

# **ROTARY INTERNATIONAL District 6840**

## **POLICY MANUAL**

**As Amended - January 11, 2020**

**Bay St. Louis, Mississippi**

**And**

**Zoom Meeting May 13, 2020**





## **ROTARY INTERNATIONAL DISTRICT 6840**

### **POLICY MANUAL**

#### **PREAMBLE**

Rotary District 6840 was established by Rotary International on the 1<sup>st</sup> of July 1975, and is described as follows:

#### **USA - LOUISIANA AND MISSISSIPPI, PORTIONS OF**

**LOUISIANA** - THAT PORTION EAST OF THE WESTERN BOUNDARIES OF THE PARISHES OF ST. HELENA, THE TICKFAW RIVER IN LIVINGSTON, ST. JOHN THE BAPTIST, ST. CHARLES, AND JEFFERSON, EXCLUDING GRAND ISLAND IN JEFFERSON PARISH.

**MISSISSIPPI** - THAT PORTION SOUTH OF THE SOUTHERN BOUNDARIES OF THE COUNTIES OF ADAMS, FRANKLIN, LINCOLN, LAWRENCE, JEFFERSON DAVIS, COVINGTON, JONES AND WAYNE.

This policy manual is adopted by the Rotary Clubs of District 6840 for the purpose of establishing guidelines to assure continuity, efficiency, and future leadership in District 6840. The activities and organization of District 6840 shall exist solely to help Rotarians and the Rotary Clubs of District 6840 advance the Object of Rotary. This manual is intended to supplement and to conform in all respects to the provisions of the constitution and by-laws of Rotary International and with the policies stated in the current Rotary International Manual of Procedure.

## **ARTICLE 1 - GOVERNOR AND VICE GOVERNOR**

**1.010.** *Membership in Rotary International.*

**1.020.** *Duties of the Governor.*

**1.030.** *Duties of the Vice Governor*

**1.040.** *Qualifications and Selection of the Vice Governor*

**1.010.** *Membership in Rotary International.*

The Governor is the officer of RI in the district, functioning under the control and supervision of the board of RI, elected by Rotary International as prescribed in the *Manual of Procedure*. The District Governor, as an officer of Rotary International, is usually the only member of Rotary International in the District (unless another member of a District Club becomes a Rotary International corporate officer for the same Rotary year). Rotary Clubs are members of Rotary International, individuals are not members of Rotary International except for the Rotary year(s) they hold Rotary International office.

**1.020.** *Duties of the Governor.* The duties of the District Governor are those detailed in the Manual of Procedure of Rotary International. Provisions of this Policy Manual are adopted to advise and assist the District Governor in the performance of his duties. The District Governor may accept and act on the advice and assistance rendered or may take other action(s) as required to fulfill the duties of the District Governor to the Board of Directors of Rotary International.

**1.030.** *Duties of the Vice Governor.* The duties of the Vice-Governor will be to replace the District Governor in case of a temporary or permanent inability of the District Governor to continue the performance of his duties.

**1.040.** *Qualifications and Selection of the Vice Governor.* The Vice-Governor shall be a Past District Governor. After taking office, the District Governor Elect shall select a Past District Governor who is willing to serve as Vice-Governor. The District Nominating Committee shall include on its agenda at its next meeting the approval of the Vice Governor.

## **ARTICLE 2 - NOMINATIONS FOR DISTRICT GOVERNOR**

**2.010.** *By-Laws of Rotary International.*

**2.020.** *Time of Nomination.*

**2.030.** *Notes on Nomination*

**2.010.** *By-Laws of Rotary International.*

Nominations for District Governor shall be in accordance with Article 12 Section 12.020 of the by-laws of Rotary International, subject to the following interpretation:

**2.020.** *Time of Nomination.*

**2.020.01.** *Schedule*

Not later than July 15 the District Governor shall send the current Rotary International form designed to supply background material on a candidate for District Governor to each Club President, inviting clubs to submit names of qualified Rotarians to the District Nominating Committee for consideration. In the event a club wishes to propose a candidate, the form must be completed and returned to the District Governor not later than August 15, or such earlier date as may be set by the

Governor. Care should be taken that only names of Rotarians who have thoroughly familiarized themselves with the qualifications and duties of the governor are submitted.

Not later than fifteen (15) days prior to the meeting of the Nominating Committee, which shall be on a date set by the District Governor, the District Governor shall send copies of all information on every candidate submitted by clubs, to each member of the Nominating Committee. At the time of the meeting of the Nominating Committee, a Rotarian must have served a full term as Club President and have been an Active member in one or more clubs and at the time of taking office must have completed seven years membership in one or more clubs and have attended the International Assembly. The candidate must have completed and signed the current Rotary International form designed to supply background material on the candidate for District Governor.

#### **2.020.02. *Best Qualified***

The District Governor Nominee Designate shall be selected by the clubs in the district within the Rotary year two years preceding the annual Rotary International Convention at which the nominee would be a candidate for election and shall become the District Governor Nominee in the next year.

#### **2.030. *Notes on Nomination***

##### **2.030.01. *Campaigning***

The selection by clubs in a district of a District Governor Nominee Designate should be conducted in a manner in harmony with the principles of Rotary. Activities in support of a candidate for District Governor should be consistent with the importance of and serious function of the District Governor. The content of literature supporting a candidate for District Governor should be limited to a photograph and a statement of his Rotary, civic and business or professional activity and no other steps should be taken to further his candidacy.

##### **2.030.02. *Nominees from any Club***

The Rotary International Board urges districts to seek out and nominate for the office of District Governor the best qualified person through procedures not influenced by a system whereby the nomination is by tradition rotated among various groups of clubs or geographical areas.

#### **2.100. *Nominating Committee***

The Nominating Committee shall consist of the members of the College of Governors and all the Deputy Governors and Assistant Governors currently serving; provided, if a Deputy Governor or an Assistant Governor has been proposed as a candidate for District Governor, he shall not serve on the Nominating Committee.

The District Governor, as chairman, shall convene the meeting of the committee to make its selection of a nominee on or before September 15 . All candidates for District Governor are expected to be available for a personal interview on appointment as scheduled by the District Governor if the committee deems it desirable. A quorum of the nominating committee shall be one-third of the members of the committee; the same as provided for the committees of Rotary International.

**Voting:** All members of the committee in attendance, except the District Governor, the District Governor Elect and the District Governor Nominee have voting privileges. Voting shall be by single transferable ballot system as described in the current Manual of Procedure. Only members of the committee shall attend this confidential meeting.

**Selection:** The Nominating Committee shall not be limited in its selection to those names submitted by the clubs in the district. The Nominating Committee shall assure that there is a clear understanding of the responsibilities of the office by the candidate, and that he or she is willing to assume and fully execute them.

**Announcement:** The recommendation of the Nominating Committee shall be announced by the District Governor within five (5) days following the committee selection.

**Challenge:** Notwithstanding any nomination made by the District Nominating Committee, any club in the district may propose a candidate for District Governor, whose name had previously been suggested to the Nominating Committee. To do so, the club must file, with The District Governor, a resolution of the club, adopted at a regular meeting thereof, naming such challenging candidate. The resolution must be filed with the District Governor on a date set by the District Governor at least two (2) weeks after the date of announcement of the Nominating Committee's candidate.

In the event a challenge has been proposed, as specified above, the Governor shall inform all clubs, through a form prescribed by Rotary International, of the name of any challenging candidate and inquire whether any club wishes to concur with this challenge. To do so, a club must file with the Governor, on or before a date determined by him, a resolution of the club, adopted at a regular meeting thereof, concurring with any challenge. Only challenges that have been concurred with by at least five (5) other clubs or ten percent (10%) of the total number of clubs in the district at the beginning of the Rotary Year, whichever is higher, shall be considered valid.

If, on the date so fixed, any such challenging nomination has been received by the District Governor from any club in the district and the said challenging nomination continues effective until the expiration of fifteen (15) days beginning with the date so fixed, then the District Governor shall notify all clubs in the district of the name and qualifications of each such challenging candidate and that all candidates for District Governor Nominee Designate will be balloted upon by the clubs in a ballot by mail or, alternatively, at the District Conference.

**Declaration:** If, on the expiration of said fifteen (15) days, no challenging nomination from clubs in the district continues effective, then the District Governor shall declare the candidate of the District Nominating Committee to be the District Governor Nominee Designate and within fifteen (15) days thereafter shall notify all clubs in the district.

## **ARTICLE 3 - DEPUTY GOVERNORS**

### **3.010. Appointment**

### **3.020. Duties**

### **3.030. Qualifications**

### **3.010. Appointment**

The Governor shall appoint one or more Deputy Governors as may be required to assist in administering the District.

### **3.020. Duties**

The duties of a Deputy Governor, in addition to serving on the District Advisory Committee and the District Nominating Committee, shall be as suggested by the Board of Directors of Rotary International as described in the *Manual of Procedures*, and other assignments as may be designated by the District Governor.

### **3.030. Qualifications**

To be appointed a Deputy Governor, a Rotarian must meet the criteria required of an Assistant

Governor with the exception of Article 4.040.07.

## **ARTICLE 4 - ASSISTANT GOVERNORS**

### **4.010. *Appointment***

### **4.020. *Duties***

### **4.030. *Represents Governor***

### **4.040. *Qualifications***

### **4.050. *Activities***

### **4.010. *Appointment***

The governor shall divide the district into Territories and appoint a qualified Rotarian from each Territory to be an Assistant Governor for such. The Assistant Governor shall assist the Governor in routine matters of administration and act as an advisor to the clubs and to the District Governor.

### **4.020. *Duties***

The duties of an Assistant Governor, in addition to serving on the District Advisory Committee and the District Nominating Committee, shall be as suggested by the Board of Directors of Rotary International as described in the Manual of Procedure, and other assignments as may be designated by the District Governor.

### **4.030. *Represents Governor***

Presidents are informed that an Assistant Governor represents the Governor and, as such, should be recognized and invited to be included on the weekly club program.

### **4.040. *Qualifications***

To be appointed an Assistant Governor a Rotarian must meet the following criteria:

**4.040.01.** Membership, other than honorary, in good standing in a club or clubs within the district for at least three years.

**4.040.02.** Served a full term as President of a Rotary Club or Rotaract Club.

**4.040.03.** Willingness and ability to accept the responsibilities of an Assistant Governor.

**4.040.04.** Demonstrated outstanding performance at the district level.

**4.040.05.** Is recognized as a potential future District Governor.

**4.040.06.** Has never served as a District Governor.

**4.040.07.** Has not already served more than three years as an Assistant Governor.

### **4.050. *Activities***

The Assistant Governor will perform the following activities:

**4.050.01.** Attend the Assistant Governors Training Session.

**4.050.02.** Attend and assist in presenting the President Elects Training Session.

**4.050.03.** Assist the District Governor in matters of administration related to the clubs assigned to him.

**4.050.04.** Assist and advise Clubs on all aspects to Rotary International, The Rotary Foundation, and District 6840.

**4.050.05.** Visit each assigned club, meeting with President-elect and Secretary-elect prior to the 1st of July, conduct Club Assemblies with his assigned clubs, and report the results to the District Governor.

**4.050.06.** Schedule the District Governor's official visit to each of his assigned clubs.

**4.050.07.** Serve as a member of the District Advisory Committee.

- 4.050.08.** Advise the District Governor on the selection of Chairmen and Members of District Committees from the members of his assigned clubs.
- 4.050.09.** Visit each club assigned to him at least once each quarter.
- 4.050.10.** Hold meetings at least quarterly of all Presidents and Secretaries from assigned clubs.
- 4.050.11.** Attend District Conference, Mid-Year Meeting, District Training Assembly and other District Meetings.
- 4.050.12.** Advise the District Governor on progress and status of assigned clubs.
- 4.050.13.** Encourage assigned clubs to follow through on request and recommendations from the District Governor.
- 4.050.14.** Observe members of assigned clubs and encourage development of future district level leaders.
- 4.050.15.** Participate in Rotary Foundation programs and events.

## **ARTICLE 5 - COLLEGE OF GOVERNORS**

### **5.010. Membership**

### **5.020. Vice Chairman**

### **5.030. Duties**

### **5.100. Meetings**

### **5.200. Voting**

### **5.010. Membership**

The College of Governors shall be comprised of the District Governor, the District Governor Elect, the District Governor Nominee, the District Governor Nominee Designate and all Past District Governors of Rotary International who are active members of a club in District 6840. The District Governor is the Chairman of the College of Governors.

### **5.020. Vice Chairman**

A Vice-Chairman shall be elected for a term of one year by a majority of the members of the College present at a meeting of the College of Governors at the annual Mid-Year Meeting. The Vice-chairman shall serve as presiding officer of the College of Governors in the absence of the District Governor. The Vice Chairman shall also serve as Vice-Chairman of the District Advisory Committee and shall begin a three year term on the Finance Committee.

### **5.030. Duties**

The College of Governors shall give concern, care and special attention to the effectiveness of Rotary generally within the district. It shall assist the Governor in any way he may deem necessary and be available to him for counsel in the administration of district affairs.

### **5.100. Meetings**

The college shall meet:

**5.100.01.** With the District Advisory Committee;

**5.100.02.** At the call of the District Governor;

**5.100.03.** At the call of the Vice-Chairman of the College of Governors if the District Governor is incapacitated or is unable or unwilling to act;

**5.100.04.** Annually at a dinner meeting with their spouses or guests in connection with the District Conference. Cost of this meeting shall be paid from the district contingency fund.

### **5.200 Voting**

When a vote is required of the College of Governors, the matter requiring a vote shall be

deemed passed upon a favorable vote of a majority of the members present.

## **ARTICLE 6 - DISTRICT COMMITTEES AND APPOINTMENTS**

### **6.010. Committees**

### **6.020. District Secretary**

### **6.030. District Treasurer**

### **6.040. District Conference Committee**

### **6.050. District Advisory Committee**

### **6.060. Committee Expenses**

### **6.010. Committees**

The District Governor shall appoint Rotarians of experience as chairmen and members of district committees for the effective promotion of the program of Rotary in the district. It is recommended that these committees be appointed in accordance with the suggested district organization chart as published in the current issue of the District Governor's Handbook or training manual.

### **6.020. District Secretary**

The District Governor shall appoint a District Secretary to serve during his year, performing all the duties customarily associated with that office, and as required by the District Governor. He shall deliver all records in good order to the current District Governor on or before the 31<sup>st</sup> of August of the following Rotary year.

### **6.030. District Treasurer**

The District Governor shall appoint a District Treasurer whose duties shall be those customarily associated with that office and as required by the District Governor. He shall prepare and file any federal or state tax forms that may be required or he may retain the services of an outside CPA, with the approval of the District Governor, to prepare said returns. The district current operating fund shall be in an insured bank checking or savings account which clearly indicates that the fund is the property of the district and not the personal property of any Rotarian. Withdrawals shall be made upon any two signatures of the District Governor, the District Secretary, and the District Treasurer, jointly. The District Governor may appoint a Past District Governor in good standing as an additional signatory to the district checking account.

The District Treasurer shall, at a minimum, be capable of maintaining a set of books utilizing a readily available accounting software package, i.e. QuickBooks, and be capable of balancing the District's checkbook.

In connection with the District Governor submitting his budget to the Finance Committee for its review and approval, the District Governor shall submit the name of his proposed District Treasurer along with his qualifications for approval by the Finance Committee.

The District Treasurer shall be responsible for presenting a financial report, balance sheet and income statement, seven (7) days prior to the quarterly District Advisory Committee meeting. In addition, the District Treasurer shall provide the Finance Committee with the monthly bank statement for the District's account, which is reconciled.

The District Treasurer shall never issue a check without the proper backup justifying the amount and that is not completely filled in with payee, amount, etc.

**6.040. District Conference Committee**

This committee should consist of the Chairman, the Registration Chairman, the Conference Treasurer and any additional members as determined by the District Governor. It is recommended that the chairman of the past and next conference, named by the District Governor Elect, be included in this committee.

To properly record district conference expenditures and receipts, the Conference Treasurer, who shall be appointed by the Governor, shall deposit all conference related funds, including advances to the conference from the current operating fund of the District Governor, into a separate insured checking account, and withdrawals shall be made upon any two signatures of the District Governor, the Conference Chairman, and the Conference Treasurer. It is anticipated that each year the District Governor shall receive \$1,000 from the Contingency Fund for the support of the District Governor's district conference. This amount is subject to the availability of funds.

Not later than thirty (30) days after the conference, the Conference Chairman shall submit a report of all conference income and expenditures to the District Governor, and to the District Finance Committee, with evidence of the payment of all invoices for conference related expenses. Upon receipt of such report by the District Governor the district conference checking account shall be closed, and the duties of the Conference Chairman and Conference Treasurer shall terminate. Any balance in the district conference checking account shall be transferred to the District 6840 Conference Fund.

**6.050. District Advisory Committee**

This committee shall assist the District Governor in providing continuity in district administration and be available to him in an advisory capacity for the effective promotion of Rotary in District 6840. It shall provide the means for the Governor to meet with the Past District Governors, Incoming District Governors, Deputy Governors, Assistant Governors, District Committee Chairmen, and other district leaders on matters affecting the progress of Rotary in the District on a regularly scheduled basis. It does not in any way tend to dilute the authority or responsibility of the District Governor, who is the only officer of Rotary International in the district.

**6.050.01** The committee shall consist of the following members:

All Deputy Governors

All Assistant Governors

The District Chairman of the Rotary Foundation Committee

The District Chairman of each of the Five Avenues of Service

The Coordinator of the Rotary Leadership Institute

The District Rotaract Representative

The District Conference Chairman

The members of the College of Governors

The District Secretary

The District Treasurer

The District Governor who shall serve as chairman

**6.050.02** The Vice-Chairman of the College of Governors shall serve as Vice-chairman of the District Advisory Committee.

**6.050.03** The District Governor Nominee shall be, by virtue of office, Recording Secretary of the District Advisory Committee and of the College of Governors. The District Governor Nominee is responsible to keep the minutes of all District level meetings at which votes are taken. This will include all College of Governors meetings, all District Advisory Committee meetings, the Midyear Meeting, the District Training Assembly, the Business meeting at the District Conference, and any other such District meeting. He is required to send copies of the minutes to all members of the District Advisory Committee within two weeks of each meeting.

**6.050.04.** The District Governor Nominee and the District Governor Nominee Designate shall be, by virtue of the offices, Co-Chairmen of the Rotary Foundation Annual Fund Committee.

**6.060. *Rotary Youth Exchange Committee***

District 6840 supports the Rotary Youth Exchange program which is part of the Youth Services Avenue of Service. To that end, the District has established a committee to support the program. The committee shall consist of active Rotarians. The District Governor, the Youth Services Chair and the Youth Protection Officer shall be members of the committee.

The Outbound Program sends students from District 6840 to other parts of the Rotary world. To support the Outbound Program, the committee is authorized to open a bank account to receive money and pay expenses for the Outbound Program. The bank account shall be in an insured bank checking or savings account which clearly indicates that account is the property of the district and not the personal property of any Rotarian. Withdrawals shall be made upon any two signatures of the District Governor, the committee chair, the committee treasurer and one other committee member to be designated by the committee, jointly. This bank account shall not be closed at the end of each Rotary fiscal year but shall be passed to the incoming committee treasurer at the beginning of the new fiscal year. The committee chair or the committee treasurer shall present a quarterly financial report to the District Finance Committee and the District Advisory Committee. This report shall contain a detailed list of revenues and expenses. The report shall also contain a reconciliation of the bank account. The bank account is established solely for handling the revenues and expenses of the Outbound Program.

The Inbound Program receives students from other parts of the Rotary world. There are costs associated with running the Inbound Program. It is intended that these costs shall be paid out of the district operating account from amounts budgeted for the program. In preparing for any Rotary year, the committee shall meet with the District Governor Elect to ensure that the District Governor Elect has the information he needs to prepare his budget for the upcoming year.

**6.070. *Committee Expenses***

Active committees are necessary for the progress and well-being of the program of Rotary in the District. Reasonable funds will be budgeted to cover incidental expenses such as postage, stationery, photocopying, etc. and the committee chairmen shall be reimbursed for such costs upon presentation of a statement to the District Governor itemizing such expense and subject to the

District Governor's prior approval. These expense statements must be received prior to June 30th. Deputy Governors and Assistant Governors shall be reimbursed for incurred expenses approved by the District Governor.

## **ARTICLE 7 - COUNCIL ON LEGISLATION**

### **7.010. Election**

### **7.020. Qualifications**

### **7.030. Funding**

**7.010. Election** The nomination and election of the District Representative and Alternate to the Council on Legislation which meets every three (3) years, shall be in accordance with Article 9 of the Bylaws of Rotary International. The College of Governors shall elect the Representative and Alternate.

### **7.020. Qualifications**

Such Representative shall be a past officer of Rotary International and a member of a club in the district.

### **7.030. Funding**

The district shall fund from the District Contingency Fund, if necessary, over and above the sum allocated by Rotary International, to help defray the expenses of the Representative. If reimbursement is due, it shall be made after presentation of statement to the District Governor of expenses incurred by the District Representative.

## **ARTICLE 8 - DIRECTOR NOMINATING COMMITTEE**

### **8.010. Election**

### **8.020. Qualifications**

### **8.030. Funding**

**8.010. Election** The nomination and election of the District Representative and Alternate to the Director Nominating Committee which meets every four (4) years, shall be in accordance with Article 12 of the Bylaws of Rotary International.

### **8.020. Qualifications**

Such Representative shall be a past officer of Rotary International and a member of a club in the district. In addition, the Representative must meet any additional requirements set out in Article 11 of the Bylaws of Rotary International.

### **8.030. Funding**

The district shall fund from the District Contingency Fund to help defray the expenses of the Representative. If reimbursement is due, it shall be made after presentation of statement to the District Governor of expenses incurred by the District Representative.

## **ARTICLE 9 - ATTENDANCES AT THE INTERNATIONAL CONVENTION, ZONE INSTITUTE**

### **9.010. Required Attendance**

### **9.020. Optional Attendance**

### **9.030. Other Attendance**

**9.010. *Required Attendance***

The District Governor Elect and spouse or guest shall attend the International Convention immediately prior to taking office as District Governor and is authorized a budgeted amount from the district current operating fund to defray expenses. This sum cannot be used for any other purposes and cannot be used in any other year. It is not transferable to any other person.

**9.020. *Optional Attendance***

The District Governor and spouse or guest may, at his option, attend the International Convention near the end of his year of service and be reimbursed a budgeted amount equal to that allowed the District Governor Elect from the district current operating fund.

**9.030. *Zone Institute***

The District Governor, the District Governor Elect, the District Governor Nominee and the Council on Legislation Representative when required shall attend the Rotary Zone Institute. These individuals may bring their spouses or guests. If authorized by the District Governor, the District Rotary Foundation Chairman and the District Trainer may also attend the Institute. Reimbursement from the district operating fund will be made for attendance at this meeting as budgeted, upon submission of an expense statement.

**ARTICLE 10 - DISTRICT FINANCES**

**10.010. *District Dues***

**10.020. *Basis of assessment***

**10.030. *Enforcement***

**10.040. *First Year Clubs***

**10.050. *Budget***

**10.010. *District Dues*** - 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 the clubs. The amount of the levy shall be decided by the District Training Assembly only after the approval of 3/4ths of incoming Presidents present following presentation of a budget by the Governor Elect for his administration, which shall be presented to the clubs at Multi-District PETS.

**10.020. *Basis of assessment***

The amount due from each club shall be calculated on the basis of its membership report to Rotary International on 1st of July and shall be payable to the district treasury.

**10.030. *Enforcement***

Any club failing to pay district dues will be terminated by Rotary International.

**10.040. *First Year Clubs***

Any club organized after 1<sup>st</sup> of July would not be expected to contribute during that Rotary year.

**10.050. *Budget***

When a budget for the Rotary year has been established, and excepting monies specified for putting on the District Conference, attendance at the International Convention and Zone meetings, the Governor may move funds from one account to another account; however, under no circumstances may the overall budget be exceeded without the prior approval of both the District Advisory Committee and the College of Governors. Should the District Governor exceed the budget without said prior approvals, he may be personally liable for reimbursing the District for the amount the budget is exceeded. Should the District Governor not accept personal responsibility for the overage,

he may be removed from the College of Governors and barred from future District positions in addition to any other legal actions the District may take to recover the overage.

**10.060. *Restrictions on Spending by the District Governor***

The District Governor shall not reimburse himself for travel outside of the district unless there is a line item in the budget for that specific travel or is provided for in this Policy Manual or is otherwise approved by the District Advisory Committee and the College of Governors. The District Governor shall not reimburse himself for his expenses in attending the District Conference of the immediate past District Governor. The District Governor shall never have possession of the District's checkbooks relating to his year of service.

**ARTICLE 11 - CONTINGENCY FUND -FINANCE COMMITTEE**

**11.010. *District Contingency Fund***

**11.020. *District Finance Committee***

**11.030. *Fund Cap (Left Blank)***

**11.040. *Investments***

**11.050. *Expenditures***

**11.060. *Budget Preparation***

**11.070 *Audit Operating Funds***

**11.080 *RYLA Fund***

**11.090 *Final Report***

**11.100 *Borrowing***

**11.110 *Reimbursement for Zone/RI Appointed or Elected Positions***

**11.120 *District Conference Fund***

**11.010. *District Contingency Fund***

The District Contingency Fund was established to avoid financial disasters like those that storms nearly caused in the 1960s to District Conferences. Since then, its purposes have been expanded to include a variety of expenses that are provided for in the Policy Manual or deemed necessary by the District Advisory Committee. It is composed of surplus funds from district operating funds of previous administrations.

**11.020. *District Finance Committee***

The District Contingency Fund, the District Conference Fund and the RYLA Fund will be managed by the District Finance Committee composed of three or four Past District Governors each serving a three-year term. The District Governor Elect may, at his option, appoint a fourth Past District Governor to serve a one-year term as Chairman when the District Governor Elect takes office as District Governor. If the District Governor Elect chooses not to appoint a Chairman of the Finance Committee, the Finance Committee member serving his third year shall be the Chairman, and the member serving his second year shall be the Vice Chairman. The Vice Chairman of the College of Governors shall be the member serving his first year. The Governor shall be an Ex-officio Member.

If a vacancy occurs in the office of Vice Chairman of the College of Governors, the Governor shall cause the College of Governors to meet and elect a new Vice Chairman. If either of the other two members becomes unable to serve for any reason the Governor shall appoint another Past District Governor to serve the remainder of the unexpired term.

The Finance Committee shall also act in an advisory capacity to the District Governor, meeting with the Governor and District Treasurer quarterly, or at such time deemed necessary by the Finance Committee chairman, to review the revenues and expenses of the District. Bi-monthly information

regarding the District's finances shall be provided to the Finance Committee by the District Treasurer. Meetings may be in person or via digital means or through other technologies.

### **11.030 Fund Cap (Left Blank)**

#### **11.040. *Investments***

The Fund shall be invested in deposits insured by the Federal Government. Each account shall clearly indicate that it is the property of Rotary District 6840 and not the personal property of any Rotarian.

#### **11.050. *Expenditures***

Expenditure of funds from the Contingency Fund must be only for causes itemized in this Policy Manual or as approved by a majority present at a meeting of the District Advisory Committee called after due and proper notification. Withdrawals shall require signatures of two (2) of the members of the Finance Committee.

In the event of an emergency when time is of the essence as determined by the College of Governors, the expenditure of funds from the Contingency Fund may be made with the approval of the College of Governors. Such action shall be reported at the next District Advisory Committee meeting.

#### **11.060. *Budget Preparation***

The Finance Committee shall meet with the District Governor Elect in September of each year to discuss in detail the financial aspects of governorship and review the current Policy Manual.

The Finance Committee shall review and study the necessary expenses of district administration and shall assist the Governor Elect in preparing a budget of district income and expenditures for presentation to the Presidents Elect at the District Training Assembly.

#### **11.070. *Audit Operating Funds***

The District Governor shall provide to each member of the Finance Committee copies of financial reports required by Rotary International. The copies shall be sent to the Finance Committee members at the same time they are sent to Rotary International.

#### **11.080. *RYLA Fund***

The RYLA Fund is set up to assist the efforts of RYLA. It is anticipated that each year a sum will be distributed to RYLA from the RYLA Fund prior to the RYLA event. The amount is subject to the availability of funds. To receive the funds, the RYLA committee must submit a budget for the upcoming year and a final report of the prior year's operation. The budget and the final report shall be presented to the DISTRICT ADVISORY COMMITTEE at the District Training Assembly.

#### **11.090. *Final Report***

Upon completion of his term, the District Governor must close out the year's operating account into the District Contingency Fund. The first \$5,000, if available, shall be dedicated to the RYLA Fund. The District Governor shall supply to each member of the Finance Committee a copy of a CPA "Review of Records for Purpose and Fairness" of all district finances including the District Conference. The report shall be provided at the time required by the I.R.S. for filing of the District's Income Tax report. The expense of this review will be paid for from the District Contingency Fund. This review and the Governor's annual statement (if made separately) shall also be prepared, discussed (if need be), and formally adopted by the following District Conference.

### **11.100. *Borrowing***

Prior to taking office as District Governor, the District Governor Elect may borrow up to \$5,000.00 from the Contingency Fund for the purpose of paying bills that are due. Upon taking office, the District Governor shall reimburse the Contingency Fund as soon as possible, but in no event later than September 30 of the Rotary year.

### **11.110. *Reimbursement for Zone/RI Appointed or Elected Positions***

The district shall fund from the District Contingency Fund a sum not to exceed One Thousand Dollars annually to help defray the expenses of any Rotarian from District 6840 who is serving in an appointed or elected position at either the Zone or Rotary International level. If reimbursement is due, it shall be made after presentation of statement to the District Governor of expenses incurred by said Rotarian.

### **11.120. *District Conference Fund***

The District Conference Fund is set up to support the cost of holding the District Governor's district conference. It is anticipated that each year the sum of \$5,000 will be distributed to the District Governor's conference account prior to the conference. The amount is subject to the availability of funds. In accordance with Article 6.040 of this manual, any balance in the Governor's district conference checking account shall be transferred to the District Conference Fund after the conference has concluded.

## **ARTICLE 12 - GIFTS TO THE DISTRICT GOVERNOR AND PRESIDENTS REPRESENTATIVE**

### **12.010. *Gifts - Cost Limits***

### **12.020. *PDG Insignia***

### **12.030. *Transfer of Jewels***

### **12.040. *Responsible Officer***

### **12.010. *Gifts - Cost Limits***

Presentation of an appropriate gift from all Rotarians in District 6840, from the District Contingency Fund, shall be made to the District Governor during the Governor's banquet at the annual conference. The cost shall not exceed five hundred dollars (\$500). A gift to the President's Representative shall be made from the district operating funds and shall not exceed two hundred dollars (\$200).

### **12.020. *PDG Insignia***

The District Governor shall also be presented at the Annual Conference, a "Past District Governor's Lapel Pin"(10K yellow gold w .20 Diamond), a Past District Governor's Jewel, and a wall (Deluxe Past District Governor Award) plaque. These items shall be paid for from the District Contingency Fund, compliments of District 6840 Rotarians.

### **12.030. *Transfer of Jewels***

Transfer of the District Governor's Jewel from the District Governor to the District Governor Elect; the District Governor Elect's Jewel to the District Governor Nominee; the District Governor Nominee's Jewel to the District Governor Nominee Designate; shall also be made during the Governor's banquet at the annual conference.

### **12.040. *Responsible Officer***

Arrangements for the purchase, transfer, and presentation of items in section 1, 2, and 3 of this Article shall be the responsibility of the Immediate Past District Governor.

## **ARTICLE 13 - DISTRICT GOVERNOR'S BANNER**

The Immediate Past District Governor shall arrange for presentation of the "Home Club of the District Governor" banner to the District Governor at a regular or special meeting of the Governor's club as early as possible after July 1st.

## **ARTICLE 14 - ATTENDANCES OF INCOMING PRESIDENTS AND SECRETARIES AT DISTRICT MEETINGS**

Before accepting nomination, incoming presidents shall be advised by the chairman of the club's nominating committee of the mandatory requirement of attendance at the Presidents Elect Training Seminar and the District Training Assembly. Incoming Secretaries must also accept the requirement of attendance at the District Training Assembly for proper indoctrination in club administration.

It shall be the duty of the club's nominating committee chairman to inform the incoming President that nomination to this office places an obligation to attend in accordance with the revised club constitution unless excused by the District Governor; then, the incoming President must designate an alternate who will attend and brief the President-elect on all matters covered at these meetings.

## **ARTICLE 15 - ADVANCE SITE SELECTIONS FOR DISTRICT CONFERENCE**

When the District Governor Nominee has been selected by the District and certified to the General Secretary of Rotary International, he shall proceed to plan the site and personnel of his District Conference at the earliest possible time.

## **ARTICLE 16 - MEMORIALS - PAST DISTRICT GOVERNOR**

Upon the death of a Past District Governor, the District Finance Committee shall send a memorial gift in the amount of one thousand dollars (\$1,000.00) to the Rotary Foundation's Annual Fund in honor of the deceased PDG. The funds shall be drawn from the District Contingency Fund.

## **ARTICLE 17 - CLUB ACHIEVEMENT AWARD PLAQUES**

Clubs in the district are eligible to receive a club achievement award plaque for outstanding performance in activities as described in exhibit "A" (Point system) which is attached to this manual. In any year, the District Governor Elect may, prior to his District Training Assembly, change the requirements and points that will be applicable only in the year in which he is to serve as Governor. A club having achieved the plaque must be reaccredited each year by the Governor. Reaccreditation shall be accomplished by the Governor when he affixes his signature to the plaque.

## **ARTICLE 18 - AMENDMENTS**

**18.010.** *Triennial Review*

**18.020.** *Club Proposals*

**18.030.** *Harmony with Rotary International*

**18.040.** *Voting*

**18.050.** *Policy Manual Revision*

### **18.010. *Triennial Review***

In years that a Council on Legislation is held and after the results are published, the delegate attending the Council on Legislation would select a committee, if necessary, to study changes that could require amendments to the District Policy Manual. If amendments are required, they would be introduced at an appropriate District Advisory Committee meeting for action. If no amendments are necessary, it would be so reported. If amendments are necessary, the District Advisory Committee would take the action required. Any amendments made and approved would be followed by a notice of amendment to the District Policy Manual. This amendment notice would be provided to the District Advisory Committee and at the next District Training Assembly.

### **18.020. *Club Proposals***

Any Club may, at any time, submit a proposal to the District Governor to make an amendment to this Policy Manual. The Governor would then submit the proposal at the next District Advisory Committee meeting for action. The Club would then be informed of the action taken by the District Advisory Committee.

The District Advisory Committee may also make proposals to amend the Policy Manual and action would be taken in the meeting.

If any amendments were made, a notice of amendments to the District Policy Manual would be reported in the minutes of said meeting and at the next District Training Assembly.

### **18.030. *Harmony with Rotary International***

No amendment or addition to this policy manual can be made unless it is in harmony with the constitution and bylaws of Rotary International and the standard club constitution.

### **18.040. *Voting***

Each proposed amendment shall be considered by the District Advisory Committee. Amendments would be in order as they would be made at the time the original amendment was made. Any amendment shall be deemed passed upon a favorable vote of a majority of the members present. Any amendment would be followed by being recorded in the minutes of the meeting and to the District Training Assembly as a notice of change to the District Policy Manual.

### **18.050. *Policy Manual Revision***

Amendments to the Policy Manual would be issued as an amendment change to the appropriate Section and issued to all District Advisory Committee members and to the District Training Assembly.

## **Article 19 - Notices**

Whenever the District Policy Manual requires that notice be given, said notice may be given by U.S. mail, by any recognized overnight courier or by electronic mail.

## **Article 20 - Terminology**

Whenever required by the context of this Policy Manual, the singular shall include the plural, and vice versa, and the masculine shall include the feminine and neuter genders, and vice versa.



**ADOPTED**

Amendments adopted at a meeting of the District Advisory Committee held in Long Beach, Mississippi on the 18th day of May 2019.

District Achievement recognition is to be awarded to each club when it properly qualifies under the following point system and is to be each year reaccredited by the current Governor upon his certification that the club has continued to merit the recognition. The award shall be for the current Rotary year. The continued recognition will be the affixing of the governor's signature and the yearly tab in the place provided. Listed below is the point system to be used in accrediting the Rotary clubs:

1) Organization

- A) Five functioning avenues of service chairmen (5 points each) 20 ( )
  - B) Having active projects in each avenue of service (5 points each) 20 ( )
  - C) Maintaining average attendance of 75% - 85% 25 ( )
  - D) Reports made on time to R.I. 10 ( )
  - E) Attendance reports made to District Secretary 15 ( )
  - F) Show a gain of at least 10% in membership 25 ( ) 5% 15 ( )
  - G) Pay district assessment on time 25 ( )
  - I) President and Secretary attends district meetings 25 ( )
  - J) Publish club bulletin 25 ( )
  - K) Hold regular monthly board meetings 15 ( )
- 2) Support Rotary Foundation

- A) Show a gain of at least 10% in contributions 25 ( ) 5% 15 ( )
  - B) Promote Paul Harris sustaining members 15 ( )
  - C) At least one Paul Harris Fellow or one benefactor (5 points for each additional) 25 ( )
  - D) Conduct rotary information sessions for new and old members 20 ( )
- Total points achieved ( )

TO BECOME ACCREDITED, A CLUB MUST SCORE 230 POINTS OF THE 300+ POSSIBLE POINTS. (THIS COULD BE ANY SET NUMBER OF POINTS, BUT SHOULD BE AT LEAST OF THE POTENTIAL). A PLAQUE IS AWARDED THE FIRST YEAR AT THE DISTRICT' CONFERENCE, OR AT ANY TIME SO DESIGNATED BY THE DISTRICT GOVERNOR. Thereafter, the current Governor's signature will certify the annual accreditation, which will be in the form of two tabs; one with the current year on it which will be affixed to the plaque at the top, and the second tab with the Governor's signature will be inserted in the receptacle at the bottom of the plaque.

(The following will be filled out by the governor or his designated representative upon examination of the club).

CLUB \_\_\_\_\_

PRESIDENT \_\_\_\_\_ SECRETARY \_\_\_\_\_

This is to certify that the above club was examined in accordance with above point system, has received the points as reflected above, and hereby accredited/deferred accreditation as an achievement club, R.I. District 6840.

GOVERNOR, DISTRICT 6840 OR HIS DESIGNATED REPRESENTATIVE DATE

# DISTRICT GOVERNOR NOMINEE PLEDGE

*State of* \_\_\_\_\_

*County/Parish of* \_\_\_\_\_

**WHEREAS:** I, \_\_\_\_\_, having been duly nominated to be District Governor of Rotary International District 6840 for the Rotary Year 20\_\_ - 20\_\_ do hereby promise that:

I will accept fiduciary custody of the money paid by each Rotarian in District 6840 as District Dues for 20\_\_ - 20\_\_ and any and all monies received from Rotary International, or any other source:

I will only use the money for expenses incurred in the performance of my duties as District Governor;

I will render an accounting, upon completion of my year as Governor, of all funds received and will submit an audited financial report of the year as required by the By-laws of Rotary International;

I will deliver the balance of any excess funds to the Chairman of the District Finance Committee for deposit in the District Contingency Fund administered by the College of Governors, concurrent with the submission of the audit;

Further, I make the above promises with full knowledge and intent that they shall be legally binding, and that if I fail to perform any of the said promises, the College of Governors may take action that is deemed appropriate, legal and otherwise, including exclusion from membership in the College of Governors.

Signed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

**District Governor Nominee**

Subscribed and sworn to before me this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

**Notary Public**