

**PROCEDURES MANUAL  
FOR  
ROTARY INTERNATIONAL DISTRICT 6220**

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## **PROCEDURES MANUAL FOR ROTARY INTERNATIONAL DISTRICT 6220**

### **ARTICLE I: GENERAL**

**Section 1** – These Procedures are for Rotary International District 6220 establishing rules and procedures to assist the District Governor, elected and appointed officers, committees of the District and local Clubs in the effective administration of the affairs of the District. They are termed “Procedures” to distinguish them from the By-Laws of Rotary International, but shall serve as by-laws for the District.

**Section 2** – These Procedures, upon adoption shall supersede all prior Procedures, By-Laws, Rules and Enactments provided that these and/or any future amendments thereto shall not contravene any provisions of the Constitution and By-Laws of Rotary International or its Manual of Procedure; anything in these Procedures in conflict is deemed to be without effect.

**Section 3** – Each club shall be responsible for sending a copy of the June 30<sup>th</sup> and December 31<sup>st</sup> Semi Annual Reports, as submitted to Rotary International, to the current District Governor.

### **ARTICLE II: DISTRICT LEADERSHIP PLAN (See appendix #1)**

**Section 1** – Background: The District Leadership Plan makes possible the reorganization of the way our District operates by appointing ten Assistant Governors (AG), and redistributing much of the District Governor’s (DG) administrative workload among these assistants. It also allows for greater flexibility in conducting the official visit and for greater continuity in District leadership. The purpose of the plan is to enable the DG and his/her Leadership Team to better serve the District’s clubs and, thus, enable the District as a whole to function more effectively. Essentially, the Plan enables Districts to change the DG’s emphasis from club visitation to exploring and developing new means of meeting the District’s needs. The votes of the District Leadership Team [DLT] and Executive Committee shall be advisory to the District Governor.

**Section 2** – The District Executive Committee shall consist of the DG who shall serve as the Chairperson, the Treasurer, DGE, DGN, DGNN, immediate PDG, District Foundation Chair, District Membership Chair, District Finance Chair, and District Trainer. The District Secretary will serve as a non-voting member. The District Governor may invite other officials and committee chairs to attend meetings from time to time and to participate in the discussions, but to be without a vote. Expenses of all persons attending official District meetings may be paid, including mileage and lodging if necessary, from District funds (except as related to the District Conference).

**Section 3** – The District Leadership Team [DLT] shall consist of the District Executive Committee; the 10 AG’s; and other officials and committee chairs as invited by the District Governor that may include, but is not limited to, the Avenues of Service Chairs, District Public Relations Chair, District GSE Chair, District RYE Chair, District RYLA Chair, District Grants Chair or District Secretary. Expenses of all persons attending official District meetings shall be paid, including mileage and lodging if necessary, from District funds (except as related to the District Conference).

### **ARTICLE III: DISTRICT OFFICERS – ELECTED**

**Section 1** – The elected officers of the District shall be the District Governor [DG], and District Governor Nominees [DGE, DGN, DGNN]. Insofar as practical, the nominations shall reflect the geographic distribution of the District. The terms of all elected District Officers shall be for one year commencing in July following the District Conference with progression of the DGNs in logical fashion to their year as DG. Vacancies in any elected office shall be filled in keeping with the provisions of the By-Laws of Rotary International.

**Section 2 – District Governor – [DG]** The District Governor is the only officer of Rotary International in the District. The DG is nominated by the clubs in the District, and following the successful Zone and International Assembly training required by RI, is elected by the International administration of the District. The DG may delegate duties, but the responsibility for prompt and proper completion remains that of the District Governor. Qualifications for the DG are set forth by the Constitution and By-Laws of Rotary International and should include serving at least a year at the District level either as a District Chair or an Assistant Governor. The DG is responsible to Rotary International and must carry out the duties as prescribed in the current Manual of Procedure of Rotary International as well as those duties set forth in the District 6220 job description which is on file with the District Secretary.

**Section 3 – District Governor Elect – [DGE]** The District Governor Elect [DGE] is that Rotarian who shall begin the term of office of District Governor on the 1<sup>st</sup> of July next occurring. The duties and responsibilities of the District Governor Nominee are detailed in Rotary International publications and set forth in the job description on record with the District Secretary. He or she shall be an ex-officio, nonvoting member of all District committees, except the Nominating Committee, and shall be a voting member of those committees covered specifically by this manual or appointed to by the District Governor.

**Section 4 – The District Governor Nominees – [DGN, DGNN]** are those Rotarians who shall begin their term of office as District Governor on the 1st of July second and third occurring. The duties and responsibilities of the DGN, DGNN shall be those as appointed by the DG and in the job description on file with the District Secretary. These nominees shall succeed to the office of DG in the order in which they are nominated.

### **ARTICLE IV: DISTRICT OFFICERS – APPOINTED**

In consultation with the DGE, Officers of District 6220 are appointed by the District Governor. Such appointments shall be made by the District Governor prior to assuming office, but are in effect only during that District Governor's administration unless otherwise noted in the description of the office.

**Section 1 – Assistant Governor [AG]** The Assistant Governor [AG] is the key representative of the DG in club administration. Normally appointed for three year terms that may be renewed, but no more than two consecutive terms at a time. The AG, after taking a term off may resume as AG. The AG will represent a sub-region of the District generally consisting of 3 – 7 clubs. See appendix #1 for criteria used to select the AG. The AG performs the following critical roles:

- A. Holds regularly scheduled meetings with each club.
- B. Assists in scheduling and planning for the visit of the DG to each club.
- C. Attends all official District functions, PETS, and others as designated by the DG & DGE.
- D. Monitors each club's performance, conducts official annual visits and prepares reports for the DG.
- E. Participates in the development of the incoming DG's District goals.

**Section 2 – District Secretary [DS]** The DG will hire a well-qualified individual to serve as the District Secretary. The District Secretary may assist the DG in completing the following duties:

- A. Answer correspondence.
- B. Maintain a file of all official correspondence by the DG.
- C. Maintain a file of District records except that the financial records are kept by the District Treasurer.
- D. Help prepare a directory of the District.
- E. Prepare mailing lists.
- F. Compile, publish and mail monthly attendance reports of the District to RI.
- G. Assist and act as recording secretary for such District meetings, institutions and assemblies as the DG deems appropriate.

**Section 3 – District Treasurer [DT]** The District Treasurer shall be appointed by the DGE for service during his/her DG term. The District Treasurer, a qualified Rotarian, may serve for more than three consecutive years, as confirmed by the Finance Committee. The District Treasurer is charged with the following duties:

- A. Shall maintain such records and accounts as may be necessary to show the receipts, expenditures and financial condition of the District, and shall perform all other duties connected with his/her office.
- B. Shall send notices each year to each club in the District for District dues using membership numbers on copies of the club-prepared Semi-Annual Reports to the District Governor as of June 30<sup>th</sup> last.
- C. Shall be empowered to disburse District Funds when adequately substantiated.
- D. Shall prepare a semi-annual and final District Treasurer's Report for the DG, The District Finance Committee and all clubs of the District that lists a summary of receipts, disbursements, assets and liabilities of District 6220.
- E. The Treasurer and any assistants, as well as the DG, each shall be bonded for \$100,000.00, the premium for which shall be paid out of District Funds.
- F. Shall be a member of the Finance Committee.
- G. In addition to procedures stated herein, the District Finance Committee shall oversee the administration of District Funds.
- H. Shall be responsible for turning over all records of the office in an accurate, orderly and up-to-date condition to his or her successor.
- I. In the event the District Treasurer cannot complete the term of office, or is incapacitated, the DG, in consultation with District Leadership, shall appoint a successor.
- J. Shall be reimbursed for all expenses incurred as District Treasurer.
- K. Shall file and report to the DG the filing status of all returns required of the District by any federal, state or provincial government.

**Section 4 – District Trainer** The District Trainer will be an appointed position that could have up to a three year term, but no more than two (2) consecutive terms. They are required to attend Zone, and therefore the District will pay up to \$2,000 for the District Trainer to attend Zone. Zone training is significant; therefore DT does not have to be a PDG. The District Trainer should be an experienced Rotarian.

The District Trainer’s role is an ongoing and vital part of developing club and District leaders. The District Trainer will coordinate with past trainers and District Leadership to develop an appropriate training team. The District Trainer will be responsible for coordinating annual training of AG’s, and assisting the DGE in preparing the District Presidents-Elect Training Session and District Assembly.

## **ARTICLE V: DISTRICT ELECTORS**

Each club in the District shall select, certify and send to the annual District Conference one (1) Elector for every twenty-five (25), or major fraction thereof, of its members, honorary members excepted, based upon the number of members of the club as of the last day of the month preceding the month in which the conference is held, provided that the club in the District has no outstanding indebtedness to Rotary International or Rotary International District 6220 for more than three months preceding the month in which the Conference is held. Each club in the District shall be entitled to at least one Elector. Each Elector shall be an active, senior active or past service member of the club and be present at the District Conference to be entitled to cast one vote. There shall be no proxies allowed during such voting procedures.

## **ARTICLE VI: DISTRICT COMMITTEES**

District Committees are formed to assist the Rotary Clubs of District 6220 in carrying out the far-reaching programs of Rotary International and to enhance District administration. The DG shall appoint the committees deemed necessary to carry out the programs during his administration.

**Section 1 – Presidents-Elect Training Seminar [PETS]** It is the responsibility of the DGE to appoint members of the Midwest PETS Council. Budgetary needs must be discussed with the Finance Committee.

**Section 2 – District Assembly** It is the responsibility of the District Governor Elect to convene and organize the District Assembly. The DGE and District Trainer will prepare a budget for conducting the District Assembly and the District Trainers will assist at the DGE’s direction. The District Assembly shall provide Rotary instruction, information and coordination of District activities.

**Section 3 – District Finance Committee** The District Finance Committee shall consist of six members: DG, DGE, DGN, iPDG and the District Treasurer. Each year, the DG will appoint one member from the District at large. The Chairperson will be chosen by the Finance Committee and approved by the Executive Committee.

- A. The District Finance Committee shall meet no later than October 30<sup>th</sup> each year to review the District Treasurer’s and outside accountant’s year-end reports and close the books for the Rotary year concluded June 30<sup>th</sup> just past.

- B. No later than November 30<sup>th</sup>, the District Treasurer shall provide copies of the year-end reports to Club Presidents and later to the participants of the next occurring District Conference.
- C. The District Finance Committee shall meet in January or February to review the District Treasurer's six-month report of income and expenditures as compared with the approved budget. The Committee may make adjustments to the budget as it deems necessary.
- D. Also, during January, the DGE and the District Finance Committee shall prepare a recommended budget for the year beginning the next July 1<sup>st</sup>. This budget will be finalized in time for presentation and discussion at the February District Board Meeting for approval at the District Annual Meeting. The budget shall then be presented to the District Conference.
  - 1. The DGN shall present to the Finance Committee his/her proposed budget for the International Convention for their DGE year. On an annual basis the Finance Committee will approve the maximum amount to be reimbursed for the DGN's International Convention year.
  - 2. All AG's are to present to the Finance Committee his/her proposed budget for their mileage for their quarterly club visits during their AG year. No other AG costs for club visits are to be reimbursed by the District.
- E. Each Rotary Club shall contribute an amount per member per year for District expenses. This amount shall be payable September 1<sup>st</sup> based on the club membership size on the previous June 30<sup>th</sup>.
- F. The per capita dues will be determined annually prior to completion of the District budget and voted upon at the District Annual Meeting.
- G. The following guidelines apply to the budgeted income, expenditures, disbursements and reimbursable expenses:
  - 1. Administrative expenses of the DGE in preparing for the term as DG.
  - 2. Attendance of the DGE and spouse/partner at the International Rotary Convention in the DGE Rotary year.
  - 3. Attendance of the AGs at PETS (President Elect Training Seminar) and one District Assembly – Spouses expenses are not covered.
  - 4. The District does not pay for overnight stays for AGs to make their Club Visits. The District will pay for mileage at the IRS charity rate.
  - 5. District Assembly and the District Conference for the District Secretary, District Treasurer, DG, DGE, and DGN are all reimbursed mileage, meals, accommodations, and registration.
  - 6. District Assembly and the District Conference for all other Executive Committee Members is mileage only at the IRS standard rate.
  - 7. Registration costs for AGs to attend District Conference. No mileage, meal costs outside the Conference, or hotel costs are to be reimbursed. Spouse expenses are not covered.
- H. Reimbursable expenses for the DGN and DGNN as deemed appropriate by the DG and the Finance Committee.
- I. Reimbursable expenses for other District officials subject to Finance Committee guidelines.
- J. The DG has the final control of how allocated budget monies are spent, but expenses over the total budget allotment must have the approval of the Executive Committee.

#### **Section 4 – Nominating**

- A. The District Nominating Committee shall consist of the most recent five Past District Governors who are living in this District. The most recent of these PDGs will be chair. The Nominating Committee will interview the candidates along with their spouse (if applicable) before making their selection. The Nominee must have participated at the District level either as a District Chair or an Assistant Governor.
- B. By August 1, the most recent PDG will announce to the District club presidents that the district is seeking DGN candidates. The announcement will be published on the District website, designated social media, a P-Mail from DACdb, and other appropriate communication channels.,
- C. Applications are received from the time of posting under B above until October 15<sup>th</sup>. Submission shall be in the form of a resolution adopted at a regular club meeting and certified by the club secretary or club president. The resolution must certify that the Rotarian whose name is proposed meets the qualifications listed for a DG in the By-Laws of Rotary International.
- D. By December 1<sup>st</sup>,
  - a. Applications will be interviewed by the Nominating Committee
  - b. Notes must be kept of the meeting; all committee members will provide written signatures on appropriate forms of the committee’s decision
  - c. Within 24-hours of adjournment of the committee, the Committee Chair shall notify the current DG of the candidate selected. The DG will call all DGN candidates and share the results.
  - d. Within 72-hours of being notified of the DGN, the DG shall post notice of the selected DGN candidate in appropriate district communication mediaa.
- E. The DG shall certify the name of the DGN to the RI General Secretary within 10 days of selection.
- F. Should a challenging candidate be proposed by a club, procedure in RI By-Laws 14.020.8-14.020-12 will be followed.
- G. .

**Section 5 – Rotary Foundation** It is recommended by the Trustees of the Rotary Foundation of Rotary International that the chairperson of the District Rotary Foundation Committee (DRFC) be a Past District Governor who supports enthusiastically the goals of the Rotary Foundation. District 6220 supports that recommendation but acknowledges that a dedicated District Rotarian may assume that responsibility following the recommendation of the DG and Executive Committee. It is the responsibility of the Chairperson to coordinate the work of the various Rotary Foundation subcommittees and assume the responsibilities of any subcommittee not appointed or functioning, serve as the liaison between the Trustees of the Rotary Foundation and the clubs of District 6220, serve as an active member of each DRFC subcommittee, and assist the District Governor in the promotion of the objectives and activities of the Rotary Foundation. Because of the need for continuity and the continuing nature of the several Foundation programs, it is recommended that the DRFC, at the discretion of the DG, serve at least a three year term. Whenever possible the DRFC Chairperson will attend an annual Regional Foundation Seminar and conduct, either separately or in conjunction with PETS or The District Assembly, a District Foundation Seminar. The complete duties of the DRFC Chairperson and DRFC subcommittees are set forth in the Rotary Foundation Handbook issued

by the Rotary Foundation of Rotary International. The DGE is responsible for submitting the names of the incoming DRFC Chairperson and the DRFC subcommittee Chairs in January preceding the DG's year of office.

The District Rotary Foundation Committee shall consist of the DRFC, the DG, DGE, DGN, the Foundation Trainer, and the Chairs of the District Grants, Polio Plus, and Stewardship Committees.

The following Subcommittees may be appointed by the District Governor after consulting with the Chairman of the Rotary Foundation Committee. Other subcommittees may be appointed by the DG as needed or in accord with directives from The Rotary Foundation

- A. Rotary World Peace Fellowship Subcommittee
- B. Vocational Training Team Subcommittee
- C. Grants Subcommittee
- D. Alumni Subcommittee
- E. PolioPlus Subcommittee
- F. Annual Giving Subcommittee
- G. Permanent Fund Subcommittee

**Section 6 – District Conference** The Annual District Conference furthers the programs of Rotary through fellowship, inspirational addresses and the discussion of and upon matters relating to the affairs of clubs. The DG, the District Conference Committee and Rotary Club Presidents shall strive to obtain the largest possible attendance at the District Conference.

The DG, in accordance with recommendations of Rotary International, shall appoint a District Conference Chairperson. The DG and the Conference Chairperson may then appoint as many others to the District Conference Committee as they may desire.

**Section 7 – Rotary Youth Exchange** To further the goal of Rotary International to improve world understanding and therefore the worldwide chances for peace, District 6220 participates in Rotary Youth Exchange (RYE). District 6220 may join in a multi-district effort to more efficiently further the program of international youth exchange.

- A. The DG shall appoint a chairperson and committee members as necessary to committees that address both short-term and long-term programs.
- B. The Chairpersons of the committees shall petition the District Finance Committee for the necessary funds to fulfill their mission. An annual accounting of all receipts and disbursements of the committee shall be made to the Finance Committee and/or the DG no later than 60 days before the end of the fiscal year.
- C. Because of the need for continuity, it is recommended that the chairpersons of these committees, at the discretion of the DG, serve at least a three year term.

**Section 8 – District Project Fund** The District Project Fund was established in 1998-99 to provide matching funds for club and District projects that do not qualify for Rotary



Foundation financial support. Funding must be used to finance a District Project not in the budget, a World Community Service project or a local community project.

- A. Projects which are approved for funding must comply with the following criteria:
1. Maximum grant amount is \$2,500 per Club and up to \$5,000 if multiple Clubs collaborate.
  2. Clubs are limited to one grant per Rotary year.
  3. Club sponsored projects must include active participation of Rotarians. On your club's application, please explain in detail how Rotarians will be actively involved in this project.
  4. Club sponsored projects which do not qualify include outright contributions from clubs to other groups or organizations. Rotarians need to be sponsors of funded projects. (As an example, a Rotary club which wants to give money to a nonprofit group for their literacy program will not qualify for matching funds).
  5. Club sponsored projects which do not qualify include funding on-going expenses or projects. Projects must be new start-up projects, or include a new twist to an existing project.
  6. All District sponsored projects are required to apply to The Rotary Foundation Matching Grant Program, (when applicable), and must have an active district-wide fundraising campaign. (Exemptions to this policy must be approved by the District Project Fund committee).
  7. Grant moneys will not be distributed to the requesting club unless that club's District dues and fees are current and paid in full. Any unused grant monies must be returned to the District Treasurer.
  8. Clubs are required to make a minimum contribution that averages \$50/member to The Rotary Foundation.
- B. Grant requests must be submitted on the authorized application form found on the District web site at [www.ridistrict6220.org](http://www.ridistrict6220.org). Forms should be submitted electronically. Only complete forms will be considered. Additional information may be provided. The District Project Fund committee will consider all applications received within a two week period once the application is complete.

Notification of the committee action will be sent to the primary contact person on the application.

- C. Reports are to be made annually to the District Project Fund Chair and at the completion of the project. Annual reports are due on April 1<sup>st</sup> of each year in order that Fund reports can be made available at the District Conference /Assembly. The reports will include the following:
1. Description of the project in relation to the expressed goals, the goals which were achieved, and achievements beyond the expressed goals.
  2. When physical achievements are expected, photographs of before the project started, of the project in progress, of the final outcome should be included with the report.

3. Letters from those being positively affected by the completed project are to be included in the final report.
4. Financial report reflecting all sources of income, budgeted expenses, and actual expenses will be submitted with each report.
5. Final reports, in addition to being sent to the District Project Fund Chair, will be sent to the District Secretary for inclusion in the District Newsletter.

The committee shall serve at the request of the District Governor with the responsibility of receiving and evaluating request for matching funds.

The committee will be composed of five members, including the District Governor, District Governor Elect, District Rotary Foundation Chair (DRFC) and two at-large members who shall not be current members of the District Board. The at-large members will serve (two) 2-year terms whereby one person will be chosen in even years and the other in odd years so that one at-large member will be new during each year. The at-large members will be chosen by the DG and DGE.

The committee will report to the Executive Committee at the winter meeting, those proposals submitted and funded.

**Section 9 – Rotary Youth Leadership Award** The objectives are to give public recognition to the many young people who are already rendering important services to our communities, to encourage and develop young leaders and potential leaders by providing them with a meaningful training experience, and to demonstrate Rotary’s respect and concern for our youth.

**Section 10 – Grants Committee** The committee will be composed of seven members, including the District Governor, District Governor Elect, District Rotary Foundation Chair (DRFC), District International Service Chair, District Grants Chair, and two at-large members who shall not be current members of the District Board. The at-large members will serve (two) 2-year terms whereby one person will be chosen in even years and the other in odd years so that one at-large member will be new during each year. The at-large members will be chosen by the DG and DGE.

**Section 11 – Public Relations Committee** This committee promotes Rotary to external audiences and fosters understanding, appreciation, and support for the organization’s programs. It also helps Rotarians understand that effective external publicity, favorable public relations, and a positive image build support for the organization, inspire potential donors and attract possible candidates for membership.

**Section 12 – Membership Committee** This committee identifies, markets and implements membership development strategies that are appropriate for the District and will result in membership growth. The committee also works with the District Public Relations committee to plan activities that will aid membership development efforts; and encourages Clubs to develop and implement innovative membership development strategies.

**Section 13 – Other Committees** The DG may appoint any other committee which the DG feels will be of assistance in furthering the objects of Rotary during the DG’s term of office.

#### **ARTICLE VII: DISTRICT RESOLUTIONS**

**Section 1** – District resolutions may be proposed by a club or by the District Governor. These resolutions are presented at the District Conference provided the proposed resolution has been submitted in writing to the DG, sixty (60) days prior to the District Conference. The DG shall submit all of the proposed resolutions to each club in the District at least thirty (30) days prior to the opening of the District Conference. The DG shall then submit them to the credentialed Electors of the District present at the District Conference for voting. No amendment may be introduced during the conference which would greatly change the intent or purpose of the resolution. A simple majority of the Electors present shall be required to pass a District resolution.

**Section 2** – Conference resolutions of a courtesy nature thanking the President’s Representative, the meeting place, the Conference Committee members, the DG, etc., do not require sixty (60) days notice.

#### **ARTICLE VIII: DISTRICT FILES**

**Section 1** – To better serve the many Rotary Clubs of District 6220, the DG is directed to maintain files on each club in the District. The files shall contain, at a minimum, copies of the Official Visit conducted by the AG and/or DG, Summary of Club Plans and Objectives, Follow-up Letter to the Club President and Presidential Citation Records.

**Section 2** – The DG shall add the reports filed during the DG’s year of office to those of the DG’s four immediate predecessors. The club files need not have historical data contained therein older than five years, except, if any club shall have been rated as “poor” or “critical” then that file shall show a ten-year history until the last three DGs rate the club “good” or “excellent,” then the file shall show a five year history. The files of any DGs that rate a club “poor” or “critical” are a permanent part of that club’s file.

**Section 3** – In as much as Rotary International no longer retains for its files either District or club records or reports older than for five years, both summaries of an actual official reports & District Governors’ records should be maintained in a District repository and one a District data base for as long a period as possible to enable an accurate record of the history of District 6220. District Governor-sensitive confidential reports should have access limited to relevant PDGs, the DG and DGNs.

#### **ARTICLE IX: DISTRICT PROPERTY**

From time to time, the District purchases property for more than a single use. That property usually is of an audiovisual nature, but may as well be items for use at seminars, assemblies, conferences or by individual clubs for whatever purpose. The District Governor shall provide every club with a listing of such property, and its location, and the person to contact to arrange to borrow the property. These properties shall be turned over to the District Governor not later than July 15<sup>th</sup> of the District Governor's administration.

#### **ARTICLE X: PROCEDURES MANUAL CHANGES**

Changes to this District Procedures Manual may be made by amendment enacted at the District Annual Meeting. Such amendments may be proposed by any Rotarian in this District or by the DG. Such proposed amendments must be submitted to the DG not less than thirty (30) days prior to the District Annual Meeting. Such proposals will be discussed and presented for vote at the District Annual Meeting. The District Secretary must then submit copies of the proposed amendment/s to the president of each club in the District not less than thirty (30) days prior to of the District Annual Meeting. Such proposed amendments shall be voted upon at the District Annual Meeting. A simple majority of the Electors present shall be required to pass an amendment to this Procedures Manual. Any amendments passed shall become effective on the first occurring July 1<sup>st</sup> after the day they vote.

Revisions Log

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Revised March 2018 by Steve Handrick – Article VI, Section 4