

ROTARY DISTRICT 6900 – RESOLUTIONS AND CUSTOMS AND TRADITIONS  
AUGUST 20, 2008



**RESOLUTIONS COMMITTEE**

The Resolutions Committee shall be responsible for compiling, circulating, and presenting all resolutions to be presented at district meetings, and in conjunction with the district administrator, for maintaining a record of all enacted resolutions in a permanent file in the district office. This committee shall consist of a District Parliamentarian chosen and appointed for an indefinite term by the district governor and other members if chosen by the District Parliamentarian.

**GOVERNOR'S ADVISORY COMMITTEE**

A District 6900 Governor's Advisory Committee shall exist to assist the district governor and future district leadership to more effectively and consistently plan and administer the district. The committee will meet semiannually in conjunction with the District Assembly and Foundation Seminar. The following will be compiled reviewed, documented, maintained and published by the committee:

- 1.) Customs and Traditions
- 2.) Suggested Operating Guidelines and Timetable
- 3.) Five (4) year Future Vision

The committee will consist of the following eleven (11) members with the District Secretary and District Administrator as ex-officio non-voting members. No appointed member of the committee shall serve more than two (2) consecutive terms:

- \* The Chair shall be the most immediate Past District Governor residing in the district.
- \* The Vice Chair shall be the next most recent Past District Governor residing in the district.
- \* The District Governor
- \* The District Governor Elect
- \* The District Governor Nominee
- \* The District Rotary Foundation Chair
- \* The District Treasurer
- \* The District Conference Chair
- \* The District GRSP Vice Chair
- \* Two (2) Past District Governors residing in the district appointed by the District Governor.

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**DISTRICT NOMINATING COMMITTEE**

A District 6900 Nominating Committee shall exist for the purpose of selecting a District Governor Nominee Designate to serve as Governor in the third Rotary year following the annual convening of the committee each January.

The nominating committee shall consist of seven (7) members as follows:

- \* The District Governor.
- \* The three (3) most recent past District 6900 governors residing in the district who are still members of a Rotary Club in the district and able to serve.
- \* Three (3) club past presidents appointed by the current governor to assure geographic and club size representation.

The District Governor shall chair the committee and the most immediate past district governor residing in the district shall be vice-chair. No appointed member of the committee shall serve for more than two consecutive years.

The district nominating committee for governor shall be charged with the duty of seeking and proposing the best available candidate for District Governor-nominee. At least four months prior to the January meeting of the nominating committee, the district governor shall inquire of each club in the district, either in writing or through the Governor's Monthly Newsletter, if the club has any qualified member it wishes to propose as a nominee for District Governor. The District Governor will forward the applications of all DGND candidates to the nominating committee members and will schedule the nominating committee meeting and invite all candidates to appear before the committee for an interview.

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, provided he/she meets the qualifications set by Rotary International; provided such candidate agrees to serve as governor; provided his/her club is notified and agrees to be supportive.

Voting shall be by a prepared secret ballot and a majority of the committee (4 votes) shall be required for selection of the candidate. Each vote of the committee shall be tallied by the chair and vice-chair jointly, and the results of each ballot announced immediately to the committee. If there are more than two candidates and no candidate receives a majority vote on a ballot, the name of the candidate with the least number of votes will be removed from the following ballot. All ballots shall be clearly labeled and certified by the chair and vice-chair, and preserved in a secure district office file and destroyed after the selected candidate is formally elected at the Rotary International Convention.

The governor shall publish the name and the club of the nominee to the clubs of the district stating "nothing in this resolution shall be construed as forbidding nominations from the floor of the district conference. A club intending to nominate from the floor at the District Conference shall, no later than 60 days before the conference, be required to:

- \* Notify the district governor in writing of its intention.
- \* Submit the name of the candidate, and
- \* submit all documentation required as though the candidate had been initially submitted for consideration by the nominating committee." If, in accordance with this paragraph, the district governor receives no nominations from the clubs, then the District Governor Nominee Designate shall be declared the District Governor Nominee at the district conference.

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**FINANCE COMMITTEE**

A district finance committee shall safeguard the assets of the district fund by reviewing and studying the amount of per capita levy and necessary expenses of district administration, meet quarterly and prepare an annual report on the status of the district's finances, to be presented at the district assembly.

The finance committee shall consist of ten (10) members, the District Governor, the District Governor Elect, the District Governor Nominee, the Foundation Chair, the District Conference Chair, the most immediate Past District Governor residing in the district, the District Treasurer and three appointed members (the governor shall appoint one member to serve one year, one to serve two years, and one to serve three years; thereafter, each succeeding year the governor in office shall appoint one Rotarian for a period of three years to fill the vacancy). The district secretary and district administrator are ex-officio non-voting members of the Committee. The district governor shall chair the committee. No appointed member of this committee shall serve more than three consecutive years. Cooperating with the governor, this committee shall prepare a budget of district expenditures, which shall be submitted to the clubs at least four weeks prior to the district assembly and approved at a meeting of the incoming club presidents at such district assembly.

The District Fund shall be financed by all clubs in the district by way of per capita levy on the members of these clubs. The amount of the levy shall be decided by either:

(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 IX, 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.

The per capita levy is mandatory on all clubs in the district. The district treasurer shall serve as a member of the committee and keep proper records of income and expenditure of the fund. The funds shall be held in a bank account in the name of the district and operated upon by the governor jointly with another member of the finance committee who shall preferably be the treasurer when available. It is highly encouraged that the district fund account be held with a banking institution that has locations throughout the district. By having a permanent district banking account only signatures would need to be changed on an annual basis. A majority vote of the finance committee is required for a change of banking institution. The finance committee may authorize the treasurer to place operating funds in an interest earning account such as a money market account to better utilize the funds. Any change to the authorization shall be approved by the finance committee.

The outgoing governor shall arrange for timely filing of the district federal tax return and for an audited statement of the district's finances. A copy of this financial report, together with a report of the district finance committee shall be provided to each club in the district within five (5) months of completion of the governor's year of service. This audited annual statement and the report of the district finance committee shall also be presented, discussed (if need be) and formally adopted by the following district conference.

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COLLECTION OF PER CAPITA DUES FROM CLUBS

Article XV.15.060 of the Bylaws of RI provides for a District Fund and describes the process required to establish and maintain it. In July of each year the District Treasurer shall remind each Rotary Club to pay the per capita levy approved by the district assembly or the district conference, as the case may be. The amount of the statement of funds due shall be based upon membership as of June 30<sup>th</sup> as reported by the club secretary to RI and to the district secretary. The levy shall be based upon the total number of members of each club, of whatever designation, except for honorary members as defined in the RI Standard Constitution.

Also, in July, along with the billing described above, the treasurer shall make available a self-calculating form requiring a list of new members admitted from January of the current year through June 30<sup>th</sup> and the date of admittance of each. The form shall request payment of 50% of the amount of the approved levy for the previous year for each new member so admitted. (If the previous year's levy was \$30.00 then this interim bill would require payment of \$15 for each new member admitted during the immediate past six months.)

In January a self-calculating form shall be made available to all clubs asking for a list of all new members admitted from July 1 to December 31 and the date of admittance of each. This statement shall request payment of the full amount of the current district levy for each new member so admitted.

Reminders of per capita dues shall be sent to attention of the respective club treasurers, with copies to club presidents. District dues are payable July and January.

All payments are to be made to the District Treasurer, where their receipt will be logged in and checks deposited. The District Treasurer will follow up with clubs not responding with timely payment and will document each contact in a log until all collections are made.

THE DISTRICT OPERATING BUDGET

As set forth in the Manual of Procedure, under the caption, Operation of a District Fund: “cooperating with the governor, the district finance committee shall prepare a budget which shall be submitted to the clubs at least four weeks prior to the district assembly and approved by a majority vote at a meeting of incoming club presidents at such district assembly”. Practice and practicality suggest that actually the primary responsibility for preparation of the district operating budget falls in the purview of the governor, with the assistance and approval of the finance committee; then is submitted to the club presidents as required.

It should be the district's goal to maintain a cash/cash equivalent reserve fund equal to 75% of the district operating expense budget and any surplus in the fund be evaluated at the end of the fiscal year by the finance committee.

Expenses of District Officers and Committee Chairs:

The DG, DGE and DGN will be paid for reasonable expenses related to their positions. The DG, DGE and DGN will be paid for reasonable expenses to attend the RI International Convention. The DG, DGE, and DGN will be paid reasonable expenses to attend the zone institute, including GETS and GNTS. The DG, DGE (including children and their immediate families), and the aide to the RI President's Representative at the District Conference (usually the immediate past district governor) will be paid reasonable expenses to attend the district conference. The DG, DGE and DGN will be paid reasonable expenses for planning their respective district conferences, to plan and attend AG training, PETS and the District Assembly. The immediate Past DG, DG and DGE will be paid reasonable expenses to attend GRSP trustee's meetings. Registration fees for the district conference and Zone Institute will be paid for PDG's

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**Operating Budget Continued:**

residing in the district who attends those events. AG's will receive an annual sum for expenses (no accounting required). Where applicable, in any of the above, spouse registration and expenses will be paid. The inbound GSE team conference registration and hotel expenses be paid out of the operating budget. The district awards should also be paid out of the operating budget.

Documentation of expenses per IRS requirements is required before reimbursement.

It is expected that in the course of budget preparation, parties whose expenses or expenditures are to be provided for in the budget, (governor-elect, governor-nominee, RI Foundation Chair, GSE Chair, et al) will be consulted and advised of the amount of expenditure provided for. Should it develop that category item expenses greater than 10% above what is budgeted are needed, advance approval by the governor with concurrence of the finance committee is required. If, at any time, an overall deficit is projected (revenues minus expenses), the district governor must go to the finance committee with a revised balanced budget for approval.

The governor's allowance provided by RI shall be taken into the district operating budget as income and deposited into the district operating account when received from RI. Then all reimbursable expenses of the governor shall be paid to the governor by the district. Expenses that RI permits within the allowance will be accounted for by the treasurer, who will prepare the interim and the final reports required by RI for the governor.

Assumptions used in preparation of the district fund budget and the district conference budget will be included with the proposed budgets and forwarded with them to the approving authority, which shall be the finance committee.

**THE DISTRICT CONFERENCE**

Time and place of the district conference shall be determined at least 18 months in advance in the manner dictated by Article 15.040 of RI Bylaws. The person who shall be governor at the time of the conference shall select the site and time, subject to the approval of the majority of the clubs in the district. If a conference is to be held outside the district, the location must be approved in advance by the Board of Directors of RI (RI Bylaws Article 15.040.1).

The governor for the affected year shall appoint a conference chairperson and treasurer. The conference chairperson shall form and staff such committees as are appropriate to plan and execute the conference. The district conference shall have a balanced budget. At least nine months before the conference, the conference chairperson, with the assistance of the treasurer, and with the concurrence of the governor, shall prepare a balanced budget of conference income and expenses and shall submit it to the finance committee for approval. Documentation of expenses per IRS requirements is required before reimbursement.

The conference chair and treasurer shall review income and expense actuals and make projections monthly. Should it develop that category item expenses of more than 10% over what is budgeted are needed, advance approval by the governor with concurrence of the finance committee is required. If at any time, an overall deficit is projected (revenue minus expenses) the conference chairperson and the district governor must go to the finance committee with a revised balanced budget for approval.

**District Conference Awards**

Inclusion in this document is to provide future Governors with the purpose of these leadership awards, some details and a presentation suggestion of Friday evening of District Conference. The sole responsibility and privilege of selecting the winners of these awards is the current Governor. These awards should be paid for out of the operating budget.

***Rotarian of the Year Award*** – One Winner: Selected by the District Governor: Sponsored by the Rotary Club of East Cobb: named for member William E. Carver: Presents the honoree with a Paul Harris Fellow for

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**\$1000 contributed by the RC of East Cobb in that person's name: Individual should be serving on the District Staff and, in the single opinion of the District Governor, be worthy of such recognition District Conference Awards con'd**

**Sheffield Award – One Winner in each category: Sponsored by the Rotary Club of Americus: Named for Past Governors John Sheffield, John W. Sheffield and Langdon C. Sheffield all of the Americus Club: Recognition is presented to one president in each category for leadership who, in the single opinion of the District Governor, has impacted the club in such a manner as to cause it to perform in a highly superior manner in the future. While presidents representing the clubs chosen as “Club of the Year” are eligible for selection the ideal recipient is one who has prepared the club to reach beyond themselves in coming years.**

**Follow Me Award – One Winner: Sponsored by the Rotary Club of Stone Mountain: Named “Follow Me” in honor of Past District Governor Al Lipphardt to recognize the Assistant Governor of the Year Award for exemplary leadership in executing the current Rotary theme: Presents the honoree with a Paul Harris Fellow for \$1000 contributed by the Rotary Club of Stone Mountain in that persons name: Individual is a current Assistant Governor who, in the single opinion of the District Governor to be worthy of such recognition.**

**In all matters relating to the District Conference, District 6900 shall adhere to Article XV, Sections 15.040 and 15.050 of the RI BYLAWS. Attention is especially called to requirement of a Conference Report and its distribution, and the use of electors in proportion to club size in certain determinations including, but not limited to, selection of delegate and alternate delegate to council on legislation.**

**CUSTOMS AND TRADITIONS**

**Meeting in January, or at a time more suitable, for Past District Governors( with decision on whether or not spouses are to be included to made at the discretion of the current District Governor) with purpose for fun, fellowship and District 6900 Midyear Update. (Initiated by PDG Bill Foster in 1997.)**

**Rotary Institute of Zones 33 and 34**

**Registration Cost paid by the District for Past District Governors and their spouses. (Initiated by DG Ralph Thurmond and District 6900 Finance Committee in 1990-91)**

**GSE Inbound Team**

**Registration cost should be paid out of the operating budget.**

**Nominating Committee Meeting Scheduled in January to Select DGND**

**Nominating Committee (District Resolution for Nominating Committee) meets in early January to select the District Governor Nominee Designee. (thirty months before becoming DG). Letter to be sent out by District Governor to all rotary clubs announcing the committee's selection with abbreviated bio. Letter also to state that if a club intends to nominate a candidate from the floor at the District Conference, the candidate's name must be submitted in writing to the District Governor, with all documentations required, no later than 60 days before the District Conference. If no other nominations are received, then the DGND selected by the committee will be officially elected at the District 6900 Conference as the official DGNE. (Initiated by DG Bill Mulkey 1997-98)**

**District Governor's Newsletter**

**An official Governor's Newsletter should be compiled and published on a monthly basis and should include attendance and membership statistics. It should be available to all clubs and Rotarians in District 6900.**

**District 6900 Directory**

**A hardcopy District Directory should be compiled, published and distributed each year before July 1.**

**District Governor's Official Visits**

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The District Governor schedules an official visit to ALL Rotary Clubs during the first six months of the Rotary year. Each club picks up the expense of any required overnight stay at a location of the club's choosing.

Annual Trip to RI World Headquarters by DG and DGE

The District Governor schedules a trip to RI World Headquarters in Evanston and will host the incoming District Governor Elect. The District Governor Elect will have the opportunity of touring One Rotary Center and meeting and becoming acquainted with the RI Staff. (Initiated by PDG Bill Stubbs)

International Convention

The District will budget funds for the expenses of the District Governor and the District Governor Elect and spouses to attend the International Convention and Institute. The amount is determined by the location of the Convention (travel cost). The District Governor Nominee and spouse will also have a dollar amount budgeted.

Governor's Apparel Expense

The Governor is reimbursed the expense of one official coat, tie, scarf and for travel and office expenses when performing responsibilities and duties on behalf of District 6900 only.

District Financial Audit

The annual financial audit shall be completed by November 30<sup>th</sup> and provided to ALL Rotary clubs (MOP RI BYLAWS) It should also be provided to the Council of Governors.

A copy of the upcoming year's District Budget should be provided to the Council of Governors at the District Conference.

Aide to RI President's Representative to District 6900 Conference

This assignment is for the District 6900 Immediate Past District Governor and Spouse. The aide will have lodging compensated and expenses incurred on behalf of the RI Representative and spouse will be reimbursed.

District Conference Registration Compensation for Past District Governors and Spouse

District Conference Registration compensation will be provided for Past District Governors and spouse attending the District Conference. (Initiated by PDG Al Lipphardt in RY2000)

District Conference Registration Compensation for District Governor Elect's Family

District Conference Registration and Lodging compensation will be provided for the District Governor Elect's immediate family to include spouse, sons, daughters and their spouses and grandchildren.

District Conference Committee Luncheon

The Governor and Conference Chair shall host an appreciation luncheon for the Conference Committee members, Assistant Governors, and the leadership team on Friday of the District Conference. Council of Governors should be invited.

District Conference – DGE Reception and Presentation

The District Governor Elect Reception is hosted Saturday afternoon by the District Governor Elect's home Rotary Club and at the Saturday Evening Plenary Session the home club escorts/presents the DGE and his/her family to the District Conference attendees. The expense is the responsibility of the District Governor Elect's rotary club and is subsidized at \$15,000 in the District 6900 Conference Budget. (Initiated by PDG Claudia Mertl RY 2005-2006)

District Conference Changing of Leadership

Traditionally Sunday morning of the Conference is the time the current Governor makes a farewell speech and the Governor-Elect makes an inaugural speech. They then exchange pins. (PDG & Governor)

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**District Governor Appreciation Gift**

A gift of \$1000 from District Funds is presented to the District Governor by the DGE as a token of appreciation for their year of dedicated service on behalf of Rotary and District 6900.

**THE DISTRICT OFFICE**

The day to day activities of office personnel shall be under the direct supervision of the governor. To assure continuity, responsibility for decisions regarding staffing, salaries, location, administration, major purchases and general continuing oversight shall be vested in the Long Range Planning Committee.

All per capita dues, CART payments and other remittances shall be remitted to the District Treasurer where they shall be recorded and deposited appropriately. Copies of SARS's, Contracts, purchase orders and invoices shall be maintained at the District Office.

**Responsibilities of the district office manager:**

**Support and assist the District Governor in duties as follows but not limited to:**

Assist in the club visits by gathering information on location of meetings, socials, overnight accommodations;

Providing informative data to all clubs in the district regarding projects/  
programs/ conferences, special meetings and events etc.  
Intercede with RI on club matters i.e. dues, membership, reports .  
Other duties assigned by the Governor.

**Other responsibilities to the District:**

Provide assistance to constituents with mailings, copying, labels, RI  
Contacts, and other requests as required by district and club officers.

\* **Maintenance of District files to include but not be limited to:**

Reports of DG visits  
Financial Records  
Historical Information  
\*District Conference  
\* Pets  
\* District Assembly  
\* AG Training  
\* All meeting minutes  
\* RI Foundation Records

\* **Speakers Bureau**

\* **Banners & Display Materials for District Functions**

\* **Audio Visual Materials Location Maintained.**

\* **RI materials, Manuals, Directories, Pamphlets, Forms, Applications, Brochures, Etc.**

\* **Maintenance of District and Club Officer lists and club data reporting for:**

RI Official Directory  
Zone Directory  
District Web-site

\* **Compilation and editing of District Directory**

\* **Distribution of District Directory**

\* **Mailings for various constituencies**

\* **Copying for various constituencies**

\* **Distribution of Governor's Newsletter**

\* **Other as dictated by sitting governor**