

**LONE STAR P.E.T.S.
CODE OF POLICIES
And
PROCEDURES**

July 2024
(Containing Trustee Decisions Through July 2024)

LONE STAR P.E.T.S, INC.

CODE OF POLICIES

And

PROCEDURES

Table of Contents

Preface		ii
Mission Statement		ii
Purpose		ii
Code of Policies & Procedures		
Chapter I	Administration	1
Chapter II	Assumption of Offices	2
Chapter III	Meetings	3
Chapter IV	Election of the Operating Chairperson	3
Chapter V	Finances	3
Appendix A	Job Descriptions	4
Appendix B	Conflicts of Interest Policy	
Appendix C	Harassment-free Environment	

Lone Star P.E.T.S., Inc.

Code of Policies & Procedures

PREFACE

The purpose of the Code is to place all policies of the Board of Trustees, which are currently in effect, into an integrated and comprehensive volume with the topics arranged in logical order and with consistent language. The existence of such a code will make it easier for members of the Board, and those charged with the responsibility to administer the policies, to be familiar with all general and permanent policies currently in force, regardless of the dates of their adoption. The Board of Trustees will adopt new policies and amend existing policies in its regular course of business. All provisions in the Code are to be consistent with the Articles of Incorporation and the Bylaws of Lone Star P.E.T.S., Inc (the Corporation”). The policies and procedures are merely resolutions of the Board of Trustees and may be amended by the Board or a subsequent Board by a simple majority vote unless the provision is also stated in the Articles of Incorporation or the Bylaws.

MISSION STATEMENT

Lone Star P.E.T.S. develops future Rotary Club Presidents.

PURPOSE

The purpose of the Corporation is to produce the premier training event that prepares Rotary Club President-Elects for their year of service as President of their Rotary club in the Member Districts. The training event is hereinafter referred to as Lonestar P.E.T.S or PETS or the seminar.

CHAPTER ONE - ADMINISTRATION

I. A. BOARD OF TRUSTEES

1. Lone Star P.E.T.S., Inc., is a Texas nonprofit, nonstock corporation whose Articles of Incorporation were filed in the Office of the Secretary of the State of Texas on December 7, 1989. The Corporation is governed by a Board of Trustees provided for in the Articles of Incorporation. Management of the affairs of the Corporation is by this Board of Trustees and is subject to the provisions of the Bylaws of the Corporation.
2. The Operating Chairperson of Lone Star P.E.T.S., Inc., shall become a member of the Board of Trustees on July 1 of the year elected as Operating Chair-Nominee. A Trustee who has served as Operating Chairperson will serve an additional two years on the Board of Trustees, serving as Vice-Chairperson and Chairperson of the Board during that time. This leadership cycle will total five years.
3. The Board consists of a trustee from each of the ten (10) districts of which three (3) trustees may be officers: a Chairperson, Vice Chairperson, and Secretary.
4. The Chairperson shall be a trustee who is in his/her final year of service on the Board and has served as Operating Chairperson. The Vice Chairperson shall be the next officer in line. These two officers and the Operating Chairperson shall make up the Executive Committee of the Board. Special circumstances may lead to exceptions with Board approval; however, the Board officer progression will be Operating Chairperson-Nominee, Operating-Chairperson-Elect, Operating Chairperson, Vice Chairperson, and Chairperson. Should any officer choose not to or be unable to fulfill the progression of offices (creating a vacancy), the Executive Committee may recommend for Board election to that vacancy a past chairperson of the Board or a current Board member with at least two years of experience on the Board. That officer, when so elected, will progress through the remaining Board offices and serve their last year on the Board as Chairperson.
5. The Chairperson of the Board of Trustees shall call and preside over the meetings of the Board of Trustees, maintain communication between trustees and Member Districts as needed, call for nominations for the Operating Chairperson-nominee, and shall perform such other duties as ordinarily pertain to the office of Chairperson of the Board. The Vice Chairperson of the Board of Trustees shall preside over the meetings of the Board of Trustees in the absence of the Chairperson.
6. The Secretary, in coordination with the Chairperson and the Executive Director, will take the minutes of all meetings and distribute copies of the minutes to all members of the Board of Trustees. The Secretary shall perform other such duties as usually pertain to the office of Secretary.

7. The Treasurer, a non-voting Board of Trustees member, named to this position by the Board, is responsible for all financial accounting for the PETS Board and for PETS Operation and shall report annually and at any other time on demand of the Board. The Treasurer shall file the appropriate documents with the State of Texas and annual tax reports (990 Reports) with the Internal Revenue Service, and perform such other duties as pertain to the Office of the Treasurer. Each year the Chairperson must approve all tax reports for the year that records are submitted.
8. The Executive Director serving the Board of Trustees at the beginning of each Rotary year, will provide the members of the Board of Trustees, Operating Chairperson/Chairperson-Elect/Chairperson-Nominee, past R.I. Directors (residing in the districts served by Lone Star P.E.T.S.,) and the Governors-elect with a copy of the Articles of Incorporation, Bylaws, and Policies and Procedures.
9. The Operating Chairperson-Elect shall recommend a Curriculum Chairperson, Training Chair, and Evaluation Chair to be approved by the Board of Trustees at the Regular Board Meeting held after PETS. It shall be the duty of the Curriculum Chairperson, his/her committee and the Training Chairperson to update and/or revise the curriculum. He/she shall specify additional materials to be distributed with the Resource Manual. Additional duties of the Curriculum Chairperson and duties of the Training Chairperson and Evaluation Chairperson are set forth in the Appendix A of this document. It is not the intent of the Board to limit committee appointments.
10. The Board of Trustees establishes the general format, length and content of the seminar and curriculum, selects the seminar site, sets the seminar dates, and selects the Operating Chairperson-Nominee. The Board, in concert with the Treasurer, administers the contingency reserve fund (the "Reserve Fund"). The Reserve Fund is defined as the excess funds, if any, generated in previous years' PETS.
11. The Board of Trustees establishes the Conflict-of-Interest Policy which is attached as Appendix B.

B. EXECUTIVE DIRECTOR

The Executive Director serves as a liaison between the Operating Chairperson, the Board of Trustees, the Advisors, and the Member Districts. The detailed job description is included in the Appendix.

CHAPTER TWO

II. ASSUMPTION OF OFFICES

The Board of Trustees of Lone Star P.E.T.S., Inc. will assume their new offices on July 1; i.e., the beginning of the Corporation's year.

CHAPTER THREE

III. MEETINGS

There will be a minimum of two (2) meetings per year as called for in the Bylaws. Additional meetings or teleconference meetings may be called by the Chairperson of the Board or by a majority of the members of the Board of Trustees.

CHAPTER FOUR

IV. ELECTION OF THE OPERATING CHAIRPERSON

Since Lone Star P.E.T.S. is a multi-district organization, each district shall be encouraged to submit the name(s) of a qualified Past District Governor to the Board of Trustees for consideration as the Operating Chairperson. It is understood that there is no requirement that a district submit a candidate; however, there is an assumption that with the wealth of Rotary talent and leadership, each district should have a qualified person. Given qualified candidates, the Board of Trustees should attempt to rotate the position throughout the participating districts.

The Chairperson of the Board of Trustees shall call for nominations from the District Governors and District Governors-elect from all ten Districts not later than April 15. A letter of recommendation signed by the District Governor and/or District Governor Elect with an accompanying resume of the candidate should be submitted to the Board Chairperson by December 1. This information will be submitted to the members of the Board. The Board shall interview nominees and select an Operating Chairperson-nominee at the regular Board meeting at the time of the annual PETS or the next scheduled Board meeting.

CHAPTER FIVE - FINANCES

V. A. RESERVE AND OPERATING FUNDS

1. The operating fund ("Operating Fund") is defined as all revenues and expenses related to the operation of the annual PETS. Annually, after all expenses of PETS have been paid, the excess funds will be transferred to the Reserve Fund. The Reserve Funds will be maintained separately from the Operating Fund account. The Reserve Fund may consist of monies in checking and/or savings accounts, certificates of deposit, and other investment accounts approved by the Board. A small amount determined by the Board shall be set aside for Board operating expenses in an account determined by the Treasurer and approved by the Board. Upon completion of the annual PETS, any excess funds generated that year are to be forwarded to the Treasurer of the Board for deposit into the Reserve Fund. Requests for disbursements from the Reserve Fund shall be made in writing. An amount established by the Board shall be deposited in the Operating Fund not later than August 1 of each year for preliminary operating expenses. Additional emergency funds may also be advanced, with Board approval from the reserve fund, if

requested by the Treasurer. These funds are considered to be an advance to the Operating Fund and shall be repaid by the Operating Fund to the Reserve Fund by the following June 30. The signatories on all accounts for both the Reserve Fund and the Operating Fund will be the chairperson, treasurer, and executive director.

2. The Parameter for establishing an appropriate Reserve Fund is three times the average of the past three years' expenses. To maintain this established Reserve Fund, the following formula will be used: when the Reserve Fund exceeds the formula by 40% or falls below the formula by 30%, revenues (PETS registration fees) and/or expenses will be adjusted accordingly, in order to meet the requirements of the Reserve Fund formula.

B. BUDGET

Prior to the annual meeting of the Board, the Chairperson and Executive Director, if any, shall prepare a budget for the operations of the Board of Trustees. The appointed Operating Chair shall prepare a budget for the operation of Lone Star PETS. The proposed budgets will be submitted to the Board for approval at its annual meeting. The budgets may be amended by the Board from time to time.

C. FISCAL MATTERS

1. The treasurer shall deposit funds in a financial institution approved by the Board that shall be used to pay the expenses of both the Board and the Project.
2. The bills shall be paid by the treasurer upon approval by the Chairperson, the Executive Director, or the Operating Chairperson.
3. An annual review of all financial transactions shall be completed by a qualified person and an annual financial statement for the operations of the Corporation shall be provided to the Board of Trustees in a timely manner to assure the ongoing tax exempt status of the Corporation.

Section 5. It is not the intent of the Board chair to limit committee appointments.

APPENDIX A

JOB DESCRIPTIONS

LONE STAR P.E.T.S., INC.

Amended and Adopted into the By-Laws on _____, 2023

ADVISOR TRUSTEES

Advisors to Lone Star P.E.T.S., Inc. are the R.I. Director and Past R.I. Directors who, at the time of their service, resided in a Member District and, if invited by the Board of Trustees, Past R.I. Directors, that after their service, now reside in a Member District.

No Travel Expense will be approved for this position.

The duties include the following:

1. Give counsel to the Board of Trustees, Executive Director, and/or Operating Chairperson.
2. Obtain keynote speakers upon the request of the Operating Chairperson-elect.
3. Serve as aides to keynote speakers, i.e., President-elect of R.I. and others.
4. Introduce keynoters whom they serve.
5. Serve as ex-officio members of the Board of Trustees with no vote.
6. Support the Operating Chairperson and Board of Trustees.
7. Advisors will not take an active role in the administration of P.E.T.S. nor participate on the operating committee except as requested by the Board of Trustees.

CHIEF RANGER (SERGEANT-AT-ARMS)

1. District Governors and Governors-elect will be requested to submit names of recommended past presidents from each district. The Chief Ranger and Operating Chairperson will choose not less than one (1) past president and not more than two (2) past presidents from each district. Attempt should be made to bring back two-thirds (2/3) of assistant rangers from previous year.
2. Choose assistant Rangers with an efficient, pleasant demeanor with the physical stamina needed for the position.
3. Train deputy and/or assistant Rangers in their tasks and responsibilities.
4. Provide each assistant Ranger with a schedule of events and assignments.
5. Supervise the P.E.T.S. office provided by the hotel.
6. Maintain communication with the Operating Chairperson, Registration Chairperson, and Executive Director at all times.
7. Keep a list of all rooms and guests assigned to these rooms (provided by hotel).
8. Be familiar with hotel floor plan, key hotel staff, and schedule of events.
9. Be responsible for the installation and disassembly of P.E.T.S. audiovisual equipment, banners, flags, signs, etc.
10. Properly display Session Room signs, as required, prior to the next scheduled use.
11. Assist Executive Director with head table arrangements, check lighting, podium and microphone prior to function, place and retrieve name cards. Place and retrieve table numbers and/or reserved signs on dining tables.
12. Be responsible for the general "flow of traffic," to all events and sessions.
13. Ensure that participants know where to go and when to be there.
14. Staff an Information Desk in the pre-function area of the lower floor.
15. Wear a readily identifiable piece of clothing (hat, bandanna, vest, etc.).

CURRICULUM AND FACILITATOR CHAIRPERSON

(Must be an Officer or Trustee of the Board of Trustees)

1. The Curriculum and Facilitators Chairperson will oversee the appointment, with approval of the Operating Chairperson, of the members of the following subcommittees: Curriculum, Facilitator Selection, Facilitator Training, Pre-PETS (Coordination and Promotion), Learning Center Data Analyst, Elective Training Classes, Spouse Program, and Printed Program. The Curriculum and Facilitators Chairperson may increase or decrease the subcommittees with the approval of the Operating Chairperson and each subcommittee may consist of one or more volunteers.
2. The Curriculum and Facilitators Chairperson provides oversight and coordination of subcommittee responsibilities, manages communication among Curriculum and Facilitators' Subcommittee members, and provides periodic activity reports to the PETS Operating Committee.
3. The responsibilities of the Curriculum subcommittees are as follows:
 - A) Reviews and recommends curriculum updates based on Rotary International resources and participant evaluations.
 - B) Develops electronic versions of training manuals for Presidents-Elect, and Presidents-Nominee.
 - C) Provides electronic facilitator training materials consistent with Presidents-Elect and Presidents-Nominee training manuals.
 - D) Assists with facilitator development, training, and recertification.
 - E) Collaborates with Communications Subcommittee regarding the distribution and data collection of course and facilitator evaluations/surveys.
 - F) Creates pre-PETS Learning Center course schedule and content for periodic messages to District Governor Elects and District Governor Nominees.
 - G) Provides support to Spouse/Partner program regarding curriculum development.
4. The responsibilities of the Facilitator subcommittees are as follows:
 - A) Facilitator Recommendation
 - B) Reviews recent facilitator evaluations.
 - C) Provides DGEs a list of recommended facilitators who have previously served in such position.
 - D) Collaborates with DGEs to identify facilitators.
 - E) Reviews nominations of first-time facilitators for consideration.
 - F) Provides listing of recommended facilitator pairings, based on tenure and diversity.
5. The responsibilities of the Facilitator Training subcommittees are as follows:
 - A) Develops a timeline for facilitator training which includes completion of Learning Center courses, recertification training via online media, and in-person training.

- B) Communicates pre-PETS training requirements for experienced and first-time facilitators.
 - C) Conducts interactive virtual and in-person training events.
 - D) Provide guidance to facilitators as needed.
6. The responsibilities of the Pre-PETS (Coordination and Promotion) subcommittees is to distribute periodic pre-PETS Learning Center messages to Presidents Elect and Presidents Nominee with links to RI Learning Center courses. Note: Messages reporting progress will come from the Operation committee.
7. The responsibilities of the Learning Center Data Analyst subcommittees are as follows:
- A) Monitors RI Learning Center data regarding course completion by Presidents Elect and Presidents Nominee.
 - B) Monitors RI Learning Center data regarding prescribed course completion by facilitators.
 - C) Provides periodic progress reports to Curriculum Chair, Pre-PETS facilitators, and Operating Committee Chair regarding course completion.
8. The responsibilities of the Elective Training Class subcommittees are as follows:
- A) Coordinates utilization of available presentation screens.
 - B) Troubleshoot with facilitators and Rangers prior to and during sessions as to any issues related to rooms, set up, etc.
 - C) Evaluates viability of elective classes offered previously.
 - D) Develops schedule of elective classes to be offered. Recommends guidelines regarding elective class size, length, and frequency.
 - E) Identifies facilitator(s) to manage elective classes.
9. The responsibilities of the Spouse Program subcommittees are as follows:
- A) Reviews evaluations to determine areas for change to current program.
 - B) Develops/updates curriculum for spouse/partner program.
 - C) Facilitates actual spouse/partner program at Lone Star PETS per scheduled dates and times and provides, for future reference, information on number of participants.
10. The responsibilities of the Printed Program subcommittees are as follows:
- A) Develops program template for electronic and printed program distribution.
 - B) Demonstrates proficiency in use of Adobe Graphics program.
 - C) Collaborates with other members of the Curriculum and Facilitators' Subcommittee to ensure accuracy of data reflected in program.
 - D) Collaborates with members of the Communications Subcommittee to ensure consistency and accuracy of information (training schedules, plenary speakers, sponsorships, etc.) to be published on website, mobile app, and promotional materials.

E) Accepts and evaluates bids for printed program in accordance with the PETS budget.

EVALUATION CHAIRPERSON

1. Design evaluation forms, in digital format, for the following:
 - Evaluation of Facilitators by President-elects
 - Evaluation of the Spouse Program by spouses
 - Evaluation of Assistant Governors Program by Assistant Governors
 - Evaluation of Basic Rotary Program by President Elects in attendance
 - Evaluation of PETS by all registrants.
2. Submit forms to Board for approval.
3. Work closely with the Operating Chairperson and Chief Ranger.
4. Responsible for the distribution of Evaluation forms.
5. Responsible for tabulating the results of all evaluations and reporting the same to the Board of Trustees at the Annual Meeting following P.E.T.S.
6. Brief facilitators during final orientation session.

EXECUTIVE DIRECTOR
(Ex-Officio Member of Board of Trustees)

1. Reports directly to the Board of Trustees and serves as a liaison between the Operating Chairperson, Board, and Advisors.
2. Attends all Board Meetings.
3. Works and communicates with Trustees, Advisors and Officers, and committee chairpersons.
4. Works closely with current Operating Chairperson and serves as a support and resource person.
5. Serves as a resource for the Board of Trustees.
6. Coordinates all Board Arrangements.
7. Coordinates all Board Mailings.
8. Sends official communications from the Board as directed by the Board of Trustees.
9. Prepares documents for Board Meetings (Notices, Agenda and Supporting information and/or material).
10. Operates within a budget approved by the Board of Trustees.
11. Oversees the Registration of Board Members and Advisors to P.E.T.S. and oversees their Hotel Accommodations.
12. Liaison with Hotel. Responsible for communications with the hotel, including (but not limited to) arrangements for: meeting rooms, registration and vendor areas, tables, speaker's podiums, signs, communication systems, audio/visual equipment, meals and participant lodging.
13. Communicate meal guarantees to the hotel staff.
14. Arrange head table seating plans for each meal event from lists supplied by the Operating Chairperson.
15. Approve all charges to the master account at the hotel and reconcile the final bill.
16. Train and share information with Rangers regarding physical layout, hotel services, meeting facilities, and key hotel staff.
17. Arrange special rate parking for registrants, if necessary.

HALL OF FRIENDSHIP CHAIRPERSON

Duties prior to PETS

1. Primary contact with the RI merchandise suppliers. Suppliers should be contacted in advance to notify them of the dates and verify that they wish to exhibit at PETS.
2. Chairperson decides in consultation with Operating Chairperson which suppliers to invite.
3. Query's the suppliers' needs and wishes, and helps the suppliers to arrange any special promotions, drawings, etc.
4. Coordinates the space in the exhibit hall to accommodate the RI merchandise suppliers, display tables for Club and District project displays, and the President Elect Registration-Packet-pickup area, Thursday & Friday.
5. Provides a layout drawing or sketch of the room set up for Thursday, Friday, and Saturday, and for the receptions. (Where cash bars will be set up during the evening receptions, and where the soft drinks will be set up during the breaks)
6. If appropriate, and approved by the Operating Chairperson, arrange for light refreshments for the HOF during the breaks. (wrapped sweets at the mid-morning & mid-afternoon breaks, and salty (in cups) at the evening receptions)

Duties during PETS

1. Arrive at the hotel by Wednesday noon.
2. Contact the hotel staff and go over the room layout and assist as needed in getting the tables arranged properly and banners and signs placed. Note care must be taken not to block the entrance or any of the exits with display tables or supplier displays. Arrange the suppliers that are near the entrance or exits so that people do not block the entrance/exit when the room is full.
3. Work with the Registrar to make provision for PE packet pickup on Thursday evening and Friday morning.
4. Assist the suppliers Wednesday evening in setting up their merchandise and getting electrical service where needed.
5. Assist the Operating Committee Wednesday evening in getting the packets assembled, marked, and distributed to the appropriate district distribution area.
6. Assist suppliers and people with club & district displays arriving on Thursday to get set up.

7. Monitor the hall during the day Thursday and assist anyone as needed.
8. For the rest of the days, set out snacks if needed and work with the hotel and Rangers to set up the drinks and coffee, and tend to any problems that crop up.
9. See that the suppliers are properly thanked for coming to our PETS and see that the hall is cleared at the end of the day Saturday.

Duties after PETS

1. Send a report & expense vouchers to the PETS Operating Chairperson.
2. Send thank-you cards to each of the suppliers.

OPERATING CHAIRPERSON

1. Responsible for planning and direction of PETS subject to ~~the Operating Manual~~, the Charter and By-Laws of Lone Star P.E.T.S., Inc., the Code of Policies, and any approved operating procedure.
2. Develop seminar program schedule.
3. Responsible for promotion of attendance at the seminar, including (but not limited to):
 - a) Motivating District Governors and Governors-elect to encourage their Presidents-elect to attend P.E.T.S.
 - b) Promoting and motivating District Governors-elect in their efforts to have Club Inventory and a Planning Guide for Effective Rotary Clubs prepared by Presidents-elect.
 - c) Supplying appropriate forms to District Governors and Elects to obtain personal information about Presidents-elect. Assisting the Registration Chairperson in the development of a database from which mailing labels and reports concerning registration may be generated. The Operating Chairperson will send announcements and promotional materials to the District Governors-elect, Board of Trustees and Advisors. This may be done electronically.
 - d) E-mail announcements and promotional material to Presidents-elect,
 - e) Requesting District Governors and their representatives to promote P.E.T.S. during their official visits and through their newsletters and/or other promotional activities that will stimulate attendance,
4. Obtaining permission from Governors-elect to have handbooks and related material sent from Rotary International directly to the Operating Chairperson rather than the District Governor-elect.
5. Establish a budget and determine the registration fee for PETS which must be approved by the Board, and approve all operational expenditures based upon this budget.
6. Provide job descriptions and other pertinent information to appointed chairperson.
7. Appoint a Registration Chairperson and train the Chairperson regarding the duties and responsibilities of the position. Ensure that the Registration Chairperson is familiar with computer database formats, has the necessary equipment, software and ability to produce badges, registration lists, mailing labels and other required information for the Operating Chairperson, the District Governors, and District Governors-elect.
8. Design registration forms in consultation with the Registration Chairperson that will provide the necessary data online.
9. Appoint a Training Chairperson and Evaluation Chairperson.

10. Be responsible in collaboration with the Board for selecting the best-qualified discussion leaders.
11. Appoint a Chief Ranger (Sergeant-at-Arms) who is diplomatic, highly motivated, possesses outstanding organizational skills, and who can provide training and leadership to the Assistant Rangers.
12. Share information, correspondence and material with the Operating Chairperson-elect. Include the Operating Chairperson-elect in major decisions as a training opportunity for the future assignment.
13. Consult with the District Governors-elect about possible discussion topics at their breakout sessions with the Presidents-elect.
14. Be responsible for preparing a final financial statement and status report. Deliver such statements, reports and other information to the Chairperson and Executive Director at least two weeks prior to the annual meeting.
15. Report to the Chairperson periodically and provide copies of all correspondence and material to be distributed to all parties involved with the seminar and copy the same to members of the Board and Executive Director.
16. Provide District Governors and District Governors-elect copies of all correspondence, mail outs, and e-mails sent to the Presidents-elect.
17. Invite the Chairperson of the Board and Executive Director to attend all planning meetings.
18. Request approval from the Board of Trustees in writing for any deviation from the Operating Manual guidelines.
19. Appoint a Hall of Friendship Chairperson who will invite Rotary related commercial suppliers to the seminar as approved by the Operating Chairperson.
20. Appoint a Spouses' Program Chairperson and provide advice and guidance in formulation of the program. Give approval to the content and presenters of the program based on the standard format in the P.E.T.S. Operating Manual.
21. Appoint a Rotary Information Chairperson who will order and staff a table of Rotary Information material from Rotary International with the approval of the Operating Chairperson.
22. Appoint a Rotary Basic Course Chairperson who will provide a program for those Presidents-elect who have been in Rotary for a short time. Program and timelines must be approved by the Operating Chairperson.
23. Appoint faculty for all optional sessions. Optional sessions are to be approved by the Board.
24. Obtain all gifts needed for guest speakers.

25. Prepare recognition certificates for discussion leaders and support staff.
26. Prepare president-elect certificates of completion and distribute to appropriate District Governors-elect for their signature and distribution.
27. Will follow the task and timeline schedule prior to and during the seminar.

OPERATING CHAIRPERSON ELECT

1. Assist the Operating Chairperson and preside in his/her absence.
2. Observe the performance of each chairperson and committee chairperson learning the details of each job in preparation for next year's responsibilities.
3. Work closely with the Executive Director to formulate more efficient methods of working with the hotel and establishing more effective communications.
4. Evaluate the performance of each member of the Operating Committee but make no commitment for the following year. The only exceptions would be Registration and Evaluation Chairs, but these too should be approved by the Board of Trustees prior to an invitation to chair.
5. Carry out other such tasks as directed by the Operating Chairperson.
6. In consultation with and approval of the Board of Trustees and Board Advisors, select guest speakers. After the selection, ask the Advisors to invite the special guests to be keynoters during the next P.E.T.S.

RANGERS (SERGEANT-AT-ARMS)

(Responsibilities and Instructions)

Basic Responsibilities

1. Preserve order at all events.
2. Control entrances to all meetings and functions of the seminar.
3. Know the location of the first aid station and where medical assistance is available.
4. When reporting for duty, please report to your assigned Deputy Ranger at the designated location at least 20 minutes prior to the starting time of your assignment, and NO LATER than 10 minutes prior to this time. This will provide your deputy Ranger an opportunity to brief you, as necessary, and will enable you to be at your duty station at the correct time. If you are unable to report for an assignment, PLEASE INFORM the office of the Rangers well in advance.
5. You will be identified by your Assistant Ranger badge and hat. Please wear these whenever you are on duty. If you are off duty and do not wish to be bothered, please remove your arm band and hat. Otherwise, you are considered to be on duty and expected to be of service to those in attendance at the seminar.
6. Your main duty is to assist in the smooth running of the seminar by preserving order at events, giving directions, and by keeping a lookout for unregistered guests in Rotary areas.
7. Please ensure that you are informed to be able to answer questions. Study the seminar program, map of the hotel, and other schedules provided to you.
8. Check with the Ranger office each time you are on duty, and note any changes made to the daily activities that may affect the performance of your duties for that day.
9. Please make note of any potential problems with the seminar's physical arrangements of which you become aware and suggest remedies that may benefit the efficient operation of the seminar.
10. Look for signs that may have fallen down, locations where you think a sign may be needed, inadequate ventilation, poor sound quality in the sessions, additional seating, poor lighting, etc. If any problems cannot be solved "on the spot," please report them to the Ranger office.
11. Seminar principals, hotel staff, and possibly security guards will be in the operating areas. Give these people your maximum cooperation.

Admission to the PETS Functions

1. It is the responsibility of ALL Rangers to ensure that only registered persons or those with proper credentials are permitted in seminar areas.
2. DO NOT HESITATE TO APPROACH ANY PERSON NOT WEARING RECOGNIZABLE IDENTIFICATION TO MAKE CERTAIN THAT THE PERSON IS ENTITLED TO BE INVOLVED IN THE SEMINAR ACTIVITIES.
3. NO PERSON IS TO BE ADMITTED TO ANY SESSION WITHOUT THE PROPER BADGE, TICKET OF ADMISSION, OR OTHER AUTHORIZED AND/OR REQUIRED CREDENTIALS. Variances from this guideline shall be reported to the Chief Ranger, and approval shall be authorized only by the Operating Chairperson.

Head Count

Head counts are to be made at all sessions and meals to provide a record of attendance. These counts are to be recorded on the form provided and taken to the Rangers office at the close of the session or meal.

REGISTRATION CHAIRPERSON

1. Order Lone Star PETS Pins. Must allow a minimum of three months lead time.
2. Purchase necessary name badges, name badge blanks and 10 X 13 envelopes.
3. Purchase tent cards.
4. Work with the webmaster to update the registration form subject to approval of the Board.
5. Receive all registration forms and fees, validate the names against the pertinent data in the computer database.
6. Identify registrants by club size and assign to classrooms based on the Training Director's instructions.
7. Handle special problems of registration and classroom assignments at P.E.T.S.
8. Prepare 3" x 4" name badges that are easily read with the call name, full name, Rotary club, location of the club, district number, and classroom assignment for each President-elect. P.E.T.S. name badges are prepared ONLY for registrants who pay the registration fee.
9. Prepare 8 ½" x 11" tent cards that are easily read with the call name, full name, district number and club name.
10. Prepare registration packets for all participants including name badges, P.E.T.S. pins, appropriate ribbons, meal tickets, one large program per packet, and other materials specified by the Operating Chairperson or the Board. Identify the packet with a label containing the PE's name, name of spouse (if registered), the district number, and a notation of any refund or balance owed.
11. Prepare a list of the names and clubs of the Presidents-elect for the Operating Vice-Chairperson for attendance certificates.
12. Prepare lists of the President-elect by classroom assignments, including mailing address, phone numbers, and email address.
13. Prepare lists of other groups such as Assistant Governors, District Governor Elects and District Governor Nominees, including mailing address, phone numbers and email address.
14. Bring computer, printer and sufficient supply of paper, printer ink, any other supplies that might be required to P.E.T.S.
15. Get two people that are willing to assist you during Thursday afternoon and Friday morning.

TREASURER

1. Assist the Operating Chairperson in preparing a budget.
2. Record Income and Expenses for Lone Star PETS, Inc.
3. Prepare all disbursements from the Operating Fund for payment of expenses as approved or within the guidelines of the approved budget. If they are not within budget, seek approval from the Operating Chairperson.
4. Coordinate with the Registration Chairperson proper identification of the registration fees from registrants.
5. Arrange for credit card processing of registration on website and for on-site registration at Lone Star PETS, Inc.
6. Prepare a final statement of income and expenses, and the cash operating expenses of Lone Star PETS, Inc to be presented to the Board at the annual meeting.
7. Prepare and/or assist in the preparation for the Form 990 and have it ready for review by the Board at the annual meeting.
8. Oversee the Reserve Fund; assist with other financial matters of Lone Star PETS, Inc.

WEBMASTER

1. Meet with the outgoing Operating Chairperson for summary of most immediate PETS.
2. In June, remove all references to the past PETS.
3. Put date and meeting site on web for the current Rotary year.
4. Following the annual Board meeting, meet with the current Operating Chairperson, Chairperson of the Board, and Executive Director as to changes and updates.
5. Link the Lone Star PETS web site with the Multi-District PETS Alliance.
6. Work under the direction of the Operating Chairperson; nothing is to be added without the approval of the Operating Chairperson.
7. Keep the web site and mobile app current throughout the Rotary year.

CONSULTANT TRUSTEES

Consultant to Lone Star P.E.T.S., Inc. who are the **Past Executives Directors.**

Consultant will consult with Lone Star P.E.T.S., Inc. with the Operating Chair, Executive Director, and Chair of the Board who, at the time of their service, resides in a Member District.

No Travel Expense will be approved for this position.

The duties include the following:

1. **Collaborate with Executive Director at hotel meetings** to ensure best pricing and arrangement.
2. Attend the Annual Board Meeting and offer direction when asked. ***Promoting good decision making.***
3. Serve as ex-officio members of the Board of Trustees with no voting power.
4. Support the Executive Director and Board of Trustees. **Always support a clear vision/strategy for team building (making stronger organization).**
5. Consultants will not take an active role in the administration of P.E.T.S. nor participation in the operating committee except as requested by Executive Director or the Board of Trustees.

LONE STAR P.E.T.S., INC.
Appendix B - Conflict of Interest Policy

It is in the best interest of Lone Star P.E.T.S., Inc. (LSP) to be aware of and properly manage all conflicts of interest and appearances of conflicts of interest. This conflict of interest policy is designed to help trustees, officers and volunteers of LSP to identify situations that present potential conflicts of interest and to provide LSP with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in LSP's operations. Hereinafter, a person with a conflict of interest will be referred to as an "interested person."

1) **Conflict of Interest Defined:** For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

a. A trustee, officer, board member, or volunteer (or a family member of any of the foregoing) is a party to a contract or involved in a transaction with LSP for goods or services.

b. A trustee, officer, board member, or volunteer (or a family member of any of the foregoing) has a material financial interest in a transaction between LSP and an entity in which the trustee, officer or volunteer (or a family member of the foregoing) is a trustee, officer, board member, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.

c. A trustee, officer, board member or volunteer (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with LSP.

d. Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of LSP. All such circumstances should be disclosed to the board or Executive Trustee, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of LSP are not compromised by the personal interests of stakeholders in LSP.

e. **Gifts, Gratuities and Entertainment.** Accepting gifts, entertainment, or other favors from individuals or entities can result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of LSP.

2) **Definitions.**

a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.

b. An "Interested Person" is any person serving as an officer, LSP board member, a major donor to LSP, or anyone else who is in a position of control over LSP who has a personal interest that is in conflict with the interests of LSP.

c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.

d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.

e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to LSP is not a Contract or Transaction.

3) Procedures.

a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a trustee or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.

b. A trustee or committee member who plans not to attend a meeting at which he or she has reason believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.

e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Trustees of LSP has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Trustees.

f. Interested Persons who are not members of the Board of Trustees of LSP, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chairman, or the Chairman's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect LSP's participation in such Contract or Transaction.

g. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to Executive Trustee or the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

4) Confidentiality. Each trustee, officer, employee, and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of LSP. Furthermore, Trustees, officers, employees, and volunteers shall not disclose or use information relating to the business of LSP for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

5) Review of policy.

a. Each trustee, officer, and employee shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so annually.

b. Annually each trustee, officer, employee, and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a trustee of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to LSP. Any such information regarding the business interests of a trustee, officer, employee, or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the Executive Trustee, and any committee appointed by the Board of Trustees to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

c. This policy shall be reviewed annually by each member of the Board of Trustees. Any changes to the policy shall be communicated to interested party.

Lone Star P.E.T.S., Inc. Conflict of Interest Disclosure Form

Name: _____

Date: _____

Position: _____

Below please describe any relationships, transactions, positions you hold or circumstance that you believe could contribute to a conflict of interest between the Lone Star P.E.T.S., Inc. and your personal interests, financial or otherwise.

I have no conflict of interest to disclose or report.

I have the following conflict of interest to report:

I hereby certify that the information set forth above is true and complete and to the best of my knowledge. I have reviewed the above and agree to abide by the Conflict of Interest Policy of the Lone Star P.E.T.S., Inc.

Signature

APPENDIX C

Harassment-free Environment

Lone Star P.E.T.S., Inc. is committed to maintaining an environment that is free of harassment. Harassment is broadly defined as any conduct, verbal or physical, that threatens, denigrates, insults or offends a person or group based on the following characteristics: age, ethnicity, race, color, disability, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity. All members and individuals attending or participating in Lone Star P.E.T.S., Inc. meetings, events or activities should expect an environment free of harassment and shall help maintain an environment that promotes safety, courtesy, dignity, and respect to all.

All allegations of criminal activity should be referred to appropriate local law enforcement authorities.

The Board shall promptly address allegations of harassment and shall not retaliate against those making the allegation. Allegations of harassment at P.E.T.S. shall be reviewed by the Board and responded to within a reasonable timeframe, typically one month. If the alleged offender is a member of the Board, the individual is expected to remove oneself from the discussion. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not adequately addressed by the Board, may be referred with appropriate documentation to the RI Director whose zone includes the majority of the member districts comprising Lone Star P.E.T.S., Inc. If the RI Director is the alleged offender, either another current or past RI director as appointed by the RI president shall review and respond to the allegation.

How to Report Harassment

If you are notified of any allegation of harassment involving an adult, or you feel you have been harassed, follow these steps:

1. If anyone's safety is in doubt, contact local law enforcement.
2. Notify a Sergeant at Arms, a Board member, or your Governor-elect.
3. Notification may be reported in any manner that effectively communicates the harassment. This includes reporting in writing, orally, by e-mail, letter, memo or note or any other reasonable means. We encourage all reports to be made in writing in order to have a clear and complete account of the perception of the situation. The most beneficial written reports will include at least:
 - a) The dates and times of all incidents of harassment;
 - b) The names of all harassers and victims;
 - c) A detailed factual description of the harassment; and,
 - d) The names of all individuals present during the challenged conduct or who otherwise could corroborate or refute the facts alleged.
4. All reports will be kept confidential as reasonably possible.
5. The party receiving the report will immediately notify a member of the Lone Star P.E.T.S., Inc. Executive Committee for further investigation.
6. Any allegation of harassment or abuse that involves young people must be reported to Rotary International at youthprotection@rotary.org within 72 hours.

Our Commitment to Diversity, Equity, and Inclusion at Lone Star P.E.T.S., Inc.

We understand that cultivating a diverse, equitable, and inclusive culture is essential to realizing our vision of a world where people unite and take action to create lasting change.

We value diversity and celebrate the contributions of people of all backgrounds, across age, ethnicity, race, color, disability, learning style, religion, faith, socioeconomic status, culture, marital status, languages spoken, sex, sexual orientation, and gender identity as well as differences in ideas, thoughts, values, and beliefs.

Recognizing that individuals from certain groups have historically experienced barriers to membership, participation, and leadership, we commit to advancing equity in all aspects of Rotary leadership, so that each person has the necessary access to resources, opportunities, networks, and training to thrive. We believe that all people hold visible and invisible qualities that inherently make them unique, and we strive to create an inclusive training event where each person knows they are valued and belong.

Code of Conduct.

Rotary core values: fellowship, integrity, diversity, service, and leadership.

This code of conduct reflects our core values and explains the responsibility that comes with being a participant at Lone Star P.E.T.S., Inc. We are committed to upholding and evolving this code. Like our core values, we expect all participants at P.E.T.S. to exemplify this code of conduct as they interact with one another. Specifically, the code of conduct applies at Lone Star P.E.T.S., Inc. meetings.

All participants are expected to comply with this code of conduct, be considerate and contribute to a collaborative, positive, and healthy environment in which all are respected and valued.

OFFICIAL SIGNATURES

Chairperson

Executive Director