

2.020. Club Leadership Plan

The purpose of the Club Leadership Plan is to strengthen the Rotary club by providing the administrative framework of an effective club. Club leaders should implement the Club Leadership Plan in consultation with district leaders as described by the District Leadership Plan. The Club Leadership Plan should be reviewed annually. Effective clubs:

- a) Sustain and/or increase their membership base
- b) Implement successful projects that address the needs of their community and communities in other countries
- c) Support The Rotary Foundation through both financial contributions and program participation
- d) Develop leaders capable of serving in Rotary beyond the club level

To implement a Club Leadership Plan, current, incoming and past club leaders should:

- a) Develop a long-range plan that addresses the elements of an effective club
- b) Set annual goals and enter these in Rotary Club Central
- c) Conduct club assemblies that involve members in the planning process and keep them informed of the activities of Rotary
- d) Ensure clear communication between the club president, board, committee chairs, club members, district governor, assistant governors, and district committees
- e) Provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders
- f) Amend bylaws to reflect the club committee structure and roles and responsibilities of club leaders
- g) Provide opportunities to increase fellowship among members of the club
- h) Ensure that every member is active in a club project or function
- i) Develop and implement a comprehensive training plan that ensures:
 - 1. Club leaders attend district training meetings as appropriate
 - 2. Orientation is consistently and regularly provided for new members
 - 3. Ongoing educational opportunities are available for current members
 - 4. A leadership skills development program is available for all members

Club Committees

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

Standing committees should be appointed in accordance with Article ~~10~~ 11 of the Standard Rotary Club Constitution and reflected in the club's bylaws.

Training Requirements

Club committee chairs should attend the district training assembly prior to serving as chair.

Relation to the District Leadership Team

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

Reporting Requirements

Club committees should report to the club board on the status of their activities on a regular basis and at club assemblies, as appropriate. (*September 2016 Mtg., Bd. Dec. 28*)

Source: November 2004 Mtg., Bd. Dec. 128; Amended by November 2006 Mtg., Bd. Dec. 104; June 2010 Mtg., Bd. Dec. 223; January 2015 Mtg., Bd. Dec. 118; September 2016 Mtg., Bd. Dec. 28



3.010. Club Name

The name of a Rotary club is to identify the club with its locality the community or area of interest of its members and to distinguish it from all other Rotary clubs. Club names shall not include references to ethnicity, gender identity, political viewpoints, race, religion, sex, sexual orientation, trademarks, or another organization. The general secretary shall determine if a name is appropriate. The name should be one (or include some reference) that is easily identifiable on a map of the area, so that someone unfamiliar with the area can determine the general location of the club. (*November 2001 Mtg., Bd. Dec. 45 April 2019 Mtg., Bd. Dec. 165*)

Source: May-June 1987 Mtg., Bd. Dec. 371; Amended by November 2001 Mtg., Bd. Dec. 45; April 2019 Mtg., Bd. Dec. 165

3.010.1. Use of Third Party Identifiers in a Club Name

For liability and other reasons, Rotary clubs shall not be closely associated with a commercial enterprise whereby one corporation has undue influence on the club. Names and graphics/logos owned by these entities shall not be used in club names, graphics, or logos. (*April 2019 Mtg., Bd. Dec. 165*)

Source: April 2019 Mtg., Bd. Dec. 165

3.010.1. Name of Additional Club in Same Locality

In instances where a new club is organized as an additional club in the same locality as an existing club, the additional club shall adopt as its name such term as will identify it with its locality and a further distinguishing designation or other appropriate reference. (*October 2013 Mtg., Bd. Dec. 31*)

Source: May-June 1975 Mtg., Bd. Dec. 207; Amended by November 2001 Mtg., Bd. Dec. 45; October 2013 Mtg., Bd. Dec. 31. See also May-June 1987 Mtg., Bd. Dec. 371

3.010.2. General Secretary Authorization to Review Club Name

The general secretary shall determine if a name is appropriate. (*October 2014 Mtg., Bd. Dec. 38*)

Source: May-June 1987 Mtg., Bd. Dec. 371

3.010.3. Nomenclature for Clubs in Taiwan Clubs

The nomenclature of Taiwan, previously referred to as “Taiwan, Republic of China” and “Taiwan, China,” shall be referred to as “Taiwan” only as part of the official name of every Taiwanese Rotary club. (*February 1999 Mtg., Bd. Dec. 196*)

Source: June 1998 Mtg., Bd. Dec. 384



9.030. Status of Suspended Clubs

The suspension of a club will result in the imposition of the following measures until such time that the club has been reinstated by the board, pursuant to RI Bylaws section ~~3.030.7~~3.030.6:



17.010.5. Districting

Through districting, the Board redraws district boundaries, either by dividing districts, by realigning clubs within districts, or by consolidating districts.

1. As stated in RI Bylaws section ~~16.010.15.010.1~~, the Board may eliminate or change the boundaries of any district with more than 100 clubs or fewer than 1,100 Rotarians. In conjunction with any such change, the Board may move clubs from such districts into adjacent districts, merge or divide such districts.
2. All districts are bound by RI Bylaws ~~16.010.15.010.~~ to accept clubs from districts with more than 100 clubs or fewer than 1,100 members whose boundaries are redrawn.

[text omitted]



17.010.7. Additionally-Supported Districts

The board may authorize the general secretary to assign additionally-supported status to certain districts identified by the Board to provide additional support because of unique geographical, language, cultural, economic, social, political, or other factors.

Additionally-supported status allows the Board to maintain districts that do not meet the minimum numbers of clubs or members as designated in RI Bylaws section ~~16.010.15.010.~~ The additional support lasts for a period of up to three years, unless the Board extends the timeframe.

The RI Board will provide the following:

- Up to a total of US\$200,000 for all additionally-supported districts annually for additional training, membership development, promotion of participation in The Rotary Foundation and other support as determined by the general secretary after consultation with the director and district leadership
- Tools, advice, and other resources needed to reach membership targets and other benchmarks designated by the general secretary
- An exemption from having to hold their district governor selection process 24 months in advance of the term of office

Additionally-supported districts will be reviewed annually ~~at the Board's third meeting (January) each year by the Districting Committee.~~ In the second year of the districts' additionally-supported status ~~the Board, at its January meeting, will decide on extending or removing~~ the Districting Committee will recommend to the Board whether to extend or remove the additionally-supported status. This includes the possibility to transfer clubs into another district, and if a governor-elect will attend the next International Assembly. (~~January 2015 Mtg., Bd. Dec. 118~~April 2019 Mtg., Bd. Dec. 161)

Source: May 2011 Mtg., Bd. Dec. 235; Amended by January 2012 Mtg., Bd. Dec. 210; January 2015 Mtg., Bd. Dec. 118; April 2019 Mtg., Bd. Dec. 161



17.030. District Leadership Plan

All districts are required to develop and adopt a District Leadership Plan (DLP) in conformity with sections 17.030.1.-17.030.3. of the *Rotary Code of Policies*.

The required components of the DLP are as follows:

- a. Common terminology such as “assistant governor,” “district trainer,” “district committees,” and “club leadership plan”
- b. Defined responsibilities and duties for assistant governors, district trainers, district committee members, and club leadership
- c. District committees that ensure continuity of leadership within the district
- d. A clear statement of the duties and responsibilities that the governor cannot delegate
- e. A defined plan for assisting clubs in the implementation of a corresponding club leadership plan

The District Leadership Plan provides for the appointment by the governor of assistant governors to carry out much of the administrative work associated with club operations, thereby giving the governor more time to:

- a) emphasize the importance of membership attraction and engagement
- b) motivate Rotarians to participate in club and district activities and projects through attendance at specific events
- c) encourage participation in Rotary Foundation seminars, the programs of The Rotary Foundation, and financial support of the Foundation through Foundation recognition programs
- d) recognize the work of *individual* Rotarians, through personal recognition
- e) plan for the future of the district
- f) address the long term development of the clubs in the district through the Club Leadership Plan
- g) undertake the duties set forth in section ~~16.090~~16.030. of the RI Bylaws

A District Leadership Plan must address the following issues:

- a) The number of assistant governors appointed based on the needs of each district, taking into consideration factors such as geography, language, culture, the balance of strong and weak clubs in each area, and the number of clubs an assistant governor can reasonably be expected to support. (It is recommended that between four and eight clubs be assigned to each assistant governor, but in no case shall an assistant governor be responsible for only one club.)
- b) How the assistant governors will be trained

- c) What committees the district will need
- d) Communication procedures between the governor, assistant governors and the district committees
- e) How the district will provide for continuity in leadership through the use of assistant governors
- f) How the district will provide for continuity within committees as appropriate or necessary
- g) Methodology used to appoint and/or remove assistant governors
- h) A corresponding Club Leadership Plan for clubs in the district

The current district governor, governor-elect, and governor-nominee should reach consensus on the following:

- a) District's strategic plan
- b) District appointments that last more than one year
- c) District service projects that last more than one year. (*January 2015 Mtg., Bd. Dec. 118*)

Source: February 2000 Mtg., Bd. Dec. 338. Amended by February 2001 Mtg., Bd. Dec. 261; February 2002 Mtg., Bd. Dec. 197; November 2002 Mtg., Bd. Dec. 138; November 2004 Mtg., Bd. Dec. 128; June 2007 Mtg., Bd. Dec. 306; January 2015 Mtg., Bd. Dec. 118. Affirmed by November 2002 Mtg., Bd. Dec. 137. See also February 1999 Mtg., Bd. Dec. 216



17.030.2. District Committees

Editor's note: In Decision 181, June 2017, the RI Board adopted a revised committee structure to take effect beginning 1 July 2019.

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.

Committees shall be appointed to address the following administrative functions:

- A. Membership ~~Attraction and Engagement~~
New Club Development
- B. District Finance
- C. District Programs, ~~including~~
 - Interact
 - Rotaract
 - ~~Rotary Community Corps~~
 - ~~Rotary Fellowships~~
 - Rotary Friendship Exchange
 - Rotary Youth Exchange
 - Rotary Youth Leadership Awards (RYLA)
- D. District Community Service
- E. District International Service
- F. District Alumni
- G. Public Image

- H. District Conference
- I. The Rotary Foundation
- J. Convention Promotion
- K. District Training
- ~~Service, including~~
 - ~~Club Service~~
 - ~~New Generations (Youth) Service~~
 - ~~Vocational Service~~
- ~~Member Benefit~~

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.

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 2015 Mtg., Bd. Dec. 118~~April 2019 Mtg., Bd. Dec. 163)

Source: February 2001 Mtg., Bd. Dec. 261; *Amended by* November 2004 Mtg., Bd. Dec. 128; January 2014 Mtg., Bd. Dec. 88; May 2014 Mtg., Bd. Dec. 113; October 2014 Mtg., Bd. Dec. 77; January 2015 Mtg., Bd. Dec. 118; ~~June 2017 Mtg., Bd. Dec. 181~~; April 2019 Mtg., Bd. Dec. 163

Committee Descriptions

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

A. Membership ~~Attraction and Engagement~~ 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. ~~In addition, the chair shall attend a training session that may be conducted by the Rotary coordinator as appropriate.~~

2. *Additional Qualifications of Members:*

- a) Preference should be given to Rotarians 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) Plan, promote and conduct a district membership seminar in consultation with the governor and district trainer.
- b) Work with the governor and club leaders to ensure that ~~the~~ each club achieves its membership goal.
- c) Be familiar with Rotary Club Central and other membership development resources.
- d) Utilize Rotary Coordinators as resources.
- e) Coordinate district-wide membership development activities.
- f) Encourage clubs to participate in RI or presidential membership recognition programs.
- g) Maintain communication with other district committees to coordinate activities that will aid membership attraction and engagement efforts.
- h) Identify committee members to all clubs and indicate that members of the committee are available to help them.
- i) Encourage clubs to develop and implement an effective membership attraction plan.
- j) Assist club membership development chairs in carrying out their responsibilities.
- k) Visit clubs to speak about successful membership attraction and engagement activities; share information on successful activities.
- l) Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.
- m) Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs.
- n) Assist in organizing and establishing new clubs.
- o) Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.
- p) Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs.
- q) 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 attraction and engagement 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. (~~May 2015 Mtg., Bd. Dec. 181~~ June 2017 Mtg., Bd. Dec. 181)

Source: February 2001 Mtg., Bd. Dec. 261; Amended by November 2002 Mtg., Bd. Dec. 55; June 2005 Mtg., Bd. Dec. 316; November 2007 Mtg., Bd. Dec. 93; January 2015 Mtg., Bd. Dec. 118; May 2015 Mtg., Bd. Dec. 181; June 2017 Mtg., Bd. Dec. 181

~~B. New Club Development Committee~~

~~1. Purpose:~~

~~Under the direction of the governor, the new club development committee shall develop and implement a plan to organize new Rotary clubs within the district. Preference for the position of chair should be given to past district governors or district governors nominee.~~

~~2. Additional Qualifications of Members:~~

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

~~3. Duties and Responsibilities:~~

- ~~a) Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.~~
- ~~b) Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs.~~
- ~~c) 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 new club development 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 new club development committee chair will participate in the selection of the committee 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. (May 2015 Mtg., Bd. Dec. 181)~~

~~Source: February 2001 Mtg., Bd. Dec. 261; Amended by June 2005 Mtg., Bd. Dec. 316; June 2010 Mtg., Bd. Dec. 251; January 2015 Mtg., Bd. Dec. 118; May 2015 Mtg., Bd. Dec. 181~~

B. 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 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 ~~16.060.2.~~ 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 ~~16.060.4.~~ 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)

~~Source: February 2001 Mtg., Bd. Dec. 261; Amended by June 2007 Mtg., Bd. Dec. 226; January 2015 Mtg., Bd. Dec. 118; June 2017 Mtg., Bd. Dec. 149~~

C. District Program 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
- Rotaract
- ~~Rotary Community Corps~~
- ~~Rotary Fellowships~~
- 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. (~~January 2015 Mtg., Bd. Dec. 118~~ June 2017 Mtg., Bd. Dec. 181)

Source: February 2001 Mtg., Bd. Dec. 261; Amended by January 2015 Mtg., Bd. Dec. 118; June 2017 Mtg., Bd. Dec. 181

D. 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) help identify new trends, issues or problems within the district that clubs may want to address
- 2) 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

- 3) encourage and assist club Community Service chairs in carrying out their responsibilities
- 4) encourage clubs to organize a Rotary Community Corps (RCC) if appropriate, and encourage district-level RCC meetings to exchange project development ideas
- 5) maintain intercommittee communication with other district committees
- 6) 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
- 7) identify areas for cooperation between club Community Service projects and local non-Rotary service organizations, by sharing information and helping clubs to set goals
- 8) 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
- 9) organize exhibits of outstanding Community Service projects at district and zone meetings
- 10) organize district-wide Community Service activities.
- 11) promote resources for service and engagement, inclusive of Rotary Fellowships and Rotarian Action Groups.
- 12) facilitate district recognition for clubs and/or individuals who advance the principles of Rotary, including vocational service and empowering and engaging young people. (June 1998 Mtg., Bd. Dec. 348; June 2017 Mtg., Bd. Dec. 181)

Source: June 1990 Mtg., Bd. Dec. 260; June 2017 Mtg., Bd. Dec. 181

E. District International Service Committee

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

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 2018 Mtg., Bd. Dec. 34*)

Source: November 1985 Mtg., Bd. Dec. 84. *Amended by* October 1988 Mtg., Bd. Dec. 116; June 1990 Mtg., Bd. Dec. 264; September 2011 Mtg., Bd. Dec. 34; January 2015 Mtg., Bd. Dec. 118; April 2016 Mtg., Bd. Dec. 170; October 2018 Mtg., Bd. Dec. 34

F. District Alumni Committee

1. *Purpose*

To develop and implement a plan to manage an ongoing relationship with alumni in the district and assist clubs with respect to their alumni.

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 ~~New Generations~~ 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~~b) Create awareness of how to work with alumni to maintain their relationship with Rotary.
- ~~d~~e) Encourage alumni to report their data to RI and work with fellow district chairs to ensure program participants are properly reported to RI.
- ~~e~~d) Abide by privacy and youth protection policies and local law.
- ~~f~~e) Support and coordinate alumni events and associations, where appropriate. (*January 2015 Mtg., Bd. Dec. 117* June 2017 Mtg., Bd. Dec. 181)

Source: October 2014 Mtg., Bd. Dec. 77; Amended by June 2017 Mtg., Bd. Dec. 181

G. 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 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 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.
- e) Share RI public image materials with clubs.
- f) 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*)

Source: February 2001 Mtg., Bd. Dec. 261; Amended by January 2015 Mtg., Bd. Dec. 118

H. 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 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;
 - 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.
- f) Provide relevant, motivational, and informative programs (*January 2018 Mtg., Bd. Dec. 73*)

Source: February 2001 Mtg., Bd. Dec. 261; Amended by January 2015 Mtg., Bd. Dec. 118; September 2017 Mtg., Bd. Dec. 51

I. Rotary Foundation Committee

Policy pertaining to the district Rotary Foundation committee is determined by the Trustees of The Rotary Foundation as outlined in the *Rotary Foundation Code of Policies*. (Feb. 2001 Mtg., Bd. Dec. 261)

Source: February 2001 Mtg., Bd. Dec. 261

J. 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 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 (*January 2015 Mtg., Bd. Dec. 118*)

Source: February 2001 Mtg., Bd. Dec. 261; Amended by January 2015 Mtg., Bd. Dec. 118

K. 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 with training, education or facilitation experience.

3. *Duties and Responsibilities*

- a) The committee must have a clear understanding that it is responsible to the convener of each meeting.
- b) The committee should work with the governor-elect on training needs related to:
 - 1) PETS
 - 2) District training assembly
 - 3) District team training seminar
 - 4) Assistant Governor Training
- c) The committee should work with the governor on training needs related to:
 - 1) Rotaract leadership training
 - 2) Club-level training
 - 3) Other training events in the district, as appropriate

- d) The committee may also have secondary responsibility for the district Rotary Foundation seminar and the district membership seminar. These meetings are the primary responsibility of other district committees. The training committee may consult on training related issues.
- e) 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
- f) If the district is part of a multidistrict PETS, the governor-elect, in accordance with the policies and procedures of that multidistrict PETS, will select an individual to develop and conduct training at PETS. This individual should be a member of this committee. *(January 2018 Mtg., Bd. Dec. 73)*

Source: June 2004 Mtg., Bd. Dec. 269; Amended by January 2015 Mtg., Bd. Dec. 118; September 2017 Mtg., Bd. Dec. 51

~~K. Member Benefit Committee~~

~~The committee will market and promote Rotary Global Rewards to clubs. *(July 2015 Mtg., Bd. Dec. 21)*~~

~~Source: July 2015 Mtg., Bd. Dec. 21~~

17.030.3. Additional Committees

A. 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)*

Source: June 2001 Mtg., Bd. Dec. 323; Amended by January 2015 Mtg., Bd. Dec. 118

B. District Youth Exchange Committee

To promote Youth Exchange as an opportunity for the development of international understanding, governors are encouraged to appoint Youth Exchange committees and officers. Governors are encouraged to observe a three-year limitation on the consecutive length of service of the district Youth Exchange chair. 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 by the governor-elect. Such cooperative efforts are instrumental in ensuring success given the recommended district Youth Exchange committee experience of the person selected as well as the desired multi-year tenure of that position subject to the recommended three-year limitation on consecutive length of service. 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.

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*)

Source: May 1979 Mtg., Bd. Dec. 355; February 1984 Mtg., Bd. Dec. 312; February-March 1985 Mtg., Bd. Dec. 267; June 2009 Mtg., Bd. Dec. 217; *Amended by* January 2016 Mtg., Bd. Dec. 121

~~E. District Rotary Fellowships Committee~~

~~It is recommended that governors appoint a district Rotary Fellowships committee with a chair and at least three members to be responsible for encouraging participation in Rotary Fellowships among the clubs of the district. District governors should appoint a Rotarian who is a member of a Rotary Fellowship to serve as the district Rotary Fellowships chair to coordinate the following activities within the district:~~

- ~~a) Schedule club visits to present information on Rotary Fellowships~~
 - ~~b) Invite current fellowship members within the district to attend presentations~~
 - ~~c) Communicate with individual fellowship officers listed in the *Official Directory* and the *Global Networking Groups Directory* to gather information on upcoming events and publicize these in the district governor's newsletter and/or the district website~~
 - ~~d) Arrange for a presentation during the district conference highlighting Rotary Fellowship activities within the district and obtain booth space to exhibit at the district conference~~
 - ~~e) Distribute the electronic flyer for Rotary Fellowships to Rotarians in the district and encourage them to contact these groups regarding prospective membership.~~
 - ~~f) Encourage participation at Rotary Convention with various Rotary Fellowships.~~
- ~~(January 2015 Mtg., Bd. Dec. 118)~~

Source: January 1969 Mtg., Bd. Dec. 173; *Amended by* November 2008 Mtg., Bd. Dec. 59; January 2015 Mtg., Bd. Dec. 118

~~F. District New Generations (Youth Service) Committees~~

~~District governors shall appoint a district New Generations (Youth Service) committee, providing for continuity and leadership development. The committee shall work with district Interact, Rotaract, RYLA, Youth Exchange, and any other committees as determined appropriate by the governor to share expertise across the district, lead cross-promotion between programs, promote service opportunities, and coordinate efforts between district committees. District New Generations (Youth Service) committees are encouraged to facilitate district recognition for clubs and/or individuals who advance the principles of New Generations and empower and engage young people. (May 2015 Mtg., Bd. Dec. 166)~~

~~Source: January 2012 Mtg., Bd. Dec. 186; Amended by January 2013 Mtg., Bd. Dec. 158; October 2014 Mtg., Bd. Dec. 72; January 2015 Mtg., Bd. Dec. 134~~



17.040.2. Term Limit for Membership on Nominating Committee for Governor

The terms of reference for district nominating committees should specify that there should be no fewer than three members of the nominating committee and members should serve for no more than three one-year terms when a district has adopted a procedure for selecting members on the nominating committee for governor under RI Bylaws section ~~14.020.2. 12.030.1.~~ (January 2017 Mtg., Bd. Dec. 86)

Source: September 2016 Mtg., Bd. Dec. 73



19.030. Governor-nominee Selection

19.030.1. Selection of Governor-nominee

The selection by the clubs in a district of a governor-nominee should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. Districts should seek out and nominate for the office of district governor the best qualified person.

District nominating committees are encouraged to interview all candidates for governor, whether they are suggested by clubs or by the nominating committee. Each interview of governor-nominee candidates should satisfy the following minimum needs:

- a. verify that each candidate meets the formal requirements for nomination, in accordance with RI Bylaws sections ~~16.070.~~ 16.010. and ~~16.080~~ 16.020.
- b. clarify the specific duties of a governor, including the knowledge, experience, time, and fiscal resources required to fulfill them
- c. allow an overall summary of each candidate's qualifications and suitability
- d. enable each candidate to share their vision and goals. (January 2015 Mtg., Bd. Dec. 118)

Source: May-June 1965 Mtg., Bd. Dec. 256; January 1970 Mtg., Bd. Dec. E-24; November 2001 Mtg., Bd. Dec. 56; Amended by November 2007 Mtg., Bd. Dec. 107; January 2015 Mtg., Bd. Dec. 118. Affirmed by May 2003 Mtg., Bd. Dec. 410



Article 26. Rotary International

- 26.010.** Rotary International Strategic Plan
- 26.020.** Rotary and Politics
- 26.030.** Rotary and Religion
- 26.040.** Rotary Anthem
- 26.050.** Rotary Protocol
- 26.060.** Election Guidelines and Campaigning
- 26.070.** Election Complaint Procedures
- 26.080.** Rotary Privacy Statement
- 26.090.** Statements on Issues
- 26.100.** Mediation and Arbitration Guidelines
- 26.110.** Relationship Between Directors and Trustees of The Rotary Foundation
- 26.120.** Harassment-free Environment
- 26.130.** Diversity, Equity and Inclusion Policy Statement for Rotary International



26.060.3. Announcement of Nominations and Elections

Members of RI nominating committees shall refrain from issuing independent statements announcing the committee's nomination without the prior authorization of the Board, pursuant to RI Bylaws section ~~11.060.~~ 13.010. Editors of *The Rotarian* magazine and licensed regional magazines shall ensure that all articles and announcements of Rotary nominations and elections accurately reflect the Rotary election process, including the opportunity to challenge. (*January 2019 Mtg., Bd. Dec. 80*)

Source: May 2003 Mtg., Bd. Dec. 362; Amended by October 2018 Mtg., Bd. Dec. 68



26.070.2. Methods of Resolution

The president, or the general secretary acting on the president's behalf, shall resolve an election dispute in the following situations:

- a) there has been a misunderstanding about the requirements of the relevant constitutional documents;
- b) information has been received and certified by the general secretary that a candidate has appealed to a "non-Rotary agency" prior to completing the RI election review procedures. In such instances the president shall, in accordance with RI Bylaws section ~~11.070.5.~~ 13.030.5. and on behalf of the Board, send a "show-cause" letter by priority mail to the candidate requesting information within 15 days indicating that the lawsuit was not filed on the candidate's behalf. Upon the candidate's failure to provide adequate evidence that the action was not taken on the candidate's behalf, the President, on behalf of the Board, shall notify the candidate that he or she is disqualified for the election in question and from contesting any elective office of RI in the future for a period as determined by the board, without referral to the RI election review committee. The president shall also notify the executive committee of any action taken pursuant to this subsection.

In all other situations, the president shall, in consultation with the chair of the election review committee, select three members of that committee (one of whom shall be designated as convener) to serve as a panel to evaluate the complaint. Any member of the committee, however, may disqualify himself or herself from considering a particular complaint. Any vacancy on the panel shall be filled in the same manner. A member of the Election Review Committee should not serve on a panel that reviews any complaint from the committee member's own zone or country. The election complaint will be administered in accordance with the procedures set forth below. (*April 2016 Mtg., Bd. Dec. 157*)

Source: March 1992 Mtg., Bd. Dec. 183. Amended by November 1995 Mtg., Bd. Dec. 81; June 1997 Mtg., Bd. Dec. 301; June 2001 Mtg., Bd. Dec. 326; July 2003 Mtg., Bd. Dec. 19; June 2008 Mtg., Bd. Dec. 239; January 2012 Mtg., Bd. Dec. 158; June 2013 Mtg., Bd. Dec. 196; July 2014 Mtg., Bd. Dec. 14; April 2016 Mtg., Bd. Dec. 157

26.070.3. Requirement for Cash Bond

At the time a club files a complaint with the general secretary, such club shall pay to Rotary International a cash bond. If such complaint addresses a district level office, e.g., governor, council representative, member of a nominating committee for governor or director, the amount of the cash bond shall be US\$2,000. If such complaint addresses the election of an individual to any other position, the amount of the cash bond shall be US\$5,000. The general secretary shall take no action with respect to any such complaint until the cash bond is paid. No complaint shall be considered as received by the general secretary until the cash bond is paid. If the cash bond is not received by the general secretary by the deadline provided in Article ~~11.070.1~~ 13.030.1 of the RI Bylaws, the complaint shall be deemed invalid and will not be considered further. The general secretary shall cause the cash bond to be refunded without interest only if the complaint is upheld by the Board. Otherwise, the cash bond shall be forfeited and retained by Rotary International. (*September 2016 Mtg., Bd. Dec. 28*)

Source: August 1999 Mtg., Bd. Dec. 81; Amended by February 2007 Mtg., Bd. Dec. 149; January 2015 Mtg., Bd. Dec. 122; April 2016 Mtg., Bd. Dec. 157; September 2016 Mtg., Bd. Dec. 28



26.070.8. Board Consideration of Election Review Committee Report

Election complaints referred to the Board pursuant to Board policy shall be considered no later than at the Board's final meeting in the Rotary year in which the complaint is filed.

To ensure impartiality, a director shall not be present during any vote, either in committee or full board, on any election complaint that originates from the zones he or she represents.

The Executive Committee is authorized to act on behalf of the Board to take any action permitted by RI bylaws section ~~11.070.2~~ 13.030.2 with regard to complaints that cannot be reviewed by the Board at its final meeting. The Executive Committee must reach its decision prior to 15 September. (*January 2016 Mtg., Bd. Dec. 113*)

Source: February 2002 Mtg., Bd. Dec. 169; May 2014 Mtg., Bd. Dec. 119; Amended by January 2016 Mtg., Bd. Dec. 113



26.100. Mediation and Arbitration Guidelines

The Board interprets RI Bylaws section ~~25.040~~, 24.010, to require that a request for mediation or arbitration of a dispute must be received by the general secretary no later than 60 days after the date of the occurrence of the dispute.

The Board interprets RI Bylaws article 25 to apply only to disputes that do not involve actions taken by RI, a district or an RI officer pursuant to authority granted under the RI constitutional documents, the *Rotary Code of Policies*, or the *Rotary Foundation Code of Policies*. (*June 2008 Mtg., Bd. Dec. 227*)

Source: January 2008 Mtg., Bd. Dec. 155

26.100.1. Mediation or Arbitration Requests

Any request for mediation or arbitration pursuant to Article ~~25~~ 24 of the RI Bylaws must be received by the general secretary no later than 60 days after the date of the occurrence of the dispute. Only disputes that do not involve the actions taken by RI, a district, or an RI officer pursuant to authority granted under the RI constitutional documents, the *Rotary Code of Policies* or *The Rotary Foundation Code of Policies* shall be eligible for mediation or arbitration. After receiving a mediation request from one party, the general secretary shall inform the other party in question of the request and notify the parties of the proper procedure to be followed. (*June 2008 Mtg., Bd. Dec. 242*)

Source: June 2008 Mtg., Bd. Dec. 242

26.100.2. Methods of Resolution

Should one party refuse to agree to mediation, the dispute may be settled by arbitration pursuant to section ~~25.040~~, 24.030, of the RI Bylaws. Should all parties agree to mediation, they may request the general secretary to appoint a mediator pursuant to section ~~25.030~~, 24.020, of the RI Bylaws. (*June 2008 Mtg., Bd. Dec. 242*)

Source: June 2008 Mtg., Bd. Dec. 242



26.100.6. Delegation of Authority

The board delegates authority to the general secretary to act on its behalf regarding the setting of dates for mediation and/or arbitration and on any matter pertaining to the procedure for mediation and arbitration that is not otherwise addressed in Article ~~25~~ 24 of the RI Bylaws. (*June 2008 Mtg., Bd. Dec. 242*)

Source: June 2008 Mtg., Bd. Dec. 242



26.110.3. Procedures for Nominating Rotary Foundation Trustees

The following procedures should be used to nominate and elect Rotary Foundation trustees under RI Bylaws section ~~23.020~~, 22.020:

The president-elect shall

- a. annually call for suggestions for qualified persons for the position of Rotary Foundation trustee from present and past RI senior leaders;
- b. appoint a task force of at least three members to review the suggested names and recommend to the president-elect no fewer than three candidates for each open position on the Rotary Foundation trustees;
- c. provide this task force with the qualifications, expertise, skills, and geographical considerations that the president-elect wishes the task force to particularly consider when recommending candidates. (*September 2016 Mtg., Bd. Dec. 28*)

Source: April 2016 Mtg., Bd. Dec. 153



26.130. Diversity, Equity and Inclusion Policy Statement for Rotary International

As a global network that strives to build a world where people unite and take action to create lasting change, Rotary values diversity and celebrates the contributions of people of all backgrounds, regardless of their age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, and gender identity.

Rotary will cultivate a diverse, equitable, and inclusive culture in which people from underrepresented groups have greater opportunities to participate as members and leaders. (*April 2019 Mtg., Bd. Dec. 134*)

Source: January 2019 Mtg., Bd. Dec. 81



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 ~~12.050.2.~~ 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 ~~RI Board~~ 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. There shall be a 150 word limit on a candidate's answers to each of the three to five questions. ~~At the same time, the Board shall approve a list of~~ The list of key issues facing Rotary that 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 ~~12.040.3.~~ 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 ~~12~~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 chairman 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 chairman. 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 chairman, 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~~, 10.050.1) provide that "The committee shall meet and nominate from among the list of past directors who have indicated they are willing to serve as president the best qualified Rotarian available to perform the functions of the office."

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 chairman 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 chairman of the committee.

13. Before the committee begins its deliberations, the chairman 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 chairman 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 ~~12.050.3~~, 10.050.3.) provide that "Twelve members of the committee shall constitute a quorum. The transaction of all business of the committee shall be by majority vote, except that in the selection of the committee's nominee for president, the votes of at least ten members of the committee shall be cast in favor of such nominee."

20. The report of the committee naming its nominee shall be signed by the chairman 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. (~~January 2019 Mtg., Bd. Dec. 84~~ April 2019 Bd. Mtg., Bd. Dec. 134)

Source: October-November 1977 Mtg., Bd. Dec.97; Amended by February 1999 Mtg., Bd. Dec. 190; March 2005 Mtg., Bd. Dec. 182; June 2005 Mtg., Bd. Dec. 275; July 2005 Mtg., Bd. Dec. 13; November 2005 Mtg., Bd. Dec. 54; June 2007 Mtg., Bd. Dec. 226; June 2007 Mtg., Bd. Dec. 264; January 2008 Mtg., Bd. Dec. 148; June 2010 Mtg., Bd. Dec. 182; January 2011 Mtg., Bd. Dec. 122; May 2011 Mtg., Bd. Dec. 178; June 2013 Mtg., Bd. Dec. 202; May 2014 Mtg., Bd. Dec. 115; July 2014 Mtg., Bd. Dec. 17; May 2015 Mtg., Bd. Dec. 170; April 2016 Mtg., Bd. Dec. 157; September 2016 Mtg., Bd. Dec. 45; January 2017 Mtg., Bd. Dec. 86; January 2017 Mtg., Bd. Dec. 88; Amended by June 2017 Mtg., Bd. Dec. 149; June 2017 Mtg., Bd. Dec. 156; September 2017 Mtg., Bd. Dec. 24; January 2019 Mtg., Bd. Dec. 83; January 2019 Mtg., Bd. Dec. 84



27.030.5. Annual Theme

The president may select an appropriate motivational theme to be observed throughout RI during the president's year in office. The annual theme shall be consistent with ~~the Rotary International Strategic Plan~~ Rotary's Vision Statement. (~~September 2011 Mtg., Bd. Dec. 34~~ April 2019 Mtg., Bd. Dec. 171)

Source: October 1993 Mtg., Bd. Dec. 48; January 2011 Mtg., Bd. Dec. 127; September 2011 Mtg., Bd. Dec. 34; April 2019 Mtg., Bd. Dec. 171



27.040.5. Disqualifying Candidates for Elective Office

The president or the general secretary shall, in accordance with RI Bylaws section ~~11.070.5.~~ 13.030.5. and on behalf of the Board, disqualify a candidate for election, without referral to the RI election review committee, when information has been received and certified by the general secretary that a candidate has appealed to a "non-Rotary agency" prior to completing the RI election review procedures. (*September 2016 Mtg., Bd. Dec. 28*)

Source: November 1995 Mtg., Bd. Dec. 81; June 1997 Mtg., Bd. Dec. 301; June 2001 Mtg., Bd. Dec. 326; Amended by June 2007 Mtg., Bd. Dec. 226; September 2016 Mtg., Bd. Dec. 28



27.040.6. Election of Member of Nominating Committee for Director in a Ballot-by-Mail
The board, the president acting on its behalf and pursuant to RI Bylaws section ~~13.020.9-11.020.10.~~, may authorize a district to select its member and alternate member of the director nominating committee in a ballot-by-mail. (*June 2007 Mtg., Bd. Dec. 226*)

Source: June 2007 Mtg., Bd. Dec. 226



27.040.9. Appointment of Members of RI Audit Committee
The president is authorized to act on behalf of the Board to appoint members of the RI Audit Committee, in accordance with RI Bylaws section ~~17.120.17.060.~~ and Rotary Code of Policies section 31.080. (*September 2011 Mtg., Bd. Dec. 140*)

Source: July 2009 Mtg., Bd. Dec. 14; September 2011 Mtg., Bd. Dec. 140



27.040.12. Filling Vacancies on Nominating Committee for President
The board authorizes the president to act on its behalf to appoint a member, if necessary, to fill a vacancy on the Nominating Committee for President, in accordance with RI Bylaws sections ~~12.020.5. 10.030.6.~~ and ~~12.030.9. 10.030.8.~~ (*November 2009 Mtg., Bd. Dec. 28*)

Source: June 2009 Mtg., Bd. Dec 234



28.005. Policies Relating to the Board

The Board has adopted policies governing its work that are set forth in this Article 28.005. These policies should be reviewed at the Board's first meeting each Rotary year and are as follows:

B. The Role of the Board of Directors of RI

The Constitution and Bylaws of RI place certain duties and responsibilities on the Board of Directors of the association, and give to the Board certain powers to carry out those duties and responsibilities:

The affairs and funds of RI, shall be under the direction and control of the Board, in conformity with the constitution and bylaws and the Illinois General Not-for-Profit Corporation Act of 1986, and any amendments thereto. (RI Constitution, art. 6, sec. 2).

The Board of Directors of Rotary International shall be responsible for doing whatever may be necessary for:

- the furtherance of the purposes of Rotary International
- the attainment of the Object of Rotary
- the study and teaching of its fundamentals
- the preservation of its ideals, its ethics, and its unique features of organization and its extension throughout the world

In order to fulfill the purposes of Article 3 of the RI Constitution, the Board shall adopt a strategic plan. The board shall oversee its implementation in each zone. The Board shall report on the progress of the strategic plan at each meeting of the Council on Legislation. (RI Bylaws section 5.010.3) The Board shall review the strategic plan regularly.

The Board directs and controls the affairs of RI by: (a) establishing policy for the organization; (b) evaluating implementation of policy for the organization; (c) exercising such other powers conferred upon the Board by the constitution, by these bylaws, and by the Illinois General Not-for-Profit Corporation Act of 1986, and any amendments thereto. (RI Bylaws section ~~5.040~~. 5.010.2.)

The Board shall exercise general control and supervision over all officers, officers-elect, and officers-nominee, and committees of Rotary International. (RI Bylaws section ~~5.040~~. 5.010.2.)

The Board elects the general secretary. (RI Bylaws section ~~6.030~~.6.040.)

The administration of clubs shall be under general supervision of the Board. (RI Constitution, art. 8, sec. 2.)

In fulfilling its duties and responsibilities, the Board functions in a number of ways.

1. The Board functions as a policy maker for the association. While the Council on Legislation, Council on Resolutions, and the convention may consider and act on proposed legislation and resolutions, and thus constitute the legislative arm of the association, it is the Board of directors that more often is called upon to develop and establish new policy, review existing policy, and modify policy where appropriate.
2. The Board functions as the program planning body for the association. It establishes goals and objectives -- both short-range and long-range -- and it considers proposals for new programs or changes in current programs. It may establish new programs, review existing programs, or may discontinue programs that have served their purpose or are no longer viable.
3. The Board controls the finances and adopts the annual budget of the association (with per capita dues being determined by the member clubs through the Council on Legislation).
4. The Board serves as an advocate for the association in promoting the ideals and programs of Rotary. It not only creates policy and programs, it has a responsibility for serving as a representative for the association in promoting and extending the fundamental ideals and object of the association and in gaining acceptance for its programs.
5. The Board, and its individual members, also have a responsibility to motivate the leaders of the association, its officers and committees, the member clubs and Rotarians generally in furtherance of the purposes of the association. The Board, in this role, becomes an initiator of action.
6. The Board identifies problems or trends in Rotary that may warrant the attention of the Board. (*September 2016 Mtg., Bd. Dec. 28*)

28.010.2. No Eligible Past Governor Available to Serve on Nominating Committee

Where there is no past governor available for election in a district who meets the qualifications provided in RI Bylaws section ~~13.020.3.~~ 11.020.3., a past governor who is not otherwise ineligible for membership on the committee may serve if the current governor certifies to the general secretary in writing that there are no past governors available for election from that district who meet the qualifications of RI Bylaws section 13.020.3. (*November 2001 Mtg., Bd. Dec. 45*)

Source: June 2001 Mtg., Bd. Dec. 313

28.010.3. Submission of Names for Membership on Director Nominating Committees

Notwithstanding RI Bylaws section ~~13.020.6.~~ 11.020.6., the RI Bylaws deadline of 1 June for submission of names for membership on the director nominating committee is firm. Any individual whose name is submitted by a governor after that deadline (except as provided in RI Bylaws section ~~13.020.8.~~ 11.020.8.) may not serve as a member of the director nominating committee. (*September 2011 Mtg., Bd. Dec. 34*)

Source: November 2009 Mtg., Bd. Dec. 38; Amended by September 2011 Mtg., Bd. Dec. 34



28.030.1. Location of Board Meeting

Board meetings shall ~~normally~~ be held at the World Headquarters or in the vicinity of the site of the ~~International Assembly or International Convention~~ unless there are cost savings that can be achieved by meeting elsewhere. (~~June 1998 Mtg., Bd. Dec. 348~~ April 2019 Mtg., Bd. Dec. 140)

Source: May 1989 Mtg., Bd. Dec. 363. See also May 2000 Mtg., Bd. Dec. 458; August 2000 Mtg., Bd. Dec. 43; April 2019 Mtg., Bd. Dec. 140

28.030.2. Dates and Places of Board Meetings

The Board shall meet as follows:

- Immediately after the International Convention
- October
- January (immediately before or after the International Assembly)
- April
- One day immediately before the International Convention

The Board shall review and determine the specific dates and places of meetings of the Board annually at its ~~second~~ first meeting preceding the Rotary year in which the meetings will be held. ~~When possible, meetings will be spaced so that the Board meets one time in each calendar quarter.~~ (*May 2011 Mtg., Bd. Dec. 187* April 2019 Mtg., Bd. Dec. 140)

Source: February 2000 Mtg., Bd. Dec. 267; Amended by May 2011 Mtg., Bd. Dec. 187; April 2019 Mtg., Bd. Dec. 140

28.030.3. Extension of Board Meeting Preceding the Council on Legislation

The October Board meeting in the year preceding the Council on Legislation may be extended as necessary for the following purposes:

- 1) To confer with the Council chair about the physical arrangements and the procedural aspects of the Council on Legislation
- 2) To review all proposed legislation pursuant to Section ~~7.050~~7.070 of the RI Bylaws
- 3) To consider the recommendations of the Constitution and Bylaws Committee and the Board Council on Legislation Advisory Committee
- 4) To begin orientation and training before the Council on Legislation with the Board Advisor. (*September 2016 Mtg., Bd. Dec. 28*)

Source: November 1999 Mtg., Bd. Dec. 201; *Amended by* February 2006 Mtg., Bd. Dec. 148; June 2007 Mtg., Bd. Dec. 226; October 2015 Mtg., Bd. Dec. 47; September 2016 Mtg., Bd. Dec. 28



28.110. Indemnification of RI Directors and Officers

The Board has adopted the following statement pursuant to its authority under Article ~~24~~23 of the RI Bylaws:

Rotary International shall indemnify all of its present and former directors and officers to the full extent permitted by the Illinois General Not for Profit Corporation Act of 1986, or any successor legislation adopted by the State of Illinois of the United States of America, the relevant indemnification provisions of which act are hereby incorporated herein by reference. In addition, Rotary International may, upon approval of the directors, indemnify any committee member or agent of Rotary International to the full extent permitted under the said General Not for Profit Corporation Act. Rotary International shall also cause to be purchased insurance for such indemnification of its officers and directors to the full extent determined from time to time by the directors of Rotary International. (*March 2005 Mtg., Bd. Dec. 178*)

Source: March 1997 Mtg., Bd. Dec. 206



31.040.4. Committee Member Selection

In order to comply with RI Bylaws sections 17.010. and ~~17.020~~17.080., the president-elect shall submit the proposed committee structure for the following year to the Board for review at its second meeting.

When submitting the proposed committee structure for the following year to the Board at its second meeting, the president-elect is requested to include for each proposed committee:

- a) the name of the committee,
- b) the number of committee members,
- c) the committee's terms of reference
- d) the number of times the committee will meet.

RI Committees Selection Task Force

Rotary shall have a committee selection task force comprising no more than six past and current directors that shall recruit and suggest candidates for RI committees identified by the president-nominee for selection and appointment in his or her president-elect year. The task force shall provide a list of no less than three candidates for each open committee position to the president-elect for consideration.

Committee Member Recruitment

The general secretary, under the direction of the committee selection task force, shall utilize Rotary's communication outlets to advertise open committee positions to recruit a pool of highly qualified candidates diverse in age, gender, and geographical location. The advertisement shall identify key responsibilities and experiences required for the position. The application process shall be completed as a self-nominating process or individuals may nominate others. Each candidate can only apply for one committee, however applicants are not precluded from being nominated by other individuals for the same or other committees. Current and incoming RI officers are encouraged to promote this application process to Rotarians in their respective regions, and the general secretary and current members of committees involved in the application are encouraged to nominate qualified candidates for consideration. Current committee members eligible for reappointment should also be encouraged to apply for reappointment. This recruitment process is not intended to solicit preferred committee appointments for incoming or current RI directors and TRF trustees.

Committee Member Selection

Rotary recognizes the value of representation on committees of the diverse range of perspectives in Rotary membership. The committee selection task force is encouraged to identify candidates for suggestion to the president-elect that reflect the internationality of Rotary, considering age, gender, ethnicity, expertise, geographic area, and other criteria.

The general secretary will evaluate candidates to ensure that the most qualified candidates are presented to the task force for consideration with the technical skills or professional expertise needed for each of the assignments. Current chairs of committees involved in the application are encouraged to participate in the evaluation of candidates for presentation to the task force. (*April 2018 Mtg., Bd. Dec. 136*)

Source: August 1999 Mtg., Bd. Dec. 44; November 1999 Mtg., Bd. Dec. 208; January 2011 Mtg., Bd. Dec. 123; Amended by June 2007 Mtg., Bd. Dec. 226; January 2012 Mtg., Bd. Dec. 158; May 2015 Mtg., Bd. Dec. 176; October 2015 Mtg., Bd. Dec. 37; April 2018 Mtg., Bd. Dec. 136



31.090. Strategic Planning Committee

Rotary International and The Rotary Foundation shall have a joint Strategic Planning Committee in accordance with RI Bylaws section ~~17.110.~~ 17.050., which will meet as needed and determined by the RI Board and The Rotary Foundation Trustees. The committee shall counsel both the directors and trustees on one strategic plan for RI and TRF. (*September 2016 Mtg., Bd. Dec. 28*)

Source: May 2015 Mtg., Bd. Dec. 164; Amended by September 2016 Mtg., Bd. Dec. 28



32.010.5. Procedures For Selection/Resignation/Termination of General Secretary

The Board of Directors of Rotary International shall be the sole body which is authorized to employ, review, terminate or accept the resignation of the general secretary. Pursuant to its authority under the RI Constitution, RI Bylaws, and laws of the State of Illinois, the Board has adopted the following “Procedures for the Selection/Termination of the general secretary.” These steps must be handled sequentially.

Selection

1. One year prior to expiration of the contract, the general secretary will notify the Executive Committee of the Board in writing as to whether or not he/she wishes to renew the contract as general secretary.
 - a. If a renewal is desired, the Executive Committee shall review the performance of the general secretary, including past performance reviews. The Executive Committee shall then report to the full Board who will decide whether to extend the contract. Before reaching a decision, the Board also may decide to open the position to a search;
 - b. If the Board agrees to extend the contract with the general secretary, the Executive Committee shall negotiate the new agreement as directed by the Board.
2. If the general secretary decides not to seek renewal of the contract, or if the Board does not extend the contract or desires to consider other candidates, the Executive Committee shall serve as a Search Committee. A member of The Rotary Foundation Board of Trustees shall be invited to serve as a member of the Search Committee.
 - a. The Search Committee shall retain an external executive recruiting and search firm to assist with the selection of the next general secretary;
 - b. Resumes will be sent to and collected by the external search firm. All resumes or summaries of the resumes will be forwarded to the Search Committee along with an analysis and recommendation of each candidate;
 - c. The Search Committee will determine which candidates will be interviewed. Such candidates’ expenses associated with the interview process will be covered pursuant to the RI Travel and Expense Policy;
 - d. Working with the committee chair, the external search firm will schedule interviews with no fewer than five candidates;
 - e. The Search Committee shall review the candidates’ resumes, interview the candidates, and through its chair, present no fewer than three candidates to the Board. These three or more candidates shall be invited to appear before the full Board. The chair of the Executive Committee shall chair the interview process in full Board session;

- f. The full Board elects a new general secretary prior to 31 March pursuant to RI Bylaws section ~~6.030~~ 6.040. The Executive Committee or a sub-group of the Executive Committee, plus other Directors as determined by the Executive Committee, shall form a committee to negotiate the contract. The General Counsel will work with the Executive Committee to engage a U.S. employment law attorney to assist the committee in its negotiations with the new general secretary. After negotiation, the contract shall be shared with the full Board.
- g. The contract must be signed by 30 April and becomes effective the following 1 July.

Resignation

In the event that the general secretary tenders his/her resignation from office, the letter of resignation shall be addressed and forwarded to all members of the Executive Committee of the Board. The Executive Committee shall then forward such resignation letter to the members of the Board. The Board shall direct the Executive Committee pertaining to such resignation. The Executive Committee shall represent the Board in all matters pertaining to the resignation, and report its actions to the Board.

Termination

(Illinois is an “at-will” state in which an employee can be terminated or resign without reason or notice. However, employment contracts may define procedures for termination by either party.)

1. Any member of the Board can make a written recommendation to the Executive Committee Chair to terminate employment of the general secretary. The Chair must pass the recommendation(s) to the Executive Committee.
2. If the Executive Committee decides not to act upon the recommendation for termination, it will inform the member of the Board of its decision in writing.
3. If the Executive Committee decides to seek termination, it shall, in accordance with procedures outlined in RI bylaws section 5.040., invite the general secretary to appear before the full Board. If the Board subsequently concurs by majority vote to terminate employment, the President will inform the general secretary in writing.
4. The Executive Committee shall finalize any details regarding termination and report back to the Board. *(April 2016 Mtg., Bd. Dec. 157)*

Source: August 1999 Mtg., Bd. Dec. 46; Amended by May 2003 Mtg., Bd. Dec. 325; January 2011 Mtg., Bd. Dec. 119; April 2016 Mtg., Bd. Dec. 157



32.030.4. Club Suspension, Termination, and Reinstatement

- a) The general secretary may suspend or terminate the membership of any club that fails to pay its dues or other financial obligations to RI or approved contributions to the district fund, pursuant to RI bylaws section ~~3.030.1~~ 3.020.1.

- b) The general secretary may suspend the membership of any club that fails to report changes to its membership on a timely basis, pursuant to RI bylaws section ~~3.030.1.~~ 3.020.2.
- c) The general secretary may cancel club charters in an emergency.
- d) The general secretary may reinstate the membership of any former club whose membership in RI was terminated because the club did not meet its financial obligations to RI, if such obligation has been met or satisfactory arrangements for payment have been made.
- e) the general secretary may terminate clubs for failure to function according to the criteria established in section 2.010.1. of this Code. (*September 2016 Mtg., Bd. Dec. 28*)

Source: January 1954 Mtg., Bd. Dec. 100; March 1983 Mtg., Bd. Dec. 244; July 2003 Mtg., Bd. Dec. 17; June 2004 Mtg., Bd. Dec. 283; *Amended by* January 2014 Mtg., Bd. Dec. 79; September 2016 Mtg., Bd. Dec. 28



32.030.11. Merger of Rotary Clubs

The general secretary may act on behalf of the Board to approve applications for the merger of clubs submitted pursuant to RI Bylaws section ~~2.050.~~ 2.060. (*March 2005 Mtg., Bd. Dec. 178*)

Source: November 2004 Mtg., Bd. Dec. 136



32.030.15. Suspension or Termination of Clubs for Failure to Comply with Foundation Stewardship Policies

The general secretary is authorized to act on behalf of the Board to suspend or terminate the membership of any club that retains in its membership any person who has, as determined by The Rotary Foundation Trustees, misused funds from The Rotary Foundation or who has otherwise breached the stewardship policies of The Rotary Foundation pursuant to RI Bylaws section ~~3.030.3.~~ 3.020.1. (*November 2010 Mtg., Bd. Dec. 98*)

Source: November 2010 Mtg., Bd. Dec. 98

32.030.16. Disqualifying Candidates for Elective Office

The general secretary or the president is authorized to act on behalf of the Board to disqualify from election to office any Rotarian candidate on whose behalf a Rotarian or club takes legal action in a manner inconsistent with the requirements of RI Bylaws section ~~11.070.5.~~ 13.030.5. (*September 2016 Mtg., Bd. Dec. 28*)

Source: June 2013 Mtg., Bd. Dec. 209; *Amended by* September 2016 Mtg., Bd. Dec. 28

32.030.17. Suspension or Termination of Club for Legal Action

The general secretary is authorized to act on behalf of the Board to suspend or terminate any club that takes legal action in a manner pursuant to RI Bylaws sections ~~3.030.4.~~ 3.020.1. and ~~11.070.5.~~ 13.030.5. (*September 2016 Mtg., Bd. Dec. 28*)

Source: June 2013 Mtg., Bd. Dec. 209; *Amended by* April 2016 Mtg., Bd. Dec. 157; September 2016 Mtg., Bd. Dec. 28



32.040.1. Selection of Council Representative in Ballot-By-Mail

The general secretary may act on requests from districts to select the Council representative and the alternate in a ballot-by-mail in accordance with the provisions of RI Bylaws section ~~9.080.~~ 9.070. (*September 2016 Mtg., Bd. Dec. 28*)

Source: July 1958 Mtg., Bd. Dec. 36; *Amended by* September 2016 Mtg., Bd. Dec. 28

32.040.2. Examining Proposed Legislation and Resolutions

The general secretary may advise proposers of enactments or resolutions of any defects noted in the text of their respective proposals, pursuant to the provisions of RI Bylaws section ~~7.050.~~ 7.070., and section 8.080., on the advice of the Constitution and Bylaws Committee. (*September 2016 Mtg., Bd. Dec. 28*)

Source: May-June 1963 Mtg., Bd. Dec. 190; *Amended by* March 2005 Mtg., Bd. Dec. 178; June 2007 Mtg., Bd. Dec. 226; September 2016 Mtg., Bd. Dec. 28



32.050.2. Extension of Time to Select Governor-Nominee

The general secretary may extend the time specified in RI Bylaws section ~~14.010.~~ 12.010. for the selection of a district governor-nominee if, in the general secretary's opinion, there is a good and sufficient reason to do so. (*February 2007 Mtg., Bd. Dec. 154*)

Source: February 2007 Mtg., Bd. Dec. 154



32.070.3. Mediation and Arbitration Guidelines

The general secretary is authorized to act on behalf of the Board regarding the setting of dates for mediation and/or arbitration pursuant to RI Bylaws section ~~25.020.~~ 24.010. and any matters pertaining to the procedure for the mediation and arbitration of disputes that are not otherwise addressed in RI Bylaws Article ~~25~~24. (*June 2008 Mtg., Bd. Dec. 227*)

Source: January 2008 Mtg., Bd. Dec. 155



36.050. Project Partners

A project partnership is ~~special status available to organizations~~ formal relationship between Rotary International and/or The Rotary Foundation and another organization affiliated with a Rotary Entity, usually an independent nongovernmental organization started or managed by Rotary clubs, districts, or Rotarians. Project partnerships are global, flexible, scalable, and may range from small to large in scope, and from short to long term in duration. Project partners add measureable value to the humanitarian activities undertaken by Rotary members, including increased sustainable community impact and enhanced public image and awareness. Prospective project partners must demonstrate sufficient experience successfully working with clubs and/or districts on planning and implementing local or international projects, must have the ability to report on and quantify collaboration with Rotary members, and must have the capacity to work directly with Rotary members on project implementation. Project partnerships receive no funding from the Secretariat.

The role of the Secretariat is to manage the partnership and facilitate Rotary member engagement with partners. Project partner activities will be promoted to clubs and districts through a dedicated page on the RI website. (*September 2011 Mtg., Bd. Dec. 32* *April 2019 Mtg., Bd. Dec. 146*)

Source: September 2011 Mtg., Bd. Dec. 32; Amended by April 2019 Mtg., Bd. Dec. 146



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 ~~or clubs~~ 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 ~~its~~ at least one sponsor Rotary club(s) and continued recognition by Rotary International.
 - ~~a) Interact clubs shall be sponsored only by Rotary clubs within the boundaries of the district in which they are located.~~
 - ~~b) An Interact club may be organized and sponsored jointly by up to three Rotary clubs or Interact clubs may be sponsored jointly by more than three Rotary clubs with the governor's approval if, in the governor's considered judgment, the best interests of the district, the Rotary clubs, and the Interact club concerned would be effectively served. A joint Interact committee should be created with representation from each of the sponsor Rotary clubs.~~
 - ~~b_a) An Interact club may be organized and sponsored jointly by up to three Rotary clubs or 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~~
 - ~~ab) Interact clubs shall be sponsored only by Sponsoring Rotary and Rotaract clubs must be within the boundaries of the district in which the Interact club is they are located.~~

Interact clubs may be sponsored jointly by more than three ~~Rotary~~ 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 ~~Rotary~~ clubs.

4. Sponsor ~~Rotary~~ 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 ~~Rotary~~ 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 ~~Rotary~~ 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 ~~Rotary~~ 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 ~~Rotary club(s)~~, for failure to function in accordance with its constitution or for other cause, (b) by its sponsor ~~Rotary 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 are requested to appoint district Interact committees, 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 ~~Rotary~~ 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. (~~January 2017 Mtg., Bd. Dec. 87~~ April 2019 Mtg., Bd. Dec. 157)

Source: May 1966 Mtg., Bd. Dec. 285. Amended by May 1967 Mtg., Bd. Dec. 251; May 1967 Mtg., Bd. Dec. 252; May 1967 Mtg., Bd. Dec. 253; May 1967 Mtg., Bd. Dec. 254; May 1967 Mtg., Bd. Dec. 255; July 1967 Mtg., Bd. Dec. 58; January 1968 Mtg., Bd. Dec. 154; January 1970 Mtg., Bd. Dec. 131; January 1971 Mtg., Bd. Dec. 106; January 1971 Mtg., Bd. Dec. 107; January 1973 Mtg., Bd. Dec. 172; January 1973 Mtg., Bd. Dec. 176; January 1975 Mtg., Bd. Dec. 102; January 1976 Mtg., Bd. Dec. 171; January 1976 Mtg., Bd. Dec. 173, January 1976 Mtg., Bd. Dec. 174; July 1976 Mtg., Bd. Dec. 52; October-November 1981 Mtg., Bd. Dec. 87; November 2001 Mtg., Bd. Dec. 45; November 2004 Mtg., Bd. Dec. 59; November 2007 Mtg., Bd. Dec. 67; January 2009 Mtg., Bd. Dec. 153; January 2009 Mtg., Bd. Dec. 155; January 2010 Mtg., Bd. Dec. 139; January 2010 Mtg., Bd. Dec. 140; June 2010 Mtg., Bd. Dec. 182; January 2012 Mtg., Bd. Dec. 190; January 2015 Mtg., Bd. Dec. 136; May 2015 Mtg., Bd. Dec. 166; January 2016 Mtg., Bd. Dec. 119; January 2017 Mtg., Bd. Dec. 87; April 2019 Mtg., Bd. Dec. 157

41.010.1. RI Secretariat Service to Interact Clubs

The general secretary certifies organization of new Interact clubs, produces program publications, distributes annual communications to all Interact clubs, sponsor ~~Rotary~~ clubs, and district Interact committee chairs, promotes World Interact Week, and supports youth protection initiatives. (~~January 2017 Mtg., Bd. Dec. 87~~ April 2019 Mtg., Bd. Dec. 157)

Source: January 2010 Mtg., Bd. Dec. 140; Amended by January 2017 Mtg., Bd. Dec. 87; April 2019 Mtg., Bd. Dec. 157



51.020. Rotary Regional Magazines

Further to Article ~~22.010.~~ 21.010. of the RI bylaws, “official magazine” shall be defined as *The Rotarian* magazine, together with the licensed regional magazines group. RI Bylaws section 21.030. provides that each member of a club subscribe to a Rotary licensed publication. (*October 2018 Mtg., Bd. Dec. 68*)

Source: November 2002 Mtg., Bd. Dec. 145; Amended by January 2009 Mtg., Bd. Dec. 132; June 2010 Mtg., Bd. Dec. 182; April 2018 Mtg., Bd. Dec. 164; October 2018 Mtg., Bd. Dec. 68



51.020.3. Licensing of Rotary Regional Magazines

Each Rotary regional magazine must be licensed by RI to ensure that it meets RI specifications as outlined in Rotary Code section 51.020.4. Status will be evaluated by the Communications Committee and recommended to and granted by the Board. The general secretary shall review all licensed regional magazines to determine their adherence to editorial guidelines and compliance with the terms of their license agreement. Further to Article ~~22.020.~~ 21.020. of the RI bylaws, the general secretary shall monitor the subscription prices of the licensed regional magazines for fairness, for consistency, for comparison with other licensed magazines and with other magazines in that area of the world, and, where necessary, address any issues arising therefrom. Each regional magazine must enter into a license agreement with RI for publication of a magazine using the Rotary Marks and circularizing the membership. Operation of such a publication not under license by RI is not permitted. (*April 2018 Mtg., Bd. Dec. 164*)

Source: July 1998 Mtg., Bd. Dec. 43; June 2004 Mtg., Bd. Dec. 284; November 2004 Mtg., Bd. Dec. 58; *Amended by* November 2004 Mtg., Bd. Dec. 140; November 2005 Mtg., Bd. Dec. 109; June 2010 Mtg., Bd. Dec. 182; November 2010 Mtg., Bd. Dec. 100; May 2014 Mtg., Bd. Dec. 163; January 2017 Mtg., Bd. Dec. 86; April 2018 Mtg., Bd. Dec. 164



51.020.4. Guidelines for Rotary Regional Magazine Licensing

The Board has approved the following guidelines for Rotary regional magazine licensing:

b) Procedures

4. Recognizing that Rotarians must subscribe to either *The Rotarian* magazine or one of the regional magazines (RI Bylaws section ~~21.030.~~ 21.020.), licensed magazines are required to bill separately for the regional magazine subscription, making clear that any other services or products they offer are optional, and because these other services and/or products are not covered by the terms of the license agreement with RI.

5. Pursuant to Article ~~22.020.1.~~ 21.020.1. of the RI bylaws, licensed regional magazines shall be responsible for establishing a mechanism for billing and collection of subscription fees. RI recognizes that this sometimes involves the cooperation of the local clubs and districts.

6. Further to Article ~~22.020.2.~~ 21.020.2. of the RI bylaws, revenue received by the licensed magazines shall be applied to the publication and improvement of the magazines and any other licensed communications vehicles, wherever possible, and in accordance with the terms of the license agreement with RI.



51.020.5. Required Subscription

RI Bylaws Article ~~21.030.1.~~ 21.020.1. require that each member of a club not located in the United States or Canada shall become a paid subscriber to the official magazine of RI or to a Rotary magazine *approved and prescribed* for that club by the board. A district that

contends that the magazine that is approved and prescribed by the board for its country or geographic area does not meet its needs may appeal to the board to have its approved and prescribed magazine changed by submitting to the general secretary a written resolution that is approved by two-thirds of the district's member clubs and endorsed by at least three of the district's current governor, governor-elect, governor nominee and immediate past governor. Such resolution should:

1. State the reasons why the board's approved and prescribed magazine for that country/region does not meet the needs of that district.
2. State what steps have been taken by the district to resolve the issue directly with the prescribed regional magazine.
3. State the response and outcome of each step cited in point 2, above.
4. Indicate an alternate choice of licensed magazine.
5. State why the desired alternate choice of licensed magazine would better suit its needs.
6. State the circulation/number of subscribers that would be affected.

Upon receipt of such resolution, the general secretary will forward a copy to the potentially impacted magazine (to both the publisher and the advisory board chair) and solicit its response within sixty (60) days. Thereafter, the resolution will be researched and considered by the general secretary. At the general secretary's discretion, once sufficient information has been gathered and if a meritorious case exists, the general secretary will bring the matter to the board for its consideration. The board, in deciding the issue, will consider the information included in the resolution and supporting materials, the response (if timely received) from the impacted magazine, the impact such a change would have on the existing approved and prescribed magazine, the ability and willingness of the proposed new licensed magazine to handle the increased subscription, the political climate in the region and any other facts or circumstances that may be relevant. (*September 2016 Mtg., Bd. Dec. 28*)

Source: May 2015 Mtg., Bd. Dec. 195; Amended by September 2016 Mtg., Bd. Dec. 28



51.020.7. Report of Exceptions to Subscription Requirement

The general secretary shall provide the RI Board with a status report on countries exempted from magazine subscriptions every three years, ~~in accordance with RI Bylaws section 21.030.2.~~ (*June 2007 Mtg., Bd. Dec. 226*)

Source: February 2007 Mtg., Bd. Dec. 205



57.050.9. Attendance by non-Rotarians

Notwithstanding the provisions of section 57.050.1., the Board may authorize other categories of non-Rotarian individuals to register for an RI convention. For example, these registrants may include representatives of partnering organizations and sponsors.

With the approval of the president, the HOC may invite non-Rotarian individuals to visit the House of Friendship with a reduced registration fee or at no fee. Such individuals shall provide information necessary for credentialing, but shall not be considered convention attendees as described in RI Bylaws section ~~10.070~~. 10.090. (*October 2015 Mtg., Bd. Dec. 62*)

Source: October 2015 Mtg., Bd. Dec. 62



57.080. International Convention Committee

57.080.1. Appointment and Qualifications of Convention Committee Chair

The president, in consultation with the president to serve during the year of the convention, shall appoint the chair of the convention committee. The chair of the convention committee shall ~~be a past director. The chair shall have knowledge of and experience in planning Rotary International Conventions and shall not be a member of or adviser to the Host Organization Committee.~~ be selected in accordance with the following criteria:

1. Within the last 10 years has served on the RI Board of Directors or on an RI or TRF committee approved by the Board or Trustees.
2. Has knowledge of and experience in planning Rotary International Conventions.
3. Shall not be a member of or adviser to the Host Organization Committee or appointed to the preceding year's International Convention Committee.
4. Is sufficiently healthy to perform the duties of the office.
5. Preferably has the ability to communicate in English (*October 2015 Mtg., Bd. Dec. Bd. Dec. 67* *May 2019 Mtg., Bd. Dec. 178*)

Source: January 1966 Mtg., Bd. Dec. 90; May-June 1977 Mtg., Bd. Dec. 362; *Amended by* November 1999 Mtg., Bd. Dec. 197; February 2007 Mtg., Bd. Dec. 166; October 2015 Mtg., Bd. Dec. 67; *May 2019 Mtg., Bd. Dec. 178*



57.100.6. Convention Expense Reserve Fund

There shall be, as an appropriated fund balance, a reserve fund for net convention loss of a minimum of US\$500,000, with the understanding that no convention budget should be deliberately established so as to anticipate subvention by this amount. Such reserve fund is intended to reduce the impact of conventions on RI's general administrative reserve funds.

In the event that a convention's revenues exceed expenses, the convention expense reserve fund shall be increased by the excess amount. Amounts in this reserve fund exceeding US\$500,000 may be used to reduce the cost of future RI Conventions. The reserve fund will be reduced by such amounts utilized in this manner.

Funds allocated to the convention reserve in excess of those needed to protect against future convention losses should be utilized to reduce future convention registration fees.

If the convention reserve exceeds US\$6,500,000 at the time of a convention committee's first official meeting, that committee may, to reduce convention registration fees, utilize a portion of the convention reserve in an amount equal to the budgeted cost of direct staff support. Note: effective beginning with the 2020 (Honolulu) Convention.

The reserve fund may be used for the following items to reduce the cost of future RI Conventions recommended by the International Convention Committee to the board for approval:

- a) Emergency change of venue
- b) Budget relieving enhancements of Meetings and Events Infrastructure
- c) Modified Critical Criteria
- d) Pilot Program Services (that may be successful or not)

Utilization of Surplus Funds during the year of the Convention

The President and Convention Chair, with consideration from the International Convention Committee and the General Secretary, may create a wish list of items that will further enhance the experience of the attendees provided the General Secretary projects a surplus. Enhancements of the program that would increase the expenses over US\$500,000 will require approval from the board. (April 2019 Mtg., Bd. Dec. 134)

Source: November 1983 Mtg., Bd. Dec. 113; Amended by October 1985 Mtg., Bd. Dec. 109; March 2005 Mtg., Bd. Dec. 258; October 2018 Mtg., Bd. Dec. 54; April 2019 Mtg., Bd. Dec. 134



59.020.1. Publishing Proposed Legislation and Resolutions

English shall be the official language of the Councils and all enactments, position statements, and resolutions as proposed and adopted shall be as written in the English language. The general secretary shall provide proposed legislation and resolutions in English. As feasible, legislation and resolutions deemed regular shall be published in English, French, Japanese, Korean, Portuguese, and Spanish, as shall be those non-legislative publications distributed prior to the Councils.

The general secretary shall publish all duly proposed legislation and resolutions except those that have been deemed defective, and that the Board has directed not be transmitted to the Council in accordance with RI Bylaws sections ~~7.037., 7.050., 8.060.,~~ 7.060., 7.070., and 8.080. (*September 2016 Mtg., Bd. Dec. 28*)

Source: January 1941 Mtg., Bd. Dec. 101; June 1958 Mtg., Bd. Dec. 38; Amended by February 1999 Mtg., Bd. Dec. 203; August 2000 Mtg., Bd. Dec. 50; November 2002 Mtg., Bd. Dec. 112; November 2004 Mtg., Bd. Dec. 58; November 2005 Mtg., Bd. Dec. 67; June 2007 Mtg., Bd. Dec. 226; June 2009 Mtg., Bd. Dec. 217; September 2016 Mtg., Bd. Dec. 28

59.020.2. Deadline for Submitting District Endorsed or Proposed Legislation and Resolutions

All districts should forward to the general secretary all legislation or resolutions proposed or endorsed at a district conference or district legislation meeting within 45 days of the conclusion of the conference. Districts should also forward to the general secretary all legislation or resolutions submitted through a ballot-by-mail within 45 days of the date fixed by the governor for receipt of the ballots.

Clubs without a district may submit proposed legislation or resolutions for endorsement to the district that would represent the club as provided in RI Bylaws section 9.010.~~1~~ (September 2016 Mtg., Bd. Dec. 28)

Source: February 2006 Mtg., Bd. Dec. 144; June 2008 Mtg., Bd. Dec. 236; Amended by June 2013 Mtg., Bd. Dec. 196; September 2016 Mtg., Bd. Dec. 28



59.060.3. Rules of Procedure

The Rules of Procedure of the Council on Legislation shall be published electronically exactly as adopted by the previous Council on Legislation, modified only as necessary to be consistent with the changes to the constitutional documents made by the Council. If any such modifications are necessary, a notation as to the necessary changes should be included. The Rules of Procedure, as recommended by the Council Operations Committee in accordance with RI Bylaws section ~~9.140.1~~.9.120., shall be sent to members of the Council two months prior to the Council on Legislation. (September 2016 Mtg., Bd. Dec. 28)

Source: February 1999 Mtg., Bd. Dec. 207; June 2005 Mtg., Bd. Dec. 289; September 2016 Mtg., Bd. Dec. 28



59.070. Proceedings and Functions of the Council on Resolutions

To the extent possible, the Council on Resolutions should be planned and maintained so that representatives are able to carry out their responsibilities within a reasonable time period so they are effective in the manner in which they represent the clubs in their respective districts. The Council shall be conducted in English, with translation provided as needed in French, Japanese, Korean, Portuguese, and Spanish.

The Rules of Procedure of the Council on Resolutions shall be published electronically. The Rules of Procedure, as adopted by the Council Operations Committee in accordance with RI Bylaws section ~~9.130.1~~. 9.140.1., shall be sent to Council members at least one month prior to the opening of the Council on Resolutions. (September 2016 Mtg., Bd. Dec. 28)

Source: September 2016 Mtg., Bd. Dec. 28



60.050. Rotary Institutes

The Board of Directors of Rotary International has strongly affirmed the value of annual informational meetings of past, current and incoming RI officers in RI zones. The general secretary shall provide assistance and training for institute conveners.

The Board has adopted the following “Requirements for Rotary Institutes,” which the general secretary shall annually provide to institute conveners and chairs. The Board shall review these guidelines on a triennial basis. (June 2010 Mtg., Bd. Dec. 182)

Source: April 1991 Mtg., Bd. Dec. 265; Amended by February 1995 Mtg., Bd. Dec. 183; June 1996 Mtg., Bd. Dec. 290; August 1999 Mtg., Bd. Dec. 43; June 2007 Mtg., Bd. Dec. 226; January 2010 Mtg., Bd. Dec. 124; June 2010 Mtg., Bd. Dec. 182

A. Definitions

Institute: An annual informational meeting, with no administrative responsibility or authority, of all past, current and incoming RI officers in one or more zones (or sections of zones), as authorized by the president.

Convener: A current, incoming, or past RI director, appointed by the president nominee, preferably for no more than two consecutive years, to have charge of an institute.

Foundation Representative: A current, incoming, or past trustee appointed by the chair of the Foundation Trustees, with the concurrence of the president, to assist an institute in promoting The Rotary Foundation. Such appointment shall take into consideration the most cost-effective measures.

Institute Chair: A past RI officer appointed by the convener to organize an institute. *(September 2017 Mtg., Bd. Dec. 24)*

Source: April 1991 Mtg., Bd. Dec. 265; Amended by June 1996 Mtg., Bd. Dec. 290; January 2010 Mtg., Bd. Dec. 124; June 2010 Mtg., Bd. Dec. 248; September 2017 Mtg., Bd. Dec. 24

B. Purpose

The purpose of institutes is to provide:

1. current, incoming, and past RI officers with updates on RI and Rotary Foundation policies and programs;
2. a forum for Rotary leaders to make comments and recommendations to the Board of Directors;
3. fellowship and a participative learning experience that will help inspire current, incoming, and past governors to continuing leadership and service. *(June 2010 Mtg., Bd. Dec. 248)*

Source: June 2010 Mtg., Bd. Dec. 248

C. Participants

Attendance at each institute shall be limited to past, current and incoming RI officers and their guests, though

1. others may be invited by the conveners or may attend at the request of the president or the general secretary;
2. host Rotarians and other local persons may assist the convener in administering the institute;
3. local Rotarians may be invited to attend as observers a special event at the institute, such as an address by the president or president-elect;
4. the RI president and president-elect are encouraged to participate in some institutes each year in order to enhance their knowledge and experience of the world of Rotary, and to provide opportunities for Rotary leaders at the zone level to gain greater knowledge and insight into

the current and future directions of Rotary. In order to conserve institute and RI funds and to project the current president's theme, it is suggested that *either* the president *or* the president-elect attend each institute, but both should not attend together. It is, however, recognized that, given their many duties and commitments, the president or president-elect may only be able to attend portions of institutes;

5. The roles of spouses of directors and incoming directors, trustees and incoming trustees of The Rotary Foundation, and the general secretary shall be to
 - a. represent RI or its Foundation in their official capacity at assigned events
 - b. attend and participate in plenary sessions, workshops, forums, and meetings
 - c. attend and participate in all spouse program events such as plenary sessions or discussions, possibly as speakers, moderators, panelists, presenters or facilitators, at the discretion of the convener
 - d. serve as hosts to other spouses of official participants
 - e. attend and participate in official luncheons and dinner
 - f. attend official social events as representatives of RI or its Foundation
6. Rotary leaders eligible to participate in Rotary institutes are encouraged to attend, at no cost to RI, institutes organized in adjacent zones or sections within the same zone in order to increase communication and the flow of Rotary information within and across zones.
7. Past district governors residing in the zone should be provided opportunities to make meaningful contributions to the Institute and participate in the program as speakers, panelists, discussion leaders, and members of the committees for the institute, as a means of developing future leaders in Rotary at the zone and international levels;
8. the attendance of a representative of Rotary's Foundation is highly desirable in achieving the objectives of The Rotary Foundation and updating the knowledge of past, present, and incoming officers, and toward this end,
 - a. conveners are requested to consider providing lodging, meals and other local expenses for Foundation representatives and spouses from institute or other funds. The Foundation will pay all transportation costs and will pay the above expenses should the institute not pay them, provided that the convener inform the representative before the latter's departure for the institute that the institute will not bear such expenses;
 - b. conveners of institutes should provide in the institute agenda an opportunity for the Foundation representative to deliver a major address on the Foundation and to have another opportunity to update participants on Foundation programs, objectives, finances, and problems and to respond to participants' questions. (*January 2012 Mtg., Bd. Dec. 159*)

D. Organization

1. The president-nominee is authorized by the Board to act on its behalf to approve the sites and dates of Rotary institutes. No action should be taken by potential conveners to secure institute dates or locations until they are formally appointed by the president-nominee. Conveners are required to obtain such approval before committing to a time and location. When there is no president-nominee yet declared, the Executive Committee of the Board is authorized to appoint conveners and approve institute dates and locations. The general secretary shall advise all current and future conveners of Rotary institutes to make every effort to ensure that the meeting does not conflict with any other institute in the region or major religious holiday celebrated in that zone.
2. The organization and program of each institute shall be directed by the convener, who is the president's representative to the institute and who remains responsible to the president for the conduct of the institute;
3. The convener, while retaining complete control of the agenda, program, and finances of the institute, shall appoint a
 - a. chair, who is responsible for the arrangements for and organization of the institute meeting;
 - b. treasurer, who should be a past RI officer, responsible to the convener and the zone for the preparation of the institute budget, use and disbursement of the funds;
4. In order to promote the best attendance and participation at reasonable expense, institutes should not be planned for areas exceeding the equivalent of four zones.
5. RI directors, directors-elect, directors-nominee, other conveners, and their respective Institute planning committees are encouraged to visit, at their own expense, other Rotary Institutes to obtain ideas on more meaningful engagement of past governors in Rotary Institutes;
6. Rotary institutes, presidential conferences, and district conferences may be held in conjunction with each other or simultaneously at the same venue provided that:
 - a. separate budgets and separate registration fees are established and maintained for each meeting;
 - b. funds will be maintained separately for each meeting;
 - c. prior consent is obtained from the governor where the district conference will be held and from the convener of the Rotary institute to be held. (*January 2012 Mtg., Bd. Dec. 159*)

Source: April 1991 Mtg., Bd. Dec. 265; Amended by March 1994 Mtg., Bd. Dec. 164; February 1995 Mtg., Bd. Dec. 183; June 1996 Mtg., Bd. Dec. 290; July 1998 Mtg., Bd. Dec. 27; July 1999 Mtg., Bd. Dec. 23; November 1999 Mtg., Bd. Dec. 185; March 2005 Mtg., Bd. Dec. 229; January 2010 Mtg., Bd. Dec. 124; June 2010 Mtg., Bd. Dec. 182; June 2010 Mtg., Bd. Dec. 248; January 2012 Mtg., Bd. Dec. 159

E. Program

1. Institutes shall normally last two to three days, not counting the time for any separate sessions or seminars, and be held at times that are reasonably convenient for younger participants;

2. Conveners must not allow speeches and presentations to take up most of the program time at institutes but rather plan ample time (approximately 40-50 percent) for the exchange of views among participants through panels, question and answer sessions, group discussions and the like;
3. Conveners shall, when convenient, arrange an intercity meeting for institute participants and local Rotarians;
4. Conveners may, as appropriate, avail themselves of the assistance of any RI and TRF staff assigned to the institute by the general secretary for information and participation to support pre-institute or institute programs. Where possible, the assignments should be made from the international office serving the zone.
5. In the year of the Council on Legislation, conveners are requested to:
 - a. conduct a training session to last at least one-half day limited to representatives and alternates and conducted by highly experienced Rotarians, to discuss the operation and procedures of the Council, but not the substance of the proposals, with training materials to support such training sessions provided by the general secretary;
 - b. schedule a plenary session to discuss the substance of the selected proposals to be considered at the next Council, for the purpose of allowing voting representatives the opportunity to hear the views of Rotarians from their area of the world.
6. The Board recommends including an open forum of least one-hour during the institute program for an exchange of ideas between the participants and Rotary senior leadership.
7. A director, or other representative of the Board, shall present the five-year forecast to each Rotary institute for discussion, pursuant to RI Bylaws section ~~18.060.4.~~ 18.060.3.
8. Each Rotary institute should schedule a status report on PolioPlus until polio eradication is achieved. (*January 2010 Mtg., Bd. Dec. 248*)

Source: April 1991 Mtg., Bd. Dec. 265; Amended by March 1992 Mtg., Bd. Dec. 212; March 1993 Mtg., Bd. Dec. 188; November 1999 Mtg., Bd. Dec. 201; June 1999 Mtg., Bd. Dec. 310; August 1999 Mtg., Bd. Dec. 43; November 2004 Mtg., Bd. Dec. 58; March 2005 Mtg., Bd. Dec. 230; June 2005 Mtg., Bd. Dec. 292; November 2005 Mtg., Bd. Dec. 38; June 2007 Mtg., Bd. Dec. 226; November 2008 Mtg., Bd. Dec. 31; June 2009 Mtg., Bd. Dec. 237; January 2010 Mtg., Bd. Dec. 159; June 2010 Mtg., Bd. Dec. 248

F. Promotion

RI directors-elect, directors-nominee and their respective Institute planning committees, should consider promoting

1. emerging information about RI and our Rotary Foundation;
2. fellowship opportunities, especially re-connecting with one's governor-class;
3. opportunities to interact with senior Rotary leaders regarding Rotary policies. (*June 2010 Mtg., Bd. Dec. 248*)

Source: June 2010 Mtg., Bd. Dec. 248

G. Adjunct Meetings

1. GETS are considered the only mandatory adjunct meetings. Separate sessions or seminars shall, with the permission of the convener, be held at (or near) the same time and location of the institutes, which may include training for governors-elect, governors-nominee, spouses of incoming governors, district trainers, and the One Rotary seminar. Adjunct meetings must
 - a. not interfere with, and should not duplicate, the main program of the institutes, which is primarily for past RI officers;
 - b. therefore be also under the direction of the convener;
 - c. not duplicate the program at the International Assembly;
 - d. be consistent with RI policy and information developed by RI;
 - e. be promoted and financed as quite distinct from the institute itself.
2. However, any events coming before or after an institute - such as governors-elect training seminars (GETS), the One Rotary seminar, The Rotary Foundation seminar, governor-nominee training, training for district trainers, or recreational events - should be clearly described as pre- (or post-) institute events, which may involve a different audience than those attending an institute.
3. It is the responsibility of all Rotary institute conveners to ensure that the program for zone-level training of governors-elect as adopted by the Board is fully implemented.
4. It is recommended that presentation, equipment, and room charges for the training seminar be included as part of the event budget and are provided at no cost to either RI or the GETS training team. The GETS training team should be provided with the appropriate meeting space and equipment. The following logistical and equipment needs are recommended:
 - a) Tables and chairs for participants set-up in a “U” shape (group size of no more than 25-30 governors-elect)
 - b) Podium or table for training leader
 - c) LCD projector, laptop computer, or overhead projector
 - d) Flipchart stand, paper, and markers (*January 2013 Mtg., Bd. Dec. 154*)

Source: April 1991 Mtg., Bd. Dec. 265; March 1992 Mtg., Bd. Dec. 212; *Amended by* March 1993 Mtg., Bd. Dec. 188; February 1995 Mtg., Bd. Dec. 183; August 1999 Mtg., Bd. Dec. 43; November 1999 Mtg., Bd. Dec. 214; February 2000 Mtg., Bd. Dec. 298; October 2003; Mtg., Bd. Dec. 117; November 2004 Mtg., Bd. Dec. 52; January 2008 Mtg., Bd. Dec. 174; January 2012 Mtg., Bd. Dec. 159; January 2013 Mtg., Bd. Dec. 154

H. Finances

1. Each institute shall be financially self-supporting through registration fees and voluntary donations (including goods and services) or sponsorships in accordance with RI Guidelines. Funds raised for the institute shall only be spent on institute-related expenses;
2. Adjunct meetings shall also be self-supporting through registration fees;

3. Districts and clubs (and non-participating Rotarians) shall not be required to pay any institute expenses, except for the costs of their governor and incoming governor (and other future RI officers at the discretion of districts and clubs), or as sponsors in accordance with RI Guidelines;
4. The convener shall make every effort to contain costs by
 - a. securing reasonably priced facilities and accommodations;
 - b. minimizing the number and cost of social functions;
 - c. minimizing the cost of speakers and any others invited from outside Rotary or the zone;
 - d. offering lower-cost or hosted lodging in the area, corporate sponsorships, and/or increased flexibility for meal options.
5. Rotary International provides adequate general liability (also known as public liability and third-party liability) insurance coverage for each institute. Coverage is limited to policy terms and excludes institute activities such as fireworks displays, motor racing events, and use of airplanes and watercraft to name a few. Coverage terms and limitations may change annually. Please contact RI Risk Management for additional information;
6. After all expenses have been paid, any surplus balance shall, in cooperation with the convener and the treasurer of the next institute, be carried forward for the sole use of that and future institutes. Only when necessary, due to local circumstances, and with the written agreement of the following year's institute convener and treasurer, and the general secretary, the surplus balance may be disposed of using an alternative method.
7. No financial guarantee for Rotary institute conveners is appropriate or necessary.
8. RI will reimburse the transportation expenses incurred by conveners for travel to the institute site on up to two occasions, if necessary, for preparation and planning purposes. Conveners are encouraged to make these trips in conjunction with other Rotary travel, whenever possible, for economic reasons.
9. RI will reimburse the transportation expenses incurred by conveners, and their spouses when accompanying them, to attend Rotary institutes, in accordance with RI's established travel and expense policy.
10. Rotary institutes are expected to cover all other expenses incurred by the conveners and their spouses attending their institute. Nevertheless, any such other expenses associated with the Rotary institute at which the director serves as convener that are not covered by the institute budget, including spouse expenses when accompanied by proper business purpose documentation, shall be reimbursed to the extent of the director's allocation available pursuant to the "Policy for Expenses of General Officers" under section 69.040.1. of the *Rotary Code of Policies*.
11. Expenses of Directors and spouses for attending institutes other than those in which the director serves as convener will be reimbursed where such expenses are in furtherance of the business purposes of RI to the extent of the director's allocation available pursuant to the "Policy for Expenses of General Officers" under section 69.040.1. of the *Rotary Code of Policies*.

12. An advance of US\$1,000 may be made for each institute when requested by a convener, such advance to be refunded on completion of the institute. (~~January 2012 Mtg., Bd. Dec. 159~~April 2019 Mtg., Bd. Dec. 148)

Source: July 1987 Mtg., Bd. Dec. 55; May 1989 Mtg., Bd. Dec. 362; April 1991 Mtg., Bd. Dec. 265; *Amended by* March 1993 Mtg., Bd. Dec. 188; March 1994 Mtg., Bd. Dec. 164; February 1995 Mtg., Bd. Dec. 183; February 1996 Mtg., Bd. Dec. 247; June 1996 Mtg., Bd. Dec. 290; March 1997 Mtg., Bd. Dec. 202; November 1997 Mtg., Bd. Dec. 198; November 1999 Mtg., Bd. Dec. 251; February 2001 Mtg., Bd. Dec. 202; June 2002 Mtg., Bd. Dec. 273; May 2003 Mtg., Bd. Dec. 361; October 2003 Mtg., Bd. Dec. 117; June 2010 Mtg., Bd. Dec. 248; April 2019 Mtg., Bd. Dec. 148

I. Reports

1. Each convener shall, within ninety days after the conclusion of an institute, send to the convener of the following institute, and to each governor and past director within that zone(s) a complete financial statement, examined and approved by the convener, the chair, and the treasurer of the institute, detailing all revenues and expenses of the institute. The financial statement shall include any surplus balance received from the prior year's institute and any surplus balance carried forward to the following year's institute. The convener shall also provide written confirmation of compliance to the general secretary within ninety days after the conclusion of an institute. Failure to comply with these requirements, after having been notified by the general secretary, shall result in the convener being ineligible to receive any future RI or Rotary Foundation volunteer appointment or assignment until compliance is confirmed.
2. The general secretary shall provide a status report regarding past due institute financial reports to the Audit Committee on an annual basis. (*April 2018 Mtg., Bd. Dec. 167*)

Source: March 1993 Mtg., Bd. Dec. 188; *Amended by* November 2000 Mtg., Bd. Dec. 175; June 2001 Mtg., Bd. Dec. 444; November 2001 Mtg., Bd. Dec. 45; November 2002 Mtg., Bd. Dec. 169; March 2005 Mtg., Bd. Dec. 230; June 2007 Mtg., Bd. Dec. 226; April 2018 Mtg., Bd. Dec. 167



66.070. Administrative Services Agreement between RI and TRF

The general secretary shall ensure that the renewal of the Administrative Services Agreement between RI and TRF occurs at least triennially. (*June 2018 Mtg., Bd. Dec. 185*)

Source: October 2015 Mtg., Bd. Dec. 87; January 2017 Mtg., Bd. Dec. 132; June 2017 Mtg., Bd. Dec. 194; June 2018 Mtg., Bd. Dec. 185; May 2019 Mtg., Bd. Dec. 183



69.030.7. Failure to Report on Finances

The financial statement as described in RI Bylaws section ~~16.060.4.~~ 15.060.4. shall include all monies received by the governor. The governor shall also send a copy of his/her financial report to the general secretary within 12 months of the completion of the governor's year in office with proof that the report has been independently reviewed and provided to each club for discussion at a district meeting in accordance with RI Bylaws section ~~16.060.4.~~ 15.060.4.

Failure to comply with the requirement to distribute a complete financial statement to the clubs and the general secretary, and to present the statement for discussion and adoption at a district meeting, shall result in the governor being ineligible to receive:

- any additional expense reimbursements from RI
- any RI volunteer appointment or assignment
- any Rotary Foundation appointment or assignment
- any RI or Rotary Foundation award

until the completed financial statement is distributed to both the clubs and the general secretary and discussed and adopted at a district meeting. (*January 2017 Mtg., Bd. Dec. 129*)

Source: October 2015 Mtg., Bd. Dec. 82; *Amended by* January 2017 Mtg., Bd. Dec. 129