12.010.1. Rotaract Age Limit Policy

A Rotaract club may, but is not required to, establish upper age limits, provided that the club (in accordance with its bylaws) obtain the concurrence of its members and the sponsor club(s) (if applicable). *(April 2020 Mtg., Bd. Dec. 127)*

Source: January 2020 Mtg., Bd. Dec. 102

17.030.2. 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. 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 prior to the start of the year in office.

The following district committees shall be appointed:

- Finance
- Membership
- Public Image
- Rotary Foundation
- Training

The following district committees may be appointed:

- Alumni
- Community Service
- Convention Promotion
- District Conference
- Interact
- International Service
- Programs
- New Generations Service Exchange
- Rotaract
- Rotary Friendship Exchange
- Rotary Youth Leadership Awards
- Youth Exchange Committee

Additional district committees are appointed when they serve a specific function as identified by the governor and the district leadership team.

Committee Chairs

The current district governor cannot serve as a district committee chair. It is recommended that district committee chairs be past governors, governor-nominees, past assistant governors, or effective past district committee members. All committee chairs should be selected and reported to RI by 31 December in the year before taking office on 1 July.
Committee Qualifications
The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a Rotary or Rotaract club in the district. District governors are strongly encouraged to appoint Rotaractors to every district committee.

Training Requirements
District committee chairs shall attend the district team training seminar prior to serving as chair. District committee chairs shall attend the district training assembly. Committee members should participate in district training meetings as outlined in Sections 20.060. through 20.090. of this Code.

Relation to Rotary Regional Leaders
District committees are encouraged to work with regional leaders (RCs, RPICs, RRFCs, E/MGAs) as well as Rotarians appointed by the RI president.

Reporting Requirements
District committees shall report to the governor on the status of their activities on a regular basis. District committees shall report successful activities to RI for possible publication in RI publications and on the RI website. (January 2020 Mtg., Bd. Dec. 85 April 2020 Mtg., Bd. Dec. 127)


Committee Descriptions
The following outlines the purpose, additional qualifications, duties and responsibilities, and additional training requirements for district committees.

- District Finance Committee

1. Purpose:
The district finance committee shall 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 shall prepare a budget and an annual report on the status of the district’s finances.

2. Structure:
The district treasurer shall serve as ex-officio member of the committee.

3. Additional Qualifications of Members:
Preference should be given to those with previous service as club treasurer and/or Rotarians and Rotaractors with accounting/finance experience.
4. **Duties and Responsibilities:**

a) Prepare a budget of district expenditures in cooperation with the district governor to be submitted to the clubs at least four weeks prior to approval at a meeting of incoming club presidents.

b) Review and recommend the amount of per capita levy to be approved in accordance with RI Bylaws section 15.060.2.

c) Assure that proper records of income and expenditures are kept.

d) Prepare a yearly financial report to be presented by the immediate past district governor according to RI Bylaws section 15.060.4.

e) A member of the committee, preferably the treasurer, shall, together with the district governor, be a signatory on the bank account(s) of the district fund. The bank account shall be held in the name of the district. (*June 2017 Mtg., Bd. Dec. 149 April 2020 Mtg., Bd. Dec. 127*)


- **Membership Committee**

1. **Purpose:**

Under the direction of the governor, the committee will identify, promote and implement membership strategies that will result in membership growth, and develop and implement a plan to organize new Rotary clubs within the district.

The chair must have significant knowledge of, commitment to, and experience with membership attraction and engagement activities.

2. **Additional Qualifications of Members:**

a) Preference should be given to Rotarians and Rotaractors who have been successful in inviting new members to join Rotary, implementing membership programs and who are members of clubs that have diversified membership.

b) Consideration should be given to those who have served as chairs of club committee(s) related to membership attraction and engagement.

c) Preference should be given to past district governors who have been active and successful in establishing new clubs.

3. **Duties and Responsibilities:**

a) Work with the governor and club leaders to ensure that each club achieves its membership goal.

b) Be familiar with Rotary Club Central and other membership development resources.

c) Utilize Rotary Coordinators as resources.

d) Coordinate district-wide membership development activities.

e) Encourage clubs to participate in RI or presidential membership recognition programs.

f) Maintain communication with other district committees to coordinate activities that will aid membership attraction and engagement efforts.

g) Identify committee members to all clubs and indicate that members of the committee are available to help them.
h) Encourage clubs to develop and implement an effective membership attraction plan.
i) Assist club membership development chairs in carrying out their responsibilities.
j) Visit clubs to speak about successful membership attraction and engagement activities; share information on successful activities.
k) Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.
l) Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs.
m) Assist in organizing and establishing new clubs.

4. Additional Training Requirements:
In addition to the chair, as many committee members as possible should attend a training meeting conducted by the Rotary coordinator as appropriate.

5. Appointment of Chair:
To be effective, the district membership committee must have continuity of leadership; therefore, the committee chair shall be appointed for a three-year term, subject to review, with documented agreement of the governor, governor-elect and governor-nominee for their term of service.

The district governor (if selected) for each of the years of the three-year term of the membership attraction and engagement committee chair will participate in the selection of the chair. This selection should take place and be reported to Rotary International no later than 31 December before taking office on 1 July of the same calendar year.

Any removal for cause must have the prior approval of all the district governors (if selected) for each of the remaining years of the three-year term. *(January 2020 Mtg., Bd. Dec. 85; April 2020 Mtg., Bd. Dec. 127)*


- Public Image Committee

1. Purpose:
The district public image committee should promote Rotary and foster understanding, appreciation and support for the programs of Rotary. The committee should promote awareness among Rotarians and Rotaractors that effective publicity, favorable public relations and a positive image are desirable and essential goals for Rotary.

2. Additional Qualifications of Members:
Preference should be given to those who have experience as a club public image chair and to Rotarians and Rotaractors with media, public image or marketing skills.
3. **Duties and Responsibilities:**
   a) Encourage Rotary clubs within a district to make public image a priority.
   b) Promote Rotary to the media, community leaders, and beneficiaries of Rotary’s programs.
   c) Promote Rotary’s visual identity and voice.
   d) Communicate with the governor and the chairs of key committees to stay informed about district projects and activities.
   e) Liaise and collaborate with the Rotary Public Image Coordinator.
   f) Share RI public image materials with clubs.
   g) Seek opportunities to speak to individual clubs about the importance of club public image.

4. **Additional Training Requirements:**
   In addition to the chair, as many committee members as possible should attend a training meeting conducted by the Rotary Public Image Coordinator as appropriate. *(January 2015 Mtg., Bd. Dec. 118; April 2020 Mtg., Bd. Dec. 127)*


- **Rotary Foundation Committee**

   Policy pertaining to the district Rotary Foundation committee is determined by the Trustees of The Rotary Foundation as outlined in Article 25 of the *Rotary Foundation Code of Policies*. *(October 2019 Mtg., Bd. Dec. 29)*


- **District Training Committee**

1. **Purpose**
   The committee is responsible for supporting the governor and governor-elect in training club and district leaders and overseeing the overall training plan for the district.

2. **Additional Qualifications of Members**
   Preference should be given to Rotarians and Rotaractors with training, education or facilitation experience.

3. **Duties and Responsibilities**
   a) Assist the convener, usually the governor or governor-elect, of each training meeting in the district, including Rotary required training.
   b) Under the direction of the meeting’s convener, the committee is responsible for one or more of the following aspects:
      1) Program content (in accordance with board-recommended curricula)
      2) Conducting sessions
      3) Identification of speakers and other volunteers
      4) Preparing training leaders
      5) Program evaluation
6) Logistics  
7) Marketing to target audiences  
c) If the district is part of a multidistrict PETS, work in accordance with the policies and procedures of that multidistrict PETS. (October 2019 Mtg., Bd. Dec. 44 April 2020 Mtg., Bd. Dec. 127)


- **District Alumni Committee**

1. **Purpose**
This committee identifies ways in which clubs and the district can offer meaningful opportunities for alumni to engage with Rotary to support Rotary's fundraising, membership, and service.

2. **Additional qualifications**
Preference should be given to those who are alumni or have professional experience working with alumni.

3. **Duties and Responsibilities**
   a) Work in conjunction with other district committees, particularly membership, Foundation, and programs committees (e.g. Interact, Rotaract, RYLA, Rotary Youth Exchange), to identify alumni and their skills (speaker, project skills, potential to be a member, contributor to Foundation and Rotary programs, etc.) and connect these individuals to clubs and district activities.
   b) Lead cross-promotion efforts between programs and promote service opportunities.
   c) Create awareness of how to work with alumni to maintain their relationship with Rotary.
   d) Encourage alumni to report their data to RI and work with fellow district chairs to ensure program participants are properly reported to RI.
   e) Abide by privacy and youth protection policies and local law.
   f) Support and coordinate alumni events and associations, where appropriate. (October 2019 Mtg., Bd. Dec. 29 April 2020 Mtg., Bd. Dec. 127)


- **District Community Service Committee**

All governors are encouraged to appoint a district Community Service committee. The role and responsibilities of this committee are to:

1. **Purpose**
This committee promotes programs, activities, and resources related to community, vocational, and youth service and offers additional support for Rotary, Rotaract and Interact clubs.
2. **Additional qualifications**  
Preference should be given to Rotarians and Rotaractors with experience in planning and implementing local, sustainable service efforts of varied sizes.

3. **Duties and Responsibilities**

1a) help identify new trends, issues or problems within the district that clubs may want to address

2b) visit clubs within the district to speak about successful Community Service projects and provide information on Rotary programs and emphases to help strengthen their projects

3c) encourage and assist club Community Service chairs in carrying out their responsibilities

4d) encourage clubs to organize a Rotary Community Corps (RCC) if appropriate, and encourage district-level RCC meetings to exchange project development ideas

5e) maintain intercommittee communication with other district committees

6f) organize district-level club Community Service chair meetings, in connection with the district conference, district training assembly and other meetings, to exchange ideas and promote projects

7g) identify areas for cooperation between club Community Service projects and local non-Rotary service organizations, by sharing information and helping clubs to set goals

8h) request regular reports on successful Community Service projects from club Community Service chairs, for promotion through the governor’s monthly letter, and report to RI for possible publication

9i) organize exhibits of outstanding Community Service projects at district and zone meetings

10j) organize district-wide Community Service activities.

11k) promote resources for service and engagement, inclusive of Rotary Fellowships and Rotary Action Groups.

12l) facilitate district recognition for clubs and/or individuals who advance the principles of Rotary, including vocational service and empowering and engaging young people.  

Convention Promotion Committee

1. **Purpose:**
The committee shall promote attendance at the annual Convention to Rotarians throughout the district.

2. **Additional Qualifications of Members:**
Preference should be given to Rotarians and Rotaractors who have attended a minimum of one previous RI Convention and/or with marketing skills.

3. **Duties and Responsibilities:**
   a) Attend club and district meetings to promote the convention
   b) Serve as a local resource for convention materials and information
   c) Create or expand a district website with links to RI’s website
   d) Translate important convention information into local language(s), if necessary
   e) Identify and target potential registrants by e-mail, letters, and other methods of communication


District Conference Committee

1. **Purpose:**
Under the direction of the governor, the district conference committee shall plan, promote and implement the necessary arrangements to ensure good programming and maximum attendance at the district conference.

2. **Additional Qualifications of Members:**
Preference should be given to those who have experience in the meeting coordination and/or hospitality industry and/or to Rotarians and Rotaractors with media, public image or marketing skills.

3. **Duties and Responsibilities:**
Under the direction of the governor:
   a) Select the district conference venue and coordinate all related logistical arrangements.
   b) Coordinate the finances of the conference to ensure maximum attendance.
   c) Promote conference attendance with particular emphasis on:
      - new Rotarians and Rotaractors;
      - all members of newly-organized clubs in the district; and
      - representation from every club in the district and the family of Rotary.
   d) Promote the district conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary’s programs.
   e) Provide relevant, motivational, and informative programs

• **Interact Committee**

1. **Purpose:**
The district Interact committee, composed of Rotarians, Rotaractors, and Interactors, promotes and supports the activities of Interact clubs.

2. **Additional Qualifications of Members:**
Preference should be given to those who have club-level experience with Interact, Interact alumni, and Interact members with leadership potential. Participation of Interactors is contingent upon receiving prior approval from a parent/guardian. Where feasible and practicable there should be provision for continuity of membership by appointing one or more members for a second term.

3. **Duties and Responsibilities:**
   a) Coordinate districtwide activities related to Interact.
   b) Promote program participation through regular contact with assistant governors and clubs.
   c) Promote Interact by inviting participants to speak at events and encourage clubs to get involved.
   d) Support the organization of new Interact clubs.
   e) Provide training and support to Interact club advisors, including youth protection.
   f) Oversee other administrative functions of Interact clubs within the district. *(April 2020 Mtg., Bd. Dec. 127)*

Source: April 2020 Mtg., Bd. Dec. 127

• **District International Service Committee**

1. **Purpose:**
The district International Service committee supports clubs with their international service projects and helps enhance the quality of the district’s humanitarian efforts by identifying resources and experts to advise on international service projects and global grants.

2. **Additional Qualifications of Members:**
Preference should be given to members who are past district governors, past regional Rotary Foundation coordinators, past assistant regional Rotary Foundation coordinators, and those with experience with international service projects.

3. **Duties and Responsibilities:**
   a) It is recommended that districts and clubs establish an International Service Committee to help enhance the quality of the district’s humanitarian efforts by identifying resources and experts to advise on international service projects and global grants. The district international service committee chair shall be concerned with promoting greater awareness of resources and strategies for project planning, implementation, identifying key local subject matter experts, and establishing direct lines of communication and accountability for all types of international service, with a special emphasis on improving
global grant applications and the development of partnerships between international Rotary clubs and districts.

b) The district international service committee chair will confer and cooperate with other leaders from across the district including but not limited to the district Rotary Foundation, grants subcommittee, community service, vocational service and alumni committees, to identify and promote resources for improved projects and grants. The district international service committee will also

c) Collaborate with district Rotaract representatives, Rotary Action Groups, the The Rotary Foundation Cadre of Technical Advisers, and other experts interested in assisting with project and global grant applications.

4. Appointment of Chair:
To be effective, the district international service committee chair must have continuity of leadership and success planning. A district’s governor-elect, in consultation with the immediate past district governor and district governor-nominee, is encouraged to appoint a past district governor, past regional Rotary Foundation coordinator, or a past assistant regional Rotary Foundation coordinator to chair this committee, to serve a term of three years without reappointment limits. (October 2019 Mtg., Bd. Dec. 57, April 2020 Mtg., Bd. Dec. 127)


- District Programs Committees

1. Purpose:
Several program-related committees are responsible for promotion and administration of programs at the district level and provide specific support and guidance to the clubs involved with the particular program in the district including:

   Interact
   Rotary Friendship Exchange
   Rotary Youth Exchange
   Rotary Youth Leadership Awards (RYLA)

2. Additional Qualifications of Members:
Preference should be given to those with club-level experience with a particular program.

3. Duties and Responsibilities:
a) Promote an understanding of and effective participation in programs through regular contacts with each club in the district and through district and inter-city meetings.
b) Organize exhibits of effective implementation of RI programs at district or zone meetings, circulate these noteworthy examples among clubs in the district.
c) Visit clubs within the district to speak about effective examples of the use of the particular program and ensure that the clubs are aware of any reporting requirements to RI.
d) Encourage and assist club program chairs in carrying out their responsibilities.

e) Encourage clubs in the district to determine local needs that could benefit from the program.

f) Identify areas for cooperation between club program activities and local non-Rotary service organizations, by sharing information and helping clubs to set goals.

g) Administer district-wide efforts related to the program.

h) Promote publication of program aims and achievements in all appropriate Rotary and non-Rotary communication media in the district. *(October 2019 Mtg., Bd. Dec. 57)*


- New Generations Service Exchange Committee

1. **Purpose:**
   
   To promote New Generations Service Exchange as an opportunity for the development of vocation and/or professional development and service.

2. **Additional Qualifications of Members:**
   
   Preference should be given to those with general knowledge of Rotary and a strong enthusiasm for young adult leadership development, professional development, vocational exchange, for the New Generations Service Exchange (NGSE) program, and program alumni. Ability to communicate in English and previous experience working with Rotary Youth Exchange should also be regarded as positive attributes.

3. **Duties and Responsibilities:**
   
   
   b) Promote program participation through regular contact with assistant governors and clubs.
   
   c) Promote New Generations Service Exchange by encouraging members, program participants, and alumni to get involved.
   
   d) Cultivate relationships with other participating districts to encourage exchange opportunities.
   
   e) Prepare and submit a budget to the governor and the district finance committee for approval to ensure that no personal financial profit is being made from New Generations Service Exchange activities.

4. **Appointment of Chair:**
   
   Because of the special knowledge and experience that administering a young adult exchange program requires, it is highly recommended that districts use a leadership succession plan, consulting all members of the committee as well as the governor-elect and governor-nominee, to draw from the expertise of experienced committee members and develop leaders within the committee. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from their predecessors. *(April 2020 Mtg., Bd. Dec. 127)*

Source: April 2020 Mtg., Bd. Dec. 127
• Rotaract Committee

1. **Purpose:**
The district Rotaract committee, composed of equal numbers of Rotarians and Rotaractors, supports Rotaract clubs in the district.

2. **Additional Qualifications of Members:**
Preference should be given to those who have club-level experience with Rotaract, Rotaract alumni, and Rotaract members with leadership potential. Where feasible and practicable there should be provision for continuity of membership by appointing one or more members for a second term.

3. **Duties and Responsibilities:**
a) Coordinate districtwide activities related to Rotaract.
b) Promote engagement through regular contact with assistant governors and clubs.
c) Promote Rotaract by inviting participants to speak at events, partner on service projects, and attend joint leadership and professional development trainings.
d) Support the organization of new Rotaract clubs.
e) Provide training and support to Rotaract club officers and advisors.
f) Prepare and submit a budget to the governor and the district finance committee for approval to ensure that no personal financial profit is being made from Rotaract activities.
g) Oversee other administrative functions of Rotaract clubs within the district.

4. **Appointment of Chair:**
The district Rotaract committee chair (a Rotarian), appointed by the governor, and the district Rotaract representative (a Rotaractor), elected by the Rotaract clubs in the district, should serve as co-chairs of this committee. It is highly recommended that districts use a leadership succession plan, consulting all members of the committee as well as the governor-elect and governor-nominee, to draw from the expertise of experienced committee members and develop leaders within the committee. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from their predecessors. *(April 2020 Mtg., Bd. Dec. 127)*


• Rotary Friendship Exchange Committee

1. **Purpose:**
To promote Rotary Friendship Exchange as an opportunity to increase international understand, cultural immersion, professional development, international service and introduce participants to Rotary.

2. **Additional Qualifications of Members:**
Preference should be given to those with general knowledge of Rotary and a strong enthusiasm for the Rotary Friendship Exchange program, intercultural understanding, professional development, vocational exchange, international service, and cultural
immersion. Ability to communicate in English and previous experience working with adult international exchanges should also be regarded as positive attributes.

3. **Duties and Responsibilities:**
   a) Coordinate districtwide activities related to Rotary Friendship Exchange.
   b) Promote program participation.
   c) Cultivate relationships with other participating districts to encourage exchange opportunities.
   d) Coordinate reciprocal international exchanges around one of the following themes: cultural, vocational, service.
   e) Prepare and submit a budget to the governor and the district finance committee for approval to ensure that no personal financial profit is being made from Rotary Friendship Exchange activities.
   f) Submit a report with exchange summaries to the general secretary after the completion of each exchange.

4. **Appointment of Chair:**
The district governor should appoint an individual with experience participating in international exchange programs for adults to lead the Rotary Friendship Exchange committee. Ideal candidates should have experience in international exchanges both as a participant and as a host. *(April 2020 Mtg., Bd. Dec. 127)*

Source: April 2020 Mtg., Bd. Dec. 127

- **Rotary Youth Leadership Awards Committee**

1. **Purpose:**
The district Rotary Youth Leadership Awards committee oversees promotes and supports the activities of Rotary Youth Leadership Awards (RYLA) in the district.

2. **Additional Qualifications of Members:**
   Preference should be given to those who have general knowledge of Rotary and/or experience with Rotary Youth Leadership Awards, a strong enthusiasm for youth and young adult leadership development, and RYLA alumni.

3. **Duties and Responsibilities:**
   a) Coordinate districtwide activities related to Rotary Youth Leadership Awards.
   b) Promote program participation through regular contact with assistant governors and clubs.
   c) Promote Rotary Youth Leadership Awards by encouraging members to get involved.
   d) Engage RYLA alumni by asking them to speak at RYLA events, attend club meetings, and participate in Rotary service.
   e) Cultivate community partnerships and leverage community leaders as speakers, facilitators, or trainers.
4. Appointment of Chair:
Governors are strongly encouraged to observe a three-year limitation on the consecutive length of service of the district RYLA chair. Because of the special knowledge and experience that administering youth programs requires, it is highly recommended that districts use a leadership succession plan, consulting all members of the committee as well as the governor-elect and governor-nominee, to draw from the expertise of experienced committee members and develop leaders within the committee. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from their predecessors. *(April 2020 Mtg., Bd. Dec. 127)*

Source: April 2020 Mtg., Bd. Dec. 127

- District Youth Exchange Committee

1. Purpose:
To promote Youth Exchange as an opportunity for the development of international understanding, governors are encouraged to appoint Youth Exchange committees and officers.

2. Additional Qualifications of Members:
Preference should be given to those with general knowledge of Rotary and a strong enthusiasm for the Youth Exchange program. Ability to communicate in English and attendance at a Youth Exchange conference beyond the district level should also be regarded as positive attributes. Governors are encouraged not to change more than 33 percent of the Youth Exchange committee at any time in order to ensure the continuity of the program.

3. Duties and Responsibilities:
a) Coordinate districtwide activities related to Youth Exchange.
b) Promote program participation through regular contact with assistant governors and clubs.
c) Promote Youth Exchange by encouraging members to get involved.
d) Prepare and submit a budget to the governor and the district finance committee for approval to ensure that no personal financial profit is being made from Youth Exchange activities.

4. Appointment of Chair:
Governors are strongly encouraged to observe a three-year limitation on the consecutive length of service of the district Youth Exchange chair. Because of the special knowledge and experience that administering youth programs requires, it is highly recommended that districts use a leadership succession plan, consulting all members of the committee as well as the governor-elect and governor-nominee, to draw from the expertise of experienced committee members and develop leaders within the committee. A minimum experience of three years in a key position on the district Youth Exchange committee is also strongly encouraged for established Youth Exchange program. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from their predecessors.
Recognizing that the special technical knowledge and experience required by the Youth Exchange program encourages a multi-year tenure of the district Youth Exchange chair and may sometimes necessitate the continuation of the chair’s length of service for a longer period than three years in order to provide for an adequately trained successor.

To be effective, the district Youth Exchange committee must have continuity of leadership and succession planning. If a change in the district Youth Exchange chair is desired, the governor-elect is highly encouraged to consider candidates with a general knowledge of Rotary and a strong enthusiasm for the Youth Exchange program. A minimum experience of three years in a key position on the district Youth Exchange committee is also strongly encouraged for established Youth Exchange programs. Ability to communicate in English and attendance at a Youth Exchange conference beyond the district level should be regarded as positive attributes. Consultation with the current district governor, the district Youth Exchange chair, and district Youth Exchange committee members as well as the governor-nominee can provide valuable insight into the selection process.

The district Youth Exchange officers or committees are under the supervision of their respective governors. Each governor is urged to do everything possible to foster Youth Exchange activities in the district, while retaining authority and ensuring that no personal financial profit is being made from such activities. (January 2016 Mtg., Bd. Dec. 121; April 2020 Mtg., Bd. Dec. 127)


17.030.3. Additional Committees

Governors should appoint one joint district Rotaract committee composed of equal numbers of Rotarians and Rotaractors. The district Rotaract committee chair (a Rotarian) and the district Rotaract representative (a Rotaractor) should serve as co-chairs of this committee. Where feasible and practicable in the appointment of district Rotaract committees, there should be provision for continuity of membership by appointing one or more members for a second term. The district Rotaract committee should assist the governor in publicizing Rotaract, promoting the organization of new Rotaract clubs, and administering Rotaract within the district. (October 2019 Mtg., Bd. Dec. 57)

District Rules and Procedures Committee

Districts are encouraged to form a district “Rules and Procedures” committee to advise and assist governors on nominations and elections and other matters involving RI’s constitutional documents. The committee shall consist of three members, each serving a staggered three-year term with the possibility of reappointment. Appointments to the committee are made by the governor at the conclusion of his or her year in office. Members should be knowledgeable about RI’s constitutional documents and election procedures.

Governors with questions concerning RI election policies and procedures that they cannot resolve within their districts with the assistance of their Rules and Procedures committee should contact their Club and District Support representative or the RI director from their area for assistance. (January 2015 Mtg., Bd. Dec. 118)


19.040.5. Zone Level Governor-elect Training (GETS)

The Board has adopted a two-day training program for governors-elect at the zone level that may be held in conjunction with Rotary institutes integrating topics approved by the Board and the Trustees of The Rotary Foundation called the governors-elect training seminar (GETS).

Conveners will certify to the president-elect that the RI GETS curriculum will be followed to ensure that all governors-elect are given consistent training before attending the International Assembly.

The following topics will be addressed:

a) Role and Responsibilities
b) Membership Development
c) Developing Effective Leaders
d) Public Image (including Branding and Rotary Marks policies)
e) The Rotary Foundation
f) Your Support from Rotary
g) International Assembly Preview

The convener will schedule enough time to ensure appropriate coverage of each subject.

Additionally, each GETS should allow for individual presentations from a regional Rotary Foundation coordinator, a Rotary coordinator and a Rotary public image coordinator who will explain their role and the support they can provide for districts.

A member of the RI staff should conduct the session “Your Support from Rotary.”


19.040.13.  Simultaneous Interpretation at Training Events
Simultaneous interpretation shall be funded at Governors-Elect Training Seminars and Governors-Nominee Training Seminars, as requested by the convener.  The general secretary shall budget annually for this purpose.  (*April 2020 Mtg., Bd. Dec. 127*)


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20.010.  **District Conference Overview**
The common purpose of the district conference is to bring together all Rotarians and community leaders in the district to inspire Rotarians to greater involvement and understanding of with Rotary, strengthen existing relationships, and to showcase the impact and outreach of Rotary in the world.  (*January 2015 Mtg., Bd. Dec. 118 April 2020 Mtg., Bd. Dec. 142*)


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26.120.  **Harassment-free Environment at Meetings, Events, or Activities**
Rotary is committed to maintaining an environment that is free of harassment.  Harassment is broadly defined as any conduct, verbal or physical, that denigrates, insults or offens a person or group based on any characteristic (age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity).

All members and individuals attending or participating in Rotary meetings, events or activities should expect an environment free of harassment and shall help maintain an environment that promotes safety, courtesy, dignity, and respect to all.  Adults who work with youth are subject to policies outlined in Rotary Code of Policies section 2.120.

All allegations of criminal activity should be referred to appropriate local law enforcement authorities.

The club board, district, or zone leadership shall promptly address allegations of harassment and shall not retaliate against those making the allegation.

At the club level, allegations of harassment at Rotary events or activities shall be reviewed by the club board and responded to within a reasonable timeframe, typically one month.  If the alleged offender is a member of the club board, he or she is expected to recuse himself or herself from the discussion.  The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior.  Concerns that allegations of harassment were not
adequately addressed by the club, may be referred with appropriate documentation to the district governor.

At the district level, allegations of harassment at Rotary events or activities shall be reviewed by the governor, or a committee appointed by the governor for this purpose, and responded to within a reasonable time-frame, typically one month. If the district governor is the alleged offender, the immediate past district governor (or most recent past governor), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. The general secretary shall be informed within two weeks of any allegations of harassment by district governors, governors-elect, and governors-nominee. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not adequately addressed by the district, may be referred with appropriate documentation to the RI director.

District leaders, including governors, assistant governors, and committee chairs are encouraged to work with their clubs to create a harassment-free environment. District leaders should also work with their clubs to establish a code of conduct and policies for how to address and prevent harassment within their clubs, among their membership and with other participants in Rotary.

At the zone level, allegations of harassment at Rotary meetings, events or activities shall be reviewed by the RI Director, or a committee appointed by the RI Director for this purpose, and responded to within a reasonable time-frame, typically one month. If the RI Director is the alleged offender, either another current or past RI director as appointed by the RI president shall review and respond to the allegation.

The RI president shall be informed within two weeks of any allegations of harassment by RI directors, directors-elect, and directors-nominee. Concerns that allegations of harassment were not adequately addressed by the zone, may be referred with appropriate documentation to the RI president.

As it pertains to Rotary Action Groups and Rotary Fellowships, the Rotary Action Group and Rotary Fellowship leadership shall promptly address allegations of harassment and shall not retaliate against those making the allegation. Allegations of harassment at an Action Group or Fellowship event or activity shall be reviewed by the Action Group or Fellowship, or a committee appointed by the chair of the Action Group or Fellowship for this purpose, and responded to within a reasonable time-frame, typically one month. If the chair or other leaders of the Action Group or Fellowships is/are the alleged offender, the immediate past chair (or most recent chair), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. If the alleged offender is a member of the Action Group or Fellowships’ board, he or she is expected to recuse himself or herself from the discussion. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not adequately addressed by the Action Group or Fellowship may be referred with appropriate documentation to the RI president.

Club, District and Zone leaders must report severe and pervasive harassment and any resulting membership terminations to the general secretary. If a club or district fails to adequately address findings of harassment, the RI director shall notify the RI Board for appropriate action. Such action may include club termination or other appropriate sanctions.
Rotary Action Groups and Rotary Fellowships must report allegations of harassment to the alleged offender’s club president and district governor. If a Rotary Action Group or a Rotary Fellowship fails to adequately address findings of harassment, the RI president shall notify the RI Board for appropriate action. Such action may include termination or other appropriate sanctions. (October 2019 Mtg., Bd. Dec. 48; April 2020 Mtg., Bd. Dec. 132)


27.010.2. Procedures for the Functioning of the Nominating Committee for President
The RI board has adopted procedures for the functioning of the Nominating Committee for RI president as follows:

Confidentiality

Members of the nominating committee, prior to and following the meeting of the committee, shall not discuss with other members of the committee or any other person the work of the committee, and shall at no time discuss or divulge any of the deliberations or discussions of the committee, except as they may participate in the deliberations of the committee at the time of its meeting. This confidentiality may be waived solely by the Board, or the RI Election Review Committee acting on its behalf, in order to investigate any duly filed election complaint.

Preparation for the Committee Meeting

1. The general secretary will assign a member of the Secretariat staff to work with and for the committee with instructions that all aspects of the work of the committee are to be kept in strict confidence.

2. Candidates for RI president shall be asked to submit a statement not to exceed 300 words outlining their vision and goals for Rotary.

3. In accordance with RI Bylaws section 10.050.2., which provides for candidates for RI president to be given an opportunity to be interviewed by the committee, the RI President, President-elect, and President-nominee will identify the key issues facing Rotary and develop three to five questions annually that candidates will be asked to answer in writing. Directors will be invited to submit proposed questions and key issues to the President, President-elect, and President-nominee for their consideration no later than 1 March.

There shall be a 150 word limit on a candidate’s answers to each of the three to five questions. The list of key issues facing Rotary will be shared with the nominating committee.

4. The general secretary shall send the interview questions to those Rotarians who submit their names for consideration by the nominating committee. Answers to the interview questions must be returned no later than 10 July.
5. Written statements submitted by candidates that exceed the applicable word limits in the language submitted shall not be transmitted to the Nominating Committee for RI President.

6. In accordance with RI Bylaws section 10.040.3., no later than 15 July the general secretary shall forward to committee members an alphabetical list of the past directors who have notified the general secretary that they wish to have their names listed as being willing and able to serve as president with the name of the Rotary club in which each holds membership indicated in capital letters. If there are more than six candidates, committee members will be required to vote on their top six candidates within the following five days. Any committee members not voting by the deadline shall not attend the committee meeting. The top six vote getters shall be considered the “finalists” and invited by the general secretary to be interviewed in-person by the committee. In the event of a tie for the sixth position, all candidates involved in the tie shall be invited to be interviewed in-person by the committee. The finalists’ travel (economy class) and related expenses shall be paid by RI. Candidates who are not invited to be interviewed shall not be considered further by the committee. If there are six or fewer candidates, all candidates shall be considered finalists and invited to be interviewed.

7. With regard to the six finalists identified by the committee, the assigned staff person shall prepare the following materials for each committee member. These materials shall be delivered to members of the committee electronically five days before the meeting. A hard copy of these materials will be distributed to each member the day before the committee meeting.

a) an informational letter from the general secretary pertaining to procedures of the committee meeting
b) a copy of the “Procedures for the Functioning of the Nominating Committee for President”
c) a copy of RI Bylaws Article 10
d) a copy of the RI President Job Description outlined in section 27.020. of this Code
e) an alphabetical list of candidates for the office of president
f) a list of key issues facing Rotary developed by the RI Board
g) a copy of the in-person interview questions developed by the previous year’s nominating committee
h) one set of each of the following for each candidate

1) a copy of a current photograph submitted by the candidate
2) a copy of the submission form from the candidate containing a one-page background statement
3) a copy of written answers to interview questions developed by the RI Board
4) a copy of the written statement of vision and goals for Rotary
5) a chronological list of RI committees on which the candidate has served
6) a copy of the general biographical data on record in the secretariat
8. The committee meeting shall begin the evening before the meeting date for the purpose of electing a member of the committee as the chair and another member as the secretary. The chair and secretary shall be elected following the committee’s welcome dinner in accordance with the procedure outlined in paragraph 9 below.

9. The election of the chair and secretary shall be conducted under the direction of the general secretary, who shall prepare and distribute a ballot listing each member of the nominating committee. Each member of the committee shall cast one vote for the chair. The general secretary, or a member of his staff, shall count the votes and announce the results. If nine (9) votes are not received by any member of the committee, a second ballot shall be held. Voting shall continue on successive ballots until nine (9) votes are received. After the election of the chair, the procedure outlined above shall be used to select a committee secretary.

At the Committee Meeting

10. The members of the nominating committee shall be seated in alphabetical order.

11. The general secretary shall inform the committee that RI bylaws (section 12.050.1.) provide that “The committee shall meet and nominate the best qualified Rotarian from among the list of past directors who have indicated they are willing to serve as president regardless of their country of residence. However, the committee shall not nominate candidates from the same country of residence two years consecutively.”

12. Following the instructions provided by the general secretary, no one is to be in attendance during the meeting of the committee other than the duly elected members of the nominating committee and any interpreters needed for members of the committee, except that the general secretary or his assigned staff member may be called into the meeting upon the request of the chair or other member of the committee. This staff person shall assist the committee during the course of its meeting, should any assistance be required, and shall work under the direct supervision of the chair of the committee.

13. Before the committee begins its deliberations, the chair shall inquire whether any member of the committee has been contacted by or on behalf of any candidate, or is aware of any effort to influence members of the nominating committee, either directly or indirectly, and, if so, to bring these to the attention of committee at this time. The chair shall at this time ask all committee members to review and sign a written disclosure statement of any attempt to influence members of the committee.

14. The questions to be asked each candidate shall be developed with the entire committee present on the morning of the meeting. The general secretary shall allow at least 90 minutes between the beginning of the meeting and the first interview for the committee to develop and discuss its questions. In advance of the meeting, the general secretary will invite committee members to bring two suggested questions to the committee meeting to assist the committee in developing the questions it wishes to ask the candidates.
15. The committee shall conduct interviews of no more than 30 minutes with each of the six finalists previously identified by the committee. The finalists shall be interviewed in alphabetical order. The General Secretary shall provide a timing device that is visible to both the committee secretary and the candidate for timing the candidates’ responses. The general secretary will inform candidates that they may bring and refer to notes during their interview.

16. Following the interviews, but before conducting a ballot for president, the nominating committee shall discuss the qualifications of each candidate. No member of the committee should leave the room once the committee has started the deliberation process until the nominee has been selected.

17. Following the discussion of all of the candidates, the chair shall distribute ballots prepared by the general secretary containing an alphabetical list of candidates and instruct each member of the committee to vote for four candidates.

All voting conducted under this paragraph shall be conducted by secret ballot. After the secretary announces the results of this ballot, similar steps shall be followed to reduce the number of candidates to two and, finally, to one. Notwithstanding the foregoing, a candidate eliminated during a previous round of balloting may be reconsidered at any point if requested by at least six members of the committee. Voting must continue until there are two candidates remaining and one of the final two candidates receives at least ten votes, regardless of whether any candidate received ten or more votes in a previous round of voting. The committee shall not select an alternate, and the candidate who finishes second in the final vote shall not be considered to be an alternate.

18. In the event of a tie in voting for the final four or two candidates, the candidates involved in the tie shall proceed to the next round of voting. If there are more than two candidates in the final round of voting and no candidate receives 10 votes in the initial vote, the lowest vote-getter shall be removed from further consideration on subsequent ballots.

19. The RI Bylaws (section 10.050.3.) provide that "Twelve members of the committee shall constitute a quorum. All business of the committee shall be by majority vote, except that to select the committee’s nominee for president, at least ten members of the committee shall vote for the nominee."

20. The report of the committee naming its nominee shall be signed by the chair on behalf of the committee and be delivered and certified to the general secretary. (In the past, this has been done before the committee adjourned.) This report is to be the only formal record of the committee. The general secretary will notify each club of the contents of the report and the names of the nominating committee in accordance with the RI Bylaws.

21. Should the selection of another nominee for president be necessary, the general secretary shall contact those past directors who previously indicated to the general secretary that they wished to be considered by the nominating committee. The names of the candidates who still wish to be considered shall be considered by the committee. The procedures to be used at any emergency meeting of the committee shall follow these procedures as closely as possible.
Subsequent to the Meeting

22. The vision and goals statement and written answers to the interview questions developed by the RI Board submitted by the candidate chosen by the Nominating Committee for RI President shall be made available to Rotarians. (*October 2019 Mtg., Bd. Dec. 29; April 2020 Mtg., Bd. Dec. 127*)


28.040. **RI Board of Directors Job Description**

The RI director job description shall be distributed to candidates and nominating committees for RI director.

Primary Duties and Responsibilities:

1. Conform with duties outlined in RI’s constitutional documents and the Board’s Code of Policies

2. Prepare for, attend, and participate in Board meetings by studying the materials provided in advance of the meeting

3. Actively advocate for and promote the Rotary International Strategic Plan. Work with the president on setting the director’s individual goals for the year

4. Prepare for, attend, and participate in the annual International Assembly, director-elect orientation, Board governance training, other preparatory meetings, and International Convention in the year before and during service on the Board

5. Prepare for and attend the Council on Legislation (if occurring during the director’s term), and be willing to speak on behalf of the Board at the Council

6. Travel on behalf of or at the request of the RI president and represent the president at Rotary functions, as assigned

7. Act as spokesperson with media on behalf of RI and its Foundation, when necessary

8. Motivate the leaders of the association, its officers, committees, member clubs and Rotarians

9. Visit districts at the request of the governor and within the limit of the allocated budget in the director’s respective zone(s) to further the ideals of Rotary, and communicate regularly with governors in their zones
10. Convene an annual Rotary Institute(s) in director’s respective zone(s) as requested by the president, and oversee all preparations for such meetings.

11. Prepare for and serve on Board and other committees as assigned by the president.

12. Act as liaison to RI and/or Foundation committees as assigned, and accept Board committee assignments made by the president and prepare for and attend meetings.

13. Collaborate with other Board members to set policy, strategic direction and vision for Rotary.

14. Follow RI’s “Conflict of Interest Policy,” “Code of Ethics,” “Harassment-free Environment at Meetings, Events, or Activities,” and RI’s policy on expense reimbursements for directors.

15. Fulfill all the legal obligations of a director of an Illinois not-for-profit corporation.

16. Contribute to the effective operation of the RI Board by:

   a. Establishing strong, collaborative, and mutually respectful relationships and team approaches with RI staff and other volunteers, including officers, leaders, and representatives of the organization, including trustees, regional leaders, and district officers, and RI staff.

   b. Hiring, conducting an annual performance review, and setting the compensation of the General Secretary.

   c. Providing oversight and prudent use of all assets of RI and TRF, including financial, facilities, people and goodwill.

   d. Making decisions in the best interest of the organization, not in the directors’ self-interest.

   e. Serving as a trusted advisor to the General Secretary in developing and implementing Rotary’s strategic plan.

   f. Reviewing outcomes and metrics to evaluate the Board’s impact, and regularly measure its performance and effectiveness using those metrics.

   g. Reviewing agenda and supporting materials prior to board and committee meetings.

   d. Approving annual budget, audit reports, and other significant business matters.

   e. Partnering with the General Secretary and other directors to ensure that board decisions are implemented while respecting the general secretary’s authority to manage the day-to-day operations of the Secretariat.

17. Perform other duties as assigned by the President or the Board.
Board Terms/participation
There are 17 Rotary International directors who are elected to serve two-year terms. Directors are expected to attend and participate in four board meetings annually, normally held at the World Headquarters in Evanston, Illinois, USA or in the vicinity of the annual international convention or the international assembly. Directors are also expected to attend an orientation program while directors-elect, and attend up to two Board meetings as observers. Directors are not eligible to be reelected. Directors serve without compensation.

Qualifications
A candidate for the office of director of RI shall have served a full term as a governor prior to being proposed as a candidate (except where service for less than a full term may be determined by the board to satisfy the intent of this provision) with at least three years of time having elapsed since service as a governor. Such candidate shall also have attended at least two institutes and one convention in the 36-month period prior to being proposed.

This is an extraordinary opportunity for an individual who is passionate about Rotary’s mission and who has a track record of organizational leadership. Selected Board Members should have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to work collaboratively with other well-qualified, high-performing board members.

Ideal candidates should have the following qualifications:

a) Professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector

b) Commitment to and understanding of Rotary’s members and beneficiaries

c) Diplomatic skills and a natural affinity for cultivating relationships and building consensus among diverse individuals

d) Personal qualities of integrity, credibility, and a passion for improving rotary

e) Knowledge of rotary international and the rotary foundation programs, finances, operations and administration

f) Experience in serving on other governing bodies with specific focus on non-profit or charitable aims

f) Experience in serving on other governing bodies with specific focus on non-profit or charitable aims

g) Strong collaboration and negotiation skills

h) Effective communication skills (both verbal and written)

i) Ability to translate the organizational vision into an effective action plan in the zone from which the director is elected.


28.070. Relationship Between Directors and Governors
Directors represent all clubs in the administration of Rotary. Governors are under the general supervision of only the Board. Directors are resources to district leaders. 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 Board in matters coming to the Board 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 Board action. Governors may consult informally with appropriate Directors about such matters as interpretation of Board action, serious district or inter-district problems or possible future formal communication to the Board. (June 1998 Mtg., Bd. Dec. 348; April 2020 Mtg., Bd. Dec. 129)


28.080. Relationship Between Directors and Regional Leaders
Directors serve as the elected leadership of Rotary and are responsible for executing corporate governance and fiduciary responsibility globally, in the zones they serve, and on behalf of Rotary. As such, Directors are expected to create an environment for success by facilitating teamwork, communication and collaboration at the club level through the district and regional leadership. Directors communicate a vision for their zones and lead action planning with regional leaders to achieve their goals.

Directors’ responsibilities to their regional leader team include but are not limited to:

- Identify and recommend eligible and effective candidates to serve in these roles (including any necessary replacements), monitor individual regional leader performance towards goals and mentor as appropriate
- Meet regularly with regional leader team(s) to develop and implement regional strategies in support of Rotary’s Strategic Plan
- Encourage district leaders to use the regional leader team members at their events, to address challenges, and help identify growth opportunities.
- Introduce the regional team(s) to the zone and district leadership as appropriate
- Schedule regular (at least quarterly) meetings with their regional leader team(s) to confer on regional strategies, celebrate accomplishments, and to solve challenges (Meetings may be conducted in person or in a virtual environment)
- Facilitate teamwork
- Mentor individual regional leader team members to be more effective, including remediation of poor performance as appropriate
- Advise on regional leader assistant selection
- Identify potential regional leader candidates from their zones and identify replacement regional leaders for terms that end early
31.060.4. Terms of Reference for the Executive Committee

The Board, in accordance with the RI Bylaws, has prescribed the following terms of reference under which the Executive Committee shall function:

a) Make decisions on behalf of the Board where the policy of the Board or of RI has been established or where an emergency exists, or as otherwise may be determined by the Board.

b) Make decisions when necessary relative to expenditures for which appropriations have been made by the Board and make emergency appropriations necessary to implement action taken by the Board.

c) Make appropriations, from funds not otherwise appropriated, of such additional amounts as may be recognizable as emergency requirements.

d) Explore matters requiring the attention of the Board and offer recommendations thereon to the Board and, when appropriate, refer a Board agenda item to the appropriate Board committee when the matter is outside the terms of reference of the Executive Committee.

e) Review reports of committees and, when necessary, take action upon matters contained therein subject to the provisions in item a) of these terms of reference.

f) Evaluate the performance of the general secretary annually and report its findings to the board;

The Executive Committee will conduct its annual evaluation of the general secretary at an in-person meeting before the last Board meeting of the year. The following steps will be taken in the evaluation process:

1. No later than 30 days prior to the last Board meeting of the Rotary year, the general secretary will present to the RI president and chair of the Executive Committee a written summary and analysis of progress made in advancing Rotary for the year.

2. The chair of the Executive Committee will provide a copy of the general secretary’s report to all members of the Executive Committee and to the chair of The Rotary Foundation. The chair of the Executive Committee will request that any comments be sent to him or her no later than 15 days prior to the Board meeting.
3. At its meeting before the last Board meeting, the Executive Committee will meet with the general secretary to conduct its annual review. Following this meeting, a written report of the Committee’s findings will be submitted to the full Board, the Trustee chair, and to the general secretary. The members of the following year’s Executive Committee and the Trustee chair, or another trustee designated by the chair, should be invited to attend this meeting as observers. As part of its annual review, the Executive Committee will review and evaluate the compensation of the general secretary, and will approve any adjustments that it is authorized to make under general secretary’s employment contract. Any adjustments or modifications to compensation or benefits for the general secretary outside of the employment contract must be approved by the Board.

   g) Act as a personnel committee for the Board in all matters relating to the staff and their organization within the Secretariat of RI and as such to

   1. Approve of any decision made by the general secretary relative to the hiring or termination of the individual holding the position of general counsel.

   2. In consultation with the Audit Committee, approve of any decision made by the general secretary relative to the hiring or termination of the individual holding the position of internal audit manager.

   3. Approve of any decision made by the general secretary relative to the hiring of an individual to hold the position of assistant or associate or deputy general secretary and any general manager, provided that the general secretary shall also consult the chair of the Foundation Trustees if such action applies to any general manager assigned to work full time for The Rotary Foundation of RI.

   4. Review annually Rotary’s employee compensation strategy as recommended by the Operations Review Committee.

   5. Approve, on the recommendation of the general secretary, the compensation to be paid to all general managers.

   6. Review annually compensation paid to “disqualified persons” of RI to determine whether such compensation is reasonable under the circumstances. Disqualified persons include any person, with respect to any transaction, who is in a position to exercise substantial influence over the affairs of the organization within five years prior to the date of the transaction. Disqualified persons include president, president-elect, general secretary, deputy general secretary, all general managers, and chief investment officer.

   7. Review and approve the level of proposed cost of living adjustments, compensation, and benefit improvements for the employees of the Secretariat.


41.010. Interact
Interact is a program of Rotary International, adopted by the Board in June 1962.

The "Interact Statement of Policy" is as follows:

1. The Interact program was developed and created by and is an activity of Rotary International, and the authority for the establishment and enforcement of constitutional provisions, organizational requirements and standards of procedure, and for the protection and preservation of the Interact name and logo is retained by Rotary International.

2. An Interact club is a Rotary club sponsored organization of young people, ages 12 to 18, whose purpose is to provide opportunity for them to work together in a world fellowship dedicated to service and international understanding and leadership development skills.

3. An Interact club is organized, sponsored and supervised by a Rotary club and is established following the endorsement of the governor and upon certification and recognition by Rotary International; and its continued existence depends upon the continued sponsorship of at least one sponsor Rotary club and continued recognition by Rotary International.

   a) An Interact club may be organized and sponsored jointly by a Rotary club and another Rotary club or a Rotaract club as long as the total number of co-sponsors does not exceed three clubs; and

   b) Sponsoring Rotary and Rotaract clubs must be within the boundaries of the district in which the Interact club is located.

Interact clubs may be sponsored jointly by more than three clubs with the governor’s approval if, in the governor’s considered judgment, the best interests of the district, the Rotary clubs, Rotaract clubs, and the Interact club concerned would be effectively served.

A joint Interact committee should be created with representation from each of the sponsor clubs.
4. Sponsor clubs are responsible for organizing the Interact club and for providing it with guidance and counsel thereafter and have complete control and supervision over all activities, policies, and programs of the Interact club.

5. Where the Interact club is school-connected, control and supervision by the sponsor clubs shall be exercised in full cooperation with the school authorities, with the understanding that such clubs are subject to the same regulations and policies established by the school authorities for all student organizations and extracurricular activities of the school.

6. All Interact club activities, projects, and programs shall at all times be conducted in harmony with the policies of Rotary International; continued sponsorship of an Interact club by a Rotary club and recognition of it by RI are contingent thereon.

7. All online activities, such as the club website and social media pages, shall be operated in accordance with applicable law and regulations; sponsor clubs shall obtain written consent of Interactors’ parents or legal guardians in advance of Interact participation as necessary.

8. There shall be a “Standard Interact Club Constitution” prescribed by Rotary International and subject to amendment only by the Board of Directors of Rotary International. As a prerequisite of its organization and certification, each Interact club shall adopt the “Standard Interact Club Constitution” and shall automatically adopt all amendments thereto subsequently made by the Board of Directors of Rotary International.

9. Each Interact club shall adopt by-laws not inconsistent with the “Standard Interact Club Constitution” and with policy established by Rotary International. Such by-laws shall be subject to the approval of the sponsor club(s).

10. Each member of an Interact club, by his acceptance of membership, agrees to accept and to adhere to the provisions of the constitution and by-laws of the Interact club.

11. On 30 June of the Rotary year in which a member becomes 18 years old or upon graduation, whichever is later, his or her Interact membership will end, without contradicting regulations and policies established by the school authorities for school-connected clubs.

12. The Interact name and logo, as used in or applied to the Interact program, are the property of Rotary International and shall be preserved for the exclusive use of those involved in the Interact program, including duly established Interact clubs and their members in good standing.

13. An Interact club member shall be entitled to use and display the Interact name and logo in an appropriate and dignified manner during the period of his membership in an Interact club and he shall relinquish such entitlement upon termination of his membership in his Interact club or upon the termination of his Interact club.

14. An Interact club may be terminated (a) by Rotary International, with or without the consent, approval or concurrence of the sponsor club(s), for failure to function in accordance with its constitution or for other cause, (b) by its sponsor club(s), or (c) by the Interact club itself upon its own determination.
15. Upon termination of an Interact club, all rights and privileges relating to the name and logo shall be relinquished by the club and by its members individually and collectively.

16. As a matter of policy, the Board does not recognize the right of any individual or organization except RI to circularize Interact clubs for any commercial or other purpose.

17. Governors may appoint a district Interact committee, composed of Rotarians and Interactors to assist the governor in publicizing the Interact program, promoting the organization of new Interact clubs, and administering the program of Interact within the district. Where feasible and practicable in the appointment of district Interact committees, there should be provision for continuity of membership by appointing one or more members for a second term. Rotary district Interact committees in carrying out their duties should regularly consult with members of Interact clubs.

18. Interact organization beyond the club level

   a) A district with two or more Interact clubs may elect a district Interact representative from among its membership. The method of election shall be determined by the district Interact committee and district governor in advance of elections.

   b) All election disputes shall be resolved locally by the district governor based on district policy in consultation with the district Interact chair. RI will not intervene.

   c) The district Interact representative will be guided and counseled by the district governor and the district Interact committee, or other appropriate district committee, shall give counsel to and provide encouragement and inspiration to the Interact clubs of the district, particularly with respect to broadening and deepening the program of Interact within the district, and shall help focus their attention on the potential and achievements of the program in support of international understanding.

19. Interact meetings beyond the club level

   a) District Interact conferences may be held, under the guidance of the district Interact committee, with one or more members of this committee present. The district Interact representative shall assist the district committee in arranging these meetings and, where possible, shall preside at such meetings.

   b) The purpose of a district Interact conference is to provide training, encouragement, enlightenment, and inspiration to the Interact clubs with respect to school and Community Service and to focus attention on the worldwide potential and achievements of Interact on behalf of international understanding.

   c) No meeting of members of Interact clubs beyond the club level shall have any legislative authority nor shall be so organized or conducted as to give the appearance of having such authority. Nevertheless, such a meeting may include the opportunity for expression of ideas which might be of value as advisory observations to those who are involved at the district or other levels with the administration of Interact.
20. Financing the cost of the Interact program

   a) All district Interact activities shall be financed by the Interact clubs in the district.

   b) No part of the expenses of district Interact representatives, district Interact conferences, meetings of Interact clubs, or groups of Interact clubs shall be paid by Rotary International.

   c) Costs involved in arranging any meetings of Interact clubs or groups of Interact clubs should be kept as low as possible consistent with effective meetings and a meaningful program.

   d) It is the responsibility of the Interact club to raise the funds necessary to carry out the program of the club.

   e) Rotary and/or Rotaract clubs sponsoring Interact clubs should not contribute more than occasional or incidental financial assistance to such Interact clubs.

   f) Interact clubs should not make general solicitations for financial assistance from Rotary clubs, Rotaract clubs, or from other Interact clubs.

   g) Sponsor clubs should establish financial guidelines for Interact clubs to ensure that all funds are managed in a responsible and transparent manner, including all monies collected to support service projects, consistent with laws and banking regulations in the country. This should include providing oversight for an adult signatory on all accounts, and plans for disbursement of funds should the Interact club disband or be terminated.

21. Multidistrict Interact Meetings

   Meetings of Interact club members from more than one district are to be held under the guidance of the host governor and the district Interact committee. Such meetings are subject to RI youth protection policies and the advance approval of the governors of the districts involved. Invitations to governors to hold multidistrict Interact meetings must be accompanied by

   a) information including the date, location, purpose, program and participants of the proposed meeting

   b) a copy of the anticipated meeting budget with assurance that the sponsors are in a position to and will assume complete responsibility for contractual and financial obligations inherent in the meeting

   c) plans for adult supervision of Interactors and details about appropriate sleeping accommodations

   d) assurance that the planning and implementation of the proposed meeting will be carried out under the direct supervision of Rotarians
The host club or district must maintain liability insurance for multidistrict Interact meetings with coverage and limits appropriate for the geographic location. Evidence of such coverage must be provided to RI or the governor of any participating district upon request.

22. Travel Insurance for Interactors
Clubs and districts inviting members of Interact clubs to participate in the programs or activities of such clubs or districts outside of their local community should, when Interactors are traveling 150 miles away from home residence or out of the home country, require the parents or legal guardians of each Interactor to provide travel insurance for the Interactor, which includes such coverages as medical (when traveling outside home country), emergency medical evacuation, repatriation of remains, and legal liability, in amounts satisfactory to the club or district organizing the event, with coverage from the time of the Interactors departure from home until the return home.

23. As a matter of principle, Interact clubs are not authorized to assume membership in or merge with other organizations regardless of the purpose of such organizations. (October 2019 Mtg., Bd. Dec. 29 April 2020 Mtg., Bd. Dec. 127)


41.060.8. Types of Exchanges
The Youth Exchange program includes two distinct program types:

A. Long-term Exchange Program
Long-term exchanges should be for one academic year but may be extended to include part or all of the holiday periods immediately preceding and immediately following the academic year. Students are required to attend school in the host country. Students are prohibited from attending school at an institution where they are required to live on the premises, or where the primary room and board is provided by the school.

Students should have more than one host family; placement with three successive host families is preferable. In the event that circumstances prevent multiple host family placements, both the sponsor and host district must agree and alert the student’s parent or legal guardian in advance. At least one back-up host family must be available.

Parents of outbound students shall not be required to host inbound students. However, parents of outbound students may volunteer to host or may be asked to assist in finding suitable host families.

Host clubs must select individual Rotarian counselors from their clubs with whom each student is to be in regular contact and to serve as a liaison between the student and the club,
the student’s parents or legal guardians, host family and community at large. Sending clubs and/or districts select an individual Rotarian to serve as a resource to an outbound student. The club counselor must not be in a position of authority over the student’s exchange, such as a member of the student’s host family, district or club Youth Exchange officer, school principal, etc. and must be trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and psychological abuse.

The host club should provide for all educational expenses, arrange an appropriate academic program, and must provide a program of orientation and continued contacts to familiarize the student with the host community.

The host club or district should provide a monthly allowance for the student in an amount determined by the parties concerned. The monthly allowance shall be sufficient to cover meals eaten at school or elsewhere.

B. Short-term Exchange Program

Short-term exchanges vary from several days to several weeks or months. They often take place when school is not in session and may not include an academic program. Short-term exchanges generally involve a homestay experience with a family in the host country, but may also be organized as international youth camps or tours.

Host clubs must select individual Rotarian counselors from their clubs with whom each student is to be in regular contact and to serve as a liaison between the student and the club, the student’s parents or legal guardians, host family and community at large. Sending clubs and/or districts select an individual Rotarian to serve as a resource to an outbound student. The club counselor must not be in a position of authority over the student’s exchange, such as a member of the student’s host family, district or club Youth Exchange officer, school principal, etc. and must be trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and psychological abuse. (October 2019 Mtg., Bd. Dec. 58 April 2020 Mtg., Bd. Dec. 127)


43.020. Significant Service Award

The purpose of this award is to recognize Rotary and Rotaract clubs for impactful projects and to give district recognition to club activities that address a significant problem or need.

The current club president may forward to the current governor for consideration any project description undertaken during their year of service. Upon receipt, the governor may determine that the achievement is worthy of recognition by certificate. (January 2017 Mtg., Bd. Dec. 115 April 2020 Mtg., Bd. Dec. 139)

43.040. **Service Above Self Award**
The purpose of this award is to honor up to 150 outstanding Rotary and Rotaract club members per year whose service activities deliver an impact to humanity. No more than one recipient will be selected from a given district each year and an individual may only receive the award once.

**Eligible nominators**
Only current district governors and RI directors may submit one candidate from their districts. RI’s current special representatives to non-districted Rotary clubs may also nominate one Rotarian or Rotaractor per year from the group of non-districted clubs they serve.

**Eligible nominees**
Any active Rotarian or Rotaractor in good standing may be nominated except current, incoming or immediate past governors, RI Directors, RI Presidents, and Foundation Trustees.

It is not possible to nominate one’s self for the award. In addition, nominees must not be the partner, lineal descendant (child or grandchild), a partner of a lineal descendant, or an ancestor (parent or grandparent) of the nominator.

**Nomination Criteria**
Nominees must be Rotarians or Rotaractors in good standing. They must have demonstrated exemplary continuing humanitarian service, in any form and at any level. There should be an emphasis on personal volunteer efforts and active involvement in helping others through Rotary. The award will not be given solely in recognition of one’s performance in an elected or appointed Rotary assignment. Personal financial contributions to Rotary, its Foundation, or any individual project are not relevant considerations for this award.

**Selection of recipients**
The president shall select up to five current Board members to review the nominations. Upon selection, RI shall return to the nominator or nominator’s designee the Service Above Self pin and plaque for presentation to the Rotarian or Rotaractor. (January 2018 Mtg., Bd. Dec. 109; April 2020 Mtg., Bd. Dec. 139)


43.050. **“Avenues of Service Award”**
The purpose of this award is to recognize the efforts of individual Rotarians or Rotaractors in each of Rotary’s five Avenues of Service.

**Eligible nominators and nominees**
Current club presidents may nominate to the district for recognition in one or all of the areas of service any active Rotarian or Rotaractor in good standing except current club presidents; incoming, current, or immediate past governors; general secretaries, RI directors, RI presidents, Foundation Trustees, and RIBI presidents, vice-presidents, or honorary treasurers.
Sample achievement activities:
Club Service: Having exhibited significant support of club service by the activities and administration of their Rotary or Rotaract club and enhancing member satisfaction.
--Organizing club meetings and creating engaging programming
--Serving on committees, as committee chair, on club Boards, etc.
--Fostering communication among club members, and with the community through social or other media coverage of club activities
--Creating a proactive, creative, long-term strategy supporting membership development
--Joining and actively participating in the activities of a Rotary Fellowship

Community Service: Having exhibited significant support of community service by improving the quality of life for people in their communities and serving the public interest.
--Taking the lead on the planning and implementation of a sustainable local service project
--Fostering opportunities to secure a partnership with a corporate, governmental, or nongovernmental entity to work on a project together
--Personally involving oneself in the hands on delivery of service to the community

International Service: Having exhibited significant support of international service by improving the quality of life for people across the globe, and promoting peace and international and cultural understanding.
--Taking the lead on the planning and implementation of an international service project in one of Rotary’s six areas of focus
--Fostering opportunities to secure a partnership with a corporate, governmental, or nongovernmental entity to work on a service project together
--Participating in World Community Service, Friendship Exchange, Vocational Training Team, or Intercountry Committees
--Organizing the club's participation in a local or international project faire
--Participating in a Rotary Action Group’s support of a service project

Vocational Service: Having exhibited significant support of vocational service by exemplifying integrity and high ethical standards in their vocation and in Rotary; using their vocational talents to serve the community.
--Mentoring a young person to help that person succeed in vocational pursuits
--Organizing a vocational service discussion or group workshop to inspire others to take action
--Teaching other club members about their vocation by participating in a classification talk
--Participating in a business networking event that introduces non-Rotarians to the principles of vocational service
--Implementing an activity to celebrate Vocational Service Month in January
--Participating in a Vocational Training Team

Youth Service: Having exhibited significant support of youth service by empowering youth and young professionals, and supporting leadership development programs such as Rotaract, Interact, Rotary Youth Leadership Awards, and Rotary Youth Exchange.
--Taking the lead on the planning and implementation of a service project that supports the development of young persons in the community
--Hosting an event for Rotary alumni, and highlighting Rotary’s networking opportunities
--Participating in an Interact or Rotaract club service project
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--Actively mentoring and coaching Interactors’ and Rotaractors’ personal, professional, and leadership development
--Hosting a youth exchange student
--Implementing a service project to recognize World Interact or Rotaract Week or Youth service month

Upon receipt, the governor may determine that the achievement is worthy of recognition by certificate. At such time as a Rotarian or Rotaractor has achieved recognition in all five avenues of service a governor may nominate that Rotarian or Rotaractor for recognition by RI. Upon receipt, RI shall return to the governor or club president the Avenues of Service pin for presentation to the Rotarian or Rotaractor. (April 2018 Mtg., Bd. Dec. 162; April 2020 Mtg., Bd. Dec. 139)


43.080.2. Nomination Procedure
1. Any member of the Rotary community, including Rotarians, alumni, and current program participants can nominate a candidate.

2. Nominations must be made on the prescribed form with a clear description of the candidate's achievements that would qualify the alumni association for this award; supplementary documentation or material is highly desirable. Nominations must be received at RI World Headquarters by 15 September.

3. The general secretary shall be responsible for the nomination process for their zone/region and should notify district governors of the deadline and procedures. (October 2019 Mtg., Bd. Dec. 44)


61.010.1. Sergeants-at-Arms
A Rotarian may be appointed to serve as a sergeant-at-arms regardless whether the Rotarian has a partner and, if the Rotarian has a partner, regardless whether the partner is also willing to serve as a sergeant-at-arms.

A sergeant-at-arms team shall comprise members with approximately

- one-third having two years’ or less prior experience as a sergeant-at-arms
- one-third having three to five years’ prior experience as a sergeant-at-arms
- one-third having five or more years’ experience as a sergeant-at-arms

RI directors and convention committee members may recommend Rotarians experienced in the sergeant-at-arms role at the regional level for consideration as candidates on sergeant-at-arms teams.
A sergeant-at-arms evaluation procedure has been designed and can be used by the chief sergeant-at-arms to better inform the selection of a sergeant-at-arms team.

The number of times a Rotarian can serve as chief sergeant-at-arms for a given event is limited to two. (April 2020 Mtg., Bd. Dec. 127)


68.010.6. Annual Budgeting for Dues Revenue
For all RI budgets, the anticipated dues revenue shall be based on the number of dues-paying Rotarians at the time of the most recent club invoices prior to the budget year membership as of 31 December of the current year, minus a five-year average of the 31 December to 1 July annual gap. (September 2016 Mtg., Bd. Dec. 28; April 2020 Mtg., Bd. Dec. 147)


71.010. Per Capita and Prorated Dues
There is no exception to the constitutional requirement for uniform per capita dues. All payments to RI shall be at the current rate of exchange as determined by RI for each semiannual period. Rotary International per capita and prorated dues are nonrefundable. (June 1998 Mtg., Bd. Dec. 348; April 2020 Mtg., Bd. Dec. 150)