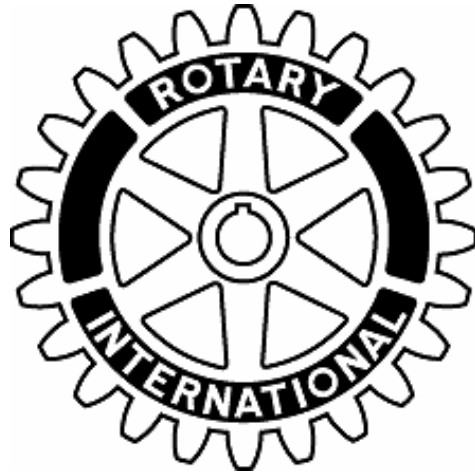


# Rotary District 5520



## **By Laws** **and** Operating Procedures

Approved April 1, 2006  
At PETS

**RED changes presented at 2007 PETS for  
Approval by a Majority of the Clubs**

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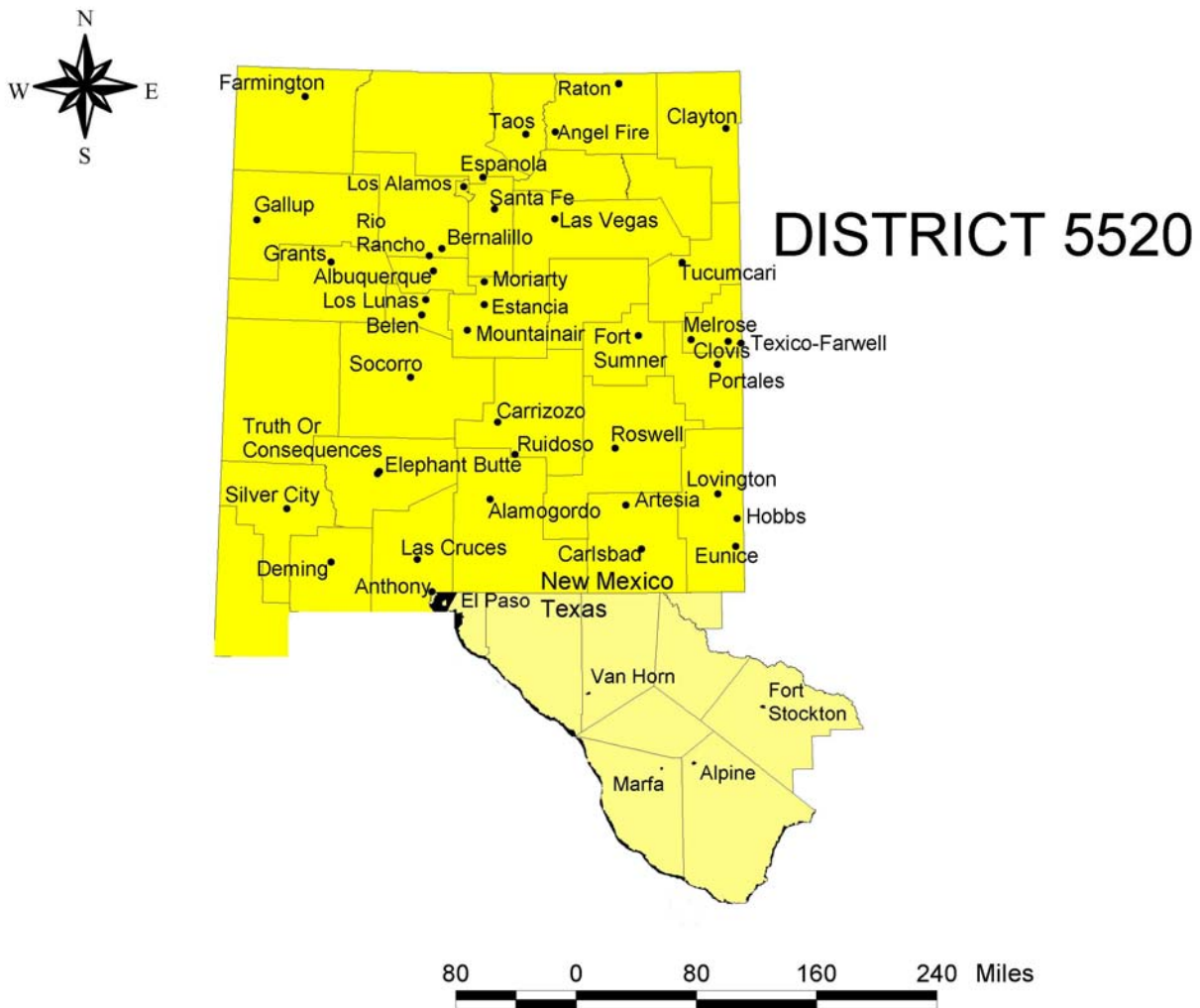
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**GENERAL:** These procedures, when approved, will provide guidance to all levels of leadership throughout the District in terms of procedures, operation of committees, and training and administrative requirements. These procedures will not, and cannot, be in conflict with Rotary Procedures, Constitution or Bylaws. If such a situation exists, notify the District Secretary so that corrective action can be taken.

## ARTICLE I. DISTRICT MAP

The District Map is shown below. Note that D5520 incorporates the entire state of New Mexico and far West Texas areas bordered by Ft. Stockton on the east, Alpine on the south, Marfa on the west and Van Horn on the north.

The District is divided into five geographical regions. The regions are arranged so that Rotary Clubs are evenly divided for administrative and communication access. Lieutenant and Assistant Governors are assigned clubs and responsibilities based on these regions to enable visitation and assistance in administering to Rotary Clubs.



## **ARTICLE II. DISTRICT LEADERSHIP PLAN**

**II.1 The District Leadership Plan** (DLP) was adopted in 1997 and provides for the leadership organization and administration of the district to effectively assist the District Governor (DG) in the governance of the district. In brief, it addresses the need to organize the district into administrative units, assigns responsibilities to Lieutenant Governors (LtGs) and Assistant Governors (AGs), and elucidates election of committees, tenure of incumbents, qualifications of incumbents and job duties.

**II.1.A Appointment** The District Governor Elect (DGE) shall appoint the LtGs, AGs, District Secretary (DS), District Treasurer (DT), and District Chairpersons for the DG's year of service as set forth in the DOP.

**II.1.B Removal or Replacement** Any member of the District Leadership Team may be removed from office and replaced:

- Upon becoming a DGN.
- Upon resignation from the position.
- When moving from the District.
- When requested by the District Governor.
- When the member is no longer effective, is physically incapable, or dies.

**II.1.C District Governor Nominee** Upon selection in accordance with the DOP requirements, the District Governor Nominee (DGN) becomes an ex-officio member of all district committees and should be copied on all committee correspondence.

## **II.2 History of Lieutenant Governors**

**II.2.A Inception** LtGs are Administrative Liaisons. In the year 2000, the LtG position was introduced to D5520 when it was discovered that an additional administrative layer was needed to represent the DG in matters not assigned to AGs. At this time, LtGs were assigned to work with both individual Rotary Clubs and AGs. Four were appointed this first year to represent the four compass directions of the district (North, East, South, and West). LtG qualifications were the same as AGs. The number of LG's needed to serve during a Rotary year should be established by the DGE and the District Leadership team based on the number of clubs and AG's in the District. The job description for LtG is found in Appendix A.

**II.2.B Modification** In 2001, the position of LtG was modified to exclude the requirement to work with clubs. Specific AGs were assigned to specific LtGs enabling LtGs to concentrate their ability to assist the DG. LtG's may however be asked to fill in and work with clubs when an AG is not able to take on the responsibility.

**II.2.C Operations LtG** In 2002, an additional LtG position—Operations LtG—was created.

## **II.3 Lieutenant Governors**

**II.3.A Duties** The LtG job description appears in Appendix A.

**II.3.B Operations LtG** In addition to performing duties outlined in the regular LtG job description (Appendix A), several major duties have been added. The Operations LtG has administrative responsibility of all AGs and oversight authority of administrative functions of the district committees. The Operations LtG maintains a roster of all District Committee membership including the date appointed, years to serve and replacement date. Replacement date information for district committees will be reported to the District Governor at least sixty days beforehand so that timely replacements may be appointed for those whose time on a committee has expired. Additionally, the Operations LtG participates in the training of all Committee Chairpersons throughout the Rotary year or as required. Finally, the Operations LtG schedules an annual meeting with all committee chairs to review their roles and responsibilities, and to assist in the development of achievable goals and objectives.

## **II.4 Assistant Governors**

**II.4.A Description** AGs work closely with individual LtGs. AGs usually support 2-4 clubs by serving as a communications and an administrative link between the club president, Lt Governors and the DG. AGs are selected by the District Governor Elect (DGE) with advice and consent of individual clubs.

**II.4.B Qualifications** are outlined in the DLP and the Rotary International Manual of Procedures (MOP), pages 30-3. Qualifications include:

- 3 years in a Rotary Club as a member in good standing.
- Club president for a full term.
- Potential future leadership in the district.
- Willingness, motivation and dedication to accept the responsibilities of AG.

**II.4.C Roles** for the AG are outlined in the MOP (pp. 30-31) and include:

- Attendance at all training sessions at the club and district levels.
- Meet with and assist incoming presidents before the Rotary year begins to discuss club goals and to review the “Planning Guide for Effective Clubs” and “Failure to Function” criteria in the RI Code of Policies.
- Visit each club minimally quarterly, preferably monthly. Discuss with the club leadership the business of the club and resources available to them.
- Ensure that all clubs receive a District Conference/Convention packet at PETS and that Club Presidents disseminate the information in a timely fashion.
- Perform other roles assigned by the DGE and District Trainer.

**II.4.D Expectations** include:

- Participating in The Rotary Foundation programs and other special events.
- Assisting in development of District Goals with the DGE following the District

Long Range Planning Committee meeting.

- Acting as a resource to RCs in all aspects of Rotary and insuring that the MOP is a constant companion.

**II.4.E Appointment** of AGs is made by the DGE and they serve during the DGE's year as governor. They are not officers of RI. AGs are appointed for a one-year term, with a maximum of three one-year terms encouraged as the limit of service as an AG. Enough AGs may be appointed to insure ample representation for the district. The total number will be determined by the DGE.

**II.4.F Removal** from office. AGs may be removed from office when they:

- No longer reside in the district.
- Resign from Rotary.
- Fail to carry out duties of the office.
- Upon the request of the DG.

**II.4.G Expenses**. Invoices are required for reimbursement of budgeted items and must be submitted to the District Treasurer (DT).

## **II.5 District Secretary**

**II.5.A Description** The District Secretary (DS) is an appointed position selected by the DGE to assist in maintaining continuity within the district.

**II.5.B Duties** include:

- Maintaining minutes of District meetings, including the Finance Committee.
- Assisting the Convention Committee on set up and arrangements at District Conference.
- Referring questions to appropriate committees.
- Collecting, correlating and disseminating club monthly attendance reports.

**II.5.C Suggested Duties** Some of the duties may include but are not limited to:

- Collecting, correlating and publishing data as required.
- Maintaining a current roster of District and club leadership teams.
- Attending and participating in PETS and District Assemblies.

## **II.6 District Treasurer**

**II.6.A Description** The person appointed to this position is the keeper of the District Fund. The District Treasurer (DT) with oversight of the Finance Committee controls all expenditures and income. The DT prepares the district budget, collects district dues and levies, attends all meetings of the Finance Committee and oversees the financial status of the District including other authorized funded entities.

## **II.7 Executive Director**

**II.7.A Description** The District may from time to time authorize the position of Executive Director. The position may be a paid position but all funding must be budgeted and approved by the Finance Committee before the position is appointed. The Executive Director will work directly with district leadership team to coordinate communications, maintain records, and perform other duties as outlined by the District. The executive director may, from time to time, perform duties that would normally be performed by the District Secretary or District Treasurer, but the District Treasurer shall retain all fiscal responsibility for the Districts finances as outlined under section II.6. of this document.

## **ARTICLE III. THE STANDING COMMITTEES OF THE DISTRICT**

### **III.1 General Committee Information**

**III.1.A Committee Structure** Committee structures are similar, although individual committee functions differ. Committee size is tailored to the specific mission. Appointments of committee chairs who are designated to be selected by others require the concurrence of the sitting District Governor. The DG, DGE and DGN shall be copied on all committee correspondence.

**III.1.B Training** Training of committee chairpersons shall be completed along with the Assistant Governors according to the Training Timetable. Training is mandatory.

**III.1.C Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

**IV.1.D Meeting Locations** It is encouraged that committee meetings be held in an area convenient to the committee members and interviewees.

### **III.2 Awards and Recognition Committee**

**III.2.A Composition** This committee is made up of one past president from each of the geographical regions of the district. Each member is recommended to serve for a three-year overlapping period with other members of the committee. The chairperson will be LtG for Operations. The committee shall meet at the call of the Chairperson no later than April 1<sup>st</sup> to report findings to the DG by April 15<sup>th</sup>.

**III.2.B Presentation** All awards to be presented at the annual convention/conference. The committee is enjoined not to exceed the amount budgeted for awards unless approved by the DG. All award recipients must be identified and forwarded to the DG no later than April 15<sup>th</sup>.

**III.2.C RI Awards** The guidelines for these awards are outlined in the various sections of the MOP, pp. 39, 71-73, and 162-167. The DG appoints a person to examine the award criteria and to make appropriate recommendations. Due to the nature of these awards, the DG must remain cognizant of the special lead-time required for making recommendations to RI.

**III.2.D District Awards** This committee is composed of two persons, appointed by the DG, who meet as required to evaluate the various activities and participation of the clubs in the district. The various awards presented at District Conference are based on the criteria outlined as follows. The committee, with the concurrence of the DG, will determine whether or not to use size of club as a category in each appropriate award structure. If used, the categories of under 30, 31-50, 51-80, and 81 and over are suggested.

***III.2.D.1 Club Attendance Award*** To obtain this award, the club must consistently provide attendance figures to the DG. Attendance is calculated on the number of attendees versus club membership total. Club attendance is determined by averaging the percent of attendance April 1 through March 31<sup>st</sup>. First and Second place awards.

***III.2.D.2 Membership Growth Award*** is based on net percentage gain calculated April 1 through March 31<sup>st</sup>. First and Second place awards.

***III.2.D.3 Best Club Bulletin Award*** Judging will be based on appearance, Rotary information content, membership information, readability, format and humor. First and Second place recognition.

***III.2.D.4 Club Attendance at District Conference/Convention Award*** is based on actual members on March 31<sup>st</sup> and the actual number registered for the Conference/Convention on the day prior to award presentation. First and Second place recognition.

***III.2.D.5 Governor's Balanced Club Award*** The club must demonstrate excellence in the four avenues of service. Determination of recipients is by DG and awards committee. To be considered, the club must submit an application no later than April 1<sup>st</sup>. First and Second place recognition.

***III.2.D.6 Avenues of Service Award*** is presented for the outstanding club project in each of the four avenues of service. The project may be on going but must have been initiated in the Rotary year awarded. Clubs must submit an application outlining the project that qualifies for this award no later than April 1st. First and second place projects are recognized.

***III.2.D.7 Best All-Around Club*** Determination of this award is based on a point system. Eight points are given for first place in above awards. Six points for 2<sup>nd</sup> place in above awards. One point for each GSE team member or leader and Foundation

Alumni sponsored; alternates, but not applicants that were not selected, are included in these categories. Three points for each inbound Youth Exchange student hosted and one point for each outbound student sponsored. One point for each RYLA student sponsored that completes the program. Six points for members that attend at PETS and Assembly as follows: two for PE, one for Secretary-elect, one for each director or club officer, and two points for instructor or speaker. Two points are given for each district committee member or chairperson, Governor's Representative, AG, DGN, DGE, and LtG. The point system excludes points for District Conference/Convention committee members. The club with the highest number of points receives the award.

***III.2.D.8 Schulte-DeLaHunt Leadership Award*** Presented by the Taos-Milagro Rotary Club and chosen by the District Award Committee, this leadership award is presented annually to the person who has demonstrated leadership, at the District level, over a period of time that has resulted in the enhancement of the district. The award cannot be given to a DG, DGE, or PDG until two (2) calendar years have been completed after the term of office has expired.

***III.2.D.9 Bob Wootten Leadership Award*** Presented by the Wootten Family and chosen by the District Award Committee, this award is presented annually to the club that has the most fun.

### **III.2.E Special Awards Given By The District Governor**

***III.2.E.1 District Service Above Self Award*** is presented to a Rotarian (s) who gave outstanding support to the district governor in achieving his/her goals and a successful year. The number of these awards shall be at the discretion of the DG. The committee will secure permission from the DG before exceeding the budgeted amount for these awards. The criteria for this award shall be determined by the DG.

***III.2.E.2 Rotarian of the Year Award*** is presented to the Rotarian who contributed the most to the achievement of the district's goals and objectives as determined by the DG. Or, at the discretion of the DG, the award may go to the Rotarian in the district who has contributed the most to the district's programs through a lifetime of contributions to the programs of Rotary. The DG may choose to recognize one Rotarian in each category.

**III.2.F Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

### **III.3 Council of Governors**

**III.3.A Membership** The council membership is made up of all Past District Governors (PDG) who are members of Rotary Clubs in the district along with the

current DG, DGE, and DGN.

**III.3.B Meeting Schedule** The council will be convened twice yearly; once in January and once during the District Conference/Convention. Each meeting usually begins on Friday evening with a social hour and dinner for friendship and camaraderie. The Council has the business meeting on Saturday.

**III.3.C Function** The current DG will chair the meetings and insure that the state of the District is adequately discussed along with other timely Rotary information of interest to all attendees.

**III.3.D Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

### **III.4 District Conference/Convention Committee (MOP pp. 44-46, 233, 287)**

**III.4.A Function** This committee is normally appointed by the DGN shortly after nomination. Its function is to arrange all aspects of the District Conference, to coordinate with the on-site host committee, and arrange for hotel accommodations for attendees and for a Headquarters Hotel for the District Leadership Team.

**III.4.B Chairperson Duties** include, but are not limited to:

- Meeting with the chairperson of the Convention Committee of the previous year to examine procedures and to evaluate areas of interest and concern.
- Ensuring that advance and timely information about the Conference reaches the membership.
- Ensuring initial distribution of registration packets at PETS to club representatives and district officers.
- Ensuring that packets are distributed at all subsequent meetings where members of the district have gathered.
- Utilizing all channels of communication with district officers, DG, DGE, DGN and committee members to prepare, develop, organize and present a successful district conference.

### **III.5 Extension Committee**

**III.5.A Composition** This committee is composed of a chairperson and several representatives from the District and may be incorporated into the Membership and Retention committee.

**III.5.B Purpose** The purpose of this committee is to identify and to explore cities, towns, etc., within the district where the likelihood of organizing a RC is indicated. Assistance from nearby RCs is essential to the success of this committee in that they can identify potential members and their classifications that are necessary for

chartering a new club.

**III.5.C Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

### **III.6 Finance Committee (MOP pp. 39-41, 234)**

**III.6.A Functions and Responsibilities** The functions and responsibilities of the Finance Committee are to oversee the operations of the District Fund, approve the initial budget, arrange for an annual audit of the District Fund, and insure that dues and levies have been collected.

**III.6.B Membership** The membership of the committee shall consist of the DG, DGE, DGN, the two immediate PDGs, with the DT and DS as ex-officio members.

**III.6.C Meetings** The Finance Committee will meet at the call of the DG at least twice during the year—once in January in conjunction with the Council of Governors meeting and once at PETS. All extra budget considerations must be approved by a majority of the committee in session.

**III.6.D Disposition of Properties** This committee will decide when and if equipment needs to be replaced, updated, discarded, depreciated or sold.

**III.6.E Budget** The DT is charged with the responsibility of constructing the budget. The Finance Committee must approve all line items, which must contain, but not be limited, to the following:

- Governor's contingency fund.
- Gift for the DG and Spouse.
- Past District Governor's pin with center diamond to be presented at the Installation Banquet for the incoming DG.
- Reimbursement of travel costs, accommodations and gift for the representative of RI President at the District Conference/Convention.
- Funds for the DGE and spouse to attend the International Convention.
- Funds for the DGN to cover expenses and office supplies for advancing planning for his/her term in office.
- District Training Funds.
- Administration of the District Reserve Fund.

**III.6.F Disbursement of Funds** All requests for funds from the budget must be prepared on a form approved by the Finance Committee and submitted with receipts or projected costs. Acceptable justification for such requests must be fully documented. Signature of the requesting Committee Chair is required for any requests to be considered.

### **III.7 The Four Way Test Essay Contest Committee**

**III.7.A Composition** This is a committee of three persons appointed by the DG. The committee meets annually to conduct the 4-Way Test Essay Contest for the District.

**III.7.B Process** The committee requests that all RCs in the District reach out to their communities during the months of February and March to promote the 4-Way Test essay contest amongst youngsters at the eighth grade level. Essays submitted in responses to the invitation for essays will be submitted to the committee in late April. Three District winners shall be selected and will be recognized at the District Conference/Convention with a suitable award.

**III.7.C Expenses** Presently, the 1<sup>st</sup> place, 2<sup>nd</sup> place receives and 3<sup>rd</sup> place winners receive an award that may be in the form of cash or savings bond. The cost of transportation for the winners to attend the District Conference/Convention shall be borne by the District. Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

### **III.8 District Governor Nominating Committee (MOP pp. 24, 226-228)**

**III.8.A Composition** This committee will consist of the two immediate PDGs and a Past President from each of the geographical regions of the District. It is strongly recommended that the Past Presidents selected to serve be current AGs. The chair may request the spouses of the PDG's and DG attend the deliberations and ask questions of the candidates spouse only. The spouses shall have no vote. The DGE (and spouse if requested by the chair) attend to observe the process and to help welcome the new DGN to the leadership team.

**III.8.B Term** The committee members are recommended to serve three-year staggered terms with two or more being appointed each year by the current DG.

**III.8.C Committee Chair** The second immediate PDG will chair the meeting. In absence of the second immediate PDG, the third immediate PDG will serve on a one-time basis and chair the meeting. In the absence of the third immediate PDG, the chair shall be the next immediate PDG, on back through the ranks of PDGs, until there is a replacement. Said replacement shall serve as chair on a one-time basis.

**III.8.D Meetings** The committee will meet to select the DGN at the call of the DG at any time during the April 1<sup>st</sup> through May 30th time-frame.

**III.8.E Process** In announcing the call for nominations, the DG shall cause a letter to be mailed to the Secretary of every club in the district requesting nominations for the position of DG. The announcement will be sent out at least 60 days prior to the date of selection with nominations to reach the **District Governor NO LATER THAN 30 Days after** the call for nominations has been sent. The announcement shall also

include the name and address to which the nominations are to be sent.

**III.8.F Notification** In carrying out its responsibilities, the Committee Chair will inform the DG of the name of the successful candidate. The chairperson of the committee will personally notify the successful candidate as well as the unsuccessful candidates and follow-up with a letter. Following the guidelines and time lines outlined in the MOP the DG will take all necessary action to notify RI of the Committees actions.

**III.8.G Challenges** Any challenges to the Selection will be entertained in accordance with the MOP.

**III.8.H Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

### **III.9 Insurance Committee**

**III.9.A Composition** If and when this committee is required, the committee shall consist of three practicing Property and Casualty Insurance Agents who are each recommended to serve three-year staggered terms. The chairperson shall be selected by the DG.

**III.9.B Notification** RI will provide information on the availability of Insurance Coverage(s) through RI.

**III.9.C Process** The committee shall interact with all club presidents and committee chairs to insure that all District Leadership, club members and club projects are properly insured.

**III.9.D Duties** In the absence of any specific duties for this committee, the Finance Committee shall act in its stead.

**III.9.E Expenses** It is not anticipated that this committee will incur any expenses.

### **III.10 Long Range Planning Committee (LRP)**

**III.10.A Composition** This committee is composed of the District Leadership Team and a representative from a Rotary Club in each of the geographical regions of the district.

**III.10.B Purpose and Function** The purpose of the committee is to meet with the District Governor annually (between September to January) to examine the state of the district and to develop a plan of action to point the district in viable directions for the next three to seven years. The function of the committee is then to disseminate the

results of the Planning Conference, and to assist clubs and the District in achieving the aims and objectives identified.

**III.10.C Process** The LRP shall appoint a recording Secretary to finalize the results of the meeting and to prepare a report to the District for dissemination through the District newsletter and all other avenues of communication available to the district.

**III.10.D Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

### **III.11 Membership Development Committee**

**III.11.A Composition** This committee is usually composed of a PDG as chairperson with LtGs and AGs representing the geographical regions of the district. The chairperson serves one year at a time, but not to exceed three years. The members are recommended to serve two year staggered terms.

**III.11.B Responsibilities** include, but are not limited to:

- Recruitment of New Members.
- Retention of existing Members.

**III.11.C Major Factors** to be stressed include:

- Strong and sustained encouragement and support to clubs.
- A well designed program for new members that includes orientation, induction and assimilation into or involvement in club activities.
- Recognition of service.
- Reasonable costs of membership.

In evaluating these important factors, the LtGs and AGs shall be called upon for input at their annual training sessions.

**III.11.D Meetings** Following the guidelines outlined in the MOP (pp. 14-16), this committee is directed to meet annually in January at the call of the chairperson to design a program that will benefit all RCs throughout the coming Rotary year. This program shall be presented to the presidents elect at the PETS meeting for implementation.

**III.11.E Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

### **III.12 Memorial Committee**

**III.12.A Composition** This is a two-member committee that meets at the call of the DG.

**III.12.B Function** The function of the Memorial Committee is to select a host site for the District Memorial honoring those Rotarians who passed away the previous year. The committee will prepare a suitable ceremony to be held at an appropriate place during the District Conference/Convention where an acceptable plaque can be placed.

**III.12.C Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

### **III.13 Public Relations Committee**

**III.13.A Composition** This is a committee of two that works directly with the DG to plan and oversee the District Public Relations Program. Both members are appointed annually to serve a one-year term recommended not to exceed two terms.

**III.13.B Purpose** This committee is obligated to develop a plan of action to be shared with the DG, LtGs and AGs at the Long Range Planning Conference and at such time when they are attending their annual training program.

**III.13.C Requirements** The plan will include the use of all news media outlets such as print and electronic media, satellite technology and the Rotary Club Service Director.

**III.13.D Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

### **III.14 The Rotary Foundation Committee**

**III.14.A Composition** This committee, consisting of six active Rotarians, appointed by the DG fills important positions required to insure that all phases of Foundation activities are covered. Committee member names are forwarded to RI and each member serves for one year and may serve longer if requested.

**III.14.B Function** The committee insures a free flow of information and assistance to all RCs and deals directly with the Club Foundation Chairperson, who is recommended to be the immediate Past President. When called upon, committee members shall make presentations to RCs about the Foundation.

**III.14.C District Foundation Chairperson** This person is responsible for the overall activities of the Foundation Committee. He/she works with the chairpersons of the Foundation Programs to insure a free flow of information and that all aspects of the Rotary Foundation are made known to all Rotarians. To accomplish the latter, Foundation Seminars are provided throughout the District. The chairperson also arranges for a Foundation Banquet to recognize Paul Harris Fellows, Major Donors, Benefactors, and members of the Bequest Society, and arranges any other activity to

enhance Rotarians knowledge of TRF.

#### **III.14.D Subcommittees/Programs**

***III.14.D.1 Annual Fund Giving Programs*** Although only one person from the Foundation Committee is appointed to this program he/she may enlist sufficient numbers of Rotarians throughout the District to assist in making presentations about the Foundation, engaging in Fund Raising activities, and assisting clubs in becoming more aware of how their donated dollars help the Rotary Foundation achieve world understanding and peace.

***III.14.D.2 Permanent Fund Giving Program*** Although only one person is appointed to this program, he/she may enlist sufficient numbers of Rotarians throughout the district to assist in making presentations about the Permanent Fund, engaging in fund raising activities, identifying potential major donors and assisting the clubs to become more aware of how their donated dollars help the Foundation achieve world understanding and peace.

#### ***III.14.D.3 District Designated Fund/Share Committee***

**III.14.D.3.a Composition** This committee consists of the DG, DGE, DGN, immediate PDG, the chairperson of the Rotary Foundation Committee, and a representative from each of the clubs recognized by Rotary International as the top three per capita contributors and the three most improved per capita contributors to the Rotary Foundation in the District.

**III.14.D.3.b Meetings** The committee meets annually in January to consider the allocation to the District Dedicated Fund from contributions made three years before. This allocation will benefit the DGN during his/her year as DG.

- **III.14.E Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

### **III.15 Programs of The Rotary Foundation Committees**

#### **III.15.A Ambassadorial Scholarship Committee (MOP pp 151-153)**

***III.15.A.1 Description*** The Ambassadorial Scholarship utilizes District Designated Funds (DDF) to award a scholarship for study or training in another country where Rotary Clubs are located. Rotary Scholars serve as ambassadors of goodwill in the host country. The period of study or training can be for one or two academic years or for a 3-6 months Cultural Ambassadorial Scholarship.

***III.15.A.2 Composition*** This committee consists of Rotarians: DG, DGE, DGN, and a representative from each of the geographical regions of the district. Except for the

DG, DGE and DGN, all members are recommended to serve three year staggered terms with the Chairperson being selected by the DGE. The DGN does not have a vote.

***III.15.A.3 Function*** This committee recommends to RI a candidate from this district to be awarded an Ambassadorial Scholarship. The committee shall send out announcements and application forms to all RC Presidents and schools of higher learning within the district during the month of December. Selection Committee deadline for receipt of completed application is April 1<sup>st</sup>.

***III.15.A.4 Interview Process*** The interview process shall take place during the month of May with report of a successful candidate to RI no later than October 1<sup>st</sup>. Successful candidates will receive confirmation from RI of their study institution no later than Dec 15th.

***III.15.A.5 Expenses*** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

### **III.15.B World Peace Scholarship (MOP pp. 153-154)**

***III.15.B.1 Description*** The World Peace Scholarship is a worldwide competitive scholarship that provides a two-year graduate program to recipients at one of seven Rotary University sites. Only 70 World Peace Scholars are chosen. The scholarships are funded by contributions of DDF by individual Rotary Districts to a global pool located in The Rotary Foundation. Application procedures and deadlines are the same as for Ambassadorial Scholarships.

***III.15.B.2 Composition*** This committee has the same composition as the Ambassadorial Scholarship Committee. The DG and DGE may concur on a different committee member as chair of this committee.

***III.15.B.3 Function*** This committee selects a candidate from the district and recommends the candidate to RI for one of the World Peace Scholarships. A world competitive selection committee reviews the applications and selects the finalists.

### **III.15.C Group Study Exchange Committee (MOP p. 17)**

***III.15.C.1 Description*** This is a two-part committee consisting of a Selection Team and an Administration Team. The Selection consists of the DG, DGE, DGN, and a representative from each of the geographical regions of the district. The Administration Team consists of the District Chairperson, an Incoming Team Coordinator and an Outgoing Team Coordinator. The last three persons are the past Team leaders who automatically assume the positions indicated. Except for the DG, DGE, and DGN all other members are recommended to serve three year staggered terms.

**III.15.C.2. Purpose** The purpose of the committee is to select a Group Study Exchange team of one Rotarian Team Leader and four non-Rotarian team members (ages 25-45) who meet the specific requirements of RI. This team will visit a specific Rotary District in a foreign country arranged by the DG.

**III.15.C.3 Meeting** The Selection Team meets in September to select the Team Leader and then in October to select the team members. The GSE District Coordinator who causes letters to be mailed to every RC in August establishes interview dates.

**III.15.C.4 Process** The Selection Team normally meets on a Friday evening at a venue selected by the District GSE Coordinator. The purpose is to meet the Rotarian team leader candidates and his/her spouse in friendship and camaraderie. Once selected, the team leader becomes a member of the selection team for the selection of team members and will be required to approve each team member who successfully concludes the interview. The team member selection follows the same process two to three weeks later.

**III.15.C.5 Expenses** The Friday evening dinner cost for the team leader selection is borne by the district. This is repeated for the team member selection except that no costs are incurred by the District except for those associated with the Selection Team. Other costs in support of the team include purchase of essential clothing items such as, blazer, tie/scarf, business cards, golf shirt, slacks and or skirt. Invoices are required for reimbursement of budgeted items and must be submitted to the DT. Note that the District Chairperson is the only one authorized to make purchases and only with the advice and consent of the District Treasurer.

**III.15.C.6 Duties of the Administration Team** The District GSE Committee Chairperson arranges for the selection of the GSE Team. The Chair insures that RCs are notified of the dates when the selection of Team leader and members is to take place and promotes the effort through the Leadership Structures of the District. The Incoming Team Coordinator maintains contact with the sending district, establishes the itinerary for the visiting team while in the District, arranges to meet the team when it arrives, and insures that the RCs select sponsors for the incoming Team. The Outgoing Team Coordinator assists the Team Leader of the outgoing team in terms of language and cultural awareness of the district being visited. All members of the Administration Team must follow the guidelines contained in the RI Pamphlets for District and Team Leaders.

**III.15.D Grants Committee** Several types of Grants Programs are available through RI. A District Committee of two persons acts for the DG in reviewing the submissions from each RC taking part in the programs. There are no set times for meetings and only those Grant Applications requiring the DG signature are reviewed. Discovery Grant Applications should reach the DG between July 15<sup>th</sup> and March 1<sup>st</sup>. All other Grant Applications should reach the DG (if his/her signature is required) between the

time lines specified in the MOP.

**III.15.E Rotary Volunteers Program** Those wishing to volunteer for an assignment approved by RI may make application to RI through the DG. The Grants Committee reviews the application and forwards it to RI via the DG. Applications should reach the DG in January.

**III.15.F University Professor Study Program** As with the volunteer program those wishing to take advantage of this special program make application to the DG for review by the Grants Committee. Applicants should follow the guidelines outlined in RI pamphlet *Rotary Grants for University Teachers* (012-EN).

**III.16 New Generations (Youth)** The four youth programs of this district that command significant involvement are Youth Exchange, RYLA, Interact and Rotaract.

**III.16.A Youth Exchange Committee**

***III.16.A.1 Composition*** This committee is large and active. The composition of the Committee shall be such that a chairperson is appointed annually by the DGE from among candidates who aspire to the position. Should there be no applicants, then the DGE shall appoint a chair. The number of Outbound Country committee members will be determined by the chairperson and DGE based on the size of the program, the number of countries with whom the District is exchanging, and the inclination of the various committee members in terms of available time. One to two Inbound Country Chairpersons will be selected based on the nature of the program in any given year. The committee will do assignment of duties such as, but not limited to, Communications, Insurance, Placement Coordinator and Treasurer internally. The YE Committee Chairperson will serve as representative to the District Finance Committee. Tenure on this committee shall be by annual appointment for one year without term limits.

***III.16.A.2 Function and Purpose*** The function of this committee, which consists of dedicated Rotarians acting under the guidelines of RI, is to arrange for young HS students, between the ages of 15-19, to come to the USA from foreign countries and for US students from our district to go to foreign countries for one year. The purpose of the exchange of students is to foster international understanding, cultural involvement and development of future leaders.

***III.16.A.3 Financing*** The YE Committee shall maintain a YE fund to be operated under the guidelines set forth by the District Finance Committee. A report of the disposition of all funds, investments, Foundation business, balance sheets, income and expense summaries, name of the bank where funds are deposited, and the name of all signatories, account numbers, and any investments held at the bank or elsewhere will be done annually. This report may be requested by the DG at any time. A yearly budget needs to be submitted to the District Finance Committee for

approval.

It is essential that all Bank Accounts be identified as the property of Rotary District 5520 and not the account of any person, business or other activity. This will protect all persons involved, along with the District, in the event of theft, embezzlement, or death or illness of the principals authorized to withdraw or deposit accounts.

All persons acting in a fiduciary manner shall be bonded in the amount of \$1,000,000. The DT shall make arrangements and insure that all persons so acting are or remain covered using funds controlled by the Youth Exchange Committee.

***III.15.A.4 Insurance*** All Rotary Exchange Students shall be insured to the minimum amounts specified by RI.

**III.16.B RYLA Rotary Youth Leadership Award** This is the second most active Youth program and is also administered by a dedicated committee of Rotarians.

***III.16.B.1 Composition*** The committee is organized with a District Chairperson appointed by the DGE, and Camp Administrator, Girls Camp Director, and Boys Camp Director appointed by the District Chairperson. The committee operates under the guidelines of Rotary International. The camp offers a summer leadership experience for young boys and girls of high school age (16-18).

***III.16.B.2 Camp Administration*** It shall be the responsibility of the District Chairperson to develop adequate written guidelines and criteria to be used for present and future selection of the Camp Administrator, Girls Camp Director, Boys Camp Director, and all other personnel operating under his/her guidance. Such persons shall be thoroughly interviewed and approved by the District Chairperson before assuming their duties. Any person in a fiduciary role shall be bonded in an amount recommended by the District Finance Committee. A yearly budget needs to be submitted to the District Finance Committee for approval. The District shall fund liability Insurance for all participants. All terms of service shall be by annual appointment recommended to be three one-year terms.

***III.16.B.3 Camp Purpose*** The purpose of the camp is to offer leadership programs designed to enhance a young person's ability to interact with others, to operate in a team environment, to think individually and collectively, and to have fun.

**III.16.B.3.a Administration** The camp is administered over two one-week sessions, usually in the last two weeks of July.

**III.16.B.3.b Camp Candidates** RCs should solicit candidate nominations from family, school, church groups, and Rotarians. Each Rotary Club selects the candidates they will sponsor through an intense interview session that is held in spring, between January and March.

**III.16.B.3.c Commitment of RCs** A commitment from each RC to send one or more

students to camp must be made in December of the year preceding the camp dates.

**III.16.B.3.d Candidate Funding** Funding for each candidate is borne by the sending Rotary Club. Fees for the camp are determined annually and reported to the RC. Transportation costs to and from camp are the responsibility of the sending RC.

**III.16.B.3.e Finances** The funding for this activity is provided by the fees sent in support of each candidate. Accounting for all monies shall follow the general procedures for all the New Generations Youth Programs with a full accounting of all funds to be made to the District Finance Committee by September 15<sup>th</sup>.

**III.16.B.3.f Pre-Camp Training Schedule** Two sessions are conducted for Adults and Students.

*III.16.B.3.f(1) Camp Counselors* Orientation and training for camp counselors is to be accomplished in the early spring on a date to be announced.

*III.16.B.3.f(2) Camp Students* Orientation for students and parents will take place during the month of May by the RYLA Chairperson of each sponsoring RC. Clubs are encouraged to work together to accomplish this meeting. RC RYLA Chairs are requested to notify the District RYLA Chairperson of the date, time and place of the meeting in order to publish it in the District Newsletter and on the District web page.

**III.16.B.3.g Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

**III.16.C Interact/Rotaract** The following committees, of two persons each, are appointed by the District Governor to serve one-year staggered terms recommended to be three years. Responsibilities include outreach to all communities to organize and establish Interact and Rotaract Clubs to be sponsored by community or educational groups. Working closely with the District Staff and especially the District Training Team, the committee arranges appropriate training sessions, and attendance at District, Zone and International functions and projects in which the clubs can participate.

**III.16.C.1 Interact** This committee shall operate under the guidelines of RI. The age limits for Interact membership are 14-18 years.

**III.16.C.2 Rotaract** This committee shall operate under the guidelines of RI. The age limits for membership in Rotaract are 18-30.

**III.16.C.3 Expenses** All costs for the operation of these clubs shall be borne by the individual clubs with support from their sponsoring RC.

**III.17 Other** The DG shall appoint other committees as deemed proper for the smooth operation of the District.

#### **ARTICLE IV. OPERATION OF THE DISTRICT FUND (MOP pp. 40-41, 234)**

**IV.1 The District Fund** shall consist of all monies on deposit in accounts bearing the name of District 5520. Therefore, fiduciary responsibility is vested in the District Finance Committee with oversight for all funds held for any purpose in support of objectives in the name of District 5520. At the moment, this includes funds held by the Youth Exchange Committee, the Rotary Youth Leadership Award Committee and the Youth Exchange Foundation. The District, by majority vote at the District Conference/Convention or through ballot-by-mail, may decide to operate the District Fund in another manner provided it meets the requirement of “Establishment of a District Fund” as outlined in the RI Manual of Procedures.

**IV.2 The District Budget** shall be prepared by the DT as outlined on page 13 of these procedures and under the direction of the District Finance Committee. The proposed budget will be submitted to all Rotary Clubs at least four weeks prior to being approved by the Clubs. Such approval, by a majority of the clubs, may be taken at a meeting in which each club is invited to attend, such as Presidents Elect Training Seminar, District Assemblies, and the District Conference/Convention.

**IV.3 District Dues Structure/Levy** Annual per capita dues shall be recommended by the DG at any convenient time to insure that the majority of RCs have the opportunity to vote their approval. With the advice and consent of the District Finance Committee, the amount of dues and any increase will be submitted to the Club Presidents for review a minimum of four weeks prior to the vote for approval. Such action shall take place as follows: three-fourths of presidents elect at PETS, majority of club electors at the District Conference/Convention or by three-fourths of returned ballots if conducted by mail.

**IV.3.A Dues Collection** Dues are collected by each Rotary Club within the District and forwarded to the District Treasurer during the month of July or bi-annually with the approval of the Finance Committee. The club’s membership as of July 1<sup>st</sup> shall be the basis for making appropriate calculations.

**IV.3.B Special Levy** From time to time, events may signal the need for a special “levy.” This levy may be in support of a need by RI, need for funds to the Council On Legislation or a special Disaster Relief Effort. In every case the District Governor shall cause a special letter of notice to be forwarded to all clubs with a minimum of four weeks notice before the requested levy will take effect.

**ARTICLE V. DISTRICT CONFERENCE/CONVENTION (MOP pp. 44-46, 232-233, 287)**

**V.1 Site Selection** The DGN will be responsible for selecting a site for the District Conference/Convention during his/her year. Such selection will be presented to the membership in attendance at the District Conference/Convention during the year prior to the date of that selection.

**V.1.A Approval** The DGN's choice shall be approved by a majority of the Presidents in attendance at the District Conference/Convention cited in V.1.

**V.1.B Timing of Convention** It must be considered that the District Conference/Convention takes place after all visits have been completed by the sitting DG and before the International Convention.

**V.2 Voting** If the vote for the Conference site does not meet the majority standard of Presidents or Club Reps in attendance, then mail-in ballots may be used. Ballots must be returned by a specific date but not more than thirty days from the call for the vote. Unreturned ballots will be considered a YES vote.

**ARTICLE VI. DISTRICT TRAINING**

The district strives to offer the best training programs with motivational speakers and enthusiastic trainers for all levels of Leadership Teams.

**VI.1 Training Team**

**VI.1.A Composition** The team shall consist of, but is not limited to, a minimum of two knowledgeable Rotarians with appropriate teaching/training skills to be appointed annually by the DGE. It is suggested that some Training Team members be PDG, LtG (past or current) or AG (past or current); and, that the Training Team membership be reflective of all geographical regions of the District. The District Trainer shall make additional appointments when necessary to carry out training duties and shall be responsible for arranging the educational content of all trainings. To ensure continuity of effort, one trainer will arrange all facilities and activities at the venue of choice. Trainings to be conducted include PETS, Assemblies (y), LtG and AG Training, and any other training programs required by RI or the District. Members are recommended to serve three one-year terms to encourage the fostering and development of new ideas and training methods.

**VI.1.B Expenses** Most costs incurred by the Training Team and its members shall be

reimbursed by the district from the budget and from revenues collected from attendees at all training sessions. Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

## **VI.2 Administrative Retreat**

**VI.2.A Scheduling** These members of the District Leadership Team include the DT, DS, DGN, the Four Avenues of Service chairs, Membership chair, Foundation chairs, and other committee chairs. These members shall be trained during the time just following the selection of the DGN, but no later than November 15<sup>th</sup>.

**VI.2.B Retreat Content** Retreat content will be developed by the DGE in consultation with the District Trainer to ensure that all committee chairs, District appointees, and LtGs know their function within the District, how to communicate effectively with each other and clubs, to understand both District and RI requirements, and to build an effective team for the benefit of the District. LtGs will also be trained to work with the District and the AGs in service to the RCs.

**VI.2.C Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

## **VI.3 District Team Training Seminar**

**VI.2.A Scheduling** These members of the District Leadership Team shall be trained during the time following the selection of the DGN, but no later than PETS.

**VI.2.B Training Content** The content of the training program shall follow the guidelines established by RI in Pamphlet 244-EN. The content may vary from time to time and should include, but not be limited to, duties and roles, expectations, training support requirements, dealing with Rotary Clubs, developing membership, organization, and establishing District Goals. The Training Team will organize and prepare, with assistance from the AGs, PETS speakers and presentations.

**VI.2.C Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

## **VI.4 Presidents Elect Training Seminar (PETS)**

**VI.4.A Scheduling** PETS shall be scheduled no later than one month following the International Assembly. The DGE will coordinate with the DG in scheduling PETS. Conduct of PETS shall be in accordance with RI Guidelines outlined in RI Pamphlet 243-EN.

**VI.4.B Information Distribution** The District Trainer shall cause a letter of instructions to be mailed to every RC president elect that will include a registration form for both PETS and District Assembly, a general agenda of the program, a map locating the venue, the fees associated with the program, deadlines for response, accommodation information, and late fees if appropriate. **Note:** Executive Secretaries and Executive Directors shall be the addressees for their clubs.

**VI.4.C Attendance** for the PE is **mandatory** unless excused by the DGE. If excused, the PE shall make every effort to attend another PETS in a neighboring or an adjacent District. The PE elect is welcome and encouraged to attend.

**VI.4.D Expenses** All costs associated with funding the PETS shall be covered by the registration fees to be supplemented by the district as required.

**VI.4.E Multi District PETS** Presidents elect should consider the possibility that D-5520 may participate in a multi-district PETS in our district or in a neighboring district.

## **VI.5 District Assembly**

**VI.5.A Scheduling** District Assemblies shall be scheduled by the DGE in sufficient time to be published in the District Directory. District Assembly date(s) shall be announced at PETS and published in the District Newsletter and on the District web page. The District Trainer shall make venue arrangements. With the concurrence of the DG, Assemblies shall be scheduled between March 1<sup>st</sup> and June 1<sup>st</sup> so as not to interfere with visitations of the DG and attendance at the District Conference/Convention and International RI Convention.

**VI.5.B Numbers of Assemblies** The DGE shall plan and conduct the District Assembly in cooperation with the DG. The DG may request additional group or sectional assemblies as necessary to achieve maximum attendance and training if he/she feels that a single assembly would limit attendance because of travel distances.

**VI.5.C Content** Educational content of the Assembly Training Program is contained in RI Pamphlet 828-EN. Modifications will be made as required to insure that all members receive the best instruction possible.

**VI.5.D Expenses** A minimal fee will be charged. This fee is normally \$25.00.

## **ARTICLE VII. DISTRICT HISTORIAN/ARCHIVIST**

**VII.1 Appointment** The District Historian/Archivist shall be appointed annually, not to exceed two years, by the DG. He/she shall be responsible to collect, safeguard and store

the historical papers of the District. The safekeeping of documents shall be in a place approved by the DG with delivery thereto made as often as necessary.

**VII.2 District Trailer** The past six years of confidential club report files will be stored in the District Trailer.

**VII.3 Narrative of DG's Year in Office** The DG shall coordinate with the Historian/Archivist to prepare a written narrative of the DG's year in office. This may take the form of a monologue, outline, or other form to be determined by the DG.

**VII.4 Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

## **ARTICLE VIII. CUSTODIAN OF DISTRICT PROPERTIES**

**VIII.1 Custodian** The Operations LtG, or an appointee of the DG, shall be responsible for the equipment owned by the District.

**VIII.2 Property** District property includes: banners, flags, computers, fax machines, copiers, paper folder, filing cabinets, etc. which are currently stored in the District Trailer or which have been properly signed for by district personnel. Appropriate receipts for signed out property must be on file until the property is returned.

**VIII.3 Inventory** An Inventory of all equipment shall be maintained showing the item name, date purchased, cost and warranties (if issued), and dates of disposal.

**VIII.4 Replacement and Disposal of Equipment** The District Finance Committee shall decide when and if equipment needs to be replaced, updated, discarded, depreciated or sold.

## **ARTICLE IX. DISTRICT REPRESENTATIVE TO COUNCIL ON LEGISLATION (COL)**

**IX.1 Selection** The District 5520 representative and alternate to the Council on Legislation of Rotary International shall be elected two years prior to the COL meeting by the electors of the clubs at the District Conference/Convention. The COL is held in

Chicago/Evanston every third year. The representative and alternate will be PDGs and be elected by a simple majority vote from a slate presented at the District Conference/Convention. Additionally, each candidate must be nominated by his/her club in letterform to be forwarded to the General Secretary of RI.

**IX.2 Restrictions** The restrictions for nominations preclude anyone who has attended two COLs from being nominated for a third.

**IX.3 District Representation** Should circumstances preclude the representative from attending the COL, the alternate shall substitute. Should neither be able to perform their duties, then the DG shall appoint a representative from among those who had been previously nominated. In any case, the DG shall appoint a suitable representative.

**IX.4 Duties** The duties of the representative include, but are not limited to: insuring clubs are aware of the COL meeting dates and times, the importance of proposing enactments and resolutions for changes to the RI Administration and Governance procedures, and the format required for submission of suggested changes. The representative and the alternate shall make every effort to educate the Rotary membership about the COL, its requirements and the deadlines to be followed.

**IX.5 Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

## **ARTICLE X. UNIQUE DISTRICT ACTIVITIES**

From time to time, the District becomes involved with unique activities that permit members to become involved in international, national and local activities. Such activities include:

**X.1 Peace Park** This initiative promotes the re-naming of the Big Bend National Park as a Peace Park.

**X.2 Blood Drive Program and Organ Donor Awareness Programs** Both of these programs are promoted throughout the district as a way that Rotarians can give to their communities.

**X.3 Saving Planet Earth** This initiative promotes the saving of planet earth through the planting of trees and cleaning of streets, medians, and public highways.

**X.4 Bi-District Conference** This activity is partnered during the month of October or

November with neighboring District 4110 in Mexico. Annually, the district assembles at a venue selected by the district in charge of the conference, attends a banquet and reviews possibilities of arranging for Matching Grants and Sister Clubs. The chairperson for this activity is appointed by the DG who in turn, arranges for transportation and all other requirements.

## **ARTICLE XI. AMENDMENTS/APPROVAL**

### **XI.1 Amendments**

**XI.1.A Vote Necessary** These procedures may be amended at any District Conference/Convention by a two-thirds vote of Rotarians in attendance.

**XI.1.B Proposals for Amendments** Any Club, Rotarian, or Council of Governors may propose amendments to these Procedures. A proposal for amendment must be approved by a Rotary Club in the District and must be in harmony with RI, District and Club Constitution and By Laws.

**XI.1.C Submission Procedures** All proposals for amendment must be made in writing and be submitted to the DG at least 60 days prior to the annual District Conference/Convention.

**XI.1.D Distribution** The DG shall communicate such proposals for amendment in writing to the presidents of the RCs in the District at least 30 days prior to the date of the District Conference/Convention. In the event that time does not allow for such proposals to be mailed within the stated time frame, submissions will be encouraged at all training meetings and the District Conference/Convention. Notice of responsibilities, deadlines and voting requirements will be made to all club presidents and District leaders via the District web site and e-mail. Proposals may be mailed or e-mailed to the DG designee and a ballot by mail or e-mail vote will take effect with a two-thirds vote of the clubs by the communicated District designated deadline.

**XI.2 Approval** Approved changes to these procedures shall take effect on July 1<sup>st</sup>.

## **ARTICLE XII. PROMOTION OF RI CONVENTION**

Annually, the DG shall appoint one person to develop a program to promote the RI Convention. Such person must use all resources at hand and, if necessary, distribute a brochure to all members in the District.

### **ARTICLE XIII. RESOURCE REFERENCES**

All cited references are from the MOP, published every third year and within the year following the completion of the COL. Additionally, portions of the District Leadership Plan, approved in May 1997, are also cited.

## APPENDIX A

### Lieutenant Governor Job Description

**General Description** LtGs are appointees of the DGN to serve him/her during the Rotary year ahead. LtGs are appointed annually from the ranks of the AGs and serve no more than three one-year terms. It must be well demonstrated that each person selected is motivated and has been a positive addition to the district in support of goals and objectives and personifies the ideals of Rotary service. The LtG nominees must be recommended with the advice and consent of his/her Rotary Club.

**Roles/Responsibilities** The LtGs serve a very important administrative role for the DG. They act as the channel of communication between the DG and all other members of the District Leadership Team and, in particular, the AGs. LtGs to:

1. Steer the AGs in the proper direction as they carry out their duties.
2. Maintain communications between the AGs and the club presidents.
3. Cement working relationships between the AGs and the club presidents.
4. Evaluate problem areas and offer solutions for the AGs and the club presidents to follow.
5. Be a resource of information for all AGs and RC members on Rotary programs and activities, basing answers on the Manual of Rotary Procedures.
6. Develop Rotary Leadership among the AGs and the club presidents insuring a well-trained cadre for district functions.
7. Identify and recruit AGs who could serve the DG and the clubs.
8. Participate in essential training for the District Leadership such as PETS, Assemblies, AGs, and committees.
9. Participate in the selection of AGs.

**Specific Responsibilities** LtGs are considered to be the supervisor of the Assistant Governors assigned to them. Therefore, LtGs:

1. Arrange meetings with the AGs on a regular basis, preferably quarterly, to discuss District Goals and objectives and progress toward attainment.
2. Insure that the DG is made aware of positive and negative growth patterns within the District.
3. Encourage the AGs to visit clubs on a regular basis offering help where needed and acting as a resource person.
4. Monitor the RI and District Web pages to review the latest information available and calls that information to the attention of the AGs and the District Leadership Teams if necessary.
5. Visit RCs upon request making presentations on The Rotary Foundation, Membership Development, Training Needs and other topics as may be appropriate.
6. Emphasize the need for promotion of training, annual giving, and attendance at the District Conference and the RI Convention.

7. Should consider the possibility of enhancing their Rotary careers by putting their names forward as a candidate for DG.

**Replacement** The DG shall replace a LtG when he/she:

1. Moves from the district.
2. Resigns from the position.
3. Is no longer effective, is physically incapable, or dies.
4. Becomes a DGN.

**Expenses** Invoices are required for reimbursement of budgeted items and must be submitted to the DT.

## **APPENDIX B**

### **ABBREVIATIONS**

AG	Assistant Governor
COL	Council on Legislation
DG	District Governor
DGE	District Governor Elect
DGN	District Governor Nominee
DLP	District Leadership Plan
DS	District Secretary
DT	District Treasurer
LRP	Long Range Plan
LtG	Lieutenant Governor
MOP	Manual of Procedures (RI)
PDG	Past District Governor
PETS	Presidents Elect Training Seminar
RC	Rotary Club
RI	Rotary International
RYLA	Rotary Youth Leadership Award
TRF	The Rotary Foundation
YE	Youth Exchange