snipes, Jr. Award. This award shall be presented annually at the District Conference, to the Rotary Club having the highest percentage increase in membership during the Rotary year just concluding.
 - 6.05.2.3** The Edley Jones Attendance Award. This award shall be presented annually at the District Conference to the Rotary Club having the Highest Average Attendance at regular Rotary meetings during the year just prior to the Conference.
- 6.05.3** Compile and maintain the list of attendees at District Meetings, they being:
 - 6.05.3.1** District Team Training Seminar.
 - 6.05.3.2** Presidents-elect Training Seminar (PETS).
 - 6.65.3.3** District Assembly.
 - 2.05.3.4** District Conference.
 - 6.05.3.5** District Leadership Seminar.
 - 6.05.3.6** District Rotary Foundation Seminar.
 - 6.05.3.7** District Membership Seminar.
 - 6.05.3.8** Meetings of the College of Governors.
 - 6.05.3.9** Others that may be called by the District Governor and/or the District.
- 6.05.4** Keep and compile the official minutes of all District Meetings, Forums, Assemblies or Conferences;

Assist the District Governor in compiling and preparing reports for the district and receive and record all resolutions for or from all such meetings.

6.05.5 Serve as Conference and Assembly Secretary as appointed by District Governor, unless another Rotarian is asked to perform such duties by the District Governor.

6.05.6 Assist the District Governor in communications with all Rotary Clubs in District 6820.

6.05.7 Certify the voting credentials of all delegates to the District Conference.

6.05.8 Perform such other duties as may be assigned by the District Governor.

6.06 DISTRICT TREASURER

The treasurer shall perform duties assigned to him by the District Governor in accordance with *RCP (17.060) and (RCP 15.060)*.

6.07 DISTRICT TRAINER (*RCP 17.030.2I*)

The governor, based on the recommendation of the governor-elect, should appoint a district trainer annually to chair the district's training committee. As chair of the training committee, the district trainer assigns responsibility for training meetings and functions as necessary. The committee is responsible for supporting the governor and governor-elect in training club and district leaders (*RCP 17.030.2I*)

If the district is part of a multidistrict PETS, the governor-elect, in accordance with the policies and procedures of that multidistrict PETS, selects an individual to develop and conduct training at PETS. This individual should be a member of the committee (*RCP 17.030.2I*)

Preference should be given to Rotarians with training, education, or facilitation experience (*RCP 17.030.2I*)

6.08 DISTRICT COMMITTEES (*RCP 17.030.2*)

District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. The governor-elect, governor, and immediate past district governor should work together to ensure continuity of leadership and

succession planning. The governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office. Committees shall be appointed to address the following administrative functions:

Membership Attraction and Engagement

New Club Development

Finance

District Programs, including

Interact

Rotaract

Rotary Community Corps

Rotary Fellowships

Rotary Friendship Exchange

Rotary Youth Exchange

Rotary Youth Leadership Awards (RYLA)

Public Image

District Conference

The Rotary Foundation

Convention Promotion

District Training

Service, including

Club Service

Community Service

International Service

New Generations (Youth) Service

Vocational Service

Alumni

Member Benefit

Additional district committees are appointed when they serve a

Specific function as identified by the governor and the district leadership team

6.08.01 DISTRICT NOMINATING COMMITTEE

The nominating committee shall have the responsibility of nominating a qualified candidate for DGN every year and every three years shall nominate at least two candidates for the district COL representative. The candidates shall be nominated for election at the appropriate District Conference where the election shall take place.

6.08.02 DISTRICT FINANCE COMMITTEE

The District Finance Committee shall be made up of six Rotarians. They shall serve a 3-year rotation, with 2 members' terms ending each year. Four of the active members should have previously served as DG, District Treasurer, Club Treasurer, or ADG. The remaining 2 two active members may be rotarians with at least 5 years of active membership in District 6820.

Ex-officio members shall be the sitting District Treasurer, DGN, and DGE. The sitting Governor, District Governor Elect, and District Governor Nominee shall be responsible for selecting committee members for expiring and vacated terms according to the Finance Committee member requirements.

The responsibilities of the finance committee shall be the establishment of the annual budget in cooperation with the District Governor Elect and review of quarterly and annual financial statements. Selection of the annual audit committee, must be independent of the Finance Committee per RI rules.

The Finance Committee shall retain the right of approval of any contract or expenditure with compensation in excess of \$5,000.00.

The Finance Committee shall retain the right of approval for hiring any employee or contract employee and approval shall be given annually and

confirmed with the annual approval of the annual budget at District Conference.

7.0 DISTRICT PROCEDURES

7.01 ELECTIONS AT CONFERENCE

7.01.1 ELECTORS: *(RCP 17.040)*

Each club in a district shall select, certify, and send to its annual district conference at least one elector. Any club with a membership of more than 25 shall be entitled to one additional elector for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to any electors. Each elector shall be a member of the club. An elector must be present at the district conference to vote.

7.01.2 VOTING PROCEDURES

Every member in good standing of a club in a district present at the district conference shall be entitled to vote on all matters submitted to a vote at such conference except for the:

- selection of a governor-nominee,**
- election of a member and alternate member of the nominating committee for director,**
- composition and terms of reference of the nominating committee for governor,**
- election of the club representative and alternate representative of the district to the council on legislation, and**
- the decision as to the amount of the per capita levy**

However, any elector shall have the right to demand a poll upon any matter presented to the conference. In such cases, voting shall be restricted to electors. When voting on the selection of the governor-nominee, all votes from a club with more than one vote shall be cast for the same candidate.

7.02 NOMINATIONS AND ELECTIONS FOR GOVERNOR. (RCP 14.0)

District 6820 shall select a nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year following election.

District 6820 shall follow the nominating procedures for governor listed in the Rotary International Bylaws Article 13.020.

In addition:

The District Governor Nominee shall be elected at the District Conference which occurs no later than one year prior to the International Convention at which the Nominee will be officially elected as District Governor of District 6820.

The Nominating Committee of District 6820 shall seek out and propose qualified Rotarians to serve as District Governor. The clubs of District 6820 shall be invited to propose candidates for district governor-nominee. Any club proposing a candidate shall have submitted to the committee a resolution of endorsement form before the candidate will be considered by the Nominating Committee.

The District Governor shall issue an announcement prior to the District Conference inviting the Clubs of District 6820 to submit names of qualified candidates for consideration by the Nominating Committee.

Any Club submitting the name of a Rotarian for consideration must submit the name and all required documentation to the Chairman of the Nominating Committee no less than sixty (60) days prior to the first day of the District Conference.

The required Resolution shall make reference to and give details about the involvement of the candidate in Rotary, civic, and business or professional activities.

Any Rotarian proposed by a Rotary Club of District 6820 must submit a statement with the required resolution, indicating that he or she has studied the Rotary International Manual of Procedure detailing the status, qualifications and duties of the

Office of the District Governor and must express his or her commitment and preparation and willingness to serve, if elected, and to meet the requirements set forth in the RI Manual of Procedure and these rules of Procedure of District 6820.

The Nominating Committee shall consider all proposed candidates. The Committee shall be encouraged to seek candidates in addition to those submitted by any Rotary Club of District 6820.

In the event that a relative of a Nominating Committee member chooses to interview for the position of DGN, that member shall recuse himself/herself from the committee for that year. A replacement shall be named by the sitting District Governor.

The report of the Nominating Committee shall be submitted to the District Governor no later than 30 days prior to the first day of the District Conference. The District Governor shall announce the name of the Rotarian selected by the Nominating Committee as follows:

First, to the Rotary Clubs that had submitted any name or names for consideration, by mail no later than twenty (20) days prior to the first day of the District Conference.

Next, to all Clubs in the District in the next Governor's Newsletter.

At the District Conference, nominations may be made from the floor, upon compliance with all of the following conditions:

If the Club offering the name at the District Conference had submitted a candidate as specified in the District 6820 Rules of Procedure.

If the District Governor had been notified, in writing, on or before a date determined by the District Governor, but at least two weeks after the announcement of the nominating committee of the Rotary Club's intent to propose a candidate at the District Conference.

7.03 ELECTION OF REPRESENTATIVE TO COUNCIL ON LEGISLATION (RCP 59.0)

In the Rotary year two years before each Council, the clubs in each district select a Rotarian to represent them at the Council. These representatives are the voting members of the Council. Candidates for Representatives to the Council on Legislation should be submitted to the nominating committee three weeks prior to the District Conference. The nominating

committee shall submit a slate of candidates to all clubs two weeks prior to the District Conference. The representative and an alternate shall be selected by a vote of the conference electors. The Rotarian receiving the highest number of votes is elected and the Rotarian receiving the second highest vote shall be elected as the alternate.

Representatives must have served a full term as an officer of RI (or, under special circumstances, be currently serving as governor or governor-elect) and be a member of a Rotary club in the district represented at the time of their election. (RIB 9.020.2)

To qualify for service at the Council, a representative must be informed of the qualifications and submit to the general secretary a statement that the Rotarian:

- 1) Understands clearly the qualifications, duties, and responsibilities of a representative.**
- 2) Is qualified, willing, and able to assume and faithfully perform those duties and responsibilities.**
- 3) Will attend the Council for its full duration.**

Each district is encouraged to select as its representative the best-qualified eligible Rotarian available for service who is well informed about current Rotary policies, procedures, and programs. The RI Board, while recognizing that the clubs in each district may select whom they will, stresses that representatives to the Council should be selected on the basis of their ability to carry out their defined duties and not on the basis of their personal popularity within the district. The role of representative should be viewed as a serious and responsible position and not simply a perquisite of having served as governor

It is the duty of representatives to:

- 1 Help clubs prepare their proposals for the Council.**
- 2) Discuss proposed legislation at the district conference or other meetings.**
- 3) Know the existing attitudes of Rotarians within the district.**
- 4 Critically consider all legislation proposed to the Council and communicate those views to the Council effectively.**
- 5) Act as an objective legislator of RI.**

- 6 Attend the meeting of the Council for its full duration.
- 7) Report on the Council's deliberations to the clubs of the district after the Council meets.
- 8) Be accessible to clubs in the district to assist in their preparation of proposals for future councils.
- 9) Modify the District ROP to correct new legislation passed by the COL prior to the District Conference that a new COL representative is elected. (last year of service)

7.04 AWARDS

District 6820 shall award the following described district awards each year if such award is deemed warranted by the Awards Committee and District Governor, with final approval of all awards by the District Governor.

7.04.1 DISTRICT AWARDS

7.04.1.1 OTTIS L. SNIPES Jr. AWARD:

This award shall be presented annually, at the District Conference, to the Rotary Club having the highest percentage increase in membership during the Rotary year just concluding.

7.04.1.2 STACY ANDERSON AWARD:

Awarded to the Club having the Highest Attendance Percentage of Members present at the District Conference. This Award shall be calculated by multiplying the percentage of members present by the distance of travel from the Club to the District Conference.

7.04.1.3 THE EDLEY JONES PUBLIC RELATIONS AWARD:

This award shall be presented annually at the District Conference to the Rotary Club that has shown the best effort to promote their club and its activities through all means of Public Relations.

7.04.1.4 THE W. A. PRICE CLUB BULLETIN AWARD:

This award shall be presented annually at the District Conference, to the Rotary Club having the best Club Bulletin during the year. This Award shall be determined by the winner from the previous year.

7.04.1.5 THE CLUBS OF THE YEAR AWARDS:

Three clubs, one large, medium, and small, are selected by the awards committee for presentation at the District Conference. It is suggested that a criteria be established at the beginning of the Rotary year to judge the clubs for their participation in programs, presence at district meetings and functions, and achievement of their club goals.

7.04.1.6 THE GOVERNORS AWARD:

This award is chosen by the sitting District Governor and given to the overall best club in the district

7.04.1.7 THE ALLISON BRUSH AWARD:

This award is given to the club with the highest per capita giving to the RI Foundation in the prior full year before District Conference.

7.04.1.8 THE RUTH & KEITH REMY YOUTH AFFAIRS AWARD

This award is given to the club recognized by the DG as the club having an outstanding program for youth during the year.

7.04.1.9 FOUNDATION DISTRICT SERVICE AWARD:

Nominators: District governors

Deadline: Ongoing

Because so many Rotarians serve humanity through Foundation programs, The Rotary Foundation created the District Service Award to recognize their efforts. Each recipient is given a certificate, awarded at the district level.

District governors may obtain up to 20 blank certificates at no cost to their district. After the awards have been presented, send the name and club of each recognized Rotarian to The Rotary Foundation by downloading and completing the District Service Award List.

7.04.1.10 KAY STEED AWARD

This award presented annually to the outstanding female Rotarian in District 6820

7.04.2 ROTARY INTERNATIONAL AWARDS

7.04.2.1 FOUNDATION CITATION FOR MERITORIOUS SERVICE AWARD:

Nominators: District governors and directors

Deadline: Nominations received on a rolling basis from 1 July to 15 May

This award recognizes Rotarians who have demonstrated active service to The Rotary Foundation for more than one year.

7.04.2.2 FOUNDATION DISTINGUISHED SERVICE AWARD:

Nominators: Any Rotarian

Deadline: 15 November

Four complete Rotary years after receiving the Citation for Meritorious Service, a Rotarian becomes eligible for the Distinguished Service Award. Because this is the Foundation's highest service recognition, a recipient's exemplary service to the Foundation must extend beyond the district level and occur over an extended period of time.

7.04.2.3 ROTARY INTERNATIONAL SERVICE ABOVE SELF AWARD;

Nominators: District governors, immediate past district governors, RI directors, past RI directors

Deadline: 1 September

As Rotary's highest honor for individual Rotarians, this award recognizes up to 150 Rotarians annually who have demonstrated exemplary humanitarian service, with an emphasis on personal volunteer efforts and active involvement in helping others through Rotary. Current district governors, directors, and past directors may nominate up to three candidates by 1 September each year.

7.05 DISTRICT DUES

District dues shall be based on the individual Club's membership as of June 30 and shall be payable annually by each Club to the District Treasurer by August 1. These dues are payable in advance for the fiscal year of July 1 to June 30. The dues of the district can only be changed by a vote at a District Conference by three-fourths of the Electors present and voting.

7.06 COMMITTEE ASSIGNMENTS AND APPOINTMENTS

In consultation with the District Governor-elect and District Governor-nominee, the District Governor shall appoint members to any vacancy on a committee. All appointments are for a three year period. The chairman of a committee should have served on the committee for two years prior to becoming chair.

7.07 AMENDMENTS OR SUSPENSION OF RULES OF PROCEDURE

7.07.1 Amendment

Any Rotarian may propose amendments to the Rules of Procedure by submitting, in writing, the proposed amendment to the District Governor who shall appoint a Committee to consider the proposed amendment.

No proposed Amendment to these Rules may be presented to be voted upon at the District Conference, the Annual Business Meeting of District 6820, unless the Official Proposed Amendment has been communicated by U.S. mail, or E-Mail, or by

either the District Governor or the District Secretary of the Special Committee to Each Club President in the District 6820 at least thirty days prior to the first day of the District Conference where the amendment may be voted upon.

Only qualified Electors present at the District Conference shall be allowed one vote on any proposed amendment to these Rules of Procedure.

For adoption or passage, any proposed amendment must be approved by a majority vote of the Electors present and voting at the District Conference. There shall be no proxy votes cast or counted at the District Conference.

The results of any vote taken on proposed amendments and a summary of the amendment, shall be published in the District Governor's newsletter and shall be properly incorporated into the District 6820 Rules of Procedure.

7.07.2 SUSPENSION

Upon a vote of two-thirds of the electors present and voting, the Rules of Procedure for any District Conference, Assembly or other meeting may be suspended, with the exception that a vote of three-fourths shall be required to suspend Section 7.05, District Dues.

8. DISTRICT MEETINGS AND CONFERENCES

8.01 THE DISTRICT CONFERENCE (*RCP 20.020*)

A conference of Rotarians is held annually in District 6820 at a time and place agreed to by the governor and the presidents of the majority of the clubs in the district. The dates of the conference must not conflict with the Rotary institute, District Assembly, International Assembly, or RI Convention. The RI Board encourages districts to hold district conferences in the first half of the Rotary year.

The purpose of the district conference is to further the Object of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to the affairs of clubs in the district and RI generally. The conference considers any special matters submitted to it by the RI Board or matters originating within the district. The district conference should showcase Rotary programs and successful district and club

activities and encourage interaction and dialogue among clubs. Recognizing that the district conference is an opportunity to sustain and increase the membership base within the district, the information should be presented inspirationally and in an atmosphere of fellowship. A conference may endorse or propose legislation for the Council on Legislation and also may elect its representative to a Council on Legislation

The RI Board may authorize two or more districts to hold their conferences conjointly. This is encouraged, provided that the district conferences are not held conjointly two years in a row.

Districts are encouraged to hold the district conference at a location that encourages maximum participation and limits undue financial burden.

The district conference must:

- 1) Provide the RI president's representative an opportunity to make two primary addresses to the conference (including a major address of 20-25 minutes at the conference session with the maximum attendance, including spouses) and remarks of appreciation to the host district at the conclusion of the conference.
- 2) Discuss and adopt the audited financial statement from the previous Rotary year.
- 3) Elect the district's representative to the Council on Legislation during the Rotary year two years before the Council on Legislation.
- 4) Elect the member of the nominating committee for the RI Board of Directors, as appropriate
- 5) Conduct any other appropriate business of the district properly presented.

The district conference should:

- Be held for two to three full days.
- Include discussion groups to increase participation by members.
- Include a balanced program in which the majority of the content is focused on Rotary and Rotary Foundation subjects.
- Consider district resolutions.

- Extend a specific welcome to new Rotarians, Rotarians attending the district conference for the first time, club presidents, and others, as appropriate.
- Maximize the use of volunteers who have participated in Rotary and Rotary Foundation activities in the program.
- Include promotion of the next conference and encourage pre-registration.
- Keep costs affordable in order to encourage maximum attendance.
- Avoid scheduling conflicts between the conference, holidays, and other events.
- Encourage the attendance of every registrant at plenary sessions by scheduling spouse and other events at non-conflicting times.
- Promote exhibitions of club and district projects, perhaps in a house of friendship.
- Recognize the experience that the RI president's representative brings to the conference and involve the representative in group discussion sessions and other sessions accordingly.
- Provide a special orientation event for new Rotarians
- Include a district leadership seminar for interested Rotarians who have served either as club president or for three or more years in a leadership role in the club, for one full day immediately before or after the district conference.

8.02 THE DISTRICT ASSEMBLY (*RCP 20.060*)

The purpose of this one-day seminar, held in April or May, is to prepare incoming Rotary club leaders for their roles.

Topics That should be included are:

- RI theme.
- Roles and responsibilities.
- Policies and procedures.
- Selecting and training your team.
- Developing annual and long-range plans.
- Resources.

- Case study exercise.
- Team-building exercise.
- Problem solving (*RCP 23.010.3.*)

The participants in the district assembly are club presidents-elect and the members of Rotary clubs assigned by the club president-elect to serve in key leadership roles in the upcoming Rotary year.

If the district conference is held in April or May, the district should consider scheduling the district assembly and the district conference as consecutive meetings, with the district assembly held first. Consecutive meetings should be scheduled without reducing the time required for each and with due regard for the essential features of each.

RI provides a standard curriculum including leaders' guides, visual aids, and participants' manuals to support the district assembly. Refer to the District Assembly Leaders' Guide (828-EN), Club President's Manual (222-EN), Club Secretary's Manual (229-EN), and Club Committee Manuals (226-EN; individual manuals for club administration, membership, public relations, service projects, and The Rotary Foundation standing committees) for more information.

8.03 THE PRESIDENTS ELECT TRAINING SEMINAR *-(RCP 20.070)*

The purpose of this one-and-a-half-day seminar, held in February or March, is to prepare incoming club presidents for their role. Topics that should be included are:

- RI theme.
- Role and responsibilities.
- Goal setting.
- Selecting and preparing club leaders.
- Club administration.
- Membership.
- Service projects.
- The Rotary Foundation.
- Public relations.
- Resources.
- Annual and long-range planning.

PETS participants should include the governor-elect, assistant governors, the district trainer, and all incoming club presidents in the district. It is recommended that the expenses of the incoming club presidents be paid by the clubs or the district.

Assistant governors promote attendance among the presidents-elect to whose clubs they are assigned and team building among the presidents-elect, governors-elect, and themselves.

At multidistrict PETS, at least three hours of the program must be allocated to meetings between governors-elect, incoming club presidents, and assistant governors. The governors-elect are responsible for developing and approving the final program and selecting the training leaders and plenary speakers, as well as submitting to the RI president a letter indicating approval of the multidistrict PETS program and demonstrating fulfillment of the above conditions no later than four months before the seminar.. See Rotary Code of Policies section. (*RCP 20.070*) for more information.

RI provides a standard curriculum including leaders' guides, visual aids, and participants' manuals to support the PETS. Refer to the Presidents-elect Training Seminar Leaders' Guide (243-EN) and the Club President's Manual (222-EN) for more information.

8.04 THE DISTRICT TEAM TRAINING SEMINAR (*RCP 20.090*)

The purpose of this one-day meeting, held in February, is to:

- Prepare incoming assistant governors and incoming district committee members and chairs for their year in office.**
- Give district governors-elect the opportunity to motivate and build their district leadership team to support clubs.**

Topics that shall be included are:

- RI theme.**
- District administration.**
- Roles and responsibilities.**
- Working with clubs under the Club Leadership Plan.**
- Resources.**
- Annual and long-range planning.**

- **Communication.**

Participants in the district team training seminar shall include Rotarians appointed by the governor-elect to serve as assistant governors and as district committee members in the next Rotary year.

RI provides a standard curriculum including facilitators' guides, visual aids, and participants' manuals to support the district team training seminar. Refer to the District Team Training Seminar Leaders' Guide (247-EN), Assistant Governor's Training Manual (244-EN), and District Committee Manual (249-EN) for more information.

8.05 THE ROTARY FOUNDATION SEMINAR

The purpose of this seminar is to educate Rotarians about Foundation programs and motivate them to be strong participants and advocates of the Foundation. The seminar is the primary means of increasing awareness of The Rotary Foundation at the club level. The seminar is conducted by the district Rotary Foundation committee and can be supported by the regional Rotary Foundation coordinator.

Specifically, a district Rotary Foundation seminar provides the opportunity to:

- Motivate Rotarians to support and participate in Foundation programs.
- Update Rotarians on changes in Foundation programs or policies and outline goals for the upcoming year.
- Recognize individuals and clubs in the district for outstanding contributions to the Foundation.
- Answer questions about Foundation programs and activities.

Topics that shall be included are:

- Foundation programs.
- Foundation goal setting.
- Every Rotarian, Every Year.
- District and club organization: The Rotary Foundation committee.
- Understanding the SHARE system.
- Basic elements of fundraising.

- Reaching every Rotarian with the Foundation's message.
- Achieving Foundation goals.
- Using the District Designated Fund (DDF).
- Rotary Foundation Month activities.
- Keeping Foundation alumni involved in Rotary.

Club presidents, club Foundation committee members, district governors, governors-elect, and assistant governors are the seminar's target audience, although the district's entire membership is encouraged to attend.. Refer to the District Rotary Foundation Seminar Manual (438-EN) for more information.

8.06 THE MEMBERSHIP SEMINAR (RCP 20.100)

The purpose of this half- or one-day seminar, preferably held as early in the Rotary year as possible, is to develop club and district leaders who have the necessary skills, knowledge, and motivation to support the clubs in the district to sustain or increase the membership base.

Topics that should be included:

- Overview of the importance of membership.
- Retention.
- Recruitment.
- Organizing new clubs.
- Roles and responsibilities.

The participants in the district membership seminar include club presidents, club-level membership committee members, district membership development committee members, district extension committee members, assistant governors, and other interested Rotarians.

RI provides a facilitators' guide with visual aids to support the district membership seminar. Refer to the District Membership Seminar Leaders' Guide (242-EN) for more information.

8.07 THE LEADERSHIP SEMINAR (RCP 20.080)

The purpose of this full-day seminar, held immediately before or after the district conference, is to develop Rotarian leaders within the district who have the necessary skills, knowledge, and motivation to serve in Rotary beyond the club level.

Topics that should be included are:

- **Leadership and motivational skills.**
- **Building an international service project.**
- **Planning a district meeting.**
- **Program electives.**
- **Leadership opportunities.**

Interested Rotarians who have served as club president or have served for three or more years in a leadership role in the club may participate in the district leadership seminar.

RI provides a facilitators' guide with visual aids to support the district leadership seminar. Refer to the District Leadership Seminar Leaders' Guide (248-EN) for more information.

9. PAUL HARRIS SOCIETY

- 9.01 The Paul Harris Society of Rotary International District 6820 is created.**
- 9.02 The Paul Harris Society shall comply with the latest guidelines issued by Rotary International and The Rotary Foundation.**
- 9.03 The Paul Harris Society is a special district recognition program designed for individuals who wish to support The Rotary Foundation in a more substantial way each year.**
- 9.04 Recognition is for individual donors who make a commitment to contribute US\$1,000 or more each year to The Rotary Foundation's Annual Programs Fund, PolioPlus, PolioPlus Partners, or the Humanitarian Grants Program.**
- 9.05 Paul Harris Society contributions shall be eligible toward Rotary Foundation Sustaining Member, Paul Harris Fellow, Multiple Paul Harris Fellow, and Major Donor Recognition.**
- 9.07 Recognition elements shall include a Paul Harris Society certificate and Paul Harris Society insignia issued by District 6820.**
- 9.08 The Paul Harris Society shall be administered by the Chairperson, District Rotary Foundation Committee, Paul Harris Society Subcommittee.**
 - 9.08.1 The Chairperson, Paul Harris Society Subcommittee, shall maintain a record of members of the society.**
 - 9.08.2 Upon notification that an individual has made arrangements to contribute at least US\$1,000 each**

year to eligible programs of The Rotary Foundation, the Chairperson shall enroll the individual as a member of the Society and prepare recognition elements for presentation to the individual.

9.08.3 Individuals shall remain a member of the Society until the Chairperson, Paul Harris Society Subcommittee is notified that the individual is no longer contributing at the required level.

10. ROTARY DISTRICT 6820 FOUNDATION, INC.

10.01 The purpose of the Rotary District 6820 (to be known as the “6820 Foundation”) shall be to develop and support programs that move District 6820 forward with an emphasis on assisting small clubs. Special consideration should be given to projects that enhance educational and economic progress.

10.02 A 6820 Foundation board of trustees shall direct the operations of this foundation. The composition of the board of trustees shall be a chairman, a secretary, a treasurer and six other trustees with the district governor serving as an ex-officio member for a total of ten members. The nine elected trustees shall serve staggered three-year terms with the terms of three trustees expiring each year. A nominating committee, composed of trustees appointed by the chairman, will present to the district conference a slate of nominees to fill vacancies. Trustees with expiring terms may be re-nominated at the discretion of the nominating committees. The chairman, the secretary, and the treasurer shall be elected by and from the board of trustees. For support of long-range projects and for continuity, the chairman, the secretary, and the treasurer shall serve consecutive one-year terms not to exceed five years.

10.03 The chairman (or secretary or treasurer) of the 6820 Foundation shall present financial statements annually to the district conference. Minimum requirements for such financial statements shall include a beginning and ending balance and an itemization of all income and expenses. The fiscal year of the 6820 Foundation shall be July 1 through June 30. A projection of income and expenses shall be included on said financial statements for the period from the statement date (date of district conference) to the end of the current fiscal year. Year-end statements through June 30 shall be presented to the secretary of District 6820 at the close of each fiscal year.

- 10.04** The 6820 Foundation may accept funds for a designated special project within or outside of the District. The project may be approved by a simple majority vote of the Trustees. Funds received for said project shall be directed in their entirety to that project unless that project is completed prior to expending all of the funds. In the event that all funds so designated are not used, the use of the remaining funds shall be determined by the Trustees for the benefit of the 6820 Foundation and the Rotary Clubs of District 6820. All funds received shall be eligible for exempt tax treatment as provided for by the IRS in 501-C3 organizations.
- 10.05** The District 6820 Foundation shall operate as an endowment with an emphasis on preserving the principal to perpetuate the funding of future projects. A separate account shall be maintained outside the endowment portfolio for funding projects. A majority vote of the trustees shall be required to transfer funds from the endowment portfolio to this account. Project funds determined by the trustees to exceed project needs should be returned to the investment portfolio. Efforts should always be made to grow and maintain the investment portfolio at a level sufficient to produce funds adequate to meet the needs of the foundation.

11. COLLEGE OF GOVERNORS (ADVISORY COUNCIL OF PAST GOVERNORS) (RCP 19.060)

The District 6820 College of Governors is an advisory council of past governors, composed of all past governors who are members of Rotary clubs within the district. Governors are urged to call an annual meeting of the College after the International Assembly to allow the governor-elect to inform the current and past governors of the issues debated and presented. This meeting should be held no more than one month after the International Assembly. The authority and responsibility of the governor shall in no way be impaired or impeded by the advice or actions of the past governors. Governors are urged to consider the College's assistance in extension efforts, informing incoming governors, promoting the convention, providing Rotary information, and supporting weaker clubs, serving when invited by the club president and the governor as ad hoc members of the club board of directors.

The COG shall also meet in conjunction with the Passing of the Gavel Ceremony each year. It is encouraged that AGs , DGE, and DGNs be invited to attend as observers.

The sitting Governor shall give a state of the district report to the members and a discussion shall follow in which the strengths and weakness of the district are addressed. The COG shall give special attention to any areas of weakness in the district and advise the governor and DGE of ways in which to strengthen these areas.