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# **Part One**

## *Administration*



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# 1 The Rotary Club

## Membership in Rotary International

The membership of RI consists of Rotary clubs organized and existing in accordance with the RI Constitution and Bylaws. When a club is admitted to membership in RI, it is required to adopt as its constitution the Standard Rotary Club Constitution. (RIB 2.030.) The Standard Rotary Club Constitution and the Recommended Rotary Club Bylaws are available in the yellow pages of this manual and at [www.rotary.org](http://www.rotary.org). However, some clubs admitted to membership before 6 June 1922 and clubs participating in RI pilot projects are entitled to operate under the Standard Rotary Club Constitution with variations. (RIC 5, 4; RIB 2.030.2.)

## Pilot Project Clubs

Currently, the RI Board is conducting two pilot projects in order to assess the effectiveness of current membership, organizational, and operational procedures for Rotary clubs. A new pilot project is exploring the effects of club meeting frequency on membership development. The e-club pilot project serves Rotarians with special needs, including those who cannot maintain physical attendance at regular club meetings because of extensive business commitments and travel, health problems, or geographical isolation from existing clubs. E-club members enjoy Rotary service and fellowship in their communities similar to traditional Rotary clubs. Members also interact online for their weekly meetings. In order to effectively evaluate these pilot projects, the RI Board does not allow additional clubs to join these pilot groups. (RIC 5, 4)

## Avenues of Service

Rotary's four Avenues of Service guide the work of every Rotary club:

- 1) Club Service, the first Avenue of Service, involves action a member should take within the club to help it function successfully.
- 2) Vocational Service, the second Avenue of Service, promotes high ethical standards in businesses and professions, recognizes the worthiness of all dignified occupations, and fosters the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles.
- 3) Community Service, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within the club's locality or municipality.
- 4) International Service, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands. (SRCC 5)

## **ADMINISTRATION**

### **Definition of an Effective Rotary Club**

#### Effective Rotary clubs

- 1) Sustain or increase their membership base
- 2) Implement successful service projects in their community and communities in other countries
- 3) Support The Rotary Foundation, both financially and through program participation
- 4) Develop leaders capable of serving in Rotary beyond the club level

### **Club Board of Directors and Officers**

The board of directors is the governing body of the club. The board is constituted as set forth in each club's bylaws. The board is expected to meet at least monthly.

The officers of a club are the president, the president-elect, and one or more vice presidents (all of whom shall be members of the board), and a secretary, a treasurer, and a sergeant-at-arms (who may or may not be members of the board as the bylaws of the club shall provide). (SRCC 10, 4)

### ***Qualifications***

The qualifications of a club's board of directors and officers are set forth in the Standard Rotary Club Constitution. Each officer and director must be a member (other than honorary) in good standing of the club. The president must also, while president-elect, attend the presidents-elect training seminar and the district assembly. (SRCC 10, 5)

In addition, the club president should have

- 1) The ability to assume the leadership of the club and possess the esteem and confidence of the members
- 2) Sufficient time and be prepared to give the time and effort necessary to lead and carry out the work of the club
- 3) Served in the club as a board member, a member of one or more of the major committees, or club secretary
- 4) Attended one or more district conferences and international conventions
- 5) A working knowledge of the club's constitution and bylaws (RCP 10.020.)

The duties of a club's board of directors and officers are as set forth in the bylaws of each club.

### ***Club President's Duties***

- 1) Preside at meetings of the club.
- 2) Ensure that each meeting is carefully planned, opening and adjourning on time.
- 3) Preside at regular meetings (at least once a month) of the board of directors.
- 4) Appoint club committee chairs and members who are qualified for the jobs assigned.
- 5) Ensure that each committee has definite objectives and is functioning consistently.
- 6) Attend the district conference.
- 7) Cooperate with the governor in various club and district Rotary matters, and ensure that all correspondence is handled promptly.

- 8) Supervise the preparation of a club budget and the proper accounting of club finances, including an annual audit.
- 9) Ensure that a comprehensive training program is implemented by the club, and appoint a club trainer(s) to carry out the training, if needed.
- 10) Ensure that important information from the governor's monthly letter and other bulletins and literature from the Secretariat and governor are passed on to the club members.
- 11) Submit in June a comprehensive report to the club on the status of its finances and the extent to which the club has achieved its objectives for the year.
- 12) Work cooperatively with the president-elect before leaving office to ensure the smooth transition of authority, including the transfer of all relevant records, documents, and financial information.
- 13) Arrange a joint meeting of the incoming and outgoing club boards to ensure the success of the new administration and to provide continuity of administrations. (RCP 10.030.)

### *Selection of Club Board of Directors and Officers*

The selection process for a club's board of directors and officers is set forth in each club's bylaws. The club's best interests are served by observing the principle of rotation in office, including membership on the board of directors and chairmanship of committees, as well as the offices of president and secretary.

Club officers should not be encouraged or expected to hold office for two successive years. However, clubs may find it advantageous to elect an officer for a second and successive year or to re-elect a former officer of the club. (RCP 10.010.)

### *Officer Inductions*

Each Rotary club should hold an officer installation meeting at the beginning of each Rotary year, to give club officers and members an opportunity to renew and reaffirm their commitment to the objectives of RI. (RCP 10.010.2.) Sample induction ceremonies are available at [www.rotary.org](http://www.rotary.org).

### **Club Leadership Plan**

The purpose of the Club Leadership Plan is to strengthen the Rotary club by providing the administrative framework of an effective club. An effective club will

- 1) Sustain or increase its membership base
- 2) Implement successful service projects that address the needs of its community and communities in other countries
- 3) Support The Rotary Foundation through both financial contributions and program participation
- 4) Develop leaders capable of serving in Rotary beyond the club level

To implement the Club Leadership Plan in their own club, current, incoming, and past club leaders should

- Develop a long-range plan that addresses the elements of an effective club
- Set annual goals using the *Planning Guide for Effective Rotary Clubs* in harmony with a club's long-range plan
- Conduct club assemblies that involve members in the planning process and keep them informed of the activities of Rotary

- Ensure clear communication between the club president, board, committee chairs, club members, district governor, assistant governors, and district committees
- Provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders
- Amend bylaws to reflect the club committee structure and roles and responsibilities of club leaders
- Provide opportunities to increase fellowship among members of the club
- Ensure that every member is active in a club project or function
- Develop and implement a comprehensive training plan that ensures:
  - Club leaders attend district training meetings as appropriate.
  - Orientation is consistently and regularly provided for new members.
  - Ongoing educational opportunities are available for current members.
  - A leadership skills development program is available for all members.

Club leaders should implement the Club Leadership Plan in consultation with district leaders as described by the District Leadership Plan. The club should review its plan annually.

### **Club Committees**

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. Whenever feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings before the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- *Club Administration.* This committee should conduct activities associated with the effective operation of the club.
- *Membership.* This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- *Public Relations.* This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- *Service Projects.* This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.

Additional ad hoc committees may be appointed as needed.

### ***The Rotary Foundation***

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

### ***Training Requirements***

Club committee chairs should attend the district assembly before serving as chair.

***Relation to the District Leadership Team***

Club committees should work with assistant governors and relevant district committees.

***Reporting Requirements***

Club committees should regularly report the status of their activities to the club board and at club assemblies, as appropriate. (RCP 17.030.6.)

**Club Assemblies**

The club assembly is a meeting of all club members, including the club's officers, directors, and committee chairs, held for the purpose of conferring on the program and activities of the club or for membership education. All club members are urged to attend. The club president, or other designated officer, presides at these meetings. Club assemblies are held when the governor or assistant governor visits and at other appropriate times. Clubs also are encouraged to hold a club assembly immediately after the district assembly and the district conference in order to receive reports on the programs and activities throughout the district. (RCP 7.050.)

**Handling Club Funds**

At the beginning of each fiscal year, the club's board of directors must prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

All bills shall be paid by the treasurer, or other authorized officer, only after approval by two other officers or directors. A qualified accountant or other qualified person must make an independent review of all the club's financial transactions each year. (RCP 9.010.)

Club meetings are not required to include a meal, thereby reducing costs to the individual Rotarian. (RCP 9.010.2.) Clubs should review their practices of fining or establishing informal club assessments in order to minimize club member expenses. (RCP 9.010.1.)

***Per Capita Dues***

See chapter 3 for a discussion of per capita dues and semiannual reports.

**Clubs with Past Due Financial Obligations to RI**

All clubs are notified of the Board's policy on nonpayment of per capita dues and other financial obligations to RI in the letter transmitting each semi-annual report. (RCP 9.020.1.) The termination notification is sent to the club by registered mail, and copies of the notification are sent to the governors and director(s) in the area. (RCP 9.020.3., 9.020.6.) RI has adopted the following procedures for collecting club past due financial obligations:

- 1) Reminder notices to clubs with unpaid financial obligations in excess of US\$250 will be sent 90 days (three months) from due date.
- 2) Termination of clubs with unpaid financial obligations in excess of \$250 will occur 180 days (six months) from due date.
- 3) Any terminated club that has fully paid its financial obligations, which will include a \$10 per member reinstatement fee for a minimum of 10 members, within 270 days (nine months) from the due date will be reinstated.

- 4) Unpaid financial obligations of \$50 or less will be written off after 270 days from the due date.
- 5) Letters requesting payment will be sent to clubs with balances of \$250 or less, but termination will not be mentioned.
- 6) A record of clubs with consistent patterns of nonpayment under \$50 will be maintained. After two cycles of nonpayment, the general secretary has discretionary authority to suspend RI services to the club.
- 7) Records of all write-offs of club financial obligations will be maintained for review by the Board at any time. (RCP 9.020.2.)

### **Reinstatement of Clubs Terminated Due to Nonpayment of Financial Obligations**

A terminated club may only seek to be reinstated up to one year (365 days) after its termination. When a club seeks reinstatement within 90 days of termination, it must pay the full amount of its outstanding financial obligations at the time of termination, all semiannual dues payments that have continued to accrue during the period between termination and reinstatement, and a US\$10 per member reinstatement fee.

When a club seeks reinstatement more than 90 days but less than 365 days after termination, it must fulfill all the requirements of a club seeking to be reinstated within 90 days of termination and, in addition, complete an application for reinstatement and pay a US\$15 per member application fee.

A club seeking reinstatement may only revise its membership list within one year (365 days) of the semiannual period due date. If only partial payment is made by the 365th day following termination, that amount will be applied to the terminated club's delinquent financial obligation.

Terminated clubs that do not fulfill their entire financial responsibility — i.e., the full amount of their outstanding financial obligations at the time of termination, all semiannual dues payments that have continued to accrue during the period between termination and reinstatement, the application fee, and the reinstatement fee — within 365 days of termination lose their original charter and are not eligible for reinstatement. (RCP 9.020.7)

### **Status of Clubs with Services Suspended**

The RI Board may suspend the membership of any club that fails to pay its dues or other financial obligations to RI or its approved contributions to the district fund. (RIB 3.030.) As long as the club remains suspended, it has none of the rights provided to clubs under the RI Bylaws but does retain the rights granted to clubs under the RI Constitution. (RIB 3.040.)

The general secretary is authorized to suspend RI services to a Rotary club once the district governor certifies that the club is more than six months in arrears of district per capita dues. (RCP 31.030.13.) The following RI services are suspended until the governor verifies to the general secretary that the club has remitted its district per capita levy:

- 1) Inclusion on RI mailing lists
- 2) Receipt of publications and periodicals
- 3) Secretariat services, including services of The Rotary Foundation, such as the acceptance of new program applications or the processing of current ones; and the recognition of clubs as sponsors or hosts of active Rotary Foundation program awards
- 4) Governor services: monthly letter, inclusion on district mailing lists, and an official visit

District governors must continue to provide minimum mailings to suspended clubs so that clubs are allowed to

- 1) Submit suggestions to the nominating committee for governor
- 2) Vote in any authorized ballot-by-mail
- 3) Vote at the district conference and district assembly
- 4) Submit a proposed enactment or resolution to the Council on Legislation
- 5) Concur with any proposed legislation submitted to the Council on Legislation
- 6) Concur with a challenge to the nomination of a candidate for district governor
- 7) Take any other action allowed by RI's constitutional documents (RCP 17.060.1.)

### **Insurance and Incorporation**

Clubs are urged to obtain the advice of legal counsel and insurance counsel on the need for protection against liability resulting from club projects and activities. Protection may be through incorporation of the club (or its activities) or the purchase of liability insurance coverages as deemed appropriate.

General liability insurance for clubs in the United States and its territories and possessions is mandatory and provided through RI. Each club is assessed an amount sufficient to fund the insurance coverage and related administrative expenses. (RCP 71.080.2.) Clubs are strongly encouraged to supplement this with directors and officers liability insurance.

The advisability of incorporating a Rotary club is a matter for the club to determine in light of local circumstances. (RCP 2.050.) When a Rotary club proposes to engage in an unusual activity that might involve liability on the part of the club, it is better to incorporate the activity than the club itself. (RCP 2.060.)

The RI Board does not object to incorporation, provided the club includes within the articles of incorporation a phrase reciting the club's allegiance and submission to the existing RI Constitution and Bylaws and any subsequent amendments. (RCP 2.050.)

The RI Board approves certain general provisions for articles of incorporation as follows:

The name of this corporation shall be "Rotary Club of \_\_\_\_\_  
(state/province, country) Incorporated." (city)

This corporation shall be a nonprofit corporation. Its purpose shall be charitable and benevolent and to encourage, promote, and extend the Object of Rotary and to maintain the relations of a member club in Rotary International.

Insofar as the provisions of the law of the State/Province of \_\_\_\_\_, under which this corporation is incorporated, shall permit, this corporation shall be subject to the jurisdiction of Rotary International.

This corporation shall have the authority to adopt such bylaws as may be consistent with the purposes enumerated herein and consistent with the law of the State/Province of \_\_\_\_\_, under which this corporation is incorporated. (RCP 2.050.1.)

The new corporation should adopt as its corporate bylaws all relevant provisions of the Standard Rotary Club Constitution and the Recommended Rotary Club Bylaws. The articles of incorporation must contain any additional statements and declarations required by the laws under which the corporation is to be incorporated, but the incorporated club must remain in all respects a member club of RI. (RCP 2.050.2.)

The general secretary is asked, on behalf of the RI Board, to review and accept all applications for incorporation. If unusual circumstances require further statements of policy, the general secretary refers the application to the Executive Committee of the Board. (RCP 2.050.3.)

### **Rotary Clubs and Other Organizations**

A club should not become a member of or assume obligations of membership in any other organization. (RCP 11.040.1.) A club does not have the authority either to bind its members to any other organization or to establish a formal association of clubs outside the framework of RI. (RCP 2.020.)

Clubs may cooperate in sponsoring service projects. (RCP 2.020.) A club's officers and committees may meet with officers and committees of other organizations, but may not bind the club without the club's consent. (RCP 11.040.4.; see also "District and Rotary Club Cooperation with Other Organizations" in chapter 2 and "Use with the Marks of Others" in chapter 17)

Clubs are encouraged to partner with other clubs in a city or metropolitan area to develop and maintain long-term service activities, or with other service organizations, provided that all participating clubs receive identifiable recognition in joint service efforts. (RCP 27.060.4.)

### **Club Compliance with National Laws**

Every Rotary club is expected to comply with the laws of the country in which it functions. Clubs may take action to meet specific legal requirements, provided:

- 1) The action taken relating to the organization, practical administration, and functioning of the clubs within the country does not contravene RI constitutional documents.
- 2) The club continues to submit to the RI constitutional documents as they may be amended from time to time.
- 3) The club continues in all respects to be and function as a member Rotary club of RI.

Whenever local laws impose a requirement that may be inconsistent with the RI constitutional documents, the clubs affected should present the problem to the RI Board for review. (RCP 2.070.) Rotarians should avoid criticizing the laws or customs of other countries. (RCP 8.050.4.)

### **Arbitration and Mediation**

Articles 12 and 16 of the Standard Rotary Club Constitution provide procedures for the mediation or arbitration of disputes within a club. Article 24 of the RI Bylaws provides procedures for the settlement of disputes between any current or former member(s) of a Rotary club and a Rotary district, RI, or an RI officer.

## **ATTENDANCE**

Attendance requirements are set forth in the Standard Rotary Club Constitution. (SRCC 9; SRCC 12, 4) Club leaders are encouraged to emphasize to club members and prospective members the value and significance of regular attendance. (RCP 7.060.)

Methods in which absences at a regular club meeting may be made up can be found in the Standard Rotary Club Constitution. (SRCC 9)

### **Absence from Club Meetings**

There is no provision for granting attendance credit to a member who is absent from a club meeting for any of the following reasons:

- 1) Jury duty
- 2) Compulsory attendance at sessions of a state legislature
- 3) Attendance at informal gatherings of Rotarians held on ships
- 4) Addressing another service club
- 5) Military service or National Guard duty

### ***Attendance at RI Meetings***

The RI Board has interpreted the Standard Rotary Club Constitution to allow a Rotarian to claim credit for two make-ups when attending a Rotary International meeting (such as a district conference) if the meeting takes place on more than one day, provided the days claimed for attendance credit fall in periods during which a make-up would otherwise be acceptable. (RCP 7.060.1.)

### **Leave of Absence**

Clubs should inform members of their provisions to grant temporary leaves of absence, as stipulated in the club's bylaws. (RCP 7.070.)

## **CLASSIFICATIONS**

The classification provisions are set forth in article 7 of the Standard Rotary Club Constitution. Clubs may not elect a person to active membership from a classification in which the club already has five or more members, unless the club has more than 50 members, in which case the club may elect a person to active membership in a classification as long as it does not result in the classification making up more than 10 percent of the club's active membership. Members who are retired are not included in the total number of members in a classification.

The classification of a former member of a club or a Rotary Foundation alumnus does not preclude election to active membership, even if the election results in club membership temporarily exceeding the above limitations. However, if a member changes classification, the club may continue the member's membership under the new classification. (RIC 5, 2; SRCC 8, 2) Each active member of a Rotary club is classified in accordance with the member's business, profession, or type of community service. A classification describes either the principal and recognized activity of the firm, company, or institution with which a Rotarian is connected; the member's principal and recognized business or professional activity; or the nature of the member's community service activity. (SRCC 7, 1(a)) For example, the employed electrical engineer, insurance adjuster, or business manager of a railroad company, mining company, or manufacturing concern may be considered for membership on the basis of his or her position or as a representative of the firm, company, or institution.

The classification principle allows a club to achieve a more diverse professional representation of the club's community. Each club should adhere to the classification and membership principles of Rotary and correct, as opportunities permit, any irregular classification or membership that may exist in the club. Clubs should consider the classification practice carefully and broaden the interpretation of classifications where necessary to meet the modern business, professional, and community service environment. (RCP 4.050.)

## Balanced Membership

Every club should have a well-balanced membership in which no one business, profession, or type of community service predominates. (RIC 5, 2(b)) A club should review the demographics of an area and strive for a membership that is representative of every recognized business or professional activity, as well as individuals, in the community, insofar as it is possible to obtain such representation in conformity with the principles in article 5 of the RI Constitution and article 7 of the Standard Rotary Club Constitution. Clubs should seek to reflect an accurate representation of the professional and business community.

No club, regardless of the date of its admission to membership in RI, may by provisions in its constitution or otherwise limit membership in the club on the basis of gender, race, color, creed, or national origin, or impose any condition of membership not specifically prescribed by the RI Constitution or RI Bylaws. (RIB 4.070.)

## Membership of Younger Persons

Clubs should remember the importance of seeking out younger persons, including RI and Rotary Foundation program alumni such as former Rotaractors and Group Study Exchange participants, who are qualified for membership. Clubs should find methods of increasing the appeal of membership to the growing number of young men and women who are occupying positions of responsibility in businesses and professions. Clubs may waive club dues and admission fees for members under the age of 35. In addition, clubs may pay district dues for new members in this age group or, by action at an assembly or conference, districts may reduce the per capita district dues for new members in this age group. (RCP 5.040.2.)

Rotary clubs also should maintain contact with Rotary Foundation alumni in their respective localities, and use the talents of alumni who are not yet qualified for membership or have declined invitations for membership. (RCP 5.020.)

## Classification Survey

A systematically prepared list of classifications is the logical basis for club growth. RI does not maintain a general list of classifications. Clubs should maintain and use up-to-date classification surveys to develop and strengthen club membership. (RCP 4.050.)

A variety of membership assessment resources are available at [www.rotary.org](http://www.rotary.org).

# COMMERCIALIZATION AND CIRCULARIZATION

## Commercializing Rotary

The *Official Directory* of RI is published annually for the information of all Rotarians. No Rotarian shall use the *Official Directory*, club or district directory, or any other database or list of names compiled in connection with a Rotary-related project or activity for commercial purposes. (RCP 11.030.6.)

## Circularizing Rotary Clubs

The limits of authorized circularization of Rotary clubs are as follows:

A club desiring to request the cooperation of other clubs or members of other clubs, in connection with any matter whatsoever, by any means, including telemarketing, must first submit its purpose and plans to the governor(s) of the involved area and secure his, her, or their approval. This applies only in cases where a club desires to request the cooperation of more than one Rotary club or members of more than one club. (RCP 11.030.1.)

A Rotary club(s) engaging in these types of activities must comply with RI policy for use of the Rotary Marks, including proper identification and qualifying language for the Rotary clubs(s) involved. (RCP 11.030.1., 33.020.6.)

No club shall solicit financial assistance or participation in commercial ventures from any other Rotary club or from individual Rotarians other than its own members unless and until it first secures an authorization from the RI Board.

The general secretary shall request the governors of any districts involved in unauthorized solicitations, including those by telemarketing, to take action to end such activities. Continued noncompliance with this policy will be reported to the RI Board for possible discipline for cause, including termination of the club. (RCP 11.030.1.)

Rotary clubs and districts desiring to use a commercial telemarketing, Internet Web hosting, or e-mail firm to solicit the public on their behalf must first submit their purpose and plans to the governor(s) of the involved area and secure his, her, or their approval; comply with existing Rotary circularization policy; and include proper identification and qualifying language for all Rotary Entity(ies) to be represented. (RCP 11.030.4.)

The *Official Directory* of RI shall not be made available by Rotarians, Rotary clubs, or districts for the purpose of circularization. (RCP 11.030.6.) Any club or district directory must include a notice that the directory is not for distribution to non-Rotarians and may not be used as a commercial mailing list. (RCP 11.040.7.)

### **Member Information**

As part of its effort to assist clubs and districts and facilitate communication with Rotarians, RI collects personal information about Rotary club members solely for the purpose of conducting the following core business activities:

- 1) Billing
- 2) Supporting The Rotary Foundation
- 3) Identifying prospective candidates for presidential and Foundation appointments to conferences, RI and Foundation committees, resource groups, and other assignments
- 4) Tracking membership trends, developing membership characteristics, producing demographic analyses, and supporting membership retention
- 5) Identifying Rotarians who have specific language or professional skills
- 6) Providing information and updates to district chairs and others involved in RI programs and service projects
- 7) Supporting *The Rotarian* and the Rotary regional magazines
- 8) Providing guidance to clubs and districts in their public relations efforts
- 9) Communicating key organizational messages and information to district leaders for dissemination at the club level
- 10) Facilitating convention and special event planning
- 11) Communicating information to Rotary clubs, districts, and district leaders by officially licensed vendors under RI's licensing system (RCP 26.110.)

At the direction of the RI Board, RI may occasionally participate in special advertising or marketing initiatives that involve the release of membership information. RI will notify Rotarians about these initiatives and give them the opportunity to decline to participate. RI may also disclose information as required by law, or if pertinent to judicial or governmental investigations. (RCP 26.110.)

Lists of clubs, club officers or committee members, or Rotarians may not be furnished to other organizations, except to meet legal requirements of government agencies or by the assent of the RI Board, provided that the RI Board may not furnish such lists in violation of any applicable laws. (RCP 11.040.2.) Anyone desiring a club membership list should seek to secure it from the club or to secure an authorization from the club to the Secretariat instructing RI to furnish a list of the club's members. If a governor requests it, the general secretary will supply a list of all Rotarians in the district to the governor. (RCP 11.050.1.)

## **Telemarketing**

Any use of a commercial telemarketing, Internet Web hosting, or e-mail firm to solicit the public will require approval of the governor(s) of the purpose and plans of the solicitation, must comply with existing Rotary circularization policy, and must include proper identification and qualifying language regarding the Rotary Entity. The general secretary shall request the governors of any districts not in compliance with this policy to take action to end such activities. Continued noncompliance with this policy will be reported to the RI Board for possible discipline for cause, including termination. (RCP 11.030.1., 11.030.2., 11.030.3., 11.030.4., 33.020.6.)

## **FELLOWSHIP**

### **Relatives of Rotarians**

All Rotary clubs and Rotarians should take into account the spouses and families of Rotary club members when planning activities. These individuals contribute to the service objectives and fellowship that derive from association with a Rotary club. (89-139)

Many clubs are privileged to have committees or other associations composed of relatives of Rotarians cooperating with and supporting them in service and other Rotary club activities. Clubs are encouraged to sponsor groups of spouses or families of Rotarians within the following guidelines:

- 1) The auxiliary group, committee, or organization should be associated and maintain regular communication with the local Rotary club of which their spouses or family members are members.
- 2) The group's objectives should include the support of Rotary club service activities, the encouragement of friendship among the members, and the promotion of the general ideals of Rotary.
- 3) The group's activities, projects, and programs should be principally in support of or complementary to the objectives of the local Rotary club.

It is intended that auxiliary type groups or organizations be only informally associated with the local club. (RCP 6.020.1.) These groups should review the restrictions on the use of the Rotary Marks (see chapter 17).

## **CLUB MEETINGS**

### **Meeting Places**

Each club is autonomous in determining its meeting place. Since each member of a Rotary club is entitled to attend the meeting of any other Rotary club, clubs are expected to meet in a place where any member of another Rotary club can attend its meeting. (RCP 7.010.) Clubs should hold their regular meeting within their locality. (RCP 7.010.1.) Rotarians can find a club's meeting day, time, and location in the *Official Directory* or through the Club Locator at [www.rotary.org](http://www.rotary.org).

Informal meetings of Rotarians do not constitute official meetings of their clubs or districts. Consequently, no resolution passed by those present at informal meetings can be regarded by the Board as an expression of the clubs or the districts. (RCP 7.090.)

### **Cancellation of Weekly Meetings**

The club board may cancel a weekly meeting under the circumstances described in article 6 of the Standard Rotary Club Constitution.

### **Guests**

Clubs should make a special effort to urge individual members to invite guests to weekly club meetings so that non-Rotarian members of the community may be better informed about the club and its aims and objects. (RCP 7.080.1.) Except for members of the news media or members of other clubs, permanent guests of a club or member of the club are discouraged.

Clubs are also encouraged to

- 1) Welcome visiting Rotarians and their spouses. Clubs have discretionary authority in determining guests of visiting Rotarians. (98-278; RCP 7.080.3.)
- 2) Invite students at universities and schools and to take an active interest in these students and see that they are familiar with Rotary's ideals and principles (RCP 7.080.2.)
- 3) Welcome Rotary Foundation alumni, particularly those who have recently moved to the locality of the club. Alumni are expected to pay the same costs of attendance as paid by visiting Rotarians. (RCP 7.080.4.)

Every member has the privilege of attending the regular meeting of any other club, except for a club that previously terminated the membership of said person for good cause. (RIB 4.100.)

### **Club Programs**

Clubs should develop their own programs according to the needs of their communities. It is not within the scope of the program of RI to sponsor or prescribe for any club a particular service project or program. (RCP 8.010.) Clubs should hold regular meetings devoted to discussing club business and activities. (RCP 7.030.)

Clubs should periodically hold regular meetings exclusively for conveying Rotary information, Rotary education, and leadership training to their members. (RCP 7.030.1)

RI has established the following monthly program emphases:

August	Membership and Extension Month
September	New Generations Month
October	Vocational Service Month
November	Rotary Foundation Month
December	Family Month
January	Rotary Awareness Month
February	World Understanding Month
March	Literacy Month
April	Magazine Month
June	Rotary Fellowships Month

Clubs should present one or more weekly programs to promote the appropriate emphasis. (RCP 8.020.)

A club may properly discuss public questions of interest to its members provided that, when such questions are controversial, both sides are adequately presented. No corporate action shall be taken on any pending controversial public measure. (RCP 7.030.2.)

Clubs should arrange programs on cultural, economic, and geographical conditions in countries other than their own as a means of helping to overcome possible difficulties arising from language barriers and differences in cultural and social backgrounds. (RCP 7.030.3.)

Clubs are encouraged to present at least two meeting programs during each Rotary year on the purpose, programs, and fund development activities of The Rotary Foundation. One of these programs should occur during Rotary Foundation Month in November. (RCP 7.030.4.)

### **Paying Expenses of Rotarian Speakers and Visitors**

If clubs invite officers, past RI officers, or other Rotarians to come for other visits or events, the club is expected to pay their expenses. (RCP 7.040.1.) RI does not provide clubs with paid speakers on Rotary subjects or secure speakers for clubs. (RCP 7.040.2.)

### **Invocations and Prayers**

Rotary clubs throughout the world include members who have many religious beliefs and values and are united in service to humanity. Each Rotary club, being autonomous, should use its own good judgment in conducting its meetings in a manner that reflects Rotary's basic principle of tolerance and encourages Rotarians' participation in humanitarian service projects. (RCP 8.010.)

### **Alcoholic Drinks**

Each club shall determine whether alcoholic drinks may be served at its meetings. While Rotary has no official policy on this question, experience and opinion expressed by Rotarians have indicated, at least in countries where it is not the custom, that it is in the best interests of the organization if alcoholic drinks are not served at Rotary meetings.

### **Smoking**

In recognition of the deleterious effect on personal health, individual members and their guests are encouraged to refrain from smoking during meetings and other Rotary events. (RIB 2.040.)

### **Joint Meetings of Service Clubs**

Except on specific occasions approved by the club's board, Rotary clubs may not hold their regular meetings with other service clubs. (RCP 11.040.3.)

## **MEMBERSHIP**

Membership in a Rotary club is the personal membership of the individual and not of the partnership or corporation that employs the individual. (RCP 4.030.)

### **Location of Business or Residence**

Each active member of the club must be, or have been, personally and actively engaged in the business, profession, or community service in which he or she is classified in the club. Except as otherwise provided, this person must have a place of business or residence in the club's locality or the surrounding area. (RIC 5, 2; SRCC 7, 3) "Place of business" is understood to mean the establish-

ment from which the active member or proposed active member normally administers business or professional responsibilities and activities. (RCP 4.010.2.) “Residence” is understood to mean the individual’s principal place of residence. (RCP 4.010.3.)

An active member moving from the locality of the club or the surrounding area may retain membership in the club or be granted a special leave of absence not to exceed one year if the member’s board grants such permission and the active member continues to meet all conditions of club membership. (RIC 5, 2(a); SRCC 12, 2(a))

### **Membership in Other Organizations**

In order to comply with the obligations of membership in a Rotary club, a Rotarian should not belong to similar community or service clubs that would substantially reduce the member’s opportunity to comply with the obligations of membership. A person being considered for membership in a Rotary club should be expected to disclose membership in other service organizations. Rotarians who wish to join a similar community or service organization should seek prior approval from the Rotary club board of directors. (RCP 4.020.)

The club’s board may terminate the membership of any member for any good cause. (SRCC 12, 5(a)) This could include not fulfilling the obligations of Rotary club membership due to continued membership in another service club. (RCP 4.020.1.)

### **Active and Honorary Membership in Same Club**

Holding active and honorary memberships simultaneously in the same club is not allowed. (RIB 4.040.; SRCC 7, 5) However, a person may be an active member in one club and an honorary member in another club.

### **Honorary Membership**

The procedure for electing honorary members is set forth in article 7, section 6 of the Standard Rotary Club Constitution. Clubs should guard the election to honorary membership as exclusively a distinction for meritorious service in the furtherance of Rotary ideals and for permanent support of Rotary’s cause. Honorary membership is the highest distinction that a club may bestow and should be conferred only in exceptional cases. (RCP 5.010.)

Honorary members are exempt from paying admission fees and dues, have no vote, and are not eligible to hold any office in the club. Such members do not hold classifications but are entitled to attend all meetings and enjoy all the other privileges of the club. No honorary member of a club is entitled to any rights or privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian. (RIB 4.050.2.; SRCC 7, 6(b)) Individuals may hold honorary membership in more than one club. (SRCC 7, 6)

### **Dual-Gender Clubs**

All Rotary clubs are encouraged to have membership consisting of both men and women. Governors are encouraged to promote dual-gender membership in all clubs in their districts and, where clubs that have single-gender membership remain, should promote the establishment of new dual-gender clubs in the locality of the existing single-gender clubs. (RCP 4.040.)

### **Abuse and Harassment Prevention**

RI’s policy on abuse and harassment prevention, which includes provisions for the termination of membership in a club, can be found in chapter 8 and the RI Bylaws, article 3.030.3.

## **Movement of Rotarians into a New Community**

When a member in good standing intends to move or moves to a new community, the member's club should provide information about the member to a club in the new locality. (RCP 4.060.)

When a former Rotarian has been proposed for membership in a new club in accordance with the RI Bylaws, the club should consider contacting his or her former club to request information about their Rotary activities and interests. This process helps the new club use and benefit from the member's particular interests. (RCP 4.060.1.) A member who is moving to a new locality may also complete and submit the Rotarian Relocation form posted at [www.rotary.org](http://www.rotary.org). The member's new contact information will be forwarded to the appropriate district governor. Rotary International does not provide any automatic transfer provisions; membership continues to be at the discretion of the local Rotary club.

A member may propose to active membership a former member of a club if the proposed member is terminating or has terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession within the locality of the former club or the surrounding area. Such former member of a club being proposed to active membership may also be proposed by the former club. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the classification limits. (RIB 4.030.; SRCC 7, 4)

## **Organizations of Former Rotarians**

Groups of former Rotarians organized to promote acquaintance and fellowship and to further their individual active interest in service to others are looked upon with favor. No objection will be offered to the establishment of any such group provided it is organized and functions according to the guidelines outlined in Rotary Code of Policies section 36.030.5. However, this provision does not constitute sponsorship or official recognition of any such group.

## **Membership Cards**

Rotary clubs should issue membership cards to its active members in good standing. Every Rotarian visiting a club who is not personally known in such club should present his or her Rotary membership card as a means of introduction. (RCP 5.030.)

## **MEMBERSHIP DEVELOPMENT**

Membership development has three components: recruitment of new members, retention of existing members, and the organization of new clubs.

To attract more qualified persons to accept membership in clubs and reduce losses in club membership, clubs should make full and purposeful use of the existing provisions for internal extension, enhance club programs, maintain and enhance the services to their communities, maintain relevance to their members, and take action that will effectively involve and hold the interest of individual members.

Major factors in achieving positive membership growth include:

- 1) Strong and sustained presidential encouragement and support
- 2) A well-designed program for new members that includes Rotary education, induction, and assimilation and involvement into club activities
- 3) Suitable recognition for sponsors of new members

- 4) Retention of existing members with suitable recognition of growing clubs and growth within districts by the president and governors each year
- 5) Reasonable costs of membership, and adequate and attractive publicity for Rotary that stresses both Rotary's service to the community and the benefits of Rotary membership to Rotarians and their families
- 6) Public relations
- 7) A strong and well-supported membership committee
- 8) Classification surveys for building membership (RCP 5.040.)

To attract additional qualified persons to accept membership in Rotary clubs and to improve retention, clubs should

- 1) Make full and purposeful use of the existing provisions for membership growth
- 2) Identify current business and professional concerns within the community for potential classifications and qualified candidates for them
- 3) Keep services to their communities relevant and effectively publicize community projects and services
- 4) Keep services to their communities relevant and of interest to members
- 5) Take club action that will effectively involve and hold the interest of each individual member
- 6) Regularly conduct club assessment activities to identify areas and programs requiring improvement

Further:

- 1) Each club needs to examine its membership trends, consider whether it is satisfied with its progress, then take steps to achieve sound growth.
- 2) Governors and other district leaders should work with clubs that need assistance in addressing the reasons for lack of membership growth and identifying possible actions for improvement.
- 3) When a member in good standing intends to move or moves to a new community, the member's club should provide information about the member to a club in the new locality.

For a club to be fully relevant and responsive to its community, it is important and necessary for it to include in its membership all fully qualified prospective members within its locality. It is inappropriate and inconsistent with the principles of Rotary for any club to establish arbitrary limits on the number of members in the club or to fail to increase its membership because of apathy or lack of information or understanding of the pattern of growth in the club or the procedures for proposing and assimilating new members.

Each club should establish and maintain a membership growth pattern that will result in an appropriate net growth in the number of members. Each club should have a positive attitude toward membership growth, recognizing that an increase in membership should not decrease the quality of membership in the club. Membership growth should always be the result of a club electing fully qualified members who can be expected to contribute to the furtherance of the program of Rotary.

Inherent in the purpose of Rotary is the acceptance of the personal application of the ideal of service. Individual Rotarians should recognize that this responsibility includes a personal obligation to share Rotary with others and to help extend Rotary through proposing qualified individuals for Rotary club membership. (RCP 5.040.3.)

Each club should adhere to Rotary's classification and membership principles and correct, as opportunities permit, any irregular classification or membership

that may exist in the club. Clubs should carefully consider the classification practice and broaden the interpretation of classifications where necessary to meet the modern-day business, professional, and community service environment. (RCP 4.050.)

### **Regional Rotary International Membership Coordinators**

The purpose of the regional Rotary International membership coordinator program is to provide a viable, long-term, strategic approach to promoting membership development by establishing a network of well-trained Rotarians who are knowledgeable about membership development strategies and techniques to support districts and clubs in achieving membership growth. (RCP 26.060.)

### **Induction of New Members**

Clubs should hold an appropriate induction for new members. (RCP 5.050.3.) It is recommended that each club develop its own procedures for a dignified and meaningful induction ceremony. Clubs may wish to consider the following:

#### **New Member Induction**

- Presided over by the club president with involvement of the new member's counselor or sponsor
- Inviting the spouse of the new member to attend, if appropriate
- A photo for posting in the meeting room and for inclusion in the club bulletin may be provided

#### **Ceremony**

- Welcome to Rotary (brief explanation of Rotary and its scope and the responsibilities of member)
- Short biography of new member
- Presentation of Rotary material
- Presentation of pin, membership card, club roster
- Announcement of assignment to club committee
- Counselor/sponsor remarks
- New member response
- Club response (welcome to member)

Clubs are also encouraged to develop a strong membership information program that educates the prospective Rotarian on the benefits and responsibilities of being a Rotarian before the member is inducted. More information on the three new member stages — information, invitation, and induction — is available at [www.rotary.org](http://www.rotary.org).

## **NEW CLUBS**

### **Minimum Number of Charter Members**

A new club must have a minimum of 20 charter members. At least 50 percent of the charter members must be from the local community in which the new club is established. (RCP 18.050.5.)

### **Diversified Membership**

A club's membership should fully reflect the community it serves. Every club should endeavor to have a sufficient number or proportion of members (ideally, more than half) whose places of business are located within the locality of the club to adequately represent business, professional, and community leaders. (RCP 4.010.)

## Requirements for Forming a Provisional Club

Before recruiting members for a possible new Rotary club, the governor must file with the general secretary:

- 1) An approved Organization of New Club Survey (extension survey)
- 2) New Club Sponsor Form (if applicable)

After a sufficient number of charter members has been recruited, a New Club Application Form, charter member list, and charter fee must be received by RI before a charter is granted. (RCP 18.050.2.)

## Extension to Isolated Communities

Rotarians interested in extending Rotary to non-Rotary countries or geographical areas should contact the RI Extension Committee to offer their assistance. Rotarians interested in extending Rotary into an area that is open for extension should contact the district governor. (RCP 18.030.4.) Extension to isolated places is undertaken only when a request is received from the community and a district in the geographic vicinity has been identified to assist in the new club's formation. (RCP 18.020.1.)

## NAME AND LOCALITY

Each club is organized and exists in a locality. The locality can be any area with a sufficient number of business and professional people actively engaged in service to society whose offices or places of business or residence are so contiguous to one another as will enable them to function as a club. The club must designate the locality in its constitution. (RCP 3.020.) Subsequent changes are subject to the approval of the RI Board. (RCP 3.020.2.)

Each provisional club must adopt a name that identifies it with its locality and insert the name in its constitution, subject to the approval of RI. When so approved, the name may not be changed except by the mutual consent of RI and the club. (SRCC 19, 2; see also "Extension to Non-Rotary Countries and Geographical Areas" in chapter 2) In countries where the word *club* has an inappropriate connotation, Rotary clubs, with the approval of the RI Board, will not be obliged to use it in their names. (RIC 5, 2(d))

## Merger of Existing Rotary Clubs

Two or more clubs within the same district may apply to the RI Board to merge, provided that each club has fulfilled its financial and other obligations. The merged clubs may retain the name, charter date, emblem, and other insignia of the former clubs as part of the historical records for historical purposes. (RIB 2.050.)

## PUBLIC RELATIONS

### Responsibility of the Individual Rotarian

Each Rotarian is expected to be fully informed about Rotary's mission, programs, and activities and to seek opportunities to further the aims and accomplishments of Rotary through personal, business, and professional contacts. (RCP 9.040.1.)

Rotarians are urged to help their clubs become more identifiable in their communities by personally informing others about what Rotary is and does, in order to improve and expand Rotary growth and service.

## **Responsibility of the Rotary Club**

Each club is expected to

- 1) Maintain positive news media relations (RCP 9.040.)
- 2) Seek publicity for successful service projects and activities that illustrate Rotary's aims and accomplishments (RCP 9.040.2.)
- 3) Use RI public relations resources, such as RI-developed television, radio, print, Internet and billboard public service announcements, promotional brochures, and other outreach tools and techniques, to promote Rotary's aims and accomplishments within the community (RCP 9.050.)
- 4) Encourage Rotarians to inform their families, friends, and associates of Rotary's aims and accomplishments
- 5) Cultivate the understanding of nongovernmental organizations, community leaders, young people, and other special interest groups who should be aware of Rotary, its mission, scope, programs, and activities (RCP 9.050.1.)
- 6) Take positive steps to prevent or correct any attitudes within its community or conditions within the club that may harm Rotary's reputation and limit its effectiveness (RCP 9.040.6.)
- 7) Obtain full representation of the news media in its membership (RCP 9.040.3.)

## **Adverse Public Relations**

If negative public opinion is caused by misperceptions of Rotary's purposes or activities, a club should counter these misperceptions with well-directed public information and community relations efforts and, where appropriate, strengthen its service program. (RCP 9.040.6.)

If a condition exists or a problem arises that may affect other clubs or RI, the club should advise the governor at the earliest opportunity so that a cooperative effort can be made to deal with it. It is the governor's responsibility to advise and assist clubs in preventing or solving local public relations problems. The general secretary should be contacted immediately when negative news could have a national or international impact. The general secretary will then assist governors and clubs, keeping the president and the RI Board advised and referring to them problems that may require their consideration. (RCP 9.040.7.)

## **Public Relations and Club Projects**

It is desirable that every Rotary club sponsors a major community service activity each year. A successful service project is considered one of the best methods for extending the public understanding of Rotary. Therefore, it is essential to the public relations of Rotary that clubs actively seek to inform the public about successful projects. (RCP 8.040.1.)

## **Rotary and News Media Relationships**

Clubs and governors are urged to undertake appropriate action to improve relationships between Rotary and the news media. Taking into account local social and cultural conditions and the state of local media relations, clubs and districts should undertake the following activities to improve relations between Rotary and the news media:

- 1) Invite news media personnel to speak to clubs on the role of the media.
- 2) Hold training sessions, discussion groups, or forums on public and media relations outreach for Rotarians, and invite media personnel as speakers or panelists.

- 3) Create club-based professional development opportunities for young journalists, and ask awardees for their feedback.
- 4) Include news media representatives in Group Study Exchange teams.
- 5) Increase efforts to bring news media representatives into club membership. (RCP 9.040.)

### **Speakers Services**

Rotary clubs should make effective Rotary spokespeople available to groups in their community. (RCP 9.050.2.)

### **RI Public Relations Award**

The RI Public Relations Award recognizes clubs and districts that demonstrate outstanding media coverage of Rotary activities in their areas and have implemented programs that demonstrably improve the image of Rotary in their communities. (RCP 44.070.) More information on this award can be found in chapter 4 and at [www.rotary.org](http://www.rotary.org).

### **RI Best Cooperative Projects Award**

The RI Best Cooperative Projects Award recognizes clubs that conduct outstanding projects in cooperation with other local, national, or international organizations, thereby increasing awareness and understanding of Rotary within the international community. (RCP 44.080.) More information can be found in chapter 4 and at [www.rotary.org](http://www.rotary.org).

## **MISCELLANEOUS**

### **Club “Failure to Function”**

The RI Board is responsible for ensuring that all clubs are functioning and defines a functioning club as one that

- 1) Pays its per capita dues to RI
- 2) Meets regularly
- 3) Ensures its members subscribe to a certified Rotary World Magazine Press publication (*The Rotarian* or Rotary regional magazine)
- 4) Implements service projects that address the needs in the local community and/or in communities in other countries
- 5) Receives the visit of the governor, assistant governor, or an officer of RI
- 6) Maintains appropriate general liability insurance as provided in Rotary Code of Policies section 71.080. (RCP 2.010.1.)

With the recommendation of the governor and on behalf of the RI Board, the general secretary is authorized to terminate a club for “failure to function” when, in the general secretary’s opinion, the club has failed meet the criteria for a functioning club. (RCP 31.030.5.) Before taking such action, the governor or the general secretary must inform the club of the situation and ask for its comments on the allegations. Information on functioning clubs is documented in the *Memo of Club Visit* submitted by the district governor.

### **Prohibition of Mandatory Contributions to The Rotary Foundation**

The Rotary Foundation has developed on the basis of voluntary contributions. Contributions to the Foundation shall not be a condition of membership, and any reference implying such condition of membership shall not appear on the membership application card. Clubs are prohibited from enacting a bylaw that

makes contributions to the Foundation a condition of membership. Any reference to such contributions on membership identification cards is not authorized. (RCP 5.050.7.)

### **Rotary and Politics**

RI and its member clubs must refrain from issuing partisan political statements. Rotarians are prohibited from adopting statements with a view to exerting any corporate pressure on governments or political authorities. However, it is the duty of Rotarians

- 1) In their clubs, to keep under review political developments in their own communities and throughout the world insofar as they affect service to their vocations and communities as well as the pursuit of the Rotary objective of world understanding and peace. They are expected to seek reliable information through balanced programs and discussions so that members can reach their own conclusions after a fair, collective examination of the issues.
- 2) Outside their clubs, to be active as individuals in as many legally constituted groups and organizations as possible to promote, not only in words but through exemplary dedication, the awareness of the dignity of all people and the respect of the consequent human rights of the individual. (89-134; RCP 2.100.)

### **Magazine Subscriptions**

Each club in the United States of America and Canada makes it a condition of membership that its active members are paid subscribers to the official magazine. (RIB 20.020.2.)

Each club outside of the United States of America and Canada makes it a condition of membership that its active members become and remain, as long as they hold membership, paid subscribers to a Rotary World Magazine Press (RWMP) publication (either *The Rotarian*, the official magazine of RI, or a Rotary regional magazine certified by the RI Board). (RIB 20.030.1.) A club may, however, be excused by the RI Board from complying with these provisions if its members are not literate in any of the languages of the official magazine or the certified regional magazine prescribed for the club. (RIB 20.030.2.)

### ***Rotary Regional Magazines***

A Rotary regional magazine exists to advance the Object of Rotary in all its aspects. A Rotary publication that meets the following criteria may apply for certification and, upon RI Board approval, be licensed as a certified Rotary regional magazine and a member of the RWMP. Recertification is required every five years:

- 1) The magazine serves an area of more than one district or country. Provisional status may be granted to magazines that serve a specific language community in one district, with potential for growth in additional districts.
- 2) All aspects for the publication of the magazine must be under the direct supervision of its editorial committee, which includes a current governor designate, a current incoming governor or designate, the magazine's editor in chief, and three past RI officers.
- 3) Recognizing the right of the editor of a Rotary regional magazine to enjoy full editorial freedom within the basic framework of Rotary policy, the editor must accept reasonable editorial and management supervision of the magazine's editorial board.

- 4) The editorial content of the magazine must be in harmony with RI policy and at least 50 percent must be on Rotary or Rotary-related subjects.
- 5) In addition to news of a local or regional nature, the magazine must carry information about RI and consider for presentation such topics and such specific text as the president or RI Board may request.
- 6) The magazine must be published at least four times a year.
- 7) The magazine must maintain an overall quality of attractive appearance in keeping with the dignity and nature of Rotary.
- 8) The magazine must be assured of a circulation approaching a majority of the Rotarians in the area it serves so as to maintain its purpose and economic viability.
- 9) The magazine must be adequately financed without financial responsibility of RI.
- 10) Certification will be granted to only one regional magazine per country, and existing "approved and prescribed" regional magazines that qualify will be given preference. (RCP 51.020.1.; 51.020.2.; 51.020.7.; 51.020.8.; 51.020.9.)



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# 2 The District

A district is a group of Rotary clubs in a geographical area that are linked for administrative purposes. The activities and organization of a Rotary district exist solely to help the individual Rotary club advance the Object of Rotary and should not diminish services provided by Rotary clubs and individual Rotarians. (RCP 17.010.1.)

## **Number of Clubs and Rotarians in a District**

Because districts with a large membership base have distinct advantages over districts with a small number of clubs and Rotarians, and because small districts have a detrimental effect on the administration and finances of RI, the Board encourages all existing districts to have at least 75 clubs and 2,700 Rotarians. (RCP 17.010.2.)

## **Districting**

The RI Board is authorized to establish new districts, consolidate districts, and change the boundaries of existing districts. No change in district boundaries of any districts with 30 or more clubs and 1,000 or more Rotarians shall be made by the RI Board over the objection of a majority of the clubs in the district or districts that would be affected. (RIB 15.010.)

The RI Districting Committee assists in establishing additional districts, realigning clubs within districts, and consolidating existing districts. Consult the RI Web site or the Secretariat to obtain the redistricting proposal form, which details the required information and procedures in submitting a proposal. Districts submitting a proposal should note the following:

- 1) The Districting Committee considers proposals during the International Assembly, so proposals must be submitted 90 days before the assembly.
- 2) The committee looks favorably on proposals to create additional districts with at least 60 clubs and/or 2,100 Rotarians that demonstrate a potential growth to at least 75 clubs and 2,700 Rotarians in the next 10 years. (RCP 17.010.4.)

Governors-elect are asked to be thoroughly familiar with all elements of their districts' proposals in the event the committee wishes to consult with them during the International Assembly.

After studying the proposals, the committee reports its recommendations to the RI Board for its consideration. If the RI Board approves a proposal for districting, under the provisions of RI Bylaws section 15.010., the RI president notifies the clubs in the district(s) concerned of the action taken and the date when the redistricting takes effect, allowing 45 days for the clubs to register any objections.

In districts with 30 or more clubs and 1,000 or more Rotarians, if the majority of the clubs in the affected district(s) do not file objections within 45 days of mailing of the notice from the office of the president, the general secretary notifies the governor(s) and clubs concerned that the decision of the RI Board has become final.

The RI Board will not consider any modification in the boundaries of any new district until one year following the promulgation and establishment of the boundaries of each district.

The president is authorized to act on behalf of the RI Board to approve a minor district boundary modification, affecting the transfer of a single club or an area containing no Rotary clubs, from one district to a neighboring district, provided that the districts involved are in the same zone. This action is taken with the consent of the governors of the affected districts and with the approval of the majority of the clubs in those districts. The notification timetable of such action follows the procedures outlined above and becomes effective 1 July following the decision. (RCP 17.010.4.)

## **GOVERNOR**

The governor is the officer of RI in the district, functioning under the general control and supervision of the Board. The administration of clubs in a district is under the governor's direct supervision. The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor shall inspire and motivate them and ensure continuity within the district. (RIB 15.090.)

In order to assure the best possible candidates for the office of governor, the governors shall invite the clubs in their districts to propose suitable candidates.

### **Status, Qualifications, and Duties**

The following statement of the governor's status, qualifications, and duties is distributed annually to all clubs in order to inform those proposed for nomination as governors or making such proposals of the obligations of the office.

#### *Status*

The governor is an officer of RI nominated by the clubs of a district and elected by the convention of RI. The governor's term of office begins on 1 July and continues for one year or until a successor is elected and qualified. (RIB 6.060.1.)

#### *Qualifications*

In addition to the qualifications of governor-nominee, a governor, at the time of taking office, must have completed seven years of membership in one or more clubs and have attended the governors-elect training seminar and International Assembly. (RIB 15.080.)

#### *Duties*

The governor is the officer of RI in the district, functioning under the general control and supervision of the RI Board. The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor should work with district and club leaders to encourage participation in the District Leadership Plan. The governor shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs. The governor is responsible for the following activities in the district:

- 1) Organizing new clubs
- 2) Strengthening existing clubs
- 3) Promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district
- 4) Supporting The Rotary Foundation through program participation and financial contributions
- 5) Promoting cordial relations among clubs and between the clubs and RI

- 6) Planning for and presiding at the district conference and assisting the governor-elect in the planning and preparation for the presidents-elect training seminar and the district assembly
- 7) Providing for an official meeting, individually or in multiclub meetings conducted throughout the year to take place at a time that maximizes the governor's presence, for the purpose of:
  - a) Focusing attention on important Rotary issues
  - b) Providing special attention to weak and struggling clubs
  - c) Motivating Rotarians to participate in service activities
  - d) Personally recognizing the outstanding contributions of Rotarians in the district
- 8) Issuing a monthly letter to each club president and secretary in the district
- 9) Reporting promptly to RI as may be required by the president or the RI Board
- 10) Supplying to the governor-elect, before the International Assembly, full information on the conditions of clubs in the district with recommended action for strengthening clubs
- 11) Ensuring that district nominations and elections are conducted in accordance with the RI Constitution, RI Bylaws, and established RI policies
- 12) Inquiring regularly about the activities of Rotarian organizations operating in the district (Rotary Friendship Exchanges, intercountry committees, Global Networking Groups, etc.)
- 13) Transferring continuing district files to the governor-elect
- 14) Performing such other duties as are inherent as the officer of RI in the district (RIB 15.090.)

In Great Britain and Ireland, however, the duties of the governor shall be performed in keeping with traditional practices in that area under the direction of the General Council and consistent with the RI Constitution and Bylaws in Great Britain and Ireland. The governor also shall report promptly to RI as may be required by the president or the RI Board and shall perform such other duties and responsibilities as are inherent as the officer of RI in the district. (RIB 15.100.)

### *Code of Ethics*

- 1) Governors will adhere to applicable laws and regulations in the conduct of Rotary business so as to further the mission of the association. In addition, in conducting their private lives, governors should adhere to applicable law in order to preserve and protect the positive image of Rotary.
- 2) Governors will adhere to the provisions of RI's constitution and bylaws. As officers of Rotary International, governors have an obligation to follow the provisions of RI's constitutional documents. Moreover, these documents embody the democratic will of Rotary's membership as represented at the triennial Council on Legislation. Through these documents, the membership has established standards expected of Rotary officers. Adherence to their terms garners the trust of the membership and ensures that actions are taken consistent with members' expectations.
- 3) Governors will adhere to the provisions of the policies established by the RI Board as documented in the Rotary Code of Policies. Over the years, the RI Board has established policies and procedures, documented in the Rotary Code of Policies, to further the aims of the association as well as to protect its mission. Many of these provisions are designed to assure good

governance and promote an ethical image. Adhering to these policies demonstrates a commitment to these ideals while protecting the association.

- 4) Governors will serve for the benefit of Rotarians and the purposes of RI. Governors should put the interests of the district first and avoid even the appearance of any impropriety as to their actions and conduct.
- 5) Governors will not utilize their office for personal prestige and/or benefit or for the benefit of members of their family. With the authority inherent in an office of importance comes access to special privileges not available to other Rotarians. Taking advantage of such privilege distracts from critical responsibilities and calls into question the commitment to the Objects of Rotary.
- 6) Governors will exercise due care in the diligent performance of their obligations to the district. Governors should perform their responsibilities with such care, including reasonable inquiry, as ordinarily prudent persons in like positions would use under similar circumstances. Governors should inform themselves, prior to making a business decision, of all material information reasonably available to them.
- 7) Governors will take actions based on an essential fairness to all concerned. Governors are often faced with decisions that will significantly impact various Rotary clubs and individuals. Governors, in a manner consistent with The Four-Way Test, should weigh the potential impact of their decisions and treat equally all persons who will be affected.
- 8) Governors will promote transparency of important financial information. Governors are the stewards of the association acting on behalf of Rotary clubs and Rotarians. Rotarians have a right to access accurate information regarding the financial condition of the association. Transparency in financial operations encourages ethical behavior.
- 9) Governors will prohibit and restrict the disclosure, communication, and utilization of confidential and proprietary information. Governors should utilize this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.
- 10) Governors will comply with expense reimbursement policies. The RI Board has adopted a policy on the procedures for reimbursement of Rotary-related expenditures. Following these procedures ensures compliance with applicable laws and precludes the appearance of impropriety. (Dec. 266, June 2007)

## **GOVERNOR-ELECT**

### **Attendance at Governors-elect Training Seminar (GETS)**

Attendance at the GETS is mandatory for governors-elect. (RCP 19.040.4.) The RI Board has adopted a two-day training program for governors-elect at the zone level to be held in conjunction with Rotary institutes. The training programs integrate topics approved by the RI Board and the Trustees. (RCP 19.040.3.) For additional information on this event, see the "Meetings" section of this chapter.

### **Attendance at International Assembly**

Attendance at the International Assembly is also mandatory for governors-elect. Every governor must have this basic experience and training to function effectively as the officer of RI in the district and to provide the leadership, guidance, and counsel to clubs expected of a governor as an RI officer.

Each governor shall emphasize to all candidates for governor, and to all clubs of the district, the requirement that the governor-elect attend the governors-

elect training seminar and the International Assembly as necessary preparation for assuming the office of governor, and that the nomination cannot be accepted unless the candidate can and will attend both for the full duration. The RI president-elect may excuse attendance on behalf of the Board in extenuating and mitigating circumstances, with the provision that the governor-elect attend alternate training as provided by the general secretary. (RCP 19.040.1)

### **Other Preparation**

During the year before taking office, the governor-elect should receive from the governor:

- 1) Specific responsibilities in connection with district committees or district organization
- 2) Invitations to attend as an observer all district meetings where the governor-elect is not otherwise designated a participant
- 3) Consideration for assignment to participate in the district conference program (RCP 19.040.9)

The governor should undertake the orientation, education, and motivation of the governor-elect and use past governors and meetings such as the Rotary institute toward this end.

## **GOVERNOR-NOMINEE**

### **Selection**

The selection of a governor-nominee by the clubs in a district should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. (RCP 19.030.1.) The district must select the nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. (RIB 13.010.)

Any Rotarian who engages in campaigning or canvassing for elective office in RI may be subject to disqualification from election to the office sought and possibly to future RI offices for such periods as the RI Board may determine (see chapter 3). (RIB 10.060.1.)

Districts are urged to seek out and nominate the best-qualified person for the office of governor and to avoid procedures influenced by any system in which the nomination is traditionally rotated among various groups of clubs or geographic areas.

### **Rejection of Nomination by Board**

If a nominee for governor does not meet the prescribed qualifications and requirements, the Board shall reject the nomination and the general secretary shall not present it to the convention for election. (RIB 13.060.1.)

### **Method of Selection**

Except for those districts in RIBI, a district must select its governor-nominee either by a nominating committee procedure or by a direct ballot-by-mail or, alternatively, at the district conference, the choice of which shall be decided by a resolution adopted at a district conference. (RIB 13.020.1.) For districts using the Nominating Committee procedure, there is the possibility for clubs to propose challenging candidates. (RIB 13.020.8.)

### **Ballot Procedure**

All votes for governor by a single club (when entitled to more than one vote, based on membership) must be cast unanimously for the same candidate; if not, the votes from that club are considered spoiled. (RIB 13.020.13., 13.040.1.)

In the event of a challenge, biographical data accompanying the ballot-by-mail is limited to the following:

- 1) Name of candidate, name and location of club, number of years a Rotarian, classification, name of firm or former firm, position in firm or former firm, meetings attended in last five years, current position(s) or assignment(s) in Rotary (elective or appointed), former position(s) or assignment(s) (elective or appointed)
- 2) Special Rotary services or particular Rotary activities in which a candidate has been engaged (i.e., what the candidate has done to advance Rotary)
- 3) Most significant honors or achievements in business and professional activities
- 4) Most significant honors or achievements in civic and public service activities (RCP 19.030.2.)

### **Selection in New Districts**

When the clubs in existing districts are regrouped into new districts, clubs in the new districts shall, if practical, select the governor-nominee before the effective date of the new district by the same procedure those clubs used before the regrouping. When the above procedure is not practical, the RI Board shall authorize a ballot-by-mail and designate a governor to conduct it. (RCP 19.030.3.)

### **Qualifications**

At the time of selection, a governor-nominee must

- 1) Be a member in good standing of a functioning club in the district (RIB 15.070.1.)
- 2) Have full qualifications for membership in the strict application of the club membership provisions, and the integrity of the Rotarian's classification must be without question (RIB 15.070.2.)
- 3) Have served as president of a club for a full term or be a charter president of a club having served the full term from the date of the charter to 30 June, provided that this period is for at least six months (RIB 15.070.3.)
- 4) Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in RI Bylaws section 15.090. (RIB 15.070.4.)
- 5) Demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws, and submit to RI, through its general secretary, a signed statement acknowledging a clear understanding of them. This statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of the office and to perform them faithfully. (RIB 15.070.5.)

### **Responsibilities**

As an incoming officer of RI, the governor-nominee should

- 1) Begin to prepare for the role of governor
- 2) Foster continuity by working with past, current, and incoming district leaders to support effective clubs
- 3) Begin analyzing the district's strengths and weaknesses with background material provided by the immediate past governor, governor, and governor-elect

- 4) Review the district organization (District Leadership Plan) and club administrative framework (Club Leadership Plan)
- 5) Attend district meetings when possible, at the invitation of the district governor or district governor-elect
- 6) Participate in district committees or other activities, as may be suggested by the district governor or district governor-elect
- 7) Attend district governor-nominee training if offered, or seek other training if available
- 8) Attend training in leadership skills
- 9) Select a site for the district conference held during the year of the governor-nominee's service, with the agreement of the majority of the current club presidents or majority of the club presidents serving in the governor-nominee's year

### Assignments

The governor and governor-elect should provide the governor-nominee:

- 1) The opportunity to request specific responsibilities or assignments in connection with district committees or district organization
- 2) Invitations to attend as an observer any or all district meetings
- 3) A proper introduction at the district conference and an opportunity to be part of the organizing committee as an observer
- 4) The opportunity to participate in all strategic planning efforts and long-term appointments in the district (RCP 19.040.)

## ACTIVITIES

### Multidistrict Service Activities

Service activities and projects involving clubs in two or more districts are encouraged. Before undertaking a multidistrict service activity or project, the districts concerned must first ensure that

- 1) The clubs and Rotarians in the districts are capable of successfully carrying out the activity or project, both in nature and scope, without interfering with or detracting from the scope and effectiveness of club activities in furthering the program of Rotary at the club level.
- 2) Each governor has agreed to the activity and then only after approval of two-thirds of the clubs in each district.
- 3) The governors have jointly secured the authorization of the general secretary, acting on behalf of the RI Board.

All multidistrict service activities and projects must

- 1) Be under the direct supervision of the governors concerned, who are responsible for the custody of all funds contributed or collected for such activities and, if desired, may appoint a committee of Rotarians from within the districts involved to assist in administering any such activity and related funds
- 2) Involve the voluntary participation of Rotary clubs or individual Rotarians, with any participation cost kept to a minimum and not made an obligation, either implicitly or directly, in the form of a per capita tax, assessment, or otherwise
- 3) Provide details of each district's involvement through the district governors' reports to RI

- 4) Submit their purpose and plans to the respective governor or governors and secure their approval before requesting the cooperation of clubs or Rotarians outside its own membership in connection with any matter whatsoever
- 5) Refrain from soliciting financial assistance or participation in any commercial venture from any Rotary club or from Rotarians other than its own members without authorization from the RI Board (noncompliance with this circularization policy could result in loss of multidistrict status) (RCP 16.010.)

This policy does not include projects involving cooperation between districts in World Community Service activities when one district serves as a “donor” and the other district a “recipient.”

Before initiating multidistrict activities that extend beyond a single Rotary year, the governors of the districts involved must develop operating guidelines in accordance with RI multidistrict policy for approval by the general secretary. These guidelines will be subject to annual review by the governors-elect before they take office. Governors involved in any multidistrict activity must ensure that an audited annual statement of multidistrict finances is prepared for the activity or project. This statement is to be presented to and formally adopted by the next district conference and a copy provided to the general secretary.

Any participating district that seeks to terminate its participation in a multidistrict service activity or project must secure the approval of two-thirds of the clubs in the district to withdraw. The governor must notify the general secretary and the governors of the other districts concerned of the decision at least 60 days before the date of termination. (RCP 16.010.)

### **Multidistrict Administrative Organizations**

Two or more districts, with authorization from the RI Board, may provide joint administrative services to their clubs provided that:

- 1) The services enhance and support club-level Rotary activities.
- 2) The services do not usurp the duties and responsibilities of the governor or any other RI officers as provided in the RI constitutional documents.
- 3) In the year in which the joint services are initiated, the governors of each of the districts concerned have agreed in writing to provide services jointly and delineated those services in the agreement.
- 4) Verification is submitted to the general secretary that two-thirds of all of the clubs in each of the districts have approved.
- 5) Services are provided under the direct supervision of the current governors concerned (the governors may appoint a committee of Rotarians from within the districts involved to assist in providing the services).
- 6) Funds to cover the cost of the services are not obtained through any assessment to clubs in addition to the per capita levy for the district fund.
- 7) The custody of all funds to cover the cost of the services is under the direct supervision of the current governors concerned.
- 8) The governors concerned have jointly secured the advance authorization of the general secretary, acting on behalf of the Board.
- 9) Proof of compliance with existing Board policy on multidistrict administrative groups is provided to the general secretary triennially, including the district governor’s verification that two-thirds of all clubs in the district have approved their continued participation in the group.
- 10) Any participating district that wishes to discontinue such an agreement with another district(s) must first secure the approval of two-thirds of

the clubs in the district and then notify the general secretary and the governor(s) of the other district(s) concerned of its decision at least 60 days before the termination date.

- 11) When desiring to request the cooperation of clubs or Rotarians outside its own membership in connection with any matter whatsoever, the multi-district administrative group must first submit its purpose and plans to the respective governor or governors and secure approval.
- 12) The multidistrict administrative group must not solicit financial assistance or participation in any commercial venture from any Rotary club or from Rotarians other than its own members without authorization from the RI Board (noncompliance with this circularization policy could result in loss of multidistrict status). (RCP 16.040.)

### **District and Rotary Club Cooperation with Other Organizations**

Districts and Rotary clubs may support and cooperate with other organizations in projects and activities provided that:

- 1) Such initiatives are consistent with Rotary ideals and purposes.
- 2) The club or district membership concerned approves the cooperative activity.
- 3) The cooperation involves direct participation and responsibility by a Rotary committee appointed by a club president or governor designated for the duration of the activity, with provision for annual review.
- 4) Club or district autonomy as an independent organization is preserved.
- 5) The club or district obtains appropriate recognition, to the extent that it is warranted by the nature of the cooperation, in the interest of keeping the public informed about Rotary and its service activities.
- 6) The club or district and the cooperating organization share the responsibility of publicizing the nature of the joint project.
- 7) The club or district does not accept an ongoing obligation to participate.
- 8) The club or district does not accept an ongoing financial obligation to the other organization, but instead provides opportunities for Rotary clubs in a district to review and decide whether to continue supporting the projects or activities at district conferences or by other appropriate means.
- 9) The club or district does not become a member of the cooperating organization.
- 10) The activity or cooperative agreement entered into by a club or district does not in any way bind or commit RI to the activity or agreement. (RCP 11.040.5.)
- 11) Lists of clubs or Rotarians are not furnished to the other organization except to meet legal requirements of government agencies or by the assent of the Board or its Executive Committee. (RCP 11.040.2.)

### **Policies on Cooperative Relationships**

Rotary clubs, Rotary districts, and other Rotary Entities must not accept a cooperative relationship that involves any of the following:

- Alcoholic beverages or tobacco products
- Firearms or explosives
- Promotion of a political or religious entity
- Products containing habit-forming or dangerous drugs
- Abortion

- Promotion of gambling or speculation
- Astrology, horoscopes, or palmistry
- Any subject matter that is not in accord with the Object of Rotary

Individual Rotarians may not benefit from sponsorships or cooperative relationships. (RCP 11.040.6.)

The RI Board has made a commitment to the careful development of sponsorship, partnership, and strategic alliance opportunities for clubs, districts, and other Rotary entities. This includes developing guidelines for use by districts, clubs, and other Rotary entities, as found in Rotary Code of Policies section 33.010.11. For the RI Board guidelines governing the use of Rotary Marks in these instances, see chapter 17.

## **ADMINISTRATION**

### **Records and Files of Governor**

The outgoing governor is expected to pass on to the governor-elect any and all information that will help the governor-elect carry out the duties of governor to the best interests of Rotary in the district. The outgoing governor is expected to transfer all continuing district files to the governor-elect. (RIB 15.090.; RCP 17.050.)

### **Governor's Report to RI**

The governor is required to complete a general report to RI before 1 April containing district information that will help RI improve its service to clubs and future governors. (RCP 17.050.1.)

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

The governor is required to issue a monthly letter to each club president and secretary in the district. (RIB 15.090.) This letter may include items such as the organization of new clubs, the district assembly, the district conference, the convention, mention of unusual accomplishments of any of the clubs in the district, and matters requiring attention by the several clubs. Governors are strongly encouraged to promote RI district recognition programs in their monthly letters to Rotarians. Governors are also encouraged to send their monthly newsletters to Interact clubs. (RCP 17.070.3.)

### **The Official Visit**

The governor's official visit is the personal visit of the governor to each Rotary club in the district for the purpose of

- Focusing attention on important Rotary issues
- Providing special attention to weak or struggling clubs
- Motivating Rotarians to participate in service activities
- Personally recognizing the outstanding contributions of Rotarians in the district (RIB 15.090.)

The governor or assistant governor should review the status of the Club Leadership Plan during the official visit. To maximize the impact of the governor's presence, visits should coincide with events such as charter nights, induction ceremonies, new member orientation programs, citation or award presentations, special programs, Rotary Foundation events, or intercity meetings. Multiclub or intercity meetings should emphasize strong attendance from all participating clubs, not just the host club. (RCP 17.030.4.)

## Planning Guide for Effective Rotary Clubs

The *Planning Guide for Effective Rotary Clubs* is a tool to help clubs assess their current state and establish goals for the coming year. It is based on the Club Leadership Plan. Club presidents-elect should provide a completed copy to their assistant governor by 1 July. Assistant governors and governors can use the planning guide to monitor club achievements during the year.

## Memo of Club Visit

The *Memo of Club Visit* form is a compilation of information completed by the assistant governor and the district governor detailing the effective functioning of each Rotary club in their district. Governors must submit their report form to their designated RI Club and District Support representative by 1 June of their year of service.

## District Leadership Plan

All districts are required to have established a leadership plan in conformity with the District Leadership Plan structure outlined by the Board. (RCP 17.030.1. through 17.030.6.)

The District Leadership Plan has these required components:

- 1) Common terminology such as *assistant governor*, *district trainer*, and *district committees*
- 2) Defined responsibilities and duties for assistant governors, district trainers, and district committee members
- 3) District committees that ensure continuity of leadership within the district
- 4) A clear statement of the duties and responsibilities that the governor cannot delegate
- 5) A defined plan for helping clubs implement a corresponding club leadership plan (RCP 17.030.)

The plan is designed to strengthen Rotary at the district and club levels by making possible faster and more responsive support for clubs, a larger supply of well-trained district leaders, improved participation in Foundation and district-level, and a more challenging role for the governor as an innovative leader. (RCP 17.030.1.)

## Role of the Assistant Governor

All governors must appoint assistant governors to serve at the district level and to have the responsibility of assisting the governor with the administration of their assigned clubs.

Assistant governors are district appointees; they are not RI officers. Assistant governors are appointed annually by the sitting governor, with no assistant governor serving more than three one-year terms to provide continuity in the district leadership. It is recommended that no past governor serve as an assistant governor. (RCP 17.030.2.)

Assistant governors must provide the following support to their assigned clubs:

- Meeting with and assisting the incoming presidents before the beginning of the Rotary year to review the Club Leadership Plan, discuss club goals, and review the *Planning Guide for Effective Rotary Clubs* and Club “Failure to Function” policy (see chapter 1 of this manual)
- Attending each club assembly associated with the governor’s official visit
- Visiting each club regularly, preferably monthly with a minimum of one visit each quarter of the Rotary year, and meeting with the club president

and other club leadership to discuss the business of the club, resources available to them, and handling of club funds in a businesslike manner

- Assisting club leaders in scheduling and planning for the governor's official visit
- Keeping the governor informed of the progress of the clubs, suggesting ways to enhance Rotary development, and addressing problems
- Encouraging clubs to follow through on the governor's requests and recommendations
- Coordinating club-level training with the appropriate district committee
- Promoting the district's leadership plan and the Club Leadership Plan
- Advising the incoming governor on district committee selections
- Attending and promoting attendance at the district conference and other district meetings
- Participating in district activities and events, as necessary
- Attending club meetings, assemblies, or events, as invited
- Participating in the district team training seminar
- Attending the presidents-elect training seminar and the district assembly

Districts are responsible for determining any financial support provided to assistant governors in performing their duties and responsibilities. Governors are eligible to receive limited funding from RI for the purpose of training and supporting assistant governors. (RCP 17.030.2.)

### *Criteria for Selecting Assistant Governors*

Minimum criteria in selecting assistant governors include:

- Membership, other than honorary, in good standing in a club in the district for at least three years
- Service as a club president for a full term
- Willingness and ability to accept the responsibilities of assistant governor
- Demonstrated outstanding performance at the district level
- Potential for future leadership in the district (RCP 17.030.2.)

For more information on the role and responsibilities of the assistant governor, see the *Assistant Governor's Training Manual* (244-EN).

### **District Committees**

District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. Committees shall be appointed to address ongoing administrative functions, as follows:

- Training
- Membership development
- Extension
- Finance
- Ongoing district-level programs (e.g., Youth Exchange, Rotaract)
- Public relations
- District conference
- The Rotary Foundation
- RI Convention promotion

Information on the specific purpose, duties and responsibilities, additional qualifications, and additional training requirements for these committees can be found in Rotary Code of Policies section 17.030.3. and article 21.

Additional district committees are appointed only when they serve a specific function identified by the governor and the district leadership team. (RCP 17.030.3.)

The governor-elect, governor, and immediate past district governor should work together to ensure continuity of leadership and succession planning. The governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings before the start of the year in office. (RCP 17.030.1.)

### ***Qualifications***

The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district.

In addition, it is recommended that the chair be a past governor, a past assistant governor, or an effective past district committee member. (RCP 17.030.3.)

### ***Training Requirements***

District committee chairs and members attend the district team training seminar and other district meetings as appropriate. (RCP 17.030.3.)

### ***Relation to RI, The Rotary Foundation, and Presidential Appointees***

District committees should work with relevant RI and Rotary Foundation committees or resource groups, as well as Rotarians appointed by the RI president or trustee chair, to facilitate action at the district or club level related to specific RI or Rotary Foundation programs or activities. (RCP 17.030.3.)

### ***Reporting Requirements***

District committees must regularly report the status of their activities to the governor. They must also report successful activities to RI for possible inclusion in RI publications, including [www.rotary.org](http://www.rotary.org). (RCP 17.030.3.)

For more information on the role and responsibilities of district committees, see the *District Committee Manual* (249-EN) and other publications relating to the specific focus of the committee. For additional information on the District Leadership Plan, see Rotary Code of Policies section 17.030.1.

### ***Training Committee***

The governor, based on the recommendation of the governor-elect, should appoint a district trainer annually to chair the district's training committee. As chair of the training committee, the district trainer assigns responsibility for training meetings and functions as necessary. The committee is responsible for supporting the governor and governor-elect in training club and district leaders. (RCP 17.030.3.)

If the district is part of a multidistrict PETS, the governor-elect, in accordance with the policies and procedures of that multidistrict PETS, selects an individual to develop and conduct training at PETS. This individual should be a member of the committee. (RCP 17.030.3.)

### ***Qualifications***

Preference should be given to Rotarians with training, education, or facilitation experience.

### *Duties and Responsibilities*

The committee must have a clear understanding that they are responsible to the convener of each meeting. The committee should

- 1) Work with the governor-elect on training needs in the district for the current Rotary year related to
  - a) PETS
  - b) District assembly
  - c) District team training seminar (which includes assistant governor training)
- 2) Work with the governor on training needs in the district for the current Rotary year related to
  - a) District leadership seminar
  - b) Rotaract leadership training
  - c) Club-level leadership development training
  - d) Other training events in the district, as appropriate
- 3) Have secondary responsibility for the district Rotary Foundation seminar and the district membership seminar. These meetings are the primary responsibility of other district committees; the training committee may consult on training-related issues.
- 4) Have responsibility, under the direction of the meeting's convener, for one or more of the following aspects:
  - a) Program content (in accordance with Board-recommended curricula)
  - b) Conducting sessions
  - c) Identifying speakers and other volunteers
  - d) Preparing training leaders
  - e) Program evaluation
  - f) Logistics

### **Membership Development Committee**

Governors must appoint a district membership development committee to carry out these responsibilities:

- 1) Plan, market, and conduct a district membership seminar in consultation with the governor and district trainer.
- 2) Work with the governor and club leaders to ensure that the district achieves its membership goal.
- 3) Coordinate districtwide membership development activities.
- 4) Encourage clubs to participate in RI or presidential membership development recognition programs.
- 5) Maintain communication with other district committees, such as the extension and public relations committees, to coordinate activities that will aid membership development efforts.
- 6) Make itself known to all clubs, and indicate that members of the committee are available to help them.
- 7) Encourage clubs to develop and implement an effective membership recruitment plan.
- 8) Assist club membership development chairs in carrying out their responsibilities.
- 9) Visit clubs to speak about successful membership development activities and share information on successful activities.

- 10) Ensure that each club committee has a copy of the Membership Development Resource Guide (417-EN). (RCP 17.030.3.)

### **Minimum Number of Members**

Governors shall identify which clubs in the district are failing to function and will make appropriate arrangements to strengthen these clubs so they are able to fulfill the minimum standards for all clubs established by the Board. Governors must report to the general secretary by 1 June on the *Memo of Club Visit* form any clubs that are failing to function. (RCP 2.010.1.)

Rotary clubs must pay RI per capita dues for a minimum of 10 members. (RIB 17.030.1.)

### **District Incorporation**

A district may seek the approval of the Board to incorporate. At least two-thirds of the clubs in the district must approve the proposal to incorporate in a vote at a district conference or in a ballot-by-mail. In either process, each club is entitled to one vote.

When a district is incorporated, the corporation and the former unincorporated district become one entity. The incorporated district possesses all of the powers, rights, and privileges, and must perform all of the obligations and requirements, of a district under the constitution, bylaws, and policies of RI.

The corporate documents of an incorporated district must be consistent with the RI constitution, bylaws, and policies, as far as local laws permit. If any amendment to these RI documents or policies causes a district's corporate documents to be inconsistent, the district must immediately amend its corporate documents to restore consistency. District corporations must act in accordance with RI's constitution, bylaws, and policies and may not take any action inconsistent with them.

A district must immediately notify the general secretary if a provision of the laws of the local jurisdiction precludes the incorporated district from taking any necessary action or requires the incorporated district to take any action prohibited under RI's constitution, bylaws, or policies.

The district must submit to the general secretary on behalf of the Board the corporate documents required to be submitted to the local jurisdiction in order to incorporate. Upon completion of the incorporation process, subsequent amendments to these corporate documents need not be submitted to the Board for review, but they must be consistent with RI's constitution, bylaws, and policies.

The district governor is responsible for supervising the incorporation process. The structure of the incorporated district must further the District Leadership Plan.

The corporate documents of each incorporated district must include provisions assuring compliance with the following requirements:

- 1) The name of the incorporated district shall be "Rotary International District (district number), (Inc., LLC, etc)."
- 2) The corporation shall be a not-for-profit entity, and it shall pay no dividend and no part of its money, property, or other assets shall be distributed to its members, directors, or officers.
- 3) Where any provision of the corporate documents of the incorporated district is not in conformity with the constitution, bylaws, or policies of RI, the terms of the constitution, bylaws, or policies of RI shall prevail at all times.
- 4) All Rotary clubs in the incorporated district shall be members of the incorporated entity.

- 5) The initial membership of the district shall be the Rotary clubs in the district as of the time of the incorporation. The addition or removal of a club or clubs from a district pursuant to the RI bylaws shall immediately and automatically result in a corresponding change in the membership of the district corporation.
- 6) Only Rotary clubs in the district may be members of the incorporated district.
- 7) The district corporation shall immediately and automatically cease operations and begin dissolution upon directive of the RI Board or upon the approval of two-thirds of the clubs in a vote at the district conference or in a ballot-by-mail. The district governor shall provide the Board notice of a decision by the district to dissolve the corporation, and shall provide a final report upon the completion of the dissolution process.
- 8) The board of directors and officers of the district corporation shall be limited to Rotarians who are members of clubs in the district.
- 9) The directors of the district corporation shall include the current district governor, the district governor-elect, and the most recent past district governor who served in that district, and such other Rotarians, if any, as may be determined by the district. The number and terms of the directors shall be as required by local law and as provided for by the incorporated district's corporate documents.
- 10) The current district governor shall be the highest officer of the incorporated district and shall serve as chairman of the board of directors. The district may elect such other officers as required by local law and as provided for in its corporate documents.
- 11) The governor shall report annually to the clubs on the status of the district incorporation.

A district with clubs in more than one jurisdiction may incorporate in any of the jurisdictions and take such further steps to register in the other jurisdiction(s) as appropriate.

No district with clubs in more than one jurisdiction may incorporate in a jurisdiction that would favor one club or Rotarian over another, or would place any limitations on the ability of any club or Rotarian to exercise all of the rights and privileges afforded them under RI's constitution, bylaws, and policies. (RCP 17.020.3.)

An incorporated district may seek special beneficial tax exemption and status within its local jurisdiction. However, districts incorporated in the United States must use Rotary International's 501(c)(4) group tax exemption. (RCP 17.020.4.)

A governor must immediately notify the Board of any dissolution or other change in the status of the district corporation. (RCP 17.020.5.)

The Board may allow variations from the requirements of this policy for good cause. (RCP 17.020.6.)

## **EXTENSION TO NON-ROTARY COUNTRIES AND GEOGRAPHICAL AREAS**

A non-Rotary country or geographical area is any location that the Board has not formally opened for extension. (RCP 18.020.)

Rotarians interested in extension should contact the RI Extension Committee to offer their assistance. Rotarians interested in Rotary growth in an area that is restricted and open for extension should contact the district governor. (RCP 18.030.)

The Extension Committee coordinates all RI official contact with government officials in non-Rotary countries and geographical areas. The Board may open a location to Rotary if the following criteria have been met:

- 1) The organization of Rotary clubs has required approval from its government.
- 2) The club is able to function freely as a nonpolitical entity of an international organization.
- 3) The location has a sufficient number of interested business and professional people and community leaders to sustain a Rotary club.
- 4) The club is able to meet regularly as required by the Standard Rotary Club Constitution.
- 5) The club is able to meet the financial obligations prescribed by the RI Bylaws without outside assistance.
- 6) The club is able to sustain and increase membership, implement successful service projects, support The Rotary Foundation, and develop leaders capable of serving beyond the club level.
- 7) The club is able to promote the fellowship of Rotary with nearby clubs.
- 8) The governor agrees to include the non-Rotary country or geographical area in the district. (RCP 18.020.)

Extension to isolated places is undertaken only when the community requests it and a district in the geographic vicinity has been identified to assist in the new club's formation. (RCP 18.020.1.) All clubs shall be part of a district, either within an existing district or a new district. (RCP 18.040.)

## ORGANIZING NEW CLUBS

Each governor, under the general supervision of the RI Board, is charged with the particular duty of supervising the organization of new clubs within the district. Governors should consult *Organizing New Clubs* (808-EN) for the specific procedures for creating a new Rotary club.

### *Prospective Localities for New Clubs*

Clubs shall be formed where the membership can be principally composed of business or professional persons who are preferably indigenous to the locality or who represent the permanent and established residential, business, or professional life of the community concerned. (RCP 18.050.1.)

The minimum number of charter members for a new club is 20. (RCP 18.050.5.) Where a certain locality can reasonably be expected to maintain a successful club, a new club should be organized as soon as possible. It is the duty of Rotarians to create the desire for Rotary in a locality. In extending Rotary, Rotarians are seeking to give — not to get. However, the organization of clubs shall not be undertaken in isolated localities until definite requests for clubs are received from persons in the community and a district in the vicinity has been identified to assist in the new club's formation. (RCP 18.020.1.)

### *Surveys*

The governor should request a survey of each locality without a club to determine whether it is possible to organize a club which will succeed. If a club is not organized during the year, the survey should be referred to the succeeding governor. The governor must conduct and approve an extension survey before organization work is undertaken.

The governor or assistant governor should visit prospective localities to determine whether the locality can support a new club. This is especially the case for localities with fewer than 5,000 inhabitants. Before any potential members are recruited, the governor must file with the general secretary a duly completed and signed Organization of New Club Survey and a New Club Sponsor Form (if applicable), confirming sponsorship by an existing club. (RCP 18.050.2.)

### ***Club Locality***

Each club is organized and exists in a locality (see chapter 1 for more information).

### ***Special Representatives***

The governor should appoint a well-informed Rotarian, usually from the sponsor club, as the governor's special representative for organizing the new club. (RCP 18.030.3.)

The representative of the governor should be a person thoroughly imbued with the ideals of Rotary; one who has the ability to explain those ideals and to communicate enthusiasm for Rotary. The special representative also should have a thorough working knowledge of the organization and functions of a club and should be able to give the time necessary to render this service. The special representative has the authority to represent the governor in all the details leading up to the organization of the club and is sometimes called upon to represent the governor at the final organization meeting. If possible, the governor should present the charter personally.

The outgoing governor is expected to provide the governor-elect with a list of the special representatives appointed by the outgoing governor.

### ***Sponsor Clubs***

The home club of the special representative traditionally serves as the sponsor of the new club and has these responsibilities:

- Assisting the special representative in planning and achieving the successful organization of the new club
- Helping with the early programs of the new club
- Guiding the new club in its development as a unit of the Rotary movement

The sponsor club must have at least 20 members and carry out a well-rounded program of Rotary service. (RCP 18.050.7.) To provide proper support and guidance and assist in its long-term viability, sponsor clubs should assist new clubs for a minimum of one year after admission to membership in RI.

### ***Provisional Club***

The governor designates an organizing group of volunteers as a "provisional club" after it meets weekly and has elected club officers who will subscribe to the Standard Rotary Club Constitution. This designation entitles the provisional club to issue make-ups to visiting Rotarians.

### ***Weekly Meetings***

The provisional club must provide for regular weekly meetings in accordance with the Standard Rotary Club Constitution. All representatives of RI organizing clubs or supervising such organizing should be advised that no club will be admitted to membership in RI unless it agrees to meet weekly. (RCP 18.050.10.)

***Club Name***

A club name identifies the club with its locality and the community it serves. The name should be easily identifiable on a map of the area, so that someone unfamiliar with the area can determine the club's general location. In a locality with more than one club, additional clubs shall use the locality's name plus some other designation to distinguish it from the other club(s). The general secretary determines if a name is appropriate and has the authority to reject any proposed name for a new club or proposed change of name for an existing club that is apt to cause dissension with any neighboring club or that may be confusing. The general secretary shall inform the president of such action. (RCP 3.010, 18.050.3.)

***Charter Membership***

A satisfactory list of at least 20 charter members must be submitted to the RI Board. (RCP 18.050.5.) Governors are encouraged to promote dual-gender membership in all clubs. All clubs should accurately reflect the business, professional, and community leader population of their communities.

This list, submitted as part of the club's application for membership, is considered the club's complete charter membership list. Pending the action of the RI Board on an application, no other charter members may be elected to membership in the club.

***Fees and Dues***

Club members must have the means to pay dues without external assistance. (RCP 18.050.11.)

***Admission Fee***

An admission fee in an amount to be determined from time to time by the RI Board shall accompany a provisional club's application for membership in RI. (RIB 2.010.) At present, it is US\$15 per charter member. (RCP 18.050.12.)

***Club Charter***

A charter signed by the president and the district governor is issued to each club from RI World Headquarters when the club is admitted to membership in RI. (RCP 18.050.9.) This charter should be carefully preserved. If possible, it should be framed and hung in a conspicuous place in the club's headquarters, meeting place, or secretary's office. On the date a club is admitted to membership by the RI Board, it becomes an official club in RI, irrespective of the date on which the charter is delivered to the club.

***Programs for New Clubs***

The governor or other organizer of a club is responsible for providing as far as possible the programs for the first 8-10 weekly meetings of the newly organized club. This in no way relieves the sponsor club from its ongoing obligation of looking after the younger club. This applies particularly to clubs in countries in which Rotary is in the process of being established.

***Admission to Membership in RI***

The governor (or special representative, if the governor is not present at the organization meeting) must ensure that the application documents are completed properly. If a provisional club seeking a charter submits an inaccurate membership list, the general secretary notifies the district governor that the charter will not be released until all names on the list have been verified and that all future new club applications from the district during the Rotary year

will be scrutinized. Submission of an inaccurate membership list may make the governor ineligible for any RI assignment for three years after the governor's term ends. (RCP 18.050.15.)

RI notifies the governor once a club is admitted to membership in RI. The governor, in turn, should notify the club. Charters issued to clubs are printed in English, the official language of RI. (RCP 18.050.8, 48.010.) The governor or the special representative will present the charter at a meeting celebrating the occasion. Charters for clubs in Great Britain and Ireland are sent to RIBI for the RIBI president and secretary to sign and deliver to the clubs.

The procedure of assigning charter numbers to clubs as they were admitted to membership in RI was discontinued effective 1 July 1951. Numbers for new clubs are now assigned randomly and used for administrative and accounting purposes only.

### *Additional Clubs in Large Cities*

Governors are to encourage the organization of additional clubs in large cities wherever the possibility of permanently maintaining a successful club of at least 20 members under Rotary's classification principle exists.

### **RI Membership Development and Extension Award**

The RI Board has established the annual RI Membership Development and Extension Award, which includes incentives for membership growth in existing clubs, retention of current club members, and the establishment of new clubs. (RCP 44.060.) See chapter 4 for more information.

## **FINANCES**

### **Governor's Expenses**

#### *Basic Expenses Reimbursed by RI*

At the beginning of each term of office, the governor is provided with an allocation to reimburse reasonable and necessary expenses associated with carrying out the governor's duties and responsibilities within the district, including those mandated duties performed during the term as governor-elect and in accordance with the RI constitutional documents and established policies. (RCP 68.030.1.)

Reimbursements to governors are disbursed in local currency directly to the governors or, with the approval of the governor, to the district fund and are subject to random audit. (RCP 68.030.4.)

The estimates for traveling expenses are based on the number of clubs in the district, the distances to be traveled, and the traveling costs in the district. RI pays only the personal expenses of the governor for traveling within the district, with the exception of expenses associated with travel as governor-elect to the International Assembly. The governor may not exceed the allocation provided unless approved in advance by the RI Board. (RCP 68.030.3.)

Separately from the governor's estimated allocation, RI also will reimburse governors for organizing new clubs and presenting their charters. This reimbursement will be up to 50 percent of the new club admission fee paid by the new Rotary club. (RCP 18.030.2.)

Governors are also eligible to receive limited funding from RI, up to 10 percent of the governor's allocation, for training and supporting assistant governors. (RCP 68.030.8.)

The RI Board recognizes that in addition to the official activities of RI within the district, special club or district activities or functions may require or encour-

age the participation of the governor. However, it has been a long-standing policy of RI that the expenses associated with these additional activities, including those incurred by the governor, are the responsibility of the governor, club, or district itself.

To receive reimbursement, RI requires the governor to provide expense documentation. Governors may be asked for additional expense report documentation as mandated by local legal requirements/statutory audit requirements. In Great Britain and Ireland, the expenses incurred by governors in the performance of their duties are paid by the territorial unit, RIBI, from funds allocated to and retained by RIBI from per capita dues paid to RI by its member clubs in Great Britain and Ireland.

### ***Additional Expenses Reimbursed from the District Fund***

Districts are urged to financially support (in addition to expenses that may be covered by RI) the governor and governor-elect in performing the responsibilities of their offices, as required by the district for district activities. (RCP 17.060.2.)

### **Establishing a District Fund**

Districts have the option of establishing a district fund for the administration and development of Rotary. (RIB 15.060.) Any district that chooses to do so must ensure that

- 1) Per capita levy approval is sought at the district assembly or the district presidents-elect training seminar or at the district conference following presentation of a budget
- 2) Funds are not under the control of a single individual
- 3) An annual statement of income and expenditure is presented to the next district conference as well as to the clubs (RCP 17.060.)

### ***Operation of a District Fund***

A district finance committee must safeguard the assets of the district fund by reviewing and studying the amount of the per capita levy and necessary expenses of district administration, and prepare an annual report on the status of the district's finances for the district assembly. Cooperating with the governor, this committee prepares a budget of district expenditures that will be submitted to the clubs at least four weeks before the district assembly and approved at a meeting of the incoming club presidents at the district assembly. (RCP 17.060.)

The amount of any per capita levy on clubs for a district fund should be decided by the district assembly or the district presidents-elect training seminar, after the approval of three-fourths of the incoming presidents present; or by the district conference by a majority of the electors present and voting. Where a president-elect is excused from attending the district assembly or the district presidents-elect training seminar in accordance with article 10, section 5 of the Standard Rotary Club Constitution, the designated representative of the president-elect is entitled to vote in place of the president-elect. (RIB 15.060.2.)

All clubs in the district must pay the per capita levy. Once the RI Board receives certification from the governor that a club has failed to pay the levy for more than six months, it may suspend RI services to the club while the levy remains unpaid (RCP 17.060.1.), provided that the district fund has been operated as herein provided. (RIB 15.060.3.) Any club that fails to pay its approved contributions to the district fund may have its membership in RI suspended or terminated by the RI Board. (RIB 3.030.1.)

The district treasurer serves as an ex officio member of the committee and keeps proper records of income and expenditure of the fund. The funds must be held in a bank account in the name of the district and drawn upon by the governor jointly with another member of the finance committee, preferably the treasurer. The governor must supply an annual statement and report of the district finances that has been independently reviewed by either a qualified accountant or the district audit committee (as described in RIB 15.060.4.), together with a report of the district finance committee, to each club in the district within three months of completion of the governor's year of service. This annual statement and report shall include but not be limited to the following details:

- 1) All sources of the district's funds (RI, The Rotary Foundation, district, and club)
- 2) All funds received by or on behalf of the district from fundraising activities
- 3) Grants received from The Rotary Foundation or Rotary Foundation funds designated by the district for use
- 4) All financial transactions of district committees
- 5) All financial transactions of the governor by or on behalf of the district
- 6) All expenditures of the district's funds
- 7) All funds received by the governor from RI

The annual statement and report must be presented for discussion and adoption at the next district meeting to which all clubs are entitled to send a representative and for which 30 days notice has been given that the statement and report of district finances will be presented for discussion and adoption. If no such district meeting is held, the statement and report shall be presented for discussion and adoption at the next district conference. (RIB 15.060.4.)

The district (by majority of votes at the district conference or through ballot-by-mail) may implement the operation of the district fund in another manner, provided it meets the requirements noted above for establishing a district fund. In the absence of any decision of the district, the manner of operation of the district fund as mentioned above will apply. (RCP 17.060.)

Where funds are raised for a specific purpose, such as a joint district Youth Exchange, a budget of expenditure must be prepared and submitted to the governor and the finance committee for approval. This will be included in the statement submitted to the district assembly or conference by the finance committee. It may be advisable to maintain a separate bank account for such funds and have the chair of the joint Youth Exchange committee, or such other committee as may be involved, as one of the signatories. (RCP 17.060.)

## **Insurance**

General liability insurance for clubs and districts in the United States and its territories and possessions is provided through RI. (RCP 71.080.2.) Districts in the United States are encouraged to purchase directors and officers liability insurance.

## **MEETINGS**

To prepare incoming leaders for their responsibilities, the RI Board has approved the following sequence of training events:

- Governors-elect training seminar (GETS)
- International Assembly

- District team training seminar (including assistant governor training)
- Presidents-elect training seminar (PETS)
- District assembly

The RI Board also encourages continuing education opportunities and has approved the following district-level seminars:

- District leadership seminar
- District membership seminar
- District Rotary Foundation seminar
- Leadership development program (may be a club or district activity)

In addition, the district conference is an informational and inspirational meeting for all Rotarians.

### **Governors-elect Training Seminar (GETS)**

This two-day training program for governors-elect is held in conjunction with Rotary institutes.

#### *Topics*

- Role and responsibilities
- Organizational structure for the district
- Membership development
- Developing effective leaders
- The Rotary Foundation
- Administration requirements of RI (role of the Secretariat)
- International Assembly preview

For the following Rotary Foundation topics, a minimum training time of three hours is recommended:

- 1) Rotary Foundation basics (including the *SHARE* system)
- 2) Rotary Foundation programs
- 3) Fund development (RCP 19.040.3.)

More information can be found in Rotary Code of Policies section 19.040.

### **International Assembly**

The International Assembly is a mandatory six-day training meeting for governors-elect. Topics include successful service projects, membership, The Rotary Foundation, administration requirements of RI, and the presentation of the RI theme and the president's emphases. (RCP 58)

### **District Team Training Seminar**

#### *Purpose*

The purpose of this one-day meeting, held in February, is to

- Prepare incoming assistant governors and incoming district committee members and chairs for their year in office
- Give district governors-elect the opportunity to motivate and build their district leadership team to support clubs (RCP 23.040.1., 23.040.4.)

#### *Topics*

- RI theme
- District administration
- Roles and responsibilities

- Working with clubs under the Club Leadership Plan
- Resources
- Annual and long-range planning
- Communication

### ***Participants***

Participants in the district team training seminar shall include Rotarians appointed by the governor-elect to serve as assistant governors and as district committee members in the next Rotary year. (RCP 23.040.2.)

RI provides a standard curriculum including facilitators' guides, visual aids, and participants' manuals to support the district team training seminar. Refer to the *District Team Training Seminar Leaders' Guide* (247-EN), *Assistant Governor's Training Manual* (244-EN), and *District Committee Manual* (249-EN) for more information.

### **Presidents-elect Training Seminar (PETS)**

#### ***Purpose***

The purpose of this one-and-a-half-day seminar, held in March, is to prepare incoming club presidents for their role. (RIB 15.030.)

#### ***Topics***

- RI theme
- Role and responsibilities
- Goal setting
- Selecting and preparing club leaders
- Club administration
- Membership
- Service projects
- The Rotary Foundation
- Public relations
- Resources
- Annual and long-range planning (RCP 23.020.3.)

#### ***Participants***

PETS participants should include the governor-elect, assistant governors, the district trainer, and all incoming club presidents in the district. It is recommended that the expenses of the incoming club presidents be paid by the clubs or the district. (RCP 23.020.4.)

Assistant governors promote attendance among the presidents-elect to whose clubs they are assigned and team building among the presidents-elect, governors-elect, and themselves. (RCP 23.020.4.)

#### ***Multidistrict PETS***

At multidistrict PETS, at least three hours of the program must be allocated to meetings between governors-elect, incoming club presidents, and assistant governors. The governors-elect are responsible for developing and approving the final program and selecting the training leaders and plenary speakers, as well as submitting to the RI president a letter indicating approval of the multidistrict PETS program and demonstrating fulfillment of the above conditions no later than four months before the seminar. See Rotary Code of Policies section 23.020.7. for more information.

RI provides a standard curriculum including leaders' guides, visual aids, and participants' manuals to support the PETS. Refer to the *Presidents-elect Training Seminar Leaders' Guide* (243-EN) and the *Club President's Manual* (222-EN) for more information.

## **District Assembly**

### *Purpose*

The purpose of this one-day seminar, held in April or May, is to prepare incoming Rotary club leaders for their roles. (RIB 15.020.)

### *Topics*

- RI theme
- Roles and responsibilities
- Policies and procedures
- Selecting and training your team
- Developing annual and long-range plans
- Resources
- Case study exercise
- Team-building exercise
- Problem solving (RCP 23.010.3.)

### *Participants*

The participants in the district assembly are club presidents-elect and the members of Rotary clubs assigned by the club president-elect to serve in key leadership roles in the upcoming Rotary year. (RCP 23.010.2.)

### *Scheduling*

If the district conference must be held in April or May, the district should consider scheduling the district assembly and the district conference as consecutive meetings, with the district assembly held first. Consecutive meetings should be scheduled without reducing the time required for each and with due regard for the essential features of each. (RCP 23.010.4.)

RI provides a standard curriculum including leaders' guides, visual aids, and participants' manuals to support the district assembly. Refer to the *District Assembly Leaders' Guide* (828-EN), *Club President's Manual* (222-EN), *Club Secretary's Manual* (229-EN), and *Club Committee Manuals* (226-EN; individual manuals for club administration, membership, public relations, service projects, and The Rotary Foundation standing committees) for more information.

## **District Leadership Seminar**

### *Purpose*

The purpose of this full-day seminar, held immediately before or after the district conference, is to develop Rotarian leaders within the district who have the necessary skills, knowledge, and motivation to serve in Rotary beyond the club level. (RCP 23.030.)

### *Topics*

- Leadership and motivational skills
- Building an international service project
- Planning a district meeting

- Program electives
- Leadership opportunities

### ***Participants***

Interested Rotarians who have served as club president or have served for three or more years in a leadership role in the club may participate in the district leadership seminar. (RCP 23.030.2.)

RI provides a facilitators' guide with visual aids to support the district leadership seminar. Refer to the *District Leadership Seminar Leaders' Guide* (248-EN) for more information.

## **District Membership Seminar**

### ***Purpose***

The purpose of this half- or one-day seminar, preferably held after the district assembly, is to develop club and district leaders who have the necessary skills, knowledge, and motivation to support the clubs in the district to sustain or increase the membership base. (RCP 23.050.)

### ***Topics***

- Overview of the importance of membership
- Retention
- Recruitment
- Organizing new clubs
- Roles and responsibilities
- Resources: Where they are and how to use them (RCP 23.050.3.)

### ***Participants***

The participants in the district membership seminar include club presidents, club-level membership committee members, district membership development committee members, district extension committee members, assistant governors, and other interested Rotarians. (RCP 23.050.2.)

RI provides a facilitators' guide with visual aids to support the district membership seminar. Refer to the *District Membership Seminar Leaders' Guide* (242-EN) for more information.

## **District Rotary Foundation Seminar**

### ***Purpose***

The purpose of this seminar is to educate Rotarians about Foundation programs and motivate them to be strong participants and advocates of the Foundation. The seminar is the primary means of increasing awareness of The Rotary Foundation at the club level. The seminar is conducted by the district Rotary Foundation committee and can be supported by the regional Rotary Foundation coordinator.

Specifically, a district Rotary Foundation seminar provides the opportunity to

- Motivate Rotarians to support and participate in Foundation programs
- Outline basic Foundation programs and policies
- Update Rotarians on changes in Foundation programs or policies and outline goals for the upcoming year

- Recognize individuals and clubs in the district for outstanding contributions to the Foundation
- Answer questions about Foundation programs and activities

### *Topics*

- Foundation programs
- Foundation goal setting
- Every Rotarian, Every Year
- District and club organization: The Rotary Foundation committee
- Understanding the *SHARE* system
- Basic elements of fundraising
- Reaching every Rotarian with the Foundation's message
- Achieving Foundation goals
- Using the District Designated Fund (DDF)
- Rotary Foundation Month activities
- Keeping Foundation alumni involved in Rotary

### *Participants*

Club presidents, club Foundation committee members, district governors, governors-elect, and assistant governors are the seminar's target audience, although the district's entire membership is encouraged to attend.

Refer to the *District Rotary Foundation Seminar Manual* (438-EN) for more information.

### **District Conference**

A conference of Rotarians is held annually in each district at a time and place agreed to by the governor and the presidents of the majority of the clubs in the district. The dates of the conference must not conflict with the Rotary institute, district assembly, International Assembly, or RI Convention. (RIB 15.040.1.; RCP 22.010.5.) The RI Board encourages districts to hold district conferences in the first half of the Rotary year.

### *Purpose*

The purpose of the district conference is to further the Object of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to the affairs of clubs in the district and RI generally. The conference considers any special matters submitted to it by the RI Board or matters originating within the district. The district conference should showcase Rotary programs and successful district and club activities and encourage interaction and dialogue among clubs. Recognizing that the district conference is an opportunity to sustain and increase the membership base within the district, the information should be presented inspirationally and in an atmosphere of fellowship. (RCP 22.010.2.)

A conference may endorse or propose legislation for the Council on Legislation and also may elect its representative to a Council on Legislation. See chapter 10 for information about the Council on Legislation.

### *Holding Conferences Conjointly*

The RI Board may authorize two or more districts to hold their conferences conjointly. (RIB 15.040.1.) This is encouraged, provided that the district conferences are not held conjointly two years in a row. (RCP 22.040.1.)

### ***Location***

Districts are encouraged to hold the district conference at a location that encourages maximum participation and limits undue financial burden. (RCP 22.010.1.; RIB 15.040.1.)

### ***Requirements***

The district conference must

- 1) Provide the RI president's representative an opportunity to make two primary addresses to the conference (including a major address of 20-25 minutes at the conference session with the maximum attendance, including spouses) and remarks of appreciation to the host district at the conclusion of the conference
- 2) Discuss and adopt the audited financial statement from the previous Rotary year
- 3) Elect the district's representative to the Council on Legislation during the Rotary year two years before the Council on Legislation, unless the district has opted to select its representative by nominating committee procedure
- 4) Approve the district levy, if not approved previously at the district assembly or the presidents-elect training seminar
- 5) Elect the member of the nominating committee for the RI Board of Directors, as appropriate (RCP 22.020.1.)

### ***Recommendations***

The district conference should

- Be held for two to three full days
- Include discussion groups to increase participation by members
- Include a balanced program in which the majority of the content is focused on Rotary and Rotary Foundation subjects
- Consider district resolutions
- Extend a specific welcome to new Rotarians, Rotarians attending the district conference for the first time, club presidents, and others, as appropriate
- Maximize the use of volunteers who have participated in Rotary and Rotary Foundation activities in the program
- Include promotion of the next conference and encourage pre-registration
- Keep costs affordable in order to encourage maximum attendance
- Avoid scheduling conflicts between the conference, holidays, and other events
- Encourage the attendance of every registrant at plenary sessions by scheduling spouse and other events at non-conflicting times
- Promote exhibitions of club and district projects, perhaps in a house of friendship
- Recognize the experience that the RI president's representative brings to the conference and involve the representative in group discussion sessions and other sessions accordingly
- Provide a special orientation event for new Rotarians
- Include a district leadership seminar for interested Rotarians who have served either as club president or for three or more years in a leadership role in the club, for one full day immediately before or after the district conference (RCP 22.020.2.)

### ***President's Representative***

A representative of the president is assigned to attend each district conference. RI pays personal travel expenses of the president's representative and spouse; the district conference is expected to assume the hotel and other conference expenses during their attendance at the conference. The president usually advises the governor on the treatment the representative should receive. The number, times, and types of the representative's program participation are prescribed in Rotary Code of Policies section 22.030.2. Governors are expected to carefully observe these guidelines.

Recognizing that the governor plans, promotes, and presides at all official district meetings, it is worthy of special notice that the president's representative at the district conference is accorded the same position of precedence as the president (see "RI Protocol," chapter 3).

If possible, the president's representative should visit Rotary clubs and Rotary service projects before or after the district conference.

For more district conference information, see the *District Conference Manual* (800-EN).

## **MISCELLANEOUS**

### **District Publications**

Rotary district publications exist to advance the Object of Rotary in all its aspects. A Rotary district publication must meet the following criteria:

- 1) The publication serves one district.
- 2) The governor must directly supervise all aspects of the publication.
- 3) The governor, together with any Rotarian appointed to act as editor, must ensure that the publication's editorial content is in harmony with RI policy.
- 4) In addition to local or district news, the publication must carry information about RI and any information or specific text requested by the president. (RCP 17.070.1.)

Districts are urged to maintain Web sites that include, where feasible, a link to [www.rotary.org](http://www.rotary.org). (RIB 21)

### **Telemarketing**

See chapter 1 for information about telemarketing.

### **Past Governors**

Each district must organize an advisory council of past governors, composed of all past governors who are members of Rotary clubs within the district. Governors are urged to call an annual meeting of the council after the International Assembly to allow the governor-elect to inform the current and past governors of the issues debated and presented. This meeting should be held no more than one month after the International Assembly.

The authority and responsibility of the governor shall in no way be impaired or impeded by the advice or actions of the past governors. (RCP 19.080.2.)

Governors are urged to consider the council's assistance in extension efforts, informing incoming governors, promoting the convention, providing Rotary information, and supporting weaker clubs, serving when invited by the club president and the governor as ad hoc members of the club board of directors. (RCP 19.080.1.)



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# 3 Rotary International

Rotary International is the association of Rotary clubs throughout the world. (RIC 2) Rotary is an organization of business, professional, and community leaders united worldwide who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world. The membership of RI consists of Rotary clubs that continue to perform the obligations imposed by the constitutional documents. (RIC 5, 1) When used by itself, the word “Rotary” normally refers to the entire organization, Rotary International. (RCP 33.010.4.)

Rotarians are members of their respective clubs. The Rotary clubs are members of Rotary International. The purposes of RI are to

- 1) Support the clubs and districts of RI in their pursuit of programs and activities that promote the Object of Rotary
- 2) Encourage, promote, extend, and supervise Rotary throughout the world
- 3) Coordinate and generally direct the activities of RI (RIC 3)

## **Object of Rotary**

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- First.* The development of acquaintance as an opportunity for service;
- Second.* High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian’s occupation as an opportunity to serve society;
- Third.* The application of the ideal of service in each Rotarian’s personal, business, and community life;
- Fourth.* The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service. (RIC 4; SRCC 4)

The RI Board has agreed that the four explanatory statements in the Object of Rotary are of great and equal significance and are actions that must be taken simultaneously. (RCP 26.020.)

## **Mission of Rotary International**

The mission of Rotary International, a worldwide association of Rotary clubs, is to provide service to others, promote high ethical standards, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders.

## **Supervision of Clubs**

The administration of clubs is under the general supervision of the RI Board. (RIC 8, 2)

## **Great Britain and Ireland (RIBI)**

In the districts in Great Britain and Ireland (RIBI), the duties of the governor are performed in keeping with traditional practices in that area under the direction of the General Council of RIBI and consistent with the Constitution and Bylaws

of RIBI. Each governor in RIBI is responsible to the RI Board and to the General Council of RIBI for the district's supervision, as prescribed in the RI Bylaws and the RIBI Constitution. The governor shall also report promptly to RI as required by the president or the RI Board and perform such other duties as are inherent as the RI officer in the district. (RIB 15.100.)

The elective officers of RIBI are the president, immediate past president, vice president, and honorary treasurer. (RIC 7, 1) Nominees for RIBI president, vice president, and honorary treasurer shall be selected, proposed, and nominated in accordance with the RIBI Bylaws. (RIB 12.040.) The governor in Great Britain and Ireland is selected for nomination by the district's clubs, nominated by the annual conference of RIBI, and elected at the RI Convention by the electors present and voting.

## **RI OFFICERS**

The general officers of RI are the members of the RI Board and the general secretary. Other RI officers are the governors (who are RI officers within their respective districts) and the president, immediate past president, vice president, and honorary treasurer of RI in Great Britain and Ireland. They are nominated and elected as provided in the RI Bylaws. (RIC 7)

### **Board of Directors**

The RI Board is composed of 19 members: the president as chair of the RI Board, the president-elect, and 17 other directors nominated by the clubs in zones as specified in the bylaws and elected by the convention to serve for terms of two years. (RIC 6, 1; RIB 6.060.1.) Each director, although nominated by the clubs in a certain zone, is elected at the convention by all the clubs, thereby placing on each director the responsibility of representing all clubs in the administration of Rotary.

The RI Board directs and controls RI affairs by (1) establishing policy for the organization, subject to the RI Constitution and Bylaws; (2) evaluating the general secretary's implementation of policy; and (3) exercising such other powers conferred by the RI Constitution, RI Bylaws, and the Illinois General Not-for-Profit Corporation Act of 1986, and any amendments thereto. (RIB 5.040.1.) In conformity with provisions of the constitutional documents, the RI Board is responsible for directing and controlling the affairs and funds of the international association, exercising control over the association's current and incoming officers and the RI committees, and generally supervising the member clubs. (RCP 28.005.)

The RI Board is responsible for doing whatever may be necessary for the furtherance of the purposes of RI, the attainment of the Object of Rotary, the study and teaching of its fundamentals, and the preservation of its ideals, its ethics, its unique features of organization, and its extension throughout the world. The Board shall also adopt a strategic plan and report on it at each meeting of the Council on Legislation. (RIB 5.010.) All RI Board decisions, unless specified otherwise, take effect immediately upon the adjournment of the meeting at which they are made. (RCP 28.005.) The action of the RI Board is subject to an appeal to the district representatives of the most recent Council on Legislation or, if the appeal is received by the general secretary within three months of the next Council, the next Council on Legislation. (RIB 5.030.)

The RI Board may appoint an executive committee of at least five but no more than seven of its members, including ex officio members. It may delegate to the committee authority to exercise, between Board meetings, the power to make decisions on behalf of the RI Board, where the policy of RI has been established.

The committee also evaluates the performance of the general secretary at least annually and reports its findings to the RI Board. The RI Board in each year prescribes the specific terms of reference for the Executive Committee. (RIB 5.070.)

## **Officers of RI**

### *President*

The president is the highest officer of RI. The president is the principal person to speak on RI's behalf, presides at conventions and meetings of the RI Board, counsels the general secretary, and performs other related duties. (RIB 6.140.1.)

### *President-elect*

The president-elect has only those duties that arise from the RI Bylaws and from membership on the RI Board, but may be assigned further duties by the president or the RI Board. (RIB 6.140.2.)

### *Vice President*

The vice president is selected by the incoming president at the RI Board's first meeting each year from among the members of the RI Board serving the second year of their terms. The treasurer serves for a one-year term beginning on 1 July. (RIB 6.020.) In the event of a vacancy in the office of president, the vice president succeeds to the office of president and selects a new vice president from among the remaining members of the board. (RIB 6.070.) The vice president performs such assignments as may be requested by the president. (RCP 29.030.)

### *Treasurer*

The treasurer is selected by the incoming president at the RI Board's first meeting each year from among the members of the RI Board serving the second year of their terms. The treasurer serves for a one-year term beginning on 1 July. (RIB 6.020.)

The treasurer regularly receives financial information from, and confers with, the general secretary on the management of RI finances. The treasurer makes appropriate reports to the RI Board and also makes a report to the RI Convention. The treasurer has only those duties and powers that arise from membership on the RI Board, but may be assigned further duties by the president or the RI Board. (RIB 6.140.4.)

### *General Secretary*

The general secretary is the chief operating officer of RI. As chief operating officer, the general secretary is responsible for the day-to-day management of RI and under the direction and control of the RI Board. The general secretary is responsible to the president and the RI Board for the implementation of its policies and for operations and administration, including the financial operation of RI. The general secretary also communicates RI Board policies to Rotarians and Rotary clubs. The general secretary is solely responsible for the supervision of the Secretariat staff. Upon approval by the RI Board, the general secretary submits an annual report to the convention. (RIB 6.140.3.) Before 31 March in the final year of the general secretary's term, the RI Board elects someone to serve in that office beginning on 1 July. The general secretary's term shall be no more than five years, but a person may be re-elected. (RIB 6.030.)

The general secretary shall

- 1) Implement the policies of RI, the RI Board, and the Foundation Trustees
- 2) Provide general supervision of all operations of the Secretariat, including but not limited to those functions related to finance, program, communication, planning, The Rotary Foundation, and administrative matters
- 3) Assist the RI Board and the Trustees in long-range planning and policy formation
- 4) Make decisions on behalf of the RI Board, as authorized, and execute all legal documents and contracts on behalf of the association and its Foundation
- 5) Work in close cooperation with the president in carrying out the responsibilities of the general secretary's office (RCP 31.010.)

### **Relationship between Directors, Districts, and Clubs**

Directors represent all clubs in the administration of Rotary. Governors are under the general supervision of only the RI Board. However, because of the director's place of residence and familiarity with the zone, a special relationship exists between the director and the governors of districts in the zone from which the director has been nominated or the zone that alternates with it. Consistent with the basic roles of RI officers, the special relationship between directors and governors can enhance the program of Rotary. Individual directors should advise the RI Board in matters coming to it for which familiarity with the associated locale, its customs, practices, and individuals would be helpful. Directors and governors should exchange information on district activities and RI Board action. Governors should consult informally with appropriate directors about matters such as interpretation of RI Board action, serious district or interdistrict problems, or possible future formal communication to the RI Board. (RCP 28.060.) Governors should invite the director from their zone to visit their districts and arrange for the director to meet with the past RI officers and the current club presidents in the district. Districts should defray the director's travel and out-of-pocket expenses for these visits. (RCP 28.040.2.)

### **Selection of RI Officers**

The procedures for the selection of officers of RI can be found in the RI Bylaws. In addition, the RI Board has adopted the following with respect to elections.

The selection of nominee for president and director is solely the responsibility of the relevant nominating committee. The primary purpose of the committee is to bring about the nomination of the most capable Rotarian available. (RIB 11.050.1.) There should be no efforts from outside the committee to influence its decision in this respect. (RIB 10.060.)

### **Rules for Candidates for Elective Offices**

It is a fundamental principle in Rotary that the best-qualified candidates should be selected for service in Rotary's elective offices. Therefore, any effort to influence the selection process in a positive or negative manner by campaigning, canvassing, electioneering, or otherwise is prohibited under the RI Bylaws. (RIB 10.060.1.; RCP 26.090.5.)

The following rules have been adopted by the RI Board, based on the provisions of RI Bylaws section 10.060., concerning campaigning, canvassing, and electioneering for any Rotarian seeking election to the office of president, director, governor, or representative to the Council on Legislation, or the nominating committee for any such office. These rules are designed to ensure that the best qualified candidate is selected.

- 1) Rotarians should at all times conform to the prohibitions of the RI Bylaws concerning campaigning, canvassing, or electioneering. All Rotarians should observe both the letter and the spirit of the bylaws and refrain from any activity whose purpose or effect is to influence others by promoting or soliciting support for a particular Rotarian's candidacy. Such activity is repugnant to the spirit of the bylaws and the principles of Rotary and will be grounds for disqualification.
- 2) Campaigning, canvassing, or electioneering is any action seeking to promote, attack, support, or oppose a candidate, either directly or indirectly, in any medium, including, but not limited to, seeking votes, requesting support in a forthcoming election, distributing literature or promotional materials, or other overt actions intended to promote one's candidacy for an elected Rotary office.
- 3) The periods of candidacy for elective office begin when individual Rotarians give serious consideration to submitting their names for a position covered by the RI rules for nominations and elections. Commencing at that time, candidates should be particularly careful to avoid any actions designed to publicize their names or achievements, call attention to the applicable nominations or elections, or give candidates an unfair advantage for the position.
- 4) The normal performance of duly-assigned Rotary activities is not considered a violation of the policies related to campaigning, canvassing, or electioneering.
- 5) Should a candidate become aware of any campaigning or electioneering activities undertaken on the candidate's behalf, the candidate must immediately and in writing express disapproval to all concerned and instruct them to terminate such activity.
- 6) Contacting clubs to inform them to request their concurrence for a proposed challenge or election complaint is not prohibited provided such contact is limited to the exchange of factual information. (RCP 26.090.5)

### **Procedures for Election Violations**

- 1) A Rotary club (with the concurrence of at least five other clubs) may file with the general secretary a written complaint with supporting documentation alleging a violation of the RI Bylaws or some unfair practice relating to the activity of a candidate for an elective office in RI. Such a complaint and supporting documentation must be received by the general secretary not later than 21 days after the results of the balloting are announced. A representative of the president to the district, zone, or regional meeting also may initiate a complaint if sufficient evidence of violation exists and refer that evidence to the general secretary. (RIB 10.060.2.)
- 2) After receiving any election complaint, the general secretary may inform the party in question of the allegation, request a written response with documentation by a certain date, and notify the parties of the proper procedure to be followed. (RCP 26.100.1.)
- 3) The president, or the general secretary acting on the president's behalf, may resolve an election dispute in the following situations:
  - a) There has been a misunderstanding about the requirements of the relevant constitutional documents.
  - b) Information has been received and certified by the general secretary that a candidate has appealed to a "non-Rotary agency" before

completing the RI election review procedures. In such instances, the president shall, in accordance with section 10.060.5. of the RI Bylaws and on behalf of the RI Board, disqualify the candidate for the election in question, without referral to the RI Election Review Committee. (RCP 26.100.2.)

In all other situations, an election complaint will be administered in accordance with the procedures established by the RI Board.

## COMMITTEES

The RI Board establishes standing committees as specified in the RI Bylaws, as well as such other committees as it may determine are in the best interests of RI. (RIB 16.010.) Except as otherwise provided in the RI Bylaws, the president appoints the members of all committees after consulting the RI Board. The president also appoints subcommittees and designates the chair of each. The president is an ex officio member of all committees except the Nominating Committee for President of RI, the Strategic Planning Committee, and the Operations Review Committee. (RIB 16.020., 16.040., 16.120.)

All committee action, except that of the nominating committee for president, is subject to RI Board control, supervision, and approval. However, the RI Board does have jurisdiction over all actions and decisions that violate RI Bylaws section 10.060. (RIB 16.090.) Committees are, by their nature, solely advisory to the RI Board with no administrative function, except as their prescribed terms of reference may otherwise provide. RI committee, resource group, and resource group chairs and members shall not approach other organizations on behalf of Rotary International to seek cooperative relationships or funding. RI committee and resource group chairs and members shall not organize or conduct regional or international meetings on behalf of Rotary International without written authorization from the president. (RCP 30.010.1.)

### Committee Meetings

Meetings are authorized by the president only when the president or the RI Board believes that such meetings are warranted. Normally, RI committee meetings are held at RI World Headquarters in Evanston. (RCP 30.030.) A committee may transact its business without a formal meeting using any appropriate means of communication. (RIB 16.080.)

## RESOURCE GROUPS

A resource group is an action group of Rotarians, appointed by the president, that carries out specific activities to help clubs and districts achieve their service and operational objectives. There are two categories of resource groups:

- 1) Service-focused groups, which help clubs and districts address specific issues and concerns, such as water and sanitation, health and hunger, literacy, the family of Rotary, and youth service
- 2) Operational groups, which help clubs and districts operate more effectively in areas such as membership development and public relations

Resource groups are expected to

- 1) Provide information
- 2) Offer specific and practical ideas
- 3) Make presentations at club and district meetings
- 4) Conduct workshops and seminars

- 5) Facilitate the activities of the relevant Rotarian Action Group
- 6) Report their activities to the RI president (RCP 30.110.)

## FINANCIAL MATTERS

### Fiscal Year

The RI fiscal year begins on 1 July and ends on 30 June. (RIB 17.010.) For the collection of per capita dues and subscriptions, the fiscal year is divided into two semiannual periods extending from 1 July to 31 December and from 1 January to 30 June. (RIB 17.040.1.)

### Budgeting Expectations

RI's affairs and funds are under the direction and control of the RI Board, which each year adopts a budget for the succeeding fiscal year in which anticipated total expenses shall not exceed total anticipated revenue. The general secretary may authorize the payment of expenses only to the extent that such expenses are within the budget approved by the RI Board.

However, if at any time the general surplus fund is greater than 85 percent of the highest level of annual expenses during the most recent three-year period, excluding the self-financing expenditures on the annual convention and the Council on Legislation, the RI Board, by a three-quarters vote, may authorize the expenditure of amounts in excess of anticipated revenues, provided that such expenditure would not cause the general surplus fund to fall below 100 percent of such 85 percent level. Further, the RI Board, by a three-quarters vote of all directors, may authorize the expenditure of amounts in excess of anticipated revenues, but only in emergency and unforeseen circumstances, provided that the RI Board does not incur any expense resulting in indebtedness that exceeds RI's net assets. Full details of excess expenditures and the circumstances leading thereto shall be reported by the president to all officers of RI within 60 days and to the next convention. (RIC 6, 2; RIB 17.050.)

### Publication of the Yearly Budget

The RI budget is published in a form determined by the RI Board and brought to the knowledge of all Rotary clubs by 30 September of each Rotary year. (RIB 17.050.5.)

### Five-Year Financial Forecast

Every year, the RI Board considers a five-year financial forecast that describes the planned and expected development of RI's total revenues and expenses and of RI's general surplus fund balance. The Board presents this forecast to every Council on Legislation as background information for any financial proposal to be considered by the Council, with the first year of the forecast being the fiscal year in which the Council is held. (RIB 17.060.) The five-year forecast is also presented by a director or other representative of the board to each Rotary institute for discussion. (RIB 17.060.4.)

### Revenue

RI's principal sources of the revenue are per capita dues from clubs, convention and conference registration fees, rental income from the tenants of the RI World Headquarters building, charter fees from new clubs, sale of publications, subscriptions and advertising income from the magazine, license fees and royalty payments, and interest, dividends, and market gains or losses on investments.

### **Per Capita Dues**

Each club pays the following annual per capita dues to RI for each of its members, other than honorary members: US\$23.50 per half year in 2007-08, \$24.00 per half year in 2008-09, \$24.50 per half year in 2009-10, and \$25.00 per half year in 2010-11 and thereafter. (RIB 17.030.1.) Per capita dues are payable semiannually on 1 July and 1 January, based on the number of members of the club on these dates. (RIB 17.040.1.) If a club has fewer than 10 members, it shall pay additional per capita dues of an amount equal to the amount it would have paid if it had 10 members. (RIB 17.030.2.)

Clubs and districts may also charge dues.

### ***Dues for Club Representation at the Council on Legislation***

On 1 July of each year, each club pays additional per capita dues to RI for each of its members, other than honorary members, of US\$1 (or such other amount as determined by the RI Board) to pay for the projected expenses of the next scheduled Council on Legislation. These additional dues are held as a separate fund restricted to provide for the expenses of Council representatives, as well as other administrative expenses of the Council, in a manner to be determined by the RI Board. The RI Board must furnish to clubs an accounting of receipts and expenditures relating to the Council. (RIB 17.030.2., 14.040.1.)

### ***Newly Admitted Clubs***

Only clubs that have been admitted to membership in RI on or before the immediately preceding 15 May will be asked to certify their membership on 1 July and pay per capita dues on that date. In like manner, only those clubs that have been admitted on or before the immediately preceding 15 November will be asked to certify their membership on 1 January and pay per capita dues as of that date.

### ***Refunds or Prorating***

For each member who is elected into membership of a club, the club must pay per capita dues in prorated amounts until the beginning of the next semiannual period. The amount payable for each full month of membership is one-twelfth of the per capita dues. The prorated dues are due and payable on 1 July and 1 January. (RIB 17.040.2.)

Clubs do not receive a refund from RI on per capita dues paid for members who are subsequently dropped from membership during a semiannual period. No prorated per capita dues shall be payable by a club for a transferring or former member of another club, as described in RI Bylaws section 4.030. (RIB 17.040.2.) When a club remits semiannual per capita dues and subscriptions (before it can complete the collection of dues) and later finds that it has paid for members who died, resigned, or were dropped from its rolls without having paid any club dues for the period, the general secretary is authorized to make such adjustments and refunds as circumstances may warrant. (RCP 70.010.2.)

### ***Semiannual Reports***

Every club secretary receives a semiannual report (SAR) packet, which includes the dues invoice, in early July and early January. Any club that has not received its SAR packet by the third week in July or January should contact [data@rotary.org](mailto:data@rotary.org). Dues are payable even if the SAR packet has not been received.

The following items may also appear on some SAR invoices:

- Subscription to *The Rotarian* (Rotary regional magazine subscriptions are billed separately)
- Variable fee for insurance (U.S. clubs only)

Club presidents and secretaries may pay semiannual dues in the following ways:

- Credit card through Member Access at [www.rotary.org](http://www.rotary.org)
- Check or draft with the SAR packet
- Wire transfer

### ***Clubs in Arrears***

Financial obligations of clubs are discussed in chapter 1.

### **Annual Publication and Distribution of RI Financial Report**

No later than 31 December following the fiscal year-end, the general secretary publishes the RI annual report, which includes information drawn from RI's audited financial statements. The report must, by individual office, clearly show all reimbursed expenses paid to and all payments made on behalf of the president, president-elect, and president-nominee. In addition, the report must clearly show all reimbursed expenses paid to and all payments made on behalf of the office of the president. The report must also contain the expenditures of the RI Board, each major division of the RI administration, and the annual convention and must be accompanied by a statement comparing each of these line items with the budget adopted/revised in accordance with the RI Bylaws. More details are available to clubs upon request. (RIB 17.080.)

### **Expenditures**

No expenditure should be made for any purpose in excess of the appropriation made for that purpose without the prior consent of the RI Board. If an appropriation has been made for a specific purpose (e.g., the expenses of the governor-elect to the International Assembly), it cannot be transferred for some other purpose without the prior consent of the RI Board.

## **PUBLICATIONS**

The primary purpose of any Rotary publication, whether it be printed, audio-visual, or electronic (e.g., RI Web site or an electronic mailing list), is to advance the Object of Rotary in all its aspects.

### **Guidelines for Rotary Club, District, and Affiliated Publications**

Content and design of Rotary publications should be under the direct supervision of the publishing entity's highest officer, either the club president, governor, or fellowship chair, and must conform to current RI policies, particularly those on using the Rotary Marks and prohibiting circularization. RI accepts no responsibility for the content of any non-RI publication. (RCP 52.020.1.)

### **Directories**

RI issues an annual directory, known as the *Official Directory* (007-EN), that lists all Rotary clubs, the names and addresses of their presidents and secretaries, and the time and place of their meetings, as well as names and addresses of RI officers and committee members and other appropriate information. This directory is published for the use of club officers, officers, and committee members of RI, and for the convenience of Rotarians when traveling. The official directories of RI, its districts and clubs, as well as any other database or list of names compiled in connection with a Rotary-related project or activity shall not be made available by Rotarians or by clubs or districts for the purpose of circularization. This applies to both electronic and printed directories. No member of a

Rotary club shall use the *Official Directory* or any other database or list of names compiled in connection with a Rotary-related project or activity for commercial purposes. (RCP 11.030.)

Each year, RI distributes one free copy of the *Official Directory* to the secretary of each club. Clubs may purchase additional copies in any quantity. (RCP 49.040.1.) The *Official Directory* is copyrighted.

The directory also includes paid advertisements of hotels, some of which are owned or operated by Rotarians or are Rotary club meeting places or headquarters, and a list of RI official licensees. Licensees must be up-to-date with their royalty payments at the time the *Official Directory* goes to print. (RCP 34.030.7., 49.040.3.)

Clubs, districts, or zones desiring to publish their own directories may do so but without expense to RI. Any club, district, or zone directory must include a notice to the effect that the directory is not for distribution to non-Rotarians and may not be used as a commercial mailing list. (RCP 11.030.7.)

### **Official Magazines: *The Rotarian* and the Rotary World Magazine Press**

All Rotarians are required to subscribe to one of 31 official magazines authorized by the RI Board, collectively known as the Rotary World Magazine Press. *The Rotarian*, the flagship publication, is a monthly magazine published by RI in English. Selected portions of each issue are available at [www.rotary.org](http://www.rotary.org). Certain material from *The Rotarian* also appears in the 30 official regional magazines, which are published in 23 languages with a combined circulation of more than 750,000.

The Rotary World Magazine Press serves as a medium to assist the RI Board in the furtherance of the purposes of RI and attainment of the Object of Rotary. (RIB 20.010.) The magazines also provide a vital communication tool for informing and inspiring Rotarians.

### **Rotary World**

*Rotary World* is a newspaper for Rotary club, district, and international leaders. It was authorized by the RI Board to serve as a universal source of information on all of RI and Rotary Foundation programs, eliminating the need for specialized publications on individual programs. It also covers Rotary news of interest originating in the clubs and districts. It is the carrier of official communications to Rotary club officers.

All club presidents receive one copy of each issue and are encouraged to share it with other club officers and the club bulletin editor. Additional copies are available to clubs with more than 40 members at the rate of one copy for each 20 members in excess of 40. The club designates to whom the extra free copies are to be sent. *Rotary World* is also available at [www.rotary.org](http://www.rotary.org).

Single copies are sent to

- 1) Current, past, and incoming RI directors and Foundation trustees
- 2) Current and incoming district governors
- 3) Current RI and Foundation international committee and resource group members, regional Rotary Foundation coordinators, district RI and Foundation committee chairs, and past governors who request to receive the newspaper (RCP 51.070.)

Although *Rotary World* is not intended for general distribution, individual club members may receive the newspaper by paid subscription.

*Rotary World* was introduced on Rotary's 90th anniversary in 1995 and is produced in nine languages: English, French, German, Italian, Japanese, Korean, Portuguese, Spanish, and Swedish.

## Publications and Audiovisual Resources

RI issues various publications and audiovisual resources (e.g., videos, DVDs, CD-ROMs) covering special subjects and programs. See the RI Web site ([www.rotary.org](http://www.rotary.org)) and the *RI Catalog* (019-EN) for a complete list, including prices, of all publications, forms, supplies, and audiovisual resources available from RI World Headquarters and international offices.

Except where the creation of a publication or audiovisual resource has been authorized by specific decisions of the RI Board or convention, the general secretary is authorized to decide when a new resource will be published and in which languages, and when the publication or audiovisual resource shall be discontinued. (RCP 31.080.2.)

## Translation of Rotary Literature

RI adheres to the following policy for publishing Rotary literature in languages other than English (RI's official language):

- 1) RI provides translated versions of essential club and district information in French, German, Italian, Japanese, Korean, Portuguese, Spanish, and Swedish.
- 2) All RI publications are revised in English and other languages on a staggered triennial basis, with those publications most affected by the Council on Legislation to be revised after the Council. However, the general secretary is authorized to make exceptions to this policy.
- 3) A district or group of districts in which the Rotarians speak a language(s) other than those listed above may voluntarily translate, print, and distribute essential club information to their clubs. Publications translated by volunteers are not considered official RI translations. (RCP 48.020.)

## RI Web Site

Rotarians are encouraged to visit [www.rotary.org](http://www.rotary.org) to access the latest Rotary news and take advantage of the many online features available to them. [Rotary.org](http://www.rotary.org) contains information about all aspects of Rotary and its Foundation. The Web site provides an up-to-the-minute look at Rotary activities for members and journalists alike. There is also information for prospective and new members as well as resources for membership development, recruitment, and retention.

[Rotary.org](http://www.rotary.org) also features various tools that help Rotarians at both the district and club levels, including:

- *Member Access.* This password-protected area of the site allows Rotarians to manage their Rotary information. In particular, Rotary officers, including club presidents, secretaries, district governors, and district governors-elect, can manage data, records, and reports. District governors and district governors-elect have access to office-specific forums. All Rotarians can register for meetings, access member benefits, manage e-mail subscriptions, make contributions with recognition, and view personal contribution histories.
- *Club Locator.* This feature helps Rotarians find the meeting place, meeting time, and contact number for any Rotary club.
- *Find Your Club and District Support Representative.* This search feature allows Rotarians to look up the name of their Club and District Support representative by district number.

- *Projects Database.* This searchable database, updated regularly, lists club projects that are seeking assistance.
- *Rotary E-Learning Center.* The features allows independent study of Rotary information. Brief modules for new members and club officers can be viewed online or downloaded. The learning modules are intended to supplement club and district training.
- *Online catalog.* Rotarians can purchase Rotary publications, videos, and software with a credit card in a secure environment.

Editors of Rotary publications in all media are encouraged to use the information provided on the Web site in their respective Rotary media, provided they adhere to copyright policies posted on the RI site. Rotarians in charge of club, district, and other Rotary Entity Web sites are encouraged to link to [www.rotary.org](http://www.rotary.org) for the benefit of those wishing to learn more about Rotary. (RIB 21; RCP 52.020.1.)

## **SECRETARIAT**

The general secretary and staff constitute the Secretariat of RI. The world headquarters of the Secretariat is located in Evanston, Illinois, USA, with international offices as authorized by the RI Board. International office locations are listed in the glossary of this manual, the *Official Directory*, and at [www.rotary.org](http://www.rotary.org).

## **MISCELLANEOUS**

### **RI and Politics**

Because its worldwide membership includes persons of many facets of political opinion, no corporate action or corporate expression of opinion shall be taken or given by Rotary International on political subjects. (RCP 26.040.)

### **RI and Rotary Foundation Relationships with Other Organizations**

To accomplish their missions, it is sometimes appropriate for RI and The Rotary Foundation to cooperate with other organizations that have a shared vision and common goals. All such cooperation with non-Rotary organizations shall be in accordance with procedures and criteria established by the RI Board. (RCP 35.010. through 35.030.)

The RI Board has also established guidelines for use of the Rotary Marks by non-Rotary organizations in such relationships with RI. For more information, see chapter 17 and Rotary Code of Policies section 33.010.11.

### **RI Projects**

The purpose of Rotary is most effectively expressed through the activities of individual clubs and Rotarians covering the various Avenues of Service, determined by each club in consideration of its own abilities and resources and the interests of its members and particular needs and opportunities for service. However, from time to time, it is appropriate for RI, as an association of clubs, to promulgate programs or projects that help advance the Object of Rotary and would benefit from the collective effort of those clubs and individual Rotarians who wish to participate. (RCP 40.040.)

### **RI Travel Policy**

All who travel at the expense of Rotary International must use the Rotary International Travel Service (RITS). All travel arrangements must comply with

RI travel policy. For details, see the publication “Rotary International Travel Policy” available from RITS and at [www.rotary.org](http://www.rotary.org).

### **RI Protocol**

The following order of protocol shall be used to introduce, present, and seat all current, past, and future officers of RI and its Foundation, committee members, and their spouses at all RI meetings, functions, and receiving lines and when publishing their names in RI publications:

President (or president’s representative)

President-elect

Vice president

Treasurer

Other directors

Past presidents (in order of seniority)

Trustee chair

Trustee chair-elect

Trustee vice chair

Other trustees

RIBI president, immediate past president, vice president, and honorary treasurer

General secretary

President-nominee

Past directors (in order of seniority)

Past trustees (in order of seniority)

Past general secretaries (in order of seniority)

Directors-elect

District governors

RI and Foundation committee members, task force members, advisers, representatives, training leaders, and resource group members (including RRIMCs and RRFCS)

Directors-nominee

Past governors (in order of seniority)

Incoming trustees

Governors-elect

At Rotary functions, officers should be addressed according to protocol only once. A Rotarian’s current position takes precedence over past positions, and past positions take precedence over future positions; Rotarians holding more than one position are ranked by the highest office. Accompanying spouses have the same rank.

The governor shall plan, promote, and preside at all official district meetings except as otherwise expressly provided.

After the above required order of protocol, the following order of protocol is recommended and should be modified to fit local customs and practice:

Regional and zone committee members

Assistant governors

District secretaries/treasurers

District committee members

Club presidents

Club presidents-elect

Club vice presidents

Club secretaries

Club treasurers

Club sergeants-at-arms

Other club board members

Club committee chairs

Past assistant governors

Rotarians

Rotary Foundation alumni

Rotarians' families

At district meetings, Rotarians visiting from a foreign country may be placed before local Rotarians of the same rank, as a courtesy toward guests.

High-ranking non-Rotarians may be given precedence in ranking according to local custom. Clubs and districts are encouraged to advise guests if protocol places Rotarians before non-Rotarians. (RCP 26.080.)