

**ROTARY INTERNATIONAL**  
**DISTRICT 6450**  
**MANUAL OF PROCEDURES**

**Revised May 16, 2003**  
**District Conference, Fontana, Wisconsin**  
**Reformatted January 7, 2008**

May 02, 2008

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These Procedures are established by the Rotary Clubs of District 6450 Rotary International as a compilation of adopted policies and procedures and to clarify or interpret certain provisions not inconsistent with the By-laws of Rotary International.

**I. OFFICERS**

The officers of the District shall include the following:

**A. District Governor**

1. The District Governor shall be nominated by the District as hereinafter provided and shall assume the duties and responsibilities assigned by Rotary International and such other responsibilities as shall from time to time be voted on by the delegates at the District Conference business meeting.
2. The District Governor (DG) shall appoint qualified Rotarians to fill vacancies or unexpired terms of Assistant Governors (AG) who can no longer serve the District in that capacity during the District Governor's tenure.

**B. District Governor Elect**

1. The District Governor Elect (DGE) shall appoint qualified Rotarians to fill the vacancies of AGs whose terms will expire at the end of the year immediately preceding the DGE's term as District Governor.
2. The DGE shall conduct a District Team Training Seminar for all AGs and District Committee Chairs and members who will serve in the year that the DGE becomes DG. The training seminar shall be conducted prior to the District PETS.

**C. District Treasurer**

1. The District Treasurer shall be a qualified Rotarian, shall serve as a member of the Finance Committee and shall be appointed by the Governor.

2. The Treasurer shall invoice and collect the District dues and other authorized fees. Club invoices shall be semi-annual and shall be mailed by September 1<sup>st</sup> and February 1<sup>st</sup> of each year. Invoices are due in 30 days. The fees per member will be based on membership figures reported to the District Secretary as of June 30<sup>th</sup> and December 31<sup>st</sup> respectively. The Bookkeeper, at the direction of the Treasurer, shall make payment or authorize payment of all bills at the request of the District Governor. Two authorized signatures shall be required for checks in excess of \$5,000.00

#### D. District Secretary

1. The District Secretary shall be a qualified Rotarian appointed by the Governor.
2. The Secretary shall maintain the records of the District, and shall file the minutes of all official district meetings, including the Conference. Additionally, the Secretary shall keep the records of attendance for the District as submitted by the Clubs and shall send the monthly report to the District Governor in a timely manner, for publication in the District Newsletter. The Secretary shall maintain a permanent record of the annual reviewed financial reports. All district records shall be delivered to the District Governor at the beginning of the Governor's term but no later than July 31.

#### E. District Governor Elect, District Governor Nominee and the District Governor Designate

These positions shall hold non-voting positions on all Committees in the District, except that the District Governor Designate shall not hold position on the District Nominating Committee.

#### F. District Trainer

1. The District Trainer shall be a qualified Rotarian with vast experience in all areas of Rotary leadership and be responsible for all aspects of training in the District.
2. The duties of the District Trainer shall include training of Assistant Governors, Presidents-elect and oversight of training at the District Assembly. All committees responsible for training activities will be under the direction of the District Trainer.
3. The suggested term of office shall be three years with appointment by the District Governor with the concurrence of the Governor Elect and Governor Nominee. The Governor with the concurrence of the Governor Elect and the Governor Nominee may appoint Assistant District Trainers as deemed necessary.

## G. Assistant Governors

### 1. General

The utilization of Assistant Governors is part of District 6450's District Leadership Plan. The District Leadership Plan reorganizes the way in which District 6450 operates by appointing Assistant Governors so as to redistribute much of the District Governor's administrative workload among these assistants. It also allows greater flexibility for the District Governor in conducting official visits. The purpose of the plan is to enable the governor and the leadership team to better serve clubs in the district and thus enable the district as a whole to function more effectively. The Assistant Governors shall serve three year, staggered terms at the discretion of the District Governor. The District Governor Elect shall appoint Assistant Governors for terms commencing in the next Rotary year. After the first year of service, the then District Governor Elect may re-appoint the Assistant Governors whose terms have not expired. The District Leadership Plan strengthens Rotary at both the district and club levels by making possible:

- a. Faster and more responsive support to clubs;
- b. A larger supply of well-trained leaders in the district;
- c. A larger field of candidates for governor;
- d. Improved participation in Foundation programs and district activities such as President Elect Training and District Assembly;
- e. Better communication at all levels in the district and a more challenging role for the governor.
- f. a more challenging role for the governor.
- g. There shall be a minimum of 10 Assistant Governors.

As key members of the district leadership team, Assistant Governors are encouraged to advise the District Governor and participate in the development of the incoming District Governor's goals during the year and may make recommendations for appointments to District Committees. After the district goals and objectives are determined, the District Governor shall appoint Rotarians to committees as necessary to achieve those goals and objectives. Assistant Governors shall attend PETS to meet and plan with the leaders of the clubs to which they have been assigned, as well as to participate in the District Assembly.

### 2. Qualifications

Each Assistant Governor shall be a person:

- a. Who is a member in good standing in a club in the District for at least three years;

- b. Who has served as president of a club for a full term;
  - c. Who is willing and has the ability to accept the responsibilities of being an Assistant Governor;
  - d. Who has demonstrated outstanding performance at the District level; and
  - e. Who has potential for future leadership in the District.
3. The Role and Duties of the Assistant Governor
- a. Attend the Assistant Governor's training session for the District;
  - b. Participate in the President-elect Training Seminar and the District Assembly;
  - c. Work with the Governor to develop the goals for the District;
  - d. Advise the incoming Governor on district committee selections;
  - e. Meet with and assist the incoming presidents of assigned clubs before the beginning of the Rotary year to discuss the club's goals and to review the Planning Guide for Effective Rotary Clubs.
  - f. Represent the District Governor as directed by the District Governor.
  - g. Hold regularly scheduled meetings (preferably monthly and no less than quarterly) with club presidents and secretaries to discuss the business of the clubs and resources available to them, along with goals, programs, and objectives of the District and Rotary International;
  - h. Schedule and plan for the visit of the Governor to the area, whose specific purpose should be to advance Rotary;
  - i. Update the Governor on progress within the assigned clubs, specific problems within the clubs, and suggest ways to enhance Rotary development;
  - j. Encourage clubs to follow through on requests and recommendations of the Governor;
  - k. Attend and actively promote attendance at the District Conference and other District meetings;
  - l. Participate in Rotary Foundation programs, annual and special giving events, and other special assignments as necessary;
  - m. Monitor each club's performance with respect to service projects; and
  - n. Assist in developing future district leaders.

## II. COMMITTEES

### A. General

1. All committee members shall be active Rotarians in District 6450. In making committee appointments, members of all clubs in the district should be considered. Committees should be made up of three regular members, except as otherwise stated, and shall be appointed in the following manner:
  - a. Initial Composition:
    - i. One member shall be appointed for one year and will chair the Committee.
    - ii. One member shall be appointed for two years.
    - iii. One member shall be appointed for three years.
  - b. Thereafter, the Governor shall appoint one member for a three-year term.
  - c. The senior member will succeed to the Chair in the third year of service except as otherwise stated.
  - d. Vacancies on these committees will be filled by appointment by the District Governor and should the third and second year appointees be unable or unwilling to serve as Chair when required, a previous member of that committee shall be re-appointed as Chair. This provision assures that the Chair has at least one year of experience on the committee.
  - e. Additional members may be appointed by the District Governor or the Chair as needed.

### B. Standing Committees

1. Finance Committee
  - a. Composition and Selection

The Finance Committee shall be composed of six members, namely, the District Governor, the District Governor Elect, the District Treasurer and three Regular members, each appointed to serve the committee for three years. Additionally, the Bookkeeper, the District Governor Nominee and the District Governor Designate shall hold non-voting positions on this committee. The District Treasurer shall also act as the Conference Treasurer.

This committee shall not include any two members from the same Club, (and no member shall be eligible for re-appointment until one year after the previous term as a member of the committee, unless necessitated by Section II D).

b. Duties

- i. The Committee shall oversee District expenditures and shall be charged with maintaining the fiscal responsibility in the District. The Committee shall prepare a proposed budget for the ensuing year, which budget would indicate the per capita dues of the clubs of the District, based upon the projected total District membership at the beginning of that budget year. The proposed budget shall be distributed to the Clubs at least four weeks prior to the District Assembly, and voted on by the Incoming Club Presidents at their meeting held during the District Assembly. The proposed budget must be passed by a vote of three-fourths of the Incoming Club Presidents present. (In the event that the proposed budget fails to garner the required three-fourths vote at the District Assembly, the budget shall be referred back to the Finance Committee for revision and resubmitted to the Incoming Presidents for vote no later than at the District Conference. In the event that the proposed budget again fails to garner the required three-fourths vote at the District Conference, the budget shall be referred back to the Finance Committee for revision and resubmitted to the Incoming Presidents for vote no later than June 30)
- ii. In addition to District Dues, the District may assess Clubs for reasonable expenses for participants at District Assembly and Presidents Elect Training Seminar. Mandatory fees may be assessed for the President-Elect to attend PETS and District Conference and for the President-Elect and Secretary to attend District Assembly even if the Rotarian fails to participate in the event.
- iii. The Committee shall also include in its proposed budget the following fixed items:
  - (i) A Governor's and Governor's-Elect expense fund to be determined by the Finance Committee. This sum may be used by the Governor and Governor-Elect, as needed, to cover any unusual expenses incurred in conducting the necessary duties of the offices.
  - (ii) An amount sufficient to cover round-trip economy air transportation, housing and other necessary expenses for the District Governor, Governor-Elect and their spouses who will attend the International Convention of Rotary. This amount will be determined by the Finance Committee with the input of the District Governor.
  - (iii) An amount, as determined by the Finance Committee, sufficient to cover the cost for the District Governor, District Governor-Elect

and the District Trainer to attend the Rotary International Zone Conference.

(iv) An amount to be determined each year by the Finance Committee will be budgeted to cover the necessary expenses of the International Youth Exchange Committee.

iv. The Finance Committee shall appoint a Bookkeeper who shall be a qualified Rotarian and shall act under the direct supervision of the District Treasurer for a perpetual term. The Bookkeeper shall be bonded and shall be reimbursed for all expenses such as postage and other incidental charges. The Bookkeeper's term may be terminated by resignation or a two-thirds vote of the Finance Committee.

v. In the event that the Finance Committee becomes aware of any unpaid amounts that are past due in excess of 90 days, and the committee determines are the liability of the District it may, upon written confirmation of a majority vote of the committee, authorize the payment of such amounts so long as the line item is not exceeded.

vi. Bonding

The District Finance Committee shall be responsible for the acquisition and the custody of a fidelity bond covering all signatories on any account maintained by the District. The amount of the bond shall be set annually by the Finance Committee

vii. Annual Report, Review and Publication

(i) The District Treasurer, or the Bookkeeper under the direction of the District Treasurer, shall prepare a detailed statement of all receipts and disbursements for this year and submit the same to the District Governor not later than September 30. The District Treasurer's statement will be reviewed by Rotarians in good standing and with appropriate qualifications by November 1 and the District Governor shall announce the completion of the review and make copies available to the club presidents upon request.

(ii) The Finance Committee shall allocate a surplus, if any, to one or more of the following categories:

1. Add surplus to reserves,
2. Carry over surplus to respective line item in following fiscal year, or
3. Distribute to or on behalf of a special district event or district sponsored function or program. Any distribution hereunder, however, must be approved by two-thirds of the Clubs.

viii. Government Records

The District Treasurer, with the assistance of the District Bookkeeper, shall be responsible for the preparation of tax returns for Federal, State or other agencies for the fiscal year served and such other reports to governmental agencies as are required to be filed for the calendar year ending during the District Treasurer's term.

2. Primary Committee

a. Composition and Selection

- i. It shall be the duty of the most recent and available Past District Governor who is a member of a Club in this District to appoint a Chair and two (2) other members from the clubs in this District to constitute a Committee of three (3) to be known as the Primary Committee. Such appointment shall be made by the Past District Governor on or before February 1st and so announced by the incumbent District Governor in the February Newsletter, together with an invitation to all Clubs in the District to recommend and offer candidates for the consideration by said Primary Committee to compose the District Nominating Committee for Governor for the Rotary Year beginning two years from the following July.
- ii. No two members of the Primary Committee shall be appointed from the same Rotary Club, nor shall said Primary Committee include any Past District Governor of the District.

b. Duties

It shall be the duty of the Primary Committee to report to the District Governor not later than March 10th its choice for members of the Nominating Committee and alternates which report said Governor shall publish in the March Newsletter.

c. Term

The terms of office of the members of the Primary Committee shall automatically expire at the close of the fiscal year of their service.

3. District Nominating Committee

a. Selection and Composition

- i. The District Nominating Committee shall be elected at the District Conference to serve for the following fiscal year and shall consist of ten members, preferably from different sections of the District, in four classifications, as follows:
  - (i) Two (2) who shall at that time be Past Presidents of Rotary Clubs;

- (ii) Two (2) who shall at that time be incumbent or Past Secretaries of Rotary Clubs;
- (iii) Three (3) members-at-large who shall be Rotarians in good standing in a Club within the District, but who are not then either President or Secretary of such Club or officers of Rotary International;
- (iv) The immediate Past District Governor who shall be the convener;
- (v) Two (2) other Past District Governors of the District
- (vi) No two members of this Committee shall be from the same Rotary Club and no members shall have served on the Nominating Committee during the preceding year. Alternates for each of the four classifications shall be proposed by the Primary Committee. Each nominee named by the Primary Committee shall furnish, in writing, an indication that he or she is willing to have his or her name proposed as such candidate and that he or she is willing and able to serve on the Nominating Committee if elected.

b. Duties

- i. The District Nominating Committee will select the District Governor who will take office two years from the following July 1.
- ii. A delegate from the Primary Committee shall present its report at the District Conference and shall accept further nominations from the floor by any Club within the District through its electors there present.
- iii. If there are no additional nominations, then the report of the Primary Committee shall be approved and the members of the Nominating Committee shall be declared elected.
- iv. If, however, additional nominations have been made from the floor in any of the four classifications, then a written ballot vote of the electors shall be taken in such classification. In the classifications of Past Presidents and incumbent or Past Secretaries the two receiving the highest vote and in the classification of members-at-large, the three receiving the highest vote and in the classification of Past District Governors the two receiving the highest vote, shall be declared elected.

c. Term

The terms of office of the members of the Nominating Committee shall automatically expire at the close of the fiscal year of their service.

d. Quorum

Seven voting members shall constitute a quorum at all meetings of the Nominating Committee. Meetings shall be closed to all except the members thereof, alternates, if called to serve, and the candidates for District Governor Nominee.

e. Applications

- i. Not later than September 15 the District Governor shall distribute to all Clubs in the District the Official Proposal Form. The form shall solicit pertinent information concerning the Rotarian recommended by the Club for the office of District Governor, including, but not limited to, the candidate's length of service, character, qualifications, experience, and interest in Rotary, and interest and participation in other civic or philanthropic activities.
- ii. All proposals for the office of District Governor shall be certified by the President and Secretary as the action of the Board of Directors and/or membership of such proposing club, and shall bear a certificate of candidacy and candidate's photograph.
- iii. Such proposals shall be submitted and received by the District Governor on or before the 1st day of November next following the District Conference.

f. Disqualification

When all proposals for the office of District Governor have been submitted, if a candidate has been proposed by a Rotary Club, a member or alternate of which is a member of the Nominating Committee, this member or alternate shall be disqualified and shall not serve on the Committee. The member's place on the Committee shall immediately be assumed by the proper alternate.

g. Proceedings

- i. The immediate Past District Governor shall convene the Nominating Committee during the month of November.
- ii. The District Governor and District Governor Elect, shall serve as non-voting members of the Nominating Committee.
- iii. The committee shall elect a chair and secretary, and consider all of the submitted proposals.
- iv. In the event that the committee fails to approve any of the submitted proposals, or if none are submitted, the Committee shall submit its own nominee.
- v. All balloting shall be by written secret ballot, and all balloting materials shall be destroyed before adjournment.
- vi. All members of the Nominating Committee shall pledge themselves to keep strictly confidential the deliberations of the committee and all information submitted to it.
- vii. The Nominating Committee shall forward its report to the District Governor on or before November 30th. The Governor shall publish the report in the December Newsletter.

- viii. Additional nominations on the Official Proposal Form may be submitted to the District Governor as provided in Article XIII, or subsequent revisions, of Rotary International's Bylaws, and must be received no later than 30 days after notice of selection. Such nomination must have been submitted to the nominating committee in accordance with Section V. In the event no additional nominations are made, the Governor shall immediately after 30 days certify to the Secretary of Rotary International the Election of the Nominee.
- ix. In the event of the death, or inability of the Governor Nominee to serve between the time of certification and the District Conference, the Nominating Committee of that Rotary year shall then nominate another for election at said Conference.

#### 4. Membership Development Committee

- a. The Membership Development Committee shall be composed of three members, with the District Governor appointing additional members as deemed necessary to serve for the Governor's term.
- b. This committee is encouraged to assign one member for every four clubs in the district. The objective of this committee is to increase Rotary membership by assisting clubs in their efforts to recruit new members and retain existing members.

#### 5. Extension Committee

The Extension Committee shall be composed of three members, with the District Governor appointing additional members as deemed necessary to serve only for the Governor's term.

#### 6. Governor's Advisory Committee

- a. Appointment  
At the pleasure of the District Governor, a Governor's Advisory Committee may be appointed, to be composed of the Past District Governors of the District and any other Past District Governors of Rotary International who are members in good standing of Clubs within the District.
- b. Duties  
It will be the duty of the Governor's Advisory Committee to act in an advisory capacity to the District Governor relative to matters concerning District affairs, District administration and District growth. If such a committee is formed in any year, it is recommended that the committee meet no less than two times during that Rotary year.

7. Legislative Advisory Committee

Upon taking office, the District Governor shall appoint a Legislative Advisory Committee. This Committee shall be composed of seven (7) Rotarians who are members in good standing of clubs within the District, with one of their number being designated as Chair and Parliamentarian of the District. Preferably they shall be Rotarians who are experienced in legislative matters, both at the District and International levels, and shall have demonstrated their interest in such affairs of the organization. The Legislative Advisory Committee personnel selection shall favor the experience of Past District Governors of the District as well as capable individuals holding membership in Clubs in the District. It shall be the duty of this committee: (1) to study proposed legislation originated within the District directly affecting District operations; (2) to propose legislation to be acted upon at Rotary International Conventions and (3) to make recommendations thereon to the District electors at a District Conference or legislative seminar concerning the merit, or lack thereof, of such proposed legislation.

8. President-Elect Training Committee

The President Elect Training Committee shall be composed of three members with the District Governor, the District Governor Elect, and the District Governor Nominee as ex-officio members. No two members shall be members of the same club and each member must be a Past Rotary Club President. The committee shall assist the District Governor-Elect in preparing the training seminar. It will operate from a budget as authorized by the Finance Committee.

9. Assembly Committee

The Assembly Committee shall be composed of three regular members with the District Governor Elect appointing additional members as deemed necessary to serve for that Rotary year only. The committee shall assist the District Governor-Elect in preparing for the seminar. It will operate from a budget as authorized by the Finance Committee.

10. Conference Committee

The District Governor shall appoint all members, including the Chair. The District Treasurer shall serve as the Treasurer and member of the committee and attend the meetings thereof and should attend the District Conference. The Committee shall prepare a budget to be approved by the District

Governor and Treasurer.

#### 11. Four Avenues of Service Committees

- a. Community Service  
The District Governor shall appoint all members including the Chair of this Committee. The term of service on said committee shall be for a minimum of one year.
- b. Club Service  
The District Governor shall appoint all members including the Chair of this Committee. The term of service on said committee shall be for a minimum of one year.
- c. International Service  
The District Governor shall appoint all members including the Chair of this Committee. The term of service on said committee shall be for a minimum of one year.
- d. Vocational Service  
The District Governor shall appoint all members including the Chair of this Committee. The term of service on said committee shall be for a minimum of one year.

#### 12. Foundation Committee

- a. Purpose  
The purpose of this Committee is to assist the Governor in educating, motivating and inspiring District Rotarians to participate in various Rotary Foundation programs and fund raising activities. This Committee will serve as the liaison between The Rotary Foundation and Rotarians in District 6450. It is recommended the Chairperson should have significant knowledge of, commitment to, and experience with The Rotary Foundation's activities; be appointed for a 3-year term; and be a Past District Governor. The Committee should consist of 6 Sub-Committee Chairpersons appointed for multi-year terms with the following focuses: Rotary Foundation Alumni, Annual Giving, Grants, Group Study Exchanges, Permanent Fund, and Scholarships. This Committee will allocate and distribute the *Share* dollars from The Rotary Foundation's District 6450 Designated Funds.
- b. The Foundation Committee shall oversee the following Committees:
  - i. Group Study Exchange Committee
    - (i) Selection and Composition  
The Group Study Exchange Committee shall be composed of three members with the District Governor appointing additional

members as deemed necessary to serve for that Rotary year only. The District Governor shall appoint a Chair from the committee.

(ii) Term

The term of service on said committee shall be for three years and each District Governor at the start of the respective term shall appoint a member to this committee who will serve for three years and will succeed the previous member whose term has expired.

(iii) Duties

The committee shall prepare and submit a budget to the District Governor. The committee shall be responsible for the Group Study Exchange activities of the District and shall coordinate with the District Governor and Rotary International. In the event any committee member cannot continue, the current District Governor shall appoint a replacement to complete that member's term.

ii. Matching Grants

(i) Selection and Composition

The Matching Grants Committee shall be composed of three members with the District Governor appointing additional members as deemed necessary to serve for that Rotary year only. The District Governor shall appoint a Chair from the committee. In the event that any committee member cannot continue, the current District Governor shall appoint a replacement to complete that member's term.

(ii) Term

The term of service on said committee shall be for three years and each District Governor at the start of their term shall appoint a member to this committee who will serve for three years and will succeed the previous member whose term has expired.

(iii) Duties

1. The committee shall prepare and submit a budget to the District Governor. The committee shall conduct its activities in accordance with the requirements and objectives as described in the Rotary Manual of Procedure. The Grant Chairperson will review and certify that all District 6450 Club or Committee grant applications are complete, legible, and accurate prior to their submission to The Rotary Foundation.

iii. Scholarships

(i) Selection and Composition

The Scholarships Committee shall be composed of three members with the District Governor appointing additional members as deemed necessary. In the event any committee member cannot continue, the current District Governor shall appoint a replacement to complete that member's term.

(ii) Duties

The committee shall prepare and submit a budget to the District Governor. The committee shall be responsible for the scholarship activities of the District and shall coordinate with the District Governor and Rotary International.

iv. Annual Giving

(i) Selection and Composition

The Annual Giving Committee shall be composed of three members with the District Governor appointing additional members as deemed necessary to serve for that term only. The District Governor shall appoint a Chair from the committee. In the event any committee member cannot continue, the current District Governor shall appoint a replacement to complete that member's term.

(ii) Term

The term of service on said committee shall be for three years and each District Governor at the start of the term shall appoint a member to this committee who will serve for three years and will succeed the previous member whose term has expired.

(iii) Duties

The committee shall prepare and submit a budget as needed to the District Governor. The committee shall be responsible for the Annual Giving activities of the District and shall coordinate with the District Governor and Rotary International.

v. Permanent Fund

(i) Selection and Composition

The Permanent Fund Committee shall be composed of three members with the District Governor appointing additional members as deemed necessary to serve for that term only. The District Governor shall appoint a Chair from the committee. In the event any committee member cannot continue, the current District Governor shall appoint a replacement to complete that member's term.

(ii) Term

The term of service on said committee shall be for three years and each District Governor at the start of the term shall appoint a member to this committee who will serve for three years and will succeed the previous member whose term has expired.

(iii) Duties

The committee shall prepare and submit a budget as needed to the District Governor. The committee shall be responsible for the Permanent Fund activities of the District and shall coordinate with the District Governor and Rotary International.

vi. Alumni Committee

The Alumni Committee shall be composed of three members with the District Governor appointing additional members as deemed necessary to serve for that term only. The committee shall be responsible for performing the functions described in the Rotary International Manual of Procedure.

13. Youth Committees

a. Long Term Youth Exchange Committee

i. Selection and Composition

The Long Term Youth Exchange Committee shall consist of three members with the District Governor appointing additional members as deemed necessary to serve for that term only. The Chair shall be appointed by the District Governor from the members of this committee. In the event any committee member cannot complete the term, the District Governor will appoint a replacement to complete the term.

ii. Term

The term of service on said committee shall be for three years and each District Governor at the start of the term shall appoint a member to this committee who will serve for three years and will succeed the previous member whose term has expired.

iii. Duties

(i) The Long Term Youth Exchange committee shall be responsible for the District Long Term Youth Exchange activities and shall be a member of the Central States Youth Exchange Program and shall function in accordance with the By-Laws of Central States that are hereby adopted by the District which assumes no liability for the program.

(ii) The Committee shall prepare and submit a budget for review by the Finance Committee, and shall submit financial statements to the Finance Committee upon request. The Committee will maintain its records in accordance with the requirements of Central States Youth Exchange Program.

b. Short Term Youth Exchange Committee

i. Selection and Composition

The Short Term Youth Exchange Committee shall consist of three members with the District Governor appointing additional members as deemed necessary to serve for that term only. The Chair shall be appointed by the District Governor from the members of this committee. In the event any committee member cannot complete the term, the District Governor will appoint a replacement to complete the term.

ii. Term

The term of service on said committee shall be for three years and each District Governor shall appoint a member to this committee who will serve for three years and will succeed the previous member whose term has expired.

iii. Duties

(i) The Short Term Youth Exchange Committee shall be required to prepare and submit a budget to the District Governor and the Finance Committee.

(ii) The Short Term committee shall be responsible for the District Short Term Youth Exchange activities.

c. Rotary Youth Leadership Awards Committee (RYLA)

The Rotary Youth Leadership Awards Committee shall be composed of three regular members with the District Governor appointing additional members as deemed necessary to serve for that term only. The committee shall prepare and submit a budget; and shall collect funds and submit them to the Bookkeeper. Within ninety days after the event, the committee shall submit an accounting to the Finance Committee.

d. Interact Committee

The Interact Committee shall be composed of three regular members with the District Governor appointing additional members as deemed necessary to serve for that term only. This committee shall be responsible for the interact activities as described in the Rotary International Manual of Procedure

e. Rotaract Committee

The Rotaract Committee shall be composed of three regular members with the District Governor appointing additional members as deemed necessary to serve for that term only. This committee shall be responsible for Rotaract activities as described in the Rotary International Manual of Procedure

C. Ad Hoc Committees

The District Governor from time to time may appoint ad-hoc committees or task forces for specific purposes as deemed reasonably necessary or advisable for the proper administration of the District.

### III. RESOLUTIONS AND AMENDMENTS

- A. All proposed resolutions and amendments to these procedures shall be submitted in writing to the District Governor at least 90 days in advance of the District Conference, and shall be published in the District Newsletter or in a separate

bulletin to all Clubs in the District, at least 60 days in advance of the District Conference.

- B. Because it may not always be possible to foresee all needed resolutions or amendments and because some degree of flexibility is desirable, the rules of procedure referenced in "A" above may be suspended by two-thirds vote of the members voting at the District Conference, so that a resolution or amendment may be considered, provided that any amendment to our by-laws must be passed by a two-thirds vote of those voting at the District Conference if presented under this resolution.
- C. All resolutions and amendments shall be voted on pursuant to Section 15.050 of Article XV in the Rotary International By-Laws, which reads as follows:

*15.050. Conference Voting.*

*15.050.1. Electors: Each club in a district shall select, certify and send to its annual district conference at least one elector. Any club with a membership of more than 25 shall be entitled to one additional elector for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to any electors. Each elector shall be a member of the club. An elector must be present at the district conference to vote.*

*15.050.2. Conference Voting: Every member in good standing of a club in a district present at the district conference shall be entitled to vote on all matters submitted to a vote at such conference except for the selection of a governor-nominee, election of a member and alternate member of the nominating committee for director, composition and terms of reference of the nominating committee for governor, election of the club representative and alternate representative of the district to the council on legislation and the decision as to the amount of the per capita levy. However, any elector shall have the right to demand a poll upon any matter presented to the conference. In such cases, voting shall be restricted to electors. When voting on the selection of the governor-nominee, electors from a club with more than one elector shall cast all votes for the same candidate.*

- D. All deliberations of the Conference shall be conducted in accordance with Robert's Rules of Order.

#### IV. DISTRICT RECORDS STORAGE SITE

- A. The District shall maintain a district records and equipment storage site for the Governor and all committees.

- B. All District records shall be maintained at the site. This pertains to, but is not limited to, District Bank Account Records, Minutes of all meetings, correspondence and committee reports.
- C. All district equipment shall be inventoried and stored at this site.
- D. In the event the site becomes no longer available, a search committee consisting of the District Governor, the District Governor Elect and two additional members, one each appointed by the District Governor and District Governor Elect shall locate an appropriate site.