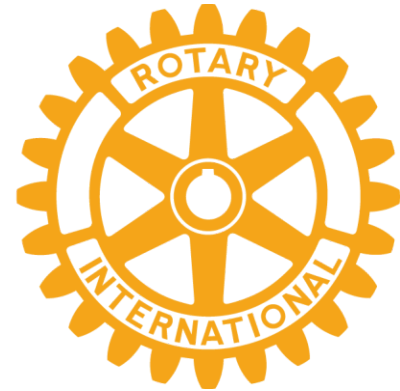


# Rotary



## **ROTARY NORTHEAST PELS, Inc.**

### **BYLAWS**

**July 1, 2010**

**Revised March 10, 2012**

**Revised 2015**

**Revised July 2018**

**Revised January 4, 2020**

**Revised December 14, 2020**

**Revised January 8, 2022**

**Revised July, 25, 2024**

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## Bylaws of Rotary Northeast PEELS, Inc.

### Article 1. Definitions

As used in the bylaws, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. **Assistant Governor:** A Rotarian appointed by the sitting governor to assist the governor with administrative work associated with club operations for designated clubs within an area.
2. **AG Program:** Assistant Governor Assembly, which is primarily for training incoming assistant governors.
3. **Board:** The Board of Directors of Rotary Northeast PEELS, Inc.
4. **Bylaws:** The official rules and regulations of Rotary Northeast PEELS, Inc., provided that if any rule is in conflict with the constitutional documents of Rotary International, such rule is null and void.
5. **Club:** A Rotary club.
6. **Contract:** A written agreement entered into by the NEPELS Board and a third party. This does not include verbal assurances or promises of future contracts absent writing to memorialize the same.
7. **District:** A group of clubs defined and recognized by Rotary International.
8. **Governor:** the officer of RI in the district, functioning under the general control and supervision of the RI Board, who directly supervises all clubs in the district, provides leadership and ensures continuity.
9. **Governor-elect:** A Rotarian in a district who has been chosen to serve as governor during the following year. Plural is governors-elect.
10. **Governor-nominee:** A Rotarian in a district who has been chosen to serve as governor within two years. Plural is governors-nominee.
11. **Governor-nominee designate:** A Rotarian in a district who has been chosen to serve as governor within three years. Plural is governors-nominee-designate.
12. **Governor track:** Consists of individuals serving as governors-elect, governors-nominee, or governors-nominee-designate.
13. **NEPELS:** Rotary Northeast Presidents-Elect Learning Seminar, Inc.(formerly Rotary Northeast Presidents-Elect Training Seminar - NEPELS)
14. **NEPELS Planning Committee:** consists of the Board of Directors, the Governors-nominee, the Governors-nominee-designate, the Chair and Alternate Chair, the Chair-elect and Alternate Chair-elect, the Treasurer, the Learning Leader, and the Registrar.
15. **NEPELS Policies and Practices:** The document with guidelines supplementing these Bylaws.
16. **PEELS:** Presidents-elect Learning Seminar.
17. **PDG:** the acronym for Past District Governor.
18. **President-elect:** a Rotarian who has been chosen to serve as president of a club during the following year. Plural is presidents-elect.
19. **RI:** Rotary International.
20. **Rotary Northeast PEELS, Inc.:** A non-profit corporation organized pursuant to New Hampshire R.S.A. chapter 292 and Section 501(c)(4) of the US Internal Revenue Code, and formed for the purpose of annual orientation and training of club presidents-elect in the member districts.
21. **Year:** The twelve-month period which begins on 1 July.

### Article 2. Purpose of NEPELS

The purpose of NEPELS is to provide leadership training to presidents-elect and assistant governors in member districts. This annual multidistrict training is planned and conducted under the direction and supervision of the governors-elect of member districts.

### Article 3. Membership in NEPELS

**A. The members of NEPELS are the districts involved.** These members include but are not limited to: Rotary districts 7780, 7850, 7890, 7910, 7930, 7950, and 7980.

- I. Additional districts may ask to join NEPELS by submitting a request to the Board of NEPELS.
- II. The club asset value is calculated by dividing the total assets by the number of clubs currently enrolled in NEPELS.
- III. If an additional district is accepted as a member, the fee to the incoming district will be the number of clubs of that district times the current average per club asset value of those clubs already in NEPELS.

## **B. Resignation, Suspension or Termination of Membership in NEPELS**

### **I. Resignation**

- a. Any participating district that seeks to terminate its participation in NEPELS must secure the approval of two-thirds (2/3rds) of the clubs in the district to withdraw.
- b. The district governor-elect shall notify the governors-elect of the other NEPELS districts of its intention to resign from NEPELS not less than thirty (30) days before the district holds its club vote on the decision to withdraw.
- c. The district governor-elect shall notify the governors-elect of the other NEPELS districts of the outcome of the withdrawal vote not more than ten (10) days after the date the vote becomes final and accepted by the district.
- d. The effective date of the withdrawal of the district shall be dependent upon 1) the date of notice of the vote outcome to NEPELS, and 2) the status of existing contractual relationships entered into with the withdrawing district as a member of NEPELS:
  - i) Where the notice of the outcome of the withdrawal vote is provided by the district governor-elect to NEPELS by or before December 31 of the current NEPELS year, the district may withdraw from NEPELS effective June 30 of the current NEPELS year (e.g., December 31, 2022 notice = withdrawal date of June 30, 2023), subject to the restrictions and requirements set forth herein.
  - ii) Where the notice of the outcome of the withdrawal vote is provided by the district governor-elect to NEPELS on or after January 1 of the current NEPELS year, the district may withdraw from NEPELS effective June 30 of the following NEPELS year (e.g., January 1, 2023 notice = withdrawal date of June 30, 2024), subject to the restrictions and requirements set forth herein.
  - iii) Where the resignation will not adversely affect the contractual relationships NEPELS has with any facility or vendor (e.g., place NEPELS in material breach of contract), a district may withdraw from NEPELS per the manner described above.
  - iv) Where the resignation will adversely affect the contractual relationships NEPELS has with any facility or vendor (e.g., place NEPELS in material breach of contract), including but not limited to NEPELS incurring penalties due to facility contracts, the end of the withdrawing district's financial liability shall be no sooner than the end of the most recent facility or vendor contract to which the withdrawing district contributed a vote.
- e. If an individual district withdraws from NEPELS, it will receive its proportional share of the assets of the corporation based on the average asset balance per club upon effective date of withdrawal. Such distribution will only be made after the completion of the financial review/audit of the fiscal year.

### **II. Suspension or Termination of Membership**

- a. The Board may suspend or terminate the membership of any district which fails to pay its dues or other financial obligations to NEPELS in a timely manner.
- b. The membership in NEPELS of any district eliminated by RI will be terminated by the Board, and the Board shall determine whether any proportion of the assets of the corporation should be returned after a review of expenses which NEPELS may incur as a result of the termination, including but not limited to any penalties due to facility contracts.

## **Article 4. Board of Directors**

### **A. Composition**

- I. The Board of Directors is comprised of persons currently serving as governors-nominee from the

conclusion of NEPELS to June 30 each year and governors-elect serving from July 1 through NEPELS the following year of the member districts, each of whom serves as a voting director, as well as one past district governor who has been selected to chair the annual presidents-elect learning seminar for those governors-elect. (Example: the board of directors for March 15th, 2024 to June 30th, 2024 and July 1st, 2024 thru March 14th, 2025 are the District Governors for the 2025-2026 Rotary Year).

II. The Board of Directors term will now be March 15 of the prior year (following the NEPELS wrap-up) through March 14 of the NEPELS wrap-up of the current year (or whenever NEPELS wraps up)

III. The chair presides over Board meetings but may not make formal motions and has no vote. The alternate chair may attend Board meetings but is not a director, may not make formal motions, and has no vote.

IV. The chair is chosen by their peers no later than December of their governor-elect year, at which time the governors-elect select one of their group to serve as PELS chair for two years hence and select a second from their group to serve as alternate in case the chair is unable to serve for any reason.

V. Any changes in the governors-elect or governors-nominee are outside the purview of NEPELS. The Board should be notified immediately of any changes made by a member district, and the succeeding governor-elect or governor-nominee will immediately become a new member of the Board.

VI. In the temporary absence of a governor nominee/governor elect due to unforeseen circumstances such as hospitalization, illness, etc., the current district governor or district governor nominee (at the discretion of that district) will assume duties on the board, to include all voting privileges, until the governor nominee/elect is able to resume their duties to ensure each district is appropriately represented.

## **B. Meetings of the Board**

I. First meeting of the year: The new Board shall meet during July as scheduled by the chair, after consultation with the members of the board of directors. The incoming chair shall designate the time and place of such meeting at least thirty days before the date of the meeting. The first meeting of the year shall be considered the annual meeting.

II. Other than the first meeting of the Board, meetings of the Board shall be held as necessary and scheduled by the chair after consultation with the members of the board. Special meetings must be called if requested by more than one-third of the governors-elect.

III. Notice of meetings shall be given to each director by the secretary in writing either by email or through the postal service, not less than five (5) nor more than thirty (30) days before the date of the meeting, and should include the place, day and hour of the meeting, and the purpose or purposes of the meeting.

IV. A majority of the voting directors shall constitute a quorum for the transaction of all business.

V. The directors may participate in and act at any meeting of the Board through the use of a conference telephone, internet, or other communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such a meeting shall constitute attendance

## **C. Duties and Powers of the Board**

I. The Board is responsible for doing whatever may be necessary for the furtherance of the purposes of NEPELS. Board actions must be compatible with these bylaws and the laws of the State of New Hampshire, and the laws of the state in which the conference is held, and consistent with RI policies.

II. The affairs and funds of NEPELS shall be under the direction and control of the Board, which shall have access to the books, vouchers and funds in the hands of the treasurer and shall review and approve the budget for the year.

III. The board shall also be responsible for ensuring that a financial review of NEPELS finances is prepared annually, by the Financial Oversight Team. The board shall also review and consider if an audit is deemed necessary and recommend it to the Financial Oversight Team to have completed.

## **Article 5. Officers**

### **A. The officers of NEPELS are the Chair, the secretary and the treasurer.**

I. The Chair and Alternate Chair are chosen as provided above in Article 4, Section A, Subsection II.

- II. The secretary is a governor-elect selected by the governors-elect subject to Board approval.
- III. The Treasurer shall serve for two years as Treasurer, and is chosen as provided in Article 6, Section A, Subsection II.
- IV. The Treasurer is an ex-officio member of the Board and may be invited by the Board to attend Board meetings but has no vote.

## **B. Duties of Officers**

I. The Chair presides over the meetings of the Board and the planning committee. The Chair shall be an ex-officio member of all NEPELS committees and groups but shall not have the right to make formal motions or vote when participating in meetings of those committees. Additional duties of the Chair by virtue of chairing the operating committee are found in bylaws Article 6 below as well as in the NEPELS Policies and Practices. The Alternate Chair presides if the Chair is not available.

II. The **secretary** is secretary of the Board and of the NEPELS planning committee. As secretary of the Board and the planning committee, the secretary shall:

- a. record minutes of all meetings and maintain an archive of minutes on an electronic database such as One Note, Google Drive, etc.
- b. **provide written notice of all meetings in a timely manner**, and with the exception of reports more suitably prepared and filed by the treasurer, **prepare all necessary governmental reports and properly file them with the appropriate governmental body.**

III. The treasurer is treasurer of the Board and of the NEPELS Planning Committee. As treasurer of the Board, the treasurer shall:

- a. be responsible for the oversight, care and custody of all funds and finances of NEPELS.
- b. present a report to the Board at all regularly scheduled meetings.
- c. advise the Board on fiscal matters, including any change in expenditure or financial position.
- d. be authorized to sign checks in the ordinary course of business.
- e. prepare a budget for the coming fiscal year and present it to the Board for approval at the first meeting of the fiscal year; If due to changes in the NEPELS events, additional budgets may be requested.
- f. file any necessary governmental reports related to fiscal matters, including annual reports and tax returns required by New Hampshire and federal laws.
- g. maintain a working capital balance from cash reserves for the operation of NEPELS, with a goal of having a working capital balance equal to 20%-40% of the highest annual operating budget for the current and last two years of non-virtual NEPELS to be available at the conclusion of each annual PELS in order to have sufficient start-up funds for the following year.  
Maintain a reserve account of 20-40% of the highest of the annual operating budget for the current and last two years of non-virtual NEPELS, leaving the combination working capital balance and reserve accounts between 40-80%.

IV. Additional duties of the secretary and treasurer by virtue of serving as secretary and treasurer of the operating committee are found in bylaws Article 6 below as well as in the NEPELS Policies and Practices.

## **C. Resignation or Removal of an officer from Office:**

I. An officer may resign by delivering their written resignation to the Chair. Such resignation shall be effective upon receipt unless specified in writing to be effective at some other time and acceptance thereof shall not be necessary to make it effective unless it so states.

II. An officer may be removed for cause by a two-thirds vote of all the directors present at a special meeting called for that purpose. Written notice of such meeting must be given no less than ten days nor more than thirty days prior to the meeting.

III. If an officer resigns or is removed from office, the office should be filled for the unexpired term as soon as practicable by the ad hoc nominating committee.

## Article 6. Working Groups

### A. Non-Board Positions

I. The Board shall establish such additional positions as it deems necessary from time to time which it determines are in the best interests of NEPELS. These positions are usually for a term of two years with an assistant to the position who will serve at the same time. The assistant will move up at the end of their term and assume the primary position if approved by the Board.

II. Nominations and/or applications for open positions shall be submitted to the NEPELS Chair, who fills positions subject to Board approval.

III. Appointments to Chair various operations team standing committees, to serve as the program team Learning Facilitator (formerly named Training Advisor) and Assistant Learning Facilitator, and to serve as Treasurer and Assistant Treasurer shall be for a two-year term as assistant, followed by two additional years in the position.

IV. All appointments are extendable for one year with the consent of the Board.

V. Operations team standing committees are encouraged to use additional volunteers as needed for task coverage.

VI. Operations team standing committee positions are not intended to be filled by those in the governor track, but governors-elect and governors-nominee may apply if interested.

VII. The treasurer position may not be filled by those in the governor track.

VII. The secretary position must be filled by a governor-elect .

IX. The person in charge of technology systems and their assistant may be filled by those in the governor track.

X. The learning leader and the assistant learning leader may not be filled by those in the governor track.

XI. The registrar and assistant registrar positions may not be filled by those in the governor track.

### B. Program Team

This group is comprised of the classes of governors elect and governors nominee. Also serving with this team are the learning facilitator and assistant learning facilitator-. The team has overall responsibility for selecting the NEPELS goals for the year, the curriculum, the speakers, and evaluations.

I. The Chair designates a program team leader from among the governors elect that the governors elect propose. One member of the team serves as a recorder, taking notes at all meetings and submitting the notes to the Chair and the secretary.

II. The learning facilitator works with the program team to develop the program for the presidents-elect and is responsible for training discussion leaders during the January learning meeting.

III. Additional responsibilities of the program team are detailed in NEPELS Policies and Practices.

### C. Operations Team

I. The operations team is comprised of four standing committees: registration, facilities, ambassadors, and communication.

II. One member of each standing committee serves as a recorder, taking notes at all meetings and submitting the notes to the Chair and the secretary.

III. The registration committee works with the Planning Committee to ensure the registration process runs smoothly throughout the year and during the event.

a. The Chair of the registration committee serves as registrar for NEPELS. Among the committee's duties are coordinating a database of invitees, registering participants, arranging for printing of soft badges, tent cards and meal tickets, ordering hard badges, and ensuring registration packets for all attendees are properly assembled

b. The registrar is responsible for managing the registration center either virtually or at the main hotel during NEPELS but may enlist volunteers who may or may not be NEPELS Planning Committee members.

c. The registrar shall execute the vision and goals of the governors elect and provide

updated reporting when requested by the Board.

d. Additional responsibilities of this committee are detailed in NEPELS Policies and Practices.

IV. The facilities committee works with the hotels serving as NEPELS sites.

a. The committee works closely with hotel management of each hotel to ensure adequate meeting space is available, audio/visual, accessibility, and other infrastructure requirements necessary to conduct NEPELS.

b. The committee is responsible for exploring possibilities for alternate sites and presenting them to the Board reviewing the contracts with the hotels at least annually and adjusting them as needed.

c. In the event of a multi-year contract proposal, input from the governors nominee, Chair and Alternate Chair for the next two NEPELS shall be requested and considered before Board approval and signature of said contract.

d. Additional responsibilities of this committee are detailed in NEPELS Policies and Practices.

V. The Ambassadors committee recruits and trains volunteers to serve in all hotels during NEPELS.

a. Among the responsibilities of this group are hanging banners, setting up displays, helping guide attendees around the hotels, especially to sessions, serving as timekeepers, and performing any other tasks necessary to ensure the smooth functioning of NEPELS.

b. Additional responsibilities of this committee are detailed in the NEPELS Policies and Practices.

VI. The Communications and Technology committee is responsible for the website, social media announcements, printed or digital materials distributed during NEPELS, and email communications between the NEPELS Planning Committee and participants

a. Regarding the website, the committee is responsible for updating and maintaining the website and works with the registration committee to update the registration portion of the website

b. Working with the program team, this committee updates and arranges for the editing and printing of the program booklet and obtains any additional printed or promotional materials to be used during NEPELS

c. Additional responsibilities of this committee are detailed in NEPELS Policies and Practices.

#### **D. Bylaws and Policies and Practices Review Committee**

I. This committee shall be composed of three Governors Elect, three Governor Nominees, and one member from the Operations Team. It is suggested that the DGEs and DGNs be from different districts to have equal representation for all districts involved.

II. This committee will conduct an annual review of the Bylaws and Policies and Practices documents and report to the annual meeting any recommended changes. This committee may recommend changes at any meeting throughout the year, if they deem it appropriate to do so.

### **Article 7. Financial Oversight**

#### **A. Financial Oversight Team.**

The Board shall establish a financial oversight team consisting of three (3) past district governors from the districts participating in NEPELS, as least one of whom shall, if at all possible, have a background in accounting, auditing, or finance.

I. Nominations and/or applications for open positions shall be submitted to the NEPELS Chair, and all appointments are subject to Board approval.

II. Whenever feasible, the three past district governors should be from different districts and not from the Treasurer's district. The term of each team member shall be three years, staggered so that one committee member completes a term each year.



- III. The Board may replace oversight team members at any time for any term length up to three years in order to maintain a membership of three.

#### **B. Annual Review.**

The financial oversight team shall conduct an annual review of NEPELS finances and submit its findings to the Board in a printed report no later than the regular November meeting.

### **Article 8. Policies**

#### **A. Nondiscrimination**

The policy of NEPELS prohibits discrimination on the basis of gender, religion, color, creed, national or ethnic origin, sexual orientation, or marital or parental status in the operation of all programs and services.

#### **B. Conflicts of Interest**

Any director who will derive any profit or gain, directly or indirectly, by reason of serving on this Board shall disclose such interest to the Board and will refrain from voting on any decision regarding such matters.

#### **C. Financial Incentives and Gifts**

Financial incentives, gifts, and/or commissions exceeding \$100 in value furnished to a committee member by a vendor or subcontractor vying to or providing service to NEPELS belong to, and are to be turned over to, NEPELS.

### **Article 9. Amendments**

These bylaws may be amended at any regular meeting of the directors of Rotary NEPELS, Inc., provided written notice is given to all directors at least one (1) month in advance of the meeting, a majority of directors is present and voting, and the amendment is approved by a two-thirds ( $\frac{2}{3}$ ) majority of those voting.

### **Article 10. Parliamentary Authority**

The rules contained in the current edition of [Robert's Rules of Order Newly Revised](https://yorkcountyfireschool.org/wp-content/uploads/2023/05/Roberts-Rules-of-Order-Newly-Revised-12th-Edt.pdf) shall govern NEPELS in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order NEPELS may adopt, and the constitutional documents of Rotary International

<https://yorkcountyfireschool.org/wp-content/uploads/2023/05/Roberts-Rules-of-Order-Newly-Revised-12th-Edt.pdf>



# **Rotary Northeast PELS**

## **Policies and Practices**

**Adopted January 2020**  
**Revised December 14, 2020**  
**Revised January 8, 2022**  
**Revised August 12, 2024**

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## **Policies and Practices**

### **Foreward 2024 NEPELS**

Due to RI rebranding, Presidents Elect Training Seminar (PETS) has been changed to Presidents Elect Learning Seminar (PELS). The incorporation, bylaws, and policy and procedures received a thorough review and were updated in July 2024 to reflect this name change. Training Advisor and Assistant Training Advisor were also renamed to Learning Facilitator and Assistant Learning Facilitator to match Rotary International's titles for these positions. The board increased by one DGE and one DGN with an alternate for each to allow for equal representation across all districts involved. Additionally, the previous contact for the corporation, David Sturm, is within a former district of NEPELS and is retiring. Effective July 2024, the new contact for the corporation is Robert Young (D7850).

### **Foreword 2021 NEPELS**

Due to the Covid 19 Pandemic, NEPELS was forced to make several changes. These changes were the result of New England States regulations which made it impossible to conduct a typical in-person NEPELS. As a result, NEPELS 2020 was conducted in an all virtual setting. Because this situation may not exist for more than the current year, the Board has decided not to perform a full review and revise the full set of Policies and Procedures until the future is better understood.

Minor revisions have been done to reflect current practices of NEPELS.

Notes are being added to show recognition that a Covid-19 deviation was being pursued.

### **Mission Statement**

Our mission is to provide appropriate, comprehensive, and professional Rotary leadership learning to all incoming club presidents and assistant governors in an atmosphere of fun, fellowship, and inspiration!

### **History**

Planning for the first multi-district PELS, hosted by then District 779, began in the early fall of 1988. The first NEPELS event was held in Portland, Maine in 1989 attended by Districts 779, 787, 791, and 793. The 1990 PELS was held in Nashua, New Hampshire, relocated to Westborough, Massachusetts in 1991, moved to Fitchburg Massachusetts in 1993, returned to Nashua, New Hampshire in 1994 and landed in Framingham, Massachusetts in 2011, canceled in 2021 and 2022 due to the COVID-19 pandemic, rekindled in Newton, Massachusetts in 2023, and returned to Framingham, Massachusetts in 2025. NEPELS is now seven districts strong with annual attendance of more than 500 Rotarians representing more than 350 Rotary clubs in New England and part of Canada. The seven districts are 7780, 7850, 7890, 7910, 7930, 7950, and 7980. The districts decided to incorporate NEPELS in 2010. District 7870 resigned from NEPELS effective July 1, 2021.

### **This Document**

PDG Terri Fitch, District 7950, was the original author of this document in 2008 and RID Julia Phelps, District 7930 updated it in 2009 to reflect decisions and events of that year's NEPELS. PDG Ronald Bedell, District 7850 revised it in 2016 to reflect major changes in the Rotary Northeast PELS, Inc. Bylaws. The District Governor Class of 2025-2026, updated it in July 2024 to reflect major changes to the Rotary Northeast PELS, Inc. Bylaws and RI rebranding of the PELS program.

This document is meant to be a guideline and a record of the NEPELS' traditions. Each year's DGEs have final responsibility for the operation of NEPELS as well as a duty to foster continuity and cooperation from one year to the next. For this document to be meaningful, it is necessary to review it on a continuing basis and to make changes that are reflective of the current practices, while keeping a

record of past Practices. In the event of any conflict the Bylaws of the corporation shall always take precedent.

Continuity is a never-ending process. Its primary purpose is to be of service to those who follow. NE PELS is strong because for over 35 years we have worked together to provide the very best training possible for our club presidents.

This document has been arranged so that it will, wherever possible, be easily referenced to the articles in the NE PELS Bylaws.

## **Article 1. Definitions**

Same as in the NEPELS Bylaws

## **Article 2. Purpose of NEPELS**

The purpose of NEPELS is to provide leadership learning to presidents-elect and assistant governors in member districts.

## **Article 3. Membership in NEPELS**

The members of NEPELS are the districts involved in coordinating and executing the annual event.

## **Article 4. Board of Directors**

- A. The Board of Directors is comprised of persons currently serving as governors-nominee from March 15 to June 30 each year and governors-elect serving from July 1 through March 14 each year of of the member districts, each of whom serves as a voting director, as well as one past district governor who has been selected to chair the annual presidents-elect learning seminar for those governors-elect.
- B. The Board of Directors term will now be March 15 of the prior year (following the NEPELS wrap-up) through March 14 of the NEPELS wrap-up of the current year (or whenever NEPELS is complete)

## **Article 5. Officers**

- A. The officers of NEPELS are the Chair, the Secretary and the Treasurer.
- B. Duties of officers and others

### **Duties of the Chair**

- Chair presides over the meetings of the Board, the planning committee, the committee meetings, and is an ex-officio member of all sub-committees
- Sets the meeting schedule after consultation with DGEs
- Contacts VIPs, assigns aides for VIPs
- Extends invitations to Rotary Coordinator positions (e.g. RRFC, RCS, RPIP, & ARCs)
- Assures DGEs are following RI PELS requirements
- Attends PELS Alliance, and provides assistance and guidance to the DGEs and the PELS Committees
- Assigns Learning Facilitators (nominated by DGEs and chosen by the PELS Trainer) for all

- sessions, but does this in consultation with RRFC for Foundation Training
- Assigns all classrooms for all sessions and DGE breakout sessions
  - Assigns Presidents-elect and Learning Facilitators to discussion rooms
  - In consultation with the DGEs, and the AG convener extends written invitations to speakers and coordinates their speaking schedules
  - Assigns duties for each plenary session, i.e. convener, pledge, song, invocation, introduction of speaker and presenter of speaker gifts
  - Publicly thanks volunteers, VIPs, wait staff and others, usually on Saturday
  - Sends written thanks to guest speakers and others as appropriate
  - Has a welcome letter sent to the Presidents-elect by the DGEs
  - Sends a welcome letter to all Learning Facilitators re-emphasizing their important role, responsibilities and requirements
  - Provides a welcome letter for the program booklet
  - Assures the DGEs have designed a program that will meet the requirements of RI and the needs of the Presidents-elect
  - Selects a Learning Facilitator for the training of Facilitators at the request of the board
  - At the PELS debriefing meeting passes the NEPELS gavel to the new Chair
  - Works with DGEs to determine if there will be head tables and reserved tables

### **Duties of the Alternate -Chair**

- Organizes and operates the AG program in conjunction with the Alternate-Chair.
- Runs the scheduled meetings and performs duties as required in the absence of the Chair.
- Participates in all meetings.
- Should attend the PELS Alliance meeting if possible.
- Is responsible for ensuring this document is updated annually.
- If the PELS Chair becomes unable to fulfill their responsibilities as Chair, the Alternate-Chair assumes the Chair position.
- The Chair may also delegate tasks/assignments as needed.

### **Duties of the Chair-elect**

- Attends all PELS meetings, attends PELS Alliance, and assists the Chair.
- Assumes the Chair position at the end of the “de-briefing” session on Saturday upon completion of NEPELS or on March 15th.
- Coordinates the ad hoc nominating and ad hoc bylaws committees with their governors nominee and operations representative in preparation for the following NEPELS event

### **Duties of the Secretary**

- Selected by the governors elect
- Prepares and sends meeting minutes and agendas in a timely manner in advance of each meeting.
  - Maintains the PELS roster.
  - Provides other reports as requested or required
  - Provides tent cards at each meeting.
  - Places minutes from the NEPELS corporate meetings in our permanent files. Currently these files are stored at the Office of Robert Young, 47 Washington Street, PO Box 253, Conway, NH 03818 ([younglawfirm@yahoo.com](mailto:younglawfirm@yahoo.com)) (603) 662-0177. ([rotarynepels@gmail.com](mailto:rotarynepels@gmail.com))
  - The secretary is chosen by the DGNs at the first meeting and is immediately appointed as Assistant Secretary (i.e. Secretary-elect) and will take minutes at meetings if the Secretary is unable to take minutes. The Secretary’s year begins at the debriefing meeting at the conclusion of NEPELS.

- It is the Secretary's job to continue to upload minutes (committee and corporation), the final program book, budgets, and other documents deemed to have historical value onto such other storage devices or platforms such as One Note or Google Drive, etc. as the Chair may designate upon consultation with the Board.

### **Duties of the Treasurer**

- Creates a budget.
- Pays invoices.
- Balances the books.
- Invoices/collects all payments.
- Prepares IRS Form 990 Series Tax return, and coordinates NH corporate filings with the Registered Agent.
- Provides a report at each meeting.
- The Treasurer and Assistant Treasurer positions may not be filled by those in the governor's track.
- The NEPELS policy is to be financially self-supporting through the fees charged for the annual NEPELS event.
- A financial reserve will be maintained in the amount of at least 20%, up to 40% of the highest current and last two years of non-virtual NEPELS budget's gross expenses. Excess reserves will be reviewed on an annual basis and, if appropriate, used to subsidize attendee expenses or to avoid future fee increases.
- NEPELS does not pay expenses for the DG, DGE, DGN, DGND, Alternate-Chair or Chair-elect to attend NEPELS or to participate in committee meetings. Most, or all, of the expenses for these individuals should be provided by their respective district budgets. DGEs can use their RI Allocation to cover their expenses (see DG allocation guidelines from RI).
- Expenses for the NEPELS Chair are provided in the NEPELS budget (e.g., hotel, meals, registration).
- The NEPELS budget will provide for the travel and registration expenses for the following to attend PELS Alliance Annual Meeting in Evanston each July: Chair, Alternate Chair, Chair-elect and Alternate- Chair-elect, for a total of four representatives.
- Refund Policy – Refunds will only be made if there are excess funds available at the conclusion of PELS and then only for legitimate reasons as determined by the board.
- At the September meeting of the PELS Committee, the treasurer will ask how many Quebec Clubs (French speaking) in District 7850 will be represented at NEPELS. If they will not attend, District 7850 will not be charged for these Clubs.
- Fees for NEPELS are determined based on the expense projections. All districts are billed in the fall for the number of clubs, facilitators, and assistant governors in their Districts. If a President-elect attends an alternate PELS, a reimbursement for the actual registration cost paid (up to a maximum of the NEPELS Presidents-elect registration fee) may be provided to the district
- Remember, you must budget for an increase in District assessments one year in advance due to districts having to put the increased NEPELS fee into their budget.
- NEPELS does not charge registration fees for Learning Facilitators, all Committee Members (DG, DGE, DGN, DGND), and the committee spouses/partners.
- The NEPELS budget will provide for meal expenses for the NEPELS Chair, for speakers and for invited RI staff. All other attendees, including committee members, their spouses/partners, all Discussion Leaders/Facilitators, including the Rotary Foundation team and volunteers are responsible for their own meal & hotel expenses. Each individual District can determine if they will reimburse any of these individuals for meals and hotel expenses.
- Individual collections, billing, and/or refunds for all other attendees are the responsibility of each district.
- Pre-booked hotel rooms for “no shows” are the responsibility of the Rotarian and not NEPELS.
- A Thursday night event, if offered, will be optional and paid by each individual attendee upon registration unless changed by the Board.
- Currently, vendors are billed at per “booth” (8' table space) plus an additional cost for each



additional 8' table space. Sponsor and vendor rates will be determined during the budgeting process. Vendors cannot participate in meals due to space constraints. Rotary Club affiliates/projects will not be charged but only given space if it is available.

- Complimentary hotel rooms at the hotels are assigned to the following attendees: Chair, RIP, RIPE, RID or RIDE, TRF Trustee, keynote speaker, other invited speakers and the Ambassadors Chair.
- Speaker honorariums are set as part of the budget development process.
- The Treasurer will work with the Registrar to facilitate on-line processing with credit card vendors, the bank, and the registration software provider.
- The Treasurer will ensure that Foundation Rewards Program marketing expenses, e.g., flyers, trinkets, costumes, are paid out of the NEPELS operating budget. Foundation Rewards Program proceeds will be first credited to the individual donor's TRF account. Any unallocated Foundation Rewards Program proceeds may be used to fund Paul Harris Fellowships, after which the remaining unallocated proceeds will be credited to the participating districts. Credit of these unallocated Foundation Rewards Program proceeds will be determined by dividing the total number of clubs invited to NEPELS by the total number of clubs in each district.
- Unless provided by RI, all travel expenses for speakers, including airfare, hotel accommodations to include extra nights if needed, mileage, and necessary meals outside of the scheduled program meals are paid by NEPELS

### **Duties of the District Governors (DGs)**

- The DGs attend NEPELS meetings and accept volunteer assignments. They have a responsibility to provide guidance and continuity to the process, i.e., to serve as advisors. The DGs traditionally serve as "aides" for RI officers and other "VIP" speakers or attendees, but this assignment is up to the Chair. DGs can be considered for Learning Facilitator roles.
- NEPELS committee attendance also provides an opportunity for DGs to continue to benefit from their association and fellowship with each other throughout their own year in office. The DGs host the head table at Saturday breakfast, or fulfill such other duties as prescribed by the Board.

### **Duties of the District Governors-elect (DGEs)**

- The DGEs have the overall responsibility for the goals, planning, and execution of the event to assure that their presidents-elect and assistant governors have the best possible motivational learning experience.. According to the corporate documents, governors-elect are the voting members of the corporation.
- Should attend all meetings,
- Serve on the Program team as defined in Article 6, Section B
- DGEs should seek the guidance of the DGs and provide a positive continuity of leadership and a meaningful learning experience for the DGNs
- In November, DGEs will elect one of their members to serve as NEPELS Chair two years hence, and elect one of their members to serve as the Alternate-Chair.
- DGEs will be responsible for getting the information for a registration database to include all PEs, or their Proxies, AGs, and all other district participants (committee members, volunteers, learning facilitators, partners) with necessary contact information (including email address which are mandatory to permit registration). This database should be completed and sent to the registrar. The Registrar sets the due date for the DGEs
- The DGEs serve as greeters on Thursday – welcoming attendees as they arrive at PEELS.
- DGEs cannot be Learning Facilitators.
- DGEs determine what the speaker's gifts/honoraria will be.
- The DGEs host the head table at Friday breakfast to "open" NEPELS, at Friday dinner to honor the keynote speaker, and at Saturday lunch to "close" NEPELS.

### **Duties of the District Governors-nominee (DGNs)**

- The DGNs attend meetings, accept volunteer assignments, and chair the following sub-committee: TRF Awards program
- DGNs should take this opportunity to build fellowship among their group and to observe and begin planning for the following year.
- One among their group will serve as Secretary for the following year.
- They serve on the Program team as defined in Article 6, Section B DGNs.
- The DGNs host the head table at Friday lunch.
- **DGNs may not serve as Learning Facilitators due to the demands on their time during NEPELS.**

### **Duties of the District Governors-Nominee Designate (DGNDs)**

- Most districts elect and confirm a “DGND” prior to the beginning of NEPELS. In that situation, the “DGND” will be invited to attend NEPELS meetings as an observer, but may also volunteer for assignments.
- Committee members may also wish to solicit “DGND” input by sharing minutes and committee discussions outside of the meeting.
- They shall serve as Ambassadors for NEPELS.

### **Learning Facilitator Team**

- The Lead Learning Facilitator is selected by the Chair in consultation with the board. This term may be up to a three year term, if approved by the Board.
- It has been the practice of past NEPELS committees, though not required, to use Past District Governors or other experienced district volunteers, who have appropriate abilities in a “train the trainer” role.
- The board must clearly communicate the program details to the Learning Facilitator Team for best results.
- The Chair and Chair-elect design and facilitate the Learning Facilitator sessions in consultation with the DGEs.
- The Learning Facilitator Team shall execute the vision and goals of the governors elect.

### **Learning Facilitators**

- Each DGE shall provide the number of Learning Facilitators as requested by the Chair. These names must be submitted by the October meeting. We ask that the DGEs identify 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> year AGs to tailor the training to the level of experience.
- The number of Learning Facilitators will be determined based on the number of breakout rooms and the program. The Chair will notify each DGE of the number of Learning Facilitators they are to provide.
- DGEs understand that the effectiveness of the programming is directly linked to the ability of the Learning Facilitators; they should carefully consider their choice of Learning Facilitators. DGEs should choose Learning Facilitators based on their abilities, not on their position in Rotary. Information contained in past evaluations should be considered when selecting Learning Facilitators.
- All NEPELS Learning Facilitators are required to attend the “Teach Back” learning session.
- DGEs and DGNs may not serve as Learning Facilitators due to the demands on their time during NEPELS.

### **Foundation Team**

- The Foundation Leaders are provided by the Regional Rotary Foundation Coordinator (RRFC) and his/her assistants. These discussion leaders are usually current or past

RRFCs or DRFCs or others in our Zone with significant TRF experience and appropriate annual Foundation training.

- Their preparation and training is the responsibility of the RRFC, who follows the mandates and direction of TRF and RI.
- The RRFC can be invited to the January “DGE only” meeting to discuss program content for Session #6 and to confer with the DGEs as needed, if the Foundation Training team is going to be participating in NEPELS.

## Article 6. Working Groups

### Non-Board Positions

The Board may establish such additional positions deemed necessary to serve the best interests of NEPELS. These positions are for a term of not less than two years, (ideally three) and shall also have an assistant to the position who will serve contemporaneously with the holder of the position, with the assistant ascending into the role for a term of their own upon the conclusion of the previous position holder’s term. Since these are multiple year terms, consultation with the following NEPELS classes will be considered when assigning these roles.

Such positions shall include:

- 1) Assistant secretary
- 2) Learning Facilitator and Assistant Learning Facilitator
- 3) Registrar and Assistant Registrar
- 4) Ambassador and Assistant Ambassador

These positions may be filled by those in the governor track (e.g., DG, DGE, DGN, DGND). The selection of these positions shall be overseen by the Chair as follows:

1. The Chair shall provide notice to the Board of an open position not less than six months before the expiration of the current position holder’s term.
2. Within 60 days of receipt of said notice, the Board shall solicit nominations and/or applications from their respective districts for the open position and present them to the Chair.
3. Upon receipt of these nominations/applications, the Chair shall convene an *ad hoc* nominating committee composed of the Chair, a member of the Operations team, (e.g., Registrar, etc.), three DGEs, three DGNs, and three DGNDs if assigned. It is suggested that the DGEs and DGNs be from different districts to have equal representation for all districts involved. It is also suggested that the advisors for the following NEPELS are included for discussion or recommendations but do not have voting authority.
4. This ad hoc committee shall conduct interviews with the nominees, either in person, via telephone or other group communication means (e.g., Zoom, Skype, etc.) within 60 days of convening of the committee.
5. At the conclusion of the interviews, the Chair-elect shall present the committee’s findings and recommendations to the Chair and the Board for a vote.
6. A simple majority vote is required from the Board to approve a nominee/applicant and shall be conducted at the NEPELS meeting immediately following the conclusion of interviews. Where such a meeting is not scheduled for more than 30 days, the Chair may conduct the vote through alternative means (e.g., Zoom, e-mail, phone, etc.).

The intent behind this process is to efficiently and transparently fill necessary non-board positions while obtaining input from those who will be working with the new position holder.

## **Program Team**

This group comprises the classes of Governors-elect and Governors-nominee. The learning facilitator and the assistant learning facilitator also serve on this team. The Programs committee reviews and updates all breakout session materials. They should use the RI PELS Training Manual, the President Handbook, the previous year's evaluations, other directions from RI, and input from their fellow DGEs to guide their decisions.

With the assistance of the Chair and Alternate Chair they coordinate the speaker program, and work with the Facilities Committee to organize the timing, location and infrastructure needed for all program events.

Other responsibilities include:

- compiling the program booklet
- music or other entertainment
- obtain speaker gifts or honoraria

## **Events**

The Events sub-committee reviews and updates all breakout session materials, and works with the Foundation Training Team to develop and coordinate Foundation breakout sessions. They should use the previous year's evaluations, direction from RI, and input from their fellow DGEs to guide their decisions.

They, with the Chair's assistance, also coordinate the speaker program, and work with the Facilities sub-committee to organize the timing, location and infrastructure needed for all program events.

The Chair works with the Program Committee to assign head table responsibilities including pledge, invocation, and song, as well as the introduction of scheduled speakers. Generally, the DGEs sit at the head table for Friday breakfast to "open" the event, and again at Friday dinner for the keynote speaker presentation, and at Saturday lunch to "close" the event. The DGNs host the head table for Friday lunch. The DGs host the head table at Saturday breakfast; this allows the Chair-elect to sit at the head table with his/her classmates as the

Other responsibilities include:

- music or other entertainment
- ordering President-elect gifts(s) (e.g. pad folios or totes, pens, Woodruff Keys, etc.)
- ordering MOPs and other printed RI materials
- speaker gifts (other than TRF speaker donations)
- program booklet
- planning guide
- "hard" name badges

## **AG Program**

The AG Program (a.k.a. "Assistant Governor Assembly") content and organization is the responsibility of the NEPELS DGE's. Consideration should be given to past

participant evaluations for the improvement of this event. The success of the AG program will directly impact the ability of the DG to be as effective as possible in his/her district. Consider providing opportunities for AGs to meet with the RI Director, Foundation Trustee, and other key Zone Leaders.

## Speakers

The Chair, in consultation with the DGEs, selects and invites speakers, and assigns aides.

- Traditionally, the RI President or RI President-elect is invited (although not always available), as well as the RID or RIDE. The “ranking” officer serves as the keynote speaker on Friday evening, if possible. A trustee of The Rotary Foundation is assigned by TRF and usually speaks at Saturday breakfast. The Chair is asked to list one or more TRF Trustee selections, in order of preference, while in attendance at PELS Alliance. An Ambassadorial Scholar, a Peace Fellow, or a Foundation Alumnae traditionally fill the remaining speaker slots. Unless provided by RI, all travel expenses for speakers, including airfare, hotel accommodations to include extra nights if needed, mileage, and necessary meals outside of the scheduled program meals are paid by NEPELS. An honorarium of up to \$300.00 to TRF is paid by NEPELS for each speaker. When it is necessary to provide additional meals for VIPs, their assigned aides should be invited as well. Such meals are NEPELS expense. A small gift of candy or another appropriate item, provided by NEPELS, is placed in each VIP hotel room.
- Conveners and other plenary duties are assigned by the Chair. In previous years, the DGEs convened the Friday breakfast to “open” NEPELS, Friday dinner to honor the “keynote” speaker, and Saturday lunch to “close” NEPELS. The DGs convened Saturday breakfast. This allows the Chair-elect to participate with her/his classmates. The DGNs convened Friday lunch. The convener/plenary duties include convening the meeting, leading the pledge, delivering an invocation (Rotary Moment or similar meditation), and introducing the speaker. It is suggested that song leaders for the plenary sessions be chosen for their musical talent rather than their Rotary position. Announcements are generally made by the Ambassador Chair or his/her designee.\*Rotary International may also ask to send one or more staff members to NEPELS. Invitations to staff members are extended by the Chair in consultation with the DGEs. RI will pay all travel and hotel expenses for these staff members – NEPELS will pay meals and registration fees for these guests. Generally, these staff members are available to serve as speakers at the individual district breakout sessions. Their primary role is as a resource for the Presidents-elect and the DGEs, both at NEPELS and in the districts. Their attendance is an opportunity to build relationships between the RI staff and the district leadership. Honoraria are not provided to staff members. Aides are recommended in order to maximize use of the staff member(s) time and availability.

*\*Other announcements may be required at a plenary session.*

## Evaluations

The team is responsible for developing a plan to evaluate NEPELS and seek feedback from every participant, e.g. PEs, AGs and Learning Facilitators. As of 2010, we transitioned to an on-line evaluation process. Following the event, the team will tabulate the forms and provide a report at the July/August “DGE only” PELS meeting. This report will be made available to each DG, DGE and to each DGN for their own district. An abbreviated report for each district other than their own will be made available to each DGE and to each DGN. All reports for all districts will be made available to the Chair and to the Alternate Chair.

Learning Facilitators will be evaluated by using an evaluation form. Participants will be

asked to fill in a form for each Facilitator. The participants will be asked “what did the person do well, what could they do better, etc?” These will be collected by the Ambassador and will have the Facilitators name, district number, and session number. Forms will be given to the NEPELS Chair who in turn will share them with the Alternate Chair prior to giving them to the next year’s DGEs.

The evaluations must be viewed “in context”. There are a variety of issues that can impact the results. For example, the subject matter, the participation level, the time of day . . . even the temperature in the room can have an effect. A facilitator may get rave reviews from one group and lukewarm reviews from another. The comments are key . . . “tells great stories” or “made me cry” is not what we need from a facilitator. Comments such as “great participation” or “lots of discussion” are vastly preferable.

Evaluations must be shared with the Learning Facilitator Team and Facilitators.

Note: All districts should provide effective, well-trained Facilitators for the PEs benefit. DGEs should review the report with the purpose of assigning only those Facilitators who meet these standards.

## **Operations Team**

Comprised of four standing committees:

- Registration
- Facilities
- Ambassador/Volunteers, and
- Communications and Technology

Operations team standing committee positions are not intended to be filled by those in the governor track but, governors-elect and governors-nominee may apply if interested. Nominations and/or applications for open positions shall be submitted to the NEPELS Chair who fills positions subject to Board approval.

## **Registration Committee**

The Database Coordinator/Registrar manages whichever database software program the committee and board chooses to use. There also are three other areas of responsibility: **Printing, Packets, and the Registration Center.**

- **Printing:** “soft” badges, tent cards, meal entry tickets and meal choice tickets, room signs
- **Packets:** registration packets are provided for each attendee which could include items such as soft badges and holders, hard badges, tent cards, meal tickets, program booklets, and other necessary items. (Note: A Thursday morning volunteer group generally meets to stuff packets with hard and soft badges, and other materials – and to prepare the registration center).
- **Registration Center:** the registration center is organized and operated by this committee to include the provision of necessary computers, printers and other office equipment.

## **Lodging Assignments:**

- Primary hotel lodging is provided first to committee members, VIPs and their aides, those with disabilities, all discussion leaders, including the Foundation Team if they are used, and others with a bona-fide need to be on-site.

- Primary hotel lodging is provided next to those who meet the registration deadlines as follows: first to PEs with roommates, second to PEs traveling alone, and last to all remaining participants. All others are assigned to another nearby lodging facility as necessary.
- The Database Coordinator/Registrar will track rooming assignments and provide this information to the hotels at the agreed-upon time.
- Effective NEPELS 2024, registrants are responsible for booking their own lodging. NEPELS Registration Committee is responsible for booking the lodging of all RI personnel and VIPs such as speakers.

Other items to note:

- Those PEs who register early are more likely to be lodged at the Primary hotel.
- At Pre-PELS, DGEs should encourage registrants to consider roommates. PEs who are doubling up will be given first preference for lodging at the Primary hotel.
- Primary hotel rooms usually “sell out” quickly after the release of the email invitation.
- Due to space constraints, those without official invitations\* cannot be accommodated in the official hotels nor can they attend meals. Those wishing to stay overnight are welcome to arrange their own meals and accommodations at other nearby hotels and motels.

*\*Those who attend NEPELS as volunteers (district trainers, PDGs, their spouses/partners, and others without an official function) may not be able purchase a meal plan and may not book a room in the Primary hotel.*

## **Facilities Committee**

- The Facilities committee works closely with hotel management of each hotel to provide meeting space, meals, audio/visual and other infrastructure necessary to conduct the program. They also arrange meeting space and meals for the monthly committee meetings and for discussion leader training. The committee reviews the contracts and adjusts them as needed. Other items to note:
- The hotel staff should receive a gift of candy and be publicly thanked by the Chair at Saturday’s luncheon.
- DGEs should provide details of their project display to the Facilities Committee on or before the October meeting. Space is limited to one 8’ table – larger displays cannot be accommodated.
- A vegetarian option shall be provided for all meals or dietary restrictions..
- Select vendors and assign space as appropriate. Currently, vendors are billed per “booth” (8’ table space) plus an additional cost for each additional 8’ table space. Sponsor and vendor rates will be determined during the budgeting process. Vendors cannot participate in meals due to space constraints. Rotary Club affiliates/projects will not be charged but only given space if it is available.
- This committee, together with the Chair, Alternate Chair, Chair-elect, and Chair-nominee, will meet in the morning on Thursday of NEPELS to review meals, logistics, etc. with the hotel management and staff.
- This Facilities Chair meets daily with hotel staff to review changes or corrections vis-à-vis facility needs, and to check the meal counts and facility charges.
- This committee works closely with the Technology/Equipment Committee to facilitate the proper installation of audio/visual needs.
- Arrange hotel amenities for the VIP rooms. NEPELS provides a gift; the hotel usually provides something as well.
- Obtain Foundation Rewards Program prizes from vendors.
- Arrange to either have the hotel or NEPELS Ambassadors/volunteers put up room signs.

- Arrange for shuttles if necessary.
- This committee provides all necessary equipment for use during all meetings.
- When signing contract(s), must have a DGE/DGN present.

### **Technology and Equipment**

Procures the necessary equipment (PowerPoint, DVD displays, easels, etc.), if used.  
 Works with the Facilities sub-committee to identify needed hotel equipment and assistance.  
 Provides the program CDs, UBS drives, or links to include Foundation and AG sessions for the registration packets, if used.  
 Provides all necessary equipment for use during Discussion Leader training, if necessary.

### **Ambassador/Volunteers**

Responsibilities include:

- assign, collect, and maintain props donated by each district,
- manage and assign volunteers, names to be provided by the DGNs in consultation with the DGEs,
- assign ambassadors to facilitate the timely completion of sessions and movement of participants through the program,
- work with Chair of the Program Team to collect evaluation forms,
- work with Chair of the TRF Rewards program to arrange storage and provide a collections area
- make announcements as needed at each plenary session or breakout sessions,
- In past years, the ambassadors helped to coordinate “table hosts” and utilized all of the VIPs, RI staff members, and NEPELS committee members to host tables scattered throughout the ballroom at each meal. This is suggested but not required.
- Solicits volunteers for the NEPELS registration areas, to serve as ambassadors to hang banners, set up displays, to serve as greeters, ticket-takers, timekeepers, and to perform any other tasks necessary to insure the smooth functioning of the event. It is requested that committee members’ spouses/partners who attend NEPELS accept volunteer assignments. Volunteers may also be found among other district attendees such as district trainers, PDGs, and others attending on their own. DGEs are not available to serve as volunteers and it is recommended that the DGNs are not to serve as volunteers (unless needed), except that DGEs are the official greeters in the front lobby. A shuttle service has been operated between hotels on Friday afternoon and for a few hours after the Friday banquet.

### **Volunteers**

The Chair works closely with the ambassadors and a volunteer coordinator, to avoid duplication of assignments. If needed, a shuttle service will be operated between hotels. Volunteers will receive assignments from the Ambassador team where assistance is needed.

### **The Rotary Foundation (TRF) Awards Program**

The DGNs Chair the Awards Program if the awards program is implemented. Volunteers assist in operating this program. All proceeds are donated to TRF and credited to each individual donor’s account if possible. Unallocated monies raised from the awards program are allocated to each district proportionately. All awards program



marketing expenses, e.g., flyers, trinkets, costumes are paid out of the NEPELS operating budget. This committee works closely with the Treasurer and the ambassadors to ensure proper recordkeeping and the design of appropriate safeguards to handle cash donations.

### **Communications and Technology Committee**

The communications committee is responsible for the website, printed materials distributed during NEPELS, and email communications between the NEPELS Planning Committee and participants.

- Updating and maintaining, on a regular and timely basis, the website.
- Working with the registration committee to update the registration portion of the website.
- Working with the Programs Team to update and arrange for the editing and printing of the program booklet and obtaining any additional printed or promotional materials to be used during NEPELS.

### **Article 7. Financial Oversight**

The Board is responsible for establishing and maintaining a financial oversight team.

### **Article 8. Policies**

Financial incentives, gifts, and/or commissions exceeding \$100 in value furnished to a committee member by a vendor or subcontractor vying to or providing service to NEPELS belong to, and are to be turned over to, NEPELS.

This policy is not intended to recover the value of small gifts of minimal significance, e.g., a vendor vying for NEPELS' business might pay for a working lunch, where a committee member and the vendor's representative discussed our event and the details pertaining to the services or product NEPELS required, but is intended to transfer to NEPELS the value of any large financial incentives, gifts, and/or commissions received by a committee member in consideration of doing, or possibly doing, business with NEPELS.

### **Article 9. Amendments**

These Policies and Practices should be amended each year so that the years that follow will have up-to-date guidelines for consistency and best practices from year to year while creating and even better NEPELS!

### **Article 10. Parliamentary Authority**

Same as in the NEPELS Bylaws

## **Article 11. Miscellaneous**

### **Contact Lists**

Participants should be offered a contact list of other participants and Learning Facilitators. As part of the registration process participants may indicate whether they want their contact information shared. The NEPELS Committee is strongly encouraged to maintain a list of contacts, vendors, and other static information for the use of future committees (to be made a part of the Secretary's folder).

### **Negotiating with Vendors**

DGEs may negotiate pin, banner, and registration gift pricing at GELS with other districts in Zone 28 & 32 for better prices. One DGE usually volunteers to handle these negotiations.

### **Number of Districts in NEPELS**

Any district that wants to join NEPELS can do so provided that the Board of Directors determines that there is room to do so and that 2/3 of the clubs in that district vote in favor of joining. Any district that wants to withdraw from NEPELS can do so by adhering to the specific process and procedures outlined in the NEPELS Bylaws.

### **Reserve Fund**

The amount of reserves the corporation will hold is defined in the Bylaws.

### **Spouses/Partners**

If attending, all spouses and partners of committee members are encouraged to participate at NEPELS as volunteers should they so desire. Their assistance is warmly welcomed and deeply appreciated.

## Appendix 1: Past Chairs of Northeast Multi-District PELS

1989	Dan Mooers	South Portland-Cape Elizabeth ME	7780
1990			
1991			
1992	Ralph Vigeant	Marlborough MA	7910
1993	Mort Schmidt	Portsmouth NH	7780
1994	Ron Cowan	Lebanon NH	7850
1995	Bill Damour	Henniker NH	7870
1996	Mac Leask	Fairfield CT	7980
1997	Carolyn Pierce	Dalton MA	7890
1998	Ken Grabeau	Nashua West NH	7870
1999	Jonathan Bursaw	Greater Georgetown MA	7930
2000	Mike McGovern	South Portland-Cape Elizabeth ME	7780
2001	Chris Fraser	Amesbury MA	7930
2002	Win Allen	Westport MA	7980
2003	Peter Johnson	Yarmouth ME	7780
2004	Tim Placey	Casco Bay Sunrise ME	7780
2005	Ed King	Northborough MA	7910
2006	Ronald Bedell	Lebanon-Riverside NH	7850
2007	Alan Hurst	East Hampton CT	7980
2008	Terri Fitch	Newport RI	7950
2009	Julia Phelps	Malden MA	7930
2010	Stephen Silverman	Plymouth MA	7950
2011	Carol Toomey	Acton-Boxborough MA	7910
2012	Julie Reppenhagen	Danbury Sunrise CT	7980
2013	Susan Klock	East Hartford CT	7890
2014	Eileen Rau	West Hartford CT	7890
2015	Carolyn Johnson	Yarmouth ME	7780
2016	Lawrence Furbish	Sanford-Springvale, ME	7780
2017	Jim Fusco	Montachusett Area, MA	7910
2018	Louisa Tripp	Northfield, VT	7850
2019	Marge Barker	Windham, ME	7780
2020	Dave Gardner	Stoneham, MA	7930
2021	Kate Sims	Manchester, CT	7890
2022	Stephen Albright	Yarmouth, MA	7950
2023	Marc Glass	East Hartford, CT	7890
2024	Joanne Alfieri	Southington, CT	7890
2025	Claudia Frost	Brunswick, ME	7780
2026	<i>Elliott Rittenberg</i>	<i>Westborough, MA</i>	<i>7910</i>
2027	<i>Sharon Johnson</i>	<i>Scituate, RI</i>	<i>7950</i>

## Appendix 2: Process for Assigning Hotel Rooms

Beginning in 2024, it is recommended that attendees reserve their own lodging with the exception of RI staff and VIPs whose reservations are made by NEPELS. In the event the Board decides to return with coordinating lodging, the following guidelines are suggested. Past practice has been to first provide lodging in the main hotel (Primary hotel) to committee members, VIPs and their aides, those with disabilities, all discussion leaders (including the Foundation Team), and others with a bona-fide need to be on-site. The main hotel lodging was provided second to those who meet the registration deadlines as follows: first to PEs with roommates, second to PEs traveling alone, and last to all remaining participants. All overflow and all AGs are assigned to the Secondary hotel (if any) or to another nearby lodging facility as necessary.

The rationale has been that committee members need to be housed at the main hotel in order to effectively manage the event. Discussion leaders (including members of the Foundation Training Team) were housed at the main hotel as a matter of courtesy. VIPs, particularly the keynote speaker, as well as any RI staffers are always housed at the main hotel.

Those with mobility issues (wheelchairs, difficulty walking long distances) are also housed at the main hotel.

The main hotel (Primary hotel) expects that we will first fill their rooms with the most lucrative clients (i.e., those staying more than one night). We need to balance this against our wish to house discussion leaders and those with mobility issues – even though they may only reserve one room night. While the Primary hotel request is certainly in their best interests, it may also be in our best interests. Working cooperatively with the hotel allows both parties to offer incentives and assistance in the planning of the event.

The fact that the Primary hotel is not and never has been, large enough to accommodate the entire event under one roof, it is known to most of the returning discussion leaders. Having attended year after year, they are well aware of this issue.

While we have always tried to house as many President-elects as possible in the main hotel, the Primary hotel is right to suggest that those staying only one night should not have first preference.

Consideration could be given to asking discussion leaders to “volunteer” to stay at the second hotel if they are staying only the one night. Discussion leaders could also be encouraged to room together when possible or practical – at which point their housing will automatically revert to the main hotel. Or, the committee could simply adopt the practice of assigning all discussion leaders, Foundation Team participants, and PEs to the second hotel unless they are rooming together or staying more than one night.

Despite being informed that spouses and children are not invited and may not participate, some registrants will still bring their spouse or family. There are several reasons offered:

- I cannot travel alone due to medical difficulties.
- My spouse cannot be without me due to medical difficulty.
- My spouse is staying in my room and will be shopping in the area.
- I insist that I be allowed to bring my spouse and children or I will not attend.
- It is too long a drive to take alone and I wish to bring my spouse.

It is not possible or practical to “police” this. In fact, some of the medical issues are ones we should want to accommodate. In these cases, it should be made very clear that the spouse and family members may not participate in the event or attend the meals. Even if we have room at the meals, it would be difficult to explain to the other PEs why these particular family members were allowed to attend the event. Further, excess meal tickets should be offered to the many Rotary volunteers, and not to “uninvited guests”.

*When participants bring family members for non-approved reasons, they should be automatically assigned to the second hotel.*

Assuming these revised practices are the choice of a future NEPELS committee, the following would be the step-by-step process for assigning hotel rooms:

Choose a cut-off date with the main hotel after which later reservations will be automatically assigned to the second hotel, no exceptions.

1. Automatically assign rooms in the main hotel to:
  - VIPs and their assigned “aides”
  - RI staff members attending at RI’s request
  - All committee members (Chair, Chair-elect, DGs, DGEs, DGNs, DGNDs, Ambassador Chair, Webmaster, and their spouses/partners)
  - Foundation Team participants with roommates or who are staying more than one night
  - Discussion Leaders (including AG Discussion Leaders) with roommates or who are staying more than one night
  - Participants with disabilities, older people who cannot walk great distances, others with a bona-fide need to be on site.
  - All PEs with roommates who are staying a minimum of two nights
2. Automatically assign rooms in the second hotel to:
  - All assistant governors
  - Foundation Team participants without a roommate or who are staying just one night
  - Discussion Leaders (including AG Discussion Leaders) without roommates or who are staying just one night
  - Any participants traveling with a spouse/family for other than a medical or other committee-sanctioned reason
3. All remaining participants will be PEs.
4. Sort first by number of room nights and then by registration date. Assign to the main hotel as follows:
  - Those staying two nights or longer
  - Those saying just one night
  - Remainder to the second hotel

**PRIORITY CHART:**

VIPs and their “aides”	DGs usually serve as aides	Primary hotel
Guests (RI Staff) and “aides”	DGs usually serve as aides	Primary hotel
Committee Members/Partners	Chair, Chair-elect, DGs, DGEs, DGNs, DGNDs Ambassador, Webmaster	Primary hotel
Foundation Team	w/official roommate OR staying 2 or more nights	Primary hotel
Discussion Leaders (PE and AG)	w/official roommate OR staying 2 or more nights	Primary hotel
Special Needs	disability, other bona-fide need	Primary hotel
Presidents-elect	w/official roommate OR staying 2 or more nights	Primary hotel
All Remaining PEs	in order of RegOnLine reservation date/time	Primary hotel or Secondary hotel (if any)
Assistant Governors	All	Secondary hotel (if any)
PE Proxies	All	Secondary hotel (if any)
Foundation Team	no roommate OR staying only 1 night	Secondary hotel (if any)
Discussion Leaders (PE and AG)	no roommate OR staying only 1 night	Secondary hotel (if any)
Those Traveling w/Family	no roommate OR staying only 1 night	Secondary hotel (if any)
Volunteers*	All	N/A

*\* Volunteers are usually local Rotarians, spouses of official participants, other Rotarians who arrange their own housing in the area*