



2007 Manual of Procedure

*A Reference Manual
for Rotary® Leaders*

INCLUDING:

Rotary International Constitutional Documents

- ***Constitution of Rotary International***
- ***Bylaws of Rotary International***
- ***Standard Rotary Club Constitution***

Other Legal Documents

- ***Recommended Rotary Club Bylaws***
- ***Bylaws of The Rotary Foundation of Rotary International***
- ***Articles of Incorporation of The Rotary Foundation (partial)***

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1560 Sherman Avenue
Evanston, IL 60201-3698 USA

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Calendar for 2007-08

JULY							AUGUST							SEPTEMBER							OCTOBER						
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Calendar for 2008-09

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Calendar for 2009-10

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Manual of Procedure

A Reference Manual for Rotary® Leaders

The purpose of the *Manual of Procedure* is to help club and district leaders understand Rotary and the Rotary policies and procedures most relevant to their service. The manual provides concise and easy-to-understand descriptions of these policies and procedures.

The *Manual of Procedure* contains policies and procedures adopted by conventions, the Council on Legislation, the RI Board of Directors, and the Trustees of The Rotary Foundation. Included in this manual are:

- The current text of the Rotary International constitutional documents
 - RI Constitution
 - RI Bylaws
 - Standard Rotary Club Constitution
- Other legal documents
 - Recommend Rotary Club Bylaws
 - Bylaws of The Rotary Foundation of Rotary International
 - Portions of the Articles of Incorporation of The Rotary Foundation

The manual is published every three years. A copy is sent to each Rotary club and RI officer. This 2007 edition incorporates changes in policy and procedures since 2004. If any questions arise about the meaning or interpretation of the manual, including the RI constitutional and other legal documents, the English-language version of these materials is the official text.

Ed Futa
General Secretary

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Key to Text References

References throughout the white pages of the *Manual of Procedure* include:

- RCP Rotary Code of Policies, a compendium of current Board policies, available in English only at www.rotary.org
- TRFC The Rotary Foundation Code of Policies, a compendium of current Trustee policies, available in English only at www.rotary.org
- RIC Rotary International Constitution, available in the yellow pages of this manual
- RIB Rotary International Bylaws, available in the yellow pages of this manual
- SRCC Standard Rotary Club Constitution, available in the yellow pages of this manual
- TRFB The Rotary Foundation Bylaws, available in the yellow pages of this manual
- 00-00 Resolutions from the RI Convention or Council on Legislation. The first number indicates the year of the Council or RI Convention at which the resolution was adopted. The second is the number of the adopted resolution. For example, 80-102 refers to resolution 102 adopted at the 1980 Council on Legislation. Although the RI Convention no longer considers legislative matters since an action of the 1998 Council, previous conventions may still be cited in this manual.

Note: The RI Board and Foundation Trustees meet several times each year, and Board and Trustee policies change as a result. Therefore, RCP and TRFC citation numbers may change or policy may become outdated after the publication of this manual. For the most up-to-date information, see the Rotary Code of Policies and The Rotary Foundation Code of Policies.

Part One

Administration

1 The Rotary Club

Membership in Rotary International

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

Pilot Project Clubs

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

Avenues of Service

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

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

ADMINISTRATION

Definition of an Effective Rotary Club

Effective Rotary clubs

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

Club Board of Directors and Officers

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

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

Qualifications

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

In addition, the club president should have

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

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

Club President's Duties

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

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

Selection of Club Board of Directors and Officers

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

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

Officer Inductions

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

Club Leadership Plan

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

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

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

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

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

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

Club Committees

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

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

Additional ad hoc committees may be appointed as needed.

The Rotary Foundation

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

Training Requirements

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

Relation to the District Leadership Team

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

Reporting Requirements

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

Club Assemblies

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

Handling Club Funds

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

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

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

Per Capita Dues

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

Clubs with Past Due Financial Obligations to RI

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

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

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

Reinstatement of Clubs Terminated Due to Nonpayment of Financial Obligations

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

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

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

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

Status of Clubs with Services Suspended

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

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

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

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

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

Insurance and Incorporation

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

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

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

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

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

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

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

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

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

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

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

Rotary Clubs and Other Organizations

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

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

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

Club Compliance with National Laws

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

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

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

Arbitration and Mediation

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

ATTENDANCE

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

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

Absence from Club Meetings

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

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

Attendance at RI Meetings

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

Leave of Absence

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

CLASSIFICATIONS

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

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

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

Balanced Membership

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

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

Membership of Younger Persons

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

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

Classification Survey

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

A variety of membership assessment resources are available at www.rotary.org.

COMMERCIALIZATION AND CIRCULARIZATION

Commercializing Rotary

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

Circularizing Rotary Clubs

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

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

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

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

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

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

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

Member Information

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

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

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

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

Telemarketing

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

FELLOWSHIP

Relatives of Rotarians

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

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

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

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

CLUB MEETINGS

Meeting Places

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

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

Cancellation of Weekly Meetings

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

Guests

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

Clubs are also encouraged to

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

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

Club Programs

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

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

RI has established the following monthly program emphases:

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

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

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

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

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

Paying Expenses of Rotarian Speakers and Visitors

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

Invocations and Prayers

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

Alcoholic Drinks

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

Smoking

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

Joint Meetings of Service Clubs

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

MEMBERSHIP

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

Location of Business or Residence

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

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

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

Membership in Other Organizations

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

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

Active and Honorary Membership in Same Club

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

Honorary Membership

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

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

Dual-Gender Clubs

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

Abuse and Harassment Prevention

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

Movement of Rotarians into a New Community

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

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

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

Organizations of Former Rotarians

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

Membership Cards

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

MEMBERSHIP DEVELOPMENT

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

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

Major factors in achieving positive membership growth include:

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

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

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

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

Further:

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

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

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

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

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

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

Regional Rotary International Membership Coordinators

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

Induction of New Members

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

New Member Induction

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

Ceremony

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

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

NEW CLUBS

Minimum Number of Charter Members

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

Diversified Membership

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

Requirements for Forming a Provisional Club

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

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

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

Extension to Isolated Communities

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

NAME AND LOCALITY

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

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

Merger of Existing Rotary Clubs

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

PUBLIC RELATIONS

Responsibility of the Individual Rotarian

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

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

Responsibility of the Rotary Club

Each club is expected to

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

Adverse Public Relations

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

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

Public Relations and Club Projects

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

Rotary and News Media Relationships

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

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

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

Speakers Services

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

RI Public Relations Award

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

RI Best Cooperative Projects Award

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

MISCELLANEOUS

Club “Failure to Function”

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

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

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

Prohibition of Mandatory Contributions to The Rotary Foundation

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

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

Rotary and Politics

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

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

Magazine Subscriptions

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

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

Rotary Regional Magazines

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

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

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

2 The District

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

Number of Clubs and Rotarians in a District

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

Districing

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

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

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

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

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

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

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

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

GOVERNOR

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

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

Status, Qualifications, and Duties

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

Status

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

Qualifications

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

Duties

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

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

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

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

Code of Ethics

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

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

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

GOVERNOR-ELECT

Attendance at Governors-elect Training Seminar (GETS)

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

Attendance at International Assembly

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

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

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

Other Preparation

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

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

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

GOVERNOR-NOMINEE

Selection

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

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

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

Rejection of Nomination by Board

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

Method of Selection

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

Ballot Procedure

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

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

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

Selection in New Districts

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

Qualifications

At the time of selection, a governor-nominee must

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

Responsibilities

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

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

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

Assignments

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

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

ACTIVITIES

Multidistrict Service Activities

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

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

All multidistrict service activities and projects must

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

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

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

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

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

Multidistrict Administrative Organizations

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

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

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

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

District and Rotary Club Cooperation with Other Organizations

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

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

Policies on Cooperative Relationships

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

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

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

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

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

ADMINISTRATION

Records and Files of Governor

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

Governor's Report to RI

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

Governor's Monthly Letter

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

The Official Visit

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

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

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

Planning Guide for Effective Rotary Clubs

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

Memo of Club Visit

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

District Leadership Plan

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

The District Leadership Plan has these required components:

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

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

Role of the Assistant Governor

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

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

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

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

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

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

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

Criteria for Selecting Assistant Governors

Minimum criteria in selecting assistant governors include:

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

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

District Committees

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

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

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

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

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

Qualifications

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

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

Training Requirements

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

Relation to RI, The Rotary Foundation, and Presidential Appointees

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

Reporting Requirements

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

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

Training Committee

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

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

Qualifications

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

Duties and Responsibilities

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

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

Membership Development Committee

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

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

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

Minimum Number of Members

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

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

District Incorporation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXTENSION TO NON-ROTARY COUNTRIES AND GEOGRAPHICAL AREAS

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

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

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

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

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

ORGANIZING NEW CLUBS

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

Prospective Localities for New Clubs

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

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

Surveys

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

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

Club Locality

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

Special Representatives

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

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

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

Sponsor Clubs

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

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

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

Provisional Club

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

Weekly Meetings

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

Club Name

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

Charter Membership

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

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

Fees and Dues

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

Admission Fee

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

Club Charter

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

Programs for New Clubs

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

Admission to Membership in RI

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

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

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

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

Additional Clubs in Large Cities

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

RI Membership Development and Extension Award

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

FINANCES

Governor's Expenses

Basic Expenses Reimbursed by RI

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

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

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

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

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

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

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

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

Additional Expenses Reimbursed from the District Fund

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

Establishing a District Fund

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

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

Operation of a District Fund

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

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

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

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

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

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

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

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

Insurance

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

MEETINGS

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

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

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

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

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

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

Governors-elect Training Seminar (GETS)

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

Topics

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

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

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

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

International Assembly

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

District Team Training Seminar

Purpose

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

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

Topics

- RI theme
- District administration
- Roles and responsibilities

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

Participants

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

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

Presidents-elect Training Seminar (PETS)

Purpose

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

Topics

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

Participants

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

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

Multidistrict PETS

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

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

District Assembly

Purpose

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

Topics

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

Participants

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

Scheduling

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

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

District Leadership Seminar

Purpose

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

Topics

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

- Program electives
- Leadership opportunities

Participants

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

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

District Membership Seminar

Purpose

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

Topics

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

Participants

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

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

District Rotary Foundation Seminar

Purpose

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

Specifically, a district Rotary Foundation seminar provides the opportunity to

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

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

Topics

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

Participants

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

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

District Conference

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

Purpose

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

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

Holding Conferences Conjointly

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

Location

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

Requirements

The district conference must

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

Recommendations

The district conference should

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

President's Representative

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

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

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

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

MISCELLANEOUS

District Publications

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

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

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

Telemarketing

See chapter 1 for information about telemarketing.

Past Governors

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

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

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

3 Rotary International

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

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

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

Object of Rotary

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

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

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

Mission of Rotary International

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

Supervision of Clubs

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

Great Britain and Ireland (RIBI)

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

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

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

RI OFFICERS

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

Board of Directors

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

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

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

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

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

Officers of RI

President

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

President-elect

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

Vice President

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

Treasurer

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

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

General Secretary

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

The general secretary shall

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

Relationship between Directors, Districts, and Clubs

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

Selection of RI Officers

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

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

Rules for Candidates for Elective Offices

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

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

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

Procedures for Election Violations

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

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

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

COMMITTEES

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

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

Committee Meetings

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

RESOURCE GROUPS

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

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

Resource groups are expected to

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

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

FINANCIAL MATTERS

Fiscal Year

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

Budgeting Expectations

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

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

Publication of the Yearly Budget

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

Five-Year Financial Forecast

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

Revenue

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

Per Capita Dues

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

Clubs and districts may also charge dues.

Dues for Club Representation at the Council on Legislation

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

Newly Admitted Clubs

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

Refunds or Prorating

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

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

Semiannual Reports

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

The following items may also appear on some SAR invoices:

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

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

- Credit card through Member Access at www.rotary.org
- Check or draft with the SAR packet
- Wire transfer

Clubs in Arrears

Financial obligations of clubs are discussed in chapter 1.

Annual Publication and Distribution of RI Financial Report

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

Expenditures

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

PUBLICATIONS

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

Guidelines for Rotary Club, District, and Affiliated Publications

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

Directories

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

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

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

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

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

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

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

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

Rotary World

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

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

Single copies are sent to

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

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

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

Publications and Audiovisual Resources

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

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

Translation of Rotary Literature

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

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

RI Web Site

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

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

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

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

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

SECRETARIAT

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

MISCELLANEOUS

RI and Politics

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

RI and Rotary Foundation Relationships with Other Organizations

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

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

RI Projects

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

RI Travel Policy

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

RI travel policy. For details, see the publication “Rotary International Travel Policy” available from RITS and at www.rotary.org.

RI Protocol

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

President (or president’s representative)

President-elect

Vice president

Treasurer

Other directors

Past presidents (in order of seniority)

Trustee chair

Trustee chair-elect

Trustee vice chair

Other trustees

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

General secretary

President-nominee

Past directors (in order of seniority)

Past trustees (in order of seniority)

Past general secretaries (in order of seniority)

Directors-elect

District governors

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

Directors-nominee

Past governors (in order of seniority)

Incoming trustees

Governors-elect

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

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

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

Regional and zone committee members

Assistant governors

District secretaries/treasurers

District committee members

Club presidents

Club presidents-elect

Club vice presidents

Club secretaries

Club treasurers

Club sergeants-at-arms

Other club board members

Club committee chairs

Past assistant governors

Rotarians

Rotary Foundation alumni

Rotarians' families

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

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

Part Two

Program

4 General Program of Rotary

The program of Rotary is expressed in its Object as set forth in article 4 of the RI Constitution and article 4 of the Standard Rotary Club Constitution.

Balanced Service Program

The RI Board encourages each club to develop a program that ensures a balance across the four Avenues of Service: Club Service, Vocational Service, Community Service, and International Service.

Rotary Structured Programs and Service Opportunities

The RI Board has developed the following terminology to provide a framework for clubs and districts to conduct their service efforts:

- *Special program of RI* — PolioPlus, which has priority over all other programs until the certification of eradication is achieved
- *Structured Programs* — RI Board-recommended organized activities for clubs and districts that include a recommended framework and guidelines
- *Global Networking Groups* — Groups of individual Rotarians organized internationally to focus on shared topics of interest
- *Menu of Service Opportunities* — Issues and concerns identified by RI as recommended service priorities for clubs and districts for a specified period of time (RCP 40.010.)

The following Structured Programs are recognized:

- Interact (chapter 8)
- Rotaract (chapter 8)
- Rotary Community Corps (chapter 6)
- Rotary Friendship Exchange (chapter 7)
- Rotary Volunteers (chapter 5)
- Rotary Youth Leadership Awards (chapter 8)
- World Community Service (chapter 7)
- Youth Exchange (chapter 8)

Global Networking Groups consist of

- Rotary Fellowships (chapter 7)
- Rotarian Action Groups (chapter 7)

The Menu of Service Opportunities consists of

- Children at Risk
- Disabled Persons
- Health Care
- International Understanding and Goodwill
- Literacy and Numeracy
- Population Issues
- Poverty and Hunger
- Preserve Planet Earth
- Urban Concerns

Community Concerns

Clubs are encouraged to regularly analyze their service activities to ensure that the projects they undertake address real community concerns. This supports the club maintaining its relevancy to the community as well as supporting membership development and retention issues. In developing service projects to meet community needs, clubs should

- 1) Assess the real needs of the community, using all the information resources available
- 2) Design and carry out projects that effectively address the identified needs
- 3) Use Rotary resources in carrying out these projects, including club talent and expertise, district committees, RI committees and resource groups, and the many resources available through RI and its Foundation
- 4) Mobilize the community to support project goals and participate in their implementation wherever possible

RI Theme

The annual message of the president, whether expressed in a special program or theme or otherwise, is of paramount importance in the implementation of the program of Rotary in that year. It is inherent in the duties of the governor that the program or theme be presented and emphasized in all suitable ways. These include its use as the theme of the district conference and other district meetings where a theme is employed, in the monthly letter, in official visits to clubs, and in other contacts with clubs and Rotarians of the district. It is essential that any district goals or objectives established by a governor relate to and support the president's program or theme, which should be mentioned prominently in connection with any expression of district goals or objectives. The president's message should be known, understood, and effectively implemented by all Rotary clubs and Rotarians.

All officers of RI districts and clubs are reminded that the RI theme is the only theme that should be used, and the use of other themes should be discouraged. (RCP 27.050.)

Rights of Children

The RI Board has adopted the following statement on the rights of children: Rotary International, recognizing that

- 1) Children, because of their vulnerability, need special care and protection;
- 2) In all countries of the world there are children who are living in exceptionally difficult conditions; and
- 3) All children should be able to grow into adulthood in an environment of peace, dignity, tolerance, freedom, and equality;

endorses and supports the rights of all children to food, shelter, health care, education, and freedom from abuse and violence. Rotary clubs around the world are committed to protecting these rights for all children, regardless of race, creed, or nationality. (RCP 42.010.3.)

Awards and Recognition

Awards offer clubs and districts a way to acknowledge, encourage, and inspire Rotarians and others in their service efforts. RI sponsors the following recognition programs each year. More information about program rules and deadlines are listed at www.rotary.org. Given the number of available recognition opportunities, governors may wish to appoint a recognition committee to assist with publicizing them and selecting nominations.

Four Avenues of Service Citation

The Four Avenues of Service Citation is awarded by clubs to recognize the grassroots efforts of individual Rotarians. (RCP 44.020.) Rotarians in good standing who have consistently demonstrated their support of the Object of Rotary through participation in service activities in each of the four Avenues of Service — Club, Vocational, Community, and International Service — are eligible. Current club presidents are not eligible. Candidates are nominated by the club president. The club president must endorse the nomination form and submit it to RI World Headquarters with an information copy to the governor.

Presidential Citation

The Presidential Citation is designed to encourage Rotarians' personal involvement in serving others and promoting a high standard of Rotary service in the community. All aspects of the award are revised annually by the RI president and traditionally highlight the RI theme. Rotary, Rotaract, and Interact clubs in good standing that meet the award criteria are eligible to receive the award. Governors must submit nominations so they arrive at RI World Headquarters by the deadline on the published nomination form.

RI Service Above Self Award

The RI Service Above Self Award is given to individual Rotarians who have rendered exemplary humanitarian Rotary service that embodies Rotary's motto of Service Above Self. The award recognizes outstanding efforts in the promotion of RI objectives in any Avenue of Service and is Rotary's highest honor for a Rotarian. Any active Rotarian in good standing may be nominated, with the following exceptions: governors, governors-elect, immediate past governors, RI directors, RI directors-elect, past RI directors (within two years of having held that position), Foundation trustees, Foundation trustees-designate, and past Foundation trustees (within two years of having held that position). In addition, nominees must not be the spouse, lineal descendant (child or grandchild), spouse of a lineal descendant, or ancestor (parent or grandparent) of the nominator.

Only current and immediate past governors and current and past RI directors are eligible to submit nominations for this award; each may nominate no more than three candidates in any given year. Nominations must be submitted before the 1 September deadline for consideration by the RI Board. Submissions must be on the official nomination form and describe the Rotarian's service rendered through Rotary. Performance in an elected or appointed Rotary assignment or personal financial contributions to Rotary, its Foundation, or any individual project are not relevant considerations for this award. (RCP 44.030.)

RI Public Relations Award

The RI Public Relations Award recognizes Rotary clubs that have generated increased awareness and understanding of Rotary through outstanding media coverage or public relations efforts. (RCP 44.070.) Competition and selection of winning entries takes place on the district level. The district entry must relate to a club project, event, or campaign on a single topic (e.g., drug abuse prevention, literacy promotion) undertaken by a single club that demonstrably improves Rotary's visibility and image within the community. Clubs should be able to demonstrate the effectiveness of the public relations efforts by showing one or more of the following results:

- Significant media coverage
- Increased community support for Rotary service activities

- Public recognition (e.g., community award)
- Increased membership

Public relations efforts must be directed at external audiences (non-Rotarians); internal education efforts will not be considered. Competition is open to all Rotary clubs, but clubs may submit only one entry per year. Public relations activities that are initiated up to one year before 15 March are eligible for the competition. For example, to be eligible, entries for the 2008-09 competition must relate to public relations activities between 15 March 2007 and 15 March 2008. Governors must submit the nomination form and supporting materials to RI for consideration before the deadline on the published nomination form.

RI Best Cooperative Projects Award

The RI Best Cooperative Projects Award recognizes clubs that conduct outstanding projects in cooperation with other local, national, or international organizations, thereby increasing awareness and understanding of Rotary within the international community. (RCP 44.080.) Projects requiring active involvement are given priority. Projects done in cooperation with the United Nations, UN agencies, or other international humanitarian organizations are also given priority.

Eligible projects must have been well established during the 12 months before 15 March. The award application must be submitted to the district governor by 15 March and received at RI World Headquarters no later than 15 April.

Up to five nominations can be selected per district. The district governor must endorse each nomination form.

Significant Achievement Award

The Significant Achievement Award is a district-level presidential recognition program designed to give district recognition to club activity that addresses a significant problem or need. The purpose of the award is to encourage every club to develop new projects and to promote an increased awareness of the importance of exemplary club efforts. (RCP 44.040.)

Projects must:

- Address a significant problem or need in the local community
- Involve most or all club members in personal, rather than merely monetary, service and be commensurate with the club's size and resources
- Enhance the image of Rotary in the community
- Be capable of emulation by other Rotary clubs
- Be currently active or reach a conclusion during the Rotary year for which the award is given
- Be carried out by a single Rotary club

Each governor may propose only one project carried out by a single club from his or her district for the award as competition is at the district level. It is recommended that the governor choose and announce a district selection committee to help identify a worthy club project.

RI Membership Development and Extension Award Program

The annual RI Membership Development and Extension Award includes incentives for membership growth in existing clubs, retention of current club members, and the establishment of new clubs. (RCP 44.060.)

Each year at the International Assembly, governors-elect are asked to work with their incoming club presidents to set membership goals for the next Rotary

year. During their presidents-elect training seminars, governors-elect should discuss the importance of membership growth with their incoming club presidents and ask all of them to set membership goals (net percentage increase) for their clubs. Each governor-elect may announce the collective district membership goal (net percentage in all the clubs, plus the number of new clubs) at the district assembly.

The time frame for the program is 1 July-15 May. Each district's starting membership figures are taken from its clubs' July semiannual report forms received at RI by 30 September each year. RI provides district governors with their district and clubs 1 July starting figure in mid-October.

After 15 May, each governor reports the following to RI:

- Club with the highest percentage growth rate
- Club with the most new members
- Club with the highest percentage retention rate
- Clubs that sponsored new clubs

Each of these clubs receives a recognition certificate signed by the RI president. In addition, governors of districts that met or exceeded their membership goals by 15 May receive a district membership award from the RI president.

These districts are reported in Rotary World Magazine Press.

RI promotes the Membership Development and Extension Award throughout the year in RI publications. Governors should promote the award through their monthly newsletters and other means.

Membership Development Initiatives Award

The Membership Development Initiatives Award is a district-level recognition designed to encourage clubs to develop new and creative strategies that have an impact on membership growth and development, the district governor can award at least three clubs from each district. (RCP 44.090.) Strategies must affect at least one of the three areas of membership: retention, induction of new members, or organizing new Rotary clubs. This is a certificate of recognition, signed by the RI president. Clubs are recognized at the RI Convention and announced in the Rotary World Magazine Press.

Recognition of Smaller Club Membership Growth

The Recognition of Smaller Club Membership Growth is designed to encourage clubs with membership below the charter requirement of 20 members. This supports the importance of strong and vibrant clubs. A certificate signed by the RI president is awarded to clubs that meet their membership goal between 1 July and 15 May in the following categories:

<i>Club Category</i>	<i>Membership Goal</i>
Fewer than 10 members	At least 10 members
10-14 members	At least 15 members
15-19 members	At least 20 members

District governors must approve the recognition and submit the required forms to RI between 16 May and 30 June.

5 Vocational Service

Statement on Vocational Service

Vocational Service is the way Rotary fosters and supports the application of the ideal of service in the pursuit of all vocations. Inherent in the Vocational Service ideal are:

- 1) Adherence to and promotion of the highest ethical standards in all occupations, including faithfulness and fidelity to employers, employees, and associates, and fair treatment of them and of competitors, the public, and all those with whom one has any business or professional relationships
- 2) The recognition of the worthiness to society of all useful occupations, not just one's own or those pursued by Rotarians
- 3) The contribution of one's vocational talents to the problems and needs of society

Vocational Service is the responsibility of both a Rotary club and its members. The role of the club is to implement and encourage the objective by example and by development of projects that help members contribute their vocational talents. The role of members is to conduct themselves, their businesses, and their professions in accordance with Rotary principles and to respond to club projects. (RCP 8.030.1.)

Declaration for Rotarians in Businesses and Professions

The 1989 Council on Legislation adopted the following declaration for Rotarians in businesses and professions:

As a Rotarian engaged in a business or profession, I am expected to

- 1) Consider my vocation to be another opportunity to serve
- 2) Be faithful to the letter and to the spirit of the ethical codes of my vocation, to the laws of my country, and to the moral standards of my community
- 3) Do all in my power to dignify my vocation and to promote the highest ethical standards in my chosen vocation
- 4) Be fair to my employer, employees, associates, competitors, customers, the public, and all those with whom I have a business or professional relationship
- 5) Recognize the honor and respect due to all occupations which are useful to society
- 6) Offer my vocational talents to provide opportunities for young people, to work for the relief of the special needs of others, and to improve the quality of life in my community
- 7) Adhere to honesty in my advertising and in all representations to the public concerning my business or profession
- 8) Neither seek from nor grant to a fellow Rotarian a privilege or advantage not normally accorded others in a business or professional relationship (89-148; RCP 8.030.2.)

The 2004 Council on Legislation further supported this declaration by adopting a resolution that all Rotarians continue their dedication to cultivating a life that exemplifies Rotary's commitment to ethics in business and professions, and that Rotary clubs continue to build upon their significant record of attracting

and seeking out individuals who exemplify the high ethical standards of Rotary as the organization moves into the 21st century and its second 100 years of service. (04-290)

The Four-Way Test

The Four-Way Test was created in 1932 by Rotarian Herbert J. Taylor, who later became president of Rotary International. The Board agreed that it should be brought to the attention of Rotary clubs:

THE FOUR-WAY TEST

Of the things we think, say or do:

- 1) Is it the TRUTH?
- 2) Is it FAIR to all concerned?
- 3) Will it build GOODWILL and BETTER FRIENDSHIPS?
- 4) Will it be BENEFICIAL to all concerned?

Reproduction and Use

The sole purpose of any reproduction or use of The Four-Way Test should be to develop and maintain high ethical standards in human relations. The test should not be reproduced in any advertisement intended to increase sales or profits. It may, however, be used on the letterhead or in the literature of a firm, organization, or institution to convey its sincere attempt to conduct itself along the lines of The Four-Way Test. All reproductions of The Four-Way Test should be in the form shown above. (RCP 33.050.)

Any Rotary club or group of clubs that reproduces The Four-Way Test in something it distributes should list the name(s) of the club(s) directly after the reproduction. The Four-Way Test should not be referred to as a “code” in any sense.

Vocational Service Activities

When appropriate, clubs should develop service projects that would be more productive if undertaken jointly. Such projects might include employee training, postretirement service opportunities, functional literacy programs, workplace drug abuse prevention and treatment programs, employment counseling, and vocational recognition programs.

Because Rotarians are classified in their clubs on the basis of their vocations, vocational service is an essential element in the execution of all Rotary programs; its effect is felt throughout the other Avenues of Service.

The RI Board urges clubs to obtain the advice of legal counsel on the need for protection against liability resulting from vocational service activities, including whether to secure insurance or implement other risk management practices.

Rotary Volunteers

The Rotary Volunteers program was established to create greater awareness among Rotarians of the volunteer opportunities within Rotary-sponsored service projects as well as worthy projects of other organizations. This RI Structured Program helps clubs and districts identify volunteers for service projects who possess expertise and skills unavailable locally. Rotarians, spouses, Rotaractors, Rotary Foundation alumni, and non-Rotarians (where Rotarians are not immediately available) may participate in the program. (RCP 41.050.)

The RI Board has established a limit of up to 1 percent of the total number of Rotarians in a district who may serve as registered Rotary Volunteers.

In addition, volunteers are expected to have a proven level of professional and technical skill and should be at least 25 years old. (RCP 41.050.3.)

Club presidents and governors should appoint Rotary Volunteer committees to enhance the use of Rotary volunteers. RI maintains a registry of volunteers and service sites on its Web site, as well as a resource list of organizations that place, train, or fund volunteers.

Vocational Service Month

Vocational Service Month is observed each October to emphasize the involvement of clubs in the everyday practice of the ideals of vocational service. Recommended club activities during Vocational Service Month include: recognizing a Rotary Volunteer at a district-level event, promoting involvement in Rotary Fellowships, sponsoring a vocational service activity or project, and promoting membership development in open classifications. (RCP 8.030.3.)

6 Community Service

Statement on Community Service

The 1992 Council on Legislation adopted the following statement on Community Service.

Rotary Community Service encourages and fosters the application of the ideal of service to the personal, business, and community life of every Rotarian.

In carrying out this application of the ideal of service, a variety of activities developed by Rotary clubs have afforded significant opportunities for service by their members. For the guidance of Rotarians and to formulate a policy for Rotary toward community service activities, the following principles are recognized:

Community Service is an opportunity for every Rotarian to exemplify "Service Above Self." It is the commitment and social responsibility of every Rotarian and Rotary club to improve the quality of life for those who live in the community and to serve the public interest.

In this spirit, clubs are encouraged to:

- 1) review regularly service opportunities within their communities and involve each club member in an assessment of community needs;
- 2) capitalize on the unique vocational and avocational talents of members in implementing their community service projects;
- 3) initiate projects in accordance with the needs of the community and commensurate with the club's standing and potential in the community, recognizing that every community service activity, however small, is important;
- 4) work closely with the Interact clubs, Rotaract clubs, and Rotary Community Corps and other groups which they sponsor, in order to coordinate community service efforts;
- 5) identify opportunities to enhance community service projects through Rotary programs and activities at the international level;
- 6) involve the community, when desirable and feasible, in implementing community service projects, including the provision of required resources;
- 7) cooperate with other organizations in accordance with RI policy to achieve community service objectives;
- 8) achieve proper public recognition for their community service projects;
- 9) act as catalysts to encourage other organizations to work together in community service efforts;
- 10) transfer responsibility for continuing projects, when appropriate, to community, service, or other organizations, so that the Rotary club can become involved in new projects.

As an association of clubs, RI has the responsibility to communicate news of community service needs and activities, and from time to time suggest programs or projects which advance the Object of Rotary and which would benefit from the concerted efforts of Rotarians, clubs, and districts who wish to participate. (92-286)

1923 Statement on Community Service

The following statement was adopted at the 1923 convention and amended at subsequent conventions:

In Rotary, Community Service is to encourage and foster the application of the ideal of service in each Rotarian's personal, business, and community life.

In carrying out this application of the ideal of service many clubs have developed various community service activities as affording opportunities for service by their members. For the guidance of Rotarians and Rotary clubs and to formulate a policy for Rotary toward community service activities, the following principles are recognized and accepted as sound and controlling:

- 1) Fundamentally, Rotary is a philosophy of life that undertakes to reconcile the ever present conflict between the desire to profit for one's self and the duty and consequent impulse to serve others. This philosophy is the philosophy of service — "Service Above Self" and is based on the practical ethical principle that "They Profit Most Who Serve Best."
- 2) Primarily, a Rotary club is a group of representative business and professional people who have accepted the Rotary philosophy of service and are seeking:

First, to study collectively the theory of service as the true basis of success and happiness in business and in life; and second, to give, collectively, practical demonstrations of it to themselves and their community; and third, each as an individual, to translate its theory into practice in business and in everyday life; and fourth, individually and collectively, by active precept and example, to stimulate its acceptance both in theory and practice by all non-Rotarians as well as by all Rotarians.

- 3) RI is an organization that exists
 - a) for the protection, development, and worldwide propagation of the Rotary ideal of service;
 - b) for the establishment, encouragement, assistance, and administrative supervision of Rotary clubs;
 - c) as a clearing house for the study of their problems and, by helpful suggestion but not compulsion, for the standardization of their practices and of such community service activities, and only such community service activities, as have already been widely demonstrated by many clubs as worthwhile and as are within, and will not tend to obscure, the Object of Rotary as set out in the RI constitution.
- 4) Because they who serve must act, Rotary is not merely a state of mind, nor Rotary philosophy merely subjective, but must translate itself into objective activity; and the individual Rotarian and the Rotary club must put the theory of service into practice. Accordingly, corporate action by Rotary clubs is recommended under the safeguards provided herein. It is desirable that every Rotary club sponsor a major community service activity each fiscal year, varied from year to year if possible, and to be completed if possible before the end of the fiscal year. This activity is to be based upon a real community need and should require the collective cooperation of all its members. This is to be in addition to the club's continuing its program for the stimulation of the club members to individual service within the community.
- 5) Each individual Rotary club has absolute autonomy in the selection of such community service activities as appeal to it and as are suited to its community; but no club should allow any community service activity to obscure the Object of Rotary or jeopardize the primary purpose for which

a Rotary club is organized; and RI, although it may study, standardize, and develop such activities as are general and make helpful suggestions regarding them, should never prescribe nor proscribe any community service activity for any club.

- 6) Although regulations are not prescribed for an individual Rotary club in the selection of community service activities, the following rules are suggested for its guidance:
 - a) Because of the limited membership of Rotary, only in a community where there is no adequate civic or other organization in a position to speak and act for the whole community should a Rotary club engage in a general community service activity that requires for its success the active support of the entire citizenship of the community, and, where a chamber of commerce exists, a Rotary club should not trespass upon nor assume its functions, but Rotarians, as individuals committed to and trained in the principle of service, should be members of and active in their chambers of commerce and as citizens of their community should, along with all other good citizens, be interested in every general community service activity, and, as far as their abilities permit, do their part in money and service;
 - b) As a general thing, no Rotary club should endorse any project, no matter how meritorious, unless the club is prepared and willing to assume all or part of the responsibility for the accomplishment of that which it endorses;
 - c) While publicity should not be the primary goal of a Rotary club in selecting an activity, as a means of extending Rotary's influence, proper publicity should be given to a worthwhile club project well carried out;
 - d) A Rotary club should avoid duplication of effort and in general should not engage in an activity that is already being well handled by some other agency;
 - e) A Rotary club in its activities should preferably cooperate with existing agencies, but where necessary may create new agencies where the facilities of the existing agencies are insufficient to accomplish its purpose. It is better for a Rotary club to improve an existing agency than to create a new and duplicative agency;
 - f) In all its activities a Rotary club acts best and is most successful as a propagandist. A Rotary club discovers a need but, where the responsibility is that of the entire community, does not seek alone to remedy it but to awaken others to the necessity of the remedy, seeking to arouse the community to its responsibility so that this responsibility may be placed not on Rotary alone but on the entire community where it belongs; and while Rotary may initiate and lead in the work, it should endeavor to secure the cooperation of all other organizations that ought to be interested and should seek to give them full credit, even minimizing the credit to which the Rotary club itself is entitled;
 - g) Activities which enlist the individual efforts of all Rotarians generally are more in accord with the genius of Rotary than those requiring only the mass action of the club, because the community service activities of the Rotary club should be regarded only as laboratory experiments designed to train members of a Rotary Club in service. (23-34, 26-6, 36-15, 51-9, 66-49)

Participation in Community Service Activities

Notwithstanding action by governmental and private agencies in relation to some community needs, diverse and challenging opportunities remain for Rotary clubs and Rotarians to undertake effective and nonduplicative service in their communities. As a basis for effective community service, all Rotary club presidents are encouraged to appoint Rotarians to serve on committees that address human development, community development, environmental protection, and Partners in Service. These committees are urged to

- 1) Ascertain community needs by comprehensive survey and analysis of the relative circumstances in their respective localities
- 2) Encourage individual club members to supplement and strengthen this survey and analysis by exploring the locality of the club in their personal and vocational capacities for the purpose of discovering community needs
- 3) Meet with other community organizations to discuss and exchange ideas, where such meetings can be undertaken in harmony with established policy
- 4) Include as a factor in considering prospective members their demonstrated active interest in and familiarity with community needs (RCP 8.040.3.)

The RI Board has encouraged clubs to initiate and promote hands-on community service projects in addition to those involving financial commitment.

Rotary clubs and Rotarians can undertake projects in the priority areas of the Menu of Service Opportunities to address community needs (see chapter 4).

Rotary Community Corps (RCC)

A Rotary Community Corps, or RCC, is a group of non-Rotarian men and women who share Rotary's commitment to service. Under the guidance of a sponsoring Rotary club, dedicated RCC members put their own skills to work to improve the quality of life in their communities.

The RI Board has adopted the following statement of goals for RCC:

- 1) To encourage individuals to take responsibility for the improvement of their village, neighborhood, or community
- 2) To recognize the dignity and value of all useful occupations
- 3) To mobilize self-help activities and collective work to improve the quality of life
- 4) To encourage the development of human potential to its fullest, within the context of the local culture and community (RCP 41.030.2.)

The membership of each corps consists of a minimum of 10 adults with good character and leadership potential. Membership is open to men and women who live, work, or study in or near the corps' village or community. (RCP 41.030.3.)

After their name, corps must mention "sponsored by the Rotary Club of (name)." The members of the corps are not members of the sponsoring club.

The emblem of the Rotary Community Corps must be preserved for the exclusive use and benefit of its members. Members are entitled to wear or otherwise display the emblem in a dignified and appropriate manner during the period of their membership. Individual members must relinquish such entitlement upon termination of their membership or the corps.

An RCC can only be formed in a Rotary country or geographical area, and the sponsoring Rotary club must be in the same country or geographical area as the RCC. A corps is organized, sponsored, and counseled by a Rotary club (or clubs) and is established following the endorsement of the governor on certifica-

tion and recognition by RI. Its continued existence depends on the continued sponsorship of its sponsoring Rotary club(s) and continued recognition by RI.

Any fees to be paid by the membership of the corps shall be nominal and for the sole purpose of meeting administrative costs. Funds for activities and projects undertaken must be raised with the support from the sponsoring club. Clubs are also encouraged to assist RCCs in establishing community revolving loan funds, which the clubs may wish to administer to ensure good management. Revolving loans may be provided by a philanthropic association of local Rotarians to individuals or groups in their communities for the development of microenterprises. However, these activities should be done in compliance with all applicable local and national rules. (RCP 41.030.7)

Detailed RCC information can be found in the *Rotary Community Corps Handbook* (770-EN) and at www.rotary.org.

Family Month

Rotarians, clubs, and districts worldwide are encouraged to demonstrate their commitment to family and community through projects, activities, and events in celebration of Family Month each December. (RCP 40.070.)

7 International Service

The development of understanding and goodwill among Rotarians and among the people at large is the specific task of International Service in Rotary. (RCP 8.050.1.)

Policy of International Service

The aim of International Service in Rotary is expressed in the fourth Object of Rotary; namely, to encourage and foster the advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service. (RIC 4; SRCC 4 and 5) Freedom, justice, truth, sanctity of the pledged word, and respect for human rights are inherent in Rotary principles and are also vital to the maintenance of international peace and order and to human progress. (RCP 8.050.1.)

In concept, International Service can be broken down into these four general areas:

- 1) World Community Service programs
- 2) International educational and cultural exchange activities
- 3) Special international observances and events
- 4) International meetings (RCP 8.050.2.)

Responsibility of the Individual Rotarian

Each Rotarian should make an individual contribution to the achievement of the ideal inherent in the fourth Avenue of Service. Each Rotarian should help to create a better-informed public opinion.

Rotarians should

- 1) Look beyond national patriotism and share responsibility for the advancement of international understanding, goodwill, and peace
- 2) Resist any tendency to act in terms of national or racial superiority
- 3) Seek and develop common grounds for agreement with peoples of other lands
- 4) Defend the rule of law and order to preserve liberty of the individual so that all may enjoy freedom of thought, speech, and assembly; freedom from persecution and aggression; and freedom from want and fear
- 5) Support action directed toward improving standards of living for all peoples, realizing that poverty anywhere endangers prosperity elsewhere
- 6) Uphold the principles of justice for humankind, realizing that these are fundamental and must be worldwide
- 7) Strive always to promote peace between nations and be prepared to make personal sacrifices for that ideal
- 8) Urge and practice a spirit of understanding of every person's beliefs as a step toward international goodwill, recognizing that there are certain basic moral and spiritual standards that, if practiced, will ensure a richer, fuller life
- 9) Exercise appropriate caution in conducting activities and programs where international tensions exist between countries (RCP 8.050.3.)

Responsibility of the Club

Rotary clubs should not engage in any corporate effort to influence governments, world affairs, or international policies but should encourage the development of an enlightened and constructive attitude in each Rotarian.

A Rotary club may properly provide a forum for the presentation of public questions where such a course of action is designed to foster the fourth Avenue of Service. Where such questions are controversial, both sides must be adequately presented.

RI policy does not preclude a balanced program of discussion in Rotary clubs of international issues, which are appropriate subjects for serious thought and debate within the framework of the pursuit of peace.

When international subjects are presented and discussed in a Rotary club, the club should caution the speaker against offending peoples of other countries and should make clear that it does not necessarily assume responsibility for opinions expressed by individual speakers at its meetings.

A Rotary club should not adopt resolutions of any kind dealing with specific plans relating to international affairs. It should not direct appeals for action from clubs in one country to clubs, peoples, or governments of another country or circulate speeches or proposed plans for the solution of specific international problems.

In all cases where international tensions develop between countries in which Rotary clubs exist, the utmost caution should be exercised by all the clubs concerned, lest any action may increase ill will and misunderstanding.

RI and Politics

Because its worldwide membership includes persons of many facets of political opinion, Rotary International may not act on or express opinions about political subjects. However, freedom of speech and freedom of association are essential for the healthy development of Rotary in any country or geographical area. (RCP 26.040.)

World Community Service (WCS)

The World Community Service (WCS) program consists of international service activities through which Rotarians conduct projects to improve lives and meet human needs, and thus promote international understanding and goodwill by means of material, technical, and professional assistance. (RCP 41.070.)

The WCS program aims to

- 1) Improve the quality of life of those in need through international Rotary service
- 2) Encourage cooperation between Rotary clubs and districts in different countries in their efforts to carry out international service projects
- 3) Provide an effective framework for the exchange of information on project needs and offers of assistance
- 4) Increase awareness among Rotarians of international development and cultural issues, and the importance of implementing projects that help people help themselves
- 5) Provide WCS program services to participants of related RI and Rotary Foundation programs and emphases
- 6) Educate Rotarians about funding opportunities for their WCS projects through the Foundation and other sources
- 7) Communicate successful WCS experiences to other Rotarians
- 8) Foster international understanding, goodwill, and peace (RCP 41.070.1.)

WCS program initiatives include:

- 1) Promotion of increased knowledge of Rotary's international service objectives through WCS opportunities and activities
- 2) Promotion and use of the WCS Projects Exchange
- 3) Promotion of cooperation between the international service and Rotary Foundation committees at district and club levels, as appropriate
- 4) Expansion of intercountry committees as vehicles for international service, including WCS activities
- 5) Promotion of support for disaster relief projects
- 6) Promotion of 23 February, World Understanding and Peace Day
- 7) Use of the Donations-in-kind Information Network to support WCS projects with donated goods and services
- 8) Personal involvement by Rotarians in WCS activities, including international volunteer service (RCP 41.070.2.)

It is recommended that districts and clubs establish WCS committees with the objective of promoting greater awareness, direct lines of communication, and accountability for all types of international service. Club presidents and governors are encouraged to appoint their WCS committee chairs as ex officio members of their community service committees, where appropriate. (RCP 21.030.)

District or club requests for cooperation and assistance with a specific WCS activity are not subject to RI's general circularization limitations, so long as requests are directed to one or a limited number of districts or clubs. (RCP 11.030.5.)

WCS Projects Exchange

The Secretariat maintains a registry of WCS projects for which the sponsoring Rotary, Rotaract, or Interact club or Rotary Community Corps has requested assistance. A Rotary club can use this registry in two ways:

- 1) *A club that needs help for a community service project* can submit a description of a project on the Projects Data Form and send it to RI World Headquarters. Project information is then entered into the WCS Projects Exchange, a searchable database at www.rotary.org.
- 2) *A club interested in supporting a WCS project* can search the database for information on projects in a specific country or geographical area, of a particular type, or for a specific funding amount.

It is appropriate for governors and Rotary clubs to work in cooperation with other organizations whose purposes and activities are consistent with those of Rotary, when such cooperative activities and projects serve to significantly enhance the implementation of WCS. (RCP 41.070.3; see also "RI and Rotary Foundation Relationships with Other Organizations" in chapter 3)

Donations-in-kind Information Network

The Donations-in-kind Information Network assists Rotarians wishing to link offers of donated goods with Rotary projects (or others) that can use the donations, primarily in developing countries.

The goals of this system are to provide

- 1) Rotarians wishing to donate goods or services in support of WCS activities with the opportunity to advertise their donations offers
- 2) An additional resource for Rotarians requiring assistance with their WCS projects

- 3) An effective complement to the WCS Projects Exchange as a support mechanism for all WCS activities in general and to serve as an information resource for all Rotarians (RCP 41.070.4.)

Detailed information about WCS can be found in the *World Community Service Handbook: A Guide to Action* (742-EN) and at www.rotary.org.

Menu of Service Opportunities

In an effort to identify community needs, as well as inspire new club service projects and help focus the work Rotary clubs already do in their communities, the RI Board of Directors developed the Menu of Service Opportunities, a list of nine issues of global concern:

- Children at Risk
- Disabled Persons
- Health Care
- International Understanding and Goodwill
- Literacy and Numeracy
- Population Issues
- Poverty and Hunger
- Preserve Planet Earth
- Urban Concerns

Rotary Friendship Exchange

Rotary Friendship Exchange is an RI Structured Program in which Rotarians and their families carry out reciprocal visits and homestays in other countries to advance international understanding, goodwill, and peace through people-to-people contacts across national boundaries. (RCP 41.040.)

There are two types of Friendship Exchanges:

- 1) Club-to-club visitor program, in which individual Rotarians, who may be accompanied by family members, spend a few days in the home of a Rotarian in another country
- 2) District-to-district team program, in which four to six Rotarian couples visit several communities in the host district for up to one month

Both are coordinated by a district Friendship Exchange committee and carried out at no expense to RI. Districts are encouraged to arrange univocational exchanges, in which the host and guest Rotarians have the same occupation. Rotarians are encouraged to arrange Friendship Exchanges in conjunction with the RI Convention.

Detailed program information can be found in the *Rotary Friendship Exchange Handbook* at www.rotary.org.

World Understanding Month

February is designated as World Understanding Month. During this month, clubs are urged to present club programs and other activities emphasizing understanding and goodwill as essential for world peace. (RCP 8.020.)

World Understanding and Peace Day

The anniversary of the first Rotary club meeting, 23 February, is observed as World Understanding and Peace Day. On that day, each club should give special recognition and emphasis to Rotary's commitment to international understanding, friendship, and peace. (RCP 42.040.1.)

Intercountry Committees

An intercountry committee (ICC) promotes contact between districts and clubs in two or more countries and increases fellowship and intercultural under-

standing among the people of various nations. Rotarians are encouraged to create new intercountry committees to foster stronger ties between Rotarians, clubs, and districts from different countries and establish international networks. Intercountry committees should be promoted at all Rotary meetings.

The mission of an intercountry committee is to

- 1) Build a force that will encourage Rotarians to visit each other's countries and homes
- 2) Strengthen friendships and projects by encouraging clubs and districts to connect with those in other countries
- 3) Contribute to world peace

Recommended ICC activities include:

Assisting in the development of new Rotary clubs

Developing a sister- or twin-club network between participating countries

Conducting Rotary Friendship Exchanges between participating countries

Initiating or carrying out World Community Service projects

Initiating or carrying out vocational service projects

Although only districts may form and join intercountry committees, individual Rotarians, their spouses, Rotaractors, and Rotary clubs may participate in their activities. Intercountry committees function under the direction and with the close cooperation of the respective governors. Participating districts should appoint a Rotarian to serve as the district liaison to the national section chair.

Each intercountry committee is organized and operated as an independent activity of individual districts and is not a part of the program of RI. However, intercountry committees undertaking service activities, such as a World Community Service project, that extend more than one year should comply with RI's policy for multidistrict service activities. Clubs and districts are encouraged to use established ICC relationships to enhance their participation in Rotary Foundation programs, especially in the development of Matching Grants. (RCP 37.030.)

Global Networking Groups

Global Networking Groups are groups of individual Rotarians organized internationally to focus on shared topics of interest. Rotary Fellowships and Rotarian Action Groups comprise Global Networking Groups.

All Global Networking Groups are governed by these conditions:

- 1) Activities must be conducted independently of RI but in harmony with RI policy, including the use of the Rotary Marks.
- 2) No group may be used to promote religious beliefs, political issues, or other organizations.
- 3) RI recognition of a group in no way implies legal, financial, or other obligation or responsibility on the part of either RI or any district or club.
- 4) A group may not act on RI's behalf, represent or imply that it has the authority to do so, or act as an agency of RI.
- 5) All groups must be self-sustaining financially, administratively, and otherwise.
- 6) No group may exist or function in any country in violation of its laws. (RCP 43.010. and 43.020.)

Rotary Fellowships

A Rotary Fellowship is a group of Rotarians who unite themselves to pursue a common vocational or recreational interest in order to further friendship

and fellowship. It is recommended that governors appoint a district fellowship activities committee with a chair and at least three members with responsibility for the various organized fellowship activities organized by clubs in the district, any contacts with similar activities of other districts, and any related international fellowship activities. (RCP 21.060.) Individual fellowships are not covered by RI insurance and are encouraged to assess their own risk and secure coverage as appropriate. (RCP 43.010.)

Official recognition of fellowships is subject to RI Board review and approval and other policies regarding fellowship formation. (RCP 43.010.3.)

Detailed information, including a list of all fellowships, can be found in the *Rotary Fellowships Handbook* (729-EN) and at www.rotary.org.

Rotary Fellowships Month

June is designated as Rotary Fellowships Month to recognize the importance of international fellowship and goodwill among Rotarians with similar recreational and vocational interests, promote increased participation in fellowships, and increase understanding of this program. The RI Board encourages these groups to celebrate Rotary Fellowships Month through projects, activities, and events. (RCP 43.010.9.)

Rotarian Action Groups

A Rotarian Action Group is an association of Rotarians who unite themselves to conduct international service projects that advance the Object of Rotary. A list of all Rotarian Action Groups is posted at www.rotary.org. Interested Rotarians are encouraged to contact these groups as resources in conducting service projects. (RCP 43.020.)

8 New Generations

It is the responsibility of each Rotarian to prepare the New Generations — all young people up to the age of 30 — by improving their life skills to ensure a better future, while recognizing the diversity of their needs. All clubs and districts are encouraged to undertake projects that support the fundamental needs of the New Generations: health, human values, education, and self-development. The RI Structured Programs for New Generations are Interact, Rotaract, Rotary Youth Leadership Awards, and Rotary Youth Exchange. Components of the Menu of Service Opportunities (e.g., Children at Risk, Health Care, Literacy and Numeracy) also address New Generations needs (see chapter 4).

Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse. (RCP 2.110.1)

Failure to Comply with Youth Protection Laws

A club must appropriately address any allegations that one of its members involved in Rotary-related youth programs has violated youth protection laws. Any club that fails to do so may have its membership suspended or terminated by the RI Board. (RIB 3.030.3)

Abuse and Harassment Prevention

RI has a zero-tolerance policy toward abuse and harassment. All Rotarians, clubs, and districts should follow the Statement of Conduct for Working with Youth and the RI guidelines for abuse and harassment prevention established by the general secretary, which include the following requirements:

- 1) An independent and thorough investigation must be made into any claims of sexual abuse or harassment.
- 2) Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.
- 3) Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy.
- 4) A club must terminate the membership of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment.
- 5) If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to ensure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult shall

be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. It can also benefit the adult in preventing additional accusations from other youth. A person who is accused but later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be instated to his or her former position. (RCP 2.110.3.)

New Generations Month

September is designated as New Generations Month in order to focus on all Rotary activities that support the development of young people up to the age of 30. Rotary clubs are encouraged to use the slogan Every Rotarian an Example to Youth in club bulletins and publicity material during New Generations Month. (RCP 40.050.2.)

Conferences for New Generations

At the community level, Rotary clubs should provide a forum for the New Generations to share their concerns with community leaders, express their hopes, dreams, and ambitions, and seek solutions to the problems that beset them and their communities. (RCP 40.050.3.)

Youth with Disabilities

Involvement by the disabled in youth projects should be sought, and Rotary clubs and districts should contact and give every assistance to existing organizations with experience in providing service to the disabled. The RI Board recommends that district governors appoint one member of their district Youth Exchange committee to be responsible for encouraging and aiding in the participation of people with disabilities in both long-term and short-term exchanges. (RCP 41.080.)

Interact

Interact clubs are organized to provide an opportunity for young people to work together in a world fellowship dedicated to service and international understanding. Students at the secondary school or pre-university level, or young people ages 14-18, are eligible for Interact club membership. A minimum of 15 charter members is recommended, but not mandated, for a new Interact club. (RCP 41.010.)

Goals

- 1) To recognize and develop constructive leadership and personal integrity
- 2) To encourage and practice thoughtfulness of and helpfulness to others
- 3) To create an awareness of the importance of home and family
- 4) To build respect for the rights of others, based on recognition of the worth of each individual
- 5) To emphasize acceptance of individual responsibility as the basis of personal success, community improvement, and group achievement
- 6) To recognize the dignity and value of all useful occupations as opportunities to serve society
- 7) To provide opportunities for gaining increased knowledge and understanding of community, national, and world affairs
- 8) To open avenues of personal and group action leading to the advancement of international understanding and goodwill toward all peoples

An Interact club is organized, sponsored, and supervised by a Rotary club or clubs and is established following the endorsement of the governor upon certification and recognition by RI. Its continued existence depends upon the continued sponsorship of its sponsoring Rotary club and continued recognition by RI. Within the framework established by RI, the sponsoring Rotary club is responsible for organizing the Interact club and providing it with guidance and counsel thereafter, and has complete control and supervision over all its activities, policies, and programs. In addition, Rotarians are encouraged to recognize Interactors with certificates, medallions, pins, and seals of the Interact emblem as appropriate. (RCP 41.010.)

Where the Interact club is school-based, control and supervision of the sponsoring Rotary club shall be exercised in full cooperation with the school authorities. Such clubs are subject to the same regulations and policies established by the school authorities for all student organizations and extracurricular activities. (RCP 41.010.) Rotary club sponsorship of community-based Interact clubs organized other than in connection with educational institutions is encouraged.

A standard Interact club constitution is prescribed by RI and subject to amendment only by the RI Board. As a prerequisite of its organization and certification, each Interact club must adopt the Standard Interact Club Constitution and automatically adopt all amendments subsequently made by the RI Board. Each Interact club must adopt bylaws consistent with the Standard Interact Club Constitution and RI policy. These bylaws are subject to the approval of the sponsoring Rotary club. (RCP 41.010.)

Each Interact club must be sponsored by a Rotary club whose locality embraces the area where the Interact members live or the school(s) they attend. (RCP 41.010.)

Interact Emblem

An Interact emblem, dissimilar to the Rotary emblem, is provided for the exclusive use and benefit of Interact clubs and their members. (RCP 41.010.6.)

World Interact Week

The RI Board encourages Rotary and Interact clubs to observe the week (Monday through Sunday) that includes 5 November as World Interact Week, to involve Rotary and Interact clubs around the world in a common activity of international scope and visibility. (RCP 41.010.14.)

Leadership Training Meetings for Interact

Rotary districts are encouraged to provide for one-day training meetings for the Interact club leaders in the district. These meetings should be conducted under the direction of the RI district Interact committees, aided by the Interact representative.

Detailed Interact information can be found in the *Interact Handbook* (654-EN) and at www.rotary.org.

Rotaract

The Rotaract program provides young men and women an opportunity to enhance the knowledge and skills that will assist them in personal development, address the physical and social needs of their communities, and promote better relations between all people worldwide through a framework of friendship and service. (RCP 41.020.1.) Rotaract clubs are composed of young adults ages 18-30 who live, work, or study within the vicinity of the sponsoring Rotary club. On 30 June of the Rotaract year in which a member becomes 30 years old,

his or her Rotaract membership will end. A Rotaract club year should be the same as the Rotary club year. A minimum of 15 charter members is recommended, but not mandated, for a new Rotaract club. (RCP 41.020.4.)

Goals

- 1) To develop professional and leadership skills
- 2) To emphasize respect for the rights of others, based on recognition of the worth of each individual, and to promote ethical standards and the dignity of all useful occupations
- 3) To provide opportunities for young people to address the needs and concerns of the community and our world
- 4) To provide opportunities for working in cooperation with sponsoring Rotary clubs
- 5) To motivate young people for eventual membership in Rotary (RCP 41.020.)

All Rotary Foundation Scholars ages 18-30 are eligible for guest Rotaract club membership during the period of their study in another country. (RCP 41.020.5.)

To ensure continuity in membership, a Rotaract club should maintain a balance in age, to the extent possible. (RCP 41.020.6.) Each Rotaract club is governed by a board of directors composed of the president, immediate past president, vice president, secretary, treasurer, and any additional directors determined by the club. All must be elected from among members in good standing of the club, with elections held annually before 1 March. Election methods must be compatible with local customs and procedures, but in no case should an election require more than a simple majority of members present and in good standing.

Each Rotaract club should be strongly encouraged to mention after its name "sponsored by the Rotary Club of (name)." (RCP 41.020.8.) District Rotaract chairs and representatives should help Rotaract clubs develop collaborative relationships with their sponsoring Rotary clubs and actively establish personal contacts with the members.

Rotaract clubs are not considered part of or a legal affiliate of the sponsoring Rotary club or of RI. Rotaract club members, known as Rotaractors, are not to be called or considered "junior Rotarians," nor may they use or wear the Rotary emblem.

Rotaract Emblem

A Rotaract emblem, dissimilar to the Rotary emblem, is provided for the exclusive use of Rotaract clubs and their members. When displayed by individual club members, the emblem may be used without further information. When the emblem is used to represent a club, the name of the club should appear with the emblem. When the emblem is used to represent Rotaract clubs in a given Rotary district, it may be used only with reference to the district and its number. No publication may bear the Rotaract emblem without the club name or district number except those published by or under authority of RI for the use of Rotary or Rotaract clubs in establishing or carrying on the affairs of one of the sponsored clubs. No other use of the emblem is permitted by RI, which has legal control of the emblem. (RCP 41.020.9.)

Rotaract Motto

The motto Fellowship Through Service has been adopted for appropriate use by Rotaract clubs and their members. (RCP 41.020.12.)

World Rotaract Week

The RI Board encourages Rotary and Rotaract clubs to observe the week (Monday through Sunday) that includes 13 March as World Rotaract Week and to involve Rotary and Rotaract clubs around the world in a common activity of international scope and visibility as determined by the RI president. (RCP 41.020.13.)

Rotaract Organization

A standard Rotaract club constitution is prescribed by RI and subject to amendment only by the RI Board. As a prerequisite of its organization and certification, each Rotaract club must adopt the Standard Rotaract Club Constitution and automatically adopt all amendments subsequently made by the RI Board. Each Rotaract club must also adopt bylaws consistent with the Standard Rotaract Club Constitution and RI policy. These bylaws are subject to the approval of the sponsoring Rotary club. (RCP 41.020.)

A Rotaract club may be organized and sponsored jointly by more than one Rotary club under the following conditions:

- 1) The governor gives written approval, stating his or her judgment that the proposed joint sponsorship would serve the best interests of the district, the Rotary clubs concerned, and the Rotaract program.
- 2) The organization of separate Rotaract clubs, each sponsored by a single Rotary club, would create or result in an artificial division of what is essentially a single body of young adults within the community or university.
- 3) A joint Rotaract committee is created with effective representation from each of the sponsoring Rotary clubs. (RCP 41.020.)

A Rotaract club may be terminated by

- 1) Rotary International, with or without the consent, approval, or concurrence of the sponsoring Rotary club, for failure to function in accordance with its constitution or for other cause
- 2) Its sponsoring Rotary club, after consultation with the governor and district Rotaract representative
- 3) The Rotaract club itself, upon its own determination (RCP 41.020.)

The RI Board does not recognize the right of any individual or organization except RI to circularize Rotaract clubs for any purpose except in the case of Rotaractors responsible for organizing Rotaract club, district, and multidistrict meetings. (RCP 41.020.)

Leadership Training Meetings for Rotaract

Districts shall provide all incoming Rotaract club officers with leadership training. The training should include a one- to two-day leadership training seminar — conducted by the Rotaractors' district committee in coordination with the Rotarians' district Rotaract committee and paid for by the sponsoring Rotary clubs — for all incoming Rotaract club officers, directors, and committee chairs. Where appropriate, training should be included in the Rotary district assembly program. Where circumstances dictate, other mutually agreed-upon financial arrangements may be made involving the sponsoring Rotary clubs, Rotary district, and Rotaract participants. Rotary districts shall provide leadership training of Rotaract district committees on a multidistrict basis. (RCP 41.020.)

Additional Rotaract information can be found in the *Rotaract Handbook* (562-EN) and at www.rotary.org.

Rotary Youth Leadership Awards (RYLA)

Rotary Youth Leadership Awards (RYLA) is an RI Structured Program for young people ages 14-18 and 19-30. The age groupings are meant to address varying needs and maturity levels. The RI Board encourages clubs and districts to invite socially and economically disadvantaged youth with leadership potential to participate in RYLA programs. (RCP 41.060.4.)

RYLA is intended to develop qualities of leadership, good citizenship, and personal development among the young people of their communities. RYLA programs may be conducted at the club or district level, and most follow a seminar or leadership camp format. (RCP 41.060.1.)

Goals

- 1) To further demonstrate Rotary's respect and concern for youth
- 2) To encourage and assist selected youth leaders and potential leaders in methods of responsible and effective voluntary youth leadership by providing them with a training experience
- 3) To encourage continued and stronger leadership of youth by youth
- 4) To publicly recognize the qualities of many young people who are rendering service to their communities as youth leaders (RCP 41.060.2.)

RYLA programs should include a core curriculum addressing the following topics:

- 1) Fundamentals of leadership
- 2) Ethics of positive leadership
- 3) Importance of communication skills in effective leadership
- 4) Problem solving and conflict management
- 5) What Rotary is and what it does for the community
- 6) Building self-confidence and self-esteem
- 7) The elements of community and global citizenship, while reflecting issues of local relevance carried out in a manner appropriate to local customs (RCP 41.060.3.)

Rotarians involved in RYLA are encouraged to

- 1) Make contact with each other, share information, and attend each others' RYLA events
- 2) Organize multidistrict or international RYLA events
- 3) Place information about their RYLA events, including key training materials, on the Internet
- 4) Invite RYLA participants who may not have easy access to leadership development opportunities, including candidates from other organizations
- 5) Provide continuity to their RYLA participants by including them in the development of future RYLA events and encouraging them to become involved in mentoring (RCP 41.060.5.)

RYLA events should be established to facilitate the exchange of information between Rotarians involved in RYLA, possibly at the zone level. In addition, governors and directors are encouraged to include RYLA in the programs of the district assembly, district conference, and Rotary institutes. (RCP 41.060.6.)

Additional RYLA information can be found in *Rotary Youth Leadership Awards* (694-EN) and at www.rotary.org.

Youth Exchange

Youth Exchange is an RI Structured Program that gives youth ages 15-19 an opportunity to visit or study in a country other than their own. Long-term exchanges allow the student to study in another country for an academic year. Short-term exchanges allow the student to visit another country for as little as a few weeks.

All students must apply locally and be sponsored by a Rotary club in their community. The parents or legal guardians are expected to provide health, accident, and liability insurance and roundtrip transportation to and from the hosting, district. Host families for the students are expected to provide room and board for the student, while the hosting, or receiving, district should provide for all educational expenses, as well as a modest monthly allowance for those students on a long-term exchange. Exchanges are organized between sponsoring and hosting districts by agreement and are expected to be reciprocal.

The RI Board has established recommended guidelines to assist clubs and districts in implementing their Youth Exchange activities (see RCP 41.080.).

All club, district, and multidistrict Youth Exchange programs are encouraged to enhance risk management efforts to prevent and respond appropriately to any alleged instances of physical, sexual, and emotional abuse involving program participants. In addition, clubs and districts are strongly encouraged to consult legal counsel regarding liability issues before undertaking Youth Exchange activities, including advice on securing liability insurance.

The RI Board, with a view to promoting Youth Exchange as an opportunity for the development of international understanding, encourages governors to appoint district Youth Exchange officers or committees, include incoming governors as members of these committees, and provide the general secretary with their names and addresses. The district Youth Exchange officers or committees are under the supervision of their respective governors and should report to them. (RCP 41.080.)

Youth Exchange District Certification

The general secretary maintains a district certification program for Youth Exchange. The certification process requires all district Youth Exchange programs to provide Rotary International with evidence that they have adopted the youth protection, student support, and other guidelines in their long-term and short-term exchange programs. All club and district Youth Exchange programs must comply with RI sexual abuse and harassment prevention policies and other requirements in order to participate in the Youth Exchange program. If local circumstances or laws are such that a district cannot meet any one of the guidelines, they must notify the general secretary in writing and develop alternate procedures that maintain the intent of the guidelines in order to be considered for certification. Only certified districts may participate in the Youth Exchange program, and districts conducting exchanges with noncertified districts jeopardize their own certification status. (RCP 41.080.)

New Generations Exchanges

New Generations Exchanges are for youth ages 18-25 and are administered under the auspices of the Youth Exchange program. These short-term exchanges for individuals or groups last from three to six weeks. (RCP 41.080.9)

Multidistrict Exchange Programs

Each governor is urged to do all possible to foster Youth Exchange activities in the district while retaining authority over the program. It is recognized that

clubs in two or more districts may wish to jointly undertake an activity or program. The RI Board has no objection to recognizing these multidistrict groups, provided the governor of each district involved meets the appropriate provisions (see RCP 41.080.4.).

Rotary Club Involvement in Youth Exchange

Rotary clubs may not send or receive Youth Exchange students outside of the structure of their district's Youth Exchange program. No Rotary club may assist or cooperate in sending a young person abroad on an international travel activity unless careful plans, covering every aspect of the proposed trip, are made.

No Rotary club is obliged to provide hospitality or assistance to any young person from another country, despite any documented or claimed sponsorship of a Rotary club, unless the receiving Rotary club has specifically agreed in advance to provide such hospitality or assistance. It is the prerogative of any Rotary club to determine what assistance, if any, it will offer to young persons. (RCP 41.080.5.)

Additional Youth Exchange information can be found in the *Youth Exchange Handbook* (746-EN) and at www.rotary.org.

Part Three

International Meetings

9 RI Convention

The Rotary International Convention is held annually in the last three months of the fiscal year (April, May, or June) at a time and place determined by the RI Board. (RIC 9, 1)

The primary purpose of the annual convention is to inspire and inform all Rotarians at an international level, particularly incoming club presidents, governors-elect, and other incoming club and RI officers, so that they will be motivated to further develop Rotary at club and district levels. The convention also constitutes the annual meeting and conducts the business of the association. Since the convention constitutes a worldwide gathering of the Rotary family, the celebration of fellowship with social and entertainment features is appropriate to the extent such activities do not detract from the convention's primary purpose. (RCP 57.010.)

Site of the Convention

The RI Board determines the site of the convention and in doing so must make every effort to ensure that no Rotarian will be excluded from attending solely on the basis of national citizenship. (RIB 9.010.)

Convention Site Selection Process

The general secretary maintains current information on cities around the world reporting to have facilities and services available to hold an RI Convention. Nine years before the year in which an RI Convention is to be held, the RI Board will determine the area(s) of the world from which proposals to host the convention will be solicited, and the general secretary will send a letter to district(s) within the designated area(s) that are located in cities reported to have appropriate facilities and services. The letter will specify the requirements for holding a convention and the obligations and responsibilities of the host district(s). The letter will ask the district(s) to submit proposals to RI within a six-month time frame. The RI Board will consider a proposal from a district(s) only if the general secretary has confirmed that the city currently meets all requirements for holding a convention. (RCP 57.050.) Potential host district(s) may request the current site selection criteria from the International Meetings Division at RI World Headquarters.

Convention Program

The program reported by the convention committee, as approved by the RI Board, shall be the order of the day for all sessions. (RIB 9.130.) The convention program has standard components including plenary sessions, which should inspire and inform Rotarians; a workshop on The Rotary Foundation, a workshop on membership, and a workshop for club presidents-elect; special activities arranged by the various Global Networking Groups (RCP 57.140.); exhibit space for special projects; sale of official licensee merchandise (RCP 57.140.5.); and sale of convention logo merchandise and souvenirs indigenous to the region of the convention (RCP 57.140.6.).

Club Representation at the Convention

The provisions relating to representation of clubs at the convention are found in article 9 of the RI Constitution and article 9 of the RI Bylaws. It is the duty of

each club to participate in the voting at each convention and to arrange to do so by having its delegate(s) in attendance at each convention, or by giving its proxy(ies) to those qualified to receive and exercise them.

Electors

While every Rotarian is entitled to attend, each club is represented at the convention on the basis of one voting delegate for every 50 of its members or major fraction thereof. Each club is entitled to at least one delegate. Clubs may be represented by proxy. Each RI officer and each past RI president still holding active membership in a Rotary club is a delegate at large. (RIC 9, 3 and 4)

The duly accredited delegates, proxy holders, and delegates at large, known as electors, constitute the voting body of the convention. (RIC 9, 5)

Voting Procedure

Voting in the convention is viva voce except as otherwise provided in the bylaws for the nomination and election for officers and with exceptions as detailed in the rules of convention procedure (see chapter 18).

Single Transferable Ballot

Where there are more than two candidates for any office to be elected at the convention, the single transferable vote is used. (RIB 9.120.2.) The names of the candidates are rotated on the ballots.

How the Single Transferable Ballot System Operates

Where there are more than two candidates, each elector is entitled to cast one vote, which may be transferable in the following manner:

The elector shall place the number 1 on the ballot paper within the space containing the name of the candidate who is the elector's first choice. This is known as a first-preference vote.

The elector should then place the number 2 within the space containing the name of the elector's second choice, the number 3 within the space containing the name of the elector's third choice, and so on, in the order of the candidates preferred if the candidate of his or her prior choice is not chosen. Electors will thus express as many choices as there are candidates.

The candidate receiving a majority of the votes cast, taking into account subsequent preference votes in the event that a majority is not obtained, shall be declared elected. An example of the manner in which the ballots are counted follows:

There are four candidates — A, B, C, and D — and one member to be elected. First-choice ballots are put into four piles and counted. On the first count, no one has a majority of all votes cast. C has the least number of votes and is eliminated. Each ballot in that pile is placed in the pile of the remaining candidate whose name is marked with the number 2.

The transfer of these votes, however, still does not result in a majority for any one of the three remaining candidates. In this second count, B has the least number of votes and is eliminated. The ballots that were counted in that pile are examined and divided between candidates A and D as indicated by the voter's next available choice. Any choices for previously eliminated-candidate C are passed over and the next choice — between A and D — followed. This transfer, called the third count, results in a clear majority for D.

A ballot that indicates fewer than the available choices is counted only for the choices marked. Thereafter, it is considered nontransferable and is disregarded. An X is considered as an indication of first choice. A ballot marked with a "1" or an "X" for more than one name is considered spoiled.

In the Event of a Tie

If on any count there is a tie for an absolute majority, the result is determined by the number and relative value of the preferences. The candidates having the lowest number of first preferences on the second count, of first and second preferences on the third count, and so on in successive counts are to be excluded.

Registration Fee

Each person 16 years of age or older attending the convention must register and pay a registration fee; the RI Board shall fix the amount. No elector or proxy is entitled to vote in the convention unless the registration fee has been paid. (RIB 9.070.)

10 Council on Legislation

The Council on Legislation is the legislative body of RI, which has the authority to amend the RI constitutional documents. This authority is grounded in article 10 of the RI Constitution and articles 7 and 8 of the RI Bylaws.

The Council meets every three years in April, May, or June, but preferably in April. The RI Board determines the dates of the meeting. Except for compelling financial or other reasons as decided by a two-thirds vote of the entire RI Board, the meeting is held in the vicinity of RI World Headquarters. (RIC 10, 2)

MEMBERSHIP

Representatives

In the Rotary year two years before each Council, the clubs in each district select a Rotarian to represent them at the Council. (For the 2010 Council, representatives will be selected in Rotary year 2007-08.) These representatives are the voting members of the Council.

Selection

Representatives should be selected by a nominating committee procedure as set forth for the selection of district governors. (RIB 8.050.) If a district chooses not to select its representative through a nominating committee, it may elect its representative at the district conference (RIB 8.060.1) or in a ballot-by-mail in certain approved circumstances. (RIB 8.070.) An alternate is also chosen in case the representative cannot attend.

Qualifications

Representatives must have served a full term as an officer of RI (or, under special circumstances, be currently serving as governor or governor-elect) and be a member of a Rotary club in the district represented at the time of their election. (RIB 8.020.)

To qualify for service at the Council, a representative must be informed of the qualifications and submit to the general secretary a statement that the Rotarian

- 1) Understands clearly the qualifications, duties, and responsibilities of a representative
- 2) Is qualified, willing, and able to assume and faithfully perform those duties and responsibilities
- 3) Will attend the Council for its full duration (RIB 8.020.3.)

Each district is encouraged to select as its representative the best-qualified eligible Rotarian available for service who is well informed about current Rotary policies, procedures, and programs. The RI Board, while recognizing that the clubs in each district may select whom they will, stresses that representatives to the Council should be selected on the basis of their ability to carry out their defined duties and not on the basis of their personal popularity within the district. The role of representative should be viewed as a serious and responsible position and not simply a perquisite of having served as governor. (RCP 59.040.2.)

Duties

It is the duty of representatives to

- 1) Help clubs prepare their proposals for the Council
- 2) Discuss proposed legislation at the district conference or other meetings
- 3) Know the existing attitudes of Rotarians within the district
- 4) Critically consider all legislation proposed to the Council and communicate those views to the Council effectively
- 5) Act as an objective legislator of RI
- 6) Attend the meeting of the Council for its full duration
- 7) Report on the Council's deliberations to the clubs of the district after the Council meets
- 8) Be accessible to clubs in the district to assist in their preparation of proposals for future councils. (RIB 8.030.)

Nonvoting Members

The Council also has the following nonvoting members:

- Chair, vice chair, and parliamentarian (appointed by the president holding office in Council year)
- RI Constitution and Bylaws Committee
- Members-at-large (appointed by the president; no more than three)
- RI president, president-elect, other RI Board members, and a Rotary Foundation trustee (elected by the Trustees) (RIB 8.010.4., 8.010.5., 8.010.6.)
- Secretary (the RI general secretary unless another person is appointed)

The chair presides over the Council, assisted by a vice chair and a parliamentarian. In the case of a tie vote, either the chair or the vice chair, when presiding, may cast the deciding vote. (RIB 8.010.2.)

The members of the RI Constitution and Bylaws Committee review and approve purpose and effect statements for all legislation before publication. During the Council, they will also be prepared to answer questions regarding background, effect of legislation, and any defects in it. The committee members also serve on the Council Operations Committee (see "Procedures" below). (RIB 8.010.3., 8.130.1., 8.130.2.)

The president appoints no more than three members-at-large, who serve under the direction of the chair. They facilitate consideration of legislation and also provide comments about items of legislation that have not been adequately covered in debate. (RIB 8.010.7., 8.100.)

The general secretary serves as secretary of the Council or, with the president's approval, appoints another person to serve as secretary. (RIB 8.040.4.)

TYPES OF PROPOSED LEGISLATION

Legislation may be proposed by a club, a district conference, the RI Board, the Council, or the RIBI General Council or the RIBI Conference. (RIB 7.020.) Proposed legislation are submitted in the form of enactments or resolutions. (RIB 7.010.)

Governors are encouraged to appoint a small committee of Rotarians, preferably with past Council experience, to review proposed legislation originating in the district and to help inform Rotarians about it at the district conference. (RCP 59.020.12.)

Enactments

Proposals to amend the RI Constitution or Bylaws or the Standard Rotary Club Constitution are known as enactments. Proposed enactments should be submitted by reproducing the entire affected portion or portions of the constitutional documents, clearly indicating which existing material is to be deleted and which new material is to be added.

Such proposals should be received by the general secretary in the following form:

PROPOSED ENACTMENT

To (insert concise statement of the proposal’s purpose)

Proposed by _____

IT IS ENACTED by Rotary International that the (insert name of constitutional document) be and hereby is (are) amended as follows:

(insert affected portion of document with changes marked)

Example of a proposed enactment in proper form:

PROPOSED ENACTMENT

To amend the provision for notifying clubs of the report of the nominating committee for president

Proposed by _____

IT IS ENACTED by Rotary International that the BYLAWS OF ROTARY INTERNATIONAL be and hereby are amended as follows (page _____ MOP)

Article 11 Nominations and Elections for President

11.060. Report of Committee.

The report of the committee shall be addressed to the clubs and certified to the general secretary by the chairman within ten days following the adjournment of the committee. The general secretary shall ~~mail a copy~~ notify each club of the contents of the report to each club within ten days as soon as financially practicable but in any case within thirty (30) days after the receipt thereof.

(End of Text)

Note: Material to be deleted is lined through and will not appear in the revised text. New material is underlined.

Resolutions

A resolution is an action by the Council, as authorized by RI Bylaws section 7.010., that does not amend the constitutional documents.

Proposers should be aware that resolutions will be deemed defective, and therefore not transmitted to the Council, if they require or request an administrative act that is within the discretion of the RI Board or the general secretary. (RIB 7.037.2.; see also “Memorials to the RI Board” below).

Resolutions should be received by the general secretary in the following form:

PROPOSED RESOLUTION

To (insert concise statement of the proposal’s purpose)

Proposed by _____

WHEREAS, (insert words of the resolution)

IT IS RESOLVED by Rotary International that the Board of Directors of Rotary International consider (insert words of the resolution).

(or IT IS RESOLVED by Rotary International that, in the opinion of the [year] Council on Legislation, [insert words of the resolution]).

Example of a proposed resolution in proper form:

PROPOSED RESOLUTION

To request the RI Board to consider reviewing the image of Rotary

Proposed by _____

WHEREAS, at the present time the image of Rotary is not always well known internationally and only the image of Rotary, in the context of the local club, is known

IT IS RESOLVED by Rotary International that the Board of Directors of Rotary International consider examining the “image of Rotary” internationally and consult Rotarians who have public relations experience.

(End of Text)

Memorials to the RI Board

Instead of proposing a resolution to the Council, a club or district may wish to consider submitting a memorial to the RI Board. (RCP 28.005.) A memorial to the RI Board is a petition to the RI Board for action on a specific matter.

In many cases, the proposer’s purpose can be more efficiently and quickly accomplished by a memorial. However, in instances where Rotary clubs or districts consider amending the constitutional documents necessary or desirable to achieve their intentions, those clubs and districts should initiate appropriate legislation rather than requesting the RI Board to do so.

PREPARING PROPOSED LEGISLATION

Correct Form

The proposer of legislation is responsible for preparing it in the appropriate form for consideration by the Council. The RI Constitution and Bylaws Committee, when asked and as feasible, will assist clubs and districts in revising the wording of proposed legislation. However, the RI Board has recommended that the committee not devote undue time and attention to proposed legislation involving extensive amendments until the proposer has made reasonable efforts to draft the legislation correctly. (RCP 59.020.2.)

Club Proposals

When a Rotary club proposes legislation, the matter must have been submitted by the club’s board of directors to the membership for adoption. It should then

be forwarded to the district with a letter signed by the club's president and secretary certifying that it has been adopted.

Each proposal from a club must be endorsed by the clubs of the district at a district conference (district council in RIBI). If time does not permit that procedure, the proposal may instead be submitted to the clubs in the district in a ballot-by-mail conducted by the governor. Each proposal from a club delivered to the general secretary must be accompanied by a certificate from the governor stating that the clubs of the district have duly considered and endorsed the proposal. Districts should not propose or endorse more than five items of legislation per Council. (RIB 7.030.)

District Proposals and Endorsements

A district should propose legislation either at a district conference or through a ballot-by-mail of the clubs. Districts should not propose or endorse more than five items of legislation per Council. (RIB 7.020. and 7.030.)

The district must forward all legislation proposed or endorsed at a district conference to the general secretary within 45 days of the end of the conference. Districts should also forward to the general secretary all legislation submitted through a ballot-by-mail within 45 days of the date fixed by the governor for receipt of the ballots. (RCP 59.020.1.)

Deadlines

Proposed enactments and resolutions must be *received* by the general secretary in writing no later than 31 December in the year preceding the Council and be accompanied by a form signed by the district governor certifying district endorsement. (For the 2010 Council, legislation must be received by 31 December 2008.) Proposals received after 31 December will not be considered, regardless of when they were mailed.

The RI Board may propose enactments of an urgent nature by 31 December in the year of the Council.

Resolutions may be offered by the Council and the RI Board and acted on by the Council at any time before the Council adjourns. (RIB 7.035.)

Board Examination

The RI Constitution and Bylaws Committee, acting on the Board's behalf, examines the texts of all proposed legislation, advises the proposer of any defects in the proposal, and recommends, where feasible, corrective action. (RIB 7.050.)

If proposed legislation is not duly proposed, the RI Board may direct that it not be transmitted to the Council. If proposed legislation is defective, the RI Board may direct that the proposal not be transmitted to the Council. In both cases, proposers are informed and have the opportunity to ask the Council to overrule, by a two-thirds vote, the RI Board's determination. (RIB 7.050.2.)

Where substantially similar legislation is proposed, the RI Board may recommend compromise legislation. If the proposers do not agree to the compromise, the RI Board may nevertheless direct that an alternate that best expresses the objective of the similar proposals be transmitted to the Council. (RIB 7.050.1.)

If the RI Board determines that a proposed resolution is "not within the framework of the program of RI," it will not be transmitted to the Council. The proposer will be so informed and have the opportunity to ask the Council to overrule, by a two-thirds vote, the RI Board's determination. (RIB 7.050.3.)

Publication

No later than 30 September in the Council year, the general secretary mails 10 copies of all duly proposed legislation to each governor, one copy to all mem-

bers of the Council and all past directors, and one copy to the secretary of any club that requests it. The proposed legislation is also posted at www.rotary.org. (RIB 7.050.5.; RCP 59.020.14.)

Amendments

Proposers may deliver to the general secretary amendments to their proposed legislation no later than 31 March of the year preceding the Council, unless this deadline is extended by the RI Board (the Constitution and Bylaws Committee acting on its behalf). The general secretary shall transmit all such amendments to the Council. (RIB 7.050.4.) Otherwise, amendments to proposals are permitted only from the floor of the Council, in accordance with the rules of procedure (see chapter 18).

Statements of Purpose and Effect and Financial Impact

The technical language of some proposed legislation can make its purpose and effect unclear. Therefore, each published proposal is followed by a statement, drafted by the general secretary and approved by the Constitution and Bylaws Committee, explaining what change it will bring about. (RIB 8.130.2.; RCP 59.020.11.)

The general secretary also prepares a financial impact statement for all proposed legislation that, in the general secretary's opinion, will have a significant financial impact if adopted. In drafting financial impact statements, the general secretary consults with the Constitution and Bylaws Committee to ensure that they are written with a complete understanding of the proposed legislation. (RCP 59.020.4.)

Statements of Support and Opposition

A club, a district conference, the RIBI General Council or RIBI Conference, the Council on Legislation, or the RI Board may provide a statement commenting on any item of legislation (whether enactment or resolution) proposed to the Council. These statements may support, oppose, or comment on proposed legislation and must be limited to one side of a sheet of standard-size business stationery. Statements must be submitted to the general secretary no later than two months before the opening of the Council. The general secretary will then transmit the statements to all members of the Council. (RCP 59.020.5.)

Résumés

Résumés of proposed legislation that will be transmitted to a Council will be posted at www.rotary.org before the Council. Résumés contain the title, proposer, purpose and effect statement, and financial impact of the legislation. (RCP 59.020.16.)

PROCEDURES

Each Council has the authority to adopt its own rules of procedure. These rules remain in effect until changed by a subsequent Council. (RIB 8.120.1.) The Council Operations Committee recommends rules of procedure and an order of consideration for proposed legislation. (RIB 8.130.1.)

The rules of the 2007 Council are reprinted in chapter 18 of this manual. Council members should study them carefully to ensure that they can perform efficiently at the Council. Clubs and districts should particularly note that each proposal, even when published, must also be moved by a Council member before it can be considered.

Council Operations Committee

The Council Operations Committee is composed of the chair and vice chair of the Council and the members of the Constitution and Bylaws Committee. (RIB 8.130.) This committee

- 1) Recommends rules of procedure for the Council
- 2) Recommends to the Council the order in which it will consider all proposed legislation
- 3) Drafts for the Council, when feasible, amendments necessary to correct defects identified by the committee or the Council in any proposed legislation or amendments thereof
- 4) Makes correlative amendments to the RI Bylaws and Standard Rotary Club Constitution, when necessary, to give full effect to enactments adopted by the Council
- 5) Prepares the report of the Council and makes any subsequent corrections caused by the need to make correlative amendments (RIB 8.130.1.)

REPORT AND RATIFICATION

After the Council meets, a report of action containing all adopted proposals is transmitted to each club. (RIB 8.140.2.) At that time, each club has an opportunity to record its opposition to any action of the Council. If those votes of opposition represent at least 10 percent of the votes entitled to be cast, the Council's action on the legislation is suspended. If one or more items of approved legislation are suspended, the general secretary must conduct a ballot-by-mail according to the provisions of RI Bylaws section 8.140. If votes to reject the Council's action represent a majority of the votes entitled to be cast by clubs, the action is nullified from the date of the suspension. Otherwise, the suspended action is reinstated as if no suspension occurred. (RIB 8.140.)

ADOPTED ENACTMENTS AND RESOLUTIONS

The enactments adopted by the Council are recorded in the report of action and incorporated into the current RI constitutional documents. Unless a Council action is suspended by clubs, enactments go into effect on the 1 July immediately following the adjournment of the Council. (RIB 8.140.2., 8.140.8.)

Resolutions are also recorded in the report of action. (RIB 8.140.2.)

FINANCES

Every club pays additional annual dues of US\$1 (or such other amount, as determined by the RI Board, sufficient to pay for the next Council) for each of its members to provide for the expenses of the Council meeting. These dues provide for the expenses of the representatives as well as for other administrative expenses. The RI Board provides all clubs with an accounting of receipts and expenditures related to the Council. (RIB 17.030.2.)

11 International Assembly

The International Assembly is held each year at a time and place as determined in accordance with section 19.010.2. of the RI Bylaws.

Purpose

The purpose of the International Assembly is to provide Rotary education, instruction in administrative duties, motivation, and inspiration to governors-elect, and to afford them and other attendees an opportunity to discuss and plan how to implement Rotary's programs and activities during the succeeding year. (RIB 19.010.1.)

Specifically, the International Assembly is to provide

- 1) Inspiration and motivation to governors-elect
- 2) Interpretation and implementation of the RI theme as announced by the president-elect and the new programs of RI
- 3) Effective methods for governors to implement the continuing program and activities of RI
- 4) Practical techniques for informing, training, and motivating club and district leaders

Participants

The assembly is composed of the president; president-elect and other directors; the president-nominee, if any; the directors-elect; the directors-nominee; the general secretary; the governors-elect; the officers-nominee of RIBI; and other designated official participants. (RCP 58.040.) Because the International Assembly is a special purpose meeting, attendance is restricted to participants and their spouses. (RCP 58.040.1.)

Spouse Sessions

Each assembly includes an active and involved spouses program consisting of Rotary information programs and motivational plenary and discussion sessions.

Expenses

RI pays the expenses of the governors-elect, designated official participants, and their spouses in accordance with the RI travel policy. (RCP 58.070.1.) RI will pay the expenses of designated official participants and others attending the International Assembly, provided that such individuals attend for the entire period of the assembly, unless specifically excused by the president-elect. (RCP 58.070.7.)

Solicitation of Funds

The solicitation of funds is only permitted by The Rotary Foundation during the International Assembly. (RCP 58.070.6.)

12 Rotary Institutes

Rotary institutes are meetings designed for the attendance and participation of past, present, and incoming RI officers residing within the area the institute is to serve. Institutes are informational meetings with no administrative responsibility or authority. A Rotary institute may be organized for a zone, a section of a zone, or a grouping of zones. (RIB 19.020.; RCP 60.050.)

Purpose

The purpose of a Rotary institute is to

- 1) Inform current and past RI officers accurately concerning the policies and programs of RI, including those of its Foundation
- 2) Promote support for these policies and programs while also soliciting suggestions for improvements and innovations
- 3) Inform the RI Board of successful, zone-level program developments that it may want to consider for further development
- 4) Inspire, motivate, and inform governors for leadership
- 5) Provide a forum for learning, discussion, and inspiration, which will engender fellowship and a team spirit among all participants (RCP 60.050.)

Participants

Attendance at each institute is limited to past, current, and incoming RI officers and their guests, though others may be invited by the conveners or may attend at the request of the president or the general secretary. Host Rotarians and other local persons may assist the convener in administering the institute. In addition, local Rotarians may be invited as observers to special institute events, such as an address by the president or president-elect. (RIB 19.020.; RCP 60.050.)

The RI president and president-elect participate in some institutes each year in order to enhance their knowledge and experience of the Rotary world and to provide opportunities for zone-level Rotary leaders to gain greater knowledge and insight into the current and future directions of Rotary. However, because of their many duties and commitments, the president or president-elect may be able to attend only portions of institutes. (RCP 60.050.)

The attendance of a Rotary Foundation representative (preferably a current or past trustee) is highly desirable in achieving the Foundation's objectives and enhancing the knowledge of past, present, and incoming officers. (RCP 60.050.)

Organization

The president designates one or more conveners to organize and direct the program of each institute. Usually, conveners are directors or immediate past directors who serve as the president's representatives to the institutes. Those organizing the institute are appointed by the convener and prepare the arrangements and agenda for the convener's approval. (RCP 60.050.)

Rotary institutes are planned with an effort to ensure that the meeting does not conflict with any major religious holiday observed in that zone. (98-226; RCP 60.050.1.) Each institute is financially self-supporting through registration fees, voluntary donations, or sponsorships in accordance with RI guidelines. (RCP 60.050.)

Program

Institutes normally last two to three days. Past RI officers who live in the zone should be provided opportunities to participate in the program as speakers, panelists, discussion leaders, and members of institute committees. (RCP 60.050.) A Rotary Foundation representative delivers a major address on the Foundation; updates participants on Foundation programs, objectives, finances, and problems; and responds to participants' questions. Each year, the RI Board recommends no more than four institute discussion topics, with the understanding that institutes may add other topics to meet the needs and desires of their zones; conveners, however, must ensure that the institutes deal accurately and comprehensively with the Board-recommended topics. In the year of the Council on Legislation, the RI Board asks conveners to schedule (1) separate sessions limited to representatives and alternates and conducted by highly experienced Rotarians to discuss the operation and procedures of the Council, but not the substance of the proposals, and (2) a plenary session to discuss the substance of a few proposals selected by the RI Board, for the purpose of allowing voting representatives the opportunity to hear the views of Rotarians from their area of the world. (RCP 60.050.; see also RCP 59.040.3.)

The Board recommends that the program include an open forum of at least one hour for participants and Rotary senior leadership to exchange ideas. A director or other representative of the Board must present the five-year forecast to the institute for discussion. Each institute program must include a copy of the written report (including any resolutions) of the previous year's institute that was submitted to the RI Board, along with a copy of any Board action taken. When convenient, conveners should arrange an intercity meeting for institute participants and local Rotarians. RI staff assigned to the institute by the general secretary are available to assist conveners as appropriate. (RIB 17.060.4.; RCP 60.050.)

Adjunct Meetings

Governors-elect training seminars, or GETS, are considered mandatory adjunct meetings. Other sessions or seminars, such as regional Rotary Foundation seminars or regional membership seminars, may be held at (or near) the same time and location of an institute. These separate sessions or seminars do not interfere with or duplicate the institute's main program or the International Assembly program and are promoted as quite distinct from the institute itself. Any events coming before or after an institute, such as GETS, regional Rotary Foundation seminars, or recreational events, are clearly described as pre- or post-institute events that may involve a different audience from the institute. (RCP 60.050.)

13 Other International Meetings

Presidential Conferences

Presidential conferences (sometimes known as salutes, celebrations, etc.) are an integral part of the overall program for communicating the RI president's vision to Rotarians around the world. As such, the timing, number, venues, and programs of these meetings vary each year. The program agenda is designed to further the president's program of service and address issues of regional concern. Conferences are open to all Rotarians, with special emphasis on attracting current club and district leadership in the designated conference area. They may be budgeted under the RI budget and administered by RI or, at the discretion of the president, smaller meetings, such as the salutes or celebrations, would be funded and managed locally.

International Institute

The International Institute for current and past RI general officers, past RI officers, current RI committee members, and incoming RI officers, including governors-nominee, is held annually in conjunction with the international convention. The International Institute is conducted under the supervision and guidance of the president. (RCP 60.010.)

Purpose

The International Institute affords attendees an opportunity to improve their knowledge of Rotary plans and programs, thereby enhancing their value as information resources in their clubs and districts. The institute also gives the current and incoming RI leadership the benefit of the views of present and past international officers.

Participants

The International Institute is generally open to all current and past RI general officers, past RI officers, current RI committee members, and incoming RI officers, including governors-nominee, as well as the immediate family members of these officers; however, attendance may be limited due to space. The RI Board may prescribe priorities within categories of present and past officers for consideration of attendance; otherwise, registration is based on the date of application.

Expenses

The International Institute should be entirely self-supporting; that is, participants' fees should meet all costs, including staff support. With the permission of the president, the International Institute may solicit or receive financial support from private or corporate sponsors. (RCP 60.040.)

International RYLA

An International Rotary Youth Leadership Awards (RYLA) meeting is held annually as an ancillary meeting of the international convention. (RCP 41.060.7.) Participation is by invitation, and applicants must be either youth participants ages 18-30 who have already successfully participated in a district-level RYLA event or Rotarian counselors; both must be recommended and sponsored by their local district. The agenda is based on the RYLA core curriculum (see

chapter 8) and designed to advance the leadership principles introduced to participants at district-level RYLA events in an international setting.

Rotaract Preconvention Meeting

The Rotaract Preconvention Meeting is held immediately before and as part of the official convention program. (RCP 41.020.7) Meeting content is designed to cover matters important to Rotaractors, though registration is open to any convention attendee. The program should include a separate training session for district Rotaract representatives that focuses on their roles and responsibilities. Governors are encouraged to defray all or part of the costs associated with the attendance of district Rotaract representatives-elect at this meeting.

Youth Exchange Officers Preconvention Meeting

The Youth Exchange Officers Preconvention Meeting is held immediately before and as part of the official convention program. (RCP 41.080.7) Meeting content is designed for Youth Exchange officers at the club, district, and multidistrict levels, though registration is open to any convention attendee, including Youth Exchange students.

Part Four

*The Rotary
Foundation*

14 Organization and Purpose

The Rotary Foundation of Rotary International was established in 1917 as an endowment fund. It was named The Rotary Foundation by the 1928 convention. In 1931, it was organized as a trust, and in 1983, it was established as a not-for-profit corporation under the laws of the State of Illinois, USA. The Rotary Foundation is operated exclusively for charitable and educational purposes by the Trustees of The Rotary Foundation in accordance with the Foundation's articles of incorporation and bylaws. The Bylaws of The Rotary Foundation and extracts from the articles of incorporation can be found in part eight of this manual.

The Mission of the Foundation

The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. (TRFC 1.050.)

Specifically, the RI Board and the Trustees are committed to achieving the goals of eradicating polio through the completion of the PolioPlus program; emphasizing and strengthening educational and cultural programs, which enhance goodwill and understanding; making grants that fulfill humanitarian needs in all areas of the world; and expanding programs intended to strengthen peaceful relations among people. (TRFC 1.040.)

Appointment and Organization of Trustees

Article 22 of the RI Bylaws provides for the appointment of 15 trustees by the president, with the approval of the RI Board. The Trustees determine their committees and the duties of each. (TRFB 6.1.) The chair of the Trustees appoints the members and chairs of all committees and any subcommittees (TRFC 2.020.2.); these are listed in the *Official Directory*.

General Secretary of The Rotary Foundation

The RI general secretary serves as the general secretary of The Rotary Foundation. The general secretary is the chief administrative and financial officer of The Rotary Foundation subject to the direction of the Trustees and the chair and responsible for implementing the Trustees' policies and for general management and administration of the corporation. (TRFB 5.9.) The general secretary may delegate any of these Foundation duties to appropriate staff.

District Rotary Foundation Committee

The RI Board and the Trustees have agreed that each governor shall, well before taking office, appoint all members of a district Rotary Foundation committee. The committee consists of a chair and eight subcommittee chairs. To be effective, the district Rotary Foundation committee must have continuity of leadership; therefore, the chair is a three-year appointment subject to removal for cause. Any removal for cause must have the trustee chair's prior approval. The district governor (if selected) scheduled for each of the years of the three-year term will participate in the selection of the chair. Although not mandatory, it is recommended that the chair be a past governor. The eight subcommittee chairs selected by the governor for the year automatically become members of their respective subcommittees. The district governor is an ex officio member of the

committee. With the direct leadership of the governor, the chair works with the committee to plan, coordinate, and evaluate all district Foundation activities.

The members of each subcommittee should, insofar as possible, have experience in their subcommittee's area of responsibility. Subcommittees shall be appointed to address the following ongoing administrative functions:

- 1) Scholarships
- 2) Group Study Exchange
- 3) Grants
- 4) PolioPlus
- 5) Alumni
- 6) Annual Giving
- 7) Permanent Fund
- 8) Rotary World Peace Fellowships (TRFC 1.070.1.3)

Descriptions of the duties of the district Rotary Foundation chair and each of the subcommittees can be found in the *District Rotary Foundation Committee Manual* (300-EN) and The Rotary Foundation Code of Policies.

Regional Rotary Foundation Coordinator (RRFC)

Each regional Rotary Foundation coordinator (RRFC), assigned to a specific region or regions of the world, serves as a communications link between the Trustees and Rotarians. RRFCs work actively with district leadership to set and achieve the district's Foundation giving and program goals and to provide effective training of district Foundation officers. They also conduct regional Rotary Foundation seminars to help educate Rotarians about the Foundation.

In some regions, an Annual Programs Fund Strategic Advisor and a Major Gifts Advisor may be appointed to assist RRFCs with giving and program goals.

Rotary Foundation Alumni Coordinator

Regions have a Rotary Foundation alumni coordinator assigned to encourage clubs and districts to involve Foundation alumni in Rotary activities, urge clubs to consider alumni as potential members and contributors to the Foundation, and use alumni as effective advocates for Foundation programs.

15 Programs of The Rotary Foundation

The RI Board and The Rotary Foundation Trustees have approved the following programs as tangible and effective means of furthering the objectives of the Foundation:

- Rotary Foundation Ambassadorial Scholarships
- Rotary Grants for University Teachers
- Rotary Centers for International Studies
- Group Study Exchange (GSE)
- District Simplified Grants
- Volunteer Service Grants
- Matching Grants
- Health, Hunger and Humanity (3-H) Grants
- Disaster Recovery
- PolioPlus
- PolioPlus Partners

The application process, eligibility criteria, and relevant deadlines for all Rotary Foundation programs can be found in the *District Rotary Foundation Committee Manual* (300-EN).

EDUCATIONAL PROGRAMS

Rotary Foundation Ambassadorial Scholarships

The Rotary Foundation Ambassadorial Scholarships program is the world's largest privately funded international scholarship program for university-level studies. Ambassadorial Scholarships are awarded for study or training in another country where Rotary clubs are located. During the study period, Rotary Scholars serve as ambassadors of goodwill to the people of the host country.

Types of Scholarships

The following types of Ambassadorial Scholarships are available:

- *Academic-Year Ambassadorial Scholarships*, for one academic year (usually nine months) of study in another country
- *Multi-Year Ambassadorial Scholarships*, flat grants for two years of degree-oriented study in another country
- *Cultural Ambassadorial Scholarships*, for three or six months of intensive language training and cultural immersion in another country

In addition, *Scholarships Fund Pool for Low-Income Countries* is a program that provides increased scholarship opportunities for candidates from low-income countries. All districts are invited to contribute from their District Designated Fund to the pool of funds that supports these scholarships. Every low-income district is invited to submit one candidate application per country annually to compete on a worldwide basis for an academic-year or cultural scholarship.

Program Objectives

Ambassadorial Scholarships support the overall mission of The Rotary Foundation — to further international understanding and world peace — through the following program objectives:

- Increasing awareness of and respect for cultural differences by sending ambassadors of goodwill to study in another country
- Instilling in scholars the Rotary ideal of Service Above Self through active participation in Rotary service projects
- Encouraging scholars to dedicate their personal and professional lives to improving the quality of life for the people of their home communities and countries
- Developing leaders who can address the humanitarian needs of the world community
- Affecting all areas of the world through a balanced geographical distribution of scholars
- Encouraging Rotarians worldwide to increase the educational opportunities for scholars from low-income countries
- Fostering a lifelong association between Rotary and its scholars

Rotarians support the Ambassadorial Scholarships program not only by contributing to the Foundation but also by giving their time sponsoring and hosting scholars every year. Through this guidance and leadership provided to scholars, the program produces men and women with the compassion and understanding to provide solutions to human needs.

District Eligibility

Each district determines the number and types of scholarships it will sponsor based on how it chooses to use its DDF account. For each scholarship available through a district during a specific program year, each club may submit one endorsed scholarship candidate's application form.

Donated Scholarships

Districts in high-income countries are encouraged to help support deserving candidates from low-income countries by donating a scholarship to the district of their choice (see the *SHARE* Kit for more information). To further Rotarian involvement and fellowship, a combined selection process is used to choose candidates for donated scholarships.

Qualifications

A candidate for a Rotary Foundation Ambassadorial Scholarship must demonstrate outstanding potential as an ambassador of goodwill, which can be measured through leadership skills, communication skills, and commitment to service. Applicants must have completed at least two years of university or college coursework, or must have a secondary education and have been employed in a recognized profession for at least two years when the scholarship begins. Applicants must be citizens of a Rotary country. Candidates cannot be Rotarians; honorary Rotarians; employees of a club, district, or other Rotary Entity or of Rotary International; or spouses, lineal descendants (child or grandchild by blood, legal adoption, or marriage without adoption), spouses of lineal descendants, or ancestors (parent or grandparent by blood) of persons in the foregoing categories. Initial application must be made through a Rotary club in the applicant's legal or permanent residence or place of full-time study or employment.

Selection

Application deadlines are set by individual clubs, but should be no earlier than March and no later than 15 July preceding the 1 October deadline. All district-endorsed applications must be received by the Foundation no later than 1 October preceding the award year. Applicants approved by the Foundation Trustees will be sent confirmation of their study institution assignments by 15 December.

Program Implementation

The key to the success of the Foundation's Ambassadorial Scholarships program is the role of the Rotarian counselors in the sponsor and host districts in achieving the ambassadorial goals of the scholarship. The district governor appoints a sponsor Rotarian counselor for each outbound scholar sponsored by the district. The governor also appoints a host Rotary club and a host Rotarian counselor within that club for each international scholar assigned to study in the district. Rotarians assuming these appointments are responsible for educating scholars on the ideals and activities of Rotary, integrating the scholars into the community, involving them in Rotary activities, and maintaining ongoing communication with the scholars before, during, and after their study year.

In order to fulfill their ambassadorial responsibilities, scholars must attend an outbound orientation seminar offered by their sponsor districts before departing for the host country. Throughout the scholarship, scholars speak to Rotary clubs, Rotaract clubs, and non-Rotary groups. They also participate in the district conference, Foundation dinners, and the programs and service projects of Rotary and Rotaract clubs during the scholarship period.

Following their return home, scholars participate in programs at club meetings, district conferences, Foundation dinners, and alumni activities; they should also assist with orientation for outgoing and incoming scholars. The sponsor and host counselors are responsible for helping facilitate these speaking engagements and opportunities for scholars to be actively involved in Rotary club and district activities. (TRFC 8.010.8.3.)

Additional program information can be found in the *Ambassadorial Scholarships and Rotary Grants for University Teachers Leaflet (132-EN)*, *Program Guide for Rotarians: Ambassadorial Scholarships and Rotary Grants for University Teachers (012-EN)*, and the *Ambassadorial Scholar Handbook*, and at www.rotary.org.

Rotary Grants for University Teachers

The Rotary Grants for University Teachers program blends two of Rotary's most important emphases: education and volunteer service. Its primary purpose is to further international understanding and friendship while strengthening higher education in low-income countries. The grants are awarded to higher education faculty to teach a field of practical use at universities or colleges in low-income countries (other than their own) for 3-5 months or 6-10 months (low-income countries are defined in terms of per capita GNP). These grants are administered by The Rotary Foundation and sponsored by districts that have allocated specific funding within the *SHARE* system. Because university teachers are providing a service, both Rotarians and non-Rotarians are eligible. Applicants must hold (or if retired, must have held) a full-time college- or university-level position for at least three years.

Additional program information can be found in the *Ambassadorial Scholarships and Rotary Grants for University Teachers Leaflet (132-EN)*, *Rotary Grants for University Teachers Application*, and the *Program Guide for Rotarians: Ambassadorial Scholarships and Rotary Grants for University Teachers (012-EN)*, and at www.rotary.org.

Rotary Centers for International Studies

The Rotary Centers for International Studies in peace and conflict resolution program is a major educational and peace priority of The Rotary Foundation. The Foundation has established six Rotary Centers for International Studies in partnership with seven distinguished universities around the world. The Foundation sponsors up to 60 Rotary World Peace Fellowships for study in one- to two-year master's-level programs in international studies, peace, and conflict resolution at the six Rotary Centers. (TRFC 8.020.1.)

Program Objectives

The Rotary Centers for International Studies have been established to

- Advance research, teaching, publication, and knowledge on issues of peace, goodwill, causes of conflict, and world understanding
- Provide advanced educational opportunities for a group of Rotary World Peace Fellows, chosen from various countries and different cultures, in order to advance knowledge and world understanding among potential future leaders of government, business, education, media, and other professions
- Establish a program through which The Rotary Foundation and Rotary clubs may become increasingly effective in promoting greater tolerance and cooperation among peoples, leading to world peace and understanding

Additional program information can be found in the *Rotary Centers for International Studies Program Guide for Rotarians* (085-EN) and the *Rotary Centers for International Studies Brochure* (084-EN), and at www.rotary.org.

District Eligibility and Funding

Rotary World Peace Fellowships are offered on a world-competitive basis. All districts are eligible to submit one candidate application each year. Multicountry districts may submit one application per country. The fellowships are supported globally through a pool of funds contributed by districts from their DDF. All districts are encouraged to contribute some amount of their DDF to support the program.

Qualifications

Candidates for Rotary World Peace Fellowships must have the training, academic background, and work experience in relevant fields required by the Rotary Centers university partners' master's-level programs. Candidates must demonstrate excellent leadership skills, proficiency in more than one language, and a commitment to peace and international understanding through their personal and community service activities or their academic and professional achievements. All candidates must have at least three years of relevant work experience. Candidates must be committed to completing the program, working in the field of peace and conflict resolution, and maintaining contact with The Rotary Foundation throughout their professional careers.

Application and Selection

Interested applicants may obtain Rotary World Peace Fellowship applications from a Rotary club or at www.rotary.org, but all applications must be submitted to a local Rotary club. Clubs forward the applications of endorsed candidates to their district's selection committee for consideration. Application deadlines are set by individual clubs in accordance with district deadlines. Clubs may endorse as many candidates for consideration by the district committee as they

deem qualified. However, each district may submit only one candidate to the world competition. All district-endorsed applications must be received by the Foundation by 1 July preceding the award year. Each year, an international selection committee appointed by the Foundation Trustees reviews the applications and selects the final Rotary World Peace Fellows. Recipients are notified of their Rotary Center assignments by 1 December.

Program Implementation

The Rotary Centers program represents Rotary's commitment to peace and international understanding by training the next generation of community and world leaders to mediate, resolve, and prevent conflicts and to address issues that contribute to conflict in the world. The program's success depends on the work of Rotarians to promote the fellowship opportunity and select candidates who embrace the Foundation's mission and are committed to working toward peace and understanding throughout their professional lives.

The role of sponsor and host Rotarian counselors is essential to achieving program goals. Like other Rotary Foundation program participants, Rotary World Peace Fellows also serve as ambassadors of goodwill and are required to participate in club, district, zone, and international Rotary events and advise on Rotary projects as appropriate. The governor appoints a sponsor Rotarian counselor for each outbound candidate selected as a Rotary World Peace Fellow. The Trustees designate a host area, to include neighboring districts, for each Rotary Center in consultation with the specific districts in which the Rotary Centers are located. These host areas share responsibilities and opportunities that accompany hosting the Rotary World Peace Fellows. (TRFC 8.020.10.2.)

Group Study Exchange (GSE)

The Group Study Exchange (GSE) program is a unique cultural and vocational opportunity for business and professional men and women ages 25-40 who are in the early years of their professional lives. GSE provides travel grants for four to six weeks for teams of non-Rotarian professional men and women to exchange visits between paired Rotary districts in different countries. Each team is led by a Rotarian team leader.

Program Objectives

The program is designed to develop professional and leadership skills to better prepare participants to address the needs of their communities and an increasingly global workplace. It also provides service opportunities to establish humanitarian projects between the hosting and sending countries that address specific needs for health care, education, and other concerns. Team members experience the host country's institutions and ways of life, observe their own vocations as practiced abroad, develop personal and professional relationships, and exchange ideas.

The Group Study Exchange experience involves:

- *Vocational activities* that provide participants with opportunities to observe vocations as practiced in another country and participate in a reciprocal exchange of ideas in their respective fields, which ultimately will benefit all communities involved
- *Cultural experiences* that allow participants to study another country, its people, and its institutions and to promote an appreciation of cultural diversity worldwide
- *Fellowship opportunities* that encourage team members and hosts to meet, communicate, and live with each other in a spirit of fellowship and good-

will, to consider each other's problems, aspirations, and community concerns, and to foster lasting friendships and international understanding

- *Rotarian involvement* in providing young professionals in their formative years an experienced perspective of their vocation in another culture and in participating in the process of sending, receiving, and sharing educational experiences of study teams that will enhance the worldwide mission of Rotary

For each team member, the Foundation provides the most economical roundtrip airfare between the home and host countries. Local Rotarians in the host area provide meals, lodging, and group travel within their district.

District Eligibility

A completed application citing a clear purpose and goals to be achieved by the exchange must be submitted to the Foundation by 1 October. Each district may express a preference for the district or area with which it wishes to be paired, but the Trustees make final pairing decisions. The Trustees recognize the value of district prearranged pairings (self-pairings) and give favorable consideration to pairings that involve diverse cultures, languages, and regions. (TRFC 8.040.5.2.) GSE teams are funded through the World Fund or DDF. Districts should check their availability for funding before applying to send a GSE team in a given program year. Information about different funding options is available in GSE literature and at www.rotary.org.

Qualifications

Team members must be currently engaged full-time in any recognized business or profession, live or work in the sponsor district, be involved in the initial years of their vocational life, and be 25-40 years old. Candidates also must demonstrate qualities of leadership, flexibility, and tolerance in order to further the program's objective of international understanding. Team members should have reasonable fluency in the language of the host country.

Team leaders must be experienced Rotarians, especially in international service, and well-informed about the host country and Rotary. The leader should demonstrate fluency in the language of the host country. Past governors may serve as team leaders provided that there has been an open selection process offering this leadership opportunity to other Rotarians in the district and where special requirements of the exchange, such as language, vocation, and other needs, result in the past governor being chosen as the best-qualified candidate. (TRFC 8.040.7.4.) Spouses, relatives, or dependents may not accompany the team under any circumstances.

Before recruiting applicants, districts should consult GSE literature or www.rotary.org for specific information about eligibility criteria for GSE team members and team leaders.

Selection

A district should select a team composed of the most qualified applicants, regardless of gender. The district GSE selection committee selects the team leader and all team members from those candidates interviewed and endorsed by a sponsor club. The governor verifies the eligibility of the selections and endorses the applications.

Program Implementation

Although a traditional GSE team is composed of individuals from different professions, a number of creative variations are possible. Single-vocation teams with members of similar professions (such as health care, education, or agri-

culture) allow for a more in-depth study of specific vocations as practiced in another country. Cultural teams include artists, musicians, or linguists who share their talents with Rotarians from host districts. Humanitarian teams support the development of projects between the partnered districts by seeking out humanitarian needs in the host district and returning home with one or more Foundation humanitarian grant proposals. It also is possible to organize exchanges with neighboring countries and emerging Rotary countries or, with the trustee chair's approval, a non-Rotary country. (TRFC 8.040.20.8.)

In general, the GSE team is in the care of the host district from the time of arrival to the time of departure. The host district undertakes and is responsible for creating the vocational itinerary, providing local transportation, hosting the team in homestays when possible, and arranging all cultural and Rotary activities during the team's stay. It is important to recognize the potentially exhausting nature of the study tour and to include adequate free time and rest days in the schedule.

More program information can be found in the *Group Study Exchange Brochure* (160-EN), *Group Study Exchange: Program Guide for Rotarians* (165-EN), and the *Group Study Exchange Team Handbook* (164-EN), and at www.rotary.org.

HUMANITARIAN GRANTS PROGRAM

The Humanitarian Grants Program provides a set of tools that Rotary clubs and districts can use to build community projects that help improve the lives of people throughout the world. Projects funded through the Humanitarian Grants Program must

- Involve the active and personal participation of Rotarians
- Assist in the development of strong Rotary networks
- Demonstrate sound financial stewardship
- Address humanitarian needs

Regularly updated information about the Humanitarian Grants Program can be found at www.rotary.org.

District Simplified Grants

District Simplified Grants are designed to support service activities or humanitarian endeavors of districts and their member clubs. A district can request up to 20 percent of its District Designated Fund (DDF) for a grant to support multiple projects locally or internationally. District Rotary Foundation chairs, in cooperation with district governors-elect, request the grant funds. Districts are strongly encouraged to submit their requests from 1 July to 31 March in the Rotary year before the funds become available.

The Foundation awards District Simplified Grants with the understanding that recipient districts acknowledge and agree to respect the wishes of the receiving community and strive to understand and appreciate its traditions and culture. In addition, District Simplified Grants require Rotarians to be directly involved in these ways:

- Assessing community needs and developing a project plan
- Establishing a committee of at least three Rotarians to oversee the expenditure of funds
- Overseeing grant funds
- Adhering to Foundation eligibility guidelines
- Implementing projects
- Providing evidence of community involvement and ownership

- Organizing meetings with local service providers, local officials, and/or recipients
- Promoting projects in the local media
- Submitting required reports to the Foundation

Volunteer Service Grants

Volunteer Service Grants support the international travel of qualified Rotarians and spouses of Rotarians to provide a needed service to a community or to plan the implementation of a needed project in a community. Eligibility for travelers is based on these factors:

- 1) Defined community need
- 2) Need that can be met by the experience and skills of the Rotarians/team
- 3) An understanding that the skills and experience are not available in the community

The award is a flat grant, with US\$3,000 available to an individual or \$6,000 available for a team of up to five members. A single project site may not benefit from more than one grant award at any given time. An individual volunteer may receive no more than two Volunteer Service Grants per Rotary year.

Applicants should be aware that:

- Grant applications should be submitted to the Foundation at least three months before anticipated travel and must be approved at least two months before the anticipated departure date.
- The grant provides for travel expenses, including economy-class airfare arranged or approved by RITS; minimal daily living expenses; and ancillary expenses. Remaining funds may be used for project-related costs.
- The individual(s) traveling on the grant must submit a final report within two months of their return.
- The Rotary club in the area of service must complete a post service evaluation. (TRFC 9.030.)

Matching Grants

The goal of Matching Grants is to help Rotary clubs and districts carry out international humanitarian projects in cooperation with Rotarians in another country. The Rotary Foundation provides a US\$0.50 match for US\$1 cash contributions. Any contributions made from the District Designated Fund (DDF) will be matched by the Foundation at the rate of \$1 to \$1.

Matching Grant projects must

- Be international in scope (i.e., involve at least two Rotary clubs or districts in at least two countries)
- Adhere to Foundation eligibility guidelines

Matching Grants requirements depend upon the amount requested from The Rotary Foundation. They are categorized as follows:

- Matching Grants (US\$5,000-\$25,000)
- Competitive Matching Grants (US\$25,001-\$150,000)

Applications for Matching Grants can be submitted to the Foundation between 1 July and 31 March. Competitive applications will be considered at the semiannual Trustees meetings; therefore, applications must be received and completed by 1 August for consideration at the October meeting and by 1 January for consideration at the April meeting. (TRFC 9.040.)

Health, Hunger and Humanity (3-H) Grants

The purpose of the Health, Hunger and Humanity (3-H) Grants program is to improve health, alleviate hunger, and enhance human and social development as a means of advancing international understanding, goodwill, and peace. (TRFC 9.050.) Grants are awarded to fund large, international, self-help, grassroots development projects that use a sustainable, integrative approach to humanitarian needs. This approach incorporates multiple program components including a combination of sustainable activities such as training, community participation, Rotary Community Corps, capital assets, and technical expertise from Rotarians and other sources.

These grants provide grant awards of US\$100,000-\$300,000 for projects implemented over two to four years. Grant sponsors must provide a minimum contribution of 10 percent of the total 3-H grant award amount. To be eligible for consideration, the primary host and international sponsor clubs/districts must have successfully worked *together* as primary sponsors of a Matching Grant project within five years of submitting their 3-H application. Projects funded by 3-H grants must

- Benefit the economically disadvantaged in a developing country and provide assistance that is not being met by local or other sources
- Provide significant, long-term self-help benefits to a large number of people
- Involve Rotary clubs and districts in at least two countries with a significant number of Rotarians actively participating in the project
- Involve active participation by the project beneficiaries
- Have visible Rotary identification to make the public aware of Rotary's involvement in the community
- Be self-sustaining after the grant funds are expended (TRFC 9.050.)

Disaster Recovery

The Disaster Recovery program provides Rotarians an opportunity to contribute funds for long-term reconstruction in response to specific disasters.

A master Disaster Recovery account facilitates contributions. After consulting with the RI president and the Foundation trustee chair, the general secretary may open specific accounts for disasters, which will accept contributions for a maximum of six months. Once an account is opened, the trustee chair appoints a committee of Rotary leaders in the affected area(s) to manage the account. (TRFC 9.100.)

Foundation Grant Project Auditing and Monitoring

The governor, district Rotary Foundation committee chair, and district grants subcommittee chair may be asked to help the Foundation monitor grant projects. At the Foundation's request, the governor (or a designee) shall assist in addressing the project and the specific problem. If necessary, this review may include soliciting a response from project sponsors for clarification, reporting information to the Foundation, collecting progress or final grant reports, helping to determine the status of a project, reiterating Foundation guidelines, and handling local disagreements. (TRFC 10.030.)

Governors are encouraged to visit Foundation grant-funded projects and help identify, resolve, or prevent problems from occurring. Governors also are encouraged to make site visits to assess the outcome of past projects. The involvement of district governors in district-sponsored grants and club presidents in club-sponsored grants as ex officio members of project committees assists in reducing the likelihood of irregularities in handling of grant funds.

If a problem cannot be resolved by club, district, or zone leadership, a member of the Humanitarian Grants Cadre of Technical Advisers may be assigned to assist Rotarians developing or implementing the project. Many 3-H and Matching Grants projects are monitored or audited by these Rotarians, who volunteer relevant technical expertise. (TRFC 10.020.)

POLIOPLUS

PolioPlus is a special program of Rotary International and has highest priority over all other programs until the certification of eradication is achieved. (RCP 40.010.)

The goal of PolioPlus is the global certification of the eradication of polio. After several years of involvement with polio-related activities, Rotary began the PolioPlus program in 1985. By 1988, Rotarians raised over US\$240 million and mobilized thousands of volunteers to assist in massive immunization campaigns and polio eradication activities around the world. Rotary was, in large part, the catalyst for the World Health Assembly's adoption of the goal of global polio eradication in 1988. By the time the world is certified polio-free, Rotary's contributions to the global polio eradication effort will have exceeded \$650 million.

The program includes any activity that directly supports the eradication of polio. These include supporting National Immunization Days, tracking the virus through surveillance programs, vaccinating particularly vulnerable children in hard-to-reach places, and informing national governments and other funding sources of the urgency, need, and benefits of investing funds to eradicate polio.

The International PolioPlus Committee (IPPC) coordinates all PolioPlus elements, directs all regional and national PolioPlus committees, and recommends policies and strategies to the Trustees to help achieve polio eradication. Each country or region carrying out polio eradication activities has a PolioPlus committee to oversee these activities; all are listed in the *Official Directory*.

Grant proposals to support polio eradication efforts are developed through formal consultation with the appropriate interagency coordinating committee partners, such as national ministries of health, UNICEF, and the World Health Organization. The IPPC reviews proposals to ensure consistency with PolioPlus policy and funding priorities and makes appropriate recommendations to the Trustees.

In accordance with action taken by the 1995 Council on Legislation and reconfirmed in 2007, the Trustees and RI Board of Directors affirm that global eradication is, and must remain, the premier goal of Rotary International and its Foundation until the day the world is certified as being rid of the poliovirus. (TRFC 11.030.)

More PolioPlus information can be found in the *District Rotary Foundation Committee Manual* (300-EN) and at www.rotary.org. For a current fact sheet, contact the Secretariat.

PolioPlus Partners

PolioPlus Partners is a sub-program of PolioPlus that allows all Rotarians to contribute to the goal of polio eradication by donating funds to specific social mobilization and surveillance activities through the PolioPlus Partners Open Projects List (OPL). As such, it also supplements the available funds necessary to complete the eradication of polio. Additional program information, including the OPL, is available from the Secretariat and at www.rotary.org.

MISCELLANEOUS

Ineligibility for Foundation Program Awards

No award under programs supported by The Rotary Foundation will be made to a Rotarian, with the specific exemption of all volunteer services as identified by the Trustees; an employee of a club, district, or other Rotary Entity, or of RI; a spouse, a lineal descendant (child or grandchild by blood and any legally adopted child), a spouse of a lineal descendant; or an ancestor (parent or grandparent by blood) of any person in the above two categories. (TRFB 9.3.) Persons ineligible under this policy remain ineligible for 36 months after a Rotarian resigns his or her club membership.

The ideal of service is best exemplified by a policy that provides, in effect, that those who contribute to the Foundation should not also benefit from the Foundation programs, either directly or indirectly. The Rotary motto Service Above Self is best exemplified through charitable and educational programs based on unselfish service to deserving persons who are not Rotarians or their relatives.

Foundation Alumni

All former Rotary Scholars and Rotary World Peace Fellows; Group Study Exchange participants; recipients of University Teachers Grants, Rotary Volunteer Grants, Individual Grants, and Volunteer Service Grants; and individuals who have traveled as part of a Discovery or New Opportunities grant are considered alumni of The Rotary Foundation. The Foundation's alumni relations efforts are undertaken to help program alumni develop a continuing affiliation with Rotarians and other Foundation alumni from around the world. As former program participants, alumni have developed a commitment to the world community and continue to share Rotary's vision of furthering understanding and peaceful relations among all people.

Sponsoring districts are encouraged to consider the following actions to enhance relationships with Foundation alumni in their districts and to help achieve the intended objectives of the programs in which they participated:

- 1) Formally greet all scholars on their return home.
- 2) Ensure that returned scholars complete required presentations primarily in the sponsoring district, namely:
 - a) At least five talks at Rotary functions during the first year
 - b) At least three talks to non-Rotary audiences
- 3) Arrange for articles on alumni activities in university and other appropriate publications.
- 4) Invite alumni to the district conference.
- 5) Invite alumni to annual Foundation dinners or other functions.
- 6) Organize regular reunions of district alumni.
- 7) Keep district alumni records current.
- 8) Consider alumni as potential Rotary members.
- 9) Invite alumni to contribute to the Foundation as appropriate.
- 10) Ask alumni to participate in orientation and selection programs for out-bound program participants in the district.
- 11) Encourage invitations to alumni to attend or participate as speakers at special district and club functions. (TRFC 13.020.)

Additionally, it is the district's responsibility to update and maintain a current list of all district alumni, advise The Rotary Foundation of any changes

of postal or e-mail addresses or phone/fax numbers for district alumni, and ensure that the person responsible for this district list passes it on to his or her successor.

Alumni Associations

All Rotary districts are encouraged to establish alumni associations of former Foundation program participants in their area. Alumni associations can serve as sources of

- 1) Rotary club membership
- 2) Support for Rotary programs, such as future participant selection and orientation processes and service projects
- 3) Support for RI and Foundation public relations efforts
- 4) Financial support for the Foundation
- 5) Pride in identifying with an outstanding group of men and women

Global Alumni Service to Humanity Award

The annual Global Alumni Service to Humanity Award is given to a prominent former Foundation program participant who, through volunteer or professional efforts, has demonstrated a personal commitment to the pursuit of greater understanding and peace through service to humanity. These alumni must also have achieved a high degree of distinction in contributing their time, leadership abilities, and expertise to the enrichment of their profession or vocation. All Foundation alumni who completed their service terms more than 10 years previous are eligible to be considered for the award. Each Rotary zone may nominate one candidate every other year. (TRFC 13.030.1.)

Rotary Foundation Service Awards

The Rotary Foundation District Service Award

The Rotary Foundation assists governors in recognizing Rotarians in their districts whose service to the Foundation deserves special attention. These awards do not require Trustee approval and are given at the discretion of the governor. Rotary Foundation District Service certificates are available through RI's Publications Order Services Section or RI international offices. The award may be given before nominating a Rotarian for The Rotary Foundation Citation for Meritorious Service but this is not a prerequisite.

The Rotary Foundation Citation for Meritorious Service

One Rotarian from each district may be recognized by the Trustees during the year for outstanding service to the Foundation extending beyond one year. Nominations are solicited from governors and RI directors. Because the Trustees consider these nominations throughout the year, there is no single deadline; however, nominations should be submitted at least eight weeks ahead of the planned presentation date and no later than 15 May. A certificate on a walnut plaque is sent for presentation to the award recipient.

The Rotary Foundation Distinguished Service Award

Four full years after receiving the Citation for Meritorious Service, a Rotarian becomes eligible for the Distinguished Service Award, the Foundation's highest service recognition. The exemplary service to the Foundation must extend beyond the district level and over an extended period. Any Rotarian may nominate eligible Rotarians for this award. An endorsement from another Rotarian is also required. Either the nominator or the endorser must be from outside the

nominee's district. Trustees may neither nominate nor endorse candidates for these awards. The deadline for nominations is 15 November. Up to 50 recipients are approved by the Trustees each year. A cast-bronze plaque mounted on a walnut base is awarded to each honoree.

Rotary Foundation Month

The RI Board and the Trustees have agreed to observe Rotary Foundation Month each November. During this month, clubs are urged to devote at least one club program to the Foundation. (RCP 8.020)

16 Fiscal Matters, Foundation Support, and Donor Recognition

Purposes of Foundation Funds

The 1983 articles of incorporation for The Rotary Foundation of RI give specific information on the purposes of Rotary's Foundation and the dedication of income and assets (see part eight of this manual). The RI Bylaws provide the Trustees with the authority to make expenditures from the property of the Foundation, including those that do not require approval of the RI Board. (RIB 22.050.)

Stewardship of Foundation Funds

The Trustees recognize that the funds received from Rotarians and other supporters around the world are voluntary contributions reflecting their hard work and dedicated support. These donors have entrusted The Rotary Foundation with the faith and understanding that their contributions will be used effectively and for the purposes for which they were given.

Therefore, the Trustees, acting in their capacity as stewards of these funds, stress the importance of proper fiscal management in any activities associated with the programs of The Rotary Foundation. The Trustees highly rely on the integrity of the clubs and the Rotarians engaged in project implementation to ensure that funds are used effectively for the purposes for which they were given. The Trustees will promptly investigate any irregularities coming to their attention and take whatever action may be appropriate.

The recipient of a grant, the grant's sponsors, and all others associated with the project are expected to

- 1) Treat Rotary Foundation funds as a sacred trust to be constantly safeguarded from loss, misuse, or diversion and to be used only for the stated purpose, which shall be strictly interpreted
- 2) Exercise the highest attention to preventing even the appearance that Rotary Foundation funds are being used improperly, whether such appearance may be in the eyes of Rotarians or the general public. Such attention is expected to go beyond that afforded to the use of private or corporate funds.
- 3) Ensure competent and thorough oversight of the project with clear delineation of responsibility
- 4) Conduct all financial transactions and project activity relating to the grant at least at the level of standard business practice and always in harmony with the Declaration of Rotarians in Businesses and Professions and in the full spirit of The Four-Way Test
- 5) Report immediately any irregularity in grant-related activity to The Rotary Foundation
- 6) Implement projects as approved by the Trustees in their grant award. Any deviation from the agreed terms or changes in the implementation of the project must receive prior written authorization from The Rotary Foundation.
- 7) Arrange for independent financial and performance reviews or audits in accordance with current Trustee policy and guidelines
- 8) Make timely and detailed reports on both program and financial activities

- 9) Be held accountable for appropriately addressing all concerns regarding project implementation for which notification has been sent (TRFC 7.020.)

Annual Independent Financial Reviews for Humanitarian Grants

All recipients of humanitarian grants from The Rotary Foundation are encouraged to have an annual independent financial review. Such a review is required for grants of US\$25,001 or more.

Tax Advantages and Contributions

In some countries, contributions to The Rotary Foundation or related entities may be deducted in connection with the filing of income tax returns, or may receive other tax considerations. Clubs and individuals should ascertain from local authorities whether Foundation contributions receive tax advantages in their respective countries.

In the United States, The Rotary Foundation has been recognized as a tax-exempt, charitable entity under section 501(c)(3) of the Internal Revenue Code. Further, the U.S. Internal Revenue Service has classified the Foundation as “one that is not a private foundation as defined in section 509(a) of the Code.” Some tax deductibility or benefit is currently available for some contributions in Australia, Brazil, Canada, Germany, India, Japan, Korea, and the United Kingdom.

Associate Foundations

A limited number of associate foundations exist in countries where Rotarians can receive a tax benefit through the associate foundation. The Trustees have established a set of criteria and guidelines that must be met before an associate foundation may be formed. Associate foundations must be approved by and have reporting requirements to the Trustees.

Raising Funds for the Foundation

As an officer of RI, the governor has direct responsibility for promoting The Rotary Foundation within the district, to the end that the aims and purposes of the Foundation in furthering world understanding and peace may become better known and supported. All gifts are to be considered for acceptance in accordance with the Foundation’s Gift Acceptance Policy. This policy is available at www.rotary.org.

SHARE System

Participation in Foundation programs is an important part of the Foundation’s success. To allow districts a voice in how contributions are spent and the fullest possible participation, the Trustees developed the *SHARE* system for the allocation of funds. Through the system:

- 1) Rotarians *SHARE* their resources with their fellow Rotarians around the world.
- 2) The Trustees *SHARE* some of their decision-making responsibility with the districts.
- 3) Rotarians *SHARE* Rotary with the world through their Foundation.

All district Annual Programs Fund *SHARE* contributions are divided into two categories: District Designated Fund (DDF) and World Fund. The distribution between these two funds is 50 percent to DDF and 50 percent to the World Fund. Contributions made in a given year will be eligible to be spent three years later. The district may use its District Designated Fund for Ambassadorial Scholarships, a District Simplified Grant, the district’s portion of Matching

Grants, and other Foundation programs in which the district chooses to participate. The World Fund pays for other Foundation programs such as Rotary Centers for International Studies, Group Study Exchange, 3-H Grants, the Foundation match of Matching Grants, Volunteer Service Grants, and any new pilot programs. (TRFC 17)

Additional *SHARE* system information can be found in the *District Rotary Foundation Committee Manual* (300-EN) and *The Rotary Foundation Quick Reference Guide* (219-EN), as well as in The Rotary Foundation Code of Policies.

Contributions to the Foundation

Contributions to The Rotary Foundation are voluntary. Therefore, reference to contributions to the Foundation as a condition of club membership shall not appear on the membership application card. Rotary club bylaws may not provide, as a condition of membership, the making of contributions to The Rotary Foundation, and any such reference on the Rotary membership identification card is not authorized. (RCP 5.050.7)

It is suggested to governors that they stress through regular channels — the district Rotary Foundation committee, the district assembly, district and club Foundation seminars, and club visits — the importance of Rotary clubs and Rotarians making annual contributions to The Rotary Foundation. Every Rotarian should be encouraged to contribute US\$100 or more to the Annual Programs Fund of The Rotary Foundation every year to support the continued growth of Foundation programs. Rotarians are also encouraged to consider making a gift provision in their wills or other estate plans to the Permanent Fund.

Contributions of any size may be made to three funds:

- 1) *Annual Programs Fund*, the primary source of funding for the programs of the Foundation. Contributions are used approximately three years after they are contributed.
- 2) *Permanent Fund*, an endowment fund from which available earnings are spent in support of Foundation programs. The objective of the Permanent Fund is to ensure maintenance of a minimum level of program activity and facilitate new or expanded programs in the future. RI encourages Rotarians to consider providing special support to the Permanent Fund as a demonstration of commitment to Rotary as a movement for the centuries and a world leader in international service.
- 3) *PolioPlus Fund*, which pays all grants made in support of the PolioPlus program and its goal of the worldwide eradication of poliomyelitis

Individual Contribution Recognition Opportunities

Donors contribute to The Rotary Foundation to support its programs. To acknowledge Foundation donors, the Trustees provide various types of donor recognition. All contributions are credited to a Rotary club designated by the donor.

Rotary Foundation Sustaining Member

A Rotary Foundation Sustaining Member is a person who contributes US\$100 or more per year to the Annual Programs Fund.

Paul Harris Fellow

A Paul Harris Fellow is someone who contributes US\$1,000 or has that amount contributed in his or her name. The most common types of contributions eligible for Paul Harris Fellow Recognition are Annual Programs Fund contribu-

tions. However, the following restricted contributions also are eligible: World Fund, PolioPlus, PolioPlus Partners, and the sponsor portions of approved humanitarian grants. A new Paul Harris Fellow will receive, upon request, a personalized certificate with presentation folder, a lapel pin, and a medallion.

Multiple Paul Harris Fellow

A Multiple Paul Harris Fellow is a Paul Harris Fellow who has contributed, or in whose name is contributed, additional US\$1,000 gifts to the Foundation. A Multiple Paul Harris Fellow will receive, upon request, a lapel pin with sapphire or ruby stones based on his or her Multiple Paul Harris Fellow level.

Paul Harris Society

The Paul Harris Society is a district-administered recognition for those who elect to personally contribute US\$1,000 or more each year to the Annual Programs Fund, PolioPlus, PolioPlus Partners, or the Humanitarian Grants Program. Individual districts handle all associated recognition for this program, and inquiries should be directed accordingly. Paul Harris Society contributions are eligible toward Rotary Foundation Sustaining Member (Annual Programs Fund Contributions only), Paul Harris Fellow, Multiple Paul Harris Fellow, and Major Donor Recognition.

Benefactor and Bequest Society

Anyone who notifies the Trustees in writing that he or she has made provisions in his or her will or other estate plan naming The Rotary Foundation as a beneficiary, or who makes an outright gift of US\$1,000 or more to the Permanent Fund, is recognized by the Trustees as a Benefactor. Benefactors receive a letter of appreciation, a commemorative certificate, and an insignia that may be attached to a Rotary or Paul Harris Fellow pin.

Individuals or couples who have placed the Foundation in their estate plans for a minimum of US\$10,000 are also eligible for membership in the Bequest Society. Members may elect to receive an engraved crystal and a Bequest Society pin reflecting the level of their bequest commitment.

Unless otherwise specified by the donor, realized bequest gifts are placed in the Permanent Fund with the annual spending portion directed to the World Fund.

Major Donor

Individuals or couples whose combined cumulative giving reaches US\$10,000 are recognized as Major Donors. All contributions to The Rotary Foundation are included in this total, regardless of the gift designation. Major Donors are recognized at six gift levels and may elect to receive an engraved crystal and a Major Donor pin reflecting their giving level.

Arch C. Klumph Society

Individuals or couples whose combined cumulative giving reaches US\$250,000 or more are recognized as members of the Arch C. Klumph Society, named for the founder of The Rotary Foundation. Society members may elect to receive a personalized certificate, participate in a special induction ceremony, and have their portraits displayed in the Arch C. Klumph Gallery at RI World Headquarters.

Named Gift Opportunities

A named endowed fund can be established through a gift to the Permanent Fund. The principal of an endowed gift is never spent, while a portion of the

income is made available each year for specific Rotary programs or projects as determined by the donor.

Donors can also make outright major gifts to fund a one-time Ambassadorial Scholarship, Rotary World Peace Fellowship, or Group Study Exchange.

Details on all named gift opportunities are available from RI international offices and at www.rotary.org. Designation options depend on the size of the gift.

Rotary Club Banner Recognition Opportunities

Top Three Per Capita in Annual Programs Fund Giving

This recognition is awarded to the top three per capita giving clubs in each district (minimum US\$50 per capita) at the end of the Rotary year.

Every Rotarian, Every Year Club

This recognition is given to clubs that achieve a minimum US\$100 per capita and 100 percent participation with every active member contributing some amount to the Annual Programs Fund during the Rotary year. It is based on active membership as of 30 June and awarded at the end of the Rotary year.

100% Rotary Foundation Sustaining Member Club

This recognition is given to clubs that achieve a minimum US\$100 per capita and 100 percent participation with every active member contributing \$100 or more to the Annual Programs Fund during the Rotary year. It is based on active membership as of 30 June and awarded at the end of the Rotary year.

100% Paul Harris Fellow Club

This one-time recognition is awarded throughout the Rotary year to clubs once every active club member is a Paul Harris Fellow. The club is also recognized with an engraved plaque bearing its name that is permanently displayed at RI World Headquarters.

Part Five

Rotary Marks

17 Use and Protection of the Rotary Marks

The RI Bylaws specifically provide: “Preservation of RI’s Intellectual Property. The board shall maintain and preserve an emblem, badge, and other insignia of RI for the exclusive use and benefit of all Rotarians.” (RIB 18.010.) Therefore, by the authority given to RI by the clubs in the bylaws, the RI Board is entrusted with plenary authority to maintain, preserve and otherwise protect the use of RI’s intellectual property. To fulfill this responsibility, the RI Board owns, protects and oversees the use of Rotary’s intellectual property, including the trademarks and service marks, collectively referred to as the “Rotary Marks.”

The Rotary Marks include the word “Rotary,” the Rotary emblem, and many others, some of which are shown below:



- Annual Programs Fund for Support Today®
- Freedom from Hunger®
- Every Rotarian, Every Year
- A Global Network of Community Volunteers
- Humanity in Motion
- Interact®
- Interact Club®
- Interactive®
- Interota®
- Paul Harris
- Paul Harris Fellow®
- The Permanent Fund to Secure Tomorrow®
- PolioPlus®
- Preserve Planet Earth
- RCC
- *Revista Rotaria*®
- RI®
- RITS®
- Rotaract®
- Rotaract Club®
- *Rotaria*®
- Rotarian®
- *The Rotarian*®
- Rotary®
- Rotary Club®
- Rotary Community Corps
- The Rotary Foundation®
- The Rotary Foundation of Rotary International®
- Rotary International®
- Rotary International Travel Service®
- Rotary.org
- *Rotary World*®
- Rotary World Magazine Press
- Rotary Youth Exchange
- Rotary Youth Leadership Awards
- RWMP
- RYLA
- Service Above Self®
- They Profit Most Who Serve Best
- TRF
- WCS
- World Community Service

The Rotary Marks also include all RI presidential themes and theme logos, all RI Convention logos, and new marks created to meet current membership needs. Rotary clubs, Rotary districts, and other Rotary Entities may use the Rotary Marks under RI Board guidelines. (RCP 33.005.) However, this right does

not convey any ownership rights in the Rotary Marks to the membership. Such global ownership rights remain with RI in accordance with the bylaws, in order to maintain the integrity and exclusivity of the Rotary Marks and to preserve and protect them for use by Rotarians throughout the world. (RIB 18.010.) The Rotary Marks are available as downloadable files at www.rotary.org.

The word "Rotary" and the Rotary emblem are registered in over 50 countries, and that number grows each year. Other Rotary Marks are also registered on a more limited basis, although RI claims ownership rights based on use in each of the Rotary Marks worldwide. The registration of RI's intellectual property enhances the association's exclusive use of the marks and strengthens RI's position to prevent misuse by other individuals and entities. (RCP 34.010.7.) In addition to registrations, various national laws and judicial decisions enhance RI's protection of the Rotary Marks.

Use of the Rotary Marks by Rotary Clubs, Rotary Districts, and Other Rotary Entities

On its own, the word "Rotary" normally refers to the entire organization, Rotary International. It also means the ideals and principles of the organization. Use of the word "Rotary" by itself is limited to those uses approved in the RI constitutional documents or authorized by the RI Board. No club or group of clubs should adopt or operate under any name other than the name under which it was organized by RI. (RCP 33.010.4., 33.020.6., 33.020.10., 34.050.4.)

The term "Rotarian" is used exclusively to designate a member of a Rotary club and in the name of the official magazine, *The Rotarian*. (80-102; RIC 13; RCP 33.020.12.)

Project and Program Names and Materials

When used in connection with or in the name of an activity of Rotary clubs, Rotary districts, and other Rotary Entities, the word "Rotary" must relate the activity directly to the club, district, or other Rotary Entity and neither directly nor indirectly to RI. Identifying a project or program only with "Rotary" or the Rotary emblem could mean that it is an RI project or program, especially since the Rotary emblem includes the words "Rotary International." Therefore, RI Board guidelines require the use of the name of the Rotary Entity and not just the word "Rotary" in the name of any activity, such as a project or program. Similarly, RI Board guidelines require the use of the name of the Rotary Entity or other Rotary Marks to be used together with the Rotary emblem in materials used in conjunction with these types of activities. The name of the Rotary Entity should be placed in close proximity to and in equal prominence with the Rotary emblem or other Rotary Marks on all materials used for the activity. (If the activity is a district or multidistrict project or program, it must be approved under the RI Board guidelines for these activities.) The use of such further identifiers will ensure recognition is given to the proper Rotary Entity. For example:

Correct

Rotary District 0000 Tree Planting Program
Rotary Club of Anytown Village

Incorrect

Rotary Tree Planting Program
Rotary Village

The Rotary Marks must always be reproduced in their entirety. No abbreviations, prefixes, or suffixes such as "Rota" are permitted. No alterations, obstructions, or modifications of the Rotary Marks are permitted.

Rotarians planning a club, district, multidistrict, or other Rotary Entity project or program who wish to include the name "Rotary," the Rotary emblem,

or other Rotary Marks without a further identifier must first secure approval from the RI Board. Rotarians coordinating existing club, district, multidistrict, or other Rotary Entity projects and programs (including doctor banks) should review and make necessary changes to the project or program names and materials to ensure they are consistent with this policy. (RCP 16.030., 33.010.4., 33.020.6.)

Use of the word “Rotary” is not authorized in connection with or in the name of any activity that is not under full control of a club or group of clubs, or in connection with or in the name of any organization that includes non-Rotarian individuals or organizations. (RCP 33.020.7., 33.020.8., 33.020.9., 33.020.11.)

Print and Electronic Publication Names and Domain Names

The word “Rotarian” may be used only in the name of RI’s official magazine, *The Rotarian*. Rotary clubs, Rotary districts, and other Rotary Entities should not use the word “Rotarian” in the names of any of their publications. (80-102; RCP 33.020.12.)

A Rotary Entity’s Web site is a publication, just as a Rotary Entity’s newsletter is a publication. The content and design of these publications must conform to current RI policies, including those concerning the use of Rotary Marks and prohibiting circularization and solicitation. In particular, whenever the name “Rotary,” the Rotary emblem, or other of the Rotary Marks is used, Rotary Entities should use the further identifier of the name of the Rotary Entity involved. When selecting a domain name that includes the word “Rotary,” Rotary Entities must also include further identifying language of the name of the Rotary Entity and not solely the word “Rotary.” For example:

<i>Correct</i>	<i>Incorrect</i>
www.anytownrotaryvillage.org	www.rotaryvillage.org
www.anytownrotaryclub.org	www.rotarian.org
www.rotarydistrict0000.org	www.riactivity.org
	www.rotarywomen.org (RCP 52.020.1.)

Before registering domain names, Rotary Entities are encouraged to check with their RI Club and District Support representative to ensure the proposed name complies with Board policy. The RI Board has developed a detailed domain name registration and maintenance policy (for details, see RCP 52.020.1. and www.rotary.org).

Foundation Activity Names

A club or district may use the name “Rotary” in connection with club or district foundation activities, as long as such use meets the following provisions:

- 1) The use relates the activity to the club or district concerned and not RI.
- 2) The word “International” is not used in connection with or in the name of the club or district foundation activity.
- 3) The name of the club or district foundation activity begins with the club name or the district designation.
- 4) The words “Rotary” and “Foundation,” when used in connection with a club or district foundation activity, are separated in the name of the activity. (RCP 31.030.15., 33.020.5.)

Use with the Marks of Others

The Rotary Marks should not be used with any other emblem or logo in a manner that leads the viewer to conclude that a relationship exists between RI and the party or institution represented by the other emblem or logo unless there is such a recognized relationship. Where Rotary clubs, Rotary districts, or other Rotary Entities obtain the cooperation of other local organizations — commercial or otherwise — there often are requests for the Rotary emblem or other of the Rotary Marks to appear with other emblems or designs. The RI constitutional documents do not recognize such uses, except for limited sponsorship or cooperative relationship purposes (RCP 33.010.10., 34.050.8.) under RI Board guidelines. (RCP 11.040.6., 33.010.11., 35.010., 35.010.1., 35.010.2., 35.010.3.) Contact the Secretariat for up-to-date information. The RI Board has also denied permission for the Rotary emblem or other Rotary Marks to be used by other organizations or in the emblems and logos of other organizations, no matter how worthy the cause. (RCP 33.020.7., 33.020.8., 33.020.9., 33.020.11.)

The RI Board has made a commitment to the careful development of sponsorship, partnership, and cooperative relationship opportunities for RI. This includes development of guidelines for use by the districts, clubs, and other Rotary Entities (for guidelines, see RCP 11.040.6.). When Rotary clubs, Rotary districts, or other Rotary Entities work with non-Rotary entities on projects, the overall design of any promotional materials, including printed matter or merchandise, on which the Rotary emblem or other of the Rotary Marks appears should be such that the two emblems are not used in combination. It is best under such circumstances that the identity and duration of the project be specified. The name of the participating Rotary club(s), district(s), or other Rotary Entity(ies) must, of course, be clearly expressed. The RI Board guidelines governing these uses include specific requirements for the use of the Rotary Marks by corporate sponsors and cooperating organizations. (RCP 33.010.11.) Contact the Secretariat for the most current version of these guidelines.

Purchase of Merchandise Bearing the Rotary Marks

All Rotary clubs, Rotary districts, and other Rotary Entities are encouraged to purchase merchandise bearing the Rotary Marks only from authorized licensees of RI. RI recognizes that Rotarians may need to produce customized merchandise that bears the Rotary Marks for a specific event or purpose. All Rotarians are asked always to first seek out licensed RI vendors for this customized Rotary emblem merchandise and to seek such merchandise from a nonlicensee only when such merchandise is not reasonably available from a licensed vendor. In each case, the nonlicensed vendor must obtain the specific review and approval of the RI Licensing Section for the use of the Rotary Marks. (RCP 34.040.1., 34.010.5.)

Sale of Merchandise Bearing the Rotary Marks

Clubs, districts, and other Rotary Entities may sell merchandise bearing the Rotary Marks for event-specific fundraising activities without being licensed by RI when they are promoting projects of a limited duration. In addition to any of the Rotary Marks, merchandise sold in conjunction with such special projects that qualifies for this exception to RI's licensing system must include:

- 1) The further identifier of the name of the Rotary club, Rotary district, or other Rotary Entity, which should be displayed in close proximity to the Rotary Mark and given equal prominence,
- 2) The name of the fundraising event or project, and
- 3) The date or duration of the event or project (RCP 34.040.2.)

Any merchandise that does not meeting these criteria must be licensed by RI. The sale of merchandise, itself, does not constitute an “event” for the purpose of this exception to RI’s licensing policy.

Use of the Rotary Marks by Rotarians

The RI Constitution guarantees that “every member of a club shall be known as a Rotarian, and shall be entitled to wear the emblem, badge, or other insignia of RI.” (RIC 13) Rotarians are encouraged to use the Rotary name and emblem on personal cards and stationery; however, Rotarians may not use the emblem on business stationery or business cards of individual Rotarians, nor should they use the Rotary Marks on other business promotional materials, such as brochures, catalogs, and Web sites. (80-102; RCP 33.010.2., 33.010.3., 33.010.5., 34.050.3.)

The use by Rotarians of distinctive badges, jewels, ribbons, or similar items that indicate an official position in Rotary is not in harmony with an organization of business and professional people. Accordingly, the use of such regalia is disapproved except in those countries where local custom dictates otherwise (however, simple and temporary nameplates and ribbon badges used at Rotary conventions and conferences are permissible). (RCP 34.040.5.)

Rotarians may not use the name and emblem, Rotary club membership lists, or other lists of Rotarians for the purpose of furthering political campaigns. Any use of the fellowship of Rotary as a means of gaining political advantage is not within the spirit of Rotary. (RCP 33.020.1.)

Use of the Rotary Marks by RI Officers and Special Appointees

No officer of RI shall permit the publication of his or her title as such officer in connection with his or her official position or membership in any other organization, except with the consent of the RI Board. (80-102; RCP 33.030.2.)

Incoming, current, and past RI officers and Rotarians appointed by the president or the Board to serve in various capacities are authorized to use the Rotary Marks in printed and electronic publications, on stationery, and on Web sites developed in connection with their roles as RI leaders. However, they are not authorized to use the Rotary Marks in conjunction with the trademarks or on the letterhead of any other organization or for any commercial purpose. In each such instance, the use must include a clear indication of the capacities in which they have served and their years of RI service. In the case of a Web site, every consideration shall be made to ensure that it is clear that the Web site is that of the Rotarian and not an RI site, so as to avoid confusion among Rotarians and potential liability for RI. If necessary, the general secretary may require a disclaimer to be placed on such Web sites. Use of the Rotary Marks in domain names should comply with Board policy. (RCP 33.020.3., 33.020.4., 33.030.2., 52.020.1.)

Use of the Rotary Marks in Rotary Programs

The emblem may be incorporated in a design that includes names or other emblems descriptive of a Rotary program, provided the design is under the exclusive control of the RI Board and the emblem is in no way altered or obstructed. (RCP 31.090.12., 33.010.6., 33.040.1., 34.040.3.)

Other Authorized Uses of the Rotary Marks

License Plates

A Rotary club or district may collaborate with a government monopoly to offer a vehicle license bearing the Rotary name and emblem as a public relations and

charitable fundraising mechanism. Such projects are exempt from a licensing royalty obligation, provided the project meets the following criteria:

- 1) The plate must be issued by a government monopoly.
- 2) No commercial venture may be involved.
- 3) All governors within the designated area(s) must approve of the project.
- 4) The plate must meet all RI specifications for the reproduction of its intellectual property, and a prototype of the plate must be submitted to the general secretary for approval.
- 5) A revenue-sharing formula should be developed, under the guidance of the general secretary, to ensure that the revenue from any fundraising aspect of the project will benefit the clubs in the designated area(s) and The Rotary Foundation, subject to the approval of the governors in the designated area(s) and the general secretary. (RCP 34.070.3.)

Stamps

A Rotary club or district may collaborate with a government monopoly to offer a postage stamp, postal cancellation mark (postmark), or related postal item bearing the Rotary name and emblem as a public relations effort and, where appropriate, as a charitable fundraising mechanism. Such projects are exempt from a licensing royalty obligation, provided the project meets the following criteria:

- 1) The postage stamp, postmark, or related postal item must be issued by a government monopoly.
- 2) No commercial venture may be involved.
- 3) All governors within the designated area(s) must approve of the project.
- 4) The postal item must meet all RI specifications for the reproduction of its intellectual property, and a prototype of the postal item and any promotional materials, such as the first day cover, must be submitted to the general secretary for review and approval.
- 5) A revenue-sharing formula should be developed, under the guidance of the general secretary, to ensure that the revenue from any fundraising aspect of the project will benefit the clubs in the designated area(s) and The Rotary Foundation, subject to the approval of the governor(s) in the designated area(s) and the general secretary. (RCP 34.070.4.)

Miscellaneous

Various other uses of the Rotary emblem are permitted, including:

- 1) All stationery and printed matter issued by RI or member clubs (RCP 33.010.2.)
- 2) Official Rotary flag (RCP 33.010.2., 33.010.8.)
- 3) Badges, banners, decorations, and printed matter of RI conventions and all other official Rotary functions, and on furniture or furnishings (including rugs and carpets) of RI or member clubs (RCP 33.010.2.)
- 4) Road signs of member clubs (RCP 33.010.2.)
- 5) A lapel button to be worn by Rotarians (80-102; RCP 33.010.2.)
- 6) Articles for personal use of or greetings from Rotarians and their families (80-102; RCP 33.010.2., 33.010.3.)

Purchase of these goods must otherwise comply with the licensing requirements below.

Interact and Rotaract Names and Emblems

Use by Interact and Rotaract Clubs and Districts

The Interact and Rotaract names and emblems (as part of the family of Rotary Marks) are for the exclusive use of the respective clubs bearing those names and the members of those clubs. When these emblems are used to represent a particular club, the name of that club should be used together with the emblem, in close proximity thereto and given equal prominence. Similarly, where an Interact or Rotaract district may exist, it may use the respective emblem but only together with a reference to the district number and/or name. (RCP 34.070.7)

Naming Publications

No publication (including electronic publications) may bear the Interact or Rotaract emblem without the name of the club or number of the district except those published by or under the authority of Rotary International for the use of Rotary, Interact, or Rotaract clubs in establishing or carrying out the affairs of one of the sponsored clubs. No other use of these emblems is permitted by Rotary International, which has legal control of these emblems. (RCP 34.070.7)

Other Uses

In all other instances, the guidelines governing the use of the Rotary Marks apply to the Interact and Rotaract names and emblems, including the requirements of RI's licensing system. (RCP 33.005., 34.010.)

Licensing of the Rotary Marks

Because the Rotary Marks are trademarks and service marks owned by RI, only those companies or individuals licensed or otherwise given permission by RI are authorized to reproduce the Rotary Marks. Numerous individuals and corporations have applied to RI for authorization to manufacture and sell products bearing the Rotary emblem and other Rotary Marks. These products include lapel buttons, badges, decorations, mugs, and road signs, among many others. In light of the RI Board's responsibility to maintain and preserve the Rotary emblem and with a view to strengthening the marks in terms of legal protection, the RI Board established and maintains a licensing system. The licensing system, administered by RI from the World Headquarters, currently maintains over 300 individuals, Rotary clubs, Rotary districts, and corporations as licensees for this array of products. (RCP 34.010.)

The Rotary Marks shall not be licensed for use on or with any product that, in the opinion of RI, comprises immoral, deceptive, or scandalous matters. Further, the Rotary Marks may not be licensed in a way that disparages or falsely suggests a connection with persons, institutions, beliefs, or national symbols, or brings them into contempt or disrepute. (RCP 34.050.9., 34.070.6.)

Licensees are not authorized to sell recognition items using the likeness of Paul Harris or the terms "Paul Harris Fellow," "Rotary Foundation Sustaining Member," or "Benefactor." (RCP 34.050.11.)

All vendors who seek to sell merchandise through advertising in *The Rotarian* or any Rotary regional magazine must become officially licensed by RI, where the merchandise is intended to be customized to contain the Rotary Marks. (RCP 34.060.1.)

Lapel pins may be licensed regardless of size as long as the emblem is reproduced correctly. (RCP 34.050.2.)

RI recognizes that Rotarians may need to produce customized merchandise that bears the Rotary Marks for a specific event or purpose. All Rotarians are

asked always to first seek out licensed RI vendors for this customized merchandise and to seek such merchandise from a nonlicensee only when such merchandise is not reasonably available from a licensed vendor. In each case, the nonlicensed vendor must obtain the specific review and approval of the RI Licensing Section. (RCP 34.010.5.)

Prohibition of Solicitation of Districts, Clubs, and Rotarians

Only companies that are licensed to sell merchandise bearing the Rotary Marks may solicit districts, clubs, or Rotarians for the purchase of merchandise bearing the Rotary Marks under the specific terms set out in their license agreements. No such solicitation is permitted by nonlicensed vendors. (RCP 34.010.5.)

Prohibited Uses of the Rotary Marks

Combination with Other Marks

Section 18.020. of the RI Bylaws provides: "The use of such name, emblem, badge, or other insignia in combination with any other name or emblem is not recognized by RI." This rule does not apply to Rotary programs discussed above, nor does it apply in the cases of corporate sponsorship, partnership, or cooperative relationships. (RIB 18.020., RCP 33.010.10.)

Historically, many Rotary clubs have shown an interest in and have sponsored different organizations, such as clubs for youth. Those that run clubs have requested to use the Rotary emblem or other insignia to identify other groups and their members as associated with Rotary. Rotarians are encouraged to assist and encourage any group seeking to emulate the Rotary example. However, no matter how worthy the purposes of the organization, RI does not permit such groups to use the Rotary Marks. This position is not intended to discourage these organizations, but it is believed that suitable names and insignia can be devised without infringing on RI's terminology and emblems. (RCP 33.020.9.)

Commercialization of Rotary Marks

Section 18.020. of the RI Bylaws provides the following statement pertaining to the use of the name and emblem: "*Restrictions on the Use of RI's Intellectual Property.* Neither the name, emblem, badge, or other insignia of RI nor of any club shall be used by any club or by any member of a club as a trademark, special brand of merchandise, or for any commercial purpose." Rotary clubs and individuals are not entitled to use the Rotary emblem or other Rotary Marks as marks for the sale of merchandise. (80-102; RIB 18.020.; RCP 33.010.2., 33.010.5., 34.050.5.)

Because the Rotary Marks are symbols of service and high ethical standards, they are very attractive to those who would like to use them for commercial purposes. Commercial use of the Rotary Marks would imply a certain level of quality for products bearing the Rotary Marks. The Rotary emblem and other Rotary Marks are the symbols of the clubs and the service they provide and should not be used for purposes other than identifying clubs and their members.

The Rotary Marks may not be used for commercial purposes except as permitted under RI's licensing procedures. (RCP 34.010.) Examples of commercialization include the following:

- 1) Use as a trademark, service mark, collective membership mark, or special brand of merchandise
- 2) Use in combination with other non-Rotary marks except as noted with Rotary programs

3) Inclusion on business stationery or business cards of individual Rotarians
Rotarians are discouraged from placing the emblem on doors and windows of their business premises. (80-102; RCP 33.010.2.)

Use of Rotary Marks by Other Groups

Except as concerns provisional Rotary clubs, the use of the word “Rotary” by any group in a manner to indicate or imply status as a club or as an affiliate of a club or of RI is not authorized. RI will take such steps as may be practicable or necessary to stop any such unauthorized use of the word “Rotary” or other of the Rotary Marks. (RCP 33.020.7., 33.020.8.) It is improper for the Rotary Marks to be used on a pamphlet issued by anyone other than RI or another Rotary Entity. (RCP 33.010.12.)

In no instance may the design be displayed or used as a lapel pin that incorporates in any way the Rotary emblem if it is not under the exclusive control of the RI Board. (RCP 33.010.6., 34.050.8.)

Use of Rotary Marks on or in Connection with Buildings and Other Permanent Structures

In order to avoid mistaken identification with RI, either direct or implied, any Rotary club, Rotary district, or other Rotary Entity that contemplates the construction or acquisition of a building or other permanent structure

- 1) Should ensure that neither the name of the venture nor any legal documents in connection therewith reference either the name “Rotary” without the further identifying language of the Rotary club, Rotary district, or other Rotary Entity involved, or the name “Rotary International”
- 2) Should not affix any of the Rotary Marks to the building or structure in any permanent manner, such as etching the Rotary name or emblem into the façade of a building or inlaying the Rotary name or emblem into a floor. The Board will not require the removal of any Rotary Marks that have been permanently affixed to a building before 2001 if removing them would cause permanent and irreparable damage to the building or incur unreasonable costs to a Rotary Entity. (RCP 33.020.2.)

Affinity Credit Cards

RI does not license the use of the Rotary Marks on affinity cards, nor does it permit the use of the Rotary Marks for affinity credit card programs of Rotary clubs, Rotary districts, or other Rotary Entities, other than RI. Rotary Entities are not authorized to offer affinity cards bearing the Rotary Marks as a fund-raising activity. (RCP 9.030.3., 34.070.2.)

Phone Calling Cards

RI does not permit the use or licensing of phone calling cards using any of the Rotary Marks, including the words “Rotary,” “Rotarian,” “Rotary International,” “Rotary District,” or the Rotary emblem. Rotary Entities are not authorized to offer prepaid phone cards bearing the Rotary Marks as a fund-raising activity. (RCP 9.030.2., 34.070.1.)

Information Cards

RI does not approve information cards for Rotary clubs, Rotary districts, or other Rotary Entities or as licensed products (as defined in the RI license agreement) to be sold by RI licensees, whether or not they bear the Rotary Marks. (RCP 34.070.5.)

E-Mail

Rotary Entities should exercise caution to comply with both RI circularization and solicitation policies in their use of e-mail communications and with RI policy on the use of the Rotary Marks, including use of properly identifying language of the Rotary Entity to be represented. (RCP 11.040.1., 11.040.3., 11.040.4., 33.020.6.)

Miscellaneous

The Rotary emblem shall not be used by any person, firm, or corporation as a trademark, nor shall the word "Rotary" or "Rotarian" be used by any person, firm, or corporation as its trade name, brand name, or as a description of any article of merchandise manufactured or sold. (RIB 18.020.; RCP 33.010.2., 33.010.5., 34.050.5.)

The use of the words "Rotary Club," "Rotary International," "Rotary," and "Rotarian" in any manner not authorized by the RI Constitution, RI Bylaws, or action of the RI Board is prohibited. (80-102; RCP 33.005.)

Reproducing the Rotary Emblem**Design Description**

The official emblem of RI (the Rotary emblem) is a gearwheel of 6 spokes or arms, 24 teeth or cogs, and a keyway. One tooth is placed on the center line of each arm and three in between the center lines of the arms. The words "Rotary International" appear in depressed spaces in the rim. With the wheel standing on edge, the word "Rotary" appears in the depression at the top that occupies a space of about 5 teeth, and the word "International" appears in the depression at the bottom that occupies the space of about 9 1/2 teeth. On each side and between these two depressions are two other depressions without lettering. The space between any two of these four depressions is about 2 units (in accordance with the proportions given below), and the space between the depressions and either edge of the rim is 1 1/2 units. The arms are tapered and elliptical in cross-section. When the wheel is standing on edge with the word "Rotary" at the top, the center lines of two opposing arms form a vertical diameter of the wheel and bisect the keyway, which has reached the highest point in its revolution. The sides of the teeth are slightly convexed outward, so that the space left between teeth is approximately mechanically correct.

Design Specifications

Part	Units
Overall diameter	61
Center to base or root of teeth	26
Width of rim (inside edge to base of teeth)	8½
Hub diameter	12
Shaft diameter	7
Arms/spokes	
Width where they join the rim (sides projected)	5
Width at center of shaft (sides projected)	7
Vertical section of keyway	
Width	1¾
Depth	7⁄8

Teeth/cogs

Width at base	4¼
Width at tip	2¼
Height	4½

Lettering

Width of depressed space	5½
Height of letters	4

Note: In order to make the wheel more emblematic of service, a keyway has been added to the above description. In a one-dimensional reproduction, the hub should be demarcated by a circle surrounding the keyway and furthermore, the position of the spokes has been established.

Color

The Rotary emblem may be reproduced in any one color. If reproduced in more than one color, it should be reproduced in its official colors of royal blue and gold. Gold may be represented as a metallic color or as a yellow. The following PANTONE® colors should be used: PANTONE® 286 Blue; PANTONE® 871 Metallic Gold or PANTONE® 123C or PANTONE® 115U Gold (yellow).

Gold should be used for the entire wheel and the words “Rotary” and “International.” Royal blue should be used for the four depressed spaces in the rim and, in one-dimensional reproductions, for the circle demarcating the hub. The shaft opening, keyway, and areas between the arms/spokes should be left blank.

To allow for more clarity of the emblem against certain backgrounds, an outline around the outer perimeter of the emblem may be added. In a two-color reproduction, royal blue should be used for this purpose. (In a black reproduction, a black line around the outer perimeter is a necessary feature of the mark.) (80-102; RCP 33.010.1)

No deviation from the official Rotary emblem shall be authorized (RCP 33.010.7, 34.010.2.)

Alteration, Modification, or Obstruction of the Rotary Marks

The name, emblem and other marks of RI should not be altered, modified, or obstructed in any way, nor reproduced other than in their complete form. When printed in more than one color, the Rotary emblem may be printed only in the official Rotary colors. No deviation from the official Rotary emblem shall be authorized. (RCP 33.010.1., 33.010.7., 34.010.2.) The Rotary emblem or any other Rotary Mark may be overwritten (watermarked, printed, screened, or embossed) provided the Mark is not otherwise partially covered or obstructed. (RCP 11.040.6., 33.010.11.)

Rotary Colors

The official colors of RI are royal blue and gold. (80-102)

Note: Gold can be represented as a metallic color or as a yellow. The following PANTONE® colors are used when printing the Rotary emblem, The Rotary Foundation logo, and the Interact emblem: PANTONE® 286 Blue and PANTONE® 871 Metallic Gold or PANTONE® 123C or PANTONE® 115U Gold (yellow). The following PANTONE® colors are used when printing the Rotaract emblem: PANTONE® 201 Red and PANTONE® 871 Metallic Gold or PANTONE® 123C or PANTONE® 115U Gold (yellow). (RCP 33.010.1., 33.010.9.) PANTONE® is a product of Pantone, Inc.

The *RI Brand Identity Guide* (547-EN) gives further specifications for reproducing the Rotary emblem and guidelines for maintaining a standardized, coordinated brand identity for all Rotary publications.

Rotary Flag

The official flag of Rotary consists of a white field with the Rotary emblem emblazoned in the center. The entire wheel should be of gold, with the four depressed spaces in the rim of royal blue. The words “Rotary” and “International” in the depressions should be of gold. The shaft opening in the hub and the keyway are white. (80-102; RCP 33.010.8.)

A club displaying this flag as a club flag may use in large blue letters above the wheel the words “Rotary Club” and below the wheel the names of the city and state, province or country. (80-102; RCP 33.010.8.)

Mottos

Service Above Self and They Profit Most Who Serve Best are the official Rotary mottos. The former is the principal motto of Rotary. (50-11, 51-9, 89-145, 01-678, 04-271) The latter was modified by the 2004 Council on Legislation, which replaced the word *he* with *they*.

Fellowship Through Service is the Rotaract motto. (RCP 41.020.12.)

Rotary Anthem

The official Rotary anthem (030-MU) is an arranged excerpt of the march from Beethoven’s *Egmont* Overture, op. 84. It may be played at appropriate occasions, such as flag ceremonies. (RCP 26.070.)

Part Six

Rules of Procedure

18 Rules of Procedure: Council on Legislation and Conventions

I. Rules of Procedure — Council on Legislation

The council operations committee recommends rules of procedure for each council on legislation. The rules of procedure remain in effect until changed by a subsequent Council. (RIB 8.120.) The following rules are those that were adopted by the 2007 council.

Section 1 — Definitions. The following words and phrases, which are listed in alphabetical order, shall have the following meanings, unless clearly shown otherwise by the context in which they are used.

Chairman. The presiding officer at a council session, who may be either the chairman or the vice-chairman of the council. The chairman supervises the proceedings of the council and may comment on any matters that affect such proceedings, including any procedural motions offered by the members.

Constitutional Documents. The three documents listed in Article 1 of the RI bylaws, which are the RI constitution, the RI bylaws, and the standard Rotary club constitution.

Deficient.* The description of an item of proposed legislation that:

- i. is subject to two or more inconsistent meanings, or
- ii. fails to amend all affected parts of the constitutional documents.

Defective.* The description of an item of proposed legislation:

- i. whose adoption would violate governing law,
- ii. which is in the form of a resolution but which requires action in conflict with the letter and spirit of the RI constitutional documents,
- iii. which would amend the standard Rotary club constitution in a way that would conflict with the RI bylaws or the RI constitution or which would amend the RI bylaws in a way that would conflict with the RI constitution, or
- iv. which would be impossible to administer or enforce.

Enactment. An action by the council to amend the constitutional documents as authorized by section 7.010. of the RI bylaws.

Legislation. Enactments and resolutions duly adopted by the council.

Majority Vote. The number of votes normally required for the approval of motions is either a simple majority or a two-thirds majority. The adequacy of a required majority is determined in the following manner:

- 1) A simple majority requires at least one more vote in favor than the number of votes against a proposition by the members present and voting; and
- 2) A two-thirds majority requires at least twice the number of votes in favor than the number of votes against a proposition by the members present and voting.

* Please note that definitions for deficient and defective legislation have been changed. Please consult the RI bylaws.

Members Present and Voting. The number of voting members casting an affirmative or negative vote on a proposition. Voting members who are absent or who abstain from voting are not considered as present and voting.

Motion. A proposal by a member that the council take certain action. There are two kinds of motions, principal and procedural, as described in these rules.

Order of the Day. An order adopted by a simple majority of the members present and voting that pertains to the sequence for consideration of proposed enactments and resolutions, and/or the limit of time that members may speak in debate with respect to a matter being considered by the council. Such term includes the order of consideration for items of proposed legislation. A special order of the day is an order of the day recommended by the council operations committee that schedules a set time for consideration of specific items of proposed legislation. A special order of the day may also set special time limits that members may speak in debate of specific items of proposed legislation.

Proposers. Clubs and other authorized parties which have submitted one or more items of proposed legislation for consideration by the council as provided in sections 7.020. and 7.030. of the RI bylaws.

Quorum. The number of voting members required to be present for the transaction of business as provided in section 8.110. of the RI bylaws.

Resolution. An action by the council, as authorized by section 7.010. of the RI bylaws, which does not amend the constitutional documents.

Technical Legislation. Items of proposed legislation that are designed to correct or clarify the wording of the constitutional documents without making substantive changes.

Section 2 — *Members of the Council.* All members of the council, both voting and nonvoting, have the same privileges and responsibilities during a meeting of the council, except that nonvoting members may not vote on any proposition. Such members, when duly credentialed, are members for the entire duration of the meeting, and they may not be replaced or represented by alternates or substitutes. As provided in section 8.110. of the RI bylaws, each voting member is entitled to cast one vote on each question submitted to a vote, and there is no proxy voting in the council.

Section 3 — *Order of Business.* The order of business for a meeting of the council shall consist of the following sequential steps:

- 1) Preliminary report of the credentials committee to ascertain the presence of a quorum.
- 2) Adoption of rules of procedure as provided in subsection 8.120.1. of the RI bylaws.
- 3) Transmittal to the council of all duly proposed legislation as provided in subsection 7.050.4. of the RI bylaws.
- 4) Action on any motions to add any proposed items of legislation not transmitted to the council by the RI Board pursuant to subsections 7.050.2. and 7.050.3. of the RI bylaws. Such a motion to add an item of legislation for consideration is neither debatable nor amendable. Provided, however, a member of the constitution and bylaws committee may briefly explain the reasons why the item was not transmitted to the council, and the mover of the motion may briefly explain any disagreement with such reasons. Such a motion must “secure the consent of two-thirds of the members of the council” as prescribed by subsections 7.050.2. and 7.050.3. of the RI bylaws.

- 5) Adoption of an order of consideration and any other necessary order of the day.
- 6) Consideration and action on all items of duly proposed legislation and any proffered amendments, as provided in subsection 7.050.6. of the RI bylaws.
- 7) A final report of the credentials committee.
- 8) Adjournment of the council.

Section 4 — *Motions by Members.* Motions for the council to take action may be offered by individual members of the council, either voting or nonvoting. There are two types of motions, principal and procedural, as described in the following two sections of these rules.

- A. **Precedence.** During discussion or debate of a principal motion, procedural motions related to such proposition may be offered for consideration by the council. Procedural motions, if accepted by the chairman, take precedence over any principal motion then under consideration and must be acted upon by the council before further consideration of the principal motion.
- B. **Votes Required.** The adoption of a motion requires only a simple majority of the members present and voting, unless a two-thirds majority or other majority level is required by the constitutional documents or these rules.

Section 5 — *Principal Motions.* A principal motion is the process by which a member of the council offers for adoption a duly proposed enactment or resolution. All proposed enactments and resolutions must be the subject of a principal motion before they may be considered by the council. A principal motion for approval of an item of proposed legislation may be offered in either its original form or its amended form as hereafter provided in section 9 of these rules. When a principal motion has been offered by a member, and accepted by the chairman, the council may not consider any other principal motion until disposition has been made of the proposition under consideration, unless otherwise provided in these rules. Each item of proposed legislation must be the subject of a separate principal motion, except that two or more items of technical legislation may be considered and adopted through one principal motion.

Section 6 — *Procedural Motions.* There are several procedural motions available for various purposes, and their precedence is determined by the chairman. A chart of selected procedural motions is shown in Appendix A at the end of these rules. The most common procedural motions, listed in alphabetical order, are the following:

- A. **To Amend.** This is a motion to modify the proposition under consideration by the council. Such a motion is debatable, and it is amendable only by the proposer of the motion to amend as hereafter provided in section 8 of these rules.
- B. **To Close Debate.** This is a motion to conclude debate on the proposition under consideration. Such a motion is neither debatable nor amendable, and it may not be offered by a member who already has spoken in debate on such proposition. If the chairman is satisfied that adequate debate has occurred on such proposition, the chairman may accept the motion to close debate and then call for a vote on the motion. If the motion is approved by a two-thirds majority, debate on the proposition is concluded, and the chairman then calls for a vote on the proposition

under consideration. Provided, however, if the proposition under consideration is a principal motion, then the mover is given the normal time to offer closing remarks. Provided further, if the proposition under consideration is a principal motion, and if a member-at-large has indicated a desire to speak, then the chairman may permit the member-at-large to speak prior to calling on the mover for closing remarks. If the motion to close debate is not approved by a two-thirds majority, debate then continues on the proposition under consideration.

- C. To Postpone Consideration. This is a motion to postpone the proposition under consideration to a specified later time. Such a motion is debatable and amendable. If such a motion to postpone is adopted, consideration of the affected proposition then is resumed at the specified time or as near to such time as practical.
- D. To Reconsider. This is a motion to reconsider a previous decision of the council, and it is available only for reconsideration of an action on a principal motion. Such a motion is debatable only as described in this subsection, and it is not amendable. Such a motion must be made on the same day as, or the day immediately following, the action to be reconsidered. Adequate notice must be given to the mover of the principal motion for which reconsideration is sought, and the motion to reconsider must be offered by a member who voted with the prevailing side. The motion should be offered in the following form: "Mr. Chairman, having voted with the prevailing side, I move that the council's action in regard to proposed enactment (or resolution) No. ____ be reconsidered." Permission to speak on such a motion is accorded to only two members in support of the motion for reconsideration and two speakers opposed to such motion, after which it is immediately put to a vote. The four speakers are allowed one and one-half minutes each to present their respective arguments. A two-thirds majority is required for approval of the motion. If the motion to reconsider is approved, the principal motion to be reconsidered is placed at the end of the order of consideration, unless otherwise scheduled by the chairman, and the normal rules for debate will be applicable, except the mover of the principal motion will not be entitled to another opening statement.
- E. To Refer to the Board. This is a motion to refer an item of proposed legislation to the RI Board for consideration and thereby remove it from further consideration by the council. Such a motion is debatable, but not amendable. Such a referral of an item to the RI Board is not an indication of support by the council, and the referred item will have the same effect as a memorial to the board by the proposer.
- F. To Suspend the Rules. This is a motion to suspend one or more specified provisions of these rules, either for a particular instance or the duration of the council meeting. Such a motion is neither debatable nor amendable. Such a motion may be made only when no other question is pending, and a two-thirds majority is required for approval.
- G. To Table a Motion. This is a motion to postpone the proposition under consideration by the council to an unspecified later time. If a later time is specified, then it does not qualify for a motion to table. Such a motion is debatable, but not amendable. If such a motion is adopted, then the postponed question may not be reconsidered by the council, unless a motion "to take from the table" is subsequently offered and adopted. If a procedural motion is tabled, then the principal motion which is the

subject of the procedural motion also is tabled, unless the chairman determines that an exception is in order. Such a motion to table may include more than one item of legislation.

- H. To Take from the Table. This is a motion to resume consideration of a question previously tabled by the council. Such a motion is debatable, but not amendable. Such a motion to take from the table may include more than one item of legislation.

Section 7 — *Offering of Motions.* To initiate action on any matter before the council, a member offers a “motion,” which is a proposal that the council take certain action in accordance with the constitutional documents and these rules. A motion is offered by a member rising and obtaining recognition from the chairman. Upon being recognized, the member must state his or her name, and if a voting member, the number of his or her district, and then say “Mr. Chairman, I move _____.” A second to the motion by another member is required for all motions, except principal motions. A second is offered by a member rising and obtaining recognition from the chairman. Upon being recognized, the member offering the second must state his or her name, and if a voting member, the number of his or her district, and then say “Mr. Chairman, I second the motion.” The chairman may inquire if any member wishes to offer a second to the motion in the event such a second is not immediately offered for a motion. If a second to a motion is not offered by a member, except for a principal motion, then such motion will not be considered by the council.

Section 8 — *Amendment of Motions.* A motion to amend another motion is subject to the following limitations.

- A. Amendments to be Written and Notice to be Provided. A motion to amend a principal motion must be written and furnished in advance to the chairman no later than the day before the principal motion is offered. However, the chairman may waive such requirement on the basis that the proposed amendment to the principal motion is clearly understandable as orally stated from the floor by the mover of such motion or if there has been adequate time to duplicate and distribute a written copy of the motion to amend to the members of the council. After receiving a written motion to amend a principal motion, the chairman may determine that more time is needed for clarification of such proposed amendment by the council operations committee, or for duplication and distribution of such proposed amendment to the council, before the chairman accepts the motion as acceptable. In such an event, the chairman may postpone consideration of the underlying principal motion, and any related procedural motions, to a specified later time.
- B. Other Restrictions. A motion to amend another motion is not in order and will not be accepted by the chairman under the following circumstances:
- 1) It is not germane to the motion under consideration. If it is a procedural motion, the amendment also must relate to the purpose of the underlying principal motion. No independent new question may be introduced by a proposed amendment to a motion.
 - 2) It would reverse the purpose of the motion under consideration from affirmative to negative or vice versa.
 - 3) It presents a question previously decided by this council.
 - 4) It does not change the substance of the motion under consideration.

- 5) It strikes out the word “Enacted” from a proposed enactment or the word “Resolved” from a proposed resolution.
 - 6) It strikes out or inserts words in the motion under consideration which would leave no rational proposition before the council.
 - 7) It is frivolous or capricious.
- C. Amendment to an Amendment. No amendment to an amendment shall be permitted, except by the proposer of the amendment with the permission of the chairman. In such case, the amendment will be considered in its revised form without a vote of the council.

Section 9 — Action on Principal Motions. Actions on principal motions are conducted in the following manner.

- A. Original or Amended Form. A principal motion for approval of an item of proposed legislation duly transmitted to the council by the general secretary must be in one of the following forms:
- 1) To adopt such item of proposed legislation as originally transmitted to the council; or
 - 2) To adopt such item of proposed legislation as amended by the proposer, where written notice of the amendment has been given pursuant to subsection 7.050.4. of the RI bylaws.
- A representative of a proposer who wishes to amend the item of legislation being offered for consideration, where written notice of such amendment has not been given in accordance with subsection 7.050.4. of the bylaws, may do so only through use of a motion to amend the item of proposed legislation after it has been moved for adoption. In that event, the time used by the representative of the proposer in presenting the motion to amend shall be counted as part of the time allotted for presentation of the principal motion.
- B. Representation of Proposers. Clubs and districts which have proposed legislation are considered to be represented at the council by the voting member from their respective districts, unless a proposer has notified the chairman of the council that another member of the council will represent it in regard to such proposal or proposals, and the designated member has agreed to provide such representation. When an item of proposed legislation is scheduled for action by the order of consideration, the representative of the proposer has priority in moving the adoption of such item. Where such representative fails to move the adoption of the item of proposed legislation, any member may act to move its adoption.
- C. Lack of a Motion. When the next scheduled item of proposed legislation is called for consideration, and there is no principal motion offered by any member to adopt such item, then the item is considered as withdrawn and will not be subject of a later principal motion. Provided, however, that if a representative of a proposer fails to present an item due to justifiable cause, then the chairman may permit the representative to offer a principal motion for the item at a later time.
- D. Adoption or Rejection. When a motion to adopt an item of proposed legislation is submitted to a vote, and the motion is approved by the required majority of votes, then the item is considered as adopted. In such case, when the motion to adopt is not approved by the required majority of votes, then the item is considered as rejected.

Section 10 — Debate. All members of the council are eligible to participate in the debate of any proposition. Persons who are not members of the council may not participate in such debate.

- A. Recognition of Speakers. Debate of a motion may not commence until the chairman states that the motion has been duly offered. Members may speak in debate when they have identified themselves and been recognized by the chairman.
- B. Opening and Closing of Debate. The mover of a principal motion shall be accorded the privilege of opening and closing debate on such motion. Unless otherwise provided by an order of the day, the mover may have two and one-half minutes to present the offered item of legislation. If there is subsequent substantive comment or opposing argument by other members, the mover may have one and one-half minutes to respond at the close of debate on the principal motion. The mover may not otherwise speak in debate on the principal motion, unless special permission is requested by the mover and granted by the chairman.
- C. Limitations on Debate. Members, other than the mover of a principal motion, have the right to speak only once in the debate of a motion, unless special permission is requested by a member and granted by the chairman. Normally, such permission to speak a second time on the same motion will not be granted if another member, who has not spoken on the proposition, seeks recognition to speak. Unless otherwise provided by an order of the day, no member may speak longer than one and one-half minutes in regard to a proposition under consideration, except as provided for the mover of a principal motion or by special consent accorded by a simple majority of the members present and voting.
- D. Balancing of Debate. The chairman shall attempt to ensure that proponents and opponents of a motion are given equal opportunity to express their opinions.

Section 11 — Voting. The normal method for voting is by an electronic voting system. If electronic voting is not utilized for all or a part of any council, the following voting rules are applicable.

Voting is by voice or show of hands, and the chairman immediately announces the result of each vote. If a member doubts the correctness of the result announced by the chairman, the member may call for a division of the house if such request is made prior to the conduct of any other business. When such a division is requested, or if the chairman independently desires such a division, the chairman first requests those voting in the affirmative to stand for a brief time. The same procedure is used for those voting in the negative. If the chairman is still uncertain, or if a member calls for a second division, the chairman next appoints counting officers and proceeds again to take the vote. Those voting in the affirmative are requested to stand and be counted. The same procedure is used for those voting in the negative. The report of the counting officers then is compiled and announced by the chairman.

Section 12 — Appeal of a Ruling. Members may appeal any ruling of the chairman as provided in subsection 8.120.2. of the RI bylaws. Such an appeal does not require a second, but it must be offered immediately following the ruling in question. If any debate or other business has intervened, it is too late to appeal. An appeal is debatable, but not amendable. The chairman, when announcing the appeal, may state the reasons for such ruling without leaving the chair, and the chairman may have two and one-half minutes for such statement of reasons. No member is allowed to speak more than once in

debate of the appeal, except the chairman may at the close of debate answer any objections made to the ruling. Each member may have one and one-half minutes to speak on an appeal, and the chairman may have two minutes to answer any statements in opposition to the ruling. The question then is put to the council in these words: "Shall the decision of the chair be sustained?" A majority vote of the members present and voting is required to overrule a decision of the chairman. If there is a tie vote, the ruling of the chairman is sustained.

Section 13 — *Parliamentary Points*. Members may make statements or pose questions through the offering of parliamentary points. Such points are not motions, and they do not require seconds. They are neither debatable nor amendable, but in some cases, they require rulings by the chairman.

A. Point of Privilege. This is a statement by a member related to the rights and privileges of the council and its members. Points of privilege include, but are not limited to, those relating to:

- 1) the organization of the council;
- 2) the comfort of the members, such as the heating, lighting, and ventilation of the meeting room;
- 3) freedom from noise and other disturbances;
- 4) the conduct of officers or other members of the council;
- 5) disciplinary action against a member for disorderly conduct or other offense;
- 6) the conduct of spectators or visitors;
- 7) the accuracy of published reports or proceedings.

Points of privilege for the council take precedence over points of personal privilege for individual members of the council.

B. Point of Order. This is a statement by a member to call attention or offer objection to a violation of the constitutional documents or these rules. The chairman decides whether the point of order is well taken, and if it is well taken, the appropriate action to remedy the violation.

C. Point of Information. This is a request by a member for factual or procedural information relating to the proposition under discussion. The chairman decides whether such request is in order. If the chairman rules the request is in order, the chairman may provide the requested information or call on another member of the council to respond to the request. If the general secretary is asked to respond to such request, he or she may designate a staff member to furnish the requested information.

Section 14 — *Recesses*. The sessions of the council may be recessed and reconvened from time to time by the chairman, or a member may offer a motion for an intermission or to close the day's proceedings. Such a motion is neither debatable nor amendable.

Section 15 — *Withdrawal of Legislation*. Proposed legislation may be removed from consideration by the council in the following manner, if such legislation has not been the subject of a principal motion. The representative of the proposer or proposers of legislation may notify the secretary of the council in writing that the proposal is being withdrawn. If there are multiple proposers located in more than one district, the representatives of such proposers must join in notifying the secretary in writing that such a proposal is being withdrawn. Such representatives also may withdraw items of proposed leg-

islation by announcement from the floor, if recognized by the chairman for that purpose. If a proposal has been the subject of a principal motion, it may be withdrawn only by the mover of the principal motion with permission of the council.

Section 16 — *Legislation Proposed by the Council.* The council may itself propose a resolution, as provided in section 7.020. of the RI bylaws, including a resolution to offer a proposed enactment for consideration by a subsequent council. A member who wishes to propose such a resolution, on behalf of the council, must submit a written copy of the proposed resolution to the chairman no later than 12:00 on the day before the last day of the council meeting. The proposed resolution, on behalf of the council, must be related to an action of the council then in session, and it must be signed by at least 25 voting members of the council. However, the foregoing requirements do not apply to proposed resolutions to express appreciation, support, sympathy, or condolence. Following a review by the council operations committee, the committee may clarify the text of the resolution, if necessary. The chairman will announce either the time for the proposed resolution to be considered by the council or the reason why it is not eligible for consideration. If the resolution is approved for consideration by the council, the member who submitted such resolution to the chairman for review is entitled to move its adoption. Such a motion is debatable and amendable in the same manner as other principal motions.

Section 17 — *Distribution of Materials.* Materials related to any item or items of proposed legislation which may influence votes for or against such proposed legislation may not be distributed to voting members of the council after their arrival in the host city for a meeting of the council, unless consent for such distribution is requested by a member and approved by a simple majority of the members present and voting. The prohibited distributions do not apply to statements of support or opposition previously supplied to all members of the council in advance of the meeting or to information supplied by the RI Board. Any materials distributed in violation of this section should be disregarded by members of the council and may be the subject of corrective action by the chairman.

Section 18 — *Amendment of Order of the Day.* An order of the day may be amended by a motion duly offered for that purpose. Such a motion is debatable and amendable, and its approval requires a simple majority present and voting. If the offered amendment would affect the operation of the council, then the chairman may briefly state the chairman's support for, or opposition to, the amendment without leaving the chair.

Section 19 — *Amendment of Rules.* These rules, after initial approval by a simple majority of the members present and voting, may be amended by a motion duly offered for that purpose. Such a motion is debatable but not amendable, except as provided in subsection 8.C of these rules, and its approval requires a two-thirds majority of the members present and voting.

Section 20 — *Matters of Procedure Not Covered.* In the event of any inconsistency, ambiguity, or uncertainty under these rules, recourse shall be made to the constitutional documents of RI. Matters of procedure not covered by these rules or the constitutional documents shall be decided by the chairman in accord with basic fairness, subject to the right of members to appeal any ruling of the chairman.

APPENDIX A

CHART OF SELECTED PROCEDURAL MOTIONS

<i>Motion</i>	<i>Debatable</i>	<i>Amendable</i>	<i>Required Majority</i>
A. To Amend	Yes	No	Simple
B. To Close Debate	No	No	Two-thirds
C. To Postpone Consideration	Yes	Yes	Simple
D. To Reconsider	Yes (limited)	No	Two-thirds
E. To Refer to the Board	Yes	No	Simple
F. To Suspend the Rules	No	No	Two-thirds
G. To Table a Motion	Yes	No	Simple
H. To Take from the Table	Yes	No	Simple

II. Rules of Procedure: RI Convention

Parliamentary rules of procedure for RI conventions were adopted by the Council on Legislation in 1977 (77-105) and subsequently amended by the Council in 1980 (80-97), 1983 (83-193), and 1986 (86-226). The rules are similar to those used by the Council. The voting body of the convention includes duly accredited delegates and proxy holders from clubs and delegates at large, who are referred to as electors (RIC 9, 5). Delegates and proxies representing one-tenth of the clubs constitute a quorum at any plenary session of the convention. (RIB 9.080.1.)

The convention rules set forth the following voting procedures:

- 1) Voting in the convention is generally *viva voce*. The presiding officer announces the result of a vote or may direct a "division," or standing vote, in which each elector stands to be counted as one vote.
- 2) If an elector doubts the correctness of the announcement, the elector should immediately call for a division.
- 3) The presiding officer is authorized to declare the result of any standing vote without an actual count. This declaration is final, unless a demand for an actual count is promptly made and, upon being given an opportunity, at least 20 other electors join in that demand.

In that case, the presiding officer appoints counting officers and again takes the vote, this time by first having the affirmative rise, be counted, and seated and then having the negative rise, be counted, and seated. The presiding officer announces the report of the counting officers, and the announcement is final.

For the nomination and election of officers, an elector is entitled to cast as many votes as the elector holds of delegate's certificates and proxies; however, a delegate at large may vote only on matters submitted to the convention as a whole.

Part Seven

RI Constitutional Documents

Constitution of Rotary International

Bylaws of Rotary International

Standard Rotary Club Constitution

CONSTITUTION OF ROTARY INTERNATIONAL

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Constitution of Rotary International

Article 1 Definitions

As used in the constitution and bylaws of Rotary International, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The Board of Directors of Rotary International.
2. Club: A Rotary club.
3. Member: A member, other than an honorary member, of a Rotary club.
4. Year: The twelve-month period which begins on the first day of July.
5. RI: Rotary International.
6. Governor: A governor of a Rotary district.

Article 2 Name and Description

The name of this organization shall be Rotary International. RI is the association of clubs throughout the world.

Article 3 Purposes

The purposes of RI are:

- (a) To support the clubs and districts of RI in their pursuit of programs and activities that promote the Object of Rotary;
- (b) To encourage, promote, extend, and supervise Rotary throughout the world;
- (c) To coordinate and generally direct the activities of RI.

Article 4 Object

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

First. The development of acquaintance as an opportunity for service;

Second. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;

Third. The application of the ideal of service in each Rotarian's personal, business, and community life;

Fourth. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Article 5 Membership

Section 1 — How Constituted. The membership of RI shall consist of clubs which continue to perform the obligations as set forth in this constitution and the bylaws.

Section 2 — *Composition of Clubs.*

- (a) A club shall be composed of active members each of whom shall be an adult person of good character and good business, professional and/or community reputation,
- (1) engaged as a proprietor, partner, corporate officer, or manager of any worthy and recognized business or profession; or
 - (2) holding any important position in any worthy and recognized business or profession or any branch or agency thereof and have executive capacity with discretionary authority; or
 - (3) having retired from any position listed in sub-subsection (1) or (2) of this subsection; or
 - (4) being a community leader who has demonstrated through personal involvement in community affairs a commitment to service and the Object of Rotary; or
 - (5) having the status of Rotary Foundation alumnus as defined by the board

and

having his or her place of business or residence located in the locality of the club or the surrounding area. An active member moving from the locality of the club or the surrounding area may retain membership in the club where the member's board grants such permission and said active member continues to meet all conditions of club membership.

- (b) Each club shall have a well-balanced membership in which no one business, profession or type of community service predominates. The club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club, or a Rotary Foundation alumnus as defined by the board, shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.
- (c) The bylaws of RI may provide for active membership and honorary membership in clubs and shall prescribe the qualifications for each.
- (d) In countries where the word "club" has an inappropriate connotation, Rotary clubs, with the approval of the board, will not be obliged to use it in their names.

Section 3 — *Ratification of Constitution and Bylaws.* Every club granted a certificate of membership in RI and accepting the same thereby accepts, ratifies, and agrees to be bound in all things, not contrary to law, by this constitution

and the bylaws of RI, and amendments thereto, and to faithfully observe the provisions thereof.

Section 4 — Exceptions. Notwithstanding any other provision of this constitution or of the bylaws of RI or the standard club constitution, the board, as a pilot project, may admit into membership or permit the reorganization of up to 200 clubs with provisions in their constitutions not in accordance with this constitution and bylaws of RI. Such pilot project may extend for a period not exceeding six years. Upon the conclusion of any such pilot project, the constitutions of all clubs admitted into membership or permitted to reorganize shall be the standard club constitution as in effect at that time.

Article 6 Board of Directors

Section 1 — How Constituted. The board of directors shall be nineteen in number. The president of RI shall be a member and chairman of the board. The president-elect of RI shall be a member of the board. Seventeen directors shall be nominated and elected in accordance with the provisions of the bylaws.

Section 2 — Powers. The affairs and funds of RI shall be under the direction and control of the board in conformity with this constitution and the bylaws and the Illinois General Not-for-Profit Corporation Act of 1986, and any amendments thereto. In exercising such direction and control over the funds of RI, the board may, as fixed by the budget or budgets provided for in the bylaws, expend in any fiscal year the current income and such amount from the general surplus fund as may be necessary to accomplish the purposes of RI. The board shall report to the next convention as to the special conditions under which expenditures have been made from the surplus. The board shall at no time incur an indebtedness in excess of the then net assets of RI.

Section 3 — Secretary. The general secretary of RI shall be secretary of the board and shall have no vote in the proceedings thereof.

Article 7 Officers

Section 1 — Titles. The officers of RI shall be president, president-elect, vice-president, treasurer, other directors, general secretary, district governors, and the president, immediate past president, vice-president and honorary treasurer of RI in Great Britain and Ireland.

Section 2 — How Elected. The officers of RI shall be nominated and elected as provided in the bylaws.

Article 8 Administration

Section 1 — The clubs located in Great Britain, Ireland, the Channel Islands, and the Isle of Man shall comprise an administrative territorial unit of RI which shall be known as “Rotary International in Great Britain and Ireland” whose powers, purposes, and functions shall be those set forth in the articles of constitution of RI in Great Britain and Ireland, as approved by the council on legislation and in the constitution and bylaws of RI.

Section 2 — The administration of clubs shall be under general supervision of the board together with one or other of the following forms of direct supervi-

sion, which shall be at all times in conformity with the provision of this constitution and the bylaws:

- (a) Supervision of a club by the board.
- (b) Supervision of clubs by a governor in a constituted district.
- (c) Such supervision, as may be deemed advisable by the board and approved by the council on legislation.
- (d) Supervision of clubs in Great Britain, Ireland, the Channel Islands, and the Isle of Man by RI in Great Britain and Ireland.

Section 3 — RI and clubs are encouraged to computerize their business operations to speed up and economize the operation of the Rotary organization.

Article 9 Convention

Section 1 — *Time and Place.* A convention of RI shall be held annually within the last three months of the fiscal year, at a time and place to be determined by the board, subject to change by the board for good cause.

Section 2 — *Special Conventions.* In case of emergency, special conventions may be called by the president with the approval of a majority of the members of the board.

Section 3 — *Representation.*

- (a) In any convention, each club shall be entitled to be represented by at least one delegate. Any club with a membership of more than fifty (50) shall be entitled to be represented by an additional delegate for each additional fifty of its members or major fraction thereof. For this purpose, representation shall be determined on the basis of membership in the club on 31 December immediately preceding the convention. A club may authorize a delegate to cast one or more of the votes to which the club is entitled.
- (b) It shall be the duty of each club to be represented at each convention of RI either by one of its own members as a delegate or by proxy and to vote on each proposal submitted for determination.

Section 4 — *Delegates-at-Large.* Each officer and each past president of RI, still holding membership in a club, shall be a delegate-at-large.

Section 5 — *Electors and Voting.* The duly accredited delegates, proxy holders, and delegates-at-large shall constitute the voting body of the convention and shall be known as electors. Voting shall be as provided in the bylaws.

Article 10 Council on Legislation

Section 1 — *Purpose.* The council on legislation shall constitute the legislative body of RI.

Section 2 — *Time and Place.* The council on legislation shall convene triennially in April, May, or June, but preferably in April. The board will determine the date and place of the meeting, provided that, except for compelling financial or other reasons as determined by a two-thirds vote of the entire board, the meeting shall be held in the vicinity of the RI world headquarters.

Section 3 — *Procedures.* The council shall consider and act upon proposals which are duly submitted to it, and its action shall be subject only to action by clubs as provided in the bylaws of RI.

Section 4 — *Membership.* The membership of the council shall be as provided in the bylaws.

Section 5 — *Extraordinary Meeting to Adopt Enactments and Resolutions.* The board, by a 90 percent vote of the entire board, may determine that an emergency exists, such that an extraordinary meeting of the council on legislation is required in order to adopt legislation. The board will determine the time and place for such a meeting and specify its purpose. Such a meeting may consider and act only upon legislation proposed by the board related to the emergency for which the meeting is called. Legislation to be considered at such meetings is not subject to the submission deadlines and procedures specified elsewhere in the constitutional documents of RI, except that those procedures shall be followed to the extent that time permits. Any action of such a meeting of the council shall be subject thereafter to action by the clubs as provided in section 3 of this article.

Section 6 — *Adopted Resolution.* Within one year of the conclusion of the council on legislation, the board shall notify all governors of any board action taken in regard to resolutions adopted by the council.

Article 11 Dues

Every club shall pay semiannually to RI, per capita dues as provided in the bylaws.

Article 12 Foundation

Section 1 — There shall be a Foundation of RI to be established and operated in accordance with the provisions of the bylaws of RI.

Section 2 — All gifts, devises, or bequests of money or property or income therefrom received by RI and any surplus funds of RI as may be authorized by the convention shall become the property of the Foundation.

Article 13 Membership Title and Insignia

Every member of a club shall be known as a Rotarian, and shall be entitled to wear the emblem, badge, or other insignia of RI.

Article 14 Bylaws

Bylaws not inconsistent with this constitution embodying additional provisions for the government of RI, shall be adopted, and may be amended by the council on legislation.

Article 15 Interpretation

Throughout this constitution and the bylaws of RI, and the standard club constitution the following rules of construction shall apply: The words “shall,” “is,” and “are” are mandatory, and the words “may” and “should” are permissive. Pronouns of either the masculine or feminine gender shall include the other gender. The terminology “mail,” “mailing,” and “ballot-by-mail” will include

utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

Article 16 Amendments

Section 1 — *Circumstances.* This constitution may be amended only by a two-thirds vote of those present and voting in the council on legislation.

Section 2 — *Who May Propose.* Amendments to this constitution may be proposed only by a club, by a district conference, by the general council or the conference of RI in Great Britain and Ireland, by the council on legislation, or by the board in accordance with the procedures contained in the bylaws.

BYLAWS OF ROTARY INTERNATIONAL

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Bylaws of Rotary International

Article 1 Definitions

As used in the bylaws, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The Board of Directors of Rotary International.
2. Club: A Rotary club.
3. Constitutional documents: The Rotary International constitution and bylaws and the standard Rotary club constitution.
4. Governor: The governor of a Rotary district.
5. Member: A member, other than an honorary member, of a Rotary club.
6. RI: Rotary International.
7. RIBI: The administrative territorial unit of Rotary International in Great Britain and Ireland.
8. Year: The twelve-month period which begins on 1 July.

Article 2 Membership in Rotary International

2.010. Application for Membership in RI.

2.020. Locality of a Club.

2.030. Adoption of Standard Rotary Club Constitution by Clubs.

2.040. Smoking.

2.050. Merger of Clubs.

2.010. *Application for Membership in RI.*

A club seeking admission to membership in RI shall apply to the board. The application shall be accompanied by the admission fee as determined by the board. The fee shall be in US currency or equivalent currency of the country in which the club is located. Membership shall become effective on the date such application is approved by the board.

2.020. *Locality of a Club.*

A club may be organized in a locality which contains the minimum number of classifications for organizing a new club. A club may be organized in the same locality as one or more existing clubs.

2.030. *Adoption of Standard Rotary Club Constitution by Clubs.*

The standard club constitution shall be adopted by all clubs admitted to membership.

2.030.1. *Amendments to the Standard Club Constitution.*

The standard club constitution may be amended in the manner prescribed in the constitutional documents. Such amendments shall automatically become a part of the constitution of each club.

2.030.2. *Clubs Chartered Before 6 June 1922.*

All clubs chartered before 6 June 1922 shall adopt the standard club constitution, except that such clubs whose constitutions contain variations from the

standard club constitution shall be entitled to operate under those variations, provided the exact texts of those variations were sent to and identified by the board by 31 December 1989. The variations for each club shall be incorporated as an addendum to the provisions of the standard club constitution for that club, and such variations may not be amended by that club except to conform more closely to the standard club constitution as amended from time to time.

2.030.3. Exceptions by the Board to the Standard Club Constitution.

The board may approve provisions in an individual club's constitution which are not in accordance with the standard club constitution so long as such provisions do not contravene the RI constitution and bylaws. Such approval shall be given only to comply with local law or custom or in exceptional circumstances. Such approval requires a two-thirds majority of the board members present.

2.040. Smoking.

In recognition of the deleterious effect upon personal health, individual members and their guests are encouraged to refrain from smoking during meetings and other events organized in the name of RI.

2.050. Merger of Clubs.

Two or more clubs within the same district seeking to merge shall apply to the board provided that each of the clubs has fulfilled its financial and other obligations to RI. A merged club may be organized in the same locality as one or more existing clubs. The application shall be accompanied by a certificate indicating that each club has agreed to the merger. The board may allow the merged clubs to retain the name, charter date, emblem and other insignia of RI of one or all of the former clubs as part of the historical records and for historical purposes.

Article 3 Resignation, Suspension or Termination of Membership in RI

3.010. Club Resignation from RI.

3.020. Reorganization of a Club.

3.030. Board Authority to Discipline, Suspend, or Terminate a Club.

3.040. Surrender of Rights by Suspended Club.

3.050. Surrender of Rights by Terminated Club.

3.010. Club Resignation from RI.

Any club may resign its membership provided it has fulfilled its financial and other obligations to RI. Such resignation shall be immediately effective upon acceptance by the board. The certificate of membership of such club shall be returned to the general secretary.

3.020. Reorganization of a Club.

Where a terminated club seeks to be reorganized, or where a new club is organized in the same locality, the board may determine whether each such club must pay a charter fee or other indebtedness due to RI from the former club as a condition for membership.

3.030. Board Authority to Discipline, Suspend, or Terminate a Club.**3.030.1. Suspension or Termination for Failure to Pay Dues.**

The board may suspend or terminate the membership of any club which fails to pay its dues or other financial obligations to RI or approved contributions to the district fund.

3.030.2. Termination for Failure to Function.

The board may terminate the membership of any club where such club disbands for any reason, fails to meet regularly, or otherwise fails to function. Before acting on a termination for failure to function, the board shall request the governor to submit a report regarding the circumstances of the termination.

3.030.3. Suspension or Termination for Failure to Comply with Youth Protection Laws.

The board may suspend or terminate the membership of a club that fails to appropriately address any allegations made against one of its members in connection with Rotary-related youth programs for violation of applicable law regarding the protection of youth.

3.030.4. Discipline for Cause.

The board may take action against a club for cause provided a copy of the charges and notice of the time and place of hearing is mailed to the president and the secretary of such club at least 30 days before such hearing. Such club shall be entitled to be represented by counsel at any such hearing. Following such hearing, the board may discipline or suspend a club upon a majority vote of the entire board or expel the club upon a unanimous vote.

3.040. Surrender of Rights by Suspended Club.

Any club that has been suspended by the board shall have none of the rights provided to clubs under the bylaws so long as it remains suspended, but shall retain the rights granted to clubs under the constitution.

3.050. Surrender of Rights by Terminated Club.

The privilege of using the name, emblem, and other insignia of RI shall cease upon the termination of membership of the club. The club shall have no proprietary rights in the property of RI upon termination of its membership. The general secretary shall proceed to recover the certificate of membership of such former club.

Article 4 Membership in Clubs**4.010. Types of Membership in a Club.****4.020. Active Membership.****4.030. Transferring or Former Rotarian.****4.040. Dual Membership.****4.050. Honorary Membership.****4.060. Holders of Public Office.****4.070. Limitations on Membership.****4.080. RI Employment.****4.090. Attendance Reports.****4.100. Attendance at Other Clubs.**

4.010. *Types of Membership in a Club.*

A club may have two kinds of membership, active and honorary.

4.020. *Active Membership.*

A person possessing the qualifications set forth in article 5, section 2 of the RI constitution may be elected to active membership in a club.

4.030. *Transferring or Former Rotarian.*

A member may propose to active membership a transferring member or former member of a club, if the proposed member is terminating or has terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession in the locality of the former club or the surrounding area. The transferring or former member of a club being proposed to active membership under this section may also be proposed by the former club. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the classification limits.

4.040. *Dual Membership.*

No person shall simultaneously hold active membership in more than one club. No person shall simultaneously be a member and an honorary member in the same club. No person shall simultaneously hold active membership in a club and membership in a Rotaract club.

4.050. *Honorary Membership.*

4.050.1. *Eligibility for Honorary Membership.*

Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in more than one club. The term of such membership shall be as determined by the board of the club in which they hold membership.

4.050.2. *Rights and Privileges.*

Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote and shall not be eligible to hold any office in the club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of the club in which they hold such membership. No honorary member of a club is entitled to any rights or privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

4.060. *HOLDERS OF PUBLIC OFFICE.*

Persons elected or appointed to public office for a specified time shall not be eligible to active membership in a club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary. Members who are elected or appointed to public office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.

4.070. *Limitations on Membership.*

Notwithstanding the provisions of section 2.030, no club, regardless of the date of its admission to membership in RI, may by provisions in its constitution or otherwise, limit membership in the club on the basis of gender, race, color, creed, or national origin or impose any condition of membership not specifically prescribed by the RI constitution or bylaws. Any provision in any club constitution or any condition otherwise imposed in conflict with this section of the bylaws is null, void, and without effect.

4.080. *RI Employment.*

Any club may retain in its membership any member employed by RI.

4.090. *Attendance Reports.*

Each club shall forward monthly attendance reports of its meetings to the governor within 15 days of the last meeting of each month. Non-districted clubs shall forward such report to the general secretary.

4.100. *Attendance at Other Clubs.*

Every member shall have the privilege of attending the regular meeting of any other club except for a club that previously terminated the membership of said person for good cause.

Article 5 Board of Directors**5.010. Duties of the Board.****5.020. Publication of Board Action.****5.030. Appeals of Board Action.****5.040. Powers of the Board.****5.050. Meetings of the Board.****5.060. Voting by Communication.****5.070. Executive Committee.****5.080. Vacancies in Board Membership.****5.010. *Duties of the Board.***

The board is responsible for doing whatever may be necessary for the furtherance of the purposes of RI, the attainment of the Object of Rotary, the study and teaching of its fundamentals, the preservation of its ideals, ethics, and unique features of organization, and its extension throughout the world. In order to fulfill the purposes of article 3 of the RI constitution, the board shall adopt a strategic plan. The board shall report on the progress of the strategic plan at each meeting of the council on legislation.

5.020. *Publication of Board Action.*

All minutes of board meetings and board action shall be available to all members by posting to the Rotary Worldwide Web site within 60 days after such board meeting or action. Additionally, all appendices filed with the official records of the minutes shall be made available to a member upon request, except any materials that are deemed by the board to be confidential or proprietary may be excluded.

5.030. Appeals of Board Action.

Action by the board shall be subject only to appeal through a ballot-by-mail submitted to the district representatives of the most recent council on legislation under rules to be established by the board. An appeal shall be duly filed with the general secretary by any club with the concurrence of at least 24 other clubs. At least half of the concurring clubs must be located in districts other than that of the appealing club. The appeal and concurrences must be received no later than four months after the action of the board is taken and the general secretary shall conduct said ballot-by-mail within ninety (90) days thereafter. Such appeal shall be in the form of a resolution duly adopted at a regular meeting of the club and certified by the president and secretary. The only question to be considered by the district representatives in acting upon the appeal is whether the action of the board should be sustained. Provided, however, if such appeal is received by the general secretary within three months before the next regularly scheduled meeting of the council on legislation, then the appeal of the board action shall be submitted to the council on legislation to decide if the action of the board should be sustained.

5.040. Powers of the Board.

5.040.1. Directs and Controls the Affairs of RI.

The board directs and controls the affairs of RI by:

- (a) establishing policy for the organization;
- (b) evaluating implementation of policy by the general secretary; and
- (c) exercising such other powers conferred upon the board by the constitution, by the bylaws, and by the Illinois General Not-for-Profit Corporation Act of 1986, and any amendments thereto.

5.040.2. Controls and Supervises Officers and Committees.

The board shall exercise control and supervision over all officers, officers-elect, officers-nominee, and committees of RI. The board may remove an officer, officer-elect, officer-nominee, or committee member for cause following a hearing. The person to be removed must be provided written notice containing a copy of the charges at least 60 days before the hearing thereon. Such notice shall specify the time and place of such hearing and shall be served personally, by mail, or other rapid means of communication. At the hearing, such person may be represented by counsel. A vote to remove such officer, officer-elect, officer-nominee, or committee member must be passed by a two-thirds vote of the entire board. The board shall also have the additional powers provided in section 6.100.

5.050. Meetings of the Board.

5.050.1. Time, Place, and Notice.

The board shall meet at such times and places as it may determine or upon the call of the president. Notice of meetings shall be given by the general secretary to all directors at least 30 days preceding the commencement of the meeting unless such notice is waived. At least two meetings of the board shall be held in each year. In lieu of in-person meetings, the use of teleconferencing, internet,

and other communications equipment may be utilized for an official meeting of the board.

5.050.2. *Quorum.*

A majority of the board members shall constitute a quorum for the transaction of all business except for items requiring a larger vote as provided for in the RI constitution or bylaws.

5.050.3. *First Meeting of Year.*

The incoming board shall meet immediately following the annual convention. The incoming president shall designate the time and place of such meeting. The actions taken at such meeting must be approved by the board on or after 1 July at a meeting or by one of the methods described in section 5.060., and shall be effective only after such approval.

5.060. *Voting by Communication.*

5.060.1. *Informal Meetings.*

The directors may participate in and act at any meeting of the board through the use of a conference telephone, internet, or other communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such a meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.

5.060.2. *Informal Action.*

The board may transact business without meeting together by unanimous written consent of all directors.

5.070. *Executive Committee.*

The board may appoint an executive committee to be composed of at least five but no more than seven of its members, including any *ex officio* members. The executive committee shall evaluate the performance of the general secretary at least annually and report its findings to the board. The board may delegate to such executive committee authority to make decisions on behalf of the board between meetings of the board. Such authority is limited to matters where the policy of RI has been established. The executive committee shall function under such terms of reference not in conflict with the provisions of this section, as may be prescribed by the board.

5.080. *Vacancies in Board Membership.*

5.080.1. *Alternates.*

At any time if the office of a director becomes vacant, due to whatever reason, the board shall elect the alternate selected at the time the director was elected from the same zone (or section in the zone) to serve as director for the rest of the term.

5.080.2. *Alternate Unable to Serve.*

If the alternate is unable to serve for any reason, the remaining members of the board shall elect a director from the same zone (or section of the zone) in which the vacancy occurs. Such vote shall take place at its next meeting or through voting by communication, as determined by the president.

Article 6 Officers

- 6.010. Election of Officers at Convention.
- 6.020. Selection of Vice-President and Treasurer.
- 6.030. Election and Term of General Secretary.
- 6.040. Directors Not Eligible for Re-election.
- 6.050. Qualifications of Officers.
- 6.060. Term of Office.
- 6.070. Vacancy in the Office of President.
- 6.080. Vacancy in the Office of President-elect.
- 6.090. Vacancies in the Offices of Vice-President or Treasurer.
- 6.100. Vacancy in the Office of General Secretary.
- 6.110. Disability of Board Member.
- 6.120. Vacancy in the Office of Governor.
- 6.130. Compensation of Officers.
- 6.140. Duties of Officers.

6.010. *Election of Officers at Convention.*

The officers to be elected at the annual convention shall be the president, directors, and governors of RI, and the president, vice-president, and honorary treasurer of RIBI.

6.020. *Selection of Vice-President and Treasurer.*

The vice-president and treasurer shall be selected by the incoming president at the board's first meeting from among the directors serving the second year of their term of office, each to serve a term of one year beginning on 1 July.

6.030. *Election and Term of General Secretary.*

The general secretary shall be elected by the board for a term of not more than five years. The election shall take place by 31 March in the final year of the general secretary's term. The new term shall commence on 1 July following such election. The general secretary shall be eligible for re-election.

6.040. *Directors Not Eligible for Re-election.*

No person who has served a full term as director, as defined in the bylaws or as determined by the board, may again hold office as director except as a president or president-elect.

6.050. *Qualifications of Officers.*

6.050.1. *Club Membership.*

Each officer of RI shall be a member in good standing of a club.

6.050.2. *President.*

A candidate for the office of president of RI shall have served a full term as a director of RI prior to being nominated for such office except where service for less than a full term may be determined by the board to satisfy the intent of this provision.

6.050.3. *Director.*

A candidate for the office of director of RI shall have served a full term as a governor of RI prior to being proposed as such candidate except where service

for less than a full term may be determined by the board to satisfy the intent of this provision.

6.060. *Term of Office.*

6.060.1. *Officers.*

The term of each officer shall begin on 1 July following such election except for the office of president, director, and governor. All officers, except directors, shall serve for a term of one year or until their successors have been duly elected. All directors shall serve a term of two years or until their successors have been duly elected.

6.060.2. *Office of President-elect.*

The person elected as president shall serve as president-elect and member of the board in the year following such election. The president-elect shall not be eligible for selection as vice-president. The president-elect shall serve as president following a one-year term as president-elect.

6.060.3. *Office of Director.*

The term of office of each director shall begin on 1 July in the year next following such election.

6.070. *Vacancy in the Office of President.*

In the event of a vacancy in the office of president, the vice-president shall succeed to the office of president and select a new vice-president from among the remaining members of the board. Vacancies on the board shall be filled in accordance with section 5.080. of the bylaws.

6.070.1. *Simultaneous Vacancies in the Offices of President and Vice-President.*

In the event of simultaneous vacancies in both the offices of president and vice-president, the board shall elect from among its members (other than the president-elect) a new president who shall then select a new vice-president. Vacancies on the board shall be filled in accordance with section 5.080. of the bylaws.

6.080. *Vacancy in the Office of President-elect.*

6.080.1. *Vacancy Prior to Next Convention.*

Where the position of president-elect becomes vacant prior to the adjournment of the next convention, the nominating committee for president shall select a new nominee for president for the year during which such president-elect would have served as president. Such selection shall be made as soon as practicable at its regularly scheduled meeting or in an emergency meeting of the committee. If such meeting is not practicable, the selection may be made in a ballot-by-mail or by other rapid means of communication.

6.080.2. *Filling Vacancy by Nominating Committee Procedure.*

A nominee for president selected pursuant to sections 11.050. and 11.060. may be named by the committee to be the new nominee for president. In such cases, the committee shall select a new nominee for the position of president-elect.

6.080.3. *Presidential Duties in Filling Vacancies.*

The president shall determine the procedure for nominations to fill a vacancy in the position of president-elect. The procedures shall include transmitting the report of the committee to clubs and for nominations by clubs. Such provisions shall be in harmony with sections 11.060., 11.070., and 11.090. to the extent that time permits. In the event the proximity of the date of the vacancy to the convention does not permit a suitable period of time for the report of the committee to be mailed to all clubs and for nomination by clubs of challenging candidates in advance of the convention, the general secretary shall give such notice of the report of the committee as is reasonably possible and nominations by club delegates of challenging candidates on the floor of the convention shall be permitted.

6.080.4. *Vacancy Immediately Preceding Assumption of Office.*

Where the position of president-elect becomes vacant following the adjournment of the convention immediately preceding assumption of the office of president, such vacancy shall be considered as occurring on 1 July and be filled in accordance with section 6.070.

6.080.5. *Contingencies Pertaining to Vacancies.*

The president shall determine the procedure to be followed where a contingency arises for which there is no provision in this section.

6.090. *Vacancies in the Offices of Vice-President or Treasurer.*

In the event of a vacancy in the offices of vice-president or of treasurer, the president shall select a director in the director's second year on the board to fill the unexpired term.

6.100. *Vacancy in the Office of General Secretary.*

In the event of a vacancy in the office of general secretary, the board shall elect a Rotarian for a term of up to five years to be effective as of the date determined by the board.

6.110. *Disability of Board Member.*

In the event that a member of the board becomes disabled, to the extent of being unable to discharge the duties of the office, as determined by a three-fourths vote of the entire board, the member shall forfeit the office upon such determination and be replaced as provided in the bylaws.

6.120. *Vacancy in the Office of Governor.*

6.120.1. *Authority of Board and President.*

The board is authorized to elect a qualified Rotarian to fill a vacancy in the office of governor for the unexpired term. The president may appoint a qualified Rotarian as acting governor until such vacancy is filled by the board.

6.120.2. *Temporary Inability to Perform Duties of Governor.*

The president may appoint a qualified Rotarian as acting governor during a period of temporary inability of a governor to perform the duties of governor.

6.130. *Compensation of Officers.*

The general secretary shall be the only officer to receive compensation. The

board shall fix such compensation. There shall be no payments, including any expressions of appreciation, honoraria or similar payments, to any other officer or the president-nominee, other than reimbursement of reasonable, documented expenditures as authorized pursuant to the expense reimbursement policy established by the board.

6.140. Duties of Officers.

6.140.1. President.

The president shall be the highest officer of RI. As such, the president:

- (a) shall be the principal person to speak on behalf of RI;
- (b) shall preside at all conventions and meetings of the board;
- (c) shall counsel the general secretary; and
- (d) shall perform such other duties as pertain to the office, consistent with the strategic plan as adopted by the board.

6.140.2. President-elect.

The president-elect shall have only such duties and powers as arise from these bylaws and from membership on the board, but may be assigned further duties by the president or the board.

6.140.3. General Secretary.

The general secretary shall be the chief operating officer of RI. As chief operating officer, the general secretary shall be responsible for the day-to-day management of RI under the direction and control of the board. The general secretary shall be responsible to the president and board for the implementation of its policies and for the operations and administration, including the financial operation, of RI. The general secretary also shall communicate with Rotarians and clubs the policies established by the board. The general secretary shall be solely responsible for the supervision of the secretariat staff. The general secretary shall make an annual report to the board. Upon approval by the board, the annual report shall be submitted to the convention. The general secretary shall give bond for the faithful discharge of those duties in a sum and with sureties as required by the board.

6.140.4. Treasurer.

The treasurer shall regularly receive financial information from and confer with the general secretary regarding the management of RI finances. The treasurer shall make appropriate reports to the board and shall also make a report to the annual convention. The treasurer shall have only such duties and powers as arise from membership on the board, but may be assigned further duties by the president or by the board.

Article 7 Legislative Procedure

7.010. Types of Legislation.

7.020. Who May Propose Legislation.

7.030. District Endorsement of Club Legislation.

7.035. Deadline for Proposed Enactments and Resolutions.

7.037. Duly Proposed Legislation; Defective Proposed Legislation.

7.040. Review of Proposed Legislation.

7.050. Board Examination of Proposed Legislation.

7.060. Consideration of Emergency Legislation.

7.010. *Types of Legislation.*

Legislation seeking to amend the constitutional documents shall be known as proposed enactments. Legislation which does not seek to amend the constitutional documents shall be known as proposed resolutions.

7.020. *Who May Propose Legislation.*

Legislation may be proposed by a club, a district conference, the general council or conference of RIBI, the council on legislation, and the board. The board shall not propose legislation relating to The Rotary Foundation without the prior agreement of the trustees.

7.030. *District Endorsement of Club Legislation.*

Legislation from a club must be endorsed by the clubs of the district at a district conference or RIBI district council. Where time does not allow legislation to be submitted to the district conference or RIBI district council, the legislation may be submitted to the clubs of the district through a ballot-by-mail conducted by the governor. Such ballot-by-mail shall follow the procedures in section 13.040. as closely as possible. All legislation delivered to the general secretary shall be accompanied by a certificate from the governor stating that it has been considered by the district conference, RIBI district council, or in a ballot-by-mail and has been endorsed. No district should propose or endorse more than a total of five items of legislation per council.

7.035. *Deadline for Proposed Enactments and Resolutions.*

Proposed enactments and resolutions shall be delivered to the general secretary in writing no later than 31 December in the year preceding the council. The board may propose and deliver to the general secretary enactments it determines to be of an urgent nature no later than 31 December in the year of the council. Resolutions also may be offered by the council or the board and acted upon by the council at any time prior to the adjournment of the council.

7.037. *Duly Proposed Legislation; Defective Proposed Legislation.*

7.037.1. *Duly Proposed Legislation.*

Legislation is duly proposed if:

- (a) it is delivered to the general secretary under the deadlines contained in section 7.035. of the bylaws;
- (b) it complies with the requirements of section 7.020. of the bylaws regarding who may propose legislation; and
- (c) when it is proposed by a club, the requirements of section 7.030. of the bylaws regarding district endorsement have been met.

7.037.2. *Defective Legislation.*

Legislation is defective if:

- (a) it is subject to two or more inconsistent meanings;
- (b) it fails to amend all affected parts of the constitutional documents;

- (c) its adoption would violate governing law;
- (d) it is in the form of a resolution, but (i) it would require an action, or express an opinion, that is in conflict with the letter or spirit of the constitutional documents; or (ii) it would require or request an administrative act that is within the discretion of the board or the general secretary;
- (e) it would amend the standard Rotary club constitution in a way that would conflict with the RI bylaws or the RI constitution or it would amend the RI bylaws in a way that would conflict with the RI constitution; or
- (f) it would be impossible to administer or enforce.

7.040. *Review of Proposed Legislation.*

The constitution and bylaws committee shall review all legislation submitted to the general secretary for transmittal to the council and may:

7.040.1. on behalf of the board, recommend to proposers suitable changes to correct proposed legislation that is defective;

7.040.2. on behalf of the board, recommend to proposers of substantially similar legislation compromise legislation in substitution for their proposals;

7.040.3. recommend to the board for transmittal by the general secretary to the council alternate legislation which best expresses the objective of the similar legislation where proposers cannot agree to compromise legislation;

7.040.4. recommend to the board whether legislation is duly proposed and whether it is defective;

7.040.5. recommend to the board that the general secretary not transmit to the council legislation determined by the committee to be defective; and

7.040.6. carry out other duties defined in subsection 8.130.2.

7.050. *Board Examination of Proposed Legislation.*

The board (by the constitution and bylaws committee acting on its behalf) shall examine the text of all proposed legislation and shall advise the proposers of any defects in the proposed legislation and recommend, where feasible, corrective action.

7.050.1. *Similar Legislation.*

Where substantially similar legislation is proposed, the board (by the constitution and bylaws committee acting on its behalf) may recommend compromise legislation to the proposers. Where the proposers do not agree to such compromise legislation, the board, on the advice of the constitution and bylaws committee, may direct the general secretary to transmit to the council alternate legislation which best expresses the objective of the similar proposals. Such compromise and alternate legislation shall be designated as such and shall not be subject to the established deadline.

7.050.2. Legislation Not Transmitted to the Council.

Where the board, on the advice of the constitution and bylaws committee, acting in accordance with section 7.040.4., determines that proposed legislation is not duly proposed, the board shall direct that the legislation not be transmitted to the council for consideration, and where it determines that proposed legislation is defective, the board may direct that the proposed legislation not be transmitted to the council for consideration. In the event of any such action by the board, the proposer shall thereupon be notified by the general secretary. In either such event, the proposer must secure the consent of two-thirds of the members of the council to have the proposed legislation considered by the council.

7.050.3. Resolutions Not Within the Framework.

The board (by the constitution and bylaws committee acting on its behalf) shall examine the text of all proposed resolutions and the board, on the advice of the constitution and bylaws committee, shall direct the general secretary to transmit to the council such proposed resolutions as the board determines to be within the framework of the program of RI. In the event the board, on the advice of the constitution and bylaws committee, determines that a proposed resolution is not within the framework of the program of RI, the board may direct that the proposed resolution not be transmitted to the council for consideration. In the event of such action by the board, the proposer shall be so advised before the council convenes. In such instance, the proposer must secure the consent of two-thirds of the members of the council to have the proposed resolution considered by the council.

7.050.4. Amendments to the Council and Transmittal of Legislation.

All amendments to legislation must be submitted by the proposers to the general secretary not later than 31 March of the year preceding the council unless the deadline is extended by the board (the constitution and bylaws committee acting on its behalf). Subject to the provisions of sections 7.050.2. and 7.050.3., the general secretary shall transmit to the council all duly proposed legislation, including all timely amendments.

7.050.5. Publication of Proposed Legislation.

The general secretary shall mail ten (10) copies of all duly proposed legislation to each governor, one copy to all members of the council on legislation and all past directors, and one copy to the secretary of any club that requests it, no later than 30 September in the year the council shall be convened. The proposed legislation also will be made available via the Rotary Worldwide Web site.

7.050.6. Council Consideration of Legislation.

The council shall consider and act upon such duly proposed legislation and any proffered amendments.

7.050.7. Adoption of Resolutions.

Legislation in the form of resolutions may be adopted by the affirmative vote of at least a majority of those present and voting at the council.

7.060. Consideration of Emergency Legislation.

The board, by a two-thirds vote of the entire board, may declare that an emergency exists and authorize consideration of legislation as follows:

7.060.1. Emergency Legislation Considered by the Council.

Legislation proposed to an extraordinary meeting of the council may be considered at such council even though such legislation does not comply with the prescribed dates for filing such legislation as prescribed by the respective constitutional documents, provided that the procedures prescribed therein shall be followed to the extent that time permits.

7.060.2. Adoption of Legislation.

A two-thirds affirmative vote of those present and voting shall be required for the adoption of legislation by the council in an emergency under these provisions.

Article 8 Council on Legislation

8.010. Members of the Council.

8.020. Qualifications of Voting Members of the Council.

8.030. Duties of District Representatives to the Council.

8.040. Designation and Duties of Officers.

8.050. Selection of Representatives by Nominating Committee Procedure.

8.060. Election of Representatives at the District Conference.

8.070. Election of Representatives by Mail Ballot.

8.080. Notice.

8.090. Credentials Committee.

8.100. Members-at-Large.

8.110. Quorum for the Council.

8.120. Procedures of the Council.

8.130. Council Operations Committee; Duties of the Constitution and Bylaws Committee.

8.140. Action of the Council.

8.150. Site Selection.

8.160. Extraordinary Meeting of the Council.

8.170. Interim Provisions.

8.010. Members of the Council.

The council shall be composed of the following voting and non-voting members:

8.010.1. Representatives.

There shall be one representative elected by the clubs of each district as provided in sections 8.050., 8.060., and 8.070. Each non-districted club shall designate a convenient district whose representative shall represent the club. The representative shall be a voting member.

8.010.2. Chairman, Vice-Chairman, and Parliamentarian.

A chairman, vice-chairman, and parliamentarian of the council shall be selected by the incoming president in the year immediately prior to the council. The chairman and vice-chairman shall be non-voting members except that, when presiding, either may cast the deciding vote in the case of a tie vote.

8.010.3. Constitution and Bylaws Committee.

The members of the constitution and bylaws committee of RI shall be non-voting members of the council and shall serve on the council operations committee. They shall have the duties and responsibilities as provided in subsections 8.130.1. and 8.130.2.

8.010.4. President, President-elect, Directors, and General Secretary.

The president, president-elect, other members of the board, and general secretary shall be non-voting members of the council.

8.010.5. Past Presidents.

All past presidents of RI shall be non-voting members of the council.

8.010.6. Trustees.

A trustee of The Rotary Foundation, elected by the trustees, shall be a non-voting member of the council.

8.010.7. Members-at-Large.

There shall be not more than three members-at-large who shall be non-voting members of the council, appointed by the president with duties and responsibilities as hereinafter provided in section 8.100., who shall serve under the direction of the chairman of the council.

8.020. Qualifications of Voting Members of the Council.

8.020.1. Club Member.

Each member of the council shall be a member of a club.

8.020.2. Past Officer.

Each representative shall have served a full term as an officer of RI at the time of election. However, upon certification by the governor, with the concurrence of the president of RI that no past officer is available in the district, a Rotarian who has served less than a full term as governor or the governor-elect may be elected.

8.020.3. Qualifications.

To qualify for service at the council, the representative must be informed of the qualifications and submit to the general secretary a signed statement that the Rotarian understands the qualifications, duties, and responsibilities of a representative; is qualified, willing, and able to assume and perform faithfully such duties and responsibilities; and shall attend the meeting for its full duration.

8.020.4. Not Eligible.

Non-voting members of the council and full-time, salaried employees of RI, or of any district or any club(s) shall not be eligible to serve as voting members of the council.

8.030. Duties of District Representatives to the Council.

It shall be the duty of a representative to:

- (a) assist clubs in preparing their proposals for the council;
- (b) discuss proposed legislation at the district conference and/or other district meetings;

- (c) be knowledgeable of the existing attitudes of Rotarians within the district;
- (d) give critical consideration to all legislation presented to the council and effectively communicate those views to the council;
- (e) act as an objective legislator of RI;
- (f) attend the meeting of the council for its full duration;
- (g) report on the deliberations of the council to the clubs of the district following the meeting of the council; and
- (h) be accessible to clubs in the district to assist in their preparation of proposals for future councils.

8.040. *Designation and Duties of Officers.*

The council officers shall consist of the chairman, vice-chairman, parliamentarian, and secretary.

8.040.1. *Chairman.*

The chairman shall be the presiding officer of the council and shall have such other duties as may be specified in the bylaws and in the applicable rules of procedure and as generally pertain to such office.

8.040.2. *Vice-Chairman.*

The vice-chairman shall serve as presiding officer as the chairman may determine or as circumstances may otherwise require. The vice-chairman shall also assist the chairman as determined by the chairman.

8.040.3. *Parliamentarian.*

The parliamentarian shall advise and counsel the chairman and the council on matters of parliamentary procedure.

8.040.4. *Secretary.*

The general secretary shall be the secretary of the council or, with the approval of the president, may appoint another person to serve as secretary.

8.050. *Selection of Representatives by Nominating Committee Procedure.*

8.050.1. *Selection.*

The representative and the alternate representative should be selected by a nominating committee procedure. The nominating committee procedure, including any challenges and a resulting election, shall be conducted and completed in the year two years preceding the council. The nominating committee procedure shall be based on the nominating committee procedure for district governors set forth in section 13.020. to the extent it is not in conflict with this section. A candidate for representative shall not be eligible to serve on the committee.

8.050.2. *Failure to Adopt a Method for Selecting Members of a Nominating Committee.*

Any district that fails to adopt a method for selecting members of a nominating committee shall utilize as its nominating committee all past governors who are members of a club in that district and are willing and able to serve. A candidate for representative shall not be eligible to serve on the committee.

8.050.3. *Representative and Alternate Unable to Serve.*

Where neither the representative nor the alternate representative is able to serve, the governor may designate some other duly qualified member of a club in the district to be the representative to the council.

8.060. *Election of Representatives at the District Conference.*

8.060.1. *Election.*

If the district chooses not to utilize the nominating committee procedure, the representative and the alternate representative may be elected at the annual conference of the district or, in the case of a district in RIBI, at the district council. The election shall take place in the year two years preceding the council or, in the case of a district in RIBI, at the meeting of the district council after 1 October in the year two years preceding the council.

8.060.2. *Nominations.*

Any club in a district may nominate a qualified member of any club in the district for representative where such member has indicated a willingness and ability to serve. The club shall certify such nomination in writing. Such certification must include the signatures of the club president and secretary. Such nomination shall be forwarded to the governor for presentation to the electors of the clubs at the district conference. Each elector at the district conference shall be entitled to cast one vote in the election of the representative.

8.060.3. *Representatives and Alternates.*

The candidate receiving a majority of the votes cast shall be the representative to the council. A subsequent ballot shall be conducted to select the alternate representative by majority vote, to serve only in the event the representative is unable to serve.

8.060.4. *One Candidate for Representative.*

No ballot shall be required where there is only one nominee in a district. In such cases, the governor shall declare such nominee the representative to the council.

8.070. *Election of Representatives by Mail Ballot.*

8.070.1. *Board Authorization for Mail Ballot.*

In certain circumstances, the board may authorize a district to select the representative and the alternate representative to the council in a ballot-by-mail. In such case, the governor shall prepare and cause to be mailed to the secretary of every club in the district an official call for nominations for representative. All nominations must be made in writing and signed by the president and the secretary of the club. The nominations must be received by the governor on or before a date to be fixed by the governor. The governor shall cause to be prepared and mailed to each club a ballot naming in alphabetical order the qualified nominees so offered and shall conduct the ballot-by-mail. Those candidates whose written requests for exclusion from the ballot are received no later than the date fixed by the governor shall be excluded from such ballot. Each club shall be entitled to at least one vote. Any club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or major

fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to participate in the voting. The governor may appoint a committee for the purpose of conducting the ballot-by-mail procedure as provided herein.

8.070.2. *Election by Mail Ballot.*

A majority vote of electors present and voting at a district conference may vote to have the selection of the representative and the alternate representative to the council pursuant to a ballot-by-mail. The ballot-by-mail shall be conducted in the month immediately following such annual district conference. Such ballot-by-mail shall be conducted in accordance with the provisions set forth in subsection 8.070.1.

8.080. *Notice.*

8.080.1. *Report of Representative to General Secretary.*

The names of the representative and the alternate representative to the council shall be reported by the governor to the general secretary immediately following their selection.

8.080.2. *Publication of Representatives to Council Meeting.*

At least 30 days prior to the meeting of the council, the general secretary shall publish to each representative the names of representatives as reported by the governors and notice of the time and place of the meeting of the council.

8.080.3. *Publication of Names of Chairman, Vice-Chairman, and Parliamentarian.*

The names of the chairman, vice-chairman, and parliamentarian shall be published by the general secretary to all clubs.

8.090. *Credentials Committee.*

The president shall appoint a credentials committee which shall meet in advance of the council at the site. The committee shall examine and certify credentials. Any action of the committee may be reviewed by the council.

8.100. *Members-at-Large.*

Immediately following the publication of the proposed legislation, the chairman of the council shall assign each member-at-large items of proposed legislation. Each member-at-large shall study all proposed legislation so assigned and be prepared to facilitate consideration of and inform the council with respect to comments for or against adoption of the respective items of legislation which have not been covered adequately in debate.

8.110. *Quorum for the Council.*

A quorum shall consist of one half of the voting members of the council. Each voting member shall be entitled to cast one vote on each question submitted to vote. There shall be no proxy voting in the council.

8.120. *Procedures of the Council.*

8.120.1. *Rules of Procedure.*

Subject to section 8.130., each council may adopt such rules of procedure as it deems necessary to govern the conduct of its deliberations. Such rules shall be in harmony with the bylaws and commencing with the council held in 2007 shall remain in effect until changed by a subsequent council.

8.120.2. *Appeal.*

An appeal may be made to the council from any decision of the chair. A majority vote of the council shall be required to overrule the decision of the chair.

8.130. *Council Operations Committee; Duties of the Constitution and Bylaws Committee.*

There shall be a council operations committee composed of the chairman, the vice-chairman, and the members of the constitution and bylaws committee. The chairman of the council shall be the chairman of the council operations committee.

8.130.1. *Duties of the Council Operations Committee.*

The council operations committee shall recommend rules of procedure for the council and the order of consideration for proposed legislation. The committee shall also draft and revise for the council, where feasible, amendments to correct defects identified by the committee or council in any proposed legislation or amendments thereof. The committee shall further make correlative amendments to the bylaws and the standard club constitution to give full effect to enactments adopted by the council and prepare the report to the council which shall note any correlative amendments.

8.130.2. *Further Duties of the Members of the Constitution and Bylaws Committee.*

The constitution and bylaws committee shall review and approve the purpose and effect statements for all legislation prior to publication. Immediately following the publication of the proposed legislation, the chairman of the council shall assign each member of the constitution and bylaws committee items of proposed legislation. Each constitution and bylaws committee member shall study all proposed legislation so assigned and be prepared to inform the council with respect to the purpose, background, and effect of the respective items of legislation and of any defects in such items.

8.140. *Action of the Council.*

8.140.1. *Report of the Chairman.*

The chairman of the council shall transmit to the general secretary a comprehensive report of action by the council within ten days following adjournment of the council.

8.140.2. *Report of the General Secretary.*

The general secretary shall transmit to the secretary of each club a report of action by the council on all legislation adopted by the council within two months of the adjournment of the council. The report shall be accompanied by a form for use by any club desiring to record its opposition to legislation adopted by the council.

8.140.3. *Opposition to Council Action.*

Forms from clubs recording opposition to action by the council in adopting any legislation must be certified by the club presidents and received by the general secretary no later than the date stated in the report by the general secretary, which shall be at least two months after the mailing of such report. The general secretary shall examine and tabulate all forms duly received from clubs recording opposition to action by the council.

8.140.4. *Suspension of Council Action.*

The action of the council on such legislation shall be suspended where clubs representing at least 10 percent of the votes entitled to be cast by the clubs file forms recording their opposition.

8.140.5. *Vote by Clubs Through Ballot-by-Mail.*

If one or more items of approved legislation are suspended due to opposition by clubs, the general secretary shall prepare and distribute a ballot to the secretary of each club within one month following such suspension. The ballot shall submit the question of whether the action of the council should be sustained in regard to the suspended item of legislation. Each club shall be entitled to at least one vote. Any club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the adjournment of the council. However, any club whose membership in RI has been suspended by the board shall not be entitled to participate in the voting. The ballots by clubs must be certified by the club presidents and received by the general secretary no later than the date stated on the ballots, which shall be at least two months after the mailing of such ballots.

8.140.6. *Balloting Committee Meeting.*

The president shall appoint a balloting committee which shall meet at a time and place determined by the president to examine and count the ballots. The ballots by clubs in regard to suspended legislation shall be counted by the balloting committee within two weeks after the last date for the receipt of such ballots. The balloting committee shall certify its report of the balloting results to the general secretary within five days of the committee's adjournment.

8.140.7. *Results of Balloting.*

If a majority of the votes entitled to be cast by clubs are to reject the action of the council, the action of the council in regard to such item shall be nullified from the date of the suspension. Otherwise, the suspended action shall be reinstated as if no suspension occurred.

8.140.8. *Effective Date of Council Action.*

Action by the council regarding legislation shall become effective on 1 July immediately following adjournment of the council unless suspended by action of clubs under the provisions of subsection 8.140.4.

8.150. *Site Selection.*

Pursuant to article 10, section 2 of the RI constitution, the board shall make every effort to ensure that no Rotarian will be excluded solely on the basis of national citizenship when selecting a site for the council.

8.160. *Extraordinary Meeting of the Council.*

8.160.1. *Notice.*

An extraordinary meeting of the council may be called by the board in accordance with article 10, section 5 of the RI constitution. Notice of an extraordinary meeting and the legislation it will consider shall be mailed to governors no later than 60 days before the meeting is scheduled to convene. The governors shall forthwith notify the clubs in their districts and as soon as possible inform the general secretary of the names of the Rotarians who will represent their respective districts at such a meeting.

8.160.2. *Representation.*

The clubs in a district will be represented at such extraordinary meeting by the representative most recently elected to represent them at the council. Where the representative is not able and willing to serve, the district shall be represented by the most recently elected alternate representative to the council. If neither is able and willing to serve, the governor or another person appointed by the governor who is qualified under the bylaws shall represent the clubs in the district.

8.160.3. *Adoption of Enactments.*

A two-thirds affirmative vote of those present and voting shall be required for the adoption of legislation at an extraordinary meeting of the council.

8.160.4. *Procedures.*

The procedures applicable at the regular meeting of the council shall apply at an extraordinary meeting with the following two exceptions:

8.160.4.1. *Report of Action.*

The report of action provided for in subsection 8.140.2. shall be transmitted to the clubs within 15 days of the adjournment of the extraordinary meeting.

8.160.4.2. *Opposition to Action.*

The clubs shall have two months from the time the report is transmitted to the clubs to record their opposition to any action of an extraordinary meeting of the council.

8.160.5. *Effective Date of Action.*

Actions of an extraordinary meeting of the council shall become effective two months after the general secretary has transmitted the report of that council so long as the requisite number of opposition votes has not been filed by clubs. If the requisite number of clubs have recorded their opposition, the action will be subject to a ballot-by-mail following as closely as possible the provisions of section 8.140.

8.170. *Interim Provisions.*

Interim provisions shall expire when they are no longer applicable.

Article 9 Convention**9.010.** Time and Place of Convention.**9.020.** Call to Attend Convention.**9.030.** Officers of the Convention.**9.040.** Delegates to the Convention.**9.050.** Credentials for Delegates.**9.060.** Delegates-at-Large.**9.070.** Registration Fee.**9.080.** Convention Quorum.**9.090.** Credentials Committee.**9.100.** Electors.**9.110.** Balloting Committee.**9.120.** Election of Officers.**9.130.** Convention Program.**9.140.** Seating of Delegates.**9.150.** Special Assemblies.**9.010.** *Time and Place of Convention.*

The board may determine the possible time and/or place for the annual convention of RI up to ten years before the year in which the convention shall convene, and make appropriate arrangements for holding such a convention. The board shall make every effort to ensure that no Rotarian will be excluded solely on the basis of national citizenship when selecting a convention site.

9.020. *Call to Attend Convention.*

The president shall issue and the general secretary shall mail to each club the official call for the annual convention at least six months prior to the convention. The call for a special convention shall be issued and mailed at least 60 days prior to the date thereof.

9.030. *Officers of the Convention.*

The officers of the convention shall be the president, president-elect, vice-president, treasurer, general secretary, convention committee chairman, and sergeant-at-arms. The president shall appoint the sergeant-at-arms.

9.040. *Delegates to the Convention.***9.040.1.** *Delegates.*

All delegates and alternates, except delegates by proxy, shall be members of the clubs they represent.

9.040.2. *Alternate Delegates.*

When selecting its delegates, a club may choose an alternate delegate for each delegate. Where an alternate is unavailable to serve when called upon, a second alternate may be chosen. An alternate is entitled to vote only in case of the absence of the elected delegate. A second alternate may be substituted for a delegate from a club whose first alternate is absent. An alternate when serving as a delegate may cast such vote on all matters on which the original delegate was entitled to vote.

9.040.3. Delegate Substitution Procedure.

A substitution of an alternate for a delegate shall be reported to the credentials committee. When such substitution has been made, the alternate shall act as the delegate until the convention adjourns. The credentials committee may permit the delegation of the host club to substitute an alternate for a delegate for one or more sessions. Such substitution will be allowed where the delegate is engaged in the administrative work of the convention so as to make it impossible for such delegate to attend such session(s) of the convention. Such substitution must be duly reported and noted by the credentials committee prior to taking effect.

9.040.4. Proxies.

A club not represented at the convention by a delegate or an alternate may designate a proxy to cast its vote(s) pursuant to article 9, section 3(a) of the RI constitution. The proxy may be a member of any club within the same district. Non-districted clubs may designate members of any club as their proxy(ies).

9.050. Credentials for Delegates.

The authority of all delegates, alternates, and proxies shall be evidenced by certificates signed by the presidents and secretaries of the clubs they represent. All certificates must be delivered to the credentials committee at the convention to entitle delegates, alternates, and proxies to vote.

9.060. Delegates-at-Large.

Each RI officer and each past president of RI still holding membership in a club shall be a delegate-at-large and entitled to cast one vote on each question submitted to vote at the convention.

9.070. Registration Fee.

Each convention attendee who has reached 16 years of age shall register and pay a registration fee to attend the convention. The registration fee shall be fixed by the board. No delegate or proxy shall be entitled to vote at the convention unless the registration fee has been paid.

9.080. Convention Quorum.

9.080.1. Quorum Number.

Delegates and proxies representing one-tenth of the clubs shall constitute a quorum at a convention.

9.080.2. Absence of Quorum.

Should the question of the absence of a quorum be successfully raised at any plenary session, no vote(s) shall be taken for a period as designated by the presiding officer. Such period shall not exceed one-half day. At the expiration of such period, the convention may act upon such matters as may be properly brought before it, irrespective of the presence of a quorum.

9.090. Credentials Committee.

The president shall appoint a credentials committee prior to the adjournment of the convention. The committee shall consist of no fewer than five members.

9.100. Electors.

The duly accredited delegates, proxies, and delegates-at-large shall constitute the voting body of the convention and shall be known as electors.

9.110. Balloting Committee.**9.110.1. Appointment and Duties.**

The president shall appoint from among the electors a balloting committee at each convention. Such committee shall have charge of all balloting at the convention, including the distribution and counting of ballots. This committee shall consist of at least five electors as determined by the president. The general secretary shall have charge of printing of all ballots.

9.110.2. Notice of Election of Officers.

The president shall notify the electors of the time and place for nominations and elections of officers. Such notice shall be given at the first session of the convention.

9.110.3. Report of Committee.

The balloting committee shall report promptly to the convention the result of the balloting. The report shall be signed by a majority of the committee. The chairman shall retain all ballots. The chairman of the committee shall destroy all ballots following the adoption of such report unless otherwise instructed by the convention.

9.120. Election of Officers.**9.120.1. Electors Voting Rights.**

The electors shall each be entitled to cast one vote for each officer to be elected.

9.120.2. Ballot.

The election of all officers shall be by secret ballot. Where there are more than two candidates, such balloting shall be by means of the single transferable vote. Where there is one nominee for any office, the electors may instruct the general secretary to cast their united ballot for such nominee pursuant to a voice vote.

9.120.3. Majority Vote.

The nominee for each of the aforementioned offices who receives a majority of the votes cast shall be declared elected. Second and subsequent preferences shall be taken into account where necessary.

9.120.4. Presentation of Nominations to Convention.

The names of the nominees certified to the general secretary as duly nominated for president, directors, governors of RI, and president, vice-president, and honorary treasurer of RIBI shall be presented by the general secretary to the convention for election.

9.130. Convention Program.

The program reported by the convention committee, as approved by the board, shall be the order of the day for all sessions. Changes in the program may be made during the convention by a two-thirds vote of the board.

9.140. *Seating of Delegates.*

At each plenary session, a number of seats equal to the number of delegates duly certified to the credentials committee shall be reserved exclusively for such delegates.

9.150. *Special Assemblies.*

At each convention, special assemblies of Rotarians from one country or from a group of countries in which clubs are established, may be held. The board or the convention may determine from time to time for what country or countries such special assemblies shall be held and shall instruct the convention committee accordingly. At such assemblies, matters which pertain particularly to the country or group of countries concerned may be considered. The president shall designate the convening officer and shall promulgate rules for the conduct of the said assemblies as near as may be to the rules regulating the procedure of the convention. Upon convening, the assembly shall select its chairman and secretary.

Article 10 Nominations and Elections for Officers — General Provisions

10.010. Best Qualified Rotarian.

10.020. Nominations for Officers.

10.030. Qualification.

10.040. Individuals Not Eligible for Nomination.

10.050. Election of Officers.

10.060. Campaigning, Canvassing, and Electioneering.

10.010. *Best Qualified Rotarian.*

The best qualified Rotarians shall be selected for service in RI's elective offices.

10.020. *Nominations for Officers.*

Nominations for president, directors, and governors of RI may be made by a nominating committee and a club.

10.030. *Qualification.*

All candidates or nominees for offices in RI shall be members of clubs in good standing.

10.040. *Individuals Not Eligible for Nomination.*

10.040.1. *Nominating Committee.*

No member, alternate member, or candidate for membership on a nominating committee, whether elected or not, nor any candidate who is elected and subsequently resigns from such committee, nor any spouse, child, or parent of any such person, shall be eligible to be nominated for the respective office in the year in which the committee serves.

10.040.2. *RI Employees.*

A full-time, salaried employee of any club, district, or RI shall not be eligible to serve in any elective position in RI, excepting the office of general secretary.

10.050. *Election of Officers.*

The officers of RI shall be elected at the annual convention as provided in sections 6.010. and 9.120.

10.060. *Campaigning, Canvassing, and Electioneering.*

10.060.1. *Prohibited Activities.*

In order that the best qualified Rotarians shall be selected for service in RI's elective offices, any effort to influence the selection process for an elective office in a positive or negative manner by campaigning, canvassing, electioneering or otherwise is prohibited. Rotarians shall not campaign, canvass, or electioneer for elective position in RI, or allow any such activity, either on their behalf or on behalf of another. No brochures, literature, letters, or other materials, including electronic media and communications, may be distributed or circulated by Rotarians or on their behalf to any clubs or members of clubs except as may be expressly authorized by the board. Where candidates become aware of any prohibited activities having been undertaken on their behalf, they shall immediately express their disapproval to those so engaged and shall instruct them to terminate such activity.

10.060.2. *Complaints.*

No complaint under this section shall be considered unless made in writing by a club. Such complaint must have the concurrence of at least five other clubs or a current officer of RI. All complaints with supporting documentation shall be filed with the general secretary no later than 21 days after the results of the balloting are announced. A president's representative to a district, zone, or regional meeting may also initiate a complaint where sufficient evidence of violations exists. Such representative shall refer such evidence to the general secretary. The general secretary shall act upon a complaint pursuant to published procedures of the board.

10.060.3. *Board Consideration.*

The board shall give due consideration to such complaints. The board shall dismiss the complaint, disqualify the candidate for the elective office sought or future RI elective offices or both, or take such other action as it deems fair and just. A two-thirds vote shall be required to disqualify a candidate, such disqualification being for those RI offices and for such periods as the board shall determine. The board may take action as it deems fair and just against any Rotarians who violate subsection 10.060.1. The board's decision shall be promptly transmitted to all parties concerned.

10.060.4. *Candidate Declaration of Campaigning Provisions.*

Any prescribed form used in suggesting candidates for elective office shall include a signed declaration by the candidates certifying that they have read, understand, accept, and agree to be bound by the provisions of the bylaws.

10.060.5. *Completion of Election Review Procedure.*

Rotarians and clubs are obligated to follow the election review procedure established in the bylaws as the exclusive method of contesting the right to an elective office or the result of a RI election. If a Rotarian candidate or a club acting on behalf of such a candidate fails to follow and complete the election review procedure, before seeking the intervention of any non-Rotary agency or other dispute resolution system, the Rotarian candidate shall be disqualified from the election in question.

Article 11 Nominations and Elections for President

11.010. Nominations for President.

11.020. Nominating Committee for President.

11.030. Election of Members to the Nominating Committee for President.

11.040. Procedure for Functioning of Committee.

11.050. Nomination by the Committee.

11.060. Report of Committee.

11.070. Additional Nomination by Clubs.

11.080. Interim Provision Relating to Sections 11.020. - 11.070.

11.090. Contingency Not Provided For in Section 11.070.

11.100. Nominations Presented to Convention.

11.110. Ballot-by-Mail.

11.010. *Nominations for President.*

No past president or current board member shall be eligible to be nominated for president.

11.020. *Nominating Committee for President.*

11.020.1. *How Constituted.*

The nominating committee for president shall consist of 34 members from the 34 zones constituted for the nomination of RI directors.

11.020.2. *Member from RIBI.*

The member from a zone in RIBI shall be elected by the clubs of that zone either at the annual conference of RIBI or by a postal ballot in such form and at such time as the general council of RIBI shall determine. The name of such member shall be certified to the general secretary by the secretary of RIBI.

11.020.3. *Member of Club in Zone.*

Each member shall be a member of a club in the zone from which the member is elected.

11.020.4. *Not Eligible for Nomination.*

Neither the president, president-elect, nor any past president shall be eligible for membership on the nominating committee.

11.020.5. *Qualifications.*

Each member of the nominating committee shall be a past director of RI. A candidate for membership on the committee must be a past director at the time of election, except where there is no past director available for election or appointment as a member of the committee from a particular zone. In such case, a past governor shall be eligible for such election or appointment provided that such past governor has served for at least one year as a member of a committee provided for in sections 16.010., 16.020., and 16.030. or as a trustee of The Rotary Foundation.

11.030. *Election of Members to the Nominating Committee for President.*

11.030.1. *Notification to Eligible Candidates.*

The general secretary shall mail a letter to each past director eligible to serve on the nominating committee for the following year. The letter must be mailed

between 1 and 15 March. The letter will inquire as to whether the past directors desire to be considered for membership on the committee and to advise the general secretary prior to 15 April that they wish to have their names listed as being willing and able to serve. Any past director not responding by 15 April will be considered unwilling to serve.

11.030.2. *One Eligible Past Director in a Zone.*

Where there is only one eligible past director from a zone willing and able to serve, the president shall declare such past director to be the member of the committee from that zone.

11.030.3. *Two or More Eligible Past Directors from a Zone.*

Where there are two or more eligible past directors willing and able to serve, the member and alternate member of the committee shall be elected in a ballot-by-mail. The procedure for such ballot-by-mail shall be as described below.

11.030.3.1. *Ballot Preparation.*

The general secretary shall prepare a ballot, single transferable where applicable. The ballot shall include the names of all eligible past directors in alphabetical order.

11.030.3.2. *Ballot Specifications.*

The general secretary shall cause a copy of the ballot to be mailed to each club in the zone by 15 May. The ballot shall include photographs and biographical statements of each such past director, including the past director's name, club, RI offices, and international committee appointments held and year(s) of service. Such ballot shall be mailed with instructions that the completed ballot be returned to the general secretary at the World Headquarters of the Secretariat by 30 June.

11.030.4. *Club Voting.*

Each club shall be entitled to at least one vote. Any club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semi-annual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to participate in the voting.

11.030.5. *Balloting Committee Meeting.*

The president shall appoint a balloting committee which shall meet at a time and place determined by the president to examine and count the ballots. Such meeting shall take place no later than 10 July. The balloting committee shall certify its report of the balloting results to the general secretary within five days of the committee's adjournment.

11.030.6. *Declaration of Member and Alternate.*

The candidate receiving a majority of the votes cast shall be declared the member of the committee. The candidate from such zone receiving the second highest number of votes shall be declared the alternate member of the nominating committee. The voting process for members and alternate members shall take

into account the second and subsequent preference choices when necessary. An alternate member shall serve only in the event the elected member is unable to serve. In the event of a tie vote in any zone, the board shall appoint one of the candidates who received the tie vote as the member or alternate member of the nominating committee.

11.030.7. Vacancy.

In the event of a vacancy in the committee from a zone, the most recent past director available who was eligible for membership on the committee from such zone on 1 January shall be the member of the nominating committee.

11.030.8. Term.

The term of the committee shall commence on 1 July of the calendar year in which its members are elected. The committee shall serve for one year. Any alternate called to serve on the committee shall serve for the unexpired term of the committee.

11.030.9. Vacancy Not Provided For in Bylaws.

The board shall appoint a member to fill any vacancy in the committee not provided for in the foregoing provisions. It is preferred that the appointment be from a club in the same zone as that in which the vacancy occurred.

11.040. Procedure for Functioning of Committee.

11.040.1. Notification of Names of Committee Members.

The general secretary shall notify the board and the clubs of the names of the committee members within one month after their selection.

11.040.2. Selection of Chairman.

The committee shall elect a member to serve as its chairman. Such selection shall take place when the committee convenes.

11.040.3. Forwarding Names to Committee.

The general secretary shall, between 1 May and 15 May in each year, mail a letter to all Rotarians who will be eligible to serve as president. The letter will ask if such Rotarians are willing to be considered for nomination for president and will advise them to notify the general secretary prior to 30 June whether they wish to have their names listed as being willing and able to serve. Those Rotarians not responding to the general secretary by 30 June will not be considered by the nominating committee. The general secretary shall forward the list of those willing to serve to the nominating committee and to Rotarians upon request at least one week prior to the committee meeting.

11.050. Nomination by the Committee.

11.050.1. Best Qualified Rotarian.

The committee shall meet and nominate from among the list of past directors who have indicated they are willing to serve as president the best qualified Rotarian available to perform the functions of the office.

11.050.2. Committee Meeting.

The committee shall meet no later than 15 August at a time and place deter-

mined by the board. All candidates shall be given an opportunity to be interviewed by the committee according to procedures determined by the board.

11.050.3. *Quorum and Voting.*

Twenty-four members of the committee shall constitute a quorum. The transaction of all business of the committee shall be by majority vote, except that in the selection of the committee's nominee for president, the votes of at least twenty members of the committee shall be cast in favor of such nominee.

11.050.4. *Resignation of Nominee for President and Procedure for New Selection.*

Where the nominee for president is unable to serve or submits a resignation to the president, such nominee shall no longer be eligible for nomination or election to the office of president in such year. The president shall so notify the chairman of the committee and the committee shall select another qualified Rotarian as nominee for president. In such circumstances, the following procedure shall be utilized.

11.050.4.1. *Procedures for Committee.*

At its meeting, the committee shall authorize the chairman to act on its behalf to initiate promptly the procedures for meeting such contingency.

11.050.4.2. *Committee Voting Procedure.*

Such procedures could include a ballot-by-mail or other rapid means of communication, or an emergency meeting of the committee to be held as determined by the president on behalf of the board.

11.050.4.3. *Challenging Candidates.*

Where the committee must select another nominee as hereinbefore provided, the clubs shall to the extent possible be given a reasonable period as determined by the board to submit challenging candidates. Such challenges shall be in accordance with section 11.070., except with reference to specified filing dates.

11.050.4.4. *Contingency Not Provided For in Bylaws.*

Where a contingency arises that has not been provided for by the committee, the board shall determine the procedure to be followed by the committee.

11.060. *Report of Committee.*

The report of the committee shall be addressed to the clubs and certified to the general secretary by the chairman within ten days following the adjournment of the committee. The general secretary shall notify each club of the contents of the report as soon as financially practicable but in any case within thirty (30) days after the receipt thereof.

11.070. *Additional Nomination by Clubs.*

In addition to the nomination made by the committee, challenges may be made in the following manner.

11.070.1. *Candidate Previously Considered and Concurrence.*

Any club may suggest as a challenging candidate the name of a qualified Rotarian who duly notified the general secretary pursuant to subsection 11.040.3. of his or her willingness to be considered for nomination for president. The name of the challenging candidate shall be submitted pursuant to a duly adopted resolution by the club at a regular meeting. The resolution must

be supported by a concurrence of at least a majority of the clubs in the district obtained at a district conference or through a ballot-by-mail. The concurrence must be certified to the general secretary by the district's governor. The resolution must be accompanied by a written statement from the challenging candidate that such candidate is willing to have such candidacy submitted to the clubs for endorsement. The foregoing requirements must be completed by 1 October of the relevant year.

11.070.2. Notification to Clubs of Challenging Candidates.

The general secretary shall notify the clubs of the suggested challenging candidates and provide the clubs with a registered form for use by any club which desires to endorse any such challenging candidate. The general secretary shall provide such notice and forms immediately following 1 October.

11.070.3. Absence of a Challenging Candidate.

Where no challenging candidate has been suggested, the president shall declare the nominee of the nominating committee to be the president-nominee.

11.070.4. Endorsement of Challenging Candidate.

If on 15 November, any such challenging candidate has been endorsed by 1 percent of the clubs comprising the membership of RI as of the preceding 1 July, with at least half of the endorsements originating from clubs in zones other than that of the challenging candidate(s), such challenging candidate(s) and the nominee of the committee shall be balloted upon as provided in section 11.110. Where the challenging candidate fails to receive the prescribed endorsements by 15 November, the president shall declare the nominee of the committee to be the president-nominee.

11.070.5. Validity of Endorsement.

The balloting committee provided in subsection 11.110.1. shall validate, count, and certify the returned endorsement forms and report to the president. If this balloting committee finds there is a sufficient number of forms to constitute an endorsement of the challenging candidate but has good reason to suspect the genuineness of the forms, it shall so advise the president who, before making any announcement, shall convene the election review committee of RI to determine the validity of such forms. After this determination has been made, the balloting committee shall then report to the president.

11.080. *Interim Provision Relating to Sections 11.020. - 11.070.*

Amendments to sections 11.020., 11.030., 11.040., 11.050., and 11.070. adopted at the 2007 Council on Legislation pursuant to council enactments 07-228, 07-230, 07-231, and 07-350 shall be first applicable to the nominating committee that serves in the 2008-2009 Rotary year.

11.090. *Contingency Not Provided For in Section 11.070.*

Where a contingency arises which has not been provided for in section 11.070., the board shall determine the procedure to be followed.

11.100. *Nominations Presented to Convention.*

11.100.1. *Presentation for Election of Nominee for President.*

The general secretary shall present to the convention for election the name of

the nominee for president as duly nominated by the committee and such nominee shall assume office on 1 July in the calendar year following the election, unless there has been a ballot-by-mail.

11.100.2. *Vacancy in the Office of President-elect.*

Where there is a vacancy in the position of president-elect, the general secretary shall also present to the convention for election the name of the nominee to fill such vacancy. Such nominations may include the person nominated by the committee and the name of any such challenging candidate duly nominated by a club. Where circumstances require it as provided in section 11.090., nominations of challenging candidates also may be made by club delegates on the floor of the convention.

11.110. Ballot-by-Mail.

The procedure for electing a president pursuant to a ballot-by-mail as provided in section 11.070. shall be by the following procedures.

11.110.1. *Balloting Committee.*

The president shall appoint a balloting committee to supervise the preparation, return, and counting of ballots executed by the clubs.

11.110.2. *Ballot Specifications.*

The balloting committee shall prepare a ballot, single transferable where applicable. The ballot shall list the names of all duly proposed candidates. Such list shall be in alphabetical order following the name of the candidate selected by the committee. The name of the candidate selected by the committee shall be clearly indicated on the ballot as having been so selected.

11.110.3. *Mailing of Ballot.*

The balloting committee shall cause a copy of the ballot to be mailed to each club no later than the following 15 February. Such ballot shall be mailed with instructions that the completed ballot be returned to the balloting committee at the World Headquarters of the Secretariat no later than 15 April. Such ballot shall include photographs and biographical statements of the candidates.

11.110.4. *Club Voting.*

Each club shall be entitled to at least one vote. Any club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to participate in the voting.

11.110.5. *Balloting Committee Meeting.*

The balloting committee shall meet at a time and place determined by the president. The committee shall examine and count the ballots. Such meeting must take place no later than 20 April. The balloting committee shall certify its report of the results of the balloting to the general secretary within five days thereafter.

11.110.6. *Counting of Votes.*

The candidate receiving a majority of the votes cast shall be declared the president-elect. The voting shall take into account the second and subsequent choices where necessary.

11.110.7. *Announcement of President-elect.*

The president shall announce the name of the president-elect no later than 25 April.

11.110.8. *Tie Vote.*

The following procedure shall apply where the ballot-by-mail results in a tie vote. Where one of the candidates receiving the tie vote was the choice of the nominating committee, such candidate shall be declared the president-elect. Where none of the candidates receiving the tie vote was the choice of the committee, the board shall select one of the tied candidates to be the president-elect.

Article 12 Nominations and Elections for Directors

12.010. Nominations for Directors by Zones.

12.020. Selection of Director-nominee and Alternate by Nominating Committee Procedure.

12.030. Ballot-by-Mail Procedure.

12.040. Nominations for Officers of RIBI.

12.010. *Nominations for Directors by Zones.*

Nominations for directors shall be by zones, as hereinafter provided:

12.010.1. *Number of Zones.*

The world shall be divided into 34 zones that are approximately equal in number of Rotarians.

12.010.2. *Schedule of Nominations.*

Each such zone shall nominate a director from the membership of the clubs in that zone every fourth year according to a schedule established by the board.

12.010.3. *Zone Boundaries.*

The initial boundaries of the zones shall be approved by resolution of the council.

12.010.4. *Periodic Review of Zone Boundaries.*

The board shall undertake, no less often than every eight years, a comprehensive review of the composition of the zones to maintain an approximately equal number of Rotarians in each zone. The board may also undertake, as necessary, interim reviews for the same purpose.

12.010.5. *Realignment of Zones.*

Any new alignments can be made by the board.

12.010.6. *Sections Within Zones.*

The board may create, modify, or eliminate sections in zones in order to rotate in a fair manner the directorship within a zone. These sections shall nominate

RI directors on a schedule determined by the board that is based on an approximate equality of number of Rotarians. No such section shall be created, modified, or eliminated over the objection of a majority of the clubs in the zone.

12.010.7. Director from Zone in RIBI.

The director from a zone in RIBI shall be nominated by the clubs of that zone either at the annual conference of RIBI or by a postal ballot in such form and at such time as the general council of RIBI shall determine. The name of such nominee shall be certified to the general secretary by the secretary of RIBI.

12.020. *Selection of Director-nominee and Alternate by Nominating Committee Procedure.*

12.020.1. General Provisions of Nominating Committee Procedure.

Directors-nominee and alternates shall be selected by the nominating committee procedure except in RIBI. Nominating committees shall be constituted from the entire zone, notwithstanding any bylaw provisions or informal understandings which may limit the area within the zone from which the candidate may be nominated. However, where there are two or more sections in a zone, the committee shall be selected from those districts in the section(s) from which the director is to be nominated if a majority of districts in each section of the zone, by resolutions adopted at their district conferences, agree to the selection from such section(s).

Initially, for such agreement to be effective for the selection of a nominating committee, it must be certified to the general secretary by the district governor by 1 March in the year preceding such selection. Such agreement shall be void if the districts comprising the zone are changed, but shall otherwise remain in effect unless rescinded by a majority of districts in any section of the zone by resolution adopted at their conferences and such rescission is certified to the general secretary by the district governors.

12.020.2. Membership on Nominating Committee.

A nominating committee shall consist of one member from each district in the zone or section elected by the clubs of such district as hereinafter provided. Each member shall be a past governor at the time they are to serve, who is a member of a club in the relevant zone or section. Such members also shall have attended at least two Rotary institutes of the zone from which the director is being nominated and one convention in the three years prior to serving on the committee. Members shall be elected for a term of one year. The president, president-elect, any past president, director, or any past director shall not be eligible for membership on the nominating committee. No Rotarian who has served twice as a member of such a committee shall be eligible for service again. Each member shall have one vote.

12.020.3. Election.

Except as provided in subsections 12.020.8. and 12.020.9., the member and the alternate member of the nominating committee shall be elected at the annual conference of the district in the year preceding the scheduled nomination.

12.020.4. *Nominations.*

Any club in a district may nominate a qualified member of the club for membership on the nominating committee where such member has indicated a willingness and ability to serve. The club shall certify such nomination in writing. Such certification must include the signatures of the club president and secretary. Such nomination shall be forwarded to the governor for presentation to the electors of the clubs at the district conference. Each elector at the district conference shall be entitled to cast one vote in the election of the member.

12.020.5. *Members and Alternates.*

The candidate receiving a majority of the votes cast shall be the member of the nominating committee. The candidate receiving the second highest number of votes shall be declared the alternate member, to serve only in the event the member is unable to serve.

12.020.6. *Candidate Declared as a Member of the Nominating Committee.*

No ballot shall be required where there is only one nominee in a district. In such cases, the governor shall declare such nominee the member of the nominating committee.

12.020.7. *Member and Alternate Member Unable to Serve.*

Where neither the member nor the alternate member is able to serve, the governor may designate some other duly qualified member of a club in the district to be the member of the nominating committee.

12.020.8. *Election of Member of the Nominating Committee by Mail Ballot.*

In certain circumstances, the board may authorize a district to select the member of the nominating committee and the alternate member of the nominating committee in a ballot-by-mail. In such cases, the governor shall prepare and cause to be mailed to the secretary of every club in the district an official call for nominations for member. All nominations must be made in writing and signed by the president and the secretary of the club. The nominations must be received by the governor on or before a date to be fixed by the governor. The governor shall cause to be prepared and mailed to each club a ballot naming in alphabetical order the qualified nominees so offered and shall conduct the ballot-by-mail. Those candidates whose written requests for exclusion from the ballot are received no later than the date fixed by the governor shall be excluded from such ballot. Each club shall be entitled to at least one vote. Any club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to participate in the voting. The governor may appoint a committee for the purpose of conducting the ballot-by-mail procedure as provided herein.

12.020.9. *Election by Mail Ballot.*

A majority vote of electors present and voting at a district conference may vote to have the selection of the member and the alternate member pursuant to a

ballot-by-mail. The ballot-by-mail shall be conducted in accordance with the provisions set forth in subsection 12.020.8. and shall be concluded no later than 15 May of the appropriate year.

12.020.10. *Report of Member to the General Secretary.*

The names of the member and the alternate member of the nominating committee shall be reported by the governor to the general secretary immediately following their selection, but in no case later than 1 June of the appropriate year.

12.020.11. *Contingency Not Provided For in Section 12.020.*

The board shall determine the procedure to be followed for any contingency that arises regarding the determination of balloting which has not been provided for in the foregoing provisions of this section.

12.020.12. *Designation of Convener, Time and Place of Meeting, Election of Chairman.*

The board shall designate a convener from the members of the nominating committee no later than 15 June in the year preceding the year in which a director and alternate are to be nominated. The board shall likewise designate the place of its meeting. Such meeting must be held between 15 and 30 of the following September. The committee shall elect a chairman from its members at the time of its meeting.

12.020.13. *Suggestions from Clubs to Committee.*

The general secretary shall inform the clubs in the zone or section of the composition of the nominating committee no later than 1 July. The general secretary shall invite all clubs in the zone or section to submit their suggestions for director from the zone or section for consideration by the committee and shall provide the address of the convener to whom the suggestions shall be sent. The suggestions shall be submitted to the nominating committee on a form prescribed by the board. The form shall include background information regarding the suggested candidate's Rotary and other activities and a recent photograph of the suggested candidate. Such suggestions must reach the nominating committee at the address of the convener no later than 1 September.

12.020.14. *Meeting of the Nominating Committee.*

The committee shall meet during the following September at a time and place determined by the board. A majority of the members of the committee shall constitute a quorum. The transaction of all business shall be by majority vote, except that in selecting the committee's nominee for director, the nominees for director and alternate must receive at least the same number of votes as the number which constitutes no less than a 60 percent majority of the committee. The chairman of the nominating committee shall vote for nominees for director and alternate; however, the chairman of the nominating committee shall not have a vote in the transaction of the committee's other business, except that the chairman may vote to break a tie vote.

12.020.15. *Committee Nominations.*

The nomination of a director and alternate by the committee shall be made from among members of clubs in the zone or section of the zone whose names have been suggested by clubs. Where there are fewer than three such suggested

names, the committee may also consider other qualified Rotarians in that zone or section for selection. The committee is responsible for nominating the most capable persons available.

12.020.16. Report of Selection of Committee.

The committee's nomination for the office of director and alternate from the zone shall be filed with the general secretary within ten days following the adjournment of its meeting. The general secretary shall inform all clubs in the zone or section of the selection of the nominating committee by 15 October.

12.020.17. Nominee Unable to Serve.

Where a nominee for director selected by the committee is unable to serve, the committee shall automatically nominate the alternate who was selected previously.

12.020.18. Proposal of Challenging Candidates.

Any club in the zone or section may also propose a challenging candidate. The challenging candidate must have been duly suggested to the nominating committee. The name of the challenging candidate shall be submitted pursuant to a resolution of the club duly adopted at a regular meeting. The resolution must be concurred to by a majority of clubs in its district or, where its district is in more than one zone, a majority of clubs in its district which are in the same zone from which the director is to be nominated. Such concurrence shall be obtained at a conference or through a ballot-by-mail. The concurrence must be certified to the general secretary by the district's governor. The resolution must be accompanied by a written statement from the challenging candidate that such candidate is willing and able to serve, specific biographical material (on a form prescribed by the board), and a recent photograph. The foregoing procedure must be completed by 1 December in the relevant year.

12.020.19. Declaration of Director-nominee, Selection in Ballot-by-Mail.

Where the general secretary fails to receive the prescribed concurrences by 1 December, the president shall declare the nominee of the nominating committee to be the director-nominee from the zone. Such announcement shall take place no later than 15 December. Where the general secretary receives the prescribed proposal and concurrences by 1 December, selection of a director from among the challenging candidates and the nominee of the nominating committee shall be made in a ballot-by-mail in accordance with section 12.030.

12.030. Ballot-by-Mail Procedure.

The procedure for selecting a director-nominee in a ballot-by-mail pursuant to section 12.020. shall be as provided below.

12.030.1. Voting.

All clubs within the zone shall participate in the balloting except in those zones where the nominating committee is to be selected from the districts within a section pursuant to the provisions of subsection 12.020.1. In those zones, only clubs within the section from which the RI director is to be nominated shall participate in the balloting.

12.030.2. *Balloting Committee.*

The president shall appoint a balloting committee to examine and count ballots.

12.030.3. *Ballot Specifications.*

The general secretary shall prepare a ballot, single transferable where applicable. Each ballot shall be accompanied by a summary of biographical data of each candidate supplied by the proposing clubs. Such summary shall be in a form prescribed by the board. The ballot shall include the names of the challenging candidates duly proposed by clubs. Such names shall be in alphabetical order following the name of the candidate selected by the nominating committee. The name of the candidate selected by the nominating committee shall be clearly indicated on the ballot as having been so selected.

12.030.4. *Deadline for Receipt of Ballots.*

The general secretary shall mail a copy of the ballot accompanied by photographs and biographical statements to each club in the zone or section no later than the following 31 December. Such ballot shall be mailed with instructions that the completed ballot must be returned to the general secretary at the World Headquarters of the Secretariat no later than 1 March.

12.030.5. *Club Voting.*

Each club shall be entitled to at least one vote. Any club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semi-annual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to participate in the voting.

12.030.6. *Balloting Committee Meeting and Report.*

The balloting committee shall meet at a time and place determined by the president to examine and count the ballots. Such meeting shall take place no later than 5 March. The balloting committee shall certify its report of the results to the general secretary within five days thereafter.

12.030.7. *Counting Ballots.*

The candidate for director receiving the majority of the votes cast shall be declared the nominee. The counting shall take into account the second and subsequent preferences in order to select the alternate director.

12.030.8. *Announcement of Director-nominee.*

The president shall announce the name of the director-nominee selected by such ballot-by-mail no later than 10 March.

12.030.9. *Tie Vote.*

Where a ballot-by-mail results in a tie for director-nominee, a second ballot-by-mail shall be conducted. The general secretary shall supervise preparation and mailing of such ballots. Such ballots shall contain the names of the candidates who received the tie vote in the first ballot-by-mail. The ballot shall be accompanied by biographical statements and photographs of such candidates. The ballots and other materials shall be mailed to each club in the zone or section

by 15 March. Such ballot shall be mailed with instructions that the completed ballot must be returned to the general secretary at the World Headquarters of the Secretariat no later than the following 1 May. The balloting committee shall meet at a time and place determined by the president to examine and count the ballots. Such meeting shall take place by 5 May. The balloting committee shall certify its report of the results to the general secretary within five days thereafter. The president shall inform all clubs in the zone of the director-nominee no later than 10 May.

12.030.10. Extension of Time.

The board shall have authority to alter the date(s) under this section as they may apply to the clubs in any zone where exceptional circumstances exist.

12.040. Nominations for Officers of RIBI.

Nominees for president, vice-president, and honorary treasurer of RIBI shall be selected, proposed, and nominated pursuant to the bylaws of RIBI.

Article 13 Nominations and Elections for Governors

13.010. Selection of a Governor-nominee.

13.020. Nominating Procedure for Governor.

13.030. Selection Through Ballot-by-Mail of Governor.

13.040. Ballot-by-Mail Specifications.

13.050. Certification of Governor-nominee.

13.060. Rejection or Suspension of Governor-nominee.

13.070. Special Elections.

13.010. Selection of a Governor-nominee.

The district shall select a nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The board shall have the authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly. Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year following election.

13.020. Nominating Procedure for Governor.

13.020.1. Method of Selection of Governor-Nominee.

Except for those districts in RIBI, a district shall select its governor-nominee either by a nominating committee procedure as hereinafter provided or by a ballot-by-mail as provided in sections 13.030. and 13.040. or, alternatively, at the district conference as provided in subsection 13.020.13., the choice of which shall be decided by a resolution adopted at a district conference by a majority of the votes of the electors of the clubs present and voting.

13.020.2. Nominating Committee for Governor.

In districts adopting a nominating committee procedure for selection of governor-nominee, the nominating committee for governor shall be charged with the duty to seek out and propose the best available candidate for governor-nominee. The terms of reference of the committee, including the method for selecting

members, shall be determined in a resolution adopted by the electors of the clubs present and voting at a district conference. Such terms of reference may not be inconsistent with the bylaws.

13.020.3. *Failure to Adopt Nominating Committee Procedure.*

Any district which has adopted the nominating committee procedure for selection of governor-nominee but fails to select members of a nominating committee as required in subsection 13.020.2. shall utilize the five most recent past governors who are still members of a club in that district as its nominating committee. The committee so constituted shall function in accordance with section 13.020. Where five past governors are not available, the president of RI shall appoint additional suitable persons from that district so that the committee contains five members.

13.020.4. *Suggestions by Clubs for Governor.*

In a district selecting its governor-nominee either by nominating committee procedure or at the district conference, the governor shall invite the clubs to submit their suggestions for nominations for governor. Where the nominating committee procedure is to be utilized, such suggestions shall be considered by the nominating committee so long as they reach the committee by the date established and announced by the governor. Such announcement shall be made to the clubs in the district at least two months before such suggestions must reach the nominating committee. The announcement shall include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The resolution shall be certified by the club secretary. A club may suggest only one of its own members as a candidate for governor-nominee.

13.020.5. *Nomination by Committee of Best Qualified Rotarian.*

The nominating committee for governor shall not be limited in its selection to those names submitted by clubs in the district. The committee shall nominate the best qualified Rotarian who is available to serve as governor.

13.020.6. *Notification of Nomination.*

The nominating committee shall notify the governor of the candidate selected. The governor shall then publish to the clubs of the district the name and club of the nominee.

13.020.7. *Committee Inability to Select Nominee.*

Where the nominating committee cannot agree upon a candidate, the governor-nominee shall be elected in a ballot-by-mail as provided in section 13.040. Alternatively, the governor-nominee may be selected from among those candidates suggested to the nominating committee at the district conference in accordance with section 15.050.

13.020.8. *Challenging Candidates.*

Any club in the district which has been in existence for at least one year as of the beginning of that year may also propose a challenging candidate for governor-nominee. A club in existence for less than one year as of the beginning of that year may propose a challenging candidate provided such candidate is a

member of that club. The challenging candidate must have been duly suggested to the nominating committee. The name of the challenging candidate shall be submitted pursuant to a resolution by the club adopted at a regular meeting. The club must file the resolution with the governor by the date determined by the governor. Such date shall be at least two weeks after publication of the announcement of the selection for governor-nominee by the nominating committee.

13.020.9. Concurrence to Challenges.

The governor shall inform all clubs through a form prescribed by RI of the name of any challenging candidate who has been proposed as specified above. The governor shall also inquire whether any club wishes to concur with the challenge. A club must file a resolution of the club adopted at a regular meeting to concur with a challenge. Such resolutions must be filed with the governor by the date determined by the governor. Only challenges that have been concurred to by at least five other clubs which have been in existence for at least one year as of the beginning of that year or 10 percent of the total number of clubs as at the beginning of that year in the district which have been in existence for at least one year as of the beginning of that year, whichever is higher, shall be considered valid.

13.020.10. Absence of Challenging Candidate.

The governor shall declare the candidate of the district nominating committee to be the governor-nominee where no such challenging nomination has been received by the established date. Such declaration shall be made to all clubs in the district within 15 days of the deadline.

13.020.11. Challenging Nominations.

The governor shall notify all clubs in the district where a challenging nomination has been received by the deadline and continues effective for 15 days thereafter. Such notice shall include the name and qualifications of each such challenging candidate and state that such candidates will be balloted upon in a ballot-by-mail or alternatively at the district conference.

13.020.12. Failure of Challenging Nomination to Remain Effective.

Where no challenging nomination continues effective following the 15-day period, the governor shall declare the candidate of the district nominating committee as governor-nominee. The governor shall notify all clubs in the district of such nominee within 15 days.

13.020.13. Ballot at District Conference for Election of Governor-nominee.

The ballot at the district conference will follow as closely as possible the provisions for a ballot-by-mail. All votes from a club with more than one vote shall be cast for the same candidate failing which the votes from such club shall be deemed to be spoiled votes.

13.030. Selection Through Ballot-by-Mail of Governor.

A district shall select its nominee for governor in a ballot-by-mail without the assistance of a nominating committee where circumstances require such action under subsection 13.020.1. or when permission is given by the board.

13.030.1. *Procedure.*

The governor shall mail to the secretary of every club in the district an official call for nominations for governor. All nominations must be made in writing and signed by the president and secretary of the club. A club may suggest only one of its own members as a candidate for governor-nominee. Nominations must be in the hands of the governor by a date fixed by the governor. Such date shall be at least one month after the call for such nominations. No ballot shall be required and the governor shall declare such candidate to be the governor-nominee where only one candidate is suggested by a club.

13.030.2. *Club Nomination of Two or More Candidates.*

Where there are two or more candidates, the governor shall notify all clubs in the district of the name and qualifications of each such candidate and that all such candidates for governor-nominee will be selected through a ballot-by-mail.

13.040. *Ballot-by-Mail Specifications.*

The governor shall prepare a ballot in the form provided by the board, giving the name of any candidate selected by the district nominating committee. The ballot shall then list in alphabetical order the names of any candidates received by the governor. Where there are more than two candidates, balloting shall be by the single transferable ballot system. The governor shall mail a copy of said ballot to each club with instructions that the completed ballot be returned to and received by the governor. The ballots shall be returned by a date fixed by the governor. Such date shall be no less than 15 days or more than 30 days following the date of the governor's mailing of the ballots to the clubs. Each ballot shall represent one vote. The governor shall send each club the number of ballots corresponding to the number of votes entitled to be cast by such club.

13.040.1. *Club Voting.*

Each club shall be entitled to at least one vote. Any club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to participate in the voting. If a club is entitled to cast more than one vote, the club shall cast all votes for the same candidate. The name of the candidate for whom the club has cast its vote(s) shall be verified by the secretary and president of the club and forwarded to the governor in a sealed envelope provided therefore.

13.040.2. *Balloting Committee.*

The governor shall determine and announce the place, date, and time for counting of ballots and shall appoint a committee of three members to arrange a place and otherwise take charge of validating and counting the ballots. Validation of ballots shall be undertaken separately from the counting of the ballots. The committee shall make other arrangements to safeguard the secrecy of the ballots as necessary. Arrangements shall be made so that candidates or a representative of each of them may be present to observe the counting of

the ballots. All sealed envelopes containing the ballots from each club shall be opened in the presence of the candidates or their representatives.

13.040.3. *Majority or Tie Vote.*

The candidate receiving a majority of the votes cast shall be declared governor-nominee for that district. If two candidates each receive 50 percent of the votes in an election and one of the candidates is the nominee of the nominating committee, the nominee of the nominating committee shall be declared the governor-nominee. If neither of the candidates is the nominee of the nominating committee, the governor shall select one of the candidates as the governor-nominee.

13.040.4. *Report of Balloting Committee.*

The balloting committee shall promptly report the results of the ballot to the governor as soon as a candidate receives a majority vote. The report shall contain the number of the votes cast for each candidate. The governor shall promptly notify the candidates of the results of the ballot. The balloting committee shall retain all ballots cast for a period of 15 days following the governor's notification to the candidates. Such ballots shall be open to inspection by a representative of any club during such period. The chairman of said committee shall destroy such ballots following the 15-day period.

13.050. *Certification of Governor-nominee.*

The governor shall certify the name of the governor-nominee to the general secretary within ten days after such nominee has been declared the nominee.

13.060. *Rejection or Suspension of Governor-nominee.*

13.060.1. *Failure to Meet Qualifications.*

Any nominee for governor who does not meet the prescribed qualifications and requirements shall be rejected and shall not be presented by the general secretary to the convention for election.

13.060.2. *Suspension of Nomination.*

Notwithstanding the receipt of a signed statement from a governor-nominee, the board may suspend such nomination where it has cause to believe that the nominee would be unable to fulfill satisfactorily the duties and responsibilities of the office as provided in the bylaws. The governor and nominee shall be informed of such suspension and the nominee shall be given an opportunity to submit to the board, through the governor and the general secretary, additional information with reference to the nominee's ability to assume the duties and responsibilities of the office of governor. The board shall consider all pertinent circumstances including such information as may be submitted by the nominee and either reject the nomination of the nominee by a two-thirds vote or withdraw the suspension.

13.060.3. *Rejection of Nominee.*

The general secretary shall advise the governor of the district concerned where the nomination of the nominee has been rejected by the board. The general secretary shall provide the reasons for such rejection and the governor shall so advise such nominee. Where time permits, the governor shall conduct a ballot-by-mail in the district to select another nominee for governor in accordance

with the provisions of the bylaws. Where a district fails to select an acceptable and qualified nominee for governor, such nominee shall be selected in accordance with section 13.070.

13.070. *Special Elections.*

Where a district fails to select a nominee for governor or where a nominee for such office becomes disqualified for election or otherwise becomes unable or unwilling to serve and another nominee is not selected by the district prior to the annual election of officers at the convention, the governor shall reinitiate the nominating procedures in accordance with section 13.020. Similarly, where a district's nominee is elected at the convention, but becomes disqualified or otherwise unable or unwilling to serve at least three months prior to the international assembly, the governor shall reinitiate the nominating procedures starting with section 13.020. In either event, the board shall elect the Rotarian so nominated to serve as governor-elect. Thereafter, if a governor-elect becomes disqualified or unable or unwilling to serve the board shall elect a Rotarian qualified under section 15.070. to fill the vacancy.

Article 14 Administrative Groups and Administrative Territorial Unit

14.010. Board Authority.

14.020. Supervision.

14.030. Administrative Territorial Unit (RIBI).

14.010. *Board Authority.*

Wherever clubs are administered by the direct supervision of a governor in a constituted district, the board may authorize such committees, councils, or other assistants to the governor as the board may deem necessary and advisable.

14.020. *Supervision.*

The board may establish a method of supervision in addition to the supervision of the governors of the clubs within any area composed of two or more geographically contiguous districts. In such cases, the board shall prescribe such rules of procedure it deems advisable. Such rules must be approved by the clubs in such districts and by a convention.

14.030. *Administrative Territorial Unit (RIBI).*

The clubs located in RIBI shall be organized and operated as an administrative territorial unit of RI. RIBI shall operate pursuant to its constitution as approved by the council on legislation. It shall also act on behalf of the board to admit clubs in RIBI, as a districting committee of RI, in RI financial matters as provided in the bylaws, and as may be authorized by the board.

14.030.1. *Constitution of RIBI.*

The constitution of RIBI shall be in conformity with the spirit and provisions of the constitution and bylaws of RI. The constitution and bylaws of RI and of RIBI shall include specific provisions relating to the unit's internal administration.

14.030.2. *Amending Constitution of RIBI.*

The provisions of the RIBI constitution which prescribe the unit's internal administration in carrying out its powers, purposes, and functions may be

amended only by action of the annual conference of RIBI with the approval of the council on legislation. Where the council on legislation amends the constitutional documents of RI in matters not related to internal administration, correlative amendments necessary to maintain the constitutional documents of RIBI in conformity with the constitutional documents of RI shall be effected ipso facto in the constitutional documents of RIBI.

14.030.3. *Amending Bylaws of RIBI.*

The RIBI bylaws may be amended as provided in its constitution and the constitutional documents of RI. Such amendments shall be consistent with RIBI's constitution and the constitutional documents of RI.

Article 15 Districts

15.010. How Established.

15.020. District Assembly.

15.030. Presidents-elect Training Seminar (PETS).

15.040. District Conference.

15.050. Conference Voting.

15.060. District Finances.

15.070. Qualifications of a Governor-nominee.

15.080. Qualifications of a Governor.

15.090. Duties of a Governor.

15.100. Duties of a Governor in RIBI.

15.110. Removal from Office.

15.120. District Ballot-by-Mail.

15.010. *How Established.*

The board is authorized to group the clubs into districts. The president shall promulgate a list of such districts and their boundaries. Such action shall be at the direction of the board. The board may eliminate or change the boundaries of any district with fewer than 30 clubs or fewer than 1,000 Rotarians. No change shall be made to the boundaries of any district with 30 or more clubs and 1,000 or more Rotarians over the objection of a majority of the total number of clubs in the district. The board may eliminate or change the boundaries of a district only after consulting with and providing reasonable opportunity for the governors and clubs of the districts involved to provide a recommendation on the proposed change. The board shall take into account geographical boundaries, potential for district growth, and cultural, economic, language, and other relevant factors.

15.010.1. *Clubs in the Same Area.*

Where several clubs coexist in the same city, borough, municipal, or urban area, they shall not be assigned to different districts without the approval of the majority of such clubs. The clubs coexisting in the same locality have the right to be assigned to the same district. Such right may be exercised by petition to the board from a majority of said clubs. The board shall assign all the coexisting clubs to the same district within two years of receipt of such petition.

15.020. *District Assembly.*

A district assembly, which may be a multidistrict assembly, shall be held annu-

ally, preferably in April or May, to develop Rotary club leaders who have the necessary skills, knowledge, and motivation to: sustain and/or grow their membership base; implement successful projects that address the needs of their communities and communities in other countries; and support The Rotary Foundation through both program participation and financial contributions. The governor-elect shall be responsible for the district assembly. The district assembly shall be planned and conducted under the direction and supervision of the governors-elect. In special circumstances, the board may authorize the holding of a district assembly at a date other than provided herein. Those specifically invited shall include the incoming presidents and the members of clubs assigned by the incoming president to serve in key leadership roles in the upcoming year.

15.030. *Presidents-elect Training Seminar (PETS).*

A PETS, which may be a multidistrict PETS, shall take place for the purpose of orientation and training of club presidents-elect in the district as determined by the board. The PETS shall be held annually, preferably in March. The governor-elect shall be responsible for the PETS. The PETS shall be planned and conducted under the direction and supervision of the governors-elect.

15.040. *District Conference.*

15.040.1. *Time and Place.*

A conference of Rotarians of each district shall be held annually at such time and place as agreed upon by the governor and the presidents of a majority of the clubs of the district. The conference dates shall not conflict with the district assembly, the international assembly, or the international convention. The board may authorize two or more districts to hold their conferences together.

15.040.2. *Site Selection.*

Where a governor-nominee has been selected and certified to the general secretary, the district conference for the year of the governor-nominee's service may be planned in advance. The governor-nominee and a majority of the current presidents of the clubs of that district must agree to the site for such conference. With the approval of the board, a district may also select the site of the district conference for the year of a governor-nominee's service by the vote of the governor-nominee and a majority of those persons who will serve as club presidents during the same year. Where a club has not selected its future president, the current president of that club shall vote on the site of such conference.

15.040.3. *Conference Actions.*

A district conference may adopt recommendations upon matters of importance in its district, provided such action shall be in accordance with the constitution and bylaws and in keeping with the spirit and principles of Rotary. Each district conference shall consider and act upon all matters submitted to it for consideration by the board and may adopt resolutions thereon.

15.040.4. *Conference Secretary.*

The governor shall appoint a conference secretary after consultation with the president of the host club. The conference secretary shall cooperate with the governor in planning the conference and recording the proceedings thereof.

15.040.5. *Conference Report.*

The governor or acting chairman, along with the secretary, shall prepare and execute a written report of the conference proceedings within 30 days of the adjournment of said conference. They shall transmit three copies of such report to the general secretary and one copy thereof to the secretary of each of the clubs of the district.

15.050. *Conference Voting.*

15.050.1. *Electors.*

Each club in a district shall select, certify, and send to its annual district conference at least one elector. Any club with a membership of more than 25 shall be entitled to one additional elector for each additional 25, or major fraction thereof, of its members. That is, a club with a membership of up to 37 members is entitled to one elector, a club with 38 to 62 members is entitled to two electors, a club with 63 to 87 members is entitled to three electors and so on. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to any electors. Each elector shall be a member of the club. An elector must be present at the district conference to vote.

15.050.2. *Conference Voting Procedures.*

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

15.050.3. *Proxies.*

A club may designate a proxy for its absent elector(s) when the club is located in a country other than that in which its district conference is held. Such club must obtain the consent of the governor for such proxy. The proxy may include a member of its own club or a member of any club in the district in which the club is located. The proxy designation must be certified by the president and secretary of such club. The proxy shall be entitled to vote as proxy for the non-attending elector(s) represented, in addition to any other vote the proxy may have.

15.060. *District Finances.*

15.060.1. *District Fund.*

Each district may establish a fund to be called "The District Fund" for financing district-sponsored projects and the administration and development of Rotary

in the district. The District Fund shall be established by resolution of the district conference.

15.060.2. *Approval of Levy.*

The District Fund shall be financed by all clubs in the district by way of a per capita levy on the members of those clubs. The amount of the levy shall be decided by

- (a) the district assembly after the approval of three-fourths of incoming club presidents present, provided that where a president-elect is excused from attending the district assembly by the governor-elect in accordance with article 10, section 5(c) of the standard club constitution, the designated representative of the president-elect shall be entitled to vote in the president-elect's place, or, at the option of the district,
- (b) the district conference by a majority of the electors present and voting, or
- (c) at the option of the district, the district presidents-elect training seminar after the approval of three-fourths of the incoming club presidents present, provided that where a president-elect is excused from attending by the governor-elect in accordance with article 10, section 5(c) of the standard club constitution, the designated representative of the president-elect shall be entitled to vote in the president-elect's place.

15.060.3. *Per Capita Levy.*

The per capita levy is mandatory on all clubs of a district. The governor shall certify to the board the name of any club that has failed for more than six months to pay such levy. The board shall suspend the services of RI to the delinquent club while the levy remains unpaid.

15.060.4. *Annual Statement and Report of District Finances.*

The governor must provide an annual statement and report of the district finances that has been independently reviewed to each club in the district within three months of the completion of the governor's year in office. It may be reviewed either by a qualified accountant or by a district audit committee as may be decided by the district conference. If an audit committee approach is selected, then it must:

- (a) be composed of at least three members;
- (b) have all the members be active Rotarians;
- (c) have at least one member who is a past governor or a person with audit experience;
- (d) not allow the following to serve on the audit committee for the year in which they serve in these positions: governor, treasurer, signatories of district bank accounts, and members of the finance committee; and
- (e) have the members selected by the district in accordance with the procedures established by the district.

This annual statement and report shall include but not be limited to details of:

- (a) all sources of the district's funds (RI, The Rotary Foundation, district and club);

- (b) all funds received by or on behalf of the district from fundraising activities;
- (c) grants received from The Rotary Foundation or funds of The Rotary Foundation designated by the district for use;
- (d) all financial transactions of district committees;
- (e) all financial transactions of the governor by or on behalf of the district;
- (f) all expenditures of the district's funds; and
- (g) all funds received by the governor from RI.

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

15.070. Qualifications of a Governor-nominee.

Unless specifically excused by the board, no person shall be selected as nominee for governor unless the Rotarian has the following qualifications at the time of selection.

15.070.1. Rotarian in Good Standing.

The Rotarian must be a member in good standing of a functioning club in the district.

15.070.2. Rotarian Maintaining Full Qualifications of Membership.

The Rotarian must have full qualifications for such membership in the strict application of the provisions therefor, and the integrity of the Rotarian's classification must be without question.

15.070.3. Rotarian's Qualification as Past President of Club.

The Rotarian must have served as president of a club for a full term or be a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months.

15.070.4. Rotarian's Ability to Fulfill Duties of Governor.

The Rotarian must demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in section 15.090.

15.070.5. Rotarian's Certification of Qualifications.

The Rotarian must demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the bylaws and submit to RI, through its general secretary, a signed statement that the Rotarian understands clearly such qualifications, duties, and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.

15.080. *Qualifications of a Governor.*

Unless specifically excused by the board, a governor at the time of taking office must have attended the international assembly for its full duration, been a member of one or more Rotary clubs for at least seven years, and must continue to possess the qualifications in section 15.070.

15.090. *Duties of a Governor.*

The governor is the officer of RI in the district, functioning under the general control and supervision of the board. The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor should work with district and club leaders to encourage participation in a district leadership plan as may be developed by the board. The governor shall provide inspiration and motivation to the clubs in the district. The governor shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs. The governor shall be responsible for the following activities in the district:

- (a) organizing new clubs;
- (b) strengthening existing clubs;
- (c) promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district;
- (d) supporting The Rotary Foundation with respect to program participation and financial contributions;
- (e) promoting cordial relations among the clubs and between the clubs and RI;
- (f) planning for and presiding at the district conference and assisting the governor-elect in the planning and preparation for the presidents-elect training seminar and the district assembly;
- (g) providing for an official visit meeting individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the governor's presence for the purpose of:
 1. focusing attention on important Rotary issues;
 2. providing special attention to weak and struggling clubs;
 3. motivating Rotarians to participate in service activities; and
 4. personally recognizing the outstanding contributions of Rotarians in the district;
- (h) issuing a monthly letter to each club president and secretary in the district;
- (i) reporting promptly to RI as may be required by the president or the board;
- (j) supplying the governor-elect, prior to the international assembly, full information as to the condition of clubs with recommended action for strengthening clubs;

- (k) assuring that district nominations and elections are conducted in accordance with the RI constitution, these bylaws, and the established policies of RI;
- (l) inquiring on a regular basis about the activities of Rotarian organizations operating in the district (Friendship Exchanges, intercountry committees, Global Networking Groups, etc.);
- (m) transferring continuing district files to the governor-elect; and
- (n) performing such other duties as are inherent as the officer of RI.

15.100. *Duties of a Governor in RIBI.*

The duties of the governor in RIBI shall be performed in keeping with traditional practices in that area under the direction of the general council and consistent with the RIBI constitution and bylaws. The governor shall also report promptly to RI as required by the president or the board and shall perform such other duties as are inherent as the officer of RI in the district.

15.110. *Removal from Office.*

The president may remove a governor from office for cause where a governor is not performing the duties and responsibilities of the office as deemed sufficient by the president. In such cases, the president shall notify and advise the governor that said officer has 30 days to show reason why the governor should not be removed from office. The president may remove the governor from office at the end of the 30-day period where the governor has failed to provide adequate reason, in the judgment of the president. A governor removed from office under this section shall not be considered to be a past governor.

15.120. *District Ballot-by-Mail.*

All decisions and elections that the bylaws specify occur at a district conference or assembly may be made by the clubs of a district by a ballot-by-mail. Such ballot-by-mail shall follow as near as possible the procedures in section 13.040.

Article 16 Committees

16.010. Number and Term.

16.020. Membership.

16.030. Meetings.

16.040. Special Committees.

16.050. Term of Service.

16.060. Secretary of Committees.

16.070. Quorum.

16.080. Transaction of Business by Communication.

16.090. Authority.

16.100. Strategic Planning Committee.

16.110. Audit Committee.

16.120. Operations Review Committee.

16.010. *Number and Term.*

The board shall establish standing committees on communications, constitution and bylaws, conventions, districting, election review, finance, and Rotaract, as well as such other committees as it from time to time may determine is in the

best interests of RI. The numbers and terms of office for the standing committees shall be as follows: (1) communications – consist of six members, two of whom shall be appointed each year for terms of three years; (2) constitution and bylaws – consist of three members, one of whom shall be appointed each year for a term of three years, except in the year of the council on legislation, when there shall be four members, with the most recent past member serving a fourth year on the committee; (3) conventions – consist of six members, one of whom shall be chairman of the host organization for the annual convention; (4) districting – consist of three members, one of whom shall be appointed annually from the board for a term of three years; (5) election review – consist of six members, each of whom shall serve a term of three years, with two members appointed each year; (6) finance – consist of eight members, six of whom shall serve a term of three years with two members appointed each year, and the RI treasurer and one member of the board appointed by the board, each of whom shall serve a term of one year as a non-voting member; (7) Rotaract – consist of six members, each of whom shall serve a term of three years, with two members appointed each year, plus a minimum of three Rotaract members. The number of members on the committees and the terms of membership, except for the standing committees, shall be as determined by the board, subject to the provision of section 16.050. below. The board shall prescribe the duties and authority of all committees and, except for the standing committees, provide for continuity of committee members from year to year.

16.020. *Membership.*

Except as otherwise provided in these bylaws, the president shall appoint the members of the committees and any subcommittees thereof after consultation with the board. The president shall also designate the chairman of each committee and subcommittee. The president shall be an *ex officio* member of all RI committees.

16.030. *Meetings.*

Except as otherwise provided in these bylaws, committees and subcommittees shall meet at such times and places and upon such notice as may be determined by the president. A majority of the membership shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee or subcommittee.

16.040. *Special Committees.*

The provisions of sections 16.010. - 16.030. do not apply to any nominating committee or any committee formed under sections 16.100. - 16.120.

16.050. *Term of Service.*

No person shall be eligible to serve on the same committee of RI for more than three years except as may be otherwise provided in the bylaws. No person who has served on a committee for three years shall be eligible for subsequent appointment to the same committee. The provisions of this section shall not apply to an *ex officio* member of any committee or to members of ad hoc committees. Notwithstanding the foregoing, the president may appoint as chairman of a convention committee a Rotarian who has previously served for two years as a member of a convention committee who has not previously served as chairman.

16.060. Secretary of Committees.

The general secretary shall be the secretary of all committees, unless otherwise provided for in the bylaws or by the board in establishing committees. The general secretary may appoint another person to serve as secretary.

16.070. Quorum.

A majority of all the members of a committee shall constitute a quorum at any meeting of such committee, unless otherwise provided for in the bylaws or by the board in establishing committees.

16.080. Transaction of Business by Communication.

A committee may transact business by any appropriate means of communication under such rules of procedure as may be prescribed by the board unless otherwise provided in the bylaws.

16.090. Authority.

The operations and activities of all committees shall be subject to the control and supervision of the board pursuant to subsection 5.040.2. All committee actions and decisions shall be subject to the approval of the board, except the decision of the nominating committee for president in its selection of a nominee for president. However, the board shall have jurisdiction over all actions and decisions that are in violation of the provisions of section 10.060.

16.100. Strategic Planning Committee.

The board shall appoint a strategic planning committee to be composed of six members, each of whom shall serve a single term for a six-year period with two members appointed every other year. No member of the committee shall be a past president or current member of the board or The Rotary Foundation trustees. Membership shall be selected so that qualifications provide a balance in membership with Rotarians experienced in long-term planning, RI programs and activities, and financial management. The committee shall meet once per year at such time and place and upon such notice as may be determined by the president, the board or the chairman of the committee, and if deemed necessary by the president or the board, additional times during the year at such times and places and upon such notice as may be determined by the president or the board. The strategic planning committee shall develop, recommend and update a strategic plan for consideration by the board, survey Rotarians and clubs not less than every three years in discharge of its duties to review and make recommendations to the board pertaining to the strategic plan, review and counsel the president-elect on the program for the upcoming year to determine whether such program is consistent with the strategic plan, and undertake other duties assigned by the board; it shall take into account studies of the change in the number of potential Rotarians on each continent, including in countries that may open soon to expansion, in order to predict the impact of such change on the membership in each zone.

16.100.1. Liaison to Committee.

The president shall consider appointing a liaison from the board to such committee who shall serve for two years.

16.110. *Audit Committee.*

The board shall appoint an audit committee to be composed of six members, each of whom shall be independent and financially literate. The members of the committee shall include three current members of the board appointed annually. The three non-director members shall serve a single term of six years with one member appointed every other year to maintain a committee of six members. The audit committee shall review and report to the board on RI financial reports, the external audit, the system of internal control, internal audit, and other matters connected therewith. The committee shall meet up to three times per year at such times and places and upon such notice as may be determined by the president, the board, or the chairman of the committee, and, if deemed necessary by the president or the chairman of the committee, additional times during the year at such times and places and upon such notice as may be determined by the president or the chairman of the committee. The chairman of the operations review committee or the chairman's designee shall serve as a liaison to the committee. The committee, which shall act only in an advisory capacity to the board, shall function under such terms of reference not in conflict with the provisions of this section, as may be prescribed by the board.

Interim Provision Relating to Section 16.110.

From the effective date of 1 July 2007, three non-directors shall be appointed. One non-director shall serve a two-year term ending 30 June 2009, one non-director shall serve a four-year term ending 30 June 2011, and the third non-director shall serve a six-year term ending 30 June 2013.

16.120. *Operations Review Committee.*

The board shall appoint an operations review committee to be composed of six members, each of whom shall serve a single term not exceeding six years with two members appointed every other year as appropriate to maintain a committee of six members. No member of the committee shall be a past president or current member of the board or The Rotary Foundation trustees. Membership shall be selected so that qualifications provide a balance in membership with Rotarians experienced in management, leadership development, or financial management. The committee shall meet up to three times per year at such times and places and upon such notice as may be determined by the president, the board, or the chairman of the committee and, if deemed necessary by the president or the board, additional times during the year at such times and places and upon such notice as may be determined by the president or the board. The operations review committee may review all financial matters, including but not limited to RI financial reports, the external audit, the system of internal accounting control, internal audit, and shall review the effectiveness and efficiency of operations, administrative procedures, standards of conduct, and other operational and financial matters as necessary. The committee, which shall act only in an advisory capacity to the board, shall function under such terms of reference not in conflict with the provisions of this section, as may be prescribed by the board. The operations review committee shall report directly to the full board.

Article 17 Fiscal Matters

17.010. Fiscal Year.

17.020. Club Reports.

17.030. Dues.

17.040. Date of Payment.

17.050. Budget.

17.060. Five-Year Financial Forecast.

17.070. Audit.

17.080. Report.

17.010. *Fiscal Year.*

The fiscal year of RI shall begin on 1 July and end on 30 June.

17.020. *Club Reports.*

Each club shall certify to the board the number of its members on 1 July and on 1 January in each year. This certificate shall be signed by the club president and secretary and shall be transmitted to the general secretary.

17.030. *Dues.*

17.030.1. *Per Capita Dues.*

Each club shall pay to RI per capita dues for each of its members as follows: US\$23.50 per half year in 2007-2008, US\$24.00 per half year in 2008-2009, US\$24.50 per half year in 2009-2010, and US\$25.00 per half year in 2010-2011 and thereafter; provided that each club shall pay semiannually to RI a minimum of US\$235.00 in 2007-2008, US\$240.00 in 2008-2009, US\$245.00 in 2009-2010, and US\$250.00 in 2010-2011 and thereafter. Such dues shall remain constant until changed by the council on legislation.

17.030.2. *Additional Dues.*

Each club shall pay each year to RI for each of its members additional per capita dues of US\$1.00 or such other amount, as determined by the board, sufficient to pay for the projected expenses of the next scheduled council on legislation. If a club has fewer than ten members, it shall pay additional per capita dues of an amount equal to the amount it would have paid if it had ten members. In the event an extraordinary meeting of the council is convened, additional per capita dues to pay for its expenses shall be paid as soon as practicable following the meeting. Such additional dues shall be held as a separate fund restricted to provide for the expenses of representatives in attending the council, as well as other administrative expenses of the council, in a manner to be determined by the board. The board shall furnish the clubs an accounting of receipts and expenditures.

17.030.3. *Return of Dues.*

The board may return to any club such portion of said dues as the board deems just.

17.030.4. *Dues Payable by RIBI.*

Each club in RIBI shall pay its per capita dues to RI as provided in subsection 17.030.1., through RIBI, acting on behalf of RI. The amount of the total per capita dues paid to RI each half year in accordance with the provisions of subsection

17.030.1., by clubs in RIBI to be retained by RI, shall be no less than one-half of the portion of the expenses of RI expended annually on behalf of the clubs in RIBI. The balance of the per capita dues paid by such clubs shall be allocated to and retained by RIBI.

17.030.5. *Percentage Retained by RI.*

The amount of the per capita dues paid each half year as provided in subsection 17.030.4., by the clubs in RIBI to be retained by RI, shall be determined annually by the board and shall be applicable to per capita dues payable by the clubs in the next succeeding year. Such determination by the board shall be made on the basis of the amount of RI expenditures in the year immediately preceding that in which the determination is made, on behalf of the clubs in RIBI, including their proportionate share of the general administration expenses of RI in furthering the program of Rotary worldwide. To the amount so determined shall be added US\$1.00 each half year as a contribution to the unrestricted net assets of RI. This additional amount shall be subject to review no less often than every six years to ascertain whether such amount should be increased, remain the same, or be reduced, taking into account experience in the immediately preceding year, the current situation, and circumstances in the foreseeable future.

17.030.6. *Adjustment of Payments Due.*

The board may adjust the payments due from the clubs in any country where the currency of such country is devalued to an extent that the clubs therein are required to pay an excessive amount of their own currency to meet their obligations to RI.

17.040. *Date of Payment.*

17.040.1. *Due Date of Per Capita Dues.*

Per capita dues shall be due and payable pursuant to subsection 17.030.1. on 1 July and 1 January of each year. Dues payable pursuant to subsection 17.030.2. shall be due and payable on 1 July.

17.040.2. *Prorated Dues.*

For each member who is elected into membership of a club, the club shall pay per capita dues in prorated amounts until the beginning of the next semiannual period for which dues are payable. The amount payable for each full month of membership shall be one-twelfth of the per capita dues. However, no prorated per capita dues shall be payable by a club for a transferring member or former member of another club, as described in section 4.030. The prorated per capita dues are due and payable on 1 July and 1 January. Such dues shall be changed only by the council on legislation.

17.040.3. *Currency.*

Dues shall be payable to RI in US currency; however, where it is impossible or impractical for a club to pay its dues in US currency, the board may authorize payment in other currency. The board also may grant an extension of time for payment of dues when emergency conditions make such action advisable.

17.040.4. *New Clubs.*

No club shall be liable for payment of dues until the semiannual period following its date of admission.

17.050. *Budget.*

17.050.1. *Adoption by Board.*

Each year the board shall adopt a budget for RI for the succeeding fiscal year. Budgeted anticipated total expenses shall not exceed total anticipated revenue.

17.050.2. *Revision of Budget.*

Such budget may be revised by the board at any time, provided that anticipated total expenses shall not exceed total anticipated revenue.

17.050.3. *Budgeted Expenditures.*

No expenditure of RI funds shall be made unless such expenditure is within the budget approved by the board. The general secretary shall have the duty and authority to enforce compliance with this subsection.

17.050.4. *Expenditures in Excess of Anticipated Revenue; Emergency and Unforeseen Circumstances.*

The board, by a three-quarters vote of all directors, may authorize the expenditure of amounts in excess of anticipated revenues, but only in emergency and unforeseen circumstances, provided that the board shall not incur any expenditure which will result in indebtedness which exceeds the net assets of RI. Full details of the excess expenditure and the circumstances leading thereto shall be reported by the president to all officers of RI within 60 days and to the next convention.

17.050.5. *Publication of the Yearly Budget of RI.*

The budget of RI as adopted according to the provisions of subsection 17.050.1. shall be published in a form to be decided upon by the board and brought to the knowledge of all Rotary clubs not later than 30 September of each Rotary year.

17.050.6. *Expenditures in Excess of Anticipated Revenue; General Surplus Fund.*

Notwithstanding the provisions of section 17.050.4., if at any time the general surplus fund is greater than 85 percent of the highest level of annual expenses during the most recent three-year period, excluding the self-financing expenditures on the annual convention and the council on legislation, the board, by a three-quarters vote, may authorize the expenditure of amounts in excess of anticipated revenues, provided, however, that such expenditure would not cause the general surplus fund to decrease below 100 percent of such 85 percent level. Full details of the excess expenditure and the circumstances leading thereto shall be reported by the president to all officers of RI within 60 days and to the next convention.

17.060. *Five-Year Financial Forecast.*

17.060.1. *Annual Review of Five-Year Forecast.*

The board shall consider a five-year financial forecast on an annual basis. Such forecast shall describe the development of total revenues and total expenses of

RI. The forecast shall also describe the development of assets, liabilities, and fund balances of RI.

17.060.2. Presentation of Five-Year Forecast at the Council on Legislation.

The five-year financial forecast shall be presented by the board to the council as financial background to any pending legislation of a financial nature.

17.060.3. Year of Forecast Coincides with Council on Legislation.

The first year of the five-year financial forecast shall coincide with the year during which the council convenes.

17.060.4. Presentation of Five-Year Forecast at Rotary Institutes.

The five-year forecast shall be presented by a director or other representative of the board to each Rotary institute for discussion.

17.070. Audit.

The board shall provide for an audit of RI on at least an annual basis. Such audit shall be prepared by licensed, certified, or chartered public accountants, or auditors of recognized standing in the country, state, or province in which the audit is made. The general secretary shall submit their books and vouchers for audit whenever required by the board.

17.080. Report.

The general secretary shall publish the audited annual report of RI no later than the end of December following the fiscal year end. Such report shall, by individual office, clearly show all reimbursed expenses paid to, and all payments made on behalf of, the president, president-elect and president-nominee. In addition such report shall clearly show all reimbursed expenses paid to, and all payments made on behalf of, the office of the president. The report shall further contain the expenditures of the board, the annual convention, and each major division of the administration and the operations of the secretariat, and be accompanied by a statement comparing each of these items with the budget adopted in accordance with subsection 17.050.1. and, if necessary, as revised in accordance with subsection 17.050.2. The report shall contain full details of any expenditures that vary from the approved budget by more than 10 percent in each category. The report shall be distributed to each current and past officer of RI and shall be made available to any club upon request. The report for the year immediately preceding a council shall be mailed by the general secretary to all members of that council at least 30 days prior to the opening of that council.

Article 18 Name and Emblem

18.010. Preservation of RI's Intellectual Property.

18.020. Restrictions on the Use of RI's Intellectual Property.

18.010. *Preservation of RI's Intellectual Property.*

The board shall maintain and preserve an emblem, badge, and other insignia of RI for the exclusive use and benefit of all Rotarians.

18.020. *Restrictions on the Use of RI's Intellectual Property.*

Neither the name, emblem, badge, or other insignia of RI nor of any club shall be used by any club or by any member of a club as a trademark, special brand

of merchandise, or for any commercial purpose. The use of such name, emblem, badge, or other insignia in combination with any other name or emblem is not recognized by RI.

Article 19 Other Meetings

19.010. International Assembly.

19.020. Rotary Institutes.

19.030. Regional Conferences of RI.

19.040. Council of Past Presidents.

19.050. Meetings Procedure.

19.010. *International Assembly.*

19.010.1. *Purpose.*

An international assembly shall be held annually. The purpose of such assembly shall be to provide Rotary education, instruction in administrative duties, motivation, and inspiration to governors-elect, and to afford all present an opportunity to discuss, plan, and implement Rotary's programs and activities during the succeeding year.

19.010.2. *Time and Place.*

The board shall determine the time and place of the international assembly. The president-elect shall be responsible for its program and shall be the chairman of any committee appointed to supervise assembly arrangements. The assembly shall be held prior to 15 February. The board shall make every effort to ensure that no Rotarian will be excluded solely on the basis of national citizenship when selecting a site for an international assembly.

19.010.3. *Participants.*

The participants authorized to attend the international assembly include: the president, the directors, the president-nominee, the directors-elect, the directors-nominee, the general secretary, the governors-elect, the officers-nominee of RIBI, the chairmen of the committees of RI, and such other persons as the board may designate.

19.010.4. *Special or Sectional Assemblies.*

The board may arrange for two or more such special assemblies or sectional assemblies to meet an emergency or special condition.

19.020. *Rotary Institutes.*

The president may authorize the convening of annual informational meetings, known as Rotary institutes, to be attended by past, present and incoming officers of RI, and other Rotarians and guests invited by the convener. A Rotary institute may be organized for RI, a zone, a section of a zone, or a grouping of zones.

19.030. *Regional Conferences of RI.*

Regional conferences of members of clubs may be called by the board. The board shall designate the clubs to participate in a regional conference. The board shall also prescribe how such conferences shall be called, their organization and conduct, rules of procedure, and all other details.

19.030.1. *Site.*

No conference or institute organized by RI shall be held unless the board has written assurance through the government or other appropriate authority in the host country that access to the proposed site is available to all Rotarians, irrespective of citizenship, race, or religion.

19.030.2. *Purpose.*

The purposes of regional conferences are to develop and promote acquaintance and understanding, provide a forum for the exchange of ideas, and discussion of such topics as fall within the Object of Rotary.

19.030.3. *Resolutions to the Board.*

Regional conferences may adopt resolutions as recommendations to the board consistent with the purposes of Rotary.

19.040. Council of Past Presidents.

19.040.1. *How Constituted.*

There shall be a council of past presidents which shall be a standing council composed of past presidents holding membership in a club. The president shall be *ex officio* a member of the council of past presidents with the privilege of attending its meetings and taking part in its deliberations, but shall have no vote in the proceedings thereof.

19.040.2. *Officers.*

The penultimate past president shall serve as chairman of the council of past presidents. The member of the council who is the immediate past president shall serve as vice-chairman of the council. The general secretary shall be the secretary of the council of past presidents but shall not be a member thereof.

19.040.3. *Duties.*

The council of past presidents shall consider, through correspondence, matters referred by the president or board and may give advice and recommendations to the board thereon. The council shall also, upon request of the board, act as mediators in matters involving clubs, districts and officers.

19.040.4. *Meetings.*

The president or the board may call a meeting of the council of past presidents where concerted consideration and recommendation of the council is required. Such meeting shall have an agenda which shall include topics referred by the president or the board. The chairman of the council shall make a report to the board subsequent to each meeting. Such report shall receive no publicity unless it is released in whole or in part for that purpose by the board.

19.040.4.1. *Meeting at Convention and International Assembly.*

The council of past presidents shall meet at the annual convention and/or international assembly.

19.050. Meetings Procedure.

The chairman of each Rotary meeting, assembly, conference, or convention shall decide all matters of procedure not specifically covered by the constitution, bylaws, or special rules of procedure adopted by RI. Such matters of procedure

shall take into consideration basic fairness, subject to the right of appeal to such assembly.

Article 20 Official Magazine

20.010. Authority for Publishing Official Magazine.

20.020. Subscription Prices.

20.030. Subscription to Magazines.

20.010. *Authority for Publishing Official Magazine.*

The board shall be responsible for publishing an official magazine of RI. The official magazine shall be published in as many editions as the board shall authorize, the basic edition being published in English and being known as *The Rotarian*. The purpose of the official magazine shall be to serve as a medium to assist the board in furthering the purposes of RI and the Object of Rotary.

20.020. *Subscription Prices.*

20.020.1. *Price.*

The board shall determine the subscription price of all editions of the official magazine.

20.020.2. *Required Subscription.*

Each member of a club in the United States and Canada shall become a paid subscriber to the official magazine for the duration of such membership. Such subscription shall be collected by the club from its members and forwarded to RI on behalf of the member.

20.020.3. *Magazine Income.*

The income generated by the magazine in a year shall not be used during that year for purposes other than its publication and improvement. Any excess income over expenditure shall be transferred to the general fund surplus of RI at the end of the year, unless otherwise provided by the board.

20.030. *Subscription to Magazines.*

20.030.1. *Required Subscription.*

Each member of a club not located in the United States or Canada shall become a paid subscriber to the official magazine of RI or to a Rotary magazine approved and prescribed for that club by the board. The members shall maintain such subscriptions for the duration of their membership.

20.030.2. *Exceptions to Subscription Requirement.*

A club may be excused by the board from complying with the provisions of this section if its members are not literate in any of the languages of the official magazine or the Rotary magazine approved by the board for such club.

Article 21 Rotary Worldwide Web

The board is responsible for opening and maintaining a RI site on the worldwide web. This web site shall be called the Rotary Worldwide Web site and opened in several languages approved by the board. The basic web site shall be opened in English and called the Rotary Worldwide Web site. The purpose

of this web site is to help the board advance the purpose of RI and the Object of Rotary. RI districts and clubs are urged to maintain web sites in appropriate languages, which include, where feasible, a link to the Rotary Worldwide Web site.

Article 22 The Rotary Foundation

22.010. Purpose of The Foundation.

22.020. Trustees.

22.030. Terms of Trustees.

22.040. Compensation of Trustees.

22.050. Expenditures of Trustees.

22.060. Report of Trustees.

22.010. *Purpose of The Foundation.*

The Rotary Foundation of RI shall be operated exclusively for charitable and educational purposes by the trustees of The Rotary Foundation in accordance with the Foundation's articles of incorporation and bylaws. The articles of incorporation and bylaws can only be amended by the trustees with the consent of the board.

22.020. *Trustees.*

There shall be 15 trustees appointed by the president with the approval of the board. Four of the trustees shall be past presidents of RI. All trustees shall satisfy the qualifications listed in the Foundation's bylaws.

22.030. *Terms of Trustees.*

The terms of the trustees shall be four years. Trustees may be reappointed.

22.040. *Compensation of Trustees.*

All trustees shall serve without compensation.

22.050. *Expenditures of Trustees.*

The trustees shall make expenditures from the property of the Foundation only with the approval of the board, except for the following two types of expenditures, which require only the approval of the trustees: (1) the necessary expenses of administration of the Foundation, and (2) expenditures of the income or principal of gifts to the Foundation which are prescribed by the terms of the gift or bequest.

22.060. *Report of Trustees.*

The trustees shall report no less than annually to RI on the programs and finances of the Foundation. The annual report of the Foundation shall, by individual office, clearly show all reimbursed expenses paid to, and all payments made on behalf of, the chairman and incoming chairman of the trustees.

Article 23 Indemnification

The board may establish and implement policies for indemnification of directors, officers, employees, and agents of RI.

Article 24 Arbitration and Mediation

24.010. Disputes.

24.020. Date for Mediation or Arbitration.

24.030. Mediation.

24.040. Arbitration.

24.050. Decision of Arbitrators or Umpire.

24.060. Costs of Mediation or Arbitration.

24.010. *Disputes.*

Should any dispute other than as to a decision of the board arise between any current or former member(s) of a Rotary club and a Rotary district, RI or an RI officer, on any account whatsoever which cannot be settled amicably, the dispute shall, upon a request to the general secretary by any of the disputants, be resolved by mediation or, if mediation is refused by one or more parties, be settled by arbitration. Such a request for mediation or arbitration should take place within sixty (60) days of the occurrence of the dispute.

24.020. *Date for Mediation or Arbitration.*

In the event of mediation or arbitration, the board shall set a date for the mediation or arbitration, in consultation with disputants, to be held within ninety (90) days after the receipt of the request for mediation or arbitration.

24.030. *Mediation.*

The procedure for such mediation shall be set by the board. Either of the disputants may request the general secretary, or someone appointed by the general secretary for this purpose, to appoint a mediator who is a member of a Rotary club, other than that of the disputing parties, and who has appropriate mediation skills and experience.

24.030.1. *Mediation Outcomes.*

The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator(s), and one copy given to the board to be held by the general secretary. A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of both parties. Either party through the general secretary may call for further mediation, if either party has retracted significantly from the mediated position.

24.030.2. *Unsuccessful Mediation.*

If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in section 24.040. of this article.

24.040. *Arbitration.*

In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club, other than that of the disputants, may be appointed as umpire or arbitrator.

24.050. *Decision of Arbitrators or Umpire.*

If arbitration is requested, the decision by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

24.060. *Costs of Mediation or Arbitration.*

The costs of the conflict resolution, whether by mediation or arbitration, should be borne on an equal basis by the disputants, unless otherwise decided by the mediator or umpire of the arbitration.

Article 25 Amendments

The bylaws may be amended only by a majority vote of those present and voting at the council on legislation, except as provided for an extraordinary meeting of the council on legislation in section 7.060.

STANDARD ROTARY CLUB CONSTITUTION

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*Constitution of the Rotary Club of

Article 1 Definitions

As used in this constitution, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The Board of Directors of this club.
2. Bylaws: The bylaws of this club.
3. Director: A member of this club's Board of Directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Year: The twelve-month period which begins on 1 July.

Article 2 Name

The name of this organization shall be Rotary Club of _____

(Member of Rotary International)

Article 3 Locality of the Club

The locality of this club is as follows: _____

Article 4 Object

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

First. The development of acquaintance as an opportunity for service;

Second. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;

Third. The application of the ideal of service in each Rotarian's personal, business, and community life;

Fourth. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Article 5 Four Avenues of Service

Rotary's Four Avenues of Service are the philosophical and practical framework for the work of this Rotary club.

1. Club Service, the first Avenue of Service, involves action a member should take within this club to help it function successfully.

* The bylaws of Rotary International provide that each club admitted to membership in RI shall adopt this prescribed standard club constitution.

2. Vocational Service, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles.
3. Community Service, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.
4. International Service, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.

Article 6 Meetings

Section 1 — *Regular Meetings.*

- (a) *Day and Time.* This club shall hold a regular meeting once each week on the day and at the time provided in the bylaws.
- (b) *Change of Meeting.* For good cause, the board may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting, or to a different hour of the regular day, or to a different place.
- (c) *Cancellation.* The board may cancel a regular meeting if it falls on a legal holiday, including a commonly recognized holiday, or in case of the death of a club member, or of an epidemic or of a disaster affecting the whole community, or of an armed conflict in the community which endangers the lives of the club members. The board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

Section 2 *Annual Meeting.* An annual meeting for the election of officers shall be held not later than 31 December as provided in the bylaws.

Article 7 Membership

Section 1 — *General Qualifications.* This club shall be composed of adult persons of good character and good business, professional and/or community reputation.

Section 2 — *Kinds.* This club shall have two kinds of membership, namely: active and honorary.

Section 3 — *Active Membership.* A person possessing the qualifications set forth in article 5, section 2 of the RI constitution may be elected to active membership in this club.

Section 4 — *Transferring or Former Rotarian.* A member may propose to active membership a transferring member or former member of a club, if the proposed member is terminating or has terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession within the locality of the former club or the surrounding area. The transferring or former member of a club being proposed to active membership under this section may also be proposed by the former club. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the classification limits.

Section 5 — *Dual Membership.* No person shall simultaneously hold active membership in this and another club. No person shall simultaneously be a member and an honorary member in this club. No person shall simultaneously hold active membership in this club and membership in a Rotaract club.

Section 6 — *Honorary Membership.*

- (a) *Eligibility for Honorary Membership.* Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the board. Persons may hold honorary membership in more than one club.
- (b) *Rights and Privileges.* Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

Section 7 — *Holders of Public Office.* Persons elected or appointed to public office for a specified time shall not be eligible to active membership in this club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary. Members who are elected or appointed to public office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.

Section 8 — *Rotary International Employment.* This club may retain in its membership any member employed by RI.

Article 8 Classifications

Section 1 — *General Provisions.*

- (a) *Principal Activity.* Each member shall be classified in accordance with the member's business, profession, or type of community service. The classification shall be that which describes the principal and recognized activity of the firm, company, or institution with which the member is connected or that which describes the member's principal and recognized business or professional activity or that which describes the nature of the member's community service activity.

- (b) *Correction or Adjustment.* If the circumstances warrant, the board may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereon.

Section 2 — Limitations. This club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club’s active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club, or a Rotary Foundation alumnus as defined by the board of directors of RI, shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member’s membership under the new classification notwithstanding these limitations.

Article 9 Attendance

Section 1 — General Provisions. Each member should attend this club’s regular meetings. A member shall be counted as attending a regular meeting if the member is present for at least 60 percent of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or makes up for an absence in any of the following ways:

- (a) *14 Days Before or After the Meeting.* If, within fourteen (14) days before or after the regular time for that meeting, the member
 - (1) attends at least 60 percent of the regular meeting of another club or of a provisional club; or
 - (2) attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship; or
 - (3) attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI or the president of RI acting on behalf of the board of directors of RI, a Rotary multizone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs; or
 - (4) is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time or place; or
 - (5) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or

- (6) attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned; or
- (7) participates through a club web site in an interactive activity requiring an average of 30 minutes of participation.

When a member is outside the member's country of residence for more than fourteen (14) days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

- (b) *At the Time of the Meeting.* If, at the time of the meeting, the member is
 - (1) traveling with reasonable directness to or from one of the meetings specified in sub-subsection (a) (3) of this section; or
 - (2) serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or
 - (3) serving as the special representative of the district governor in the formation of a new club; or
 - (4) on Rotary business in the employ of RI; or
 - (5) directly and actively engaged in a district-sponsored or RI- or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or
 - (6) engaged in Rotary business duly authorized by the board which precludes attendance at the meeting.

Section 2 — *Extended Absence on Outposted Assignment.* If a member will be working on an outposted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the regular meetings of the member's club, provided there is a mutual agreement between the two clubs.

Section 3 — *Excused Absences.* A member's absence shall be excused if

- (a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient.
- (b) the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.

Section 4 — *RI Officers' Absences.* A member's absence shall be excused if the member is a current officer of RI.

Section 5 — *Attendance Records.* Any member whose absences are excused under the provisions of subsection 3(b) or section 4 of this article shall not be included in the membership figure used to compute this club's attendance.

Article 10 Directors and Officers

Section 1 — *Governing Body.* The governing body of this club shall be the board constituted as the bylaws may provide.

Section 2 — Authority. The board shall have general control over all officers and committees and, for good cause, may declare any office vacant.

Section 3 — Board Action Final. The decision of the board in all club matters is final, subject only to an appeal to the club. However, as to a decision to terminate membership, a member, pursuant to article 12, section 6, may appeal to the club, request mediation, or request arbitration. If appealed, a decision of the board shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the board, provided a quorum is present and notice of the appeal has been given by the secretary to each member at least five (5) days prior to the meeting. If an appeal is taken, the action taken by the club shall be final.

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

Section 5 — Election of Officers.

- (a) *Terms of Officers other than President.* Each officer shall be elected as provided in the bylaws. Except for the president, each officer shall take office on 1 July immediately following election and shall serve for the term of office or until a successor has been duly elected and qualified.
- (b) *Term of President.* The president shall be elected as provided in the bylaws, not more than two (2) years but not less than eighteen (18) months prior to the day of taking office and shall serve as president-nominee upon election. The nominee shall take the title of president-elect on 1 July in the year prior to taking office as president. The president shall take office on 1 July and shall serve a period of one (1) year or until a successor has been duly elected and qualified.
- (c) *Qualifications.* Each officer and director shall be a member in good standing of this club. The president-elect shall attend the district presidents-elect training seminar and the district assembly unless excused by the governor-elect. If so excused, the president-elect shall send a designated club representative who shall report back to the president-elect. If the president-elect does not attend the presidents-elect training seminar and the district assembly and has not been excused by the governor-elect or, if so excused, does not send a designated club representative to such meetings, the president-elect shall not be able to serve as club president. In such event, the current president shall continue to serve until a successor who has attended a presidents-elect training seminar and district assembly or training deemed sufficient by the governor-elect has been duly elected.

Article 11 Admission Fees and Dues

Every member shall pay an admission fee and annual dues as prescribed in the bylaws, except that any transferring or former member of another club who is accepted into membership of this club pursuant to article 7, section 4 shall not be required to pay a second admission fee. A Rotaractor who ceased to be a

member of Rotaract within the preceding two years, who is accepted into membership of this club, shall not be required to pay an admission fee.

Article 12 Duration of Membership

Section 1 — *Period.* Membership shall continue during the existence of this club unless terminated as hereinafter provided.

Section 2 — *Automatic Termination.*

- (a) *Membership Qualifications.* Membership shall automatically terminate when a member no longer meets the membership qualifications, except that
- (1) the board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one (1) year to enable the member to visit and become known to a Rotary club in the new community if the member continues to meet all conditions of club membership;
 - (2) the board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member continues to meet all conditions of club membership.
- (b) *How to Rejoin.* When the membership of a member has terminated as provided in subsection (a) of this section, such person, provided such person's membership was in good standing at the time of termination, may make new application for membership, under the same or another classification. A second admission fee shall not be required.
- (c) *Termination of Honorary Membership.* Honorary membership shall automatically terminate at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.

Section 3 — *Termination — Non-payment of Dues.*

- (a) *Process.* Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the member's last known address. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the board.
- (b) *Reinstatement.* The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated to active membership if the former member's classification is in conflict with article 8, section 2.

Section 4 — *Termination — Non-attendance.*

- (a) *Attendance Percentages.* A member must
- (1) attend or make up at least 50 percent of club regular meetings in each half of the year;
 - (2) attend at least 30 percent of this club's regular meetings in each half of the year (assistant governors, as defined by the board of directors of RI, shall be excused from this requirement).

If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such non-attendance for good cause.

- (b) *Consecutive Absences.* Unless otherwise excused by the board for good and sufficient reason or pursuant to article 9, sections 3 or 4, each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

Section 5 — Termination — Other Causes.

- (a) *Good Cause.* The board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the board members, at a meeting called for that purpose. The guiding principles for this meeting shall be article 7, section 1, and The Four-Way Test.
- (b) *Notice.* Prior to taking any action under subsection (a) of this section, the member shall be given at least ten (10) days' written notice of such pending action and an opportunity to submit a written answer to the board. The member shall have the right to appear before the board to state the member's case. Notice shall be by personal delivery or by registered letter to the member's last known address.
- (c) *Filling Classification.* When the board has terminated the membership of a member as provided for in this section, this club shall not elect a new member under the former member's classification until the time for hearing any appeal has expired and the decision of this club or of the arbitrators has been announced. However, this provision shall not apply if, by election of a new member, the number of members under the said classification would remain within provided limitations even if the board's decision regarding termination is reversed.

Section 6 — Right to Appeal, Mediate or Arbitrate Termination.

- (a) *Notice.* Within seven (7) days after the date of the board's decision to terminate membership, the secretary shall give written notice of the decision to the member. Within fourteen (14) days after the date of the notice, the member may give written notice to the secretary of the intention to appeal to the club, request mediation, or to arbitrate as provided in article 16.
- (b) *Date for Hearing of Appeal.* In the event of an appeal, the board shall set a date for the hearing of the appeal at a regular club meeting to be held within twenty-one (21) days after receipt of the notice of appeal. At least five (5) days' written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard.
- (c) *Mediation or Arbitration.* The procedure utilized for mediation or arbitration shall be as provided in article 16.
- (d) *Appeal.* If an appeal is taken, the action of the club shall be final and binding on all parties and shall not be subject to arbitration.

- (e) *Decision of Arbitrators or Umpire.* If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.
- (f) *Unsuccessful Mediation.* If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in subsection (a) of this section.

Section 7 — Board Action Final. Board action shall be final if no appeal to this club is taken and no arbitration is requested.

Section 8 — Resignation. The resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the board if the member has no indebtedness to this club.

Section 9 — Forfeiture of Property Interest. Any person whose club membership has been terminated in any manner shall forfeit all interest in any funds or other property belonging to this club.

Section 10 — Temporary Suspension.

Notwithstanding any provision of this constitution, if in the opinion of the board

- (a) credible accusations have been made that a member has refused or neglected to comply with this constitution, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the club; and
- (b) those accusations, if proved, constitute good cause for terminating the membership of the member; and
- (c) it is desirable that no action should be taken in respect of the membership of the member pending the outcome of a matter or an event that the board considers should properly occur before such action is taken by the board; and
- (d) that in the best interests of the club and without any vote being taken as to his or her membership, the member's membership should be temporarily suspended and the member should be excluded from attendance at meetings and other activities of this club and from any office or position the member holds within the club. For the purposes of this clause, the member shall be excused from fulfilling attendance responsibilities;

the board may, by a vote of not less than two-thirds of the board, temporarily suspend the member as aforesaid for such period and on such further conditions as the board determines, albeit for a period no longer than is reasonably necessary in all the circumstances.

Article 13 Community, National, and International Affairs

Section 1 — Proper Subjects. The merits of any public question involving the general welfare of the community, the nation, and the world are of concern to the members of this club and shall be proper subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions. However, this club shall not express an opinion on any pending controversial public measure.

Section 2 — *No Endorsements.* This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

Section 3 — *Non-Political.*

- (a) *Resolutions and Opinions.* This club shall neither adopt nor circulate resolutions or opinions, and shall not take action dealing with world affairs or international policies of a political nature.
- (b) *Appeals.* This club shall not direct appeals to clubs, peoples, or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

Section 4 — *Recognizing Rotary's Beginning.* The week of the anniversary of Rotary's founding (23 February) shall be known as World Understanding and Peace Week. During this week, this club will celebrate Rotary service, reflect upon past achievements, and focus on programs of peace, understanding, and goodwill in the community and throughout the world.

Article 14 Rotary Magazines

Section 1 — *Mandatory Subscription.* Unless, in accordance with the bylaws of RI, this club is excused by the board of directors of RI from complying with the provisions of this article, each member shall, for the duration of membership, subscribe to the official magazine or to the magazine approved and prescribed for this club by the board of directors of RI. The subscription shall be paid in six (6) month periods for the duration of membership in this club and to the end of any six (6) month period during which membership may terminate.

Section 2 — *Subscription Collection.* The subscription shall be collected by this club from each member semiannually in advance and remitted to the Secretariat of RI or to the office of such regional publications as may be determined by the board of directors of RI.

Article 15

Acceptance of Object and Compliance with Constitution and Bylaws

By payment of an admission fee and dues, a member accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by the constitution and bylaws of this club, and on these conditions alone is entitled to the privileges of this club. Each member shall be subject to the terms of the constitution and bylaws regardless of whether such member has received copies of them.

Article 16 Arbitration and Mediation

Section 1 — *Disputes.* Should any dispute, other than as to a decision of the board, arise between any current or former member(s) and this club, any club officer or the board, on any account whatsoever which cannot be settled under the procedure already provided for such purpose, the dispute shall, upon a request to the secretary by any of the disputants, either be resolved by mediation or settled by arbitration.

Section 2 — *Date for Mediation or Arbitration.* In the event of mediation or arbitration, the board shall set a date for the mediation or arbitration, in consulta-

tion with disputants, to be held within twenty-one (21) days after receipt of the request for mediation or arbitration.

Section 3 — Mediation. The procedure for such mediation shall be that recognized by an appropriate authority with national or state jurisdiction or be that recommended by a competent professional body whose recognized expertise covers alternative dispute resolution or be that recommended by way of documented guidelines determined by the board of RI or the trustees of The Rotary Foundation. Only a member of a Rotary club may be appointed as mediator(s). The club may request the district governor or the governor's representative to appoint a mediator who is a member of a Rotary club and who has appropriate mediation skills and experience.

- (a) *Mediation Outcomes.* The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator(s) and one copy given to the board and to be held by the secretary. A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of the club. Either party through the president or secretary may call for further mediation if either party has retracted significantly from the mediated position.
- (b) *Unsuccessful Mediation.* If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in section 1 of this article.

Section 4 — Arbitration. In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or as arbitrator.

Section 5 — Decision of Arbitrators or Umpire. If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

Article 17 Bylaws

This club shall adopt bylaws not inconsistent with the constitution and bylaws of RI, with the rules of procedure for an administrative territorial unit where established by RI, and with this constitution, embodying additional provisions for the government of this club. Such bylaws may be amended from time to time as therein provided.

Article 18 Interpretation

Throughout this constitution, the terminology "mail," "mailing," and "ballot-by-mail" will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

Article 19 Amendments

Section 1 — Manner of Amending. Except as provided in section 2 of this article, this constitution may be amended only by the council on legislation in the same manner as is established in the bylaws of RI for the amendment of its bylaws.

Section 2 — Amending Article 2 and Article 3. Article 2 (Name) and Article 3 (Locality of the Club) of the constitution shall be amended at any regular meeting of this club, a quorum being present by the affirmative vote of not less than two-thirds of all voting members present and voting, provided that

notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting, and provided further, that such amendment shall be submitted to the board of directors of RI for its approval and shall become effective only when so approved. The governor may offer an opinion to the board of directors of RI regarding the proposed amendment.

Part Eight

Other Legal Documents

Recommended Rotary Club Bylaws

*Bylaws of The Rotary Foundation of
Rotary International*

*Articles of Incorporation of
The Rotary Foundation (partial)*

RECOMMENDED CLUB BYLAWS

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*Bylaws of the Rotary Club of

Article 1 Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

Article 2 Board

The governing body of this club shall be the board consisting of _____ members of this club, namely, the president, vice-president, president-elect (or president-nominee, if no successor has been elected), secretary, treasurer, and the sergeant-at-arms. At the discretion of the board, also added can be the _____ directors elected in accordance with article 3, section 1 of these bylaws, and the immediate past president.

Article 3 Election of Directors and Officers

Section 1 — At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice-president, secretary, treasurer, and _____ directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to use a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The _____ candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for president elected in such balloting shall be the president-nominee and serve as a director for the year commencing on the first day of July next following the election, and shall assume office as president on 1 July immediately following that year. The president-nominee shall take the title of president-elect on 1 July in the year prior to taking office as president.

Section 2 — The officers and directors, so elected, together with the immediate past president shall constitute the board. Within one week after their election, the directors-elect shall meet and elect some member of the club to act as sergeant-at-arms.

Section 3 — A vacancy in the board or any office shall be filled by action of the remaining directors.

*NOTE: These bylaws are recommended only and may be changed by any Rotary club to meet its own conditions, provided such changes are not out of harmony with the Standard Rotary Club Constitution and with the RI constitution, RI bylaws, and the Rotary Code of Policies. If any doubt exists, the proposed changes should be submitted to the general secretary for the consideration of the Board of Directors of RI.

Section 4 — A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

Article 4 Duties of Officers

Section 1 — *President.* It shall be the duty of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.

Section 2 — *President-elect.* It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president or the board.

Section 3 — *Vice-President.* It shall be the duty of the vice-president to preside at meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice-president.

Section 4 — *Secretary.* It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

Section 5 — *Treasurer.* It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as pertains to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property.

Section 6 — *Sergeant-at-Arms.* The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

Article 5 Meetings

Section 1 — *Annual Meeting.* An annual meeting of this club shall be held on the _____ in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

(Note: Article 6, section 2 of the Standard Rotary Club Constitution provides that “An annual meeting for the election of officers shall be held not later than 31 December...”)

Section 2 — The regular weekly meetings of this club shall be held on _____ (day) at _____ (time).

Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused pursuant to the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's

being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article 9, sections 1 and 2.

Section 3 — One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4 — Regular meetings of the board shall be held on _____ of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

Section 5 — A majority of the directors shall constitute a quorum of the board.

Article 6 Fees and Dues

Section 1 — The admission fee shall be \$ _____ to be paid before the applicant can qualify as a member, except as provided for in the standard Rotary club constitution, article 11.

Section 2 — The membership dues shall be \$ _____ per annum, payable semiannually on the first day of July and of January, with the understanding that a portion of each semiannual payment shall be applied to each member’s subscription to the RI official magazine.

Article 7 Method of Voting

The business of this club shall be transacted by *viva voce** vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote.

(* Note: *Viva voce* vote is defined as when club voting is conducted by vocal assent.)

Article 8 Four Avenues of Service

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, and International Service. This club will be active in each of the four Avenues of Service.

Article 9 Committees

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

- **Membership**
This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

- **Club Public Relations**
This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- **Club Administration**
This committee should conduct activities associated with the effective operation of the club.
- **Service Projects**
This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.
- **The Rotary Foundation**
This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be appointed as needed.

- (a) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made and approved by the board.
- (c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the board on all committee activities.

(Note: The above committee structure is in harmony with both the District Leadership Plan and the Club Leadership Plan. Clubs have the discretion to create any committees that are required to effectively meet its service and fellowship needs. A sample listing of such optional committees is found in the *Club Committee Manual*. A club may develop a different committee structure as needed.)

Article 10 Duties of Committees

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall reference to appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, and International Service when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

Article 11 Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member’s attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club.)

Article 12 Finances

Section 1 — Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2 — The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3 — All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

Section 4 — A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 5 — Officers having charge or control of club funds shall give bond as required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 6 — The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members’ dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Article 13 Method of Electing Members

Section 1 — The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2 — The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

Section 3 — The board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the club secretary, of its decision.

Section 4 — If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be

requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

Section 5 — If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership.

If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

Section 6 — Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the president or secretary will report the new member information to RI and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

Section 7 — The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

Article 14 Resolutions

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

Article 15 Order of Business

Meeting called to order.

Introduction of visitors.

Correspondence, announcements, and Rotary information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

Article 16 Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.

BYLAWS OF THE ROTARY FOUNDATION OF ROTARY INTERNATIONAL

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Bylaws of The Rotary Foundation of Rotary International

Article I Purposes of Corporation

Section 1.1 — *Purposes.* The purposes of the corporation shall be as provided in the articles of incorporation.

Article II Membership

Section 2.1 — *Members.* The corporation shall have one class of members, which class shall consist of one member, designated as the “corporate member.” The initial corporate member shall be Rotary International, an Illinois not-for-profit corporation, or any successor thereto resulting by merger, consolidation, or change of name. If a vacancy shall exist in the position of corporate member for any reason, the trustees of the corporation shall elect a new corporate member.

Section 2.2 — *Elections and Appointments.* Annually, the corporate member shall appoint trustees to succeed trustees whose terms have expired and to fill vacancies that have occurred. Such action by the corporate member shall constitute the annual meeting of members.

Section 2.3 — *Manner of Acting.* The corporate member, except as otherwise provided herein, shall act by majority vote of its international board of directors communicated to the chairman or general secretary of the corporation by written instrument signed by an officer of the corporate member specifying the action taken.

Section 2.4 — *Matters Requiring Approval of the Corporate Member.* The corporate member must approve the following actions of the trustees:

- (a) Expenditures from the property of the Foundation, except for:
 - (i) the necessary expenses of administration of the Foundation, and
 - (ii) expenditures of income or principal of gifts to the Foundation which are prescribed by the terms of the gift or bequest, both of which require only the approval of the trustees;
- (b) Amendment or restatement of the articles of incorporation or the bylaws;
- (c) Merger, consolidation, dissolution, or sale, lease, exchange, mortgage, or pledge of substantially all the assets of the corporation;
- (d) All proposed programs, projects, or activities of the corporation, before their promulgation or funding, for the purposes set forth in the articles of incorporation.

Section 2.5 — *Responsibilities of the Corporate Member.* The corporate member shall have the following responsibilities:

- (a) To encourage officers of Rotary International and all Rotarians to support the programs, projects, and activities of the Foundation through personal involvement and financial contributions and to promote Foundation programs, projects, and activities through club, district, and international

meetings, leadership development, and educational programs and publications;

- (b) To propose to the trustees new programs, projects or activities of the Foundation.

Article III Board of Trustees

Section 3.1 — General Powers. Directors of this corporation shall be known as trustees. All business of the corporation shall be managed by the trustees, except certain matters must also receive approval of the corporate member, as set forth in section 2.4 of article II. In managing the affairs of the corporation, the trustees shall be authorized to exercise all powers as are now or may hereinafter be granted to the corporation by the Illinois General Not for Profit Corporation Act of 1986, or any successor legislation adopted by the State of Illinois of the United States of America; except that such powers may be exercised only in furtherance of the purposes of the corporation as stated in its articles of incorporation and consistent with its status as a corporation described in section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended. The trustees shall have the following specific duties:

- (a) To hold, invest, manage, and administer all funds and property of the Foundation. In furtherance of this responsibility, in addition to the powers otherwise granted by statute or these bylaws, the trustees are authorized to do the following:
 - (i) To sell, lease, transfer, or exchange all or any part of the property of the Foundation at such prices and upon such terms and conditions and in such manner as they may deem best;
 - (ii) To execute and deliver any proxies, powers of attorney, or agreements that they may deem necessary or proper and that may be permitted by law;
 - (iii) To invest and reinvest in such loans, securities, or real estate as they may deem suitable for the investment of Foundation funds;
 - (iv) To determine whether money or property coming into their possession shall be held as unrestricted funds for the accomplishment of the general purposes of the Foundation or shall be held as restricted or endowment funds for the accomplishment of specific purposes, and to charge or apportion expenses or losses to restricted or unrestricted funds as they may deem just and equitable;
 - (v) To select and employ suitable agents and attorneys, including the employment of investment managers to whom may be delegated such powers in managing and investing the funds of the corporation as the trustees may deem advisable, and as the laws of the jurisdiction may permit, and to pay their reasonable compensation and expenses;
 - (vi) To adopt budgets and appropriate funds for programs, projects and activities of the Foundation; and

- (vii) To pay all necessary expenses of administering the Foundation, including the expenses of the trustees, out of the funds of the Foundation, unless they be otherwise provided by the directors of the corporate member;
- (b) To assess, accept and refuse on behalf of the corporation any position as fiduciary however established; and to exercise all lawful fiduciary powers in and under the laws of any state or nation, including without limitation all the powers of trustee given under the Illinois Trusts and Trustees Act and other applicable laws of Illinois; and to disclaim or to grant or withhold any releases in or with respect to any property, funds, or other interests, beneficial or legal, when acting on behalf of the corporation or others in any capacity, fiduciary or otherwise;
- (c) To create, administer, and manage or to participate in investment partnerships, such as pooled investment funds;
- (d) To administer all programs, projects, and activities of the Foundation, except when the trustees and the corporate member agree that a specific program, project, or activity of the Foundation shall be administered by the corporate member as an agent of the trustees or by both in cooperation;
- (e) To evaluate on a continuing basis all programs, projects, and activities funded by the Foundation and report to the corporate member annually concerning all awards and grants made by the Foundation;
- (f) To promote the Foundation and disseminate information about it, and to provide appropriate forms of recognition to individuals, Rotary clubs, and others who support the Foundation;
- (g) To assume primary responsibility for developing and initiating new Foundation programs, projects, or activities;
- (h) To establish or affiliate with any related, subordinate, or other charitable corporations, foundations, trusts, or similar organizations in any country or region of the world;
- (i) To consider and approve proposals by the directors of the corporate member of resolutions related to the Foundation and of amendments to the provisions of the bylaws or constitution of the corporate member concerning the Foundation prior to their consideration by a council on legislation of the corporate member. If such amendments or resolutions are proposed by other parties, the trustees and the directors of the corporate member shall jointly consider such amendments prior to their consideration by a council on legislation of the corporate member; and
- (j) To adopt and amend additional rules and regulations for the administration of the Foundation as in their opinion may be necessary or advisable, provided such rules and regulations shall not be contrary to the constitution and bylaws of the corporate member or to the articles of incorporation of the Foundation and to these bylaws.

Section 3.2 — *Number, Appointment, and Term.* The number of trustees shall be fifteen (15). The trustees shall be appointed by the president of the corporate member, with the concurrence of the directors of the corporate member. Four (4) of the trustees shall be past presidents of the corporate member. The terms

of trustees shall be four (4) years. Trustees may be reappointed after the conclusion of any term of service as trustees, provided that they then satisfy the qualifications for serving as trustee set forth in this section and section 3.3 of this article. Barring death, resignation, removal, or failure of qualification, each trustee shall hold office for the term for which the trustee is selected or until the selection and qualification of a successor.

Section 3.3 — *Qualifications.* Each trustee shall be a member, other than an honorary member, of a Rotary club. Each trustee shall be a Rotarian with broad experience in Rotary life and with senior executive and policy-making experience, particularly in finance and the fields in which the Foundation supports activities. Trustees shall be appointed from various parts of the world.

Section 3.4 — *Resignation.* Any trustee may resign verbally at a trustee meeting or by letter addressed to the corporation's general secretary, and such trustee's resignation shall take effect when indicated and without formal acceptance.

Section 3.5 — *Removal.* Any trustee who fails to satisfy the qualifications set forth in section 3.3 of this article shall forfeit the office of trustee at the time of such failure, and no further action by the directors of the corporate member or the remaining trustees shall be necessary to effect such forfeiture. A trustee whose office is forfeited pursuant to this action shall be replaced in accordance with section 3.6 of this article. If a trustee becomes disabled, to the extent such trustee is unable to discharge adequately the duties of the office, as determined by the trustees and the corporate member, such trustee shall forfeit the office upon such determination, and be replaced as provided in section 3.6 of this article. For good and sufficient cause, and upon notice to all the trustees and the trustee concerned (who shall be given an opportunity to be heard), a trustee may be removed by the three-fourths vote of the directors of the corporate member. Such removal shall be effective upon ratification of the directors' action by majority vote at the next scheduled convention of the corporate member.

Section 3.6 — *Vacancies.* Any vacancy among the trustees caused by death, resignation, failure of qualification, disability, or removal may be filled for the balance of the term by the corporate member in accordance with the procedures specified in section 3.2 of this article. Successor trustees shall have all powers and discretions and shall be charged with duties identical to those conferred upon the original trustees.

Section 3.7 — *Chairman.* The trustees shall annually elect one of the trustees as chairman-elect for the following year. The chairman-elect shall serve as chairman in the year following his or her year as chairman-elect. In the case of death, resignation, disability, or removal of the chairman, the chairman-elect shall serve for the unexpired term.

Section 3.8 — *Compensation.* The trustees shall serve without compensation.

Article IV Meetings of Trustees

- Section 4.1 — *Annual Meeting.*** The annual meeting of the Foundation trustees will be held each year at such time and at such place within or without the State of Illinois as shall be designated by the trustees. If necessary or desirable, the trustees and the directors of the corporate member may hold a joint meeting at any mutually agreeable time and place.
- Section 4.2 — *Other Meetings.*** There shall be such other meetings of the trustees as may be called from time to time by the chairman of the trustees or by the majority of the trustees by written notice to the other trustees.
- Section 4.3 — *Notice of Meetings.*** Unless waived in writing, written or printed notice of the time (date and hour) and place of all regular trustees' meetings shall be mailed to each trustee at the trustee's residence or usual place of business at least thirty (30) days before the meeting date or given to the trustee by personal delivery, telegraph, or telephone at least twenty (20) days before the meeting date. Notice of special meetings shall be mailed at least ten (10) days before the meeting date or given to the trustee by personal delivery, telegraph, or telephone at least six (6) days before the meeting date. Attendance of a trustee at a meeting constitutes waiver of notice except where the trustee attends for the express purpose of objecting to the transaction of business because the meeting is not lawfully called or convened.
- Section 4.4 — *Quorum and Manner of Acting.*** A majority of the trustees then qualified and acting shall constitute a quorum for the transaction of business at any trustees' meeting, and any matter requiring action by the trustees may be decided by a majority vote of the trustees present, unless otherwise provided by statute or in these bylaws. In the absence of a quorum, a majority of the trustees present may, without further notice, adjourn the meeting until such time as a quorum is present. No notice of any adjourned meeting need be given.
- Section 4.5 — *Informal Action.*** Any action which may be taken at the meeting of the trustees may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the trustees entitled to vote on the matter. The general secretary shall have authority to send out ballots-by-mail when the subject matter comes under existing policies. When the subject matter relates to other than existing policies, the chairman of the trustees shall have authority to determine whether the matter shall be handled in a ballot-by-mail or held over until the next meeting of the trustees.
- Section 4.6 — *Telephonic Meetings.*** Trustees may participate in and act at any meeting of the trustees through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such a meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.
- Section 4.7 — *Presiding Officer.*** The chairman of the trustees will preside at all meetings of the trustees. In the absence of the chairman, the chairman-elect, or the vice-chairman, the trustees will select a chairman *pro tem* from among their number.

Article V Officers of the Corporation

Section 5.1 — Titles. The officers of the corporation shall be the chairman of the trustees (“the chairman”), the chairman-elect, the vice-chairman, and the general secretary.

Section 5.2 — Election, Term, and Compensation. The chairman-elect and the vice-chairman shall be annually elected by the trustees. The chairman-elect shall not be eligible for election as vice-chairman. The term of office of the chairman-elect and vice-chairman shall begin on 1 July following election. The trustee elected as chairman-elect shall serve for a term of one year, following which he or she shall serve for a term of one year as chairman. The trustee elected as vice-chairman shall serve for a term of one year. The general secretary shall be elected by the directors of the corporate member, and shall be the same individual who is the general secretary of the corporate member. Barring death, resignation, disability, failure of qualification, or removal, each officer shall serve for the term of election or until a successor is selected and qualified. The chairman, chairman-elect, and vice-chairman shall serve without compensation. The compensation of the general secretary shall be fixed by the corporate member.

Section 5.3 — Resignation. Any officer may resign by letter addressed to the chairman and such resignation shall take effect when indicated and without formal acceptance.

Section 5.4 — Removal. The chairman, the chairman-elect, or the vice-chairman may be removed, with or without cause, by the trustees at any meeting of the trustees. The general secretary may be removed by the directors of the corporate member.

Section 5.5 — Vacancies. In the event of a vacancy in the office of chairman, the vice-chairman shall succeed to the office of chairman. Any vacancy in any other office may be filled for the balance of the term by a successor elected or appointed by the persons authorized to elect or appoint such officer.

Section 5.6 — Chairman. The chairman shall be the highest officer of the corporation. As such, the chairman shall:

- (a) be the principal personal to speak on behalf of the Foundation;
- (b) preside at all meetings of the trustees;
- (c) counsel the general secretary;
- (d) perform such other duties as pertain to the office.

The chairman may delegate any powers of the office to other trustees or officers of the corporation. The chairman shall appoint the members of all standing and temporary committees, and shall be a member of all committees, voting only in the event of a tie. The chairman may act in emergency matters for the trustees when the trustees or their executive committee is not in session or cannot be easily called into session, so long as such action is in harmony with the constitution and bylaws of the corporate member and the articles of incorporation of the Foundation and these bylaws. Any emergency action taken pursuant to this section must be reported to the trustees within 10 days of any such action.

Section 5.7 — *Chairman-elect*. The chairman-elect shall:

- (a) plan and prepare for the following year's term as trustee chairman;
- (b) perform such other duties as assigned by the chairman or trustees.

Section 5.8 — *Vice-Chairman*. The vice-chairman shall act on behalf of the chairman between or during meetings of the trustees when delegated by the chairman to do so or when for any reason the chairman is unable to act, and shall perform such other duties assigned by the chairman or trustees.

Section 5.9 — *General Secretary*. The general secretary shall be the chief administrative and financial officer of the corporation, subject to the direction of the trustees and the chairman and responsible for the implementation of the trustees' policies and for general management and administration of the corporation.

Section 5.10 — *Other Duties*. In addition to the foregoing enumerated duties and powers, the several officers of the corporation shall perform such other duties and exercise such other powers in accord with these bylaws, as the trustees may from time to time delegate or determine, or as may be assigned to them by the chairman or any other superior officer. Any officer acting on behalf of the trustees shall report such action to the trustees at their next scheduled meeting.

Article VI Committees

Section 6.1 — *Number and Term*. The trustees of the corporation shall establish committees, and prescribe the duties and authority of such committees, as they from time to time may determine is in the best interests of the corporation. The number of members on the committees and the term of membership shall be as determined by the trustees, provided that no committee shall have and exercise the authority of the trustees in the management of the corporation unless a majority of the members of the committee are trustees.

Section 6.2 — *Membership*. The chairman shall appoint the members of the committees and any subcommittees thereof, and shall also designate the chairman of each committee and subcommittee. Each committee shall consist of at least two trustees.

Section 6.3 — *Meetings*. Committees and subcommittees shall meet at such times and places and upon such notice as may be determined by the chairman of the trustees. A majority of the membership of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6.4 — *Standing Committees*. Unless otherwise provided by majority vote of the trustees present at the annual meeting or other meeting, the corporation shall have an executive committee, a finance committee, a programs committee, a development committee, and a stewardship committee. Each committee shall have such membership and duties as may be set forth by the trustees from time to time.

Section 6.5 — *Temporary Committees*. The chairman of the trustees may, from time to time, establish temporary ad hoc committees and appoint the members and chairmen thereof. These committees may contain trustees, who shall

always have voting rights, and/or non-trustees, who may be voting members or not at the discretion of the chairman of the trustees.

Article VII

Joint Committee of Trustees and Directors of the Corporate Member

Section 7.1 — *Membership and Term.* As a means of maintaining mutual understanding and cooperation between the trustees and the directors of the corporate member, a joint committee of trustees and directors of the corporate member shall be established and maintained. The committee shall consist of between three (3) and five (5) directors of the corporate member and an equal number of trustees. The directors shall be appointed by the president of the corporate member, and the trustees shall be appointed by the chairman of the trustees. Members of the committee shall serve for one year terms and may be reappointed.

Section 7.2 — *Powers.* The committee may consider matters of mutual interest to the trustees and directors, and is authorized to make recommendations to be approved by the trustees and the directors of the corporate member.

Section 7.3 — *Meetings.* The committee shall meet at the joint call of the president of the corporate member and the chairman of the trustees.

Section 7.4 — *Vacancies.* The chairman of the trustees and the president of the corporate member, respectively, shall have the power to fill vacancies caused by the death, resignation, disability, removal, or failure of qualification of members they appoint.

Section 7.5 — *Notice.* Unless waived in writing, written or printed notice of the time (date and hour) and place of all committee meetings shall be mailed to each committee member at the member's residence or usual place of business at least thirty (30) days before the meeting date or given to the member by personal delivery, telegraph, or telephone at least twenty (20) days before the meeting date. Attendance of a committee member at a meeting constitutes waiver of notice except where such member attends for the express purpose of objecting to the transaction of business because the meeting is not lawfully called or convened.

Section 7.6 — *Quorum and Manner of Acting.* A majority of both the Foundation trustees and the directors of the corporate member appointed to the joint committee shall constitute a quorum for the transaction of business at any meeting. The act of a majority of the members present at any meeting at which a quorum is attained shall be the act of the joint committee. In the absence of a quorum, a majority of the members present may adjourn the meeting from time to time, until a quorum is present. No notice of any adjourned meeting need be given.

Article VIII Financial Reports

Section 8.1 — *Books and Financial Records.* The trustees shall provide for the keeping of accurate books and records of the receipts, expenditures, investments, properties, and all other assets of the Foundation to the end that all property received by the corporation shall be devoted exclusively to the purposes set forth in the articles of incorporation.

Section 8.2 — Reports. The trustees shall periodically notify the directors of the corporate member of the status of Foundation appropriations and also of the amount of money that may be available to further the purposes of the Foundation.

Section 8.3 — Audit. The corporation, as an administration expense, shall annually engage the auditors employed to audit the accounts of the corporate member to audit the accounts of the Foundation. The general secretary shall distribute the auditors' report to the trustees and to the directors of the corporate member and shall cause such report, in such form as the general secretary may deem appropriate, to be published and distributed.

Section 8.4 — Surety Bonds. The trustees shall determine the necessity and amount of surety bonds for any persons working on Foundation activities and provide in the administration budget of the Foundation for the cost of such bonds.

Section 8.5 — Fiscal Year. The fiscal year of the corporation shall be the same as the fiscal year of the corporate member.

Section 8.6 — Budget. Each year the trustees shall adopt a budget for the succeeding fiscal year, which they may revise in the succeeding fiscal year if necessary.

Section 8.7 — Reimbursement for Services by Corporate Member. The Foundation shall reimburse the corporate member for the cost of all administrative and other services requested by the trustees. The general secretary shall present a forecast of the expense of such services at the time the trustees adopt the annual budget for the Foundation. Pursuant to this forecast, the trustees shall from time to time during the fiscal year advance payments towards these expenses. After the financial audit and review of both the Foundation and the corporate member at the end of the fiscal year, any documented difference, whether excess or deficiency, between the forecast and actual expenses incurred in performing such services shall be adjusted accordingly.

Article IX Miscellaneous

Section 9.1 — Indemnification. The Foundation shall indemnify all of its present and former trustees and officers to the full extent permitted by the Illinois General Not for Profit Corporation Act of 1986, or any successor legislation adopted by the State of Illinois of the United States of America, the relevant indemnification provisions of which act are hereby incorporated herein by reference. In addition, the Foundation may, upon approval of the trustees, indemnify any committee member or agent of the Foundation to the full extent permitted under the said General Not for Profit Corporation Act. The Foundation shall also cause to be purchased insurance for such indemnification of its officers and trustees to the full extent determined from time to time by the trustees of the Foundation.

Section 9.2 — Seal. The seal of the corporation shall be in such form as may from time to time be adopted by the trustees.

Section 9.3 — Grant Policy. The following persons are ineligible for any award or grant from the Foundation:

- (a) a Rotarian, with the specific exemption of all volunteer services as identified by the trustees;
- (b) an employee of a club, district or other Rotary entity, or of Rotary International; and
- (c) a spouse, a lineal descendant (child or grandchild by blood and any legally adopted child), a spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any person in categories (a) or (b).

Section 9.4 — *Bylaws Amendments.* These bylaws may be reviewed from time to time for necessary and timely revision by the trustees. Upon the approval of such revision by the trustees, the revision shall be transmitted to the directors of the corporate member for their subsequent approval. Revisions to the bylaws shall be effective upon their approval by the directors of the corporate member, provided, however, that any bylaws that are inconsistent with the provisions of the constitution or bylaws of the corporate member shall not be effective until approved by the council on legislation of the corporate member.

Extracts from the Articles of Incorporation of The Rotary Foundation of Rotary International

Filed 31 May 1983

Name. The name of the corporation is: The Rotary Foundation of Rotary International.

Purposes. This corporation is organized and shall at all times be operated exclusively for charitable and educational purposes, or such other purposes or objects as may be provided in section 501(c)(3) of the Internal Revenue Code of 1954 or corresponding provisions of subsequent federal tax laws and as may be approved by the corporate member, including, but not limited to, the following: The furthering of understanding and friendly relations between people of different nations through the fostering of tangible and effective programs of a philanthropic, charitable, educational, or other eleemosynary nature.

Dedication of Income and Assets.

- (a) No part of the assets or net earnings of this corporation shall inure to the benefit of any director, trustee, or officer of this corporation or to any private individual, except that the corporation may make payments and distributions in furtherance of the purposes set forth above, including the payment of reasonable compensation for services rendered. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (ii) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- (b) No substantial part of the activities of this corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation. This corporation shall not participate in (including the publishing or distributing of statements) any political campaign on behalf of any candidates for public office.
- (c) Upon dissolution or liquidation of this corporation, after payment or provision for its debts and liabilities, all of its assets (except any assets conveyed to this corporation upon condition requiring return, transfer, or conveyance, which condition occurs by reason of the dissolution of this corporation) shall be transferred or conveyed pursuant to law to one or more organizations described in section 501(c)(3) of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax laws for one or more of the purposes described above, as the corporate member of this corporation shall determine.

Corporate Member. The corporation shall have one class of members, which class shall consist of one member, designated as the “corporate member.” The manner of selection of the corporate member shall be prescribed by the bylaws. In addition to matters required by statute, the corporate member shall have the sole power to appoint the directors of the corporation (who shall be known as trustees). The articles of incorporation and bylaws shall not be changed without the approval of the corporate member. The bylaws may require that additional matters be submitted for approval by the corporate member.

Glossary of Key Rotary Terms

acting governor. Person appointed by the RI president to fill a vacancy in the office of district governor until a new governor has been elected by the RI Convention or RI Board. An acting governor also may be appointed to fill a temporary vacancy during a time when the governor is unable to fulfill the responsibilities of the office.

active member. Person elected to club membership under a classification of business, profession, or type of community service and who has all the obligations, responsibilities, and privileges of membership as provided in the RI Constitution and Bylaws.

admission fee (prospective club). Fee paid to RI by a prospective club seeking admission to membership in RI. The fee is set by the RI Board.

admission fee (prospective Rotarian). Fee paid to a club by an applicant for membership in the club. The fee varies according to the amount specified by each club in its bylaws.

alternate (delegate). A club member entitled to vote at the convention in case the delegate is absent. See also **delegate**.

Annual Programs Fund. Primary source of unrestricted financial support for the programs of The Rotary Foundation. Its mission is to support the efforts of RI in achieving world understanding and peace through local, national, and international humanitarian, educational, and cultural programs.

assembly, club. Meeting of all club members, including the club's officers, directors, and committee chairs, held to confer on the club's program and activities or to induct new members.

assembly, district. Annual training meeting, preferably conducted in April or May, of club presidents-elect and incoming club leaders. Its purpose is to prepare incoming club leaders for their year in office and build their leadership team, and to give the district governor-elect and incoming assistant governors and district committees the opportunity to motivate club leadership teams and build their working relationship.

Assembly, International. Annual training meeting attended by general officers, governors-elect, and others designated by the RI Board. It provides Rotary education, instruction in administrative duties, motivation, and inspiration to governors-elect as well as an opportunity to discuss and plan how to implement Rotary's programs and activities in the upcoming year.

assistant governor. Rotarian appointed by the district governor, in accordance with RI Board policy, to assist the governor with administrative work associated with club operations for designated clubs within an assigned geographic area.

associate foundation. An organization established according to Rotary Foundation Trustees criteria and guidelines and approved by the Trustees to operate as an associate foundation. Their primary purpose is to provide tax benefits to Rotarians in the countries where these foundations have been established.

attendance report. Record of attendance at a club meeting. The RI Bylaws require each club to submit an attendance report to the district governor each month.

board of directors, club. Governing body of a Rotary club, constituted according to club bylaws.

Board of Directors, RI. Governing body of Rotary International, constituted according to the RI Bylaws.

Bylaws, Recommended Rotary Club. Provisions for governing a Rotary club. Recommended bylaws are provided by the RI Board, but clubs may change club bylaws to meet individual club conditions so long as any changes are in harmony with the constitutional documents.

Bylaws, RI. Provisions for governing RI that are consistent with the RI Constitution; can only be amended at a Council on Legislation.

Certificate of Nomination of Governor. Document, signed by the governor, certifying the nomination of the Rotarian chosen by the district's clubs for the office of governor.

charter member. A founding member of a Rotary club, elected to membership before the club is admitted to membership in RI.

classification. A separate and distinct business or professional service rendered to the community. Each club determines the classifications that exist in its community, and each active club member is assigned a classification, which correlates to the member's principal and recognized business or professional activity or that of the member's firm, company, or institution.

classification roster. Complete list of classifications in a club's community, showing which the club has filled and which remain unfilled.

Club Leadership Plan. The recommended administrative structure for Rotary clubs, based on the best practices of effective clubs, designed to help clubs increase their ability to meet their goals in each Avenue of Service. Clubs are not required to adopt the plan.

club locality. Description of the area in which a club provides service. A club may be organized in the same locality as one or more existing clubs.

Club Service. Rotary's first Avenue of Service. Involves all of the necessary actions Rotarians perform to make their club function successfully.

Code of Policies, Rotary. Document containing all of the general and permanent policies of the RI Board of Directors. The code supplements the RI constitutional documents.

Code of Policies, The Rotary Foundation. Document containing all of the general and permanent policies of The Rotary Foundation Trustees.

committee, RI ad hoc. Committee established by the RI Board that continues in existence until its tasks are completed.

committee, RI Board. Committee of select RI Board members established by the RI president to make recommendations on a specific topic to the full Board.

committee, RI special. Committee established by the RI Board that continues in existence until the end of the Rotary year in which it is appointed.

committee, RI standing. Committee mandated by section 16.010. of the RI Bylaws.

Community Service. Rotary's third Avenue of Service; activities that Rotarians undertake to improve the quality of life in their community. It often involves assistance to youth, the elderly, the disabled, and others who look to Rotary as a source of hope for a better life.

Constitution, RI. Provisions governing RI, which can only be amended by a Council on Legislation.

Constitution, Standard Rotary Club. Governing provisions that must be adopted by each club. These provisions are consistent with the RI Constitution and the RI Bylaws and can only be amended by a Council on Legislation.

constitutional documents. Collectively, the RI Constitution, RI Bylaws, and Standard Rotary Club Constitution.

Convention, RI. Annual international meeting open to all Rotarians and their guests. Its primary purpose is to inspire and inform Rotarians at an international level. Club delegates from around the world elect RI officers for the coming year, including the president and RI Board.

Council on Legislation. RI's legislative body, as provided for in article 10 of the RI Constitution and article 8 of the RI Bylaws. Its voting membership is composed of a representative of the clubs of each district. It meets every third year to deliberate and act upon proposed enactments and resolutions submitted by clubs, district conferences, the RIBI General Council or Conference, the Council on Legislation, and the RI Board. Its actions in adopting legislation are subject to review by all clubs. See also **enactment; resolution**.

Council on Legislation representative. Past RI officer (or other Rotarian, if approved by the president) elected to represent the clubs of a district at the Council on Legislation. Representatives are voting members of the Council.

credentials certificate. Document completed by the governor certifying the election of a district's representative and alternate for the Council on Legislation. The certificate must be presented for credentialing at the Council.

DDF. See **District Designated Fund**.

delegate. Representative of a Rotary club at the RI Convention.

delegate at large. Current RI officer or past RI president entitled to vote at the RI Convention.

district. Geographic grouping of clubs for RI administrative purposes.

district conference. Meeting held annually in each district to further the program of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to club and district affairs. It is open to all Rotarians in the district and their families.

district conference report. Mandatory report of any action taken by the conference, the number of clubs represented, and other matters; submitted to RI by the governor and the district conference secretary.

District Designated Fund (DDF). The 50 percent of a district's contributions to The Rotary Foundation, plus any adjustments, available for its use for programs during any given year.

district dues. Mandatory per capita fees paid by each club in a district that chooses to establish a district fund. The per capita amount must be approved at either the district assembly or district conference each year. Clubs that fail to pay their district dues for more than six months may be suspended.

district financial statement. A financial statement from the previous Rotary year discussed and adopted at the district conference in order to ensure financial accountability to the clubs by the district.

district fund. A source of financial support for district-sponsored projects and administrative functions, generated in part by **district dues**.

district governor. Officer of RI in the district, functioning under the general control and supervision of the Board. The governor directly supervises all clubs in the district and providing leadership and ensuring continuity.

District Leadership Plan. The organizational structure for all districts. Components include defined responsibilities and duties for assistant governors and district committees, as well as defined limits to terms of service and number of terms.

dues and fees. The admission fee and annual dues that every active member pays to the club. Amounts are determined by the club.

effective club. A club that can (1) sustain or increase its membership base, (2) implement successful service projects that address the needs of its community and communities in other countries, (3) support The Rotary Foundation through program participation and financial contributions, and (4) develop leaders capable of serving Rotary beyond the club level.

electors. The duly accredited delegates, proxy holders, and delegates at large that constitute the voting body of the RI Convention. See also **delegate**.

emblem, Rotary. Symbol of Rotary International, consisting of a gearwheel with six spokes, 24 cogs, and a keyway. Colored royal blue and gold, it is worn with pride by Rotarians as a lapel button.

enactment. An item of legislation adopted by the Council on Legislation that amends the RI Constitution, RI Bylaws, or Standard Rotary Club Constitution. See also **resolution**.

extension, external. Work of extending Rotary by organizing clubs in localities where there are no Rotary clubs. This work is carried on in districts by the governors with the cooperation of the Secretariat. In non-Rotary areas, this work is only conducted by the Extension Committee under the guidance of the RI Board.

extension, internal. Increasing the number of members in the club so as to include representatives of all classifications for which suitable persons are available within the locality of the club.

family of Rotary, the. The spouses, widows/widowers, children, grandchildren, and other relatives of Rotarians, as well as Rotary Foundation alumni, Group Study Exchange members, Rotary Youth Exchange students, Rotaractors, Interactors, RYLA participants, Inner Wheel and other spouse groups, and Global Networking Groups.

Fellowships, Rotary. See **Global Networking Groups**.

fiscal agent. Rotarian volunteer who receives and deposits payments made by clubs in the agent's country and disburses the funds as authorized by the RI controller. Fiscal agents are listed in the *Official Directory*.

founder of Rotary. Paul P. Harris, who organized the first Rotary club in Chicago in 1905.

four Avenues of Service. Rotary's philosophical cornerstone and the foundation for club activity. They are based on the Object of Rotary: Club Service, Vocational Service, Community Service, and International Service. See also **Club Service; Community Service; International Service; Object of Rotary; Vocational Service**.

Four-Way Test, The. Statement of business and professional ethics that centers on four questions: Is it the truth? Is it fair to all concerned? Will it build goodwill and better friendships? and Will it be beneficial to all concerned? Created in 1932 by Rotarian Herbert J. Taylor and adopted by Rotary International in 1934.

functioning Rotary club. Club that has paid its per capita dues to RI; meets regularly; ensures that its members subscribe to a Rotary World Magazine Press publication, as appropriate; implements service projects; receives the visit of the governor, assistant governor, or RI officer; and maintains appropriate general liability insurance.

General Council, RIBI. Governing body of RI in Great Britain and Ireland consisting of the officers of RIBI (president, immediate past president, vice president, honorary treasurer, and secretary) and the governors of the districts in Great Britain and Ireland. The RI director from Great Britain and Ireland is a member of the General Council ex officio.

general secretary. The chief operating officer of RI under the direction and control of the RI Board. The general secretary is responsible to the RI Board and the president for the implementation of its policies and for the operations and

administration, including the financial operation, of RI. This individual is also the general secretary of The Rotary Foundation.

GETS. See **governors-elect training seminar.**

Global Networking Groups. Groups of individual Rotarians and others from different countries united through shared interests either as Rotary Fellowships (geared to vocational and recreational interests) or Rotarian Action Groups (geared to service activities). Designed to foster international fellowship, friendship, and service. Open to all Rotarians, spouses of Rotarians, and Rotaractors.

good standing. As used in the RI constitutional documents, this phrase applies to a member of a Rotary club or to the membership of a Rotary club in RI and means that the Rotarian or club continues to fulfill all membership requirements in the club or RI.

governor. See **district governor.**

Governor-nominee Data Form. A biographical data form completed by the candidate selected by the district for the office of district governor. It contains personal information about the successful candidate and his or her spouse, and serves as a preliminary registration form for the International Assembly.

governors-elect training seminar (GETS). A zone-level training seminar for governors-elect held in conjunction with Rotary institutes.

governor's monthly letter. Communication issued every month by the governor to the president and secretary of each club in the district containing items of special interest and importance, including the monthly Membership Attendance Report.

honorary member. A person elected to membership in a Rotary club for either serving with distinction in the furtherance of Rotary ideals or being considered a friend of Rotary for his or her permanent support. An honorary member does not pay fees or dues, has no vote, and may not hold office, but may attend all meetings and enjoy the privileges of the club. The club board determines the term of honorary membership.

Institute, International. Meeting attended by current, past, and incoming district governors; usually held in conjunction with the RI Convention. Timely topics related to the program of Rotary and administration of RI are informally discussed.

institute, Rotary. Instructional, motivational, and fellowship meeting for past, current, and incoming governors and other RI officers from the districts that comprise a zone or zones. A Rotary institute is intended to provide participants with up-to-date information about Rotary's programs and ideas for improving and strengthening the Rotary movement.

Interact. Rotary club-sponsored clubs for young people dedicated to service and international understanding. Membership is open to students ages 14-18.

intercountry committee (ICC). Group of Rotarians, Rotary clubs, or districts, formed by or with the approval of governors concerned, to encourage contacts

between clubs and Rotarians in two or more countries, thus developing understanding between and promoting fellowship among the peoples of different nations.

International Assembly. See **Assembly, International.**

international office, RI. An office of the Secretariat other than RI World Headquarters. Each international office serves the Rotary clubs and district in its assigned area:

Brazil Office. In São Paulo; serves Brazil.

Europe/Africa Office. In Zurich, Switzerland; serves Europe, Africa, and the Eastern Mediterranean region.

Japan Office. In Tokyo; serves Japan.

Korea Office. In Seoul; serves Korea.

South Asia Office. In Delhi, India; serves Bangladesh, India, Nepal, Pakistan, and Sri Lanka.

Southern South America Office. In Buenos Aires, Argentina; serves Argentina, Bolivia, Chile, Paraguay, and Uruguay.

South Pacific and Philippines Office. In Parramatta, Australia; serves Australia, New Zealand, the Philippines, and the Pacific Islands.

International Service. Rotary's fourth Avenue of Service, encompassing the many programs and activities that Rotarians undertake to advance international understanding, goodwill, and peace. Many International Service projects are designed to meet humanitarian needs in the developing world and can also foster acquaintance with people of other countries and cultures.

licensed vendor. See **official licensee, RI.**

make-up. Attendance at the meeting of another Rotary club or certain other functions as provided in article 9 of the Standard Rotary Club Constitution, to protect membership and receive attendance credit when a meeting of the Rotarian's own club is missed. See also **visiting Rotarian report card.**

Manual of Procedure. Publication created to help club and district leaders understand Rotary and the policies and procedures most relevant to their services; issued every three years after each Council on Legislation. Also contains the RI constitutional documents.

Member Access. Members-only area of www.rotary.org where Rotarians can contribute to The Rotary Foundation, manage their RI e-mail subscriptions, register for meetings, download administrative software, and access member benefits. Club and district officers have access to additional records and reports.

Membership Attendance Report (club). Summary of monthly membership attendance prepared by club secretary. The secretary sends a copy of this report to the governor.

Membership Attendance Report (district). Summary of the monthly attendance reports received from the clubs in the district. This information may be published in the governor's monthly letter.

Membership Data Form. RI form that the club secretary uses to report new members, terminations of membership, and changes in addresses and classifications to the general secretary. See also **Member Access**.

membership development. Multi-step process to encourage membership growth, consisting of three core elements: the recruitment of new members, the retention of existing members, and the organization of new clubs (extension).

membership identification card. A uniform pocket-size membership identification card, recommended by RI for use by all clubs and available from RI official licensees.

Memo of Club Visit. Form completed by an assistant governor or governor during a club visit to help assess a club's progress toward goals and determine ways to tailor support for a club. It also serves as an annual record of a club's progress, helps identify nonfunctioning clubs, and is used by the district and RI.

memorial to the Board. Petition to the RI Board for action on a specific matter.

Menu of Service Opportunities. Issues and concerns identified by RI as recommended service priorities for clubs and districts for a specified period of time: Children at Risk, Disabled Persons, Health Care, International Understanding and Goodwill, Literacy and Numeracy, Population Issues, Poverty and Hunger, Preserve Planet Earth, and Urban Concerns.

merger of clubs. Request made to the RI Board by two or more clubs within the same district seeking to merge into a single club.

months, Rotary. Special designations by the RI Board to emphasize the involvement of every Rotarian, not just clubs, in Rotary activities: Membership and Extension (August), New Generations (September), Vocational Service (October), The Rotary Foundation (November), Family (December), Rotary Awareness (January), World Understanding (February), Literacy (March), Magazine (April), and Rotary Fellowships (June).

multidistrict administrative group. A group established under Board approval whenever two or more districts wish to provide joint administrative services to their clubs.

non-Rotary countries and geographical areas. Location that has not been formally opened by the RI Board for extension. Rotarians, clubs, and districts shall not engage in any extension activities unless directed to do so by the Extension Committee or RI Board.

Object of Rotary. Succinct statement of Rotary's purpose and the responsibilities of club members. The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise as set forth in article 4 of both the RI Constitution and the Standard Rotary Club Constitution.

officers, club. The president, president-elect, one or more vice presidents, director(s), secretary, treasurer, and sergeant-at-arms of a Rotary club.

officers, RI. The president, president-elect, vice president, treasurer, other directors, general secretary, and governors of Rotary International; and the president, immediate past president, vice president, and honorary treasurer of Rotary International in Great Britain and Ireland.

officers, RI general. The president, president-elect, vice president, treasurer, other directors, and general secretary of Rotary International.

Official Directory. Contact information for RI and Foundation officers, committees, resource groups, and Secretariat staff; worldwide listing of districts and governors; alphabetical listing of clubs within districts, including contact information.

official licensee, RI. Entity licensed by RI to manufacture or distribute specifically approved items bearing the Rotary Marks.

Paul Harris Fellow. An individual who contributes US\$1,000 to The Rotary Foundation or has that amount contributed in his or her name.

per capita dues. The membership fees that each club pays to RI semiannually (on 1 July and 1 January) for each active member of the club.

perfect attendance. Term used by many clubs to refer to a member's 100 percent attendance record.

PETS. See **presidents-elect training seminar**.

pilot Rotary clubs. Pilot projects, conducted by the RI Board, in order to test new ideas, methods, or organizational frameworks for clubs that may help secure Rotary's future as a premiere humanitarian service organization. Pilot Rotary clubs are fully functioning Rotary clubs that are exempted from some requirements in the Standard Rotary Club Constitution.

Planning Guide for Effective Rotary Clubs. An assessment and goal-setting tool used by club presidents-elect in cooperation with club and district leaders to establish goals related to the elements of an effective club and the Club Leadership Plan. The guide includes strategies that clubs can use to achieve their goals. See also **Club Leadership Plan**.

PolioPlus. The special program of Rotary International and The Rotary Foundation with a "priority of the highest order" to eradicate polio.

presidents-elect training seminar (PETS). A training meeting conducted annually, preferably in March, for club presidents-elect. Its purpose is to prepare incoming club presidents for their year as president and give district governors-elect and incoming assistant governors the opportunity to motivate incoming presidents and build their working relationship.

president's emphases. Areas of focus for the RI president's year in office that support the overall RI program. Clubs and Rotarians are encouraged to carry out service activities related to the emphases. See also **theme, RI**.

president's representative. A Rotarian assigned by the president to attend a district conference in the president's absence.

president's theme. See **theme, RI**.

purposes of Rotary International. The purposes of RI are (a) to support the clubs and districts of RI in their pursuit of programs and activities that promote the Object of Rotary, (b) to encourage, promote, extend, and supervise Rotary throughout the world, and (c) to coordinate and generally direct the activities of RI.

RCC. See **Rotary Community Corps**.

Recommended Rotary Club Bylaws. See **Bylaws, Recommended Rotary Club**.

regional Rotary Foundation coordinator (RRFC). A Rotarian who provides a link between the Trustees and the districts on Rotary Foundation matters in an assigned region. The RRFC is primarily responsible for promoting fundraising and program participation.

regional Rotary International membership coordinator (RRIMC). Rotarian appointed by the RI president to support district and club membership efforts. There are 44 RRIMCs, at least one appointed in each zone, who are supported by 80 Rotary International membership zone coordinators, or RIMZCs.

resolution. Action by the Council on Legislation that does not amend or conflict with the RI constitutional documents but expresses an opinion or makes a recommendation to the RI Board. See also **enactment**.

resource group. An action group of Rotarians appointed by the RI president that carries out specific activities to help clubs and districts achieve their operation and service objectives. The two categories of resource groups are (1) a services resource group to help clubs and districts address issues and concerns such as literacy, hunger, children at risk, and the environment; and (2) an operational resource group that helps clubs and districts operate more effectively in areas such as membership development and retention, training, and public relations.

RIBI. See **Rotary International in Great Britain and Ireland**.

RIMZC. See **Rotary International membership zone coordinator**.

Rotaract. Rotary club-sponsored clubs for young adults ages 18-30 for the purpose of developing leaders and service-minded citizens.

Rotarian. A member of a Rotary club.

Rotarian Action Groups. See **Global Networking Groups**.

Rotarian, The. The official magazine of RI; published monthly.

Rotary. Name that refers to both the association Rotary International, which encompasses all clubs and Rotarians, and the organization's ideals and principles.

Rotary Community Corps (RCC). Rotary club-sponsored groups for non-Rotarian adults dedicated to serving and improving their own village, neighborhood, or community.

Rotary countries and geographical areas. All locations with Rotary clubs. To avoid involvement in political disputes, RI does not use the terms *dependency* or *territory*.

Rotary emblem. See **emblem, Rotary**.

Rotary Entities. Rotary International, The Rotary Foundation, a Rotary club or group of clubs, a Rotary district or group of districts (including a multidistrict activity or multidistrict administrative group), a Rotarian Action Group, a Rotary Fellowship, RI Convention host committees, and administrative territorial units of Rotary International. Individual RI programs are not Rotary Entities.

Rotary Fellowships. See **Global Networking Groups**.

Rotary Foundation of RI, The. A not-for-profit corporation that receives contributions and distributes funds in support of approved humanitarian and educational programs that are implemented through Rotary clubs and districts. Its mission is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

Rotary Foundation Sustaining Member. An individual who makes a minimum initial gift of US\$100 or more to the Annual Programs Fund of The Rotary Foundation and states in writing the intention to make a minimum gift of \$100 or more to the fund annually thereafter.

Rotary Friendship Exchange. An RI Structured Program for Rotarians and their families to engage in opportunities to experience other cultures firsthand through reciprocal visits with Rotarians and their families from other countries.

Rotary International. Association of worldwide Rotary clubs.

Rotary International in Great Britain and Ireland (RIBI). The association of Rotary clubs in Great Britain, Ireland, the Channel Islands, and the Isle of Man.

Rotary International membership zone coordinator (RIMZC). Rotarian appointed by the RI president to assist the efforts of the regional RI membership coordinator. The 80 RIMZCs are part of the **RRIMC network**.

Rotary Marks. RI's intellectual property — the trademarks and service marks that RI owns throughout the world, including both words and design marks.

Rotary senior leaders. Current, incoming, and past RI presidents and directors, and Rotary Foundation trustees.

Rotary Volunteers. RI Structured Program that embodies Service Above Self. It encourages Rotarians to become actively involved in hands-on projects in which their vocational skills are put to use. Rotary Volunteers provides opportunities for Rotarians and other skilled professionals to offer their services and expertise to local and international humanitarian projects in need of assistance.

Rotary wheel. See **emblem, Rotary.**

Rotary World. Newspaper published several times a year, in nine languages, for Rotary club, district, and international leaders. A universal source of information on all programs of RI and The Rotary Foundation, and on Rotary news of interest originating in the clubs and districts.

Rotary World Magazine Press (RWMP). The group of publications consisting of *The Rotarian* and all Rotary regional magazines certified by the RI Board.

Rotary Youth Leadership Awards (RYLA). Program conducted at the club, district, multidistrict, and international levels where Rotarians and Rotary clubs participate in developing qualities of leadership, good citizenship, and personal development in the young people of their communities by providing a training experience. RYLA programs are tailored to youth ages 14-30.

RRFC. See **regional Rotary Foundation coordinator.**

RRIMC. See **regional Rotary International membership coordinator.**

RRIMC network. The 44 RRIMCs and 80 RIMZCs responsible for conducting membership seminars within their regions, identifying membership trends and strategies specific to their regions, serving as members of the governors-elect training seminar (GETS) team, and presenting or facilitating membership sessions at other district or zone meetings or events.

RYLA. See **Rotary Youth Leadership Awards.**

Secretariat. The entire operations of the general secretary and staff, including international offices and all staff assigned to Rotary Foundation matters.

semiannual report. Report that each club submits to RI on 1 July and 1 January certifying to the RI Board the number of its members on such dates. The report is signed by the club president and the club secretary and is sent to the general secretary on forms provided by the Secretariat, or it may be completed online by the club president or secretary. These reports are used as the basis on which the club makes payment to RI for per capita dues.

Service Above Self. Rotary's principal official motto, which may be used in Rotary literature and elsewhere.

SHARE system. The mechanism for distributing Rotary Foundation program awards worldwide.

special representative. An individual, usually a Rotarian and preferably a member of the club sponsoring the organization of a new Rotary club, appointed by and representing the governor in all the details pertaining to the organization of the club.

sponsor club. Rotary club that assumes responsibility for assisting in the organization of a new club and in guiding the club's early development as a member of RI. See also **special representative.**

Standard Rotary Club Constitution. See **Constitution, Standard Rotary Club.**

Structured Programs, RI. Organized activities recommended by the RI Board for clubs and districts that include a recommended framework and guidelines: Interact, Rotaract, Rotary Community Corps, Rotary Friendship Exchange, Rotary Volunteers, Rotary Youth Exchange, Rotary Youth Leadership Awards, and World Community Service.

task force. See **resource group**.

theme, RI. Annual Rotary message expressed through the president. The theme directs the service initiatives throughout the Rotary year.

They Profit Most Who Serve Best. Rotary's secondary motto, which may be used in Rotary literature and elsewhere.

Trustees of The Rotary Foundation. The directors of The Rotary Foundation, who are appointed by the RI president with the concurrence of the RI Board. The Trustees manage all business of the Foundation, which must be in the furtherance of the purpose of the corporation as stated in the articles of incorporation.

visiting Rotarian report card. Form that the club secretary uses to report the attendance of a visiting Rotarian to the secretary of the visitor's home club so credit for attendance can be given. See also **make-up**.

Vocational Service. Rotary's second Avenue of Service. It is the opportunity each Rotarian has to represent the dignity and value of his or her vocation to other club members, as well as the club's responsibility to undertake projects related to such areas as career planning, vocational training, and the promotion of high ethical standards in the workplace.

World Community Service (WCS). An aspect of International Service that promotes international understanding and goodwill on a global scale. Through WCS, Rotarians from clubs in two different countries join together to conduct service projects to improve lives and meet human needs. Rotarians can offer their support to projects through funding, donated goods, or professional expertise.

World Headquarters, RI. Main office of the Secretariat, located in Evanston, Illinois, USA. It provides membership services to clubs and districts in North America, Mexico, Central America, the Caribbean, Gibraltar, northern South America, eastern Russia, and Antarctica. See also **international office, RI**.

World Understanding and Peace Day. The anniversary of Rotary's beginning, 23 February 1905. On this day, each club gives special recognition and emphasis to Rotary's commitment to international understanding, friendship, and peace.

Youth Exchange, Rotary. An RI Structured Program for secondary school students ages 15-19 to engage in study or travel abroad for up to one academic year in order to advance international understanding and goodwill. Students are sponsored by sending and receiving Rotary clubs or districts and selected according to RI Board guidelines and procedures.

zone. Grouping of clubs, established by the RI Bylaws and constituted by the RI Board, for the purpose of electing members of the nominating committee for president of Rotary International and for the nomination of directors. The organization of Rotary institutes is often based on zone alignments.

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