1.040. Definitions
In the construction of this Code, the following definitions are to be observed unless the context clearly requires otherwise:

1) **Board**: The Board of Directors of Rotary International.

2) **Club**: A Rotary club.

3) **Code or Code of Policies**: The *Rotary Code of Policies* as contained in this article and the other articles of this document.

4) **Constitutional Documents**: The Constitution and Bylaws of Rotary International and the Standard Rotary Club Constitution.

5) **Councils**: The RI Council on Legislation and Council on Resolutions.

6) **Foundation**: The Rotary Foundation of Rotary International.

7) **General Officers of RI**: The president, president-elect, vice-president, treasurer, other directors and the general secretary.

8) **Governor**: A governor of a Rotary district.

10) **Legislation**: Enactment and position statement proposed for the Council on Legislation

11) **Member**: A member, other than an honorary member, of a Rotary club.

12) **RI**: Rotary International.

13) **Rotary Entity/Rotary Entities**: Rotary International, The Rotary Foundation, a Rotary club or group of clubs, a Rotary district or group of districts, a Rotary Fellowship, Rotarian Action Groups, and administrative territorial units of Rotary International. Individual RI Programs are not considered Rotary Entities.

14) **Rotary Marks**: The intellectual property owned by RI. See Section 33.005.

15) **Rotary Senior Leaders**: Those individuals serving as current, incoming, and past RI presidents; current, incoming, and past RI directors; and current, incoming, and past Foundation trustees.

16) **Secretariat**: The world headquarters and international offices of Rotary International.

17) **Spouse/Partner**: One of a couple with legally married status.

18) **Staff**: The employees of Rotary International.
2.010.1. Failure to Function
In accordance with the RI Bylaws, the RI Board is responsible for ensuring that all member clubs of the association are functioning, and defines a functioning club as

1. Having paid its per capita dues to Rotary International
2. Meeting regularly consistent with RI constitutional documents
3. Ensuring that its members subscribe to The Rotarian magazine or a licensed regional magazine.
4. Implementing service projects that address needs in the local community and/or in communities in other countries
5. Receiving the visit of the governor, assistant governor, or an officer of Rotary International
6. Maintaining appropriate liability insurance as provided in section 72.050, 72.060, of this Code
7. Acting in a manner consistent with the RI constitution, bylaws, and the Rotary Code of Policies
8. Complying with requests from the RI Board to terminate a Rotarian’s membership who admits to, is convicted of or is otherwise found to have engaged in harassment as defined in the Rotary Code of Policies.
9. Paying its RI membership and district dues without outside assistance
10. Providing accurate membership lists on a timely basis to the general secretary. At a minimum, clubs must report their membership changes to the general secretary so they are received by 1 July and 1 January.
11. Resolving club disputes in an amicable manner
12. Maintaining cooperative relations with the district
13. Cooperating with RI by not initiating or maintaining, or retaining in its membership an individual who initiates or maintains, litigation against Rotary International or The Rotary Foundation, including their directors, trustees, officers, and employees, prior to exhausting all remedies provided for in RI’s constitutional documents
4314. Following and completing the election review process established in the RI bylaws

Each governor shall identify which clubs in the district are failing to function according to the above criteria. Rotary senior leaders are also encouraged to report any observations that suggest that a club has failed to function. (January 2019 Mtg., Bd. Dec. 80; October 2019 Mtg., Bd. Dec. 48)


*Cross References*

9.020. Clubs in Arrears to RI
32.030.4. Club Suspension, Termination, Resignation, and Reinstatement by General Secretary
32.030.9. Magazine Subscription Requirements

*Cross References*

7.020. Conducting Club Meetings
7.020.1. Decorum of Club/District/Zone Meetings
8.030.2. Rotarian Code of Conduct

2.120.1. Statement of Conduct for Working with Youth
Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians’ partners, and other volunteers must safeguard the children and young people with whom they come into contact and protect them from physical, sexual, and emotional psychological abuse. (November 2006 Mtg., Bd. Dec. 72; October 2019 Mtg., Bd. Dec. 58)


2.120.2. Sexual Abuse and Harassment Prevention and Reporting Procedures
All Rotarians, clubs and districts should follow the statement of conduct for working with youth and RI guidelines for abuse and harassment prevention established by the general secretary. The guidelines include the following requirements: To uphold the Statement of Conduct for Working with Youth all clubs and districts must ensure the abuse and harassment prevention and reporting requirements are followed as established by the general secretary:

1. RI has a zero-tolerance policy against abuse and harassment.
2. All district governors-elect must complete youth protection training before the start of their term as governor, as determined by the general secretary.

3. Districts participating in any youth programs may develop and implement youth protection policies according to local customs. Districts participating in Rotary Youth Exchange must develop and implement youth protection policies as outlined in *Rotary Code of Policies* Article 41.070 Rotary Youth Exchange.

4. Districts participating in any youth program should appoint youth protection officer. The youth protection officer should advise clubs and the district related to abuse and harassment prevention, assist districts to manage risks and crises that impact the safety of youth, should have professional experience in counseling, social work, law, law enforcement, or child development, and may be a Rotarian or non-Rotarian.

5. All allegations of abuse or harassment shall be reported to RI within 72 hours of the time a district officer learns learning of the incident. Districts must identify a person within the district who will be responsible for reporting to RI. Failure to report incidents to RI within 72 hours may result in suspension of the district’s Youth Exchange certification. Upon learning that an individual, club, or district knowingly has failed to timely report an allegation, the RI Board may terminate the club.

6. Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI’s zero-tolerance policy. All law enforcement reviews must be conducted by legal authorities that are not affiliated with Rotary.

7. In addition to reporting to law enforcement for investigation, an independent and thorough investigation must be made by the club and district into any claims of sexual abuse or harassment including a determination for how to prevent a similar situation in the future.

8. Any adult person involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.

9. A club must terminate the membership of any Rotarian individual who admits to, is convicted of or is otherwise found known to have engaged in sexual abuse or harassment of youth or youth program participants. A non-Rotarian Rotarian or non-Rotary volunteer who admits to, is convicted of, or is otherwise found known to have engaged in sexual abuse or sexual harassment or other act of moral turpitude must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment. (Upon obtaining information that a club has knowingly failed to terminate the membership of such a Rotarian an individual, the RI Board will take steps to have the Rotarian’s membership terminated, including action to may terminate the club’s charter for failure to comply).

10. If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional
safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult individual shall be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. It can also benefit the adult in preventing additional accusations from other youth. A person who is accused but later cleared of charges, may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

11. Districts must track all individuals prohibited from contact with youth and ensure such prohibitions are implemented consistently throughout the district from year to year.

12. Individuals prohibited from working with youth may not serve as District Interact Chair, Interact Club Adviser, District RYLA Chair, District Youth Exchange Chair, District Youth Protection Officer, or in any other locally-appointed club or district role where there may be contact with youth. (September 2016 Mtg., Bd. Dec. 57; October 2019 Mtg., Bd. Dec. 58)


2.120.3. Travel and Overnight Stays by Youth
Recognizing that Rotary clubs and districts are encouraged to undertake activities that develop youth, club and district programs or activities that involve minors undertaking travel outside their local community, or that include overnight stays, must develop, maintain, and comply with youth protection policies and written procedures. With the exception of travel and tours operated by or on behalf of host districts, Youth Exchange travel is subject to the policies outlined in Rotary Code of Policies section 41.070.12- Youth Exchange.

The governor has the responsibility for the supervision and control of all programs and activities organized within the district that involve minors traveling outside their local community or involve overnight stays.

Clubs and districts:

1. shall obtain written permission from the parents or guardians of all youth participants for travel outside the local community or involve overnight stays in advance;

2. shall provide parents or legal guardians with specific details about the program, location of event, travel itineraries, sleeping accommodations, and contact information for program organizers before departure;

3. should, when traveling 150 miles away from home residence or out of home country, require the parents or legal guardians of each minor to provide travel insurance for the minor, 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 activity or event, with coverage from the time of the minor’s departure from home until the return home.

Club and district policies and procedures should include:

1. volunteer application and screening procedures;
2. outlines of volunteer job descriptions and responsibilities;
3. supervision standards for ratio of adults to minors
4. crisis management plan including:
   a. handling medical and other emergencies and providing for adult support;
   b. procedures for communicating with parents and legal guardians;
5. written guidelines for reporting and follow-through on allegations or incidents consistent with RI policy. *(September 2016 Mtg., Bd. Dec. 57; October 2019 Mtg., Bd. Dec. 58)*


Cross References

41.070. *Rotary Youth Exchange*

2.130.1. **Electronic Voting in Zones 4, 5, and 6A Pilot**

The general secretary shall arrange for electronic voting to be used wherever a mail ballot is needed in district and zone elections in Zones 4, 5, and 6A Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka as a pilot project for elections held in 2016–17, 2017–18, and 2018–19 through 2021-22. Districts subject to the pilot should conduct all district elections by nominating committee or electronic voting. *(January 2017 Mtg., Bd. Dec. 86; October 2019 Mtg., Bd. Dec. 29)*


3.020. **Locality (Geographical Boundaries) of a Club**

Each Rotary club shall be organized and exist in a locality. The locality can be any area where there are sufficient business and professional persons actively engaged in businesses, professions and occupations in service to society whose offices or places of business or residence are so contiguous to one another as will enable them to function as a club. The club shall designate the locality in the constitution of the club. *(November 2004 Mtg., Bd. Dec. 59; October 2019 Mtg., Bd. Dec. 29)*

4.010. Diversified Membership

A club’s membership should be fully reflective of the community it serves. Every club should endeavor to have a sufficient number or proportion of members whose places of business are within the locality of the club to represent adequately business, professional, and community leaders. (October 2013 Mtg., Bd. Dec. 31; October 2019 Mtg., Bd. Dec. 29)


4.030. General Classification and Membership Principles

Clubs should carefully consider the classification practice and broaden the interpretation of classifications where necessary to meet the current business, professional, occupational, and community service environment. (October 2013 Mtg., Bd. Dec. 31; October 2019 Mtg., Bd. Dec. 29)


4.030.1. Membership of Retired Persons

Retired persons being inducted into active membership in a Rotary club shall use their former profession as their classification but this will not be counted toward the club’s limit of members in a single classification. (October 2013 Mtg., Bd. Dec. 31; October 2019 Mtg., Bd. Dec. 29)


Article 5. Membership Growth and New Members

5.010. Membership Growth and Development

5.020. New Members

5.030. RI Membership Strategic Plan: Grow Rotary Membership Plan

5.010.3. Membership of Younger Persons

Clubs should seek out past Rotaractors and other younger persons who are qualified for membership.

Clubs should find methods of increasing the appeal of membership to young men and women who demonstrate good character, integrity, and leadership; possess good reputation within their business, profession, occupation and/or community; and are willing to serve in their community and/or around the world.

Clubs may waive club dues and admission fees for members under the age of 35. In addition, clubs may provide payment of district dues for new members in this age group,
and/or, by action at an assembly or conference, districts may reduce the per capita district dues for new members in this age group. (*September 2016 Mtg., Bd. Dec. 28 October 2019 Mtg., Bd. Dec. 29*)


5.030. **RI Membership Strategic Plan**

**Strategy – Coordinated Institutional Focus**

**Goals**
- Continued and coordinated vision, focus and engagement of RI and TRF senior leadership and staff.
- Enhance membership initiatives evaluation and membership reporting/measurement, including regional membership strategies.
- Advise on proposed legislation related to innovation, flexibility and strengthening Rotary’s financial sustainability.
- Ensure a consistent message that membership is the highest internal organizational priority of Rotary International while polio eradication remains Rotary’s highest external program priority.
- Secure institutional consensus on a definition of our mission, the purpose of our organization, who are our target audience(s) and who are our customers.

**Strategy – Club Capacity Building**

**Goals**
- Identify ways to enhance the Rotary experience.
- Increase understanding of Rotary and promote use of Rotary resources.
- Strengthen district and club membership teams.

**Strategy – Member Attraction**

**Goals**
- Develop alternative models and additional products that appeal to our target market.
- Implement cross-channel, segmented marketing strategies that appeal to target markets in multiple generations.
- Improve Rotary’s overall age, gender, ethnic and vocational diversity based on the existing qualifications for membership.

**Strategy – Member Engagement**

**Goals**
- Continue to support surveys of existing and terminated club members to be able to increase member retention.
- Improve membership recognition opportunities for effective clubs and members.
- Improve awareness of Rotary clubs in communities.
Leverage the annual RI Convention and Rotary conferences as an opportunity to better connect with members.

Enhance and actively market new member orientation and mentoring. *(January 2016 Mtg.; Bd. Dec. 104)*


5.030. Grow Rotary Membership Operational Plan 2020-2025
An emphasis on growing Rotary is a key element of the RI Strategic Plan. The Grow Rotary Membership operational plan endeavors to align operations and resources to Rotary’s strategic priorities in order to achieve long-term membership sustainability and growth. This plan supports our existing Rotary and Rotaract clubs’ efforts to remain relevant and attractive to new members and deliver an experience that engages and retains existing members. The plan also seeks to expand Rotary’s reach with innovative models that welcome more participants and gives them meaningful ways to unite and take action.

Priority: Increase Impact
Membership Initiatives:
--Ensure a consistent message that growing Rotary is the highest internal organizational priority of Rotary International while polio eradication remains Rotary’s highest program priority.
--Continued and coordinated vision, a unified focus and engagement of RI and TRF Senior Leadership and staff.
--Enhance membership initiatives evaluation and membership reporting and measurement.

Priority: Expand Reach
Membership Initiatives:
--Improve Rotary’s overall age, gender, ethnic and vocational diversity based on the existing qualifications for membership.
--Strengthen the collaboration and partnership between Rotary and Rotaract clubs.
--Develop new club types and alternative participant models and additional products that appeal to our target market.
--Leverage Rotary events at all levels as opportunities to better connect with existing and prospective members and participants, including sponsors.
--Increase understanding of Rotary and promote use of Rotary resources.

Priority: Enhance Participant Engagement
Membership Initiatives:
--Improve membership recognition opportunities for effective clubs and members.
--Encourage clubs to offer opportunities that engage participants, personally and professionally.
--Encourage clubs to offer local and international service opportunities, including The Rotary Foundation, to engage current and prospective members and participants.
--Develop indices to measure member engagement and incentivize clubs to maximize their results.
--Increase resources, curriculum, and partnerships focused on leadership and skill-building.

Priority: Increase Ability to Adapt
Membership Initiatives:
--Continue to support surveys of existing, prospective and terminated club members to be able to enhance member value and increase retention.
--Continue to conduct business and technical process reviews and implement improvements as warranted.
--Continue to promote diversity in composition and recommendations of RI Membership Committee. *(October 2019 Mtg., Bd. Dec. 67)*

Source: October 2019 Mtg., Bd. Dec. 67

*Article 6. Former Rotarians and Family of Current Rotarians*

6.010. Former Rotarians
6.020. Involvement of Spouses, Partners and Other Family Members of Rotarians

*6.020. Involvement of Spouses, Partners and Other Family Members of Rotarians*
Clubs and districts are encouraged to plan and implement service projects in such a manner that the partners and other family members of Rotarians can easily participate.

Clubs and districts are encouraged to organize educational, service, and fellowship programs and events in such a manner that the partners and other family members of Rotarians can attend and participate. *(October 2013 Mtg., Bd. Dec. 31)*

Source: August 1999 Mtg., Bd. Dec. 71. See also COL 89-139.

*Article 7. Club Meetings and Attendance*

7.010. Club Meeting Location
7.020. Conducting Club/District/Zone Meetings
7.030-7.040. Programs for Club Meetings
7.040-7.030. Speakers for Club Meetings
7.050-7.040. Club Assembly
7.060-7.050. Reporting Club Attendance
7.070-7.060. Visitors and Guests
7.080-7.070. Joint Meetings with Other Service Clubs

*7.020. Conducting Club/District/Zone Meetings*
Recognizing that clubs include members who have many beliefs and values, club, district and zone leaders should use good judgment in conducting meetings, events and other activities in a manner that reflects Rotary's basic principles of tolerance, providing a harassment-free environment to all participants, and focus on humanitarian service projects. *(January 2019 Mtg., Bd. Dec. 119)*

7.020.1. Decorum of Club/District/Zone Meetings
Any conduct, story, stunt, joke, or entertainment, whether verbal or physical, that denigrates, insults or offends a person or group based on any characteristic (age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity) is not appropriate for a Rotary club/district/zone meeting, event or activity. (January 2019 Mtg., Bd. Dec. 119)


8.030.1. Statement on Vocational Service
Vocational Service is the manner in which Rotary fosters and supports the application of the ideal of service in the pursuit of all vocations.

The second Object of Rotary is the basis for vocational service, specifically, encouraging and fostering:

- high ethical standards in business and professions;
- the recognition of the worthiness of all useful occupations;
- the dignifying of each Rotarian’s occupation as an opportunity to serve society.

Inherent in the vocational service ideals expressed above are:

1) Faithfulness and fidelity to employers, employees and associates, fair treatment of them and of competitors, the public, and all those with whom one has any business or professional relationships;

2) The contribution of one’s vocational talents to the problems and needs of society.

Vocational service is both the responsibility of a club and of its members. The role of the club is to implement and encourage the objective by frequent demonstration, by application to its own actions, by example and by development of projects that help members contribute their vocational talents. The role of the members is to conduct themselves, their businesses, their occupations, and their professions in accordance with Rotary principles and to respond to projects which the club has developed. (January 2014 Mtg., Bd. Dec. 88 October 2019 Mtg., Bd. Dec. 29)


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 3.030.6.:

1) Club is not authorized to submit suggestions to the nominating committee for governor
2) Club is not authorized to vote at the district conference, district assembly and in any authorized ballot-by-mail

3) Club is not authorized to concur with any proposed legislation submitted to the Council on Legislation or resolutions to the Council on Resolutions

4) Club is not authorized to concur with a challenge to the nomination of a candidate for district governor

5) Club is removed from mailing lists

6) Club does not receive any publications or periodicals

75) Secretariat services cease immediately, including services of The Rotary Foundation, such as the acceptance of new, or the processing of current program applications; and the recognition of clubs as sponsors or hosts of active Rotary Foundation program awards

86) Club will not receive the following services from the governor: a monthly letter, inclusion on district mailing lists, and an official visit.

Clubs that have been suspended by RI continue to possess all the rights and privileges given to clubs in the RI constitution. (September 2016 Mtg., Bd. Dec. 28 October 2019 Mtg., Bd. Dec. 29)


17.010.6. Districting Criteria

The procedures for districting shall be as follows:

1. Districting decisions are based on the official membership of the district as of 1 July or 1 January, whichever is the most recent at the time of the Board meeting.

2. Districting proposals may consider geographical boundaries, potential for district growth, and cultural, economic, language, and other relevant factors

3. New districts should:
   – Have at least 60 clubs or 2,100 members
   – Have demonstrated potential for growth to at least 75 clubs and 2,700 members within 10 years, based on their five-year membership history
   – Have at least 90 percent of its clubs be clubs that were chartered at least three years before the date of the proposal
   – Have more than 20 members in at least 80 percent of their clubs

4. For districts that have 1,200 members or fewer:
   – The districting committee will request an annual membership development plan from the district and share district consolidation information.
   – The director and the district’s governor-elect, governor-nominee, and governor-nominee-designate will receive copies of all correspondence about the district’s size and will be asked to work together on increasing membership.

5. Where district boundaries remain the same and the district boundary description changes involve only changes to the names of states, provinces, etc., the general secretary is authorized to approve the changes on behalf of the Board.
6. The general secretary is authorized to act on behalf of the Board to approve district boundary changes that involve the transfer of up to 10 clubs, or of an area where there is no Rotary club, from one district to another. The current governors of the districts that are involved must agree to the change.

The approved boundary modification will take effect the next 1 July if the affected districts agree to waive the two-year implementation period otherwise required by the RI Bylaws. The waiver must be made as described in point 7 of this section:

7. Districts may waive the two-year implementation period for changes to district boundaries by including a statement in the districting proposal that confirms that the involved districts wish to waive the two-year period. District governors from the affected districts must also confirm that:
   - The affected clubs in the affected districts have been notified of the waiver
   - The clubs have been given 30 days to object
   - The majority of the affected clubs do not object

Affected clubs are defined as all clubs that are being moved to a different district in accordance with point 6 or, in the case of proposals to merge or split districts, all the clubs in the new districts. The request to waive the two-year period may be included in the districting proposal to the clubs. The two-year period cannot be waived if the majority of the affected clubs, in any of the districts affected by the proposal, objects. (October 2018 Mtg., Bd. Dec. 63; October 2019 Mtg., Bd. Dec. 29)

17.030.2. District Committees
District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. The governor-elect, governor, and immediate past district governor should work together to ensure continuity of leadership and succession planning. The governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office.

Committees shall be appointed to address the following administrative functions:

A. Membership
B. District Finance
C. District Programs
   - Interact
   - Rotaract
   - Rotary Friendship Exchange
The following district committees shall be appointed:

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

The following district committees may be appointed:

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

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

Committee Chairs
The current district governor cannot serve as a district committee chair. It is recommended that district committee chairs be past governors, governor-nominees, past assistant governors, or effective past district committee members. All committee chairs should be selected and reported to RI by 31 December in the year before taking office on 1 July.

Committee Qualifications
The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a Rotary or Rotaract club in the district.
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. (April 2019 Mtg., Bd. Dec. 163; October 2019 Mtg., Bd. Dec. 29)

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

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 15.060.2.
c) Assure that proper records of income and expenditures are kept.
d) Prepare a yearly financial report to be presented by the immediate past district governor according to RI Bylaws section 15.060.4.
e) A member of the committee, preferably the treasurer, shall, together with the district governor, be a signatory on the bank account(s) of the district fund. The bank account shall be held in the name of the district.  

(June 2017 Mtg., Bd. Dec. 149)


A. Membership Committee

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

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

2. Additional Qualifications of Members:
   a) Preference should be given to Rotarians 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 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. (June 2017 Mtg., Bd. Dec. 181; October 2019 Mtg., Bd. Dec. 29)

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*)


I. Rotary Foundation Committee


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 assist the convener, usually the governor or governor-elect, of each training meeting in the district, including Rotary required training.
   b) The committee should work with the governor 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

If the district is part of a multidistrict PETS, the governor-elect, work 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; October 2019 Mtg., Bd. Dec. 44)

F- District Alumni Committee

1. Purpose
This committee identifies ways in which clubs and the district can offer meaningful opportunities for alumni to engage with Rotary to support Rotary's fundraising, membership, and service. 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 programs committees (e.g. Interact, Rotaract, RYLA, Rotary Youth Exchange), to identify alumni and their skills (speaker, project skills, potential to be a member, contributor to Foundation and Rotary programs, etc.) and connect these individuals to clubs and district activities.
b) Lead cross-promotion efforts between programs and promote service opportunities.
c) Create awareness of how to work with alumni to maintain their relationship with Rotary.
d) Encourage alumni to report their data to RI and work with fellow district chairs to ensure program participants are properly reported to RI.
e) Abide by privacy and youth protection policies and local law.
f) Support and coordinate alumni events and associations, where appropriate. (June 2017 Mtg., Bd. Dec. 181; October 2019 Mtg., Bd. Dec. 29)

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 2017 Mtg., Bd. Dec. 181)


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*)


### 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*)


### 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*)


**C. District Programs Committees**

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

- Interact
- Rotaract
- 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. (*June 2017 Mtg., Bd. Dec. 181*)


**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)


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)

18.020.1. **Formation of Clubs**

When new clubs are formed, the membership shall be principally composed of business or professional persons and community leaders who are preferably indigenous to the locality or who represent the permanent, established residential, business or professional life of the community concerned. *(January 2015 Mtg., Bd. Dec. 118)*


18.040. **Extension to Non-Rotary Countries and Geographical Areas**

A non-Rotary country or geographical area is defined as any location that does not currently have Rotary clubs. Rotarians, clubs, and districts shall not engage in any extension activities without prior Board approval.

Rotarians interested in extending Rotary to non-Rotary countries or geographical areas should contact the general secretary to offer their assistance to the Extension Representative for that area.

The Board will consider requests to start Rotary clubs in non-Rotary countries and geographical areas upon the recommendation of the Extension Representative if the following criteria have been met:

1. Required approval for the organization of Rotary clubs has been obtained from the government
2. Rotary clubs would be able to function freely as non-political entities of an international organization
3. The location has a sufficient number of community leaders in businesses, and professionals and occupations people and community leaders to sustain a Rotary club
4. Rotary clubs would be able to meet regularly as required by the Standard Rotary Club Constitution
5. Rotary clubs would be able to meet the financial obligations prescribed by the RI Bylaws without outside assistance
6. Rotary clubs would be able to sustain and increase membership, implement service projects, support the Rotary Foundation, welcome Rotarian visitors from other countries, and develop leaders capable of serving beyond the club level
7. An existing district agrees to include the non-Rotary country or geographical areas within its boundaries. *(January 2015 Mtg., Bd. Dec. 118 October 2019 Mtg., Bd. Dec. 29)*


19.030.2. **Selection of Governor-nominee through Ballot-by-Mail Procedure**

Information to be included in the biographical data to accompany ballots-by-mail for election of the governor shall be as follows:

1) name of candidate; name and location of Rotary club; number of years a Rotarian; classification or former classification; name of firm or former firm; position in firm or former firm; district or zone meetings attended in last five years; current position(s)
and/or assignment(s) in Rotary (elective or appointed); former position(s) and/or assignment(s) (elective or appointed)

2) special Rotary services and/or particular Rotary activities in which candidate has been engaged, i.e. what candidate has done to advance Rotary activities

3) most significant honors or achievements in business, occupational, and professional activities

4) most significant honors or achievements in civic and public service activities. *(January 2015 Mtg., Bd. Dec. 118 October 2019 Mtg., Bd. Dec. 29)*


20.020.1. Requirements for the District Conference
The district conference must

a) provide the representative of the RI president with the opportunity to deliver two major addresses, one of which is 20-25 minutes at the session with the maximum attendance; in addition, representatives should be provided an opportunity to make remarks at the conclusion of the conference to demonstrate appreciation to the host district

b) discuss and adopt the annual statement and report of the district finances from the previous Rotary year if it has not been adopted at a previously held district meeting as prescribed by RI Bylaws section 16.060.4.

be) approve the per capita levy, if not approved previously at the district training assembly or district presidents-elect training seminar

cd) elect the member of the nominating committee for the RI Board of Directors, as appropriate

d) elect the district’s Council representative during the Rotary year two years prior to the Council on Legislation, if the district chooses not to utilize the nominating committee procedure. *(September 2016 Mtg., Bd. Dec. 28 October 2019 Mtg., Bd. Dec. 29)*


20.020.2. Role and Responsibilities of the Governor
To achieve a successful district conference the governor will

a) be responsible for the planning, organizing and conducting of the conference

b) develop a comprehensive and well-balanced program within the Board-recommended guidelines

c) ensure that hospitality and courtesy appropriate to the RI president is given to the representative of the RI president and his/her partners

d) ensure maximum representation from every club in the district by involving them in conference programs and activities
e) encourage the involvement of the local community by conducting a well-planned public image effort - that includes media relations - before, during and after the conference  
f) invite representatives of the local community to participate in the program 
g) make a special effort to have the entire membership of all newly organized clubs attend the conference  
h) appoint an aide to the president’s representative, if applicable. (January 2015 Mtg., Bd. Dec. 118; October 2019 Mtg., Bd. Dec. 44)

20.030.1. Qualifications and Selection of President’s Representatives
The president’s representative represents the RI president at the conference by presenting inspirational, motivational, and educational addresses. In selecting representatives, the president should consider public speaking, social skills, relevant language abilities, the past performance of individuals when making these assignments, and the cost-effectiveness of the appointment. The president should make these appointments as early as possible and provide the representatives with background materials well in advance of the conference. Effective 1 July 2020, president’s representatives shall not be appointed to more than one conference per Rotary year. (January 2015 Mtg., Bd. Dec. 118; October 2019 Mtg., Bd. Dec. 44)

20.030.2. Role of the President’s Representative at Conference
In representing the RI president and partner, the president's representative and his/her partner shall, if possible
a) meet personally as many Rotarians and partners as possible
b) inspire and motivate district conference participants through formal presentations and participation in all aspects of the conference
c) provide information on the RI president and the annual theme as well as providing continuity to the following year’s theme
d) stress the importance of membership attraction, retention and engagement
e) promote the programs and development of The Rotary Foundation
f) evaluate the governor, governor-elect, and other Rotarian participants for future responsibilities
g) evaluate past governors in attendance, who should be considered for future assignments
h) visit Rotary clubs and Rotary service projects before or after district conference, if feasible
i) attend all scheduled district conference meetings
j) refrain from involvement in district disputes
In so performing the above responsibilities, the president's representative and his or her spouse should reflect the dignity and courtesy associated with the highest office in RI. (January 2015 Mtg., Bd. Dec. 118; October 2019 Mtg., Bd. Dec. 44)


20.030.3. The Role of President’s Representatives’ Partners
The partners of president's representatives have a responsibility to promote the ideals and programs of Rotary, in addition to supporting the president's representatives in the performance of their duties. Involvement in the activities of the conference is required, including attendance at partners’ meetings, social gatherings, and plenary sessions. (February 2003 Mtg., Bd. Dec. 275; October 2019 Mtg., Bd. Dec. 44)


20.030.5. Expenses of President’s Representative
Rotary International will pay the eligible travel expenses of the president’s representative and partner to a district conference that are directly tied to the assignment and would not have been incurred otherwise, including ground transportation to and from the airport, visa fees, forced overnight hotel expenses, and baggage fees. The district conference shall assume the hotel and other conference expenses of the president’s representative and partner during their attendance at the conference. The account of the president’s representative for expenses incurred in attending a district conference shall not be closed nor shall the representative receive final reimbursement for travel and other expenses in connection to district conference attendance until a final report of the conference is sent to the president. Effective 1 July 2020, RI will not fund the expenses of a president’s representative to a district conference where the average conference attendance in the previous three years was less than 200 or when the scheduled conference program is not more than one day. (January 2015 Mtg., Bd. Dec. 118; October 2019 Mtg., Bd. Dec. 44)


20.030.6. President’s Representatives’ Reports as a Resource for Future Representatives
President’s representatives should be sent copies of the prior three years of reports for the district to which they are assigned, excluding any material related to individuals in the district. (January 2015 Mtg., Bd. Dec. 118)

Article 21. Multidistrict Activities

21.010. Guidelines for Multidistrict Activities, Projects and Organizations

41.020.21.020. Intercountry Committees

41.020.21.020. Intercountry Committees

Intercountry committees promote contact relationships between two or more international districts or two or more countries and clubs in two or more countries to increase fellowship and intercultural understanding among the people of various nations, foster stronger ties between members, clubs, and districts from different countries, and establish networks across borders, continents, and oceans.

While only districts may form and join intercountry committees, individual Rotarians, their partners, Rotaractors, and Rotary and Rotaract clubs may participate in their activities. Rotarians are encouraged to create new intercountry committees to foster stronger ties between Rotarians, clubs, and districts from different countries and establish networks across borders, continents, and oceans. Intercountry committees should be promoted at RI, district and club meetings. (June 2007 Mtg., Bd. Dec. 281; October 2019 Mtg., Bd. Dec. 45)


41.020.1. 21.020.1. Mission Activities of Intercountry Committees

The mission of an intercountry committee is to build a force that will encourage Rotarians to Recommended activities for Intercountry Committee participants include, but are not limited to: visiting each other’s countries and homes, strengthening friendships and projects so formed by encouraging clubs and districts to connect with clubs and districts in other countries, and contributing to world peace.

Recommended activities Intercountry Committees may also:

- sponsor exchange best practices for sponsoring new Rotary clubs
- develop a sister or twin club network relationship between clubs in participating countries
- conduct Friendship Exchanges between the two countries
- initiate or carry out International Service projects
- initiate or carry out Vocational Service projects (September 2011 Mtg., Bd. Dec. 34; October 2019 Mtg., Bd. Dec. 45)


41.020.2. 21.020.2. Establishing an Intercountry Committee

Intercountry Committees can be national or sub-national relationships between two countries. National intercountry committees require the consensus of all districts in a country. Sub-national intercountry committees require the consensus of all districts participating in the relationship. An established Intercountry Committee shall inform the Executive Council of its formation.
A. Establishing a national Intercountry Committee

Intercountry committees should involve districts in two or more countries and act only in an advisory capacity to the governors. To form an Intercountry Committee between two or more countries, approval from all of the countries’ district governors must be obtained. District governors from a given country who wish to delegate decision-making authority for establishing new national Intercountry Committees may do so with unanimous consent of all district governors in the country.

Qualified Interested Rotarians in each interested country should form a planning committee to establish an Intercountry Committee. The responsibilities of the planning committee include inviting district governors from each district in the country to participate, obtaining approval to organize an Intercountry Committee from each district’s governor, electing an Intercountry Committee chair to lead the relationship, identifying potential projects, and activities for the ICC participants to undertake, and organizing a planning meeting. After the planning committee has completed these tasks, a national section should be developed in each participating country with the approval of the national coordinator and at least one district governor. The name of an intercountry committee shall be taken from the names of the participating countries. Should a district decide to leave the relationship, the relationship shall evolve into a subnational Intercountry Committee.

B. Establishing a subnational Intercountry Committee

To form a subnational Intercountry Committee between two or more districts, approval from all of the district governors must be obtained.

Interested Rotarians in each district should form a planning committee to establish a district-level Intercountry Committee. The responsibilities of the planning committee include obtaining approval to organize a subnational Intercountry Committee from each participating district governor, electing an Intercountry Committee chair to lead the relationship, inviting club presidents from each district to participate, identifying potential projects and activities for ICC participants to undertake, and organizing a planning meeting. The name of a subnational Intercountry Committee shall be taken from the names of the participating districts. Should a district decide to leave the relationship, the name of the ICC shall be updated to reflect the remaining participants. (June 2007 Mtg., Bd. Dec. 281; October 2019 Mtg., Bd. Dec. 45)


41.020.3. 21.020.3. National Sections Governance

An Intercountry Committee is led by an Intercountry Committee chair, elected from participating districts for a three-year term is comprised of the national sections that represent the districts in each participating country. National sections coordinate the activities and projects of the intercountry committee within one country. Representatives from each national section should meet during a general assembly to be held once a year, alternating from country to country. Leadership of the intercountry committee should rotate among the national section chairs on an annual basis. Intercountry Committees National sections must abide by the rules governing organizations in their country and should have officers including a chair, secretary, and treasurer. The chair of national
sections should serve for three years while the other leaders should rotate on an annual basis.

While only districts may form and join intercountry committees, individual Rotarians, their spouses, Rotaractors, and Rotary clubs may participate in their activities. *(May 2015 Mtg., Bd. Dec. 178 October 2019 Mtg., Bd. Dec. 45)*

41.020.4. **National Section Chair**
The national section chair must be a Rotarian, preferably a past district governor, and shall be selected by the governor or group of governors representing the districts located in that country. In an advisory role to participating districts, the national section chair should assist the governor(s) in supervising and promoting the activity and projects of the committee, including the arrangement of contacts between clubs and districts in the partner countries. The national section chair appointment term should be three years to ensure continuity in the work of the intercountry committees. *(May 2015 Mtg., Bd. Dec. 178)*


41.020.5. **National Coordinator**
In countries that participate in more than one intercountry committee, a national coordinator should be appointed to oversee these activities and the individual national section chairs. The national coordinator collects reports from each national section chair in the country to forward the executive council each year. The national coordinator must be a Rotarian, preferably a past district governor, and shall be selected by the governor or group of governors representing the districts located in that country. The national coordinator appointment term should be three years to ensure continuity in the work of the intercountry committees. *(May 2015 Mtg., Bd. Dec. 178)*


41.020.6. 21.020.4. **Relationships with Districts**
Intercountry Committees shall function under the direction and with the close cooperation of the respective governors. Districts participating in intercountry committees should appoint a Rotarian to serve as the district liaison to the national section chair and are encouraged to collaborate with the district governors of participating districts as well as their district international service committees, if one is appointed. *(June 2007 Mtg., Bd. Dec. 281 October 2019 Mtg., Bd. Dec. 45)*


41.020.8. 21.020.5. **ICC Executive Council**
The ICC Executive Council is a resource for districts and countries wishing to form a new Intercountry Committee. The Executive Council collects and shares best practices for forming Intercountry Committees and subsequent projects and activities. The Executive Council maintains a list of Intercountry Committee Chairs and active Intercounty Committees, made available through its website.
An executive council is comprised of national coordinators representing each country that participates in intercountry committees. The president, two vice presidents, secretary and treasurer of the executive council should be elected by the national coordinator members. The Executive Council is led by a president, secretary and treasurer, elected by reported Intercountry Committee chairs. The president of the executive councils serves a three year term. The president of the Executive Council serves as the liaison between intercountry committees and Rotary International and should submit an annual report to RI in July each year, that provides contact information for national coordinators, a list of participating districts in each national section, Intercountry Committee chairs, a list of Intercountry Committee relationships, and a summary of major projects and activities. Failure to submit an annual report by 1 August will result in termination of the president’s term and will require the Executive Council members to elect a new president. The Executive Council may collect modest optional fees from established ICCs to cover website expenses. The Executive Council may not create additional governance or leadership positions for individual Intercountry Committees, nor does it have authority to approve or decline the formation of new ICCs. (June 2007 Mtg., Bd. Dec. 281; October 2019 Mtg., Bd. Dec. 45)


41.020.9. 21.020.6. Relationship with Rotary International
The organization and functioning of intercountry committees is the independent activity of individual districts and is not a part of the program of RI. Clubs and districts are encouraged to use established intercountry committee relationships to enhance their participation in Rotary Foundation programs, especially in the development of grants.

Activities of and information about intercountry committees will be published on the RI website and in The Rotarian magazine and the licensed regional magazines.

Establishing an Intercountry Committee in no way implies legal, financial or other obligation or responsibility on the part of RI, or any district or club. An Intercountry Committee may not act on behalf of RI, or represent or imply that it has authority to act on behalf of RI. An Intercountry Committee is not an agency of RI. Intercountry Committees must be self-sustaining financially, administratively, and otherwise. Intercountry Committees may not exist or function in any country in violation of the laws of such country. (January 2019 Mtg., Bd. Dec. 80; October 2019 Mtg., Bd. Dec. 45)


41.020.7. 21.020.7. Finances
Intercountry Committees shall function without financial support from Rotary International. Modest optional fees may be collected from participating districts to cover operating costs of the an Intercountry Committee. Participating districts should fund the costs of national sections and intercountry committee activities in their district. The fees may be used for administrative purposes or to support humanitarian projects and cannot be used to offset travel or other expenses incurred by an individual as a result of participating in activities organized by an Intercountry Committee or the Executive Council. If an Intercountry Committee or the Executive Council elects to collect fees, the Intercountry Committee’s leadership or Executive Council’s leadership shall prepare a budget of
estimated income and estimated expenditures for the year at the beginning of each fiscal year. All bills shall be paid by the treasurer, or other authorized officer, only after approval by two other officers. An annual financial review by a qualified person shall be made of all the Intercountry Committee’s and Executive Council’s financial transactions and be shared with all participating districts. *(June 2007 Mtg., Bd. Dec. 281; October 2019 Mtg., Bd. Dec. 45)*


### 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 at Meetings, Events, or Activities  
26.130. Diversity, Equity and Inclusion Policy Statement for Rotary International

26.010.3. Strategic Priorities and Goals

**Priority—Support and Strengthen Clubs**

Goals  
- Foster club innovation and flexibility  
- Encourage clubs to participate in a variety of service activities  
- Promote membership diversity  
- Improve member attraction and engagement  
- Develop leaders  
- Start new, dynamic clubs  
- Encourage strategic planning at club and district levels

**Priority—Focus and Increase Humanitarian Service**

Goals  
- Eradicate polio  
- Increase sustainable service focused on  
  -- programs and activities that support youth and young leaders  
  -- The Rotary Foundation’s six areas of focus
• Increase collaboration and connection with other organizations
• Create significant projects both locally and internationally

Priority—Enhance Public Image and Awareness

Goals
• Unify image and brand awareness
• Publicize action-oriented service
• Promote core values
• Emphasize vocational service
• Encourage clubs to promote their networking opportunities and signature activities

Priority—Improve Financial Sustainability and Operational Effectiveness

Goals
• Develop and maintain diverse revenue sources (such as sponsorships, etc.)
• Ensure RI and TRF has the financial flexibility to maintain programs and operations through economic downturns
• Ensure the three-year target for the operational reserve fund approved by the board and trustees is achieved
• Utilize volunteer, staff and financial resources to achieve strategic outcomes and maximize operational efficiency

Increase Our Impact
• Eradicate polio and leverage the legacy
• Focus our programs and offerings
• Improve our ability to achieve and measure impact

Expand Our Reach
• Grow and diversify our membership and participation
• Create new channels into Rotary
• Increase Rotary’s openness and appeal
• Build awareness of our impact and brand

Enhance Participant Engagement
• Support clubs to better engage their members
• Develop a participant-centered approach to deliver value
• Offer new opportunities for personal and professional connection
• Provide leadership development and skills training

Increase our Ability to Adapt
• Build a culture of research, innovation, and willingness to take risks
• Streamline governance, structure, and processes

26.010.6. Program of Rotary

The program of Rotary is to increase sustainable service focused on programs and activities that support youth and young leaders and The Rotary Foundation’s areas of focus. (October 2019 Mtg., Bd. Dec. 29)


26.110.4. Election of Rotary Foundation Trustees by the RI Board

The president-elect shall submit to the RI Board for election, no later than at its second meeting each year, the names of the individuals he nominates as Rotary Foundation Trustees. Presidents-elect are requested to nominate no fewer than twice the number of candidates for election as Foundation trustee as there will be open positions in the following year, not including the position to be held by an RI past president. (January 2012 Mtg., Bd. Dec. 158 October 2019 Mtg., Bd. Dec. 29)


26.120. Harassment-free Environment at Meetings, Events, or Activities

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

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

Harassment is broadly defined as any conduct, verbal or physical, that denigrates, insults or offends a person or group based on any characteristic (age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity).

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

The club board, district, or zone event leadership shall promptly address allegations of inappropriate behavior, including harassment and shall not retaliate against those making the allegation. All allegations of criminal behavior must be referred to local law enforcement.

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

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

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

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

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

Club, District and Zone leaders must report severe and pervasive harassment and any resulting membership terminations to the general secretary. If a club or district fails to adequately address findings of harassment, the RI director shall notify the RI Board for appropriate action. Such action may include club termination or other appropriate sanctions. (January 2019 Mtg., Bd. Dec. October 2019 Mtg., Bd. Dec. 48)


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

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

Preparation for the Committee Meeting

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

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

3. In accordance with RI Bylaws section 10.050.2., which provides for candidates for RI president to be given an opportunity to be interviewed by the committee, the RI President, President-elect, and President-nominee will identify the key issues facing Rotary and develop three to five questions annually that candidates will be asked to answer in writing. Directors will be invited to submit proposed questions and key issues to the President, President-elect, and President-nominee for their consideration. There shall be a 150 word limit on a candidate’s answers to each of the three to five questions. The list of key issues facing Rotary will be shared with the nominating committee.

4. The general secretary shall send the interview questions to those Rotarians who submit their names for consideration by the nominating committee. Answers to the interview questions must be returned no later than 10 July.

5. Written statements submitted by candidates that exceed the applicable word limits in the language submitted shall not be transmitted to the Nominating Committee for RI President.

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

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

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

1) a copy of a current photograph submitted by the candidate
2) a copy of the submission form from the candidate containing a one-page background statement
3) a copy of written answers to interview questions developed by the RI Board
4) a copy of the written statement of vision and goals for Rotary
5) a chronological list of RI committees on which the candidate has served
6) a copy of the general biographical data on record in the secretariat

8. The committee meeting shall begin the evening before the meeting date for the purpose of electing a member of the committee as the chair and another member as the secretary. The chair and secretary shall be elected following the committee’s welcome dinner in accordance with the procedure outlined in paragraph 9. below.

9. The election of the 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.) provide that “The committee shall meet and nominate the best qualified Rotarian from among the list of past directors who have indicated they are willing to serve as president the best qualified Rotarian available to perform the functions of the office regardless of their country of residence. However, the committee shall not nominate candidates from the same country of residence two years consecutively.”

12. Following the instructions provided by the general secretary, no one is to be in attendance during the meeting of the committee other than the duly elected members of the nominating committee and any interpreters needed for members of the committee, except that the general secretary or his assigned staff member may be called into the meeting upon the request of the 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.) 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 to select the committee’s nominee for president, the votes of at least ten members of the committee shall be cast in favor of such vote for the 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. (April 2019 Bd. Mtg., Bd. Dec. 134 October 2019 Mtg., Bd. Dec. 29)

27.060.2. **Annual Goals**

It is the prerogative of the president-elect to announce annual goals for the upcoming year. Continuity is encouraged. The president’s annual goals must be in alignment with the RI Strategic Plan.

RI and TRF goals for each Rotary year will be developed by the RI president-elect in collaboration with the Trustee chair-elect. Continuity with prior year goals is desirable.

The president-elect will announce joint RI/TRF annual goals for the upcoming year, which shall be reviewed and approved at the first Board meeting in the year preceding his or her year as president. *(July 2016 Mtg., Dec. 13 October 2019 Mtg., Bd. Dec. 29)*

27.080.7. **Expenditures Exceeding Operating Budgets**

Any proposed expenditure exceeding the president’s, president-elect’s, and president-nominee’s operating budgets must be approved in advance by the Board’s Executive Committee and subsequently reported to the Board. *(October 2019 Mtg., Bd. Dec. 29)*

28.005. **Policies Relating to the Board**

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

A. **The Structure of Rotary International**

Rotary International is a not-for-profit association of member clubs. The association represents, protects, encompasses, and promotes the interests of its membership, and it exists to serve the membership. The association belongs not to its leaders, but to its members, who determine through a democratic process who the leaders will be and who will represent them at the association level.

The leaders in turn make policy and financial decisions that affect and best serve the interests of the membership. In RI, these leaders are the general officers of the organization—the president, other members of the Board of Directors, and the general secretary. The Board receives advice and guidance through the committee structure of RI, and it is assisted in the implementation of its decisions by the general secretary and his staff.

The staff, organizationally, is not a part of the policy making or decision making structure of RI. Rather, it represents the operational structure of the association, directed by the general secretary. The staff nevertheless has a role to play in assisting the decision-making process by providing
background to, and serving as a resource for, the decision makers, and by making observations, suggestions, or recommendations, as appropriate.

Good management practice requires that the policy-making or decision-making structure should be differentiated from the operating structure, as each fulfills a different purpose and role in the administration. The best interests of the association are served when the two structures do not overlap or conflict. Indeed, the administration of the association runs most smoothly when each level of its structure functions as intended. (July 2013 Mtg., Bd. Dec. 11)


A. 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 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 Rotary International 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 provides that the purposes of RI are:

a. to support the clubs and districts of RI in their pursuit of programs and activities that promote the Object of Rotary;

b. to encourage, promote, extend and supervise Rotary through the world;

c. to coordinate and general direct the activities of RI.

To fulfill these purposes, the Board shall adopt a strategic plan. The board shall oversee its implementation in each zone, and The Board shall report on the plan’s 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 is responsible for directs and controls the affairs of RI by:

(a) establishing policy for the organization;

(b) evaluating implementation of policy for the organization by the general secretary;

(c) The Board shall exercise exercising general control and supervision over all officers, officers-elect, and officers-nominee, and committees of Rotary International. (RI Bylaws section 5.010.2.)
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(ed) 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 their amendments thereto. (RI Bylaws section 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 5.010.2.)

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

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

In fulfilling its duties and responsibilities, the Board functions in a number of ways. (October 2019 Mtg., Bd. Dec. 30)


B. Duties and Responsibilities of the Board

1. The Board functions as a policy maker for the association. While the Council on Legislation, and Council on Resolutions, and the convention may consider and act on proposed legislation and resolutions, and thus constitute the act as legislative arms of the association, it is the Board of directors that more often is called upon to develops and establishes new policy, reviews existing policy, and modifies 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 promotes and advocates 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 RI officers and committees, the member clubs, and Rotarians generally in furtherance of the purposes of the association Rotary’s goals and priorities. 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 action. (September 2016 Mtg., Bd. Dec. 28October 2019 Mtg., Bd. Dec. 30)

C. The Board of Directors and the Legislative Process of RI

As provided in the RI Bylaws, the RI President, President-elect, and one other RI Directors are non-voting members of the Councils. A director cannot serve at a Council as the representative of the clubs of his district. A director's primary responsibility is as a member of the Board (see section 59.030.1).

1. It is the responsibility of the Board of Directors of RI to make its leadership effective in the legislative process of RI in harmony with the function of the Board as the policy making body of RI.

2. Legislation and resolutions offered by the Board shall be limited to subjects that:

   a. are administrative in nature and relate either to the functioning of the Board or to the organization of Rotary International, or
   
   b. have broad impact on the program of Rotary.

3. The Board shall take steps to further in the deliberations of the Council proposed legislation or resolutions the Board has offered.

4. The Board may establish a position or organize members of the Board or others to speak in the Council on behalf of the Board, for or against pending legislation or resolutions, when:

   a. items of proposed legislation or resolutions are offered by the Board, and

   b. items are offered by others on matters which the Board considers to be of concern importance to the interests of the organization.

   The Board shall actively participate in the deliberation of the Councils with respect to such matters.

5. Director participation by Directors in the deliberations of the Council deliberations will be on behalf of the Board, rather than a reflection of individual views. Moreover,

   a. if the chair of the Council on Legislation or Council on Resolutions feels that an item of proposed legislation or resolution from the Board requires clarification, the president may designate a director to speak on behalf of the Board’s behalf;

   b. in the event a criticism of the Board is made during a session of the Council on Legislation or Council on Resolutions, the Board may reply to such criticism through a designated spokesperson;

   c. in the event the Board withdraws its proposal from consideration by a Council, an explanation of the Board's reasons for such withdrawal may be provided by a designated spokesperson.

6. With respect to proposed legislation or resolutions offered by the Board at the instruction of a Council, the Board shall make clear that it is offering such proposed legislation or resolutions in compliance with such instruction.
7. Proposed enactments and position statements offered by the Board as emergency legislation shall be limited to those matters which are clearly emergencies, and the Board shall provide to the Council on Legislation information with respect to the need for such emergency legislation. (September 2016 Mtg., Bd. Dec. 28; October 2019 Mtg., Bd. Dec. 30)


D. Criteria for Items Coming to the Board

The primary role of the RI Board’s primary role of Directors is to determine policies for RI to establish Rotary policy and to evaluate the general secretary’s implementation of this policy. by the general secretary, The general secretary shall be responsible to the Board for the policy implementation, of its policies and for management, and administration.

The Board functions most effectively when it is able to devote its time and attention to policy and program matters for the at the association level, and is not called upon to devote considerable time to matters of a routine, not on administrative character matters or matters where authority has been delegated to the general secretary. To enable the Board to focus only on matters that require its attention, criteria exist to aid in determining items that may be included on a Board meeting agenda.

1. Items submitted for consideration by the Board may emanate come from the following sources:
   a. Individual Rotary clubs (by petition)
   b. Rotary District Conferences
   c. Rotary institutes for present, past, and incoming officers of RI
   d. Councils on Legislation or Councils on Resolutions
   e. RI committees
   f. Trustees of The Rotary Foundation
   g. General Council of RIBI
   h. Current RI general officers, including the general secretary
   i. Current RI officers
   j. Past RI general officers
   k. Any committee of the Board

   Other than the above-named persons, Individuals Rotarians may not submit items for the agenda of Board meetings agendas.

2. The Board considers items on the basis of based on written presentations and background statements, as provided in an advance memorandum including, when appropriate, proposals and recommendations for action by the Board. Except in cases where the president may determines that a personal presentation will be beneficial to the Board's consideration of a matter, the Board does not receive groups or individuals who may wish to appear personally before the Board.

3. Items on for which the president, or the Executive Committee, or the general secretary is authorized to act on behalf of the Board shall be reported to the Board.
4. Items included in the Board’s agenda for consideration at a meeting of the Board shall normally be limited to those that involve or relate to:

a. duties and responsibilities placed on the Board by statute and that have not been delegated to others by the Board;
b. establishing new policy or modifying or terminating existing policy;
c. short range and long range planning for the international association strategic planning;
d. establishing a new program of RI, modifying an existing program, or terminating an RI program previously established by the Board;
e. reviewing and approving the budget and authorizing budget variances or an expenditure not provided for in the RI budget as adopted by the Board, or modifying a budget appropriation as previously approved by the Board;
f. a change in RI policy, procedures, or programs that would require action by a Council on Legislation action;
g. programs and expenditures of The Rotary Foundation;
h. internal audit matters, reviewing Committee reports;
i. reviewing the finances of the association;
j. considering matters brought to the Board’s attention by the general secretary

5. All matters of an administrative nature that can properly be considered to fall within the duties and responsibilities of the general secretary, shall be referred to the general secretary for attention and, as needed, for decision, thus relieving the Board of the task of dealing with such matters and preserving to the Board the time at its meetings to consider and act on those matters of a policy-making nature that by statute or otherwise require consideration by the Board of Directors of the international association.

6. Program proposals from clubs or individuals requiring Board approval should be referred to appropriate advisory committees by the general secretary for the Board’s consideration and report to the Board.  


E. Decisions Made by the Board of Directors

In the consideration of any subject item before the Board, RI Directors may consider themselves as individuals until express personal opinions on the matter but once a decision is reached adopted by the Board, after which time the decision is to be deemed, reported, and discussed as a decision of the entire Board. The vote and utterances of individual Directors in arriving at the decision and discussion of the item shall remain strictly confidential and shall not be made public. Staff attending the Board meeting shall also be expected to maintain confidentiality as above. A director, however, may have his negative vote recorded in the minutes upon request, except when the vote has been taken by a secret ballot. On any motion to provide for a secret ballot, a director may record his opposition to having such secret ballot.

The Board shall use electronic voting on all substantive items on its agenda. Any director can demand an electronic vote on any item without requiring a second or debate.
All decisions, unless specified otherwise, take effect immediately upon the adjournment of the meeting at which they are made. *(August 1999 Mtg., Bd. Dec. 43, October 2019 Mtg., Bd. Dec. 30)*

Source: July 1999 Mtg., Bd. Dec. 9; Amended by October 2019 Mtg., Bd. Dec. 30

### F. Consent Items at Board Meetings

At each meeting of the Board for which an advance memorandum is prepared and which includes a listing of items for consideration at the meeting, the Board may take action on one or more agenda items by general consent, i.e., by agreeing to a draft decision without general discussion on an item.

The purpose of consent items is to enable the Board to act expeditiously on matters on which there is general agreement, making discussion of such items unnecessary.

Adopting items on consent allows the Board to spend more time discussing strategic and transformative topics. Consent items are typically administrative or non-controversial items that can be adopted without full Board discussion.

Shortly before each meeting, the Board will be sent a list of agenda items suggested for adoption on the first consent list. Concerns about any item on consent should first be directed to the staff who drafted the item to see if the concern can be answered (staff contact information is provided on each item). If the director still has concerns or questions about the item on consent or would like the Board to discuss the issue, the item can be removed from the list by the director for full discussion and decision by the Board.

The consent items procedure shall operate in the following manner:

1. Prior to each meeting, the general secretary or a designated member of the staff will develop from the list of agenda items a suggested list of items that might be acted on by the Board by consent. This list must be approved by the president and sent to Directors with the advance memorandum.

2. The list of consent items will be presented early in the Board meeting, at which time any director may ask to have an item removed. If a director wishes to ask for clarification of an item on the list, and if clarification can be provided without general discussion, the item need not be removed from the consent list. Items removed from the list are assigned to the appropriate committee of the Board for discussion and recommendation to the Board.

3. Items may be referred by the president to committees of the Board for discussion and recommendation to the Board. For each item considered, the committees should prepare for the Board a recommended draft decision.

4. Recommended drafts from the committees will be provided to the Board in advance of the Board coming together for consideration of such drafts. The Board may also consider a second list of consent items from recommended draft decisions from the Board’s Committees such recommended drafts will be prepared by the general secretary for consideration by the Board. Any director may ask to have one or more of the recommended decisions removed from the list for full discussion and decision by the Board.
5. On recommendation of the president or any other director, the Board may defer to a subsequent meeting any item or items for which it is felt that the Board does not have sufficient time to consider, or that additional information is needed by the Board before a decision can be taken. *(August 1999 Mtg., Bd. Dec. 43 October 2019 Mtg., Bd. Dec. 30)*

Source: July 1999 Mtg., Bd. Dec. 9; Amended by October 2019 Mtg., Bd. Dec. 30

G. Board Agenda Procedures

1. Approximately 45 days before the beginning of a Board meeting, the president shall meet with the general secretary to review all items suggested to be considered by the Board at that meeting. On the agenda at each meeting, is an item for the Board to review the draft agenda for its next meeting. Approximately eight weeks before a Board meeting, Corporate Governance staff will send the Board a revised draft agenda that includes any newly added items since the Board’s early review. At this time, directors have an opportunity to request new items be added to the agenda.

6. The Board’s meeting agenda shall be established by the president or a person designated by the president. Agenda items may be suggested by individual directors, the general secretary, and any group or individual listed under paragraph D.1. of Rotary Code section 28.005. A director may place an item on the agenda during the course of a meeting if the matter is of an urgent nature and cannot wait until the Board’s next meeting. Such items will be considered during the meeting at the discretion of the chair. Every effort shall be made to distribute such late item(s) to the Board a day before its consideration or, at the request of any director, its consideration may be delayed until after a recess of at least one hour.

2. All advance memorandum items presented for RI Board consideration which have any financial impact on RI capital or operating budgets of Rotary International must be submitted to Financial Services through the Chief Financial Officer prior to the Board meeting Corporate Finance and Planning for analysis of that impact. *(see section 68.010.5.)*

3. The general secretary shall establish a deadline for the submission of Board agenda items for consideration by the Board at a particular meeting. The general secretary shall see that the entire advance memorandum, in the form approved by the Board, is will be made available via Board governance software to each director approximately three weeks in advance of the meeting, except for those few items which that for good reason could not be prepared earlier and but will be provided as soon as they can be available or at the time of the meeting.

4. The president shall refer all items for the Board’s consideration to the Administration, Programs, or Executive Committee of the Board, provided that the president may direct that an item be considered only by the full Board. These committees shall function in accordance with section 28.030.4. 8. A Board meeting committee shall make every effort to finish its consideration of its assigned items within the specified time period; items not considered by that time shall go to the full Board without a committee recommendation.

5. The committees shall recommend a draft decision for each item for the Board’s consideration. If the recommendation of the committee is less than unanimous, the recommendation shall state the vote of the committee.
6. The Board’s meeting agenda shall be established by the president or a person designated by the president. Agenda items may be suggested by individual directors, the general secretary, and any group or individual listed under paragraph D.1. of Rotary Code section 28.005. A director may place an item on the agenda during the course of a meeting. Every effort shall be made to distribute such late item(s) to the Board a day before its consideration or, at the request of any director, its consideration may be delayed until after a recess of at least one hour.

7. The president, in consultation with the general secretary, shall establish the order of consideration of agenda items, subject to revision by the Board.

8. A Board meeting committee shall make every effort to finish its consideration of its assigned items within the specified time period; items not considered by that time shall go to the full Board without a committee recommendation.

9. A director’s primary responsibility is to his or her own committee. However, he or she is encouraged to attend other committee meetings when his or her interest or expertise on a particular subject would assist the committee in its deliberations. (June 2017 Mtg., Bd. Dec. 149; October 2019 Mtg., Bd. Dec. 30)


28.010.5. Guidelines for the Functioning of the Nominating Committee for Director

A. Prior to the Meeting

1. The convener shall make the necessary arrangements for the committee to meet at the time (which shall be between the fifteen and thirtieth days of 15 September and 15 October, unless otherwise authorized by the Board) and place decided by the Board of Directors of RI.

2. As soon as possible following the final date (1 September) for receipt by the convener of forms from clubs submitting the names of suggested candidates for consideration by the nominating committee, the convener shall send to the other members of the committee copies of the suggestion forms filed with the convener.

3. There should be no other communication or exchange of information between members of the committee regarding a suggested candidate, prior to the meeting of the committee.

4. Prior to the time of the meeting, members of the committee, in reviewing the qualifications of a suggested candidate, should consider only the information provided in the official suggestion form. So that candidates may be considered on an equal basis, the nominating committee, and the individual members of the committee, should not take into consideration supplementary brochures, circulars, statements, etc., which may
be attached to the official suggestion form or otherwise received by the members of the committee.

5. In person interviews of all candidates are required; however, in the event that extenuating circumstances arise (such as sudden illness or a death in the family) that prevent a candidate from appearing in person before the committee, the committee shall make every effort to interview the affected candidate electronically. Any candidate who is not interviewed may not be selected by the committee.

6. The committee shall ensure that each candidate is asked the same questions and each interview is allowed the same amount of time. The committee shall also ensure that all interviews are conducted on the same day or on consecutive days if required by the number of candidates and at the same location, which shall be conveniently located within the zone.

B. The Meeting

1. After the convener has called the meeting to order and reviewed the responsibility of the committee and the work at hand, the first order of business should be the selection of a chair from among the members of the committee. The election of the chair shall be conducted by secret ballot. Each member of the committee shall cast one vote for the chair. The convener and an assistant appointed by the convener shall count the votes and announce the results. If a majority of votes is not received by any member of the committee, a second ballot between the top two vote-getters shall be held. It shall be the duty of the committee chair to ensure that the following criteria are carefully observed and adhered to by the committee.

2. Before the committee begins its deliberations, the chair shall inquire whether any member of the committee has been contacted by or on behalf of any candidate, or is aware of any effort to influence members of the nominating committee, either directly or indirectly, and, if so, to bring these to the attention of committee at this time.

3. 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.

4. The questions to be asked each candidate shall be developed with the entire committee present at the beginning of the meeting.

5. The committee shall conduct interviews of no more than 30 minutes with each of the candidates. The chair shall appoint a timekeeper during the interview process.

6. Following the interviews, but before conducting a ballot, the committee should thoroughly review the qualifications of each candidate. Committee members are encouraged to share their personal knowledge of candidates with one another. The chair, or a committee member appointed by the chair, may contact a candidate to ascertain correct information concerning the candidate's qualifications. No member of
the committee should leave the room once the committee has started the deliberation process until the nominee has been selected.

7. The committee should strive to select the best qualified candidate, and consider using the following in selecting its candidate:

a. The Qualifications, Primary Duties and Responsibilities contained in RI Director Job Description  
b. The questions developed by the RI Board to be used that year by the Nominating Committee for RI President in selecting its candidate  
c. The candidate’s vision and goals for Rotary  
d. How the candidate’s skills, competencies, and experience could bring specific or unique talents to the RI Board

8. Following the discussion of all of the candidates, the chair shall distribute ballots containing an alphabetical list of candidates and instruct each member of the committee to vote for six candidates. All voting conducted under this paragraph shall be conducted by secret ballot. The chair and assistant shall tabulate the results and announce the six highest vote-getters. Each of these candidates shall be discussed further by the committee, and the chairman shall distribute another set of ballots with the names of all but the remaining candidates crossed out. Each member of the committee shall be instructed to vote for four candidates. After the chair 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 a 60% majority of votes, regardless of whether any candidate received a 60% majority of votes in a previous round of voting. The candidate who finishes second in the final vote shall not be considered to be an alternate. If there are fewer than six candidates, the voting under this section shall commence with a vote for the number of candidates that is one fewer than the actual number of candidates.

9. To select the alternate, each of the five remaining candidates from the initial six who were selected shall be discussed further by the committee, and the chairman shall distribute another set of ballots with the names of all but the remaining candidates crossed out. Each member of the committee shall be instructed to vote for four candidates. After the chair 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 a 60% majority of votes, regardless of whether any candidate received a 60% majority of votes in a previous round of voting. If there are fewer than five candidates, the voting under this section shall commence with a vote for the number of candidates that is one fewer than the actual number of candidates remaining.
10. In the event of a tie in voting for the final six, four or two candidates for director or alternate, 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 at least a 60% majority of votes in the initial vote, the lowest vote-getter shall be removed from further consideration on subsequent ballots until there are only two candidates remaining.

11. Prior to the adjournment of the meeting of the committee, the chair, on behalf of the committee, should contact the candidate selected by the committee to determine that person's willingness and ability to serve as director of RI if nominated and elected.

C. Subsequent to the Meeting

1. Immediately following the meeting of the committee, the chair shall notify all the candidates of its selection of the candidate for nomination as director of RI.

2. As soon as possible following the adjournment of the meeting of the committee, the chair shall send to the general secretary the name and address and acceptance of the nominee. The chair shall later file with the general secretary the written report of the committee naming its selection of a candidate for nomination as director, including an indication that the named candidate has been contacted by the committee and has indicated willingness and ability to serve as director of RI if nominated and elected. The report should also state that, to the best of the committee's knowledge, the selected candidate has not violated RI's rules against campaigning for office. The written report of the nominating committee must be filed with the general secretary no later than ten days following the meeting of the committee.

3. The proposal forms for the candidate selected and the alternate selection and the proposal forms for the remainder of candidates shall be transmitted to the general secretary. The name of the alternate candidate shall otherwise be kept confidential.

4. Members of the committee are not to discuss with anyone their deliberations within the committee at any time or reveal the name of the nominee until after all candidates have been notified. (June 2017 Mtg., Bd. Dec. 156; October 2019 Mtg., Bd. Dec. 29)


29.020.4. Role Responsibilities
RCs understand and effectively communicate Rotary’s:
--Strategic plan
--Annual goals and priorities
--Regionally appropriate membership attraction and engagement strategies
--New club and satellite club creation strategies
--Programs
--Focus on alumni importance

RCs lead by example locally and regionally by:
--Inviting at least one candidate to join their Rotary club each year
--Supporting effective member engagement activities in their Rotary club
--Effective use of Rotary’s online tools

RCs actively promote:
--Strong, dynamic, flexible and effective clubs
--Attraction of new members
--Engagement of current members
--New club and satellite club development
--Strategic planning at both the club and district level
--Adoption and use of Rotary’s online tools
--Participation in Rotary Programs
--Monitoring and responding to club, district and regional membership trends
--Club success stories
--Ways to strengthen alumni connection, engagement, and commitment to Rotary

Nominations to Rotary Alumni Global Service Award and the Alumni Association of the Year Award by all Rotarians

Confer with the RRFC and RPIC regarding annual candidates for the Rotary Alumni Global Service Award and the Alumni Association of the Year Award

RCs, working with their assistants and in collaboration with their regional leader team, plan and conduct the following training:
--Regional team training for their assistants
--Governors-elect Training Seminars. Those not invited to serve on the GETS training team, are strongly encouraged to attend GETS to further deepen communication and collaboration with governors-elect and district leadership.
--Regional and other district seminars as needed  *(June 2018 Mtg., Bd. Dec. 17; October 2019 Mtg., Bd. Dec. 29)*


29.030.4. **Role Responsibilities**
RPICs understand and effectively communicate Rotary’s:
--Strategic plan
--Annual goals and priorities
--Coordinated public image building activities in a regionally-appropriate manner
--Need for a consistent and unified Rotary brand and message
--Use of Rotary’s visual identity assets, including the Brand Center, etc.
--Value of Rotarians and alumni in telling Rotary’s story

RPICs lead by example, locally and regionally by:
--Championing Rotary’s public image campaigns in their own club
--Using Rotary’s online tools, including the Brand Center, to tell Rotary’s story
--Sharing examples of club and district successes and challenges in public image building to help facilitate improvement
--Having a visible and vibrant traditional media and/or social media presence
RPICs actively promote:
--Engagement of clubs and districts in coordinated public image activities as part of strategic planning
--Adoption and use of Rotary’s Brand Center and other on-line tools to tell Rotary’s story
--Adoption and use of Rotary’s brand and other visual identity assets
--Use of a consistent and unified Rotary message
--Clubs and districts telling stories about their community impact, by leveraging various communication channels, including media relations, on-line, social and digital media, local advocacy, community engagement events, thought leadership, speaking engagements, marketing and advertising channels, etc.
--Well-maintained club and district websites
--The need for clubs and districts to have a robust social media presence
--Ways to highlight Rotarian and Rotary alumni stories
--Best practices for marketing Rotary special events and activities in local communities, such as World Polio Day, etc.
--Promote that all Rotarians may suggest annual candidates for the Rotary Alumni Global Service Award and the Alumni Association of the Year Award, and confer with the RRFC and RC on the selection of winners for these awards.

RPICs, working with their assistants and in collaboration with their regional leader team, plan and conduct the following training:
--Regional team training for their assistants
--Governors-elect Training Seminars. Those not invited to serve on the GETS training team are strongly encouraged to attend GETS to further deepen their communication and collaboration with governors-elect and district leadership.
--Regional and other district seminars as needed  


30.050. Definition of Past Officer of RI
Terms such as “past president,” “past director,” and “past governor” identify those who have served full terms in those offices except where the RI Board has, on the merits of individual cases, decided that something less than a full term may be deemed to have been a full term for purposes of these definitions and for purposes of qualifying to hold higher office in RI under provisions of the RI Bylaws.

In certain circumstances, the Board may determine that a past officer will no longer be considered to be a past officer of Rotary International. The grounds for such a determination may include, but are not limited to, a finding that the past officer has been involved in criminal activity, financial malfeasance, fraud, harassment, election interference, lawsuits against Rotary, its officers or clubs, has acted in a manner inconsistent with the Rotary Code of Conduct, or has engaged in any other action or activity that the Board considers to be inconsistent with the standard of conduct the Board considers to be appropriate for a past officer.
Prior to submission for consideration, the matter must have been reviewed at the appropriate Rotary club, district or zone level, consistent with Rotary policies, with the findings presented to the Board.

In reaching its determination, the Board may rely upon findings of the appropriate local (club, district, and zone) entity that are documented and presented to the Board by a director or general secretary. (November 2002 Mtg., Bd. Dec. 45; October 2019 Mtg., Bd. Dec. 34)


31.010.2. Creation of New Committees
Decisions creating a new committee or task force lasting beyond the current Rotary year must identify the following at the time of adoption:

a. a defined trial and evaluation period of not more than four years.

b. anticipated impact on Rotary’s resources for the duration of the trial and evaluation period.

c. criteria by which the success or failure of the committee or task force will be measured.

d. dates for interim evaluations and reports to the Board.

e. date of the final evaluation, following which the Board may adopt it as an on-going committee or task force, terminate the committee or task force, or extend the trial and evaluation period as needed.

If the Board does not adopt or extend the committee or task force, it will terminate at the end of the trial and evaluation period. (October 2019 Mtg., Bd. Dec. 29)

Source: April 2019 Mtg., Bd. Dec. 142

32.010. Chief Operating Executive Officer of RI

The general secretary is the chief operating executive officer of RI and The Rotary Foundation. As the chief operating executive officer, the general secretary shall implement the policies of RI, its Board of Directors, and its Foundation Trustees. (April 2016 Mtg., Bd. Dec. 157; October 2019 Mtg., Bd. Dec. 29)

32.020. Authority to Act on Behalf of Board
The general secretary, as the chief executive officer of RI, is authorized by the Board to make decisions on behalf of the Board when necessary. All such decisions shall be reported to the Board for ratification at each meeting.  (November 2004 Mtg., Bd. Dec. 58 October 2019 Mtg., Bd. Dec. 29)


32.030.4. Club Suspension, Termination, Resignation, 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 3.020.1.

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 3.020.2.

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.

f) The general secretary may approve the resignation of a club pursuant to RI Bylaws section 3.010.

g) The general secretary may terminate clubs at the request of a district governor if its membership falls below six members, pursuant to RI Bylaws section 3.020.4.  (September 2016 Mtg., Bd. Dec. 28 October 2019 Mtg., Bd. Dec. 29)


32.070.1. Delegation of Duties to Senior Managers Secretariat Staff
As appropriate and with the approval of the president, the general secretary may delegate in writing to a senior manager—all or any of the general secretary’s powers relating to the affixing of the corporate seal to certificates of membership in RI which have been duly approved by the Board, and to all other documents requiring the seal which have been duly signed by the proper RI officer or officers.

As advisable and necessary, the general secretary may delegate to an appropriate Secretariat staff any authority delegated to the general secretary by the Board to make decisions on behalf of the Board in certain matters and certain circumstances. 


32.090.15. Service Above Self Awards
The general secretary is authorized to deem ineligible any nomination of a Rotarian who is prohibited from participating in the programmatic activities of Rotary International or The Rotary Foundation at the time of selection.

The general secretary is further authorized to rescind an individual’s Service Above Self Award if requested by the nominator and in consultation with the director of the zone, provided the award has not been presented or announced publicly and there are extraordinary circumstances that warrant such action. The general secretary may also rescind the service awards from past recipients provided there are extraordinary circumstances that warrant such action. The general secretary shall notify the president whenever a Service Above Self Award service award is rescinded. (November 2008 Mtg., Bd. Dec. 66 October 2019 Mtg., Bd. Dec. 67)

34.005. Definition of Rotary Marks
The “Rotary Marks” include all of the below listed word and design marks, plus the annual RI Convention logos, the RI Presidential themes and theme logos, among numerous others. These marks are trademarks and service marks owned by Rotary International and used by Rotary clubs, Rotary districts, and other Rotary Entities under guidelines promulgated by the Board, which is entrusted with authority to maintain, preserve and otherwise protect the use of RI’s intellectual property marks under section 19.010. of the bylaws of the association. Rotary clubs, Rotary districts, and other Rotary Entities are encouraged to use the Rotary Marks under RI guidelines. However, global ownership rights remain with RI in accordance with the bylaws in order to maintain the integrity and exclusivity of ownership of the Rotary Marks and to preserve and protect them for use by Rotarians throughout the world. (RIB 19.010.) The registration of RI’s intellectual property by RI enhances the association’s exclusive use of the marks and strengthens RI’s position to prevent misuse by other individuals and entities. Rotary clubs and Rotarians are therefore asked not to apply for trademark registration of the Rotary Marks or any abbreviations or portions thereof.
• Annual Programs Fund for Support Today®
  Brasil Rotário®
• CAMBERWELL ROTARY ART SHOW®
• CENTRE D’ETUDES INTERNATIONALES SUR LA PAIX ET LA RESOLUTION DES CONFLITS®
• CENTRE ROTARY D’ETUDES INTERNATIONALES SUR LA PAIX ET LA RESOLUTION DES CONFLITS®
• Colombia Rotária®
• Doing Good In The World
• El Rotário De Chile®
• El Rotário Peruano®
• España Rotaria®
• End Polio Now
• Interact®
• Interact Club®
• International H2O Collaboration
• PPH
• Preserve Planet Earth
• RCC
• Revista Rotaria®
• Revista Rotary Brasil®
• RI®
• RITS®
• Rotaract®
• Rotaract Club®
• Rotaria®
• Rotarian®
• The Rotarian®
• O Rotariano®
• Le Rotarien®
• leRotarien®
• Rotary®
• Rotary Brasil®
• Rotary Canada
• Rotary Club®
• Rotary Community Corps
• The Rotary Foundation®
• The Rotary Foundation of Rotary International®
• Rotary Global Rewards
• Rotary Images
• Rotary International®
• Rotary International Travel Service®
• Rotary Leader®
• ロータリーの友® (Rotary No Tomo)
• The Rotary No Tomo®
• ROTARY/One®
• Interota®
• Jornal Do Rotariano®
• KALEIÇI ROTARY KULÜBÜ 1991 and Design®
• KALEIÇI ROTARY KULÜBÜ AKDENIZ ULUSLARARASI YÜKSEKÖGRETIM TANITIM GÜNLERİ and Design®
• One Profits Most Who Serves Best
• Paul Harris®
• Paul Harris Fellow®
• Paul Harris Society
• People Of Action
• Philippine Rotary
• Portugal Rotário®
• The Permanent Fund to Secure Tomorrow®
• PolioPlus®
• روتابا® (Rotary in Arabic)
• 扶轮® (Rotary in Chinese)
• רוטארי® (Rotary in Hebrew)
• ロータリー® (Rotary in Katakana)
• 로타리® (Rotary in Korean)
• РОТАРИ® (Rotary in Russian)
• РОТАПИ (Rotary in Ukrainian)
• Rotary Africa
• Rotary Contact
• Rotary Dergisi
• Rotary Down Under®
• Rotary en México®
• Rotary Good News
• Rotary Korea
• 로타리 코리아 (Rotary Korea in Korean)
• Rotary in the Balkans
• РОТАРИ НА БАЛКАНИТЕ (Rotary in the Balkans in Bulgarian)
• РОТАРІ НА БАЛКАНОТ (Rotary in the Balkans in Macedonian)
• РОТАРИ НА БАЛКАНУ (Rotary in the Balkans in Serbian)
• Rotary Italia
• Rotary Magazin
• Rotary Magazin D2441®
• Rotary News
• Rotary Norden
• Rotary Polska®
Rotary Code of Policies
January 2020
Revisions from October 2019 Board Meeting

- Rotary.org
- Rotary World®
- Rotary World Magazine Press
- Rotary Youth Exchange
- Revista Rotary Brasil
- Rotario
- Rotarianin®
- Rotariano®
- Rotariets
- POTAPÌЄЦї (Rotariets in Ukrainian)
- Rotarismo
- Rotary Samachar
- Rotary Suisse Liechtenstein
- Rotary Thailand
- Rotary Youth Leadership Awards
- RWMP
- RYE
- RYLA®
- Service Above Self®
- Taiwan Rotary®
- 台灣扶輪® (Taiwan Rotary in Chinese)
- TRF®
- Vida Rotária


34.030.6. **Use of the Masterbrand Signature, Simplified Signature, Mark of Excellence Rotary Emblem or other Rotary Marks by Rotary Entities**

When used by itself, the word “Rotary” or the Rotary Emblem normally refers to the entire organization, Rotary International. It also means the ideals and principles of the organization. All club, district, multidistrict and other Rotary Entity activities, projects and organizations must include identifiers of the club, district, multidistrict group or other Rotary Entity when using the Rotary Emblem or other Rotary Marks. In limited instances and in RI’s sole discretion, a geographic identifier may be used, provided it accurately represents the interests of each club in that area and appropriate approvals are sought from the district governors and/or the club presidents. Such identifier must be in close proximity to and in equal prominence with the Rotary Emblem or other of the Rotary Marks.

The Rotary Marks must always be reproduced in their entirety. No alterations, obstructions or modifications of the Rotary Marks are permitted. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm). Such modified emblem is to be used only together with “Rotary” as part of the “digital and small space simplified signature lock-up” or with “Interact” or “Rotaract” as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with “Rotary,” “Interact,” or “Rotaract” in the simplified signature format. RI allows for overwriting of the Rotary emblem or other Rotary Mark (watermarked, printed, screened or embossed), provided the Rotary emblem or other Rotary Mark is not otherwise partially covered and/or obstructed.

For correct color reproductions of the Rotary emblem or other of the Rotary Marks, current guidelines are found in the Brand Center at https://brandcenter.rotary.org and in “Voice and Visual Identity Guidelines,” which give further specifications for reproducing the Rotary emblem and guidelines for maintaining a standardized, coordinated identity for all Rotary materials (547A). Rotarians are reminded that Rotary is both a local and a global organization and even local uses may enjoy global recognition through the use of the Internet and other electronic communications. Different cultures have different standards and different sensitivities. Any use of the Rotary Marks under these guidelines should attempt to be culturally sensitive and in concert with the Object of Rotary. RI reserves the right to review and approve any uses of the Rotary Marks. The Rotary Marks may not be depicted in combination with images of guns, weapons, or other armaments. *(September 2017 Mtg., Bd. Dec. 24; October 2019 Mtg., Bd. Dec. 29)*

34.030.8. Deviation from Official Emblem

No deviation from the official RI emblem shall be authorized. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem being specifically designed to meet the requirements of digital reproduction and small space placement. The simplified wheel is to be used only together with “Rotary” as part of the digital and small space simplified signature lock-up or with “Interact” or “Rotaract” as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with “Rotary,” “Interact,” or “Rotaract” in the simplified signature format. (May 2015 Mtg., Bd. Dec. 195; October 2019 Mtg., Bd. Dec. 29)


34.030.15. RI and TRF Guidelines for Use of the Rotary Marks by Other Organizations

1. For the limited use granted herein, Rotary International (hereinafter "RI") (or The Rotary Foundation (hereinafter "TRF")) recognizes that [name of sponsor, or other third party organization] (hereinafter "Other Organization") may use the Rotary Marks, as defined below, in the following manner(s) and subject to the following provisions.

2. Other Organization recognizes that RI is the owner of numerous trademarks and service marks throughout the world, including, but not limited to, "Rotary," the Rotary emblem, "Rotary International," "RI," "Rotary Club," "The Rotarian," "The Rotary Foundation," the Rotary Foundation logo, "Rotarian," "Rotaract," "Rotaract Club," the Rotaract emblem, "Interact," "Interact Club," the Interact emblem, "Interactive," "Paul Harris Fellow," the image of Paul Harris, "PolioPlus," the PolioPlus logo, the convention logo, the Presidential Theme logos, "Service Above Self," among others (the "Rotary Marks").

3. Nothing in the limited use granted herein will constitute an assignment or license of any of the Rotary Marks by RI to Other Organization.

4. Other Organization recognizes that RI (or TRF) retains control over where recognition materials are allowed to be displayed in the various venues of RI authorized meetings, RI or TRF events or publicly displayed otherwise in connection with the sponsorship, partnership or other third party relationship.

5. Other Organization recognizes that RI (or TRF) reserves the right to pre-approve publications and other media in which Other Organization wishes to advertise using the Rotary Marks, and to approve all uses of the Rotary Marks in any materials connected with the sponsorship or partnership or other third party relationship in any and all media, including, but not limited to, for publicity and promotional purposes. Other Organization further recognizes that each use contemplated herein will be subject to a pre-publication
6. Other Organization agrees that any use of its logo in any advertisement or promotional materials directly related to a sponsored Rotary event or project (including, but not limited to, recognition materials such as banners or signs) must be of equal or lesser unit size to the Rotary emblem (or other Rotary Marks, at the sole discretion of RI (or TRF)), unless the Rotary emblem or other Rotary Mark is part of a repetitive background screen. RI allows for overwriting of the Rotary emblem or other Rotary Mark (watermarked, printed, screened or embossed), provided the Rotary emblem or other Rotary Mark is not otherwise partially covered and/or obstructed. RI agrees that in cases where the Other Organization might wish to highlight its role in sponsoring a Rotary event or project in conjunction with its regular advertising, the Rotary emblem may be smaller than the Other Organization’s logo.

7. Other Organization recognizes that, without altering the provisions set out in paragraph 6 above, the Rotary Marks may not be altered, modified or obstructed but must be reproduced in their entirety. No abbreviations, prefixes or suffixes such as “Rota” are permitted. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem The simplified wheel is to be used only together with “Rotary” as part of the “digital and small space simplified signature lock-up” or with “Interact” or “Rotaract” as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with “Rotary,” “Interact,” or “Rotaract” in the simplified signature format.

There should be no overlap between Other Organization’s logo and the Rotary emblem or other Rotary Mark; the two images should be clearly spaced so as to be two separate and distinct images.

8. For correct color reproductions of the Rotary emblem and other of the Rotary Marks, current guidelines are found in the Brand Center at https://brandcenter.rotary.org and in “Voice and Visual Identity Guidelines,” which give further specifications for reproducing the Rotary emblem and guidelines for maintaining a standardized, coordinated identity for all Rotary materials (547A).

9. Other Organization recognizes that the Rotary Marks may only be reproduced by a vendor authorized by RI to do so. Whenever possible, reproductions of the Rotary Marks should be done by an RI officially licensed vendor. If the desired goods are not reasonably available from a RI licensee, a release must be obtained from the RI Licensing Section.

10. If goods are being produced in connection with an alcohol industry sponsor, the Mark of Excellence should not be included on the labels of the alcohol products.
11. Rotary is both a local and a global organization and even local uses may enjoy global recognition through the use of the Internet. Different cultures have different standards and different sensitivities. Any use of the Rotary Marks under these guidelines should attempt to be culturally sensitive and in concert with the Object of Rotary. RI reserves the right to review and approve any uses of the Rotary Marks. The Rotary Marks may not be depicted in combination with images of guns, weapons, or other armaments. (September 2017 Mtg., Bd. Dec. 24; October 2019 Mtg., Bd. Dec. 29)


34.030.18. Compliance with RI Visual Brand Standards
Advertisements or other informational materials that are not compliant with Rotary’s brand standards shall not be accepted for publication in Rotary media (including the Rotary Global Media Network).

Exhibitions at official Rotary events, including the RI Convention and International Assembly, shall not be permitted where materials are not compliant with Rotary’s brand standards. Directors should provide leadership to ensure that the same standard is maintained for Rotary-related events, such as Institutes, GETS, and PETS. (October 2019 Mtg., Bd. Dec. 29)

Source: April 2019 Mtg., Bd. Dec. 170

34.040.6. Use of Name “Rotary,” or other Rotary Marks by Rotary Entities
When used by itself, the word “Rotary” or the Rotary Emblem normally refers to the entire organization, Rotary International. It also means the ideals and principles of the organization. All club, district, multidistrict and other Rotary Entity activities, projects or organizations must include identifiers of the club, district, multidistrict group or other Rotary Entity when using the name “Rotary,” or other Rotary Marks. In limited instances and in RI’s sole discretion, a geographic identifier may be used, provided it accurately represents the interests of each club in that area and appropriate approvals are sought from the district governors and/or the club presidents. Such identifier must immediately follow or precede “Rotary.” Such identifier must be in close proximity to and in equal prominence with the Rotary Emblem or other of the Rotary Marks.

The Rotary Marks must always be reproduced in their entirety. No abbreviations, prefixes or suffixes such as “Rota” are permitted, except for use in “Interota” for the periodic Interota meetings. No alterations, obstructions or modifications of the Rotary Marks are permitted. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem The simplified wheel is to be used only together with “Rotary” as part of the “digital and small space simplified signature lock-up” or with
“Interact” or “Rotaract” as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with “Rotary,” “Interact,” or “Rotaract” in the simplified signature format. RI allows for overwriting of the Rotary emblem or other Rotary mark (watermarked, printed, screened or embossed), provided the Rotary emblem or other Rotary Mark is not otherwise partially covered and/or obstructed.

For correct color reproductions of the Rotary emblem and other of the Rotary Marks, current guidelines are found in the Brand Center at https://brandcenter.rotary.org and in “Voice and Visual Identity Guidelines,” which give further specifications for reproducing the Rotary emblem and guidelines for maintaining a standardized, coordinated identity for all Rotary materials (547A). Rotarians are reminded that Rotary is both a local and a global organization and even local uses may enjoy global recognition through the use of the Internet. Different cultures have different standards and different sensitivities. Any use of the Rotary Marks under these guidelines should attempt to be culturally sensitive and in concert with the Object of Rotary. RI reserves the right to review and approve any uses of the Rotary Marks. The Rotary Marks may not be depicted in combination with images of guns, weapons, or other armaments.

Rotary Entity activities, projects or organizations that are to include the name “Rotary,” or other Rotary Marks without a further qualifier, must first seek an exception to policy from the Board. Rotarians coordinating existing activities, projects and organizations should review and make necessary changes consistent with this policy. (September 2017 Mtg., Bd. Dec. 24; October 2019 Mtg., Bd. Dec. 29)


34.040.12. Use of the Name “Rotary,” the Rotary Emblem or other Rotary Marks in Multidistrict Activities
All club, district, multidistrict and other Rotary Entity activities, projects and organizations must include identifiers of the club, district, multidistrict group or other Rotary Entity when using the name “Rotary,” the Rotary Emblem or other Rotary Marks. In limited instances and in RI’s sole discretion, a geographic identifier may be used, provided it accurately represents the interests of each club in that area and appropriate approvals are sought from the district governors and/or the club presidents. Such identifier must be in close proximity to and in equal prominence with the Rotary Emblem or other of the Rotary Marks. In order to clarify that the activity, project or organization is not one of RI or TRF, its promotional materials, printed and electronic, and especially on any donation page, shall state that the activity, project or organization is one of a local nature.
The Rotary Marks must always be reproduced in their entirety. No abbreviations, prefixes or suffixes such as “Rota” are permitted, except for use in “Interota” for the periodic Interota meetings. No alterations, obstructions or modifications of the Rotary Marks are permitted. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm). Such modified emblem is to be used only together with “Rotary” as part of the “digital and small space simplified signature lock-up” or with “Interact” or “Rotaract” as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with “Rotary,” “Interact,” or “Rotaract” in the simplified signature format. RI allows for overwriting of the Rotary emblem or other Rotary Mark (watermarked, printed, screened or embossed), provided the Rotary emblem or other Rotary Mark is not otherwise partially covered and/or obstructed.

Rotary Entity activities, projects or organizations that are to include the name “Rotary,” the Rotary Emblem, or other Rotary Marks without a further identifier must first secure an exception to policy from the Board. Rotarians coordinating existing doctor banks and similar club, district, multidistrict and other Rotary Entity activities, projects or organizations should review and make necessary changes to the activity, project or organization names and materials, consistent with this policy. *(September 2017 Mtg., Bd. Dec. 24/October 2019 Mtg., Bd. Dec. 29)*

34.040.13. Use of the Rotary Marks by Rotary Alumni Associations
When used by itself, the word “Rotary” refers to the entire organization, Rotary International. It also means the ideals and principles of the organization. Rotary Alumni associations that are chartered by the general secretary are permitted to use the name “Rotary” in their organizational name but only together with identifiers of the Rotary district or Rotary zone. Such identifier must immediately precede or follow “Rotary.” An acceptable example would be “Rotary District XXXX Alumni Association.” In limited instances and in RI’s sole discretion, a geographic identifier may be used, provided it accurately represents the interests of the alumni association in that area and appropriate approvals are sought from the district governors. Such identifier must immediately follow or precede “Rotary.” Such identifier must be in close proximity to and in equal prominence with the Rotary Emblem or other of the Rotary Marks. *(June 2017 Mtg., Bd. Dec. 149/October 2019 Mtg., Bd. Dec. 29)*

35.010.2. Prohibition Against Altering Rotary Marks

*Note:* “Rotary Marks” are any emblems or names registered and owned by Rotary International. (See Section 34.005.)

The Rotary Marks should not be altered, modified or obstructed in any way, or reproduced other than in their complete form. No abbreviations, prefixes or suffixes such as “Rota” are permitted. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem. The simplified wheel is to be used only together with “Rotary” as part of the “digital and small space simplified signature lock-up” or with “Interact” or “Rotaract” as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with “Rotary,” “Interact,” or “Rotaract” in the simplified signature format.

RI allows for overwriting of the Rotary emblem or other Rotary mark (watermarked, printed, screened or embossed), provided the Rotary emblem or other Rotary Mark is not otherwise partially covered and/or obstructed. The general secretary should strictly enforce the prohibition of licensing products that alter, modify or obstruct the Rotary Marks, including situations where the general secretary becomes aware of products that do not reproduce the Marks in their entirety. *(September 2017 Mtg., Bd. Dec. 24) October 2019 Mtg., Bd. Dec. 29)*


35.050.1. Accurate Reproduction of the Rotary Marks on Merchandise

Merchandise bearing the Rotary emblem and other Rotary Marks may be licensed or otherwise authorized regardless of size and in any medium, provided the Rotary emblem or other of the Rotary Marks can be accurately reproduced including, but not limited to, silk screening, embroidery, engraving, laser engraving, casting, printing, stamping, etc. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem. The simplified wheel is to be used only together with “Rotary” as part of the “digital and small space simplified signature lock-up” or with “Interact” or “Rotaract” as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with “Rotary,” “Interact,” or “Rotaract” in the simplified signature format. *(May 2015 Mtg., Bd. Dec. 195) October 2019 Mtg., Bd. Dec. 29)*

37.010. **Guidelines for Sponsorship of RI Meetings, Events, Projects and Programs**

The Board, acknowledging that RI meetings, events, projects and programs are supported in part through sponsorships by business entities and governmental agencies, has adopted the following terms for acceptance of sponsorship of RI meetings, events, projects and programs:

1. Sponsorships are relationships with other organizations which benefit RI, TRF, and Rotary project(s) and Rotary program(s), in image-enhancing, promotional, monetary or other ways. Club and district events, such as conferences, PETS, etc., should be permitted to accept sponsorships; however the Council on Legislation is not an acceptable sponsorship venue. Each sponsorship relationship should terminate either within a defined period of time or with the completion of the sponsored event. It is important to maintain the appropriate level of decorum at any Rotary event.

2. RI does not endorse its sponsors, their products or services, policies or positions. Sponsorship does not imply endorsement or approval of the sponsor’s products or services, policies or positions by RI. A sponsorship does not imply any exclusive arrangement with RI. A sponsorship does not imply any grant of control or influence to the sponsor over the content of any RI activity, publication, position or policy, nor does it imply that RI will exert any influence to advance the sponsor’s interests outside the particulars of the arrangements made for the sponsored event or activity. Promotional materials and communications cannot include any wording or design that suggests endorsement or approval of a product or service, policy or position by RI.

3. RI will not accept a sponsorship that:

   a. Conflicts with Rotary’s ethical and humanitarian values
   b. Undermines internationally recognized standards for human rights
   c. Supports the use of addictive or harmful products and activities, including but not limited to alcohol (when inappropriate in a specific cultural context), tobacco, gambling, and guns, weapons or other armaments
   d. Promotes a particular political or religious viewpoint through the partnership’s activities and results
   e. Discriminates based on race, ethnicity, color age, gender, language, religion, political opinion, sexual orientation, national or social origin, property, or birth or other status through the partnership’s activities and results
   f. Weakens the autonomy, independence, reputation, or financial integrity of Rotary International, The Rotary Foundation, or the specific Rotary club, district or other Rotary Entity
   g. Involves any subject matter which is not in accord with the Object of Rotary

4. Cultural and legal variances in business practices among nations should be identified and honored whenever possible in matters of RI meeting, event, project and program sponsorship. In realization that business practices are not universal, ethical guidelines appropriate to a given culture should be developed, published, and applied by those responsible for the solicitation and/or acceptance of RI meetings, events, projects or programs-related sponsorship.

5. Any sponsorship must comply with relevant laws.
6. Any sponsorship revenue or donations-in-kind (the value thereof, see paragraph 7, below) received will be subject to the terms of any agreement between RI and any local organizing entity.

7. Sponsorships that would appear in revenue projections for RI meetings, events, projects or programs of necessity shall be guaranteed in writing by the intended sponsor. Moreover, such written intent shall clearly state what, if anything, the sponsor expects in return for its assistance.

8. Donations-in-kind shall be considered as sponsorship to the extent of their lowest reasonable fair market financial value.

9. Recognition for sponsorships shall occur--primarily during the actual meeting, event, project or program--in the form of published attribution and acknowledgment of thanks, verbal expression of gratitude, signage anywhere within meeting facilities, and to the extent that the planning committee for that meeting, event, project or program finds acceptable. In no instance, shall a sponsor be included in the name, title or logo of any meeting, event, project or program. Sponsors of specific events or projects of Rotary may be identified in the following manner “[Rotary event or project name] presented by [sponsor’s name].”

10. All sponsorship proposals, whether obtained by RI or by a local organizing entity, shall require the approval of the general secretary in consultation with the president (when known) who presides over the convention. Such approval shall include but not be limited to the following aspects of each sponsorship proposal:

   a) Appropriateness of the sponsor  
   b) Nature of the sponsorship plan  
   c) Extent of the sponsorship relationship  
   d) Share of the sponsorship revenue between RI and any local organizing entity  
   e) Nature of the sponsorship recognition  

11. “Official Sponsorship Designations”: The general secretary will review applications and bids for companies that will be designated “official.” For example, an “official” air carrier, and where appropriate, an “official” rental car company and other services, may receive a similar designation. Competitive firms are sought for the designations, and proposals are obtained and analyzed by the general secretary. For the air carrier, the general secretary considers not only the fare proposed but also the capacity of the carrier, the complimentary tickets and freight offered to RI.

   The selection of “official” service firms should be recommended by the general secretary’s staff assigned to convention activities and approved by the general secretary and the president who will preside over the convention. Transparency in the bid process is important.

12. “Exclusive Sponsorship Categories”: Unless permission from RI is sought and obtained in advance of any solicitation on the part of a local organizing entity, RI reserves exclusive rights to solicit and accept sponsorships with airline companies and banking/financial institutions, due to RI’s long term agreements and relationships with such entities.

13. First aid/medical sponsorships: The specifics and details involved with a medical/first aid sponsor must be approved by the general secretary, in consultation with the president (when known) who presides over the convention, at least three months before the meeting, event, project, or program to ensure that the sponsoring organization can comply with RI’s contractual requirements,
including but not limited to insurance and indemnification requirements. First aid/medical sponsors sent to the general secretary later than three months before the meeting, event, project, or program will not be considered.

14. Internet sponsorships: The specifics and details involved with an internet sponsor must be approved by the general secretary, in consultation with the president (when known) who presides over the convention, at least three months before the meeting, event, project, or program to ensure that the sponsoring organization can provide the internet services RI requires at its events and also comply with RI’s contractual requirements, including but not limited to insurance and indemnification requirements. Internet sponsors sent to the general secretary later than three months before the meeting, event, project or program will not be considered.

15. Each RI sponsorship relationship should terminate either within a defined period of time or with the completion of the sponsored meeting, event, project or program.

16. Except by Board authorization, individual member data must not be used for sponsorship purposes and must stay within the control of RI. However, any determination to allow access to individual member data must respect the individual rights of Rotarians, including relevant legal restrictions. All sponsorships must follow the Rotary Privacy Statement (Rotary Code section 26.080.)

17. All uses of the Rotary Marks for the sponsorship purposes contemplated herein must be governed by the "RI and TRF Guidelines for Use of the Rotary Marks by Other Organizations" (Rotary Code Section 33.030.15.). A copy of these Guidelines must be attached to and incorporated in any contract entered into between RI or any local organizing entity and any Sponsor. (April 2018 Mtg., Bd. Dec. 159, October 2019 Mtg., Bd. Dec. 61)

Article 40. General Provisions

40.010. Rotary Programs and Global Networking Groups
40.020. Evaluation
40.030. New Rotary Programs and Global Networking Groups
40.040. RI Projects
40.050. Rotary Alumni
40.060. Rotary Alumni Relations Activities
40.070. Rotary Alumni Network

40.060. Rotary Alumni Relations Activities

40.060.1.40.050.2. Sponsoring District Alumni Relations Activities
**Sponsoring Districts** are encouraged to consider the following actions to enhance relationships with Rotary Alumni in their districts and to help achieve the intended objectives of the programs in which they participated:

a) formally greet all Rotary Alumni upon their return home;

b) ensure that Rotary Alumni complete required presentations primarily in the sponsoring district, as required by their program’s guidelines;

c) encourage Rotary Alumni to join a Rotary Alumni Association, or establish one if one does not already exist in their geographic area;

d) encourage Rotary Alumni to participate in Rotary projects;

e) arrange for articles on Rotary Alumni activities in appropriate publications;

f) invite Rotary Alumni to the district conference;

g) invite Rotary Alumni to annual dinners or other functions;

h) organize regular reunions of Rotary Alumni;

i) keep Rotary Alumni records current;

j) consider Rotary Alumni as potential Rotary members;

k) invite Rotary Alumni to contribute to the Foundation as appropriate;

l) invite Rotary Alumni to participate in the recruitment and selection processes for outbound program participants;

m) ask Rotary Alumni to participate in orientation programs for outbound program participants in the district;

n) encourage invitations to Rotary Alumni to attend or participate as speakers at special district and club functions.  *(January 2015 Mtg., Bd. Dec. 117, October 2019 Mtg., Bd. Dec. 29)*


**40.070. Rotary Alumni Network**

Mission: To engage and energize involvement in Rotary programs and activities by Rotary program participants, Rotary Alumni, and volunteers, ensuring a mutually beneficial and enduring relationship with Rotary International and The Rotary Foundation.

Goals:
1) To assist Rotary International and The Rotary Foundation by encouraging support for their programs and by promoting interest and involvement in Rotary activities by Rotary Alumni, volunteers, and friends.

2) To promote opportunities for program participants, Rotary Alumni, and volunteers to participate in Rotary activities and to offer opportunities for them to be involved in the Family of Rotary and to connect with each other through this participation.

3) To help Rotary International and The Rotary Foundation to stay connected with Rotary Alumni and volunteers and to reconnect with any Rotary Alumni or volunteers who are not currently active in the Family of Rotary.

4) To provide leadership for annual meetings of program participants, Rotary Alumni, volunteers, and friends in conjunction with the international conventions for several purposes:

   a. To meet Rotary leaders
   b. To keep up to date about Rotary
   c. To facilitate networking
   d. To engage and energize program participants, Rotary Alumni and volunteers, particularly those who live in the vicinity of the conventions
   e. To encourage Rotary Alumni to revisit their host areas in the vicinity of the conventions
   f. To promote the formation of district and other Rotary Alumni associations
   g. To celebrate the success of Rotary programs.

5) To assist in the assembling and streamlining of directory information for Rotary Alumni and volunteers at both the international and district levels.

6) To assist Rotary International and The Rotary Foundation in gathering quantitative and qualitative outcomes from Rotary Alumni that can be used to promote Rotary programs both internally and externally. (January 2015 Mtg., Bd. Dec. 117)

Source: January 2015 Mtg., Bd. Dec. 117

40.070.1.  40.050.3.  Rotary Alumni Associations

A Rotary Alumni Association is a group united to pursue service and fellowship. The primary purpose of an alumni association shall be to further friendship, fellowship, and service for those who share a common tie to Rotary International and The Rotary Foundation. Rotary Alumni associations must be self-sustaining financially, administratively, and otherwise.

The following are endorsed purposes to be served by Rotary Alumni associations:

a) To be a potential source of members for Rotary clubs
b) To provide support for Rotary programs, such as to orient and counsel outbound or returning program participants, to help with community service projects or initiate such projects as appropriate
c) To provide presentations and programs for Rotary clubs and districts, as well as relevant non-Rotary groups within their communities
d) To assist in creating and sustaining international good will

e) To be a potential source of financial support for Rotary programs

f) To engender a sense of pride in and identification with an outstanding group of men
and women. *(October 2019 Mtg., Bd. Dec. 29)*

Source: January 2015 Mtg., Bd. Dec. 117

40.070.2. 40.050.4. Criteria for Charter of a Rotary Alumni Association and Terms of
Rotary Alumni Associations

The general secretary has authority to recognize Rotary Alumni associations. Rotary
Alumni association activities must be conducted independently of RI/TRF, but must be in
harmony with RI/TRF policy, including those concerning the use of the Rotary Marks as
set forth in the Rotary Code of Policies Article 34. Such associations may include alumni
from a variety of RI or TRF programs or be exclusive to alumni from one program, such
as Rotex, groups of former Rotary Youth Exchange students. Rotary Alumni Associations
may not be formed or used to promote or participate in religious or political beliefs or
activities, subjects that negatively affect health or safety, or subjects that are not in accord
with the Object of Rotary or the overall policy and program of RI/TRF.

A Rotary Alumni association shall have a governing document (charter, constitution,
bylaws, or similar document) which must be consistent with RI/TRF policy. All governing
documents, and amendments thereto, must be reviewed and approved by the general
secretary. A Rotary Alumni association shall be organized with at least two officers, one
of whom shall be the chair (president or other administrative head). A Rotary Alumni
association’s membership shall be open to all who meet the membership criteria set out in
the association’s governing documents. Rotary Alumni associations may charge
membership dues.

Applications for new Rotary Alumni associations shall be reviewed by the general
secretary.

To be recognized as a chartered Rotary Alumni association under the Rotary Alumni
network, an alumni association must:

1) Be a group of program participants, Rotary Alumni, and volunteers
2) Be organized in accordance with RI/TRF policy
3) Complete a Rotary Alumni association charter application form, with appropriate
signatures as found on the application form, for review by the general secretary
4) Comply with RI policies concerning use of the Rotary Marks by Rotary
Alumni associations

Entities in Rotary Code section 33.040.1312.

After review and approval of the charter application form by the general secretary, RI will
issue a charter certificate to the Rotary Alumni association certifying the alumni
association has been recognized under the Rotary Alumni network.

Recognition of a Rotary Alumni association by RI/TRF in no way implies legal, financial
or other obligation or responsibility on the part of RI/TRF, or any district or club. A Rotary
Alumni association may not act on behalf of RI/TRF, or represent or imply that it has
authority to act on behalf of RI/TRF. A Rotary Alumni association is not an agency of RI/TRF. Rotary Alumni associations must be self-sustaining financially, administratively, and otherwise. Rotary Alumni associations may not exist or function in any country in violation of the laws of such country. Individual Rotary Alumni associations are not covered by RI insurance and are encouraged to assess their own risk and secure coverage as appropriate. (June 2017 Mtg., Bd. Dec. 149 October 2019 Mtg., Bd. Dec. 29)

40.070.3. Rotary Alumni Association Organization and Membership
A Rotary Alumni association shall have a governing document (charter, constitution, bylaws, or similar document) which must be consistent with RI/TRF policy. All governing documents, and amendments thereto, must be reviewed and approved by the general secretary. A Rotary Alumni association shall be organized with at least two officers, one of whom shall be the chair (president or other administrative head). A Rotary Alumni association’s membership shall be open to all who meet the membership criteria set out in the association’s governing documents. Rotary Alumni associations may charge membership dues. (January 2015 Mtg., Bd. Dec. 117)


40.070.4.40.050.5. Rotary Alumni Association Information in the Official Directory
The name and address of each chartered Rotary Alumni association, and the name and contact information of the chair (president or other administrative head) of each alumni association, shall be listed in the Official Directory each year, provided that such information is submitted by the date set by the general secretary. No further descriptive information shall be included. (January 2015 Mtg., Bd. Dec. 117)

Source: January 2015 Mtg., Bd. Dec. 117

40.070.5. Promotion of Rotary Alumni Associations
Districts are encouraged to promote chartered Rotary Alumni associations. Governors are encouraged to promote Rotary Alumni association activities in monthly letters and to report at the district training assembly or district conference on progress in alumni association activities for the year. (January 2017 Mtg., Bd. Dec. 87)

Source: January 2015 Mtg., Bd. Dec. 117

40.070.6. 40.050.6. Rotary Alumni Association Statement in Publications
Rotary Alumni association newsletters, publications, brochures, and websites must prominently display the statement “ROTARY” and “THE ROTARY FOUNDATION” are the intellectual property of Rotary International and are used herein by this Rotary Alumni association with permission in accordance with certain guidelines. This Rotary Alumni association operates in accordance with the policies of Rotary International and The Rotary Foundation, but is not an agency of or endorsed by, Rotary International or The Rotary Foundation. Neither Rotary International nor The Rotary Foundation of Rotary International endorse the content hereof or the activities of this Rotary Alumni Association and accept no liability therefore.” Following is an example of how such language may be incorporated into a statement describing the Rotary Alumni association.
“District XXXX Rotary Alumni Association is a group of Rotary program participants, Rotary Alumni, and volunteers who are affiliated with Rotary District XXXX. “ROTARY” and “THE ROTARY FOUNDATION” are the intellectual property of Rotary International and are used herein by this Rotary Alumni association with permission in accordance with certain guidelines. This Rotary Alumni association operates in accordance with the policies of Rotary International and The Rotary Foundation, but is not an agency of or endorsed by, Rotary International or The Rotary Foundation. Neither Rotary International nor The Rotary Foundation of Rotary International endorse the content hereof or the activities of this Rotary Alumni association and accept no liability therefor.”

(January 2015 Mtg., Bd. Dec. 117)

Source: January 2015 Mtg., Bd. Dec. 117

40.070.7. Rotary Alumni Association Services and Suspension

The general secretary may suspend services provided to a Rotary Alumni association, with or without the consent of the Rotary Alumni association’s officers or members, for failure to function in accordance with RI/TRF policies. These services include staff support and listing in the Official Directory, in other RI/TRF publications, and on the RI website.

(January 2015 Mtg., Bd. Dec. 117)

Source: January 2015 Mtg., Bd. Dec. 117

40.070.8. 40.050.7. Rotary Alumni Association Suspension or Termination of Recognition

The general secretary may suspend or withdraw a Rotary Alumni association’s recognition, with or without the consent of the Rotary Alumni association’s officers or members, for failure to function in accordance with RI/TRF policy. Failure to respond to communications from the general secretary for a two-year period may result in withdrawal of recognition of the Rotary Alumni association.

Any Rotary Alumni association that is terminated by RI shall cease to receive services including staff support and listing in the Official Directory, in other RI or TRF publications, and on the RI website. Any rights to use the Rotary Marks shall terminate upon termination of the alumni association including any right to use the ROTARY name in the name of the association.

To maintain its status as an alumni association, a Rotary Alumni association must:

1) Function in accordance with its recognized purpose and in accordance with RI/TRF policy
2) Respond to inquiries from members, potential members, and the general secretary
3) Submit a list of members and a report of activities to its members with a copy to the general secretary by 1 May of each year


40.050.8. Youth Protection

Rotary Alumni Associations must protect the safety and wellbeing of all youth participating in their activities and comply with Rotary International’s youth protection policies. A Rotary Alumni Association may not grant membership or affiliation to a person who is known to have engaged in sexual abuse or harassment or who is prohibited from being a member of a Rotary club. (Upon obtaining information that an alumni association has knowingly failed to terminate the membership or affiliation of such an individual, the RI Board may terminate the Rotary Fellowship for failure to comply). (October 2019 Mtg., Bd. Dec. 29)

Source: October 2019 Mtg., Bd. Dec. 29

40.070.9. Rotary Alumni Associations and Other Organizations

In order to ensure coordination and cooperation with Rotary Entities and other Rotary related groups that may be involved in similar activities and avoid conflicts of interest, Rotary Alumni associations approaching other organizations for funds in excess of US$25,000 or other cooperative relationships shall notify the general secretary in advance of any applications. This provision also applies to funds that will be disbursed to a third party organization working with the Rotary Alumni association. (January 2015 Mtg., Bd. Dec. 117)

Source: January 2015 Mtg., Bd. Dec. 117

40.070.10. Rotary Alumni Association Circularization Policy

In concert with general RI/TRF policy prohibiting circularization, a Rotary Alumni association desiring to request the cooperation of districts, clubs or Rotarians in connection with any matter whatsoever, by any means, shall first submit its purpose and plans to the district governor or governors of the involved area and secure his, her, or their approval.

No Rotary Alumni association shall solicit financial assistance or participation in commercial ventures from any Rotary district or club or from individual Rotarians other than its own members. (January 2015 Mtg., Bd. Dec. 117)

Source: January 2015 Mtg., Bd. Dec. 117

41.010. Interact

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

The "Interact Statement of Policy" is as follows:

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

2. An Interact club is a Rotary club sponsored organization of young people, ages 12 to 18, whose purpose is to provide opportunity for them to work together in a world fellowship dedicated to service and international understanding and leadership development skills.
3. An Interact club is organized, sponsored and supervised by a Rotary club and is established following the endorsement of the governor and upon certification and recognition by Rotary International; and its continued existence depends upon the continued sponsorship of at least one sponsor Rotary club and continued recognition by Rotary International.

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

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

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

   A joint Interact committee should be created with representation from each of the sponsor clubs.

4. Sponsor clubs are responsible for organizing the Interact club and for providing it with guidance and counsel thereafter and have complete control and supervision over all activities, policies, and programs of the Interact club.

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

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

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

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

9. Each Interact club shall adopt by-laws not inconsistent with the “Standard Interact Club Constitution” and with policy established by Rotary International. Such by-laws shall be subject to the approval of the sponsor club(s).
10. Each member of an Interact club, by his acceptance of membership, agrees to accept and to adhere to the provisions of the constitution and by-laws of the Interact club.

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

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

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

14. An Interact club may be terminated (a) by Rotary International, with or without the consent, approval or concurrence of the sponsor club(s), for failure to function in accordance with its constitution or for other cause, (b) by its sponsor club(s), or (c) by the Interact club itself upon its own determination.

15. Upon termination of an Interact club, all rights and privileges relating to the name and logo shall be relinquished by the club and by its members individually and collectively.

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

17. Governors are requested to may appoint a 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 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.  (April 2019 Mtg., Bd. Dec. 157; October 2019 Mtg., Bd. Dec. 29)  

41.040. **Rotaract**  
*Rotaract is a program of Rotary International, adopted by the Board in 1968.*

Rotaract Statement of Policy

1. The Rotaract program was 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 preservation of the Rotaract name and logo is retained by Rotary International.

2. A Rotaract club is a Rotary club-sponsored organization of young adults ages 18 to 30, whose purpose is to provide opportunity for them to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

3. A Rotaract club is organized, sponsored, and counseled by Rotary club(s) and is established following the endorsement of the governor and upon certification and recognition by Rotary International; it can be created and sustained in no other way, and its existence depends upon the active sponsorship of its sponsor Rotary club(s) and continued recognition by Rotary International.

   a) Rotaract clubs shall be sponsored only by Rotary clubs within the boundaries of the district in which they are located.

   b) A Rotaract club may be organized and sponsored jointly by up to three Rotary clubs or Rotaract 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 Rotaract club concerned would be effectively served. A joint Rotaract committee should be created with representation from each of the sponsor Rotary clubs.

4. Where the Rotaract club is university-based, control and counsel by the sponsor Rotary club(s) shall be exercised in full cooperation with the university authorities, with the understanding that such clubs are subject to the same regulations and policies established by the university authorities for all student organizations and extracurricular activities of the university (or other institution of higher education.)

5. All Rotaract club activities, projects and programs shall be conducted in harmony with the policies of Rotary International.

6. There shall be a “Standard Rotaract 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 Rotaract club shall adopt the “Standard Rotaract Club Constitution” and shall automatically adopt all amendments thereto subsequently made.

7. Each Rotaract club shall adopt bylaws not inconsistent with the “Standard Rotaract Club Constitution” and with policy established by Rotary International. Such bylaws shall be subject to the approval of the sponsor Rotary club(s).
8. An individual’s Rotaract membership will end upon reaching 31 years of age.

9. The Rotaract name and logo are the property of Rotary International and shall be preserved for the exclusive use of those involved in the Rotaract program. When the logo is used to represent a club, the name of the club should appear with the logo, as shown in the “Visual Identity Guidelines: Young Leaders.” Where a Rotary district exists, it may use the respective emblem but only in conjunction with reference to the district and its number, as shown in the “Visual Identity Guidelines: Young Leaders.”

10. Rotaract club members shall be entitled to use and display the Rotaract name and logo in an appropriate and dignified manner during their period of membership in a Rotaract club and shall relinquish such entitlement upon termination of membership in a Rotaract club or upon the termination of the Rotaract club.

11. A Rotaract club may be terminated:

   a) By Rotary International, with or without the consent, approval or concurrence of the sponsor Rotary club, for:

      1) failure to function in accordance with its constitution
      2) initiating, or maintaining, or retaining in its membership an individual who initiates or maintains litigation against a Rotary district, Rotary International, or The Rotary Foundation, including their directors, trustees, officers, and employees, or
      3) for other cause

   b) By its sponsor Rotary club(s) or

   c) By the Rotaract club itself upon its own determination.

12. All rights and privileges relating to the name and logo shall be relinquished by the club and by its members individually and collectively.

13. As a matter of policy, the Board does not recognize the right of any individual or organization except RI to circularize Rotaract clubs for any commercial purpose, except in the case of Rotaractors who are responsible for organizing Rotaract club, district and multidistrict meetings and only within the districts directly involved.

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

15. Rotaract organization beyond the club level:
a) A district with two or more Rotaract clubs must elect a district Rotaract representative from among their membership. The method of election shall be determined by the Rotaract membership and approved by the district Rotaract committee and district governor in advance of elections. The district Rotaract representative must have served as a Rotaract club president or as a member of the district Rotaract committee for one full term before taking office.

b) In a district with one Rotaract club, the district Rotaract representative shall be the most recent, available past Rotaract club president.

c) The district Rotaract representative will be guided and counseled by the Rotary governor and should work with the district Rotaract committee and other appropriate Rotary district committees.

d) The district Rotaract representative in conjunction with other district leaders, should:

1) Develop and distribute a district Rotaract newsletter
2) Support and implement leadership training
3) Conduct Rotaract promotion and extension activities throughout the district
4) Plan and implement service activities (if approved by three-fourths of the Rotaract clubs in the district)
5) Provide advice and support to Rotaract clubs in implementing their projects
6) Help coordinate joint Rotary-Rotaract activities in the district
7) Coordinate public relations activities for Rotaract at the district level
8) Plan and implement a training session for Rotaract club officers in the district

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

16. Rotaract meetings beyond the club level:

a) No meeting of members of Rotaract clubs beyond the club level shall have any legislative authority nor shall be so organized as to give the appearance of having such authority. Nevertheless, such a meeting may include ideas which might be of value as advisory observations to those involved at the district or other levels of Rotaract administration.

b) At a district Rotaract meeting, a three-fourths majority of the Rotaract clubs in a district may vote to undertake a district service project and to establish a district Rotaract service fund to raise funds for this project. Contributions to such a fund must be voluntary. Such a project and service fund must be approved by the governor, and specific plans and instructions for the administration of the district project and use of the fund must also have the approval of the governor and three-fourths of the Rotaract clubs in the district. The governor must appoint a district fund committee to be responsible for collecting and administering the district fund, such committee to be composed of at least one Rotaractor and one Rotarian from the district Rotaract committee. The district service fund must be kept in a bank account which clearly indicates that the fund is the property of the district Rotaract organization and not the personal property of any individual Rotaractor or Rotaract club.
c) All district Rotaract activities shall be financed by the Rotaract clubs in the district. No expenses of district Rotaract club meetings shall be paid by Rotary International. The cost of such meetings shall be minimal and within the financial means of those participating.

17. Rotaract activities beyond the district level

a) Rotaract Multidistrict Service Projects. Rotaract service projects involving clubs in two or more districts may be implemented provided that such projects

1) are, in nature and scope, within the capability of the clubs and Rotaractors in the districts to undertake successfully without interfering with or detracting from the scope and effectiveness of club activities;
2) shall not be undertaken initially unless each district Rotaract representative concerned has agreed to such a joint project and then, only after approval of two-thirds of the clubs in each district;
3) shall be undertaken with the approval of the governors concerned;
4) shall be under the direct supervision of the district Rotaract representatives concerned; the custody of all funds contributed or collected for such projects shall be the responsibility of the district representatives concerned, through a committee of Rotaractors from within the districts involved, who may be appointed to assist in administering any such project and related funds;
5) shall involve the participation by Rotaract clubs and/or individual Rotaractors on a voluntary basis, clearly presented as such; the cost of participation by a club or individual Rotaractor, if any, should be kept to a minimum, and not be implicitly or directly made an obligation in the form of a per capita tax, or assessment or otherwise;

b) Rotaract Multidistrict Information Organizations. Districts may develop a multidistrict organization for the purpose of disseminating information and facilitating communication between Rotaract clubs in the districts concerned, provided that

1) there is no objection by the governors of each of the districts concerned;
2) authorization is secured from the general secretary, acting on behalf of the RI Board of Directors, to develop and maintain such an organization;
3) the organization complies with RI policy or is subject to termination of its status by the general secretary on behalf of the RI Board of Directors;
4) each member district is represented by its district Rotaract representative. Each district Rotaract representative may appoint a proxy, as needed, to carry out the activities of the multidistrict organization;
5) funds needed to implement the organization’s activities (i.e. production and distribution of regional club directories and newsletters, dissemination of Rotaract program information, general correspondence) cannot be made enforceable;
6) the organization has no decision making or legislative powers, except for decisions concerning the activities of the organization
7) the organization shall establish a voting mechanism to be reviewed by the district governors.

c) Multidistrict Rotaract Meetings
1) Meetings of Rotaract club members from more than one district, particularly from districts in more than one country, are to be held under the guidance of the host governor and the district Rotaract committee, and in conjunction with the host district Rotaract representative. Such meetings are subject to the advance approval of the governors of the districts involved. Invitations to governors to hold multidistrict Rotaract meetings must be accompanied by:

   a) information including the date, location, purpose, facilities, 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) assurance that the planning and implementation of the proposed meeting will be carried out under the direct supervision of Rotaractors and Rotarians;

2) The host club or district must maintain liability insurance for multidistrict Rotaract 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.

3) The district Rotaract representative shall inform the RI director(s) for the zone(s).

18. Leadership Training

   a) An effective Rotaract club depends on the guidance, support, and active participation of the sponsor Rotary club(s). Rotarians should be involved in the training of Rotaractors, Rotaract club officers, directors, and committee chairs. Sponsor Rotary clubs

      • Should appoint Rotarian mentors to Rotaractors in their sponsored Rotaract clubs
      • Should promote multidistrict and international training opportunities for Rotaractors, including the Rotaract Preconvention Meeting

   b) An effective Rotaract club also depends on the support of the Rotary district. The district Rotaract representative, in conjunction with the district Rotaract committee chair, the district trainer, the district governor-elect, and the district governor, shall promote Rotaract training needs during planning for Rotaract training seminars, and other district events. The district Rotaract representative should organize a Rotaract district conference to promote service, increase international understanding, enhance professional development, and build friendship and connection. Where possible, the Rotaract district conference should occur in conjunction with the Rotary district conference and include at least one joint session.

   The chair of the district Rotaract committee and the district Rotaract representative shall facilitate a one to two-day leadership training seminar for all incoming Rotaract club officers, directors, and committee chairs.

   c) The Rotaract Preconvention Meeting brings Rotaractors together to inspire and inform them to develop strong clubs and districts, build international friendships, and enhance the
connections between Rotaract and Rotary at an international level. Through a variety of sessions, the preconvention meeting:

- Provides training, encouragement, and motivation to Rotaract leaders to advance Rotaract in their districts and to strengthen their connection to Rotary
- Facilitates sharing between Rotarians and Rotaractors, including past club presidents, district Rotaract representatives, and multidistrict leaders as well as those new to Rotaract

Rotary districts shall pay for the attendance of district Rotaract representatives at district, multidistrict, or international leadership training meetings. District governors are encouraged to defray all or part of the costs associated with the attendance of district Rotaract representatives-elect at the Rotaract Preconvention Meeting.

19. Financing the cost of the Rotaract program:

a) All sponsor Rotary clubs must pay a certification fee of US$50 for new Rotaract clubs.

b) Individual Rotaractors shall pay annual membership fees to their Rotaract club to cover the cost of club administration.

c) Any fees, dues or assessments on the membership of any Rotaract club shall be nominal and shall be only for the purpose of covering the cost of administering the club; funds for activities and projects undertaken by Rotaract clubs shall be raised by such clubs apart from such fees, dues or assessments and shall be placed into a separate account. A thorough audit by a qualified person shall be made once each year of all the club’s financial transactions.

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

e) Rotaract clubs should not make general solicitations for financial assistance from Rotary clubs or from other Rotaract clubs. Sponsor clubs may provide financial support when mutually agreed upon.

f) Contributions to fund district Rotaract service projects must be voluntary and cannot be made enforceable upon the individual Rotaractor or Rotaract club.

g) No part of the expenses of meetings of Rotaract clubs or groups of Rotaract clubs shall be paid by Rotary International, with the exception of the annual Rotaract Preconvention Meeting.

h) Rotary clubs and Rotary district conferences inviting members or Rotaract clubs to participate in the programs of such clubs and conferences should subscribe to sufficient trip, accident and liability insurance to protect the Rotary club or district conference against any possible legal or moral obligation and liability.
i) The district should make provisions to fund the administrative activities of the district Rotaract committee.

j) Rotaract clubs should establish financial guidelines 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, including plans for disbursement of funds should the Rotaract club disband or be terminated.

20. Rotaract clubs are not authorized to assume membership in or merge with other organizations regardless of the purpose of such organizations.

21. Rotaract club presidents shall update club and membership information to RI each year no later than 30 June through the website. Rotaract clubs that do not submit updated club and membership information to RI in a two-year period will be terminated. (January 2018 Mtg., Bd. Dec. 103; October 2019 Mtg., Bd. Dec. 29)


41.050. Rotary Community Corps (RCC)

Rotary Community Corps is a program of Rotary International, formerly known as the Rotary Village Corps, adopted by the Board in 1986.

The Rotary Community Corps (RCC) “Statement of Policy” is as follows:

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

2. The purpose of the Rotary Community Corps Program is to empower communities to address their needs by developing and participating in sustainable service initiatives.

3. The goals of the Rotary Community Corps (RCC) Program are:

   a) To develop partnerships between Rotarians and non-Rotarians in a joint effort to enhance their community

   b) To support community members who proactively address community needs, recognizing their unique ability to identify the most pressing concerns and suitable methods of implementation
c) To promote sustainable solutions to community needs by engaging a broader segment of
the community in developing and implementing focused service projects

4. Rotary Community Corps Activities and Projects

a) Rotary Community Corps are strongly encouraged to engage in activities and projects that
are chosen based on thorough assessment of the community’s specific needs, ensuring that
they are carried out in accordance with all applicable local and national rules and
regulations.

b) Each corps shall be responsible for planning, organizing, financing and conducting its own
activities. It shall not solicit financial assistance from individuals, businesses, or
organizations in the community without prior approval from the sponsoring Rotary club(s).

5. Rotary Community Corps (RCC) Sponsorship

a) The sponsorship of each Rotary Community Corps shall be one or more local Rotary clubs
which, through a committee of Rotarians, shall provide regular counsel on activities,
programs, and policies of the corps.

b) Rotary Community Corps shall not be sponsored by Rotary clubs outside the boundaries of
the district in which they are located.

6. Responsibilities of a sponsor Rotary club

a) Sponsor Rotary club shall provide ongoing guidance to the Rotary Community Corps and
share service-related resources and tools with the corps. The primary sponsor club is
responsible for ensuring that activities of the RCC are aligned with RI’s policies and
procedures. Sponsor clubs are encouraged to invite RCC members to their meetings and
events.

b) Sponsor Rotary club shall appoint at least one RCC advisor or a RCC committee whose
responsibility is to participate in the meetings and activities of the RCC, advise on
administrative matters, provide mentorship to the RCC leadership and members, and keep
the sponsor club informed about the RCC’s activities. The RCC advisor/committee should
notify the district community service chair and RI about the accomplishments of the RCC
for inclusion in the district and RI publications/communications.

c) Sponsor club or the current RCC representative shall provide RI with the contact
information of the incoming RCC representative each year no later than 30 June. Failure
to report the RCC representative to RI may result in the termination of the RCC.

7. Rotary Community Corps name and visual identity

a) The name of a Rotary Community Corps shall include the wording “Rotary Community
Corps” to show the corps’ affiliation with Rotary. The name should be one that helps
identify its locality, sponsor Rotary club, or type of projects the corps is formed to carry
out. The general secretary shall determine if a name is appropriate.

b) The name and visual identity of the Rotary Community Corps shall be preserved for the
exclusive use and benefit of the corps and its members. A corps and its members are
entitled to display the name and visual identity in a dignified and appropriate manner. Each
member shall give up such entitlement upon termination of membership or termination of
the corps.

68. Membership in Rotary Community Corps (RCC)

   a) The membership of each corps shall consist of non-Rotarian adults with good
character and the desire and capacity to contribute toward enhancement of the community,
with consideration given to those with leadership potential. Membership shall be open to
any person living, working, or studying in or near the Corps’ community.

   b) All members of the Rotary Community Corps, by their acceptance of membership and
continuation thereof, accept the policies and guidelines of the program as explained herein,
and agree to comply with and be bound by these policies.

   c) Selection of members of each corps shall be determined by the corps in consultation with
the sponsoring Rotary club(s).

   d) Membership may be terminated upon failure to continue to meet qualifications of
membership, or for cause, as determined by the corps by vote of no less than two-thirds of
all members in good standing.

   e) Any fees, dues or assessments to be paid by the membership of the corps shall be nominal
and for the sole purpose of meeting administrative costs. Corps should enlist a qualified
person to conduct an audit of all financial transactions once a year, the results of which
should be reported to members of the corps and to the sponsoring Rotary club(s).

69. Rotary Community Corps (RCC) Leadership Group

   a) Rotary Community Corps are encouraged to establish a leadership group, in
consultation with the sponsoring Rotary club(s), comprised of members in good standing
and elected by a simple majority of the corps. The term of office shall be one year unless
otherwise determined by the corps and sponsoring club(s).

   b) The leadership group shall elect from amongst themselves one individual to represent the
corps (RCC representative) in any business with the sponsoring Rotary club(s) or the public.
This representative may appoint such committees as deemed necessary to carry out tasks,
which shall exist until completion of duties, discharge by the representative, or upon the
end of the representative’s term. Committees for administration, vocational service,
community service, and finance are recommended for each corps.

810. Governors District community service chairs are expected highly encouraged to appoint a
district Rotary Community Corps subcommittee.

The role and responsibilities of this subcommittee are to:
i. a) Promote understanding of and participation in the RCC program through regular contact with clubs in the district and through district meetings

ii. b) Assist clubs establishing RCCs

iii. c) Encourage clubs to seek resources for their RCC projects on Rotary Ideas

iv. d) Identify successful RCC projects for promotion via the district website, governor’s monthly newsletter, and Rotary Showcase

v. e) Maintain records of RCC status and activities in the district, and report periodically to the governor and Secretariat

11. A Rotary Community Corps may be terminated:

a) By Rotary International, with or without the consent, approval or concurrence of the sponsor Rotary club, for:

i) failure to function in accordance with RI’s policies

ii) failure to function in accordance with its constitution

iii) initiating, or maintaining, or retaining in its membership an individual who initiates or maintains litigation against a Rotary district, Rotary International, or The Rotary Foundation, including their directors, trustees, officers, and employees, or

iv) for other cause

b) By its sponsor Rotary club(s) or

c) By the corps itself upon its own determination

Sponsor club shall notify RI if a RCC is no longer active or does not comply with RI’s policies. RI will terminate the RCC upon receiving confirmation from the club president.  


41.050.1.  **RI Secretariat Service to Rotary Community Corps**  
The general secretary charters new Rotary Community Corps, develops program resources, and distributes annual communications to all sponsor Rotary clubs and district community service Rotary Community Corps chairs.  


41.050.2.  **RI Certification of Rotary Community Corps**  
The general secretary processes certification of Rotary Community Corps.  The RCC Organization Form requires the signatures of the RCC representative, and the sponsoring Rotary club president, and district governor.  

41.070. **Rotary Youth Exchange**

*Rotary Youth Exchange is a program of Rotary International, adopted by the Board in 1974.*

The Rotary Youth Exchange program provides young people with the opportunity to meet individuals from other countries, experience new cultures through life in another country. Host clubs, host families, and communities are enriched by extended, friendly contact with someone through engagement with students from a different culture. The program instills in young people the concept of international understanding and goodwill and helps develop intercultural competency which is essential to building and sustaining peace.

These policies assist clubs and districts to implement Youth Exchange activities effectively and responsibly, and pertain to both long-term and short-term exchanges, unless otherwise indicated.

Any other provisions consistent with these policies may be adopted by clubs or districts. Districts may reassign some responsibilities specified in these policies from one role to another. *(January 2017 Mtg., Bd. Dec. 87; October 2019 Mtg., Bd. Dec. 58)*

41.070.1. **District Governor Authority**

Each governor is responsible for the supervision and control of the Youth Exchange program within the district. The district Youth Exchange officers, or committees, are under the supervision of their respective governors and should report to them.

Governors are required to complete youth protection training as outlined in Rotary Code of Policies section 2.120, and are encouraged to use the period between their nomination and assuming office to learn as much as possible about the Youth Exchange program in the district and the qualifications and skills of those who administer it. *(January 2017 Mtg., Bd. Dec. 87; October 2019 Mtg., Bd. Dec. 58)*

41.070.2. **District Certification Program**

The general secretary shall administer a district certification program. All club and district Youth Exchange programs shall comply with RI youth protection policies and other requirements set forth by the general secretary in order to be certified. In order to participate in the Youth Exchange program a both host and sending districts must be certified by the general secretary.

The certification process requires all district Youth Exchange programs to provide RI with evidence that they have adopted the certification requirements in their Long-term and Short-term exchange programs (including any tours or camps). Failure by individual Rotarians, clubs, or districts to administer the program in accordance with these requirements may result in termination of a district’s Youth Exchange certification.

The general secretary may grant waivers to districts that have implemented alternative policy and alternative procedures that meet the intent of RI policy in instances when RI
policy or certification requirements are contrary to local law. If local circumstances are such that a district cannot legally meet any of the requirements, districts must provide the general secretary evidence of the specific circumstances that prohibit compliance and a written explanation of alternative procedures that maintain the intent of the policy or requirements. The general secretary will evaluate and determine whether the alternatives posited by districts meet the intent of the policy, and may bring matters to the Board should circumstances warrant.

Other certification policies include:

A. Certification of Districts for Sending Students Only
Districts that wish to send outbound students without serving as hosts for inbound students, the general secretary may waive certification requirements related to hosting inbound students can apply for outbound-only certification.

B. Certification of Multi-country Districts
In multi-country districts where not all countries within the district wish to participate in the Youth Exchange program, the general secretary will only grant certification to requirements for non-participating countries that meet certification requirements. (January 2017 Mtg., Bd. Dec. 87 October 2019 Mtg., Bd. Dec. 58)


41.070.3. **Incorporation Legal Entity**
Districts must establish a corporation or similar formal legal entity that includes the district Youth Exchange program. This requirement may be met by incorporating the district Youth Exchange program, a group of programs that includes Youth Exchange, or the district as a whole in accordance with *Rotary Code of Policies* 17.020.

Districts may also meet this requirement by affiliation with an incorporated multidistrict Youth Exchange program for the districts’ activities that are conducted within the scope of the multidistrict program. (January 2009 Mtg., Bd. Dec. 152)


41.070.5. **International Travel by Youth**
No individual Rotarian, club, or district shall undertake an alternative program structure to send minors abroad that circumvents RI youth protection policies, the foregoing Youth Exchange policy, or the immigration and travel policies of any nation or government.

No individual Rotarian, club, or district shall assist or cooperate in sending a young person abroad on an international travel activity unless careful plans are made in advance covering every aspect of the proposed trip, including approval from the district youth protection officer and district Youth Exchange chair. In districts without a youth protection officer,
the district governor and the district Youth Exchange committee chair must approve the arrangements.

No club district should provide an identification card, letter of introduction, request for assistance or other credential or document intended to identify or introduce a young person to a club or clubs district in another country, unless complete mutual agreement has been reached in advance with respect to the hospitality or assistance to be provided by the host club district.

No club district is obliged to provide hospitality or assistance to any young person from another country, despite any documented or claimed sponsorship of a Rotary club or district, unless the host club district has specifically agreed in advance to provide such hospitality or assistance. (June 2009 Mtg., Bd. Dec. 242 October 2019 Mtg., Bd. Dec. 58)


41.070.7. Reporting to Rotary International
Districts shall provide to RI student data according to certification requirements determined by the general secretary for each inbound student hosted by the district prior to the beginning of an exchange.

All serious incidents, including but not limited to, accidents, death, early returns, and crimes, and any allegations of abuse or harassment shall be reported by the district to RI within 72 hours of the time a district officer learns learning of the incident. Districts must identify a person within the district who will be responsible for reporting to RI. Failure to report incidents to RI within 72 hours may result in suspension of the district’s Youth Exchange certification or other measures as determined by the general secretary for failure to comply. Upon learning that an individual, club, or district knowingly has failed to timely report, the RI Board may terminate the club.

Districts shall provide to RI student data according to certification requirements determined by the general secretary. (January 2017 Mtg., Bd. Dec. 87 October 2019 Mtg., Bd. Dec. 58)


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

A. Long-term Exchange Program
Long-term exchanges should be for one academic year but may be extended to include part or all of the holiday periods immediately preceding and immediately following the academic year. Students are required to attend school in the host country.

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

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

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

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

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

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

Host clubs must select individual Rotarian counselors from their clubs with whom each student is to be in regular contact and to serve as a liaison between the student and the club, the student’s parents or legal guardians, host family and community at large. Sending clubs and/or districts select an individual Rotarian to serve as a resource to an outbound student. The club counselor must not be in a position of authority over the student’s exchange, such as a member of the student’s host family, district or club Youth Exchange officer, school principal, etc., and must be trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional psychological abuse. (October 2018 Mtg., Bd. Dec. 56, October 2019 Mtg., Bd. Dec. 58)

41.070.9. Eligibility
Participation in Youth Exchange is open to students aged 15 to 19 years at the beginning of the exchange unless the laws and regulations of a specific country deem otherwise.
Students 18 years or older may participate by mutual agreement by the participating clubs and districts.

Youth Exchange welcomes any young people who meet the requirements of the program and who are recommended and sponsored by a Rotarian, a club, or a district. They should be above average in their schoolwork.

People with disabilities may participate where and when this is possible and agreed upon between the sending and host clubs or districts. (January 2017 Mtg., Bd. Dec. 87 October 2019 Mtg., Bd. Dec. 58)


41.070.10. Student Application
Candidates must submit a written application and must undergo a selection process including personal interviews with the applicant and the applicant’s parents or legal guardians at the club level and at the district level.

Clubs and districts are encouraged to use standard Youth Exchange applications which are maintained and updated by networks of district and multidistrict Youth Exchange officers. (January 2017 Mtg., Bd. Dec. 87)


41.070.14. Preparation
The parents or legal guardians of the student are responsible for providing appropriate clothing and round-trip transportation to and from the host district.

It is not customary for host districts to charge inbound student fees. However, all in-country and optional costs, such as language courses, tours, and insurance, must be outlined and agreed to in advance of the exchange. Sending districts shall provide parents or legal guardians of outbound students with itemized invoices outlining how funds paid to participate in Youth Exchange are used. Copies of these invoices should also be provided to the sending Rotary club.

The host and sending club or districts must provide students with a list of individuals to contact in the case of a problem or emergency. These lists must include the name and contact information for the student’s Rotarian counselor, club presidents, district chairs, governors, and two non-Rotarian resource persons (one male and one female). This list must also include local resources for medical, dental and mental health care and law enforcement. Where available, this list should also include local resources, suicide prevention hotlines, rape crisis hotlines, and local child protection agencies. (October 2018 Mtg., Bd. Dec. 56 October 2019 Mtg., Bd. Dec. 58)
41.070.16. **Student Responsibilities**

Students should display comportment at all times reflecting credit on self, represent themselves, their home country, and Rotary in ways that reflect Rotary’s values, commitment to *Service Above Self*, and as peacebuilders in their host community. They should respect each other and act responsibly, befitting their role as a representative of the program and of Rotary in the world.

Students should not under any circumstances be permitted to operate or drive a motorized vehicle of any kind during the exchange, nor to own a motorized vehicle in the host country.

Students should not travel outside the immediate area of the host club community without the consent of the host club and district, the students’ parents or legal guardians.

Students should accept the supervision and authority of the host family and the host club or district during the exchange. *(January 2017 Mtg., Bd. Dec. 87; October 2019 Mtg., Bd. Dec. 58)*

41.070.18. **Volunteer Selection and Screening**

Careful selection of all individuals involved in Youth Exchange should be of paramount concern and be done with the utmost care and consideration.

All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host family members, club counselors, and others who have significant or unsupervised contact with youth, must be interviewed to determine suitability to work with youth, complete and sign a *Youth Program Volunteer Application form*, and agree to undergo criminal background checks, including law enforcement public record checks and a reference check.

The host club or district must conscientiously screen and select host families on the basis of a written application, criminal background checks for all adults in the home, including law enforcement public record checks and reference checks, personal interview, and home visits which must be both announced and unannounced.

Adult volunteers (both Rotarian and non-Rotarian) who have not complied with program requirements must be permanently removed by the district from involvement with youth in a Rotary context. *(January 2017 Mtg., Bd. Dec. 87; October 2019 Mtg., Bd. Dec. 58)*
41.070.19. Volunteer Training
All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, must receive training that includes information on program administration, and rules, and abuse and harassment awareness and prevention.  


41.070.24. Regional Youth Exchange Groups
The Board has no objection to the formation of regional groups for the purpose of disseminating information, facilitating communication, organizing training events or conferences, or sharing best practices between certified districts and multidistricts provided that:

1) there is no objection by the governors of each of the districts that may be the intended participants based on the name or geographic location of such a group;
2) the group has no decision-making or legislative powers, except for decisions concerning the activities of the group itself;
3) the group does not directly undertake any exchange activity and clearly communicates that only certified districts or multidistricts may plan or arrange exchange activities;
4) funds needed to implement the organization’s activities cannot be made enforceable.

Source: October 2019 Mtg., Bd. Dec. 58

41.070.2524. Service in Rotary Youth Exchange
The Rotary Youth Exchange experience should align with the Object of Rotary, to encourage and foster the ideal of service and instill a lifelong dedication to service in young people. Clubs and districts are encouraged to include service activities and curriculum that promotes development of ethical leadership, team-building, international understanding, goodwill, and peace.

Source: January 2017 Mtg., Bd. Dec. 87

41.070.2526. Paid Wages for Youth Exchange Students
Employment regulations in various countries make it impractical for clubs and districts to engage in any international exchange programs in which participants are paid wages.

41.070.2627. District Youth Exchange Committee Chair and Multidistrict Officer List
The general secretary shall publish and maintain a directory of all district Youth Exchange committee chairs, and multidistrict contacts, and regional group contacts. (January 2017 Mtg., Bd. Dec. 87; October 2019 Mtg., Bd. Dec. 58)


42.020.8. Fellowships at RI Conventions
RI will provide gratis booth space for active Rotary Fellowships in good standing, on a space available basis and when the budget permits, with the provisions that no fundraising may take place. (October 2019 Mtg., Bd. Dec. 29)


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

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

3. The regional Rotary Foundation coordinator (RRFC) General Secretary shall be responsible for the nomination process for their zone/region and should notify district governors of the deadline and procedures. The RRFC will be provided with all nominations received from their zone/region by RI following the 15 September deadline.

4. Each RRFC may select one candidate annually from the zone/region for which he or she is responsible for the international competition. All three regional coordinators should be involved in the selection process.

5. RRFCs must submit their selection of zone/regional winner to RI World Headquarters by 15 October for the current year’s award. (October 2018 Mtg., Bd. Dec. 34; October 2019 Mtg., Bd. Dec. 44)


43.070.4. Selection Process
1. The general secretary will review all nominations to assure candidates meet the eligibility criteria and forward them the top candidates to the Service Awards Committee and The Rotary Foundation Awards Review Committee for consideration.
2. The Service Awards Committee and The Rotary Foundation Awards Review Committee will review all eligible nominations and recommend one winner and one alternate to the Board and Trustees at their meetings in January for selection.

3. The recipient of the award and the nominating RRFC will be notified about winning the award immediately after the January meetings of directors and trustees. Upon written acceptance of the award (including a commitment to receive the award in person at the Rotary International Convention), the winner will be announced to the other nominators and regional coordinators, and to the general public, as appropriate.

4. Presentation of the award will be made jointly by the trustee chairman and RI president during a plenary session at the Rotary International Convention. *(October 2018 Mtg., Bd. Dec. 34; October 2019 Mtg., Bd. Dec. 44)*

43.080.2. Nomination Procedure

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

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

3. The regional Rotary Foundation coordinator (RRFC) general secretary shall be responsible for the nomination process for their zone/region and should notify district governors of the deadline and procedures. The RRFC will be provided with all nominations received from their zone/region by RI following the 15 September deadline.

4. Each RRFC may select one candidate annually from the zone/region for which he or she is responsible for the international competition. All three regional coordinators should be involved in the selection process.

5. RRFCs must submit their selection of zone/regional winner to RI World Headquarters by 15 October for the current year’s award. *(October 2018 Mtg., Bd. Dec. 34; October 2019 Mtg., Bd. Dec. 44)*

43.080.3. Selection Process

1. The general secretary will review all nominations to assure candidates meet the eligibility criteria and forward the top candidates to the Service Awards Committee and The Rotary Foundation Awards Review Committee for consideration.
2. The Service Awards Committee and The Rotary Foundation Awards Review Committee will review all eligible nominations and recommend one winner and one alternate winner of the Rotary Alumni Association of the Year Award to be presented to the Board and Trustees at their respective meetings in January for selection.

3. The recipient of the award and the nominating RRFC will be notified about winning the award immediately after the January meetings of directors and trustees. Upon written acceptance of the award, the winner will be announced to the other nominators and regional coordinators, and to the general public, as appropriate. (October 2018 Mtg., Bd. Dec. 34; October 2019 Mtg., Bd. Dec. 44)


44.020. Guidelines for Rotary Clubs, Rotary Districts and Other Rotary Entities for Interacting with Other Organizations

13. The Rotary Marks may not be altered, modified or obstructed in any way but must be reproduced in their entirety. No abbreviations, prefixes or suffixes such as “Rota” are permitted. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem The simplified wheel is to be used only together with “Rotary” as part of the “digital and small space simplified signature lock-up” or with “Interact” or “Rotaract” as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with “Rotary,” “Interact,” or “Rotaract” in the simplified signature format. RI allows for overwriting of the Rotary emblem or other Rotary Mark (watermarked, printed, screened or embossed), provided the Rotary emblem or other Rotary Mark is not otherwise partially covered and/or obstructed.

There should be no overlap between another organization’s logo and the Rotary emblem or other Rotary Mark; the two images should be clearly spaced so as to be two separate and distinct images. (April 2018 Mtg., Bd. Dec. 159; October 2019 Mtg., Bd. Dec. 29)
57.050.3. Convention Registration and Exhibitor’s Policy

Paying RI licensed vendors, host business expo exhibitors, and organizations with which RI has a formal cooperative relationship will be provided up to six complimentary House of Friendship access badges per booth for booth staff. Any additional badges will be available for US$50 per badge if requested before the March pre-registration deadline. All badges requested after the March pre-registration deadline shall be available on-site for US$100 per badge. Convention sponsors will be provided with convention badges as indicated in their agreements.

RI projects and Global Networking Groups exhibitors that do not pay a booth rental fee may obtain House of Friendship access badges for their booth staff for US$50 per badge if requested before the March pre-registration deadline. All badges requested after the March pre-registration deadline shall be issued on-site for US$100 per badge.

The Host Organization Committee (HOC) may obtain a reasonable quantity as determined by the convention manager of complimentary House of Friendship access badges and set up wristbands for its volunteers, entertainers, and convention service vendors to adequately support on-site HOC convention responsibilities, if requested before the March pre-registration deadline. All badges requested after the March pre-registration deadline shall be available on-site for US$100 per badge. RI shall provide the wristbands and the badges to the HOC which will distribute them according to its needs and in compliance with RI policy. Any exhibitor who wishes to attend a plenary session, workshop, or other official convention event may do so after registering at the corresponding convention registration fee established by the Board.

The general secretary may allow exceptions to the above policy as he deems appropriate. (January 2016 Mtg., Bd. Dec. 127; October 2019 Mtg., Bd. Dec. 29)

57.080.1. Appointment and Qualifications of Convention Committee Chair

The Executive Committee of the Board will review eligible candidates for International Convention Committee chair and select ten diverse candidates in July each year to be shared with the president-nominee, who will make the final selection.
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 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. (May 2019 Bd. Mtg., Dec. 178 October 2019 Mtg., Bd. Dec. 29)


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) Salary Allocation for Direct Staff Support (provided the convention reserves exceed US$6.5 million)
b) Live Streaming for paid registrants (currently only for 2020 convention)
ac) Emergency change of venue
bd) Budget relieving enhancements of Meetings and Events Infrastructure
e) Modified Critical Criteria
df) 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 October 2019 Mtg., Bd. Dec. 29)


57.110.3. Other Activities

b) Youth Exchange Officers Preconvention
The annual Youth Exchange officers preconvention, as part of the official convention program, should occur all day the Friday and Saturday before the convention commences. The preconvention shall be conducted in accordance with RI policy regarding convention operations and procedures. The general secretary is requested to provide staff support for such meeting. The program shall be arranged and implemented by RI and should include discussion of issues identified by the Youth Exchange Committee. The President-elect may appoint a convener to help prepare the content and social activities for the Preconvention. The convener should be a person knowledgeable about the Youth Exchange program from the host district or host country.  (June 2017 Mtg., Bd. Dec. 176 October 2019 Mtg., Bd. Dec. 58)


57.110.5. Simultaneous Interpretation
While the official language of RI is English, the Convention Committee shall provide simultaneous interpretation for five Rotary languages: French, Japanese, Korean, Mandarin, Portuguese, and Spanish, and any additional languages that are appropriate for the host country. The Convention Committee shall determine the initial interpretation languages that should be included in the final budget recommendation. The Convention Committee may also provide simultaneous interpretation if the registration numbers at the December registration deadline warrant adding such simultaneous interpretation and if space and budgetary constraints allow RI to do so.

The provision of simultaneous interpretation and the translation of printed matter in languages at convention ancillary meetings shall be determined by the RI president, based on recommendations from the general secretary in consultation with the convention chair. These recommendations will be based upon the location of the convention and the pre-registered attendance by language. Ancillary meetings are defined as official pre- or post-convention meetings but do not include the International Institute.  (September 2017 Mtg., Bd. Dec. 24 October 2019 Mtg., Bd. Dec. 29)
57.110.8. Materials Language Support

The convention program and transport guide shall be provided in English, French, Japanese, Korean, Mandarin, Portuguese, and Spanish.

All other convention publications will be provided in English with additional languages to be determined based upon the proposed audience. The program book may also be offered in additional languages if the pre-registered attendance of the associated language group is equal to or greater than 5% of the total pre-registered convention attendance and the increased costs are within budgetary constraints.

Depending on the convention location and attendance by language, additional languages for convention printed materials or publications will be determined by the RI president, based on recommendations from the general secretary in consultation with the convention chair. (November 2007 Mtg., Bd. Dec. 87; October 2019 Mtg., Bd. Dec. 29)

57.110.10. Reserved Seating

Reserved seats at convention plenary sessions will be held in accordance with Board-approved protocol (RCP 26.050, RCP 61.040). Reserved seating is customarily provided for each member of the immediate family of the Rotarian entitled to sit in the reserved section, except in the case of voting delegates.

Except for those seats permanently reserved, any unused reserved seats are opened for general seating five minutes before each session commences. Permanently reserved seats are for

- RI president, president-elect, and president-nominee and their partners and families
- Past, present, and incoming RI directors and their partners or guests
- Past, present, and incoming trustees and their partners or guests
- Past RI presidents and their partners or guests
- Past and present general secretaries and their partners or guests
- Aides to the RI president, the RI president-elect, and the RI president-nominee and their partners or guests
- Partners of deceased past general officers of RI and their guests
- RIBI officers and their partners or guests
- International Convention Committee members and their partners or guests
- Chief sergeant-at-arms and partner or guest
- Future ICC members and their partners or guests
- Convention Promotion Committee members and their partners or guests
Rotary Code of Policies
January 2020
Revisions from October 2019 Board Meeting

- Arch C. Klumph Society members
- Level 4 Major Donors
- Credentialed external and Rotary media
- Others whom the RI president, ICC chair, or sergeant at arms consider appropriate

At the convention, reserved group seating will not be provided for district governors, governors-elect, past governors, RI and Rotary Foundation committee members, advisers, representatives, training leaders, group and regional leaders (including Rotary coordinators, Rotary public image coordinators, and regional Rotary Foundation coordinators).

[At the convention, reserved seating for the voting delegates will be provided at appropriate plenary sessions when necessary. (October 2013 Mtg., Bd. Dec. 53; October 2019 Mtg., Bd. Dec. 29)]


57.150.1. Solicitation of Sponsors for RI Conventions
The RI Board has authorized the solicitation of sponsors for RI Conventions by both RI and Host Organizations, subject to the approval, on a case by case basis, of the general secretary in consultation with the RI president (when known) who presides over the convention and in compliance with existing Board policy, the “Guidelines for Sponsorship of RI Meetings, Events, Projects and Programs” (Code 36.010.), the “RI and TRF Guidelines for Use of the Rotary Marks by Other Organizations” (Code 33.030.15.), the “Guidelines for Rotary Clubs, Rotary Districts and Other Rotary Entities for Interacting with Other Organizations” (Code 44.020.) and the RI Manual for Conventions. (September 2017 Mtg., Bd. Dec. 24; October 2019 Mtg., Bd. Dec. 61)


58.040.6. Appointment of Assembly Moderator
The International Assembly moderator in any year shall be appointed by the president-nominee who will be in charge of that year’s International Assembly.

The Executive Committee of the Board will review eligible candidates for International Assembly moderator and select ten diverse candidates in July each year to be shared with the president-nominee, who will make the final selection. (May 2000 Mtg., Bd. Dec. 412; October 2019 Mtg., Bd. Dec. 29)

59.030.4. **Members-at-Large**

The members-at-large, if appointed, shall be announced by the president-elect by January of the year prior to the Council on Legislation and only serve at the Council on Legislation. The members-at-large may also serve as the Credentials Committee for the Council on Legislation. *(September 2016 Mtg., Bd. Dec. 28 October 2019 Mtg., Bd. Dec. 29)*


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59.080.2. **Expenses of Non-voting Members**

RI shall pay the travel, lodging and meal expenses in attending the Council on Legislation for the following members:

(a) The president, president-elect, other directors, one member of the board elected by the board, and the general secretary

(b) Past presidents of RI, except those whose expenses are paid from The Rotary Foundation funds

(c) Chair, vice-chair and parliamentarian of the Council

(d) Constitution and Bylaws Committee as members of the Council Operations Committee

(e) Trustee representative


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60.050. **Rotary Institutes**

**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 18.060.3.

8. Each Rotary institute should schedule a status report on PolioPlus until polio eradication is achieved.


66.030.1. Resolutions on Financial Accounts and Services
The Board regularly reviews and amends, where necessary, the “Resolutions on Financial Accounts and Services.” (January 2017 Mtg., Bd. Dec. 139 October 2019 Mtg., Bd. Dec. 76)


68.030. Capital Expenditures
Note: The Board regularly reviews and amends, where necessary, the “RI Policy on Financing Capital Expenditures and Projects,” which is as follows:

A. Purpose
The purpose of this policy is to identify those circumstances under which financing capital projects or equipment with debt or through capital leases is appropriate. The policy also establishes limits for the level of permitted indebtedness and capital leases and stipulates the approvals required to incur debt or enter into a capital lease.
B. Scope
This policy applies to the financing of Rotary International's capital expenditures and projects.

C. Policy

1. The incurrence of debt will be considered under the following circumstances:
   a) If spending available cash on capital project(s) will impede the organization's ability to attain or maintain RI's general surplus reserve policy, and
   b) The project being financed is expected to generate incremental income in future years that can be used to offset future debt payments.

2. The entering into a capital lease will be considered under the following circumstances:
   a) The equipment being acquired is of a nature that technological advances will make the equipment obsolete over relatively short periods of time, and
   b) The effective lease rate is less than the expected rate of return on investments over the term of the lease.

3. The amount of permitted debt plus capital leases is subject to the following:
   a) Total debt and capital leases shall not exceed 15% of RI's unrestricted net assets.
   b) Income available for debt service should be equal to or greater than two times the annual debt service (principal and interest) and lease payments. Income available for debt service equals revenues less adjusted operating expenses. Adjusted operating expense equals operating expenses less depreciation, amortization, interest expense, and any extraordinary items.

D. Authority
The Board must approve any incurrence of debt. The general secretary may approve capital leases in amounts not to exceed $100,000 in any fiscal year. Amounts in excess of $100,000 in any fiscal year must be approved by the Board. *(January 2013 Mtg., Bd. Dec. 141 October 2019 Mtg., Bd. Dec. 29)*


69.020.11. Partner Travel Reimbursements
The Board has adopted the RI Policy Regarding Partner Travel Expense Reimbursements. Under this policy, Rotary will reimburse Rotary partner travel only if the function of the travel serves a bona fide business purpose for Rotary International and the amounts requested for reimbursement are substantiated by utilizing a RI “Document of Reimbursable Activities of Partner.” Rotarians and partners who fail to fulfill these
requirements shall not be reimbursed by RI for any expenses associated with the travel and shall return to RI all amounts paid to them or on their behalf to RI in connection with the travel. Rotarians shall not be funded by RI for future travel until these requirements are fulfilled. Persons who travel at RI expense may be subject to income taxes on the value of the travel if the travel is not for a bona fide business purpose for RI. (June 2009 Mtg., Bd. Dec. 276; October 2019 Mtg., Bd. Dec. 53)


69.030.7. Failure to Report on Finances
The financial annual statement as described in RI Bylaws section 15.060.4. shall include all monies received by the governor. The governor shall also send a copy of his/her financial report the report of the district finances 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.

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 within 12 months of the completion of the governor’s year in office, 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; October 2019 Mtg., Bd. Dec. 29)


Article 70. Investments

70.010. Investment Policy Statement – Rotary International General Fund
70.020. General Surplus RI Reserve Policy
70.030. Foreign Currency Management Policy
70.040. Restricted Currencies
70.050. Budgeted Investment Earnings and Investment Earnings Reserve
70.020. General Surplus RI Reserve Policy
Rotary International’s general surplus reserve policy is to maintain a reserve at an amount equal to Board-designated funds, plus 85% of the highest level of annual expenses during the most recent three-year period excluding expenditures funded from the general surplus fund and the self-financing expenditures on the annual convention and the Council on Legislation.

Board-designated funds are defined as the sum of the convention expense reserve (see section 57.100.3), plus the investment earnings reserve (see section 70.050.), plus any other reserves so designated by the Board. These funds shall be so designated in Rotary International’s financial statements. The RI reserve shall be developed annually by the RI Board as part of the budget process. It shall be based on current industry standards and link relevant organizational risks to the organization’s operations and activities. (June 2013 Mtg., Bd. Dec. 196; October 2019 Mtg., Bd. Dec. 29)


Article 72. Risk Management and Insurance

72.010. Risk Management
72.020. Liability Coverage for RI Directors and Officers
72.030. Indemnification of Staff
72.040. RI Travel Medical
72.050. RI Meetings and Programs
72.060. Club and District Liability Insurance

72.030. Indemnification of Staff
Rotary International shall indemnify all of its present and former staff for all acts taken under the direction of the board of directors of Rotary International or the trustees of The Rotary Foundation, or, otherwise, for any acts or decisions made in good faith and in a manner they reasonably believe to be in, or not opposed to, the best interests of Rotary International or The Rotary Foundation, while performing services for Rotary International or The Rotary Foundation 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. (October 2019 Mtg., Bd. Dec. 28)

Source: October 2019 Mtg., Bd. Dec. 28