



RULES OF PROCEDURE

19 October 2004

AMENDED: ____2014

I. ORGANIZATION

The leadership of Rotary Districts 7390, 7430, 7450, 7500 and 7640, have agreed to engage in a multi-District effort to train their in-coming Club Presidents by utilizing the talented Rotary leaders from each of these Districts and Rotary International, so as to provide additional training opportunities for them as is reasonable and prudent.

This organization, to be known as the Mid-Atlantic President-elect Training Seminar (MAPETS), is intended to be a collaborative endeavor, organized, administered and funded proportionately among participating Districts; and shall be organized according to the most recent version of the Manual of Procedure of Rotary International. Each participating Rotary District shall annually reaffirm its intent in writing to participate in this organization.

II. ADMINISTRATION

A. Introduction

MAPETS is designed to enhance the leadership abilities of Club and District leaders to ensure they have a thorough knowledge of the basic fundamentals necessary to lead a Rotary Club.

MAPETS is not intended to be a substitute for District Training Assemblies, District sponsored programs, including Pre-PETS, or other events. While it is very important that Presidents-elect understand they must be prepared and ready to lead their Club officers and bring them to their District's Assembly, it is of equal importance that they attend MAPETS, a program designed specifically for them. In order to prepare the Presidents-elect for MAPETS, each District is encouraged, but not required; to develop and implement a series of Pre-PETS designed to focus on specific portions of club governance and administration as may be deemed advisable. In preparing, each District is required to provide coordinated advanced training for their Assistant Governors (AGs) who are encouraged to attend and participate in the MAPETS.

B. Board of Directors

A Board of Directors (Board) is composed of: the District Governor-elect (DGE) and the District Governor-nominee (DGN) of each participating District; the General Chair; the Executive Trainer and the Treasurer (as a non-voting member) that shall administer MAPETS. Each Director shall be entitled to one vote on matters requiring balloting. Unless otherwise noted, a majority shall prevail on all balloting. The Board votes on issues that affect multiple years.

Each year, the Board shall review any request from other Districts desiring to participate in MAPETS. Another District may only be added upon the unanimous vote of those present.

A quorum is established when 8 members of the Board are present at a scheduled meeting.

C. Executive Committee

An Executive Committee of the Board shall be composed of: the DGE of each participating District; the General Chair; and the Executive Trainer. Voting shall be limited to DGEs only. Unless otherwise noted, a simple majority shall prevail on all balloting. Executive Committee decisions shall take precedence in all matters and shall be final and binding. The Executive Committee votes on issues that affect one year.

The General Chair and the Executive Trainer shall each be a Past District Governor from one of the participating Districts. They shall be nominated by the Executive Committee and elected to serve a two-year term by the Board.

D. General Chair

The General Chair shall coordinate the efforts of the Executive Trainer, the Treasurer and the Audit Committee. The General Chair shall establish frequency of meetings in cooperation with all participating Districts and shall update each District with such information as the Board directs; preside over all meetings of the Board; sign all contracts with the venue and other contracts as required); (work with venue staff before and during MAPETS; invite the RI President-elect to present at MAPETS.

F. Annual Meeting

The Board shall hold an Annual Meeting before July 1st for the purpose of summarizing the previous MAPETS and finances and reviewing Rules of Procedure and conducting any other business that may come before it. The General Chair shall give at least twenty (20) calendar day's written or electronic notice to each participating DGE and DGN, of the time and place of the meeting. The General Chair shall provide a written report listing the participants, all business considered and all decisions made at the meeting within thirty calendar days.

G. Timing of Seminars

MAPETS shall be held every February/March unless there is a conflict with the International Assembly of Rotary. The date shall be set at least one year in advance. Any subsequent decision to change the date shall be sent to all participating Districts as soon as practical.

The MAPETS General Chair shall notify all RI Directors; the office of the RI President; the office of the RI President-elect; and the PETS Alliance of the scheduled date for the seminar as soon as that date is determined;

H. Venue

Each year, the Executive Committee will review the venue. A Venue Sub-Committee, (chaired by a DGN) shall be appointed to research and recommend locations that meet the criteria listed below.

Each DGN shall appoint one Rotarian from their District to serve on the Venue Sub-Committee. The DGNs shall appoint the Chairman, who shall report their findings to the Executive Committee. To qualify as a venue, the following criteria must be met:

It shall be located within one of the participating District's boundaries; and the meeting facility shall be capable of:

- providing a minimum of 15 concurrent breakout room sessions;
- providing banquet style seating to accommodate all President-elects, trainers, Assistant Governors, MAPETS & RI staff and guests;
- providing sufficient guest rooms to accommodate all anticipated overnight guest, and,
- be deemed to be convenient for travelers from each participating District.

I. Amendments

This document may be amended as required at the Annual Meeting. Proposed amendments may be submitted by any DGE or DGN. Proposed amendments shall be forwarded for review no later than twenty (20) calendar days prior to the annual meeting. Balloting on proposed amendments shall be limited to the Board. Any modification to these Rules of Procedure shall take effect 1 July following the meeting.

III. TRAINING

A. Executive Trainer

The Executive Trainer shall coordinate and direct the efforts of each District Trainer to assure program cohesion and continuity as well as the MAPETS Training Committee and Assistant Governor Institute (AGI) Chair/Co-chairs. The Executive Trainer and members of the Training Committee and AGI Chair/Co-chairs shall: solicit and schedule seminar speakers; develop curriculum and the seminar workbook; and solicit and schedule workshop leaders.

B. District Trainers

Each District shall, at the time of their selection to be a part of this organization, notify their respective District Trainers of the requirement to work closely with the MAPETS Executive Trainer so as to provide program continuity and cohesion across the participating Districts.

C. Seminar Format

The format of MAPETS shall be designed according to the minimum requirements of RI. The format shall also include collaborative group discussion and instruction. In addition, the format

shall include sufficient time to allow each DGE private training opportunities with their respective Club presidents, utilizing local District personnel as appropriate.

D. Speakers

The Executive Trainer shall make every effort to obtain the best available speakers and to encourage diverse approaches in employing the material.

E. Curriculum

The curriculum shall include a balanced program approved by the Board. The curriculum shall provide:

- General Rotary knowledge courses,
- In-depth specialized training and
- Instruction time for the basic understanding of the operation of Rotary International and the Rotary Foundation.

The curriculum shall be developed using Rotary International Board of Directors recommended President-elect training curricula. Time shall be provided early in the proceedings to introduce Rotary's annual theme so as to better focus efforts in the group discussion that follow.

F. Faculty

The role of Faculty is critical to the successful training of the Presidents-elect. The selection and advanced training shall be thorough and comprehensive. Those selected must possess thorough topic knowledge, and be able to present a very clear and articulate understanding of Rotary International in general. Leaders should be able to motivate and encourage independent thought and conversation. The names of potential Faculty should be submitted by the DGEs in a timely manner so that the training staff has ample opportunity to train them.

G. MAPETS Binder

An MAPETS binder shall be distributed to each President-elect. The workbook shall be a collaborative effort of the Training Committee comprised of each participating District Trainer and the Executive Trainer and shall include a section devoted to particular District specific topics.

IV. FINANCES

The Executive Committee shall nominate, and the Board shall elect, a Rotarian with an accounting background to serve as Treasurer to produce and maintain an annual budget; pay all bills when provided with appropriate documentation; apportion costs among all districts; and provide proof of tax filings as required by law. (See Position Description for additional responsibilities).

A. Ability to Impose Dues

The Board shall have the authority to establish and collect an annual fee from each participating District to cover annual operating expenses exclusive of the seminar. The Board shall be authorized, in consultation with the Treasurer, to invoice each participating District and to effect a reasonable date of collection. Any District that fails to make payment within sixty (60) calendar days of the date of an invoice shall be considered in default; shall be immediately suspended from MAPETS; and shall be afforded no privileges accorded herein. Participating Districts shall be given every opportunity to review the methodology of fee determination, but not the right of rejection of an invoice. Each District shall be responsible for the prompt payment of all invoices received from the MAPETS Treasurer.

B. Admission/Withdrawal Fee

Upon admission to or withdrawal from MAPETS, that District will be assessed/remitted a fee, calculated as follows:

- One Thousand (\$ 1,000.00) Dollars, plus the per club equity at the date of admission/withdrawal
- An amount determined as the result of:
 - Taking the balance in the MAPETS organization's bank accounts, after deducting all expenses of the MAPETS occurring immediately preceding the admission of the newly admitted District, as verified by the Audit Committee; and
 - Dividing that balance by the number of Districts that participated in the MAPETS immediately preceding the admission of the new District.

If a newly admitted District does not participate in the MAPETS taking place immediately after its admission, absent good and sufficient cause as determined by the Board, it shall forfeit its Admission Fee.

C. Authorization

The sitting District Governor that joins the MAPETS must be authorized by their District by a resolution passed at the District's Assembly or Conference that authorizes its District's Governor to join the MAPETS with its incumbent requirements per the operating Rules & Procedures. The resolution must be in writing and be signed by that District's leadership and submitted to the MAPETS Board.

D. Agreement Term

The term of a Multi-District PETS Agreement shall be a minimum of three succeeding PETS and will be automatically renewed for an additional year at a time unless the Board is notified in writing of their intention not to renew.

E. Withdrawal Notice

A District withdrawing from the MAPETS must give notice, in writing, three years prior to terminating their participation. If they fail to do so they may lose any accumulated capital share they have in MAPETS due to future venue contract's already signed and possible penalties incurred through reduced attendees

V. COMMITTEES

(See Position Description for additional responsibilities)

A. Audit Committee

The Audit Committee, chaired by a DGE, shall submit to the Board of Directors a statement attesting to and certifying the accuracy of the financial records annually. Each DGE shall serve on the Audit Committee. The term of appointment to the Audit Committee shall be for one year. Although permitted to serve on multiple audit committees, no Rotarian shall serve on consecutive committees.

B. PETS Information Committee

The PETS Information Committee, chaired by a DGE, shall work closely with the General Chair; the Executive Trainer, and shall be responsible for providing both a comprehensive and current website and program book containing seminar information and attendee list.

C. Registration Committee

The Registration Committee, chaired by a DGE, shall be composed of the DGEs. The Registrar shall be approved by the Board of Directors and be responsible for designing the registration form and registering all attendees; providing registration information to the Registration Committee on an ongoing basis; and providing attendee badges and tent cards and related materials to each District Registrar and the Sergeants at arms. The Registrar must be in attendance at the event to distribute all registration material to the District Registrars and Sergeant at arms and be available to help them throughout the event.

D. Protocol Committee

The Protocol Committee, chaired by a DGE, shall be responsible for providing aides to all RI dignitaries; speakers and guests and shall oversee the Sergeants at Arms.

E. Evaluation Committee

The Evaluation Committee, chaired by a DGE, shall be responsible for the design; distribution and analysis of the Pre and Post MAPETS surveys in cooperation with the Executive Trainer as a member of the Training Committee.

F. Training Committee

The Training Committee ((chaired by the Executive Trainer) comprised of each participating District Trainer and the Executive Trainer and shall be responsible for assisting the Executive Trainer in preparing the MAPETS training material; ordering the seminar workbooks and accessories; creating the handbook seminar-related materials.

G. Vendor Committee

The Vendor Committee, (chaired by a DGE) shall be responsible for soliciting vendors; arranging for tables and accessories at the venue; collecting exhibit fees and providing vendor information to the webmaster to be posted on the website.

ACCEPTANCE AND ADOPTION

This document is accepted as amended on this _____ day of _____, 2014 by the undersigned. Each person who affixes their signature to this document affirms their authority and ability to represent their respective District and also affirms their ability to encumber their respective District to the limits listed above.

District 7390 Governor 2015-2016
John Kramb

District 7430 Governor 2015-2016
Douglas Cook

District 7450 Governor 2015-2016
Chad Rosenberg

District 7500 Governor 2015-2016
David C. Forward

District 7640 Governor 2015-2016
David Zelle

MID-ATLANTIC PRESIDENT-ELECT TRAINING SEMINAR POSITION DESCRIPTIONS

Audit Committee

The Audit Committee, chaired by a DGE, shall submit to the Board of Directors a statement attesting to and certifying the accuracy of the financial records annually. Each DGE shall serve on the Audit Committee. The term of appointment to the Audit Committee shall be for one year. Although permitted to serve on multiple audit committees, no Rotarian shall serve on consecutive committees.

The Audit Committee shall:

- Review the financial accounting of the Treasurer and the submitted budget for compliance with Rotary International's By-laws, and be provided with complete records of all revenues and expenditures not later than one hundred twenty (120) calendar days after the close of the most recently completed Mid-Atlantic PETS seminar;
- Shall review the accounting and submit a written report to the Board not later than six months after the close of the most recently completed Mid-Atlantic PETS;
- Shall provide each participating District with copies of the complete records of all revenues and expenditures along with its report not later than nine months after the close of the most recently completed Mid-Atlantic PETS seminar.

General Chair

The General Chair shall be Past District Governor selected by the Executive Committee and approved by the Board of Directors to serve for a term of two years. Position responsibilities include but are not limited to:

General:

- Submitting an operations budget to the Treasurer
- Delegating to the DGEs via committees various tasks to enable them to have ownership of their PETS and overseeing the completion of those tasks;
- Motivating and giving direction to the DGEs help them to have a successful MAPETS;
- Insuring that all logistics for the MAPETS event are in place;
- Overseeing all logistics during MAPETS to insure the smooth operation of the event;
- Coordinating activities with the Executive Trainer to insure that training needs are met;
- Attending PETS Alliance and updating MAPETS contact and event data on the PETS Alliance website;
- Coordinating distribution to and review of MAPETS Rules of Procedures by the planning committee;
- Coordinating MAPETS Rules of Procedure amendments

Planning Committee and Faculty Training Meetings

- Securing room arrangements; food and beverage and AV for MAPETS Planning meetings and faculty training;

- Working with Executive Trainer to prepare and send planning meeting agendas and materials to members in advance of the meetings.

MAPETS Event:

- Finalizing venue contract for 3 day MAPETS and faculty training day for 2 years starting with the second year or the chair's term and the first year of the succeeding chair's term;
- Finalizing AV contract for MAPETS;
- Securing event insurance;
- Creating the draft MAPETS budget for approval by the Executive Committee
- Securing RI RIPE attendance;
- Arranging for an effective registration process and for the distribution of regular registration reports to the planning committee beginning in October;
- Arranging for a MAPETS webmaster and professional looking website presence;
- Overseeing AV contractor during MAPETS plenary sessions;
- Assuring presence and set up of international and Rotary flags, American flag and district banners on the plenary room stage; all required plenary stage setups
- Assuring presence of adequate signage for venue exterior and interior and breakout rooms;
- Assuring completion of event program book;
- Assuring assignment of aides for special guests;
- Assuring the production and delivery of name badges; tent cards; print event information; binders; etc. for all attendees, including PEs; AGs; Faculty; Guests; Aides; Vendors;

Post-PETS

- Conducting a thorough evaluation of successes and failures to pass on for the following year;
- Insuring that a budget audit is conducted and shared with the planning committee;
- Orienting and supporting his/her successor
- Scheduling the Annual Meeting

General Vice-chair

The General Vice-chair shall be a PDG selected by the Executive Committee and approved by the Board of Directors at the beginning of the General Chair's second year. The Vice-chair:

- Shall assist the General Chair with all responsibilities;
- Serve as committee chair in the absence of the chair; and
- Should be willing and available to move into the General chair position during the succeeding MAPETS.

Executive Trainer

The training chair of the mid-Atlantic PETS shall be a PDG selected by the Executive Committee and approved by the Board of Directors. The Executive Trainer shall be responsible for:

- Chairing and working closely with the Training Committee to develop a training seminar for Presidents-elect and Assistant Governors from the participating districts that meets and exceeds the requirements of Rotary International for approval by the Executive Committee;
- Attending the PETS Alliance;
- Securing, scheduling and training workshop leaders;
- Securing plenary speakers;
- Coordinating/directing district trainers' efforts;
- Insuring that all training materials are purchased based on the inventory provided by the Chief Sergeant at arms:
- Developing PE handbook information materials;
- Developing a training budget for board approval;
- Submitting the President-elect seminar and Assistant Governor Institute session schedule; dignitary and speaker names and bios; faculty and training materials information to the PETS Information Committee in a timely manner;
- Assuring the presence and set up of functioning notebooks and projectors; screens; easels; markers in breakout and district meeting rooms with the Sergeants at arms;

Executive Trainer Vice-Chair

The Executive Trainer Vice-chair shall be a PDG selected by the Executive Committee and approved by the Board of Directors at the beginning of the Executive Trainer's second year. The Vice-chair:

- Shall assist the General Chair with all responsibilities;
- Serve as committee chair in the absence of the Executive Trainer; and
- Should be willing and available to move into the Executive Trainer position during the succeeding MAPETS.

Training Committee

The Training Committee, comprised of the Trainers from each participating district, shall work closely with the Executive Trainer to:

- Develop the president-elect training seminar program that meets and exceeds the minimum requirements of Rotary International.
- Determine the number; content and method of assembly of the seminar handbook and order the number of seminar handbooks and training manuals required for the event in consultation with the registrar.

PETS Information Committee

The PETS Information Committee Chair shall be a DGE approved by the Executive Committee and shall be responsible for providing both a comprehensive and current website and print program book containing the following information:

- The Rotary International President-elect's message and theme

- a welcome letter from the General Chair and Executive Trainer;
- biographies of plenary session speakers; the General Chair; Executive Trainer; DGEs; and specified MAPETS participants
- hour by hour session schedule for the President-elect Training Seminar and Assistant Governor Institute printed to differentiate the two programs;
- faculty names and districts;
- vendors;
- a list of each participating district and their respective clubs and club President-elect and Assistant Governors;
- a current facility floor plan; and,
- Other such useful information as directed by the Mid-Atlantic PETS of Board of Directors.
- Sending all required information to the printer by the first week in December preceding the event.
- Submitting all required information to the Webmaster in a timely manner from August before the seminar and insuring that the website is complete before online registration is announced, usually in November before the seminar.

PETS Information Committee Vice-chair

The PETS Information Committee Vice-chair shall be a Governor- nominee approved by the Board of Directors. The Vice-chair incumbent shall:

- Participate fully in the program book and website construction process;
- Serve as committee chair in the absence of the Chair; and,
- Should be willing and available to move into the committee chair position during the succeeding MAPETS.
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Protocol Committee

The Protocol Committee Chair of the Mid-Atlantic PETS shall be a District Governor-elect approved by the Executive Committee who shall be responsible for:

- Assigning aides to visiting Rotary dignitaries and plenary speakers to ensure that all reasonable needs are fully realized;
- Overseeing the Chief Sergeant at arms and the Sergeants at arms (SAAs) and to ensure that the logistical operations, as directed by the General Chair and Executive Trainer, are conducted effectively. The SAAs should represent each participating district; and,
- Maintain and share with the Chief SAA all SAAs contact information.

Protocol Committee Vice-chair

The Protocol Committee Vice-chair shall be a Governor-nominee and shall be approved by the Executive Committee. The Vice-chair shall:

- Participate fully in the protocol process, assisting the Chair in all aspects of PETS protocol;
- Serve as committee chair in the absence of the Chair; and,

- Should be willing and available to move into the Protocol Committee Chair position during the succeeding MAPETS.

Chief Sergeant at Arms

The Chief Sergeant at Arms shall be appointed by the Board of Directors to serve for a term of one year. The Chief SAA and SAAs shall function as a sub-committee of the Protocol committee and shall be responsible for:

- Maintaining an inventory of MAPETS equipment:
- Providing storage for equipment:
- Providing list of supplies to be replenished to Executive Trainer
- Obtaining a list of all SAAs contact information from the Protocol Committee Chair
- Sending instructions; responsibilities at MAPETS and staff meeting schedule to SAAs prior to MAPETS;
- Obtaining a list of attendees at each President-elect Seminar and Assistant Governor session and providing that list to all SAAs for them to use to direct participants to their sessions;
- Providing list of rooms to be set up with notebooks; projectors; markers; easels to SAAs on Thursday at MAPETS;
- Insuring that all meeting rooms are set up prior to Friday sessions and that meeting rooms are locked on Thursday after room are set up and on Friday after last session;
- Providing logistical announcements at plenary sessions; and,
- Insuring that all notebooks, signage, banners, decorations, flip charts, etc. are collected from everywhere and returned to the office area after the event ends on Saturday afternoon.

Sergeant at-Arms

While at MAPETS, the Sergeants at arms shall be responsible for:

- Placing directional and location SIGNS on easels and in proper locations (e.g. outside the entrance to a meeting room or the Waterford at meals) starting Thursday noon;
- Placing “Welcome Rotarians” banners where directed and helps skirt the Registration tables for each district using various district banners. Make sure that registration supplies on hand there at noon on Thursday;.
- Starting at noon Thursday thru Noon Saturday, SAAs need to be strategically placed, e.g. by main entrance; main floor hall by stairs; lower level hall by entrance to breakout rooms and vendor area and lower level hall at end by smaller B/O rooms during meeting hours to direct traffic in 2 hour shifts;
- Setting up the meeting rooms on Thursday evening with flip charts; easels; markers; projectors and pre-loaded notebooks. Test the notebooks to make sure that they are functioning properly;

- Making sure that the rooms are locked overnight to protect the notebooks and projectors;
- Making sure that the room arrangement of chairs and tables is correct for all rooms for each upcoming session;
- Placing district banners and flags on stage on Friday morning for the Friday breakfast; leaving them on stage for lunch and then relocating the flags for the Parade of flags for the Friday pre-banquet entrance; and then placing the flags back on stage for breakfast and lunch on Saturday;
- Ringing a bell at the end of each session and at the end of the break periods to shoo people back to their meetings and directing traffic on the main floor of the Waterford Room on Friday and Saturday morning as participants come in for meals and during the Friday evening Cash Bar reception;
- Providing the 5 minute warnings for the end of the session at all the breakout rooms;
- Inspecting all meeting rooms between sessions to verify that water and candies are refreshed and slide for next session is advanced;
- Making sure that two SAAs will take meal tickets at the Waterford entrance starting 15 minutes before mealtimes if meal tickets are collected; and,
- Retrieving all notebooks, signage, banners, decorations, flip charts, etc. from everywhere and returning them to the office area after the event ends on Saturday afternoon and then helping load cars and vans as needed.

Registrar

The Registrar shall be approved by the Board of Directors annually and shall be responsible for:

- Designing the registration form;
- Registering all attendees;
- Providing registration information to the each District Registrar monthly until January 1st and then weekly;
- Providing to each District Registrar on Thursday morning
 - attendee badges and tent cards and related materials;
 - all registration lists and other material
- Providing a list of all seminar participants by session before onsite registration begins to the District Registrars and to the Chief and Assistant Sergeants at arms; and,
- Being available to help them throughout the event.

Registration Committee Chair

The Registration Committee Chair shall be a DGE who shall be approved by the Executive Committee of the Mid-Atlantic PETS. The Chair shall work closely with the Registrar to insure

that all registration materials are correct; easily understood; function correctly and are available for online registration as directed by the Board of Directors.

Registration Committee Vice-chair

The Vice-chair shall:

- Work closely with the Chair;
- Serve as committee chair in the absence of the Chair; and,
- Should be willing and available to move into the Protocol Committee Chair position during the succeeding MAPETS.

Venue Committee Chair

The Venue Committee Chair shall be a DGN who shall be approved by the Executive Committee of the Mid-Atlantic PETS. The Chair shall be responsible for:

- Identifying, proposing, and dialoguing with established facilities capable of accommodating the President-elect training seminar as identified by the Mid-Atlantic PETS Board of Directors.
- Consulting with the General Chair and the Executive Trainer to determine future venue requirements and provide facilities suitable for use for, at a minimum, three years in advance;
- Assembling a committee capable of conducting business that may come before the venue chair. The committee, when practical should be comprised of members representing each participating district.

Treasurer

The Executive Committee shall nominate, and the Board shall elect, a Rotarian with an accounting background to serve as Treasurer. The Treasurer, in consultation and cooperation with the General Chair and the Executive Trainer, shall:

- Submit an annual budget 20 calendar days prior to the organization meeting to the Board of Directors for review and acceptance. The budget shall include sufficient revenue to cover all expenses to include: workbooks and printed materials; venue rentals and meal expenses; guest speakers lodging, meals and transportation; reproduction expenses; and other such annualized expenses as the Board determines necessary for the efficient operation of MAPETS;
- Apportion costs equally among all chartered Clubs in the participating Districts at the time MAPETS is held;
- Provide proof of tax filings prior to the extended filing date of the tax return to the Executive Committee.