



Rotary International

District 6990

Manual Of Procedure

November 2011 *** Ratified 11-17-11

WHEREAS, Rotary District 6990 is a geographical territory in which the Rotary clubs of Broward, Miami-Dade and Monroe counties and Grand Bahama Island are associated for Rotary International administrative purposes, and

WHEREAS, it is necessary to provide a procedural document to guide and assist the governor in the governing of District 6990, and

WHEREAS, it is necessary to provide procedures for standing and other committees,

IT IS HEREBY RESOLVED that the following Manual of Procedure be adopted.

ARTICLE I

ORGANIZATION

Rotary District 6990 is under the leadership of a governor who is selected by the Nominating Committee in the district and elected as governor at the Rotary International Convention.

The governor appoints the following district officers as key members of the leadership team to assist him or her in fulfilling all the responsibilities assigned by Rotary International and District 6990 per the Rotary International District Leadership Plan:

- district secretary
- district treasurer
- assistant governors (starting as associate assistant governors, one per four to eight clubs is recommended by the Rotary International District Leadership Plan)
- aide to the governor
- district trainer

Also assisting the governor in clearly specified functions are the governor elect and governor nominee.

The following standing committees (and any other committees to meet specific objectives as needed) carry out the goals of District 6990:

Nominating Committee
Finance and Procedure Committee
Incoming Finance and Procedure
Committee
Financial Review Committee
Rotary Foundation Committee
Membership Development and
Retention Committee
Council of Governors

New Generations Committee
Communications Committee
Awards and Citations Committee
District Extension Committee
District Conference Committee
District Assembly Committee
District PETS Committee
Rotary Information Committee

ARTICLE II

DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS

A. Governor

The governor shall:

1. convene the following district meetings:
 - a. district conference
 - b. district assembly
 - c. district PresidentsElect Training Seminar (PETS)
 - d. district Rotary Membership Seminar (optional)
 - e. district Rotary Foundation Seminar (optional)
2. fill vacancies in any committee for the unexpired term of the original appointee
3. authorize in writing all expenditures from current budgeted funds
4. determine the dates and location for the district conference
5. perform the duties for this office as delineated in the Rotary International Manual of Procedure, Part One, Chapter 2 and the Rotary International Bylaws, Article XV, Section 15.090.

B. Assistant Governor / Associate Assistant Governor

The assistant governor shall:

1. visit the assigned clubs at least four times during the Rotary year as a resource for the club.
2. assist club presidents in:
 - a. completing the “Club Plans and Objectives” document
 - b. conducting club assemblies in the month of July
3. accompany and introduce the governor during official visits.

4. assist clubs in preparation for the governor's official visit in completing its goals and objectives and meeting with clubs one week in advance of the official visit to ascertain that all administrative matters and planning are complete.
5. encourage clubs to have quarterly assemblies and members to attend weekly club meetings.
6. inform the governor of programs of interest, problems and successes, which can serve the interests of the clubs and their officers.
7. distribute information and encourage attendance at district meetings, special events and activities of interest.
8. attend and participate in the following district meetings:
 - a. district conference
 - b. district assembly
 - c. Presidents Elect Training Seminar
9. perform any other duties on task forces, committees and special assignments as deemed necessary by the governor.
10. perform the duties for this office as delineated in the Rotary International Manual of Procedure.
11. assistant governors should be graduates of the Rotary Leadership Institute.

The associate assistant governor for Foundation shall:

1. serve as a liaison between the clubs in their area and the district governor, district governor elect, and district governor nominee.
2. serve as resource for all District Foundation subcommittee Chairs.
3. be proactive in the following Rotary Foundation activities:
 - a. promoting Annual Giving (EREY)
 - b. promoting support for the Permanent Fund
 - c. promoting and assisting with Matching Grants
 - d. encourage the use of District Simplified Grants
 - e. encourage timely remittance of contributions to The Rotary Foundation
 - f. encourage the sponsorship of candidates for Ambassadorial Scholarships (outbound) and assist with inbound Ambassadorial Scholar activities
 - g. encourage participation in sponsoring GSE team members and team leaders
 - h. assist in activities associated with visiting GSE teams
 - i. promote attendance at the annual district TRF seminar and other district training
 - j. promote participation in the district Paul Harris Society

4. be available to the Zone Regional Rotary Foundation Coordinator and District TRF Chair and Chairpersons for Annual Giving, Permanent Fund, GSE, Ambassadorial Scholarships, World Peace Fellows, Alumni and Matching and Simplified Grants.
5. attend Area meetings called by the assistant governor and district governor.
6. make informal club visits from time to time to continue to build strong relationships with their members, officers and directors.
7. be encouraged to become a graduate of the Rotary Leadership Institute.
8. be encouraged to attend district training sessions.
9. be encouraged to attend the District Conference.
10. attend Pre-PETS and Multi-District PETS during the spring prior to their year as assistant governor.
11. assist the presidents elect in their area complete and submit their commitment forms (EREY) in a timely manner as directed by the district governor.
12. assist the Presidents-elect in their area prepare the Planning Guide for Effective Rotary Clubs for their respective clubs, to which both their signatures shall appear, and submit the Plan to the District Governor in a timely manner.
13. be encouraged to be a sustaining member (EREY) and become a benefactor of The Rotary Foundation.

The associate assistant governor for Effective Service shall:

1. provide assistance to the Assistant Governor as a liaison between the clubs in their Area and the District Governor, District Governor Elect and the District Governor Nominee.
2. be selected by the District Governor Nominee-Designate (DGN-D) for the three-year progression from AAG for Effective Service to AAG for TRF and then Assistant Governor.
3. serve as a resource for the clubs in their Area and for any District Leadership Chairperson.
4. be proactive in the following service opportunities:
 - a. Club Service
 - (1) promote Membership and Retention
 - (2) encourage timely reporting to the District
 - (3) promote Public Relations
 - (4) promote attendance to the Rotary Leadership Institute
 - b. Community Service
 - (1) promote participation in projects or programs to which Rotary International gives priority

- (2) promote participation in both local and international projects
- (3) promote Interact (where available)
- (4) promote Rotaract (where available)

The AAG for Effective Service also serves as a resource to the District Membership Chairperson, Extension Chairperson, Communications Chairperson, Rotary Youth Exchange, Interact, Rotaract, Rotary Youth Leadership Awards Chairpersons and the District Director for the Rotary Leadership Institute.

In addition, the AAG for Effective Service is expected to attend area wide meetings when requested by the district governor or assistant governors, make informal club visits, become a graduate of the Rotary Leadership Institute, attend District Leadership Training, and attend the district conference. He or she also will be encouraged to be a sustaining member and benefactor of The Rotary Foundation.

C. Governor Elect

The governor elect shall:

1. appoint the following officers to serve during the governor elect's tenure as governor:
 - a. district secretary
 - b. district treasurer
 - c. aide to the governor, if so desired
 - d. assistant governors (as many as deemed necessary)
2. appoint all standing and other committees that will serve during the governor elect's tenure as governor
3. publish, by the first day of June in the year he/she is governor elect, a *District Directory* to include, but not be limited to:
 - a. names
 - b. addresses (home, business and email)
 - c. fax numbers
 - d. telephone numbers (home and business) of all district officers, club presidents, club secretaries, assistant governors, committee chairs, committee members, past district governors and other Rotarians working with the governor in his or her year of service
4. include in the *District Directory* a calendar of the governor's official visits
5. distribute the *District Directory* by the first day of June in the year he/she is governor-elect to each of the following:
 - a. district officers
 - b. club presidents

- c. club secretaries
 - d. assistant governors
 - e. committee chairs
 - f. past governors
6. plan, prepare, and conduct programs, in cooperation and coordination with the governor, for:
 - a. Presidents Elect Training Seminar in conjunction with the Florida multi-district PETS program
 - b. Pre PETS training session prior to the Presidents Elect Training Seminar of that year
 - c. district assembly
 7. prepare and distribute to the Finance and Procedure Committee 30 days prior to its midwinter meeting the following:
 - a. zero-base preliminary budget proposal
 - b. per capita dues proposal.

D. District Treasurer

The district treasurer shall:

1. be responsible for all district funds and tax filings
2. receive from the preceding district treasurer the District Reserve Fund on July 1st, which:
 - a. is to be deposited in a separate interest-bearing account in the name of “Rotary International District 6990 Reserve Fund”
 - b. shall have as signatories the district treasurer and the chair of the Finance and Procedure Committee
 - c. cannot be disbursed without the approval of the Finance and Procedure Committee
3. deposit the District Operational Budget (Operating Account) in an interest-bearing account in the name of “Rotary International District 6990 20XX-20XX (appropriate Rotary year)” with the signatories being the governor and the district treasurer
4. send invoices to each club for district dues prior to July 1st, based on the club membership as of the governor’s latest report
5. attend all meetings of the Finance and Procedure Committee and present at each regularly scheduled meeting an expense-versus-budget report of current ~~budgetary~~ Operating Account funds

6. be a voting member of the Finance and Procedure Committee
7. receive written approval from the governor for all disbursements
8. forward all invoices, receipts and other documentation after the district conference, district assembly and Presidents-elect Training Seminar for review by the Financial Review Committee
9. attend the district conference and the district assembly
10. analyze the current accounting system and recommend to the Finance and Procedure Committee such changes that will simplify or clarify the financial process
11. ensure that all signatories to accounts containing district funds be bonded at district expense
12. conduct the club Treasurers Elect Training Seminar at the district assembly the year he/she is district treasurer designate
13. establish and maintain a separate bank account for District Simplified Grants monies when such funds are received from The Rotary Foundation; signatories to be the district treasurer and District Rotary Foundation Committee Chair
14. hold current status as a duly licensed Certified Public Accountant in the State of Florida

E. District Secretary

The district secretary shall:

1. attend all meetings of the Finance and Procedure Committee and maintain records of all actions taken by the committee
2. mail to members of the Finance and Procedure Committee the minutes of each meeting within 10 days after the meeting
3. attend the district conference and the district assembly and maintain records of all actions taken and decisions made at each meeting
4. transfer to the district secretary designate on July 1st all files, correspondence and other material relating to the position of the district secretary
5. notify, at the discretion of the governor, members of the various committees of the time and place of their meetings
6. maintain a monthly record of the membership and attendance percentage of each club in the district and deliver the information to the governor for publication in the

governor's monthly newsletter

7. be a voting member of the Finance and Procedure Committee
8. conduct the club Secretaries Elect Training Seminar at the district assembly the year he/she is district secretary designate

F. Aide to the Governor

1. The aide to the governor shall perform whatever duties are assigned by the governor, however, the aide to the governor will not perform duties specifically assigned to the governor as delineated in the Rotary International Manual of Procedure, Rotary International Code of Policies, and/or District 6990 Manual of Procedure.

ARTICLE III

STANDING COMMITTEES

A. General

1. The term of all standing committees shall coincide with the Rotary year unless overlapping is required in order to provide continuity of administering ongoing programs.
2. The governor elect shall publish all committee assignments to include chairs and members as described in Section C. 3. of Article II above.

B. Nominating Committee

1. Responsibilities
Meeting in closed session, the responsibilities of the Nominating Committee shall be to:
 - a. encourage clubs in District 6990 to present candidates for consideration as governor nominee-designate
 - b. review the resumes of and interview potential governor nominee-designate candidates
 - c. select the best available credentialed candidate for governor nominee-designate

2. Membership and Quorum

a. Members shall be appointed as follows:

- (1) The immediate past governor shall serve as chair, and the past governor serving two (2) years prior, shall serve as vice chair.
- (2) At the discretion of the governor, if either the chair or vice chair as described above, is deemed to be not the most appropriate candidate, the governor shall select replacement(s), with the approval of the Council of Governors (CoG). Such approval shall be made by a 2/3 vote. In order to be eligible to vote for the selection, a member of the CoG shall have attended either a Zone or International Institute, or a 6990 District Conference or Assembly within the past three (3) years.
- (3) The following additional members shall be appointed by the governor-elect:

Broward County	Two delegates
Miami-Dade County	Two delegates
Monroe County and Grand Bahama Island	Two delegates
At-large	One delegate
At-large alternates (nonvoting)	Two delegates
Nonvoting ex-officio members:	
governor	
governor elect	
governor nominee	

All delegates must be past governors or past presidents.

- b. At-large alternates become voting members when replacing an absent voting member.
- c. Nonvoting ex-officio members may enter into all discussions but shall not make or second motions.
- d. The chair votes only to break a tie vote.
- e. The members shall be notified in writing of their appointment and shall accept in writing, acknowledging their ineligibility to be considered as candidates for that year.
- f. The governor elect shall make known the members of the committee by at least the first day of June in the year he/she is governor elect through publication in the *District Directory* or other suitable means of notification to the clubs.
- g. A quorum shall be five (5) voting members.

3. Procedure for Selection of Governor nominee

- a. The governor shall issue a call, not less than 75 days prior to the announced meeting date of the nominating committee, to submit names of qualified candidates for consideration by the nominating committee.
 - (1) candidates should be a graduate of the Rotary Leadership Institute
- b. Names and supporting documentation must be submitted no later than 15 days prior to the announced meeting date of the nominating committee

- c. Submission of names shall be by club resolution and shall have attached:
 - (1) a statement and resume of the candidate's Rotary, civic and business or professional activities
 - (2) a signed statement from the candidate that the person has read, and is familiar with, the Rotary International *Manual of Procedure* and District 6990 *Manual of Procedure* detailing the status, qualifications and duties of the governor and is prepared to meet the requirements set forth therein.
- d. In making its selection of the governor nominee-designate the committee shall not be limited to those names submitted by the clubs.
- e. The committee shall notify the governor of its selection as expediently as possible. The governor shall announce, as soon as possible, the name of the person selected:
 - (1) to the clubs that have submitted candidates and,
 - (2) in the governor's newsletter.
- f. If the committee cannot agree upon a candidate, the governor nominee-designate shall be elected by a mail ballot as provided for in the Rotary International *Manual of Procedure*.
- g. In the event of rejection of a governor nominee-designate by Rotary International as per Rotary International Bylaws, Article XIII, Section 13.070, the governor shall follow the procedure in Section 13.070.3 using the ballot-by-mail specifications described in Section 13.040 of the Bylaws.

C. Finance and Procedure Committee

1. Responsibilities

The responsibility of the Finance and Procedure Committee shall be to:

- a. review at the midwinter meeting the district budget prepared by the governor elect for submission to clubs at least four weeks prior to the district assembly
- b. review at the midwinter meeting the per capita levy on each club to be voted on either at the district assembly or district conference (Rotary International Bylaws, Article XV, Section 15.060.2) (See Article III, D.2.)
- c. review the income and expenditures of the District Operating Account
- d. control the expenditures of the District Reserve Fund
- e. advise the governor regarding current and proposed activities and programs, especially unusual or new requests for district funds
- f. develop financial procedures for District 6990
- g. review and recommend amendments to the District 6990 Manual of Procedure as provided in Article X below
- h. review the budget of the Rotary Youth Exchange Committee.

2. Membership and Quorum

- a. Chair: the immediate past chair elect.

- b. Chair elect: selected by the Council of Governors (CoG), the governor, and governor elect. In order to be eligible to vote for the selection, a member of the COG shall have attended either a Zone or International Institute, or a 6990 District Conference or Assembly within the past three (3) years.
- c. With the exception of the chair and chair elect, members shall be appointed by the governor elect 30 days prior to the first day of the district assembly.
 - (1) Officers:
 - (a) chair
 - (b) chair elect
 - (c) district treasurer
 - (d) district secretary
 - (2) Members (each from a different club, representing the geographical make-up of District 6990):
 - (a) one past President from each of the following club categories on a rotational basis (two of whom are appointed annually by the governor elect each for a two-year term):
 - i) clubs with less than 30 members
 - ii) clubs with 30 to 44 members
 - iii) clubs with 45 to 74 members
 - iv) clubs with 75 or more members
 - (b) the chair of the district Continuity and Governance Subcommittee
 - (c) the chair of the district Rotary Foundation Committee
 - (d) the chair of the district Membership and Retention Committee
 - (e) the chair of the district Communications Committee
 - (f) the chair of the district New Generations Committee
 - (g) one past governor selected by the Council of Governors
 - (h) treasurer designate
 - (3) Nonvoting ex-officio members:
 - (a) two at-large alternates (past presidents) from the membership-at-large [NOTE: These alternates become voting members when replacing one of the voting members.]
 - (b) governor
 - (c) governor elect
 - (d) governor nominee
 - (e) immediate past governor
- d. The chair and chair elect may not serve for more than two consecutive years.
- e. At-large alternates become voting members when replacing an absent voting member.

- f. The nonvoting ex-officio members as well as any Rotarian may enter into all discussions but shall not make motions, second motions or vote.
- g. The clubs shall be notified of the composition of the committee by publication of the District Directory or other suitable means.
- h. A quorum shall be five (5) voting members.

3. Meeting Schedule

- a. Three regular meetings shall be as follows:
 - (1) The first regular meeting (fall meeting) shall be held prior to the district conference on a date and place designated by the chair.
 - (2) The second regular meeting (midwinter meeting) shall be held in January or February on a date and place designated by the chair.
 - (3) The third regular meeting (spring meeting) shall take place in conjunction with the district assembly if practical; if not practical then the meeting shall be held in April or May on a date and place designated by the chair.
- b. Additional meetings may be called by the governor or the committee chair.
- c. The chair shall set the agenda for each meeting and forward it to each officer, member and ex-officio member at least 15 days prior to the meeting.
- d. In case of an emergency a resolution, sent to all members of the committee, signed by a majority of officers and voting members of the committee shall have the validity of a resolution passed at a regular or special meeting.

4. Specific Functions of the Committee

- a. The governor must provide a full accounting to the committee for their review at each of its meetings of all funds (and/or assets) received, on-hand and disbursed.
- b. Receive the report of the Financial Review Committee.
- c. Circulate the Financial Review Committee report to the clubs.
- d. Review and recommend approval or disapproval to the district assembly of the following:
 - (1) district budget
 - (2) per capita dues
- e. Present the governor elect's budget and per capita dues to the presidents elect at least 30 days prior to the first day of the district assembly.
- f. Review copies of the financial report of the immediate past district conference (including the District Reserve Fund).
- g. Approve and advance funds (which must be returned to the District Reserve Fund before the next district conference) to the governor elect as follows:
 - (1) a total of \$7,500 at the fall meeting
 - (2) an amount for insurance and bonding at the spring meeting

- h. Approve and advance \$1,000 (which must be returned to the District Reserve Fund before the beginning of the term as governor) to the governor nominee.

5. Per Capita Dues

The per capita dues shall be decided at the district assembly only after the approval of three-fourths (3/4) of the presidents elect present and voting.

6. District 6990 Charitable Foundations [501(c)(3) Qualified]

- a. A District 6990 Charitable Foundation [501(c)(3) Qualified], named the Robbins Fund, was established for the purpose of collecting funds (and/or other assets) that, in cases of need, can be used as donations for charitable purposes to Rotary International units (clubs or districts) whenever or wherever a need may be identified and/or declared.
- b. Contributions to any of the District 6990 Charitable Foundations [(501(c)(3) Qualified] are to be voluntary and NOT be an assessment by the district on or against the clubs or its members.
- c. Any and all necessary corporate filings pertaining to the Robbins Fund shall be the responsibility of the current treasurer and will either be performed directly by the treasurer or will be conducted under the supervision of the treasurer. Such filings shall be performed in a timely manner as required.

7. District-wide Projects

- a. Youth Services is a district-wide project funded by the clubs of District 6990.
- b. No other district-wide projects or programs may be funded by the district without the approval of three-fourths (3/4) of the clubs present and voting.

8. Signature Authorizations

Recorded in the spring meeting of the Finance and Procedure Committee minutes will be the authorization of the following dual signatories on the respective fund or account, with the district secretary as the alternate signature on all accounts:

- a. District Operating Account: governor elect and district treasurer designate
- b. District Reserve Fund: Chair of the Finance and Procedure Committee and district treasurer
- c. each District 6990 Charitable Foundation [501(c)(3) Qualified] account: Chair of the Finance and Procedure Committee and district treasurer
- d. All signatories shall be bonded.

9. Reserve Fund

A District 6990 fund, named the Reserve Fund, was originally established so that in the event of extraordinary circumstances the district could carry on its fiduciary responsibilities. The fund is also employed to provide an advance to the governor elect and the governor nominee, so that they are able to carry out their respective responsibilities. The fund is further used to make available monies needed for material and/or events not provided for by the current district budget.

As monies to the Reserve Fund are normally provided by an end-of-year excess from the district operating fund, the amount of the Reserve Fund may vary from year to year. To ensure the stability and continuance of the Reserve Fund the following guidelines shall be adhered to:

- a. The Reserve Fund shall not fall below an 80% of the aggregate average of the approved and ratified last three actual district budgets available.
- b. Should the Reserve Fund surpass 110% of the aggregate average of the approved and ratified district budgets for the last three Rotary years, the excess monies shall be applied against the district budget of the next Rotary year, in which it will effectively reduce per capita dues.

10. Continuity and Governance Subcommittee

a. Responsibilities

The responsibilities of the Continuity and Governance Committee shall be to:

- (1) ensure conformity with Rotary International's Manual of Procedure and Code of Policies with regards to the D6990 Manual of Procedure terminology, intent, and execution.
- (2) be an ongoing resource for and make appropriate recommendations to the Finance and Procedures Committee as needed.

b. Membership

- (1) The committee membership shall be comprised of three members on a rolling three-year cycle, one of whom shall be appointed annually by the governor elect for a three-year term
- (2) Vacancies shall be filled by qualified persons having experience on the Finance and Procedure Committee and will be selected by agreement of the three governors serving terms during the tenure of the committee member
- (3) The governor shall appoint a chair of the committee who shall be a voting member of the Finance and Procedure Committee
- (4) In addition to the above referenced three members the committee will also consist of the immediate Past Council of Legislation representative and future Council of Legislation representative (when named) as members.

c. Meetings

The committee shall meet on a schedule as deemed necessary by the chair.

D. Incoming Finance and Procedure Committee

1. Joint Meeting with the Finance and Procedure Committee

The Incoming Finance and Procedure Committee shall meet jointly with the current committee at the regular spring meeting. Incoming members may enter into any discussion but shall not make or second motions or vote.

2. First Meeting

- a. The chair of the Incoming Finance and Procedure Committee shall call the committee into session immediately upon the adjournment of the joint meeting. The agenda for this meeting must include the following issues:
 - (1) proposed budget
 - (2) proposed per capita dues
- b. Minutes of this session shall be included in the minutes of the current committee.

E. Financial Review Committee

1. Responsibilities

The responsibilities of the Financial Review Committee shall be to:

- a. perform the annual review of the District Operating Account and the District Reserve Fund of the Rotary year immediately past using the prescribed review checklist as provided in Appendix A
- b. distribute copies of the Financial Review Committee report at least 30 days prior to the midwinter meeting of the Finance and Procedure Committee to:
 - (1) governor
 - (2) governor elect
 - (3) governor nominee
 - (4) all members of the Finance and Procedure Committee
 - (5) any District 6990 Rotarian requesting a copy
- c. report findings to the Finance and Procedure Committee at its midwinter meeting
- d. review all event income and expense items of the district conference, district assembly and Presidents Elect Training Seminar and report its findings to the Finance and Procedure Committee at its spring meeting.

2. Membership and Qualifications

- a. All appointees must have the following qualifications:
 - (1) be a Rotarian in good standing,
 - (2) be a recognized professional in the area of finance
 - (3) cannot serve concurrently on the Finance and Procedure Committee
 - (4) cannot have served as district treasurer during the budget review year
 - (5) must attend all Finance and Procedure Committee meetings and can enter into all discussions but shall not make motions, second motions or vote.
- b. The committee consists of three members with the aforementioned qualifications plus a past governor other than the immediate past governor. The past district governor will be an annual appointment.
- c. The governor shall appoint one member for a three-year term and for the balance of a term if appointed to replace a current member.

- d. The member designated for the one-year term shall be the chair.

F. Rotary Foundation Committee

1. Responsibilities

The responsibilities of the Rotary Foundation Committee shall be to:

- a. assist the governor in the promotion of the goals and objectives of the Rotary Foundation
- b. serve as a liaison between the Secretariat of Rotary International/staff of The Rotary Foundation and those clubs and individuals who are supporting the activities of the Rotary Foundation
- c. inform the governor, by written report, of the progress of the committee on January 1 and June 30 (responsibility of the chair)

2. Membership

- a. The chair of each subcommittee delineated in Section F. 3. a. below of this Article is a member of the district Rotary Foundation Committee
- b. The chair of the committee:
 - (1) should be a past governor who is a Major Donor
 - (2) should have served as Chair of one of the district Rotary Foundation subcommittees
 - (3) is appointed for a period of three years
 - (4) is selected by agreement of the three governors serving terms during the tenure of the chair.
 - (5) is a voting member of the Finance and Procedure Committee

3. Subcommittees

- a. The following subcommittees shall be appointed:
 - (1) Annual Giving
 - (2) Major and Planned Gifts
 - (3) Group Study Exchange (GSE)
 - (4) Scholarships
 - (5) Grants
 - (6) Rotary Foundation Alumni
 - (7) Rotary World Peace Fellowships
 - (8) PolioPlus
 - (9) Paul Harris Society
- b. Membership
 - (1) Membership on each subcommittee shall be appointed by the governor and shall represent the geographical make up of District 6990.
 - (2) The governor elect, in consultation with the chair of the Rotary

Foundation Committee, shall appoint the chair (who shall be a Paul Harris Fellow) of each subcommittee.

G. Membership Development and Retention Committee

1. Responsibilities

The responsibilities of the Membership Development and Retention Committee shall be to:

- a. foster membership development and retention
- b. intensify efforts to achieve internal growth and retain membership
- c. inform the governor, by written report, of the progress of the committee on January 1 and June 30 (responsibility of the chair)

2. Membership

- a. The committee membership shall represent the geographical make up of District 6990.
- b. The governor shall appoint a chair of the committee who shall be a voting member of the Finance and Procedure Committee

H. New Generations Committee

1. Responsibilities

The responsibilities of the New Generations Committee shall be to:

- a. provide information on all youth services programs
- b. promote activity in all youth services programs
- c. prepare a budget for presentation to the Finance and Procedure Committee
- d. inform the governor, by written report, of the progress of the committee on January 1 and June 30 (responsibility of the chair)

2. Membership

- a. The chair of each subcommittee delineated in Section H. 3. a. below of this Article are members of the committee.
- b. The governor shall appoint a chair of the committee who shall be a voting member of the Finance and Procedure Committee.

3. Subcommittees

- a. The following subcommittees shall be appointed:

- (1) Rotaract Subcommittee
- (2) Interact Subcommittee
- (3) Rotary Youth Leadership Awards (RYLA) Subcommittee

- b. Membership

- (1) Membership on each subcommittee shall be appointed by the governor and shall represent the geographical make up of District

6990.

- (2) The governor elect, in consultation with the chair of the New Generations Committee, shall appoint the chair of each subcommittee.

4. Public Relations

The district New Generations Committee shall prepare and periodically review and, as necessary, amend a printed or electronic brochure to acquaint Rotarians with the programs, rules, regulations and procedures of District 6990 youth services.

I. Rotary Youth Exchange Committee

1. Responsibilities

The responsibilities of the Rotary Youth Exchange Committee shall be to:

- a. solicit applications for student participants
- b. approve applications to place students with respective host clubs to arrange group activities throughout the year
- c. arrange for short term exchanges when feasible
- d. exercise full authority and control over the activities and conduct of the individual student
- e. adopt a budget to be presented to the F&P Committee for approval
- f. submit an audited year-end statement to the F&P Committee at the mid winter meeting.

2. Budget and Accounting for Committee

- a. A budget for the following Rotary year prepared by the Rotary Youth Exchange Committee shall be submitted at the midwinter meeting of the Finance and Procedure Committee for review and presented to the clubs at the district assembly as part of the aggregate district budget for approval. The chair of the Rotary Youth Exchange Committee shall be involved in the preparation of the budget.
- b. A proposal of per-capita dues to fund the Rotary Youth Exchange Committee shall be decided only after the approval of three-fourths (3/4) of the presidents-elect present and voting at the district assembly.
- c. The Rotary Youth Exchange Committee chair and the Rotary Youth Leadership Awards (RYLA) Subcommittee chair will provide an annual accounting of revenues and expenditures as of June 30 to the chair of the New Generations Committee for forwarding to the governor. The governor shall not disburse funds for these activities until such accounting is received.

3. **Guidelines**

Guidelines published in Part Two, Chapter 8 of the Rotary International Manual of Procedure and in the Rotary International Youth Exchange Handbook (Publication 764-FN) shall be followed at all times.

J. Communications Committee

1. Responsibilities

The responsibilities of the Communications Committee shall be to:

- a. provide guidance and advice to the district on ways to effectively communicate the mission, program and activities of Rotary to Rotarians, clubs and the general public
- b. advise district Rotarians of all Rotary International communication tools including printed publications, electronic communications and audiovisual materials for Rotarians and the general public
- c. assist clubs in their efforts to keep their membership informed of the objects and programs of Rotary International
- d. assist clubs in development programs that will help to instruct and assimilate new Rotarians into the programs of Rotary
- e. participate, at the governor's request, in district conferences, district assemblies and other district meetings

2. Membership

- a. Members of the Communications Committee shall be:
 - (1) district newsletter editor
 - (2) district Rotary Foundation newsletter editor
 - (3) district webmaster
 - (4) district public relations officer
- b. The governor shall appoint a chair of the committee who shall be a voting member of the Finance and Procedure Committee

K. Awards and Citations Committee

1. Responsibilities

The responsibilities of the Awards and Citations Committee shall be to:

- a. recognize Rotary clubs in District 6990 that perform outstanding service enhancing the image of Rotary and promoting the wider adoption of the object of Rotary
- b. present the results of its deliberations to the governor 30 days prior to the district assembly

2. Awards and Citations

Awards and citations may be given at the district assembly for any of the following club achievements:

- a. Attendance
- b. International Service
- c. Membership Development
- d. Vocational Service
- e. Club Service
- f. Rotary Foundation
- g. Youth Activities
- h. Community Service
- i. Club Bulletin
- j. Website

3. Membership

- a. The committee membership shall represent the geographical make up of District 6990.
- b. The chair of the committee shall be appointed by the governor.

L. District Extension Committee

1. Responsibilities

The responsibilities of the District Extension Committee shall be to plan for the orderly expansion of District 6990 into communities that can and will support a Rotary club.

2. Membership

- a. The committee membership shall represent the geographical make up of District 6990.
- b. The chair of the committee shall be appointed by the governor.

M. District Conference Committee

1. Responsibilities

The responsibilities of the District Conference Committee shall be to assist the governor in the planning, programming and logistical details for the district conference, which

- a. promotes fellowship among Rotarians
- b. disseminates Rotary information
- c. conducts the business usually brought before a district conference.

2. Planning and Administration

See Article IV below.

3. Membership

- a. chair who shall be appointed by the governor
- b. treasurer
- c. host club(s) chair/chairs

- d. additional members as deemed necessary by the governor.
- 4. Program
 - a. Speakers and subjects shall be the responsibility of the governor
 - b. Provisions for free-time activities for the partners shall be included.
- 5. Budget
 - a. See Sections A. 1. and B. 1. below of Article V.
 - b. A preliminary budget of the upcoming district conference shall be presented at the spring meeting of the Finance and Procedure Committee.
 - c. A final accounting of the funds expended in the immediate past district conference shall be presented at the midwinter meeting of the Finance and Procedure Committee.
- 6. Attendance
 - All Rotarians and partners are encouraged to attend.

N. District Assembly Committee

- 1. Responsibilities
 - The responsibilities of the District Assembly Committee shall be to assist the governor elect and governor in the planning, programming and logistical details of the district assembly for the training of:
 - a. incoming club presidents
 - b. incoming club secretaries
 - c. incoming club directors
 - d. other interested Rotarians
- 2. Planning and Administration
 - See Article IV below.
- 3. Membership
 - a. governor elect who is the chair of the committee
 - b. treasurer
 - c. host club(s) chair/chairs
 - d. additional members as deemed necessary by the governor
- 4. Program
 - The program is planned by the governor elect in cooperation with the governor.
- 5. Budget
 - See Sections A. 2. and B. 1. below of Article V.

O. Presidents Elect Training Seminar (PETS) Committee

- 1. Responsibilities
 - The responsibilities of the Presidents Elect Training Seminar Committee shall be to train incoming club presidents to provide club leadership through:
 - a. Rotary instruction on administrative duties

- b. Rotary International procedures
 - c. motivational and inspirational presentations
 - d. any other items the governor-elect deems proper
2. Planning and Administration
See Article IV below. District 6990 is a member of a multi-district PETS called All Florida PETS, Inc.
 3. Membership
Membership includes the governor elect, the district trainer, and a PDG named by the governor elect.
 4. Program
The district breakout program is developed by the governor elect and district trainer in cooperation with the governor.
 5. Attendance
Attendance is mandatory for club presidents elect.

P. Council of Governors

1. Responsibilities
The responsibilities of the Council of Governors shall be to:
 - a. assist in extension efforts
 - b. serve as a resource to governors elect and governors nominee
 - c. promote the Rotary International convention
 - d. participate in and support district assemblies and conferences
 - e. assist in activities involving contacts outside the district such as Youth Exchange, and other areas of international contact and cooperation
 - f. select annually the Finance and Procedure Committee chair-elect.
 - g. in the event the sitting governor or the governor elect (if after he/she has attended the International Assembly) is unable to serve out the term of office, the Council of Governors will select a successor from the Council of Governors starting with the immediate past district governor. If the immediate past district governor is unwilling or unable to serve, the selection for successor will then go in backwards succession order, the past district governor prior to the immediate past district governor, and so on, until a successor accepts. While the selection would go in succession backwards, the Council of Governors would have final approval authority in the event that they deemed the candidate unsuitable or incapable of serving at the time based on cause and/or justifiable facts.
 - h. select from within their ranks the district representative to the Council of Legislation in accordance with the timeframe and policies mandated by Rotary International.
2. Membership
 - a. The Council of Governors consists of Past District Governors (PDG) and the current governor leadership corps already identified by the district (e.g. DG, DGE, DGN, DGN-D). Also, any PDGs who are members of Rotary clubs in District 6990 are invited to be a member of the CoG.
 - b. The chair and vice chair are elected annually by the members of the council.

3. Meetings

There shall be at least one meeting called and directed by the governor as follows:

- a. to have the governor elect, within the month following the end of the International Assembly, inform the current and past governors about the news of Rotary International and to receive information on the district
- b. to have the governor, within the months of January or February, to discuss issues within the district.

ARTICLE IV

PLANNING AND ADMINISTRATION FOR DISTRICT CONFERENCE, ASSEMBLY AND PETS

A. Membership on Committees

1. The governor nominee shall appoint a chair and a treasurer to serve on the respective committee in the year preceding their year of service.
2. The chair and treasurer shall work in concert with the governor, the governor elect and the governor nominee in order to maintain continuity from year to year.

B. Meeting Notices

1. Preliminary Notice

A preliminary notice shall be mailed to all clubs, assistant governors, past governors and committee chairs 30 days prior to the upcoming meeting and shall include, but not be limited to, the following:

- a. venue
- b. date and duration of the meeting
- c. purpose of the meeting
- d. who should attend
- e. provisions for proposals and resolutions.

2. Official Notice

The official meeting notice shall be mailed to all clubs, assistant governors, past governors and committee chairs 15 days prior to the meeting and shall include, but not be limited to, the following:

- a. all preliminary notice requirements
- b. proposed agenda
- c. registration form with costs
- d. resolutions and proposals to be considered

C. Resolutions

1. Resolutions shall be voted on by all active Rotarians present and registered at the district conference, district assembly and district PETS.

2. Resolutions must be typed in triplicate on one side of letter size paper and delivered to the district secretary at least 15 days before the first day of the district conference, district assembly or district PETS.

ARTICLE V

DISTRICT EXPENSES AND FUNDING

A. Meeting Expenses

The governor elect shall have included in the budget sufficient amounts to fund the following anticipated meeting expenses:

1. District Conference

The budget shall include amounts to:

- a. fund expenses of the conference
- b. offer an allowance for speakers
- c. purchase a gift for the Rotary International president's representative

2. District Assembly

The budget shall include amounts to:

- a. fund expenses of the assembly
- b. offer an allowance for speakers

3. District Seminars

The budget shall include a sufficient amount to pay for the expenses of the following seminars:

- a. Presidents Elect Training Seminar (PETS)
- b. Rotary Membership Seminar
- c. Rotary District Foundation Seminar

B. Travel Expenses

Allowances and reimbursements shall be made for the district officers and their partners as listed below to attend the following district, zone and international level Rotary events:

1. District Conference and District Assembly

Allowances for room and registration shall be budgeted by the governor elect in the budget for his or her year of service for the governor and partner, governor elect and partner, governor nominee and partner, and an allowance will be provided for:

- a. secretary
- b. treasurer
- c. aide to the governor

- d. local aide to the Rotary International president's representative
- 2. International Convention
 - a. The governor and partner shall receive:
 - (1) round-trip lowest coach fare published 30 days prior to travel
 - (2) room and board at the host hotel or an equivalent establishment if space should not be available at the host hotel
 - (3) registration fees and miscellaneous ordinary and necessary expenses directly related to the Rotary convention
 - (4) The governor elect and partner shall receive an allowance equal to that which is specified for the governor and partner
 - (5) The governor nominee and partner shall receive an allowance equal to that which is specified for the governor and partner.
 - b. The amount of the allowance for the governor, the governor elect, and the governor nominee plus their respective partners is to be reviewed annually by the Finance and Procedure Committee.
- 3. International Assembly
 - a. Rotary International pays all expenses for the governor elect except miscellaneous expenses.
 - b. The governor elect shall receive an allowance to cover miscellaneous expenses.
- 4. Rotary Institutes Zones 33-34

An allowance shall be made to cover the expense for attending zone meetings by the governor, the governor elect, the governor nominee, and their partners as follows:

 - a. round-trip travel
 - b. room and board at the zone specified venue
 - c. registration fees
 - d. ordinary and necessary expenses directly related to the meeting
 - e. district contribution in the amount requested by the zone
- 5. Council on Legislation Meeting

The year in which the Rotary International Council on Legislation meets, an allowance to complement the Rotary International allowance to cover the expenses of the district representative of the clubs and the representative's partner shall be made from The District Reserve Fund.
- 6. Zone Nominating Committee Meeting

The year in which the Rotary International Zone 34 Nominating Committee meets, an allowance to cover the expenses of the district representative of the clubs and the representative's partner shall be made from The District Reserve Fund.
- 7. Club Meetings

District Rotary Clubs shall pay for meals for the District Governor and Assistant Governor during official visits. The District will however pay the meal expense for quarterly visits by Assistant Governors, Associate Assistant Governors and planned

visits by District Committee Chairs unless they have been invited by the club as the program speaker. In such case, the club will bear the expense.

8. Other Travel

Funds shall be budgeted to provide travel expenses, room and board with respect to Rotary functions for the governor and partner not otherwise covered in this section.

C. Miscellaneous Expenses

1. Promotion of Rotary

The governor is a volunteer worker in Rotary International sacrificing much time and effort and shall be reimbursed for out-of-pocket expenses incurred to promote Rotary in District 6990. A sufficient amount shall be budgeted to cover this expense.

2. Standing and Other Committees

All committee chairs shall, prior to the midwinter meeting of the Finance and Procedure Committee, prepare a budget for expenses for the coming year. The amounts, after review, shall be incorporated into the proposed budget of the governor-elect.

3. Retirement Gifts

The following retiring district officers shall receive suitable gifts:

- a. retiring governor
- b. retiring treasurer
- c. retiring secretary
- d. retiring aide to the governor
- e. retiring assistant governors

4. Administrative Expenses

All administrative expenses including, but not limited to, the following items are to be budgeted:

- a. printing
- b. postage
- c. telephone
- d. district directory
- e. publicity and public relations
- f. other necessary administrative expenses

D. Transfer of Budgeted Items Between Expense Categories

- 1. The governor may make transfers between categories.
- 2. The governor may not exceed the total budget, in making these transfers, without the approval of the Finance and Procedure Committee.

E. Emergency or Other Expenses

Approval of the Finance and Procedure Committee is mandatory for all emergency expenses.

ARTICLE VI

DELINQUENT CLUBS

Any club which has not paid its district dues by November 1st shall be considered delinquent and shall be so notified by district.

A. Delinquent clubs

1. shall have no voting rights in Rotary International and in District 6990 and,
2. will receive no services from Rotary International and District 6990.

ARTICLE VII

INTERNATIONAL ROTARY FELLOWSHIPS

International Rotary fellowships shall be encouraged by District 6990. Their purpose shall be that which is expressed in their charter. Any activities other than those expressed in the charter shall be specifically and individually authorized by the governor.

ARTICLE VIII

DISTRICT SPOKESPERSON

- A. The only Rotary International officer in District 6990 is the governor.
- B. Only the governor may speak officially for District 6990 and Rotary International.

ARTICLE IX

ADMINISTRATIVE AND MEETING PROCEDURE

- A. The Rotary International Manual of Procedure takes precedence in any conflicting matter.
- B. 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 Rotary International. Such matters of procedure shall take into consideration basic fairness, subject to the right of appeal to such assembly. (Rotary International Bylaws, Article XIX, Section 19.040)

- C. Guidelines and procedures for districts are delineated in Part One, Chapter 2 of the Rotary International Manual of Procedure and in Article XV of the Rotary International Bylaws.
- D. All references to the Rotary International Manual of Procedure and to the Rotary International Bylaws in this Manual of Procedure (dated November 2011) shall refer to the 2010 edition.

ARTICLE X

AMENDMENTS

The following procedure shall be used to amend this Manual of Procedure document at either the district conference or the district assembly:

- A. All proposed amendments to this document shall be referred to the Continuity and Governance Committee at least 60 days prior to the Finance and Procedure Committee regular meetings for consideration and recommendations.
- B. The amendment shall then be forwarded by the Finance and Procedure Committee to each club president and to each club secretary at least 30 days prior to the first day of the district conference or district assembly where the amendment is to be considered.
- C. To pass an amendment to this District 6990 Manual of Procedure requires a two-thirds (2/3) vote of the clubs in the district either
 1. at the district conference or district assembly or,
 2. by a mail ballot to be returned by mail within 30 days.
- D. Each club has one vote.

APPENDIX A

Rotary International District 6990, Inc.

Annual Review of the District Operating Account / District Reserve Fund - Review Procedures Checklist

Review Period (Rotary Year): _____

District Governor for Review Year: _____

District Treasurer for Review Year: _____

This checklist is intended to be a guide and should be completed by the reviewer using professional judgment as to what documents should be reviewed utilizing a sampling of such documents then determining and documenting if additional procedures are required.

Review Procedures	Yes	No	N/A	Comments
1. Review check request forms				
a. Verify required dual signatures	___	___	___	
b. Review supporting documentation	___	___	___	
c. Review canceled checks for check amount and dual signatures	___	___	___	
2. Review bank reconciliations and related activity				
a. Agree reconciled balances to general ledger	___	___	___	
b. Examine closing of operating account and related transfers to/from reserve account	___	___	___	
3. Review of financial statements and related accounting				
a. Trace general ledger accounts to financial statements	___	___	___	
b. Review revenue and expense items to determine if they are properly categorized	___	___	___	
c. Compare account balances to prior year balances; Identify/explain any unusual fluctuations	___	___	___	
d. Review significant budget variances for reasonableness	___	___	___	
4. Verify applicable tax filings:				
a. Return of Organization Exempt From Income Tax (IRS 990)	___	___	___	
1. Verify valid extension filed if current year return not yet filed	___	___	___	
2. If current year return on extension, verify prior year return filed	___	___	___	
b. Not-For-Profit Corporation Annual Report (Florida Department of State Division of Corporations)	___	___	___	
5. Ensure that all insurance policies are current	___	___	___	

Completed by: _____ Signature: _____ Date: _____