

## DISTRICT 6970 PROCEDURES

The Procedures for Rotary District 6970 are presented as a guide to assist District Governors, Club Presidents and Club Directors in maintaining continuity in district activities from year to year.

### District Organization

As stated in **The Manual of Procedure**, "a fundamental principle underlying the administration of Rotary International is the substantial autonomy of member clubs. The constitutional and procedural restrictions on the administration are kept to the minimum necessary to preserve the fundamental and unique features of Rotary. Within that provision there is maximum flexibility in interpretation of Rotary International policy, especially at the local level." The standard Rotary Club Constitution specifies the Board of Directors is the governing body of the club. Decisions of the Board in all club matters shall be final, subject only to an appeal to the club. This is an important concept not understood by all Club Presidents. **All decisions at the club level are the sole responsibility of the Club Board of Directors.**

### District Governor

The District Governor is the administrative officer of Rotary International within the District, functioning under the general control and supervision of the Board of Directors of Rotary International. The District Governor has direct supervision over the clubs in the District, and in this capacity he is to be a friendly advisor and counselor who is expected to uphold the Constitution and Bylaws of Rotary International in the exercise of his responsibility for the direct supervision of the clubs, the Governor is charged with the particular duty of advancing the Object of Rotary and adhering to established policies and procedures as set forth in the constitutional documents and by the actions of the Board of Directors of Rotary International. Specific duties of the District Governor are listed in the Manual of Procedure.

### Assistant Governors

The Governor may group together contiguous Rotary Clubs in the District and appoint a qualified Rotarian as Assistant Governor for each area with preference given to past presidents. These individuals are liaison individuals between the Club Presidents and the District Governor, and their function is to assist the Governor in the routine matters of administration and to act as the informal advisor to the Governor and to the assigned clubs in their area.

### District Committees

The work of the District is accomplished through a carefully organized and administered committee structure. Committee chairmen are appointed by the District Governor to serve during his or her year in office, and their primary responsibilities are to advise, counsel and assist the Governor in carrying out his responsibility of helping Rotary Clubs within his or her District advance the Object of Rotary.

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### College of Governors

All past District Governors, including those who may have served in other districts and who are members of Rotary Clubs in District 6970, and all past officers of Rotary International who reside in District 6970 are automatically members of the College of Governors. The College of Governors has no authority; its purpose shall be to assist the District Governor in such manner as he or she may suggest. The immediate Past District Governor shall serve as Chancellor of the College. Meetings are held on call, usually two per year.

### Nominating Committee for District Governor

The Nominating Committee for District Governor shall be charged with seeking out and proposing the best available candidate for District Governor Nominee. The committee shall not be limited in its selections to those names submitted by the Clubs in the District. Any vacancy that occurs within the committee during its year of tenure shall be filled by the appointment of a member of like qualifications, said appointment shall be made by the current Governor for the unexpired portion of the vacated term.

The Nominating Committee shall be composed of a chairman and four members representing a cross section of the District by club size and geographic location. Not more than three members of the committee shall be a Past District Governor, including the chairman. The names of the committee, except for the chairman shall remain confidential until after the committee has reported to the District Governor. Appointments to the committee shall be made by the District Governor and such appointments shall be for one year terms. Members of the committee may succeed themselves one time.

The District Governor Nominee, in accordance with Rotary International requirements, must be selected not more than 36 months but not less than 24 months prior to the day of taking office. The District Governor, in consultation with the Nominating Committee Chair, shall establish the date in which candidates for District Governor Nominee will be interviewed.

The District Governor, acting on behalf of the Nominating Committee, shall then issue in the district's monthly newsletter an announcement inviting Clubs of the District to submit names of candidates eligible under the terms of the current Manual of Procedure for consideration by the Nominating Committee for District Governor Nominee for the Rotary Year three years hence. Such names are to be submitted by the Clubs to the Chair of the Nominating Committee at the address stated in the invitation. This announcement shall be included in the district newsletter for three consecutive monthly issues. The date of the interviews for District Governor Nominee shall be set at the discretion of the District Governor, in consultation with the Chair of the Nominating Committee. However, the District Governor is encouraged to set the interview date early enough in the Rotary Year so that the candidate selected and confirmed as District Governor Nominee-Nominee will have an opportunity to participate in activities such as PETS, District Assembly and District Conference in order to be more fully prepared as District Governor Nominee in the following Rotary Year.

Written nominations must be received by the Nominating Committee Chair at least two-weeks prior to the interview date, and this deadline shall be mentioned in the announcements in the district newsletter. The nomination must be attached to or accompanied by a

statement signed by the candidate listing his Rotary classification, civic, business and professional activity, his word that he has read and understood Article 15.070 (Qualifications of Governor-Nominee) of the Bylaws of Rotary International and is fully qualified, willing and able to accept and execute the duties and responsibilities set forth therein.

The Nominating Committee shall meet at the call of the chairman at the place designated by him on the date established by the District Governor. The District Governor shall determine the quorum necessary for binding committee action. The Chair of the Nominating Committee shall notify the District Governor of the selection of the committee within at least 48 hours after the selection has been made. It will be the responsibility of the District Governor to notify the clubs in the District of the candidate selected by the Nominating Committee and to publish the recommended candidate in the monthly letter next printed.

Any club which had submitted a candidate in accordance with the procedure specified may nominate its candidate from the floor at the ensuing Annual District Conference, provided that such club notifies the District Governor of its intentions to do so within fifteen days of the date of the announcement of the Nominating Committee's selection. If a notice is not received from any club, the District Governor shall declare the candidate selected by the Nominating Committee to be the official Governor Nominee. The District Governor shall then certify the name of the District Governor Nominee to the General Secretary of Rotary International.

#### **District and Alternate Representation to the Council on Legislation**

The District representative and alternate representative to the Council on Legislation shall be selected by a nominating committee process, as set forth in the Bylaws of Rotary International in Section 8.050. The nominating committee procedure, including any challenges and a resulting election, shall be conducted and completed in the year two years preceding the council. The nominating committee procedure shall be based on the nominating committee procedure for district governors set forth in the Bylaws of Rotary International in Section 13.020. A candidate for representative shall not be eligible to serve on the committee. The District Governor during the year that the representative and alternate representative are to be chosen shall appoint the nominating committee charged with interviewing qualified candidates and designating the representative and alternate.

#### **Presidents-Elect Training Seminars (PETS)**

PETS is a leadership development and education program. Its primary purpose is to develop and train incoming club presidents who have the necessary skills, knowledge and motivation to create or maintain an effective club as defined by Rotary International. The District Governor Elect of each district is responsible for planning and conducting PETS.

District 6970 has joined with the other seven districts in Florida to stage a multi-district PETS in March of each year. The eight Governors Elect jointly share the responsibility for the effectiveness of this important and *required* seminar. The District Trainer and the Assistant Governors work closely with the District Governor Elect of each district to train the Presidents Elect. Florida Rotary PETS is a day-and-a-half seminar as prescribed by Rotary International. Much of the training is coordinated in separate sessions by the individual districts, while the remainder of the training is provided jointly to Presidents-Elect by Rotary trainers from throughout the state. This provides the incoming club

presidents with an opportunity to get well acquainted with district leaders, while simultaneously having an opportunity to gain a broader understanding of Rotary through interactions with Rotarians from all regions of Florida.

**All Presidents Elect are required by Rotary International to attend PETS.** Since attendance is mandated, the district will bill all clubs for the attendance fee for the President Elect at the beginning of the Rotary Year.

#### **Pre-PETS**

District 6970 conducts an informational training session in the fall of each year for Presidents Elect. This is to prepare the incoming presidents for the much more comprehensive training that they will be receiving a few months later at PETS. Pre-PETS is conducted in four separate geographic regions within the district. This provides the opportunity for a more intimate exchange of information and ideas than is possible at a district wide meeting. The District Governor Elect and the District Trainer plan and conduct Pre-PETS, with the active and collaborative involvement of Assistant Governors.

#### **District Assembly**

The District Assembly is a training meeting for incoming presidents, secretaries, chairmen/directors of the Avenues of Service Committees, and membership development chairmen. It is held to provide motivation, inspiration, Rotary knowledge, instruction in administration duties, and coordination of District activities in order that the incoming Club Presidents and Secretaries, and such other incoming club leaders as the Board may designate, will receive a greater understanding of their responsibilities and opportunities for service. **Incoming officers and other designated participants are expected to attend.** The value of having someone attend in the place of a designated participant is questionable and should be discouraged.

The District Assembly is to be held in the months of March, April, or May, at a time which will not conflict with the International Assembly, the International Convention or the District Conference. It is recommended that the District Assembly be held following PETS and not later than 31 May. The specific date and location of the District Assembly shall be determined by the current District Governor.

*The Incoming Governor shall plan and conduct the Assembly.* The Governor shall have a relevant part in the program and shall conduct the business portion of the meeting. The Assembly will be considered the official business meeting of the club officers of District 6970. All items of business presented or caused to be presented by the governor will be considered. The Assembly will also approve an annual budget and will authorize the District Treasurer to request from each Club its apportioned share of the budget. **The Bylaws of Rotary International (Article XIII, Section 6 - District Finances)** state that "(a) Each district may by resolution of the District Conference establish a fund to be called **"The District Fund"** for the financing of district-sponsored projects and the administration and development of Rotary in the District. (b) The financing for the District Fund shall be provided by all the clubs in the district by way of a per capita levy on the members of those clubs, the amount of the levy shall be decided by the District Assembly only after approval of three-fourths of incoming Club Presidents present. (c) The district must supply an annual review of the district finances to each club in the district."

**ATTENDANCE AT THE DISTRICT ASSEMBLY IS STRONGLY ENCOURAGED.** Therefore, incoming presidents and secretaries, before accepting office, should be required by their respective clubs to pledge themselves to attend the District Assembly. *It is recommended that their expenses be paid by their clubs.*

### **District Conference**

A conference of Rotarians in District 6970 shall be held each year at such time and place as selected by the District Governor, provided that the dates selected are not in conflict with those of the District Assembly, the International Assembly or the International Convention. The time and place of the District Conference should be selected one year in advance. The Host Club chosen in consultation with the Governor should appoint necessary and appropriate committees. The Governor shall appoint a Conference Chairman. The Conference Committee should prepare a proposed budget as early as possible and present it to the Governor and the District Fund Committee.

### **Rules of Procedure at the District Conference**

**Voters.** Each active member in good standing of a member club in the District, who is present and registered at this Conference, shall be entitled to vote on all questions and matters properly presented, except for the selection of Nominee for District Governor. Any elector shall have the right to demand a poll upon any question presented. In such event, the voting shall be restricted to electors present. Only electors present, as defined in the **Manual of Procedure**, may vote for the District Governor-Nominee.

### **Rotary Foundation**

The clubs of District 6970 are urged to seek out and propose candidates for Rotary Foundation Service Awards. All applications should be submitted to the Club Presidents no later than March 1 of each year, these should be submitted to the District Governor by April 1. The Governor should appoint a selection committee to meet promptly and to send its applications to Rotary International by May 15.

### **Governor's Monthly Letter**

The distribution of the **Governor's Monthly Letter** will include Club Presidents, Club Secretaries, District Committee Chairman, members of the College of Governors and other Rotarians as desired by the Governor.

### **District Fund and Procedures Committee**

**Purpose:** The District Fund and Procedures Committee is responsible for managing and authorizing the expenditure of all District Funds and preparing a proposed budget for presentation at the District Assembly.

**Membership:** the District 6970 Fund and Procedures Committee shall have no more than nine members, three of whom shall be the current District Governor, the current District Treasurer and the immediate Past District Governor, who shall serve as the Chairman of the Committee. Six members-at-large shall be appointed by the District Governor who is encouraged to make the committee as representative of the entire District as possible. In this regard, the Governor shall strive to achieve a balanced representation according to geographic areas and size of clubs. The six at-large-members shall serve three-year terms and shall not succeed themselves. The terms of

the at-large-members shall be staggered so that two members shall rotate off the committee and two new members shall be appointed each year. Vacancies for unexpired terms shall also be filled by the current District Governor.

**Meetings:** The meetings shall be called by the Chairman as required to maintain fiscal control within the district. However, at least five weeks prior to the district assembly, the District Fund and Procedures Committee shall meet to prepare the upcoming year's budget. The budget shall be submitted to the clubs at least four weeks prior to the district assembly and approved at a meeting of the incoming club presidents at the District Assembly. The amount of the per capita levy on clubs for the coming year shall be decided at the District Assembly as outlined by the manual of procedure. The District Treasurer shall be prepared to present a current financial report in all called meetings.

**Fiscal Year:** The Fiscal Year shall extend from July 1, of each year to June 30, of the following year.

**Officers:** The immediate Past District Governor shall be Chairman of the District Fund and Procedures Committee. The District Governor, in consultation with the District Governor Elect, shall appoint the Treasurer.

**Duties of the Treasurer:** In addition to the usual duties of such an office, the Treasurer shall attend the District Conference and the District Assembly and shall make a record of all actions taken at such meetings and shall record all actions pertaining to the District Fund and Procedures Committee in the permanent records of the committee. The Treasurer shall be a voting member of the District Fund and Procedures Committee.

**Quorum:** A quorum of the District Fund and Procedures Committee shall consist of five members.

**Budget and Certification:** The budget of the projected income and expenditures for each year shall be prepared by the District Fund and Procedures Committee and presented to the District Assembly for approval, together with per capita levy on the members to be requested from the Rotary Clubs in District 6970.

**Income and Expenditures:** The expenditures of any one year shall not exceed the receipts thereof, unless by specific authorization of the District Assembly, District Conference or by a club majority mail or email ballot.

**Reserve Fund:** The District Fund and Procedures Committee should maintain a Reserve Fund that is approximately 50% or more of the previous years dues.

**Per Capita Levy and Billing:** After the per capita levy has been approved by the District Assembly, the Treasurer shall bill each Rotary Club in District 6970 for apportioned share of the budget. Payments for a pro rata portion of the per capita levy will be due July 1, and Jan. 1, for each member admitted during the prior semiannual period. Payments of the per capita levy is mandatory on all clubs of a district and the board of directors of R.I. shall, upon receipt of certification from the District Governor that a club has failed for more than six months to pay such levy, suspend the services of R.I. to the club while the levy remains unpaid.

**Financial Statements:** The District Fund and Procedures Committee shall keep a complete record of its transactions and shall require a

bond on the Treasurer in an amount equal to the total of all funds for which the District Treasurer has control.

## NOTES

**Authorized Expenditures:** The District Fund and Procedures Committee shall instruct the Treasurer to pay all properly presented bills or vouchers for budgeted items, plus the lesser of 10% or \$1,000, without specific further instructions or authorizations **provided that such funds are available from other budgeted items.**

**Budgeted Items:** The District Fund and Procedures Committee shall budget for effective and efficient operation of the District taking into consideration the recommendations of the District Governor and District Governor Elect.

**Records:** Complete records shall be kept by the District Fund and Procedures Committee. Complete and accurate reports of all activities and finances shall be presented to the District Assembly. A summary of the activities of the Committee with a condensed statement of its finances shall be included in the District Governor's annual report to the District Conference.

**Audit:** An annual review of the financial statements of the District shall be completed by a C.P.A. or a firm of C.P.A.'s in harmony with the intent of Article 15.060.4 of the RI Bylaws. (i.e. An examination and review of district accounts.).

**Bank and Savings Accounts:** The District Fund and Procedures Committee shall provide for depositing and withdrawing of funds, and shall authorize signatures to be recorded where funds are deposited.

**Amendments:** Any part of the Rotary District 6970 Procedure may be amended by any duly authorized meeting of District 6970 Assembly or Conference by a majority of those present and voting, provided such amendment has first been referred to the District Fund and Procedures Committee for its consideration and report.