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# RULES OF PROCEDURE, DISTRICT 6950

(Revised May 2006)

## GENERAL STATEMENT AND ORGANIZATION

At the time of the original formulation of Rules for District Procedure for District 6950, two objectives were established. They were:

- 1 To promote maximum control of District affairs by the will of the clubs of the District.
- 2 To provide a maximum of simplicity and fairness in the operation of the affairs of the District.

The organization and conduct of District 6950 Rotary International shall be as published in the latest edition of the **MANUAL OF PROCEDURES, ROTARY INTERNATIONAL**, as currently amended. District 6950 Rules of Procedure herein set forth are intended only to supplement, expand, and clarify rules and shall in no way interfere with any provision or directive stated in the above mentioned document or shall in no way interfere with the practical administration of District 6950 as constituted under Rotary International.

Acceptance of these supplemental rules was made by the clubs at the District 6950 Rotary International Assembly on April 24-25, 1981, and has been revised several times since. They were approved and revised by mail ballot of the clubs taken at the start of the 1981-82 Rotary year. Further revisions were made by vote at: District Assembly in May 1992; District Assembly in April 1996; District Assembly in May 2000; District Assembly in May 2001; District Conference in May 2002; District Conference May 2003, District Assembly May 2004, and District Conference, May, 2006.

These Rules of Procedure shall be reviewed by a committee appointed by the District Governor at least every three years, commencing in 1990.

These rules may be amended as necessary by vote of a majority of the electors representing two-thirds (2/3) of the clubs of District 6950 properly assembled or by proper mail ballot vote of a similar majority. Any material changes to these Procedures shall be published to the clubs at least thirty (30) days prior to the vote on such changes.

## DISTRICT DIRECTORY

Prior to June 15 of the beginning of his year in office, the incoming District Governor shall compile and cause to be printed at District 6950 expense, a District Directory. A copy of this directory is to be given to each District 6950 Club President and Club Secretary, to each Assistant Governor, to each Chairman of a District 6950 level committee, to all Past District Governors residing within the District, and to such other Rotarians as the Governor shall deem advisable. The general format of the directories is to supply and provide all data concerning District 6950 personnel and events necessary to promote smooth operation of District affairs, together with maximum interchange of information within the District.

## ADVISORY COUNCIL

The College of Past District Governors shall serve the District Governor as an Advisory Council, and shall meet with the District Governor Elect at least once prior to his or her assumption of office as District Governor, and with the District Governor at least once during his or her year in office. The District Governor may appoint such other Special Advisory Councils of Past District Governors as needed. Each appointment shall carry stipulated duties and responsibilities.

## GENERAL SECRETARY

The District Governor may appoint a General Secretary for District 6950. Such position may be paid an honorarium. The honorarium for such a position must be recommended by the Fund Committee and approved as a part of the annual budget. The General Secretary may or may not be a Rotarian and will serve annually. He or she will be appointed by the Governor Elect and confirmed by a majority vote of the club Presidents at the District Assembly. Responsibilities shall be designated by the District Governor and may include, but are not limited to, maintaining district financial records, billing and collecting district dues, paying bills which have been approved in the district budget, making appropriate reports to the Fund Committee and district meetings, keeping minutes of all district meetings, maintaining district property, keeping attendance records, maintaining

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membership rosters, serving as counsel or aide to the District Governor, and other assignments that are deemed appropriate.

### **DISTRICT OFFICE**

The District Governor may establish a district office within the district. Such office may be located in donated space or rented so long as any such rent has been recommended by the Fund Committee and approved in the annual budget by the Club Presidents. The district office shall be run by the District General Secretary, if any, provide for better communication within the district, and assist with continuity between terms of District Governors. The district office shall assist with administrative details and record keeping and the collection of information and preparation of reports required at the district level.

### **ASSISTANT GOVERNORS**

The District Governor shall appoint Assistant Governors as needed in accordance with the instructions in the Rotary International Manual of Procedures.

### **DISTRICT NOMINATING COMMITTEE**

District 6950 officially adopts a Nominating Committee procedure for the selection of candidates for the office of District Governor. Candidates so selected shall have all qualification for District Governor set forth in Rotary International Manual of Procedures and are to be nominated for a term of office to begin the second year after selection.

The Nominating Committee shall consist of the immediate Past District Governor who shall be its Chairperson, five additional Past District Governors who are currently members of clubs in District 6950, and five Past Club Presidents who are members of clubs in our district and have never been a District Governor. If the IPDG is not able to serve or is no longer a member of a club in District 6950, then the most recent available Past Governor shall be the chairperson.

The method of selecting these ten members shall be as follows: During the first week of September the District Governor shall send a letter or email to each current Club President and Secretary informing them that their club can nominate one Past District Governor who is a member of their club and one Past Club President who is a member of their club to serve on the Nominating Committee.

The names of the PDGs nominated shall be put in a ballot container and the names of the Past Club Presidents nominated will be put in another container. On or about October 15th a committee consisting of the District Governor, the Immediate Past District Governor and the District Governor Elect, or their nominees, provided at least one of the three aforesaid officers participate, will pull names from the PDG ballot container. The first five (5) Past District Governors names pulled will serve on the Nominating Committee, with a sixth name to be pulled to serve as an alternate. If the name of a PDG from the same club as the IPDG is pulled, that PDG cannot serve, and another name shall be pulled. Then, names from the Past Club Presidents container will be pulled with the first five pulled also serving on the committee, and a sixth as an alternate. If the name of a Past President is pulled from a club that will have a PDG on the committee, that Past President cannot serve and another name will be pulled. This will assure that no club has more than one person serving on the committee. PDG or Past President Alternates shall serve in the event of the death, incapacity, inability, unwillingness, or disqualification of a PDG or Past Club President, as the case may be. Disqualification shall occur if the member serving on the committee resigns or otherwise loses his or her membership in a Rotary Club within Rotary District 6950, or moves membership to another Club that already has another member on the committee.

The District Governor, Governor Elect and Governor Nominee shall be invited to all meetings of the Nominating Committee and may voice an opinion but shall not have a vote unless there is a tie vote in which case the current Governor may cast a vote.

Meetings, except as hereinafter stated, shall be at the call and at the place designated by the Committee Chairman. At least one meeting shall be during the month of February within the committee term of tenure, and shall be an actual coming together of the committee members for the purpose of selecting a District Governor Nominee. The date of this meeting shall be coordinated and set by the Committee Chairman at least forty-five (45) days in advance. Seven of the total committee shall constitute a quorum for binding action, provided one of the seven is the Chairman. If there are not seven members present, the District Governor Nominee, the District Governor Elect, and the District Governor, in that order, shall be qualified to serve as the required additional member(s).

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A Call for Nominee Candidates for consideration shall be published in the name of the Nominating Committee in the District Governor's monthly newsletters, or if none, then by e-mail publication to all Club Presidents and Secretaries, for November, December, and January. Names submitted must be received by the Committee not later than the first day of February. Results of the Nominating Committee selection shall be published, preferably in the District Governor's newsletter, on or before the first of April, but in any event prior to the District Conference, or other end of year business meeting, if before April 1<sup>st</sup>. The District Governor Nominee shall be confirmed in the manner set out in the Manual of Procedure at a business meeting of the District, which meeting shall be at an hour to insure the largest attendance of appointed representatives of clubs.

### **DISTRICT CONFERENCE**

The time and place selected for the District Conference of the clubs of District 6950 shall be approved by the voting delegates of the majority of the clubs of the District at the business meeting of either the District Assembly or District Conference at least one year prior to the conference being held. The date is to be selected in advance and shall not be in conflict with the District Assembly, the International Assembly, the International Convention, the Zone Institute, or any other detracting event. Location is to be accessible with adequate rooms and other facilities. Because of the increasing size of the District Conference and increasing difficulty of available space, it is desirable that the Conference dates shall be selected at least two years in advance. The future dates of Rotary International meetings are not always available at time of selection, so dates may be changed by the District Governor if necessary.

The Conference Chairman, Secretary and Treasurer shall be appointed by the Rotarian who will be serving as District Governor in the year of the Conference. Additional committees shall be appointed by the Conference Chairman.

A proper budget of all expected Conference costs shall be prepared at the earliest possible date. After approval of this budget by the District Governor, a copy shall be sent to the Treasurer who is then authorized to advance funds as needed. After the Conference, a formal income and expense report shall be made and sent to the District Governor and the District Treasurer.

### **NO CLUB SHALL HOLD A SPECIAL EVENT IN CONFLICT WITH THE DISTRICT CONFERENCE**

### **DISTRICT ASSEMBLY**

The District Assembly of District 6950 constitutes a training session for club officers and committee chairmen. The specific time and place shall be selected by the District Governor Elect. The District Governor Elect shall select the Chairman of the District Assembly program and shall appoint a local arrangements chairman and other committees as necessary. It is recommended that the District Governor Nominee be the District Assembly Chairperson.

A business meeting of the club officers of the District shall be held at the Assembly. Incoming Presidents and Secretaries, before accepting office, shall be required by their respective clubs to pledge themselves to attend the Assembly. All other incoming club officers and committee chairmen should be encouraged to attend the Assembly. It is recommended that their expenses be paid by their respective clubs.

### **NO CLUB SHALL HOLD A SPECIAL EVENT IN CONFLICT WITH THE DISTRICT ASSEMBLY.**

### **DISTRICT BUSINESS MEETINGS**

The District Governor shall be the Chairman of the business meetings. All items of business presented or caused to be presented by the Governor will be considered. The Assembly will approve the annual District Budget and authorize the District Treasurer to invoice each club for its apportioned share of this budget as a levy to District 6950. Such levy to the District funds are in the nature of a per capita assessment.

Approval of District 6950 budget and of the sum of the per capita levy to be made by the clubs of District 6950 to defray the budget shall be by vote of a three-quarter (3/4) majority of the incoming Presidents, or their designees, present and registered at the District Assembly business meeting. The budget may be amended at the District Conference business meeting by a vote of a three-quarter (3/4) majority of the appointed representatives of the clubs present at the business meeting.

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Approval of all other matters properly presented to the District 6950 business meeting for consideration as herein directed shall be by vote of a majority of those Rotarians registered at the meeting and in attendance at the voting session, except as otherwise prescribed in the Manual of Procedures, as then currently amended, or as set forth in these procedures.

#### **DISTRICT FUND COMMITTEE**

The Fiscal Year of District 6950 shall extend from July 1 of each year through June 30 of the following year. Actions of the Fund Committee shall be recorded in the records of that committee. At its first meeting, the Fund Committee shall receive from the predecessor committee, a complete and full financial report. All money on hand shall be turned over to the new committee as soon after July 1 as an accounting of the funds can be made.

The District Fund Committee shall consider the recommendations of the Governor Elect in preparing a budget for presentation to and approval of the clubs of District 6950. The committee shall have custody of, manage and distribute all budgeted funds and shall collectively be responsible for all of the financial operations of the affairs of District 6950, subject only to such limitations as are placed by the Manual of Procedures, as currently amended, the will of the clubs of District 6950 expressed by vote, as prescribed for the adoption of the budget, and by this document. The District 6950 Fund Committee shall have nine members, consisting of the current District Governor, the immediate Past District Governor, the District Treasurer, and six members appointed from clubs of the District. The immediate Past District Governor shall be Chairman of the committee. The six members are to be selected to fairly represent the different geographic areas and sizes of the clubs in the District and each member is to serve for a 3 year term. To provide continuity of personnel, two new members are to be appointed each year. Each District Governor shall appoint two new members to serve a 3-year term. The two above-mentioned District Governor committee members shall serve terms which coincide with the Rotary year. Any vacancy occurring shall be filled by an appointment made by the District Governor who is in office at the time the vacancy occurs, such appointment to be for the unexpired term only.

The Fund Committee shall meet as necessary, but at least once during the second quarter of a fiscal year to inspect the previous year's reviewed financial statements and once during the third (3<sup>rd</sup>) quarter to review the Governor Elect's budget. Both new and retiring members of the committee shall attend the committee meeting, held in the third (3<sup>rd</sup>) quarter, which shall be held prior to the District Assembly. The District Governor Elect shall be invited to submit his or her recommendations for a budget for his or her year. A quorum of the Committee shall be five members. An additional meeting of the Finance Committee shall be held immediately preceding the business meeting at the District Conference.

The expenses of the District budgeted for any one year shall not exceed the receipts there from including interest on savings accounts, unless by specific authorization obtained at a District business meeting. The budget projects income and expenditures for each year and shall be prepared by the incoming District Fund Committee and presented to the Assembly for approval. The budget as presented shall be accompanied by a statement of the per capita contribution to be assessed to the clubs to defray budgeted expenses.

Whenever the Fund Committee proposes that the assessment of the clubs be increased, notice that an increase will be proposed shall be sent by the District Governor to all clubs at least one month prior to the District Assembly at which such increase is to be voted upon. The exact amount of the increase may not be known since it may involve several alternative choices to be made by the District Assembly. Costs of alternatives, if any, shall be included in the notice. After approval by the District Assembly, the District Treasurer shall bill each club in the District for its share of the contribution, with payment to be due on or before August 10<sup>th</sup>. Clubs may elect to pay half of the contribution by August 10<sup>th</sup> based on club membership as of July 1st and the remainder by February 10<sup>th</sup> based on the membership of each club as of January 2nd. When presenting bills for the contribution, the Treasurer shall furnish each club a copy of the approved District budget for the current year, and with such additional information as is directed by the Fund Committee.

The Fund Committee shall require a bond on the position of Treasurer, and all others having check signing authority, in an amount equal to twice the current year's budget and paid for out of District Funds. They shall provide for depositing and withdrawing funds in bank accounts as needed and shall authorize signatures to be recorded where funds are deposited. Any two of the following persons, as authorized by the Fund Council, can sign checks: District Governor, District Governor Elect, General Secretary, District Secretary, District Treasurer

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and Chair of Fund Committee, all of whom shall be covered by the District's bond, as shall all Assistant Treasurers appointed for events of the District. Where Assistant Treasurers are appointed for District events, the District Treasurer is to be an alternate signatory on event bank accounts and all bank account statements shall be sent to the District Treasurer.

An annual review of records shall be prepared by a CPA or firm of CPAs. The District Fund Committee will provide the preceding year's financial report to each club after the second (2<sup>nd</sup>) quarter Fund Committee meeting. A summary of the activities of the District Fund Committee, based on accurate and complete reports of all its activities, shall be made to the District Assembly and included in the Governor's annual report to the clubs.

Payments may be made from the budgeted Contingency Fund only in an amount up to the sum remaining in that fund at the time of the payment request.

Budget surpluses in any fiscal year may be carried forward to a succeeding year to help prevent an increase in the assessment, or at the option of the committee, it may be deposited in the Reserve Fund. It is the recommendation that there be a Reserve Fund equal to a minimum of 50% and maximum of 75% of the annual budget in reserve. The District Committee may propose to draw from the Reserve Fund in presenting the annual budget, or any amendment of any budget.

#### **DISTRICT SECRETARY**

Each District Governor shall have the right to decide whether or not the District will have one person serving as Secretary/Treasurer or to separate the jobs and have a Rotarian for each position. The Secretary shall have the usual duties of this office and, in addition, shall attend the District Conference and the District Assembly and record all actions taken at such meetings. All records shall be turned over to the District General Secretary, if any, at the end of the Rotary year.

#### **DISTRICT TREASURER**

The Treasurer shall be appointed by the District Governor in consultation with the Treasurer's immediate predecessor and the Treasurer shall be a voting member of the District Fund Committee. The Treasurer shall be responsible for the custody and management of the funds of the District including all funds collected for District events, including but not limited to the District Conference and District Assembly. When event Treasurers are appointed they shall serve under the direction of the District Treasurer. The Treasurer shall maintain all accounting records of the District using a double entry system following generally accepted accounting principals. Reports shall be made to the District Governor, the District General Secretary, if any, and the Chairman of the District Fund Committee.

#### **ROTARY FOUNDATION COMMITTEE**

The District Rotary Foundation Committee shall consist of a Chairperson, who shall be a Past District Governor, and seven subcommittee chairs, who should, but need not be, Past District Governors. If not a PDG, subcommittee chairs should have experience in the field of activity for which he or she will be chairing. The following are standing subcommittees, with others to be created at the discretion of the District Governor and District Rotary Foundation Chair:

1. Alumni
2. Annual Giving
3. District Simplified Grants
4. Group Study Exchange
5. Matching Grants
6. Permanent Fund
7. Matching Grants

The District Governor and District Rotary Foundation Chair may also appoint Deputy District Foundation Chairs to assist the District Rotary Foundation Committee where needed, and may, for example, mirror the assignment areas of the Assistant Governors. Additional subcommittee members may be appointed by the District Governor or by the Subcommittee chair with the approval of the District Governor.

The District Rotary Foundation Chairperson and all subcommittee chairs shall serve staggered terms of three years each, but the Deputy Chairs and other subcommittee members, if any, shall only serve one year terms.

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The District Governor Elect, in consultation with the District Governor Nominee, every three years, shall appoint the following chairpersons to coincide with the start of the appointing Governor's term of office.

1. beginning in Rotary Year 2005-2006, and every three years thereafter, a District Rotary Foundation Committee Chairperson, and the Chairpersons for the following subcommittees: Group Study Exchange and District Simplified Grants.
2. beginning in Rotary Year 2006-2007, and every three years thereafter, the following subcommittee chairs: Alumni, Annual Giving, and Matching Grants
3. beginning in Rotary Year 2007-2006, and every three years thereafter, the following subcommittee chairs: Scholarships and Permanent Fund.

All appointments to the District Rotary Foundation Committee and the sub-committees shall be in accordance with requirements of Rotary International.

The District Governor shall appoint a committee to examine proposals of candidates for Foundation awards and to send to the District Governor such proposals as they consider worthy of awards. The Committee is to meet on call of its Chairman as frequently as is necessary to examine proposals and to send its choice to the Governor for forwarding to Rotary International prior to the established dates of the Rotary International schedule. Clubs of the District are urged to seek out and propose candidates.

### **MATCHING GRANTS**

The District will adopt and support those Grant Programs of The Rotary Foundation as are currently in effect for each Rotary Year, to include, but not be limited to:

1. **District Simplified Grant (DSG):** Will support the service activities or humanitarian endeavors of the district, preferably within the District, but in any area, local, national or international permitted by Rotary International. It will be funded at the district level by no more than twenty percent (20%) of the Annual Giving DDF funds allocated for that year. The program will be administered by a district committee composed of: District Governor Elect, District Rotary Foundation Chair, District Matching Grants Chair and two (2) Rotarians appointed by the District Governor. The District Governor will serve as de facto member. It will be the committees' responsibility to: (1) determine the amount of matching funds percentage each year, i.e. 0.5 to 1; 1 to 1; 1.5 to 1 etc; (2) review, and approve, as necessary, applications for grants; (3) maintain compliance with the reporting requirements for each grant in accordance with The Rotary Foundation policies; (4) insure that the District submits the required reports for each Rotary year.
2. **Matching Grants:** Will support the service activities or humanitarian endeavors of the district and/ or club in cooperation with a Rotary club or district in another country. Matching Grants are categorized by the amount requested from The Rotary Foundation in accordance with its guidelines and policies.

All Matching Grants must be submitted to the District Matching Grants Chair for approval, who will then forward the application to The Rotary Foundation for approval.

### **FOUNDATION PERMANENT FUND**

District 6950 shall support the Rotary International Foundation Permanent Fund Program. The Permanent Fund Committee shall be responsible for developing major gifts to the Foundation.

### **HISTORY OF THE DISTRICT**

The Governor shall appoint a District Historian each year who shall record the details of events of the Rotary year. The purpose of the record is to provide data for the compilation and update of the District History at some future time. Each Governor shall furnish the Historian with a summary of activities during that Governor's administrative year. This summary is to be placed in the District archives of the District Secretary's file, as is the record of the District. The History of the District is to be published every five years starting with the Rotary year 1985-86.