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) **General Secretary**: The duly elected or acting general secretary of Rotary International.

9) **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) **Partner**: One of a couple with legally married status.

13) **Rotaract club**: A club of young adults.

14) **Rotaractor**: A member of a Rotaract club.

15) **RI**: Rotary International.

16) **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, Rotarian Club, Rotarian Action Groups, and administrative territorial units of Rotary International. Individual RI Programs are not considered Rotary Entities.

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

18) **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.
CHAPTER II

THE ROTARY CLUBS

Articles
2. Club Membership and Administration
3. Club Name, Locality, and Adjustment to Locality
4. General Membership Guidelines and Classifications
5. Membership Growth and New Members
6. Former Rotarians and Family of Current Rotarians
7. Club Meetings and Attendance
8. Club Programs
9. Club Finances and Public Relations
10. Club Officers
11. Club Relationships With Rotarians and Others
12. Rotaract Clubs

2.010. Membership of Clubs in RI
RI is an association of member Rotary clubs and Rotaract clubs, each of which has a direct relationship and common responsibility to the association with no national or other grouping of clubs intervening in the administration and functioning of the clubs as members of RI. Every member club of RI is expected to comply with the provisions of the constitutional documents which provide for the organizational structure and functioning of the club. (June 1998 Mtg., Bd. Dec. 348 October 2019 Mtg., Bd. Dec. 57)


2.120.2. Abuse and Harassment Prevention and Reporting Procedures
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 learning of the incident. Failure to report incidents to RI within 72 hours may result in suspension of the district’s Youth Exchange certification. Upon learning Where there is sufficient evidence that an individual, club, or district knowingly has failed to timely report an allegation, the RI Board may terminate the club as required, the general secretary may determine whether and/or the extent to which involved parties may continue to be eligible to participate in Rotary’s youth programs, or whether additional sanctions may be necessary, including but not limited to requiring the club to terminate an individual’s membership.

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 abuse or harassment including a determination for how to prevent a similar situation in the future.

8. Any person involved in Rotary 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 individual who admits to, is convicted of or is otherwise known to have engaged in sexual abuse or harassment of youth or youth program participants. A Rotarian or non-Rotary volunteer who admits to, is convicted of, or is otherwise 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 an individual, the RI Board may terminate the club 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 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. 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 any individual will be reinstated to a 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. (October 2019 Mtg., Bd. Dec. 58 January 2020
Mtg. Bd. Dec. 85)


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 41.070.41.060.
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. *(October 2019 Mtg., Bd. Dec. 58)*


Cross References

41.070.41.060. Rotary Youth Exchange

8.020. Special Observances
In order to recognize and focus service, the Board has established several observances:

<table>
<thead>
<tr>
<th>Special Observance</th>
<th>Month/Week/Day</th>
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<tbody>
<tr>
<td>(No monthly observance)</td>
<td>July</td>
</tr>
<tr>
<td>Membership and New Club Development Month</td>
<td>August</td>
</tr>
<tr>
<td>Area of Focus: Basic Education and Literacy Month</td>
<td>September</td>
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<tr>
<td>Area of Focus: Community Economic and Community Development Month</td>
<td>October</td>
</tr>
<tr>
<td>Rotary Alumni Reconnect Week</td>
<td>Week (Monday through Sunday) that includes 7 October</td>
</tr>
<tr>
<td>World Interact Week</td>
<td>Week (Monday through Sunday) that includes 5 November</td>
</tr>
<tr>
<td>The Rotary Foundation Month</td>
<td>November</td>
</tr>
</tbody>
</table>
**Special Observance**

| Area of Focus: Disease Prevention and Treatment Month | January |
| Vocational Service Month | January |
| Area of Focus: Peacebuilding and Conflict Prevention/Resolution Month | February |
| Rotary’s Anniversary: World Understanding and Peace Day | 23 February |

**Area of Focus: Water, sanitation, and Hygiene Month**

| World Rotaract Week | March |
| Area of Focus: Maternal and Child Health Month | April |
| Youth Service Month | May |
| Rotary Fellowships Month | June |


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11.010.6. **Use of Official Directories Member Data for Commercial Purposes or Circularization**

No member of a Rotary club shall use the *Official Directory* or any other database or list of names compiled in connection with a Rotary-related project or activity for commercial purposes. *The official* Any directories of RI, its districts and clubs, as well as any other database or list of names compiled in connection with a Rotary-related project or activity shall not be made available by Rotarians or by clubs or districts for the purpose of circularization. This applies to directories in electronic and printed formats. *(March 2005 Mtg., Bd. Dec. 201 January 2020 Mtg., Bd. Dec. 99)*

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11.010.8. **Circularization of Rotaract Clubs**

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. *(October 2019 Mtg., Bd. Dec. 57)*

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Note: Article 12 contains Rotaract club policy that was previously in Chapter V, Programs, Section 41.040., and includes amendments from RI Board decision 57, October 2019, to become effective 1 July 2020.

**Article 12. Rotaract Clubs**

12.010. Membership in a Rotaract Club
12.020. Sponsorship
12.030. Rotaract Club Base
12.040. Standard Rotaract Club Constitution and Recommended Rotaract Club Bylaws
12.050. Rotaract Club Suspension and Termination
12.060. Rotaract Marks
12.070. Rotaract Club Finances
12.080. Rotaract District Meetings and Activities
12.090. Rotaract Multidistrict Information Organizations
12.100. Rotaract Multidistrict Meetings and Activities
12.110. Rotaract Leadership Training

**12.010. Membership in a Rotaract Club**

A Rotaract club is an organization of young adults who take action through community and international service, learn leadership skills, and participate in professional development. *(October 2019 Mtg., Bd. Dec. 57)*


**12.020. Sponsorship**

1. A Rotaract club is established following the endorsement of the governor and upon certification and recognition by Rotary International. Its existence depends upon continued recognition by Rotary International.
2. A Rotaract club may be organized, sponsored, and counseled by Rotary club(s) or Rotaract club(s) provided that:

   a) Rotaract clubs shall be sponsored only by Rotary or Rotaract 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 and may be sponsored jointly by more than three Rotary clubs or Rotaract clubs with the governor’s approval if, in the governor’s considered judgment, the best interests of the district, the sponsor clubs, and the Rotaract club concerned would be effectively served. A joint Rotaract committee should be created with representation from each of the sponsor clubs.

   c) All sponsor clubs must pay a certification fee of US$50 for new Rotaract clubs. *(October 2019 Mtg., Bd. Dec. 57)*

12.030. Rotaract Club Base

12.030.1. Rotaract Club Base
A Rotaract club may be community or university-based. (October 2019 Mtg., Bd. Dec. 57)

Source: January 1968 Mtg., Bd. Dec. 150

12.030.2. University-based Clubs
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.) (October 2019 Mtg., Bd. Dec. 57)


12.040. Standard Rotaract Club Constitution and Recommended Rotaract Club Bylaws

12.040.1. Standard Rotaract Club Constitution
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. (October 2019 Mtg., Bd. Dec. 57)


12.040.2. Recommended Rotaract Club Bylaws
Each Rotaract club shall adopt bylaws not inconsistent with the “Standard Rotaract Club Constitution” and with policy established by Rotary International. (October 2019 Mtg., Bd. Dec. 57)

Source: January 1968 Mtg., Bd. Dec. 150

12.050. Rotaract Club Suspension and Termination

12.050.1. Suspension of Rotaract Clubs
1. The general secretary may suspend any club that fails to report club and membership information to RI annually, no later than 30 June.

2. The general secretary may reinstate any suspended club if such annual reporting is completed by such time as deemed necessary by the general secretary. (October 2019 Mtg., Bd. Dec. 57)

Source: October 2019 Mtg., Bd. Dec. 57

12.050.2. Status of Suspended Rotaract Clubs
The suspension of a club will result in the imposition of the following measures until such time that the club has been reinstated:
a) Club is not authorized to participate in RI events and activities;
b) Club is not authorized to receive awards or recognition from RI or TRF;
c) Club will not receive communications from RI.  *(October 2019 Mtg., Bd. Dec. 57)*

Source:  October 2019 Mtg., Bd. Dec. 57

12.050.3. Termination of Rotaract Clubs
A Rotaract club may be terminated:

1. By Rotary International, with or without the consent, approval or concurrence of the sponsor club(s), for:
   a) failure to function in accordance with its constitution
   b) 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
   c) for other cause

2. By its sponsor club(s); or
3. By the Rotaract club itself upon its own determination.  *(October 2019 Mtg., Bd. Dec. 57)*


12.060. Rotaract Marks
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 in conformity with the *Rotary Code of Policies* Article 34.060.4. *(October 2019 Mtg., Bd. Dec. 57)*


12.070. Rotaract Club Finances
1. Individual Rotaractors shall pay annual membership fees to their Rotaract club to cover the cost of club administration.
2. 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.
3. Funds for activities and projects undertaken by Rotaract clubs shall be raised by such clubs apart from membership fees, dues or assessments and shall be placed into a separate account.
4. A thorough audit by a qualified person shall be made once each year of all the club’s financial transactions.
5. It is the responsibility of the Rotaract club to raise the funds necessary to carry out the program of the club.
6. 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.
7. No part of the expenses of meetings of Rotaract clubs shall be paid by Rotary International.
8. 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. *(October 2019 Mtg., Bd. Dec. 57)*


**12.080. Rotaract District Meetings and Activities**

12.080.1. District Rotaract Committee

District Governors are encouraged to appoint a district Rotaract committee as noted in Rotary Code of Policies section 17.030.3. *(October 2019 Mtg., Bd. Dec. 57)*


12.080.2. District Rotaract Representative

1. 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, reviewed by the district Rotaract committee, and approved by the 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.

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

3. 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.

4. The district Rotaract representative in conjunction with other district leaders, should:
   a. Develop and distribute a district Rotaract newsletter
   b. Support and implement leadership training
   c. Conduct Rotaract promotion and extension activities throughout the district
   d. Plan and implement service activities (if approved by three-fourths of the Rotaract clubs in the district)
   e. Provide advice and support to Rotaract clubs in implementing their projects
   f. Help coordinate joint Rotary-Rotaract activities in the district
   g. Coordinate public relations activities for Rotaract at the district level
   h. Plan and implement a training session for Rotaract club officers in the district

5. 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. *(October 2019 Mtg., Bd. Dec. 57)*

12.080.3. District Rotaract Meetings and Activities

1. Rotaract clubs may organize district conferences or other meetings beyond the club level, with the approval of the district governor, to bring together all Rotaractors and Rotarians in the district to inspire greater collaboration, discuss important topics, or provide leadership training.

2. 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.

3. At a district Rotaract meeting, a three-fourths majority of the Rotaract clubs in a district may vote to undertake a district service project.

4. Such a project must be approved by the governor, and specific plans and instructions for the administration of the district project must also have the approval of the governor and three-fourths of the Rotaract clubs in the district. (October 2019 Mtg., Bd. Dec. 57)


12.080.4. District Rotaract Finances

1. The district should make provisions to fund the administrative activities of the district Rotaract committee.

2. All district Rotaract activities shall be financed by the Rotaract clubs in the district.

3. The cost of district Rotaract meetings shall be minimal and within the financial means of those participating. No expenses of district Rotaract meetings shall be paid by Rotary International.

4. A district Rotaract service fund may be established to raise funds for a district service project. Contributions to such a fund must be voluntary and cannot be made enforceable upon the individual.

5. A service fund must be approved by the governor, and specific plans and instructions for use of the fund must also have the approval of the governor and three-fourths of the Rotaract clubs in the district.

6. 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.

7. 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. (October 2019 Mtg., Bd. Dec. 57)


12.090. 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:

a) there is no objection by the governors of each of the districts concerned;

authorization is secured from the general secretary, acting on behalf of the RI Board of Directors.
b) to develop and maintain such an organization;
c) 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;
d) 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;
e) 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;
f) the organization has no decision making or legislative powers, except for decisions concerning the activities of the organization
g) the organization shall establish a voting mechanism to be reviewed by the district governors.

(October 2019 Mtg., Bd. Dec. 57)


12.100. Rotaract Multidistrict Meetings and Activities

12.100.1. 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).

(October 2019 Mtg., Bd. Dec. 57)

Source: June 2010 Mtg., Bd. Dec. 214

12.100.2. Multidistrict Rotaract Service Projects

Rotaract service projects involving clubs in two or more districts may be implemented provided that such projects:
a) 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;
b) 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;
c) shall be undertaken with the approval of the governors concerned;
d) shall be under the direct supervision of the district Rotaract representative 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;
e) 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.  (October 2019 Mtg., Bd. Dec. 57)


41.040.5. 12.100.3. INTEROTA

1. INTEROTA is not an official meeting of Rotary International, but RI provides support
to INTEROTA through approval of its program content and by supplying representation of
RI leadership at this event.

2. Rotaractors, prior to making a bid to host an INTEROTA meeting, shall obtain approval
from the host district governor(s), district governor(s)-elect, and district governor(s)-nominee. The winning INTEROTA bid shall be submitted by the host district Rotaract representative to the general secretary for approval on behalf of the Board no later than one
year prior to the event. Complete proposals shall include:

a) written approval of the host governor(s) and the RI director for the region
b) information including the date, location, facilities, program, bidding process, and
participants
c) 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
d) assurance that the planning and implementation of the proposed meeting will be carried
out under the direct supervision of Rotaractors or Rotarians

3. The host district(s) must maintain liability insurance for INTEROTA 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.  (January 2015 Mtg., Bd.
Dec. 136; October 2019 Mtg., Bd. Dec. 57)

12.110. Rotaract Leadership Training

41.040. pt. 18 12.110.1. Training and Support by the Sponsor Rotary Club

1. 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:

a) appoint Rotarian mentors to Rotaractors in their sponsored Rotaract clubs;

b) promote district, multidistrict, and international training opportunities for Rotaractors, including the Rotaract Preconvention. (October 2019 Mtg., Bd. Dec. 57)


41.040. pt. 18 12.110.2. Training and Support by the Rotary District

1. 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.

2. 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.

3. 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. (October 2019 Mtg., Bd. Dec. 57)


41.040. pt. 18 12.110.3. Rotaract Preconvention

1. The Rotaract Preconvention 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:

a) Provides training, encouragement, and motivation to Rotaract representatives to advance Rotaract in their districts and to strengthen their connection to Rotary;

b) Facilitates sharing between Rotarians and Rotaractors, including past club presidents, district Rotaract representatives, and multidistrict leaders as well as those new to Rotaract

2. 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. (October 2019 Mtg., Bd. Dec. 57)

17.030. **District Leadership Plan**

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

The required components of the DLP are as follows:

a. Common terminology such as “assistant governor,” “district trainer,” “district committees,” and “club leadership plan”

b. Defined responsibilities and duties for assistant governors, district trainers, district committee members, and club leadership

c. District committees that ensure continuity of leadership within the district

d. A clear statement of the duties and responsibilities that the governor cannot delegate

e. A defined plan for assisting clubs in the implementation of a corresponding club leadership plan

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

a) emphasize the importance of membership attraction and engagement

b) motivate Rotarians to participate in club and district activities and projects through attendance at specific events

c) encourage participation in *Rotary Foundation seminars*, the programs of The Rotary Foundation, and financial support of the Foundation through Foundation recognition programs

d) recognize the work of *individual* Rotarians, through personal recognition

e) plan for the future of the district

f) address the long term development of the clubs in the district through the Club Leadership Plan

A District Leadership Plan must address the following issues:

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

b) How the assistant governors will be trained

c) What committees the district will need

d) Communication procedures between the governor, assistant governors and the district committees

e) How the district will provide for continuity in leadership through the use of assistant governors

f) How the district will provide for continuity within committees as appropriate or necessary

g) Methodology used to appoint and/or remove assistant governors

h) A corresponding Club Leadership Plan for clubs in the district

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

a) District’s strategic plan

b) District appointments that last more than one year
17.030.1. **Assistant Governors**

Assistant governors are appointed by the governor-elect and are responsible for assisting the governor with respect to administration to motivate and support a group of designated clubs to thrive. Duties for assistant governors may include the following:

a) Meet with and assist the incoming club presidents to promote, implement, or review annually the Club Leadership Plan, discuss the clubs’ goals and review section 2.010.1 “Failure to Function” of this Code

b) Encourage clubs to enter and monitor their goals in Rotary Club Central
c) Visit each club regularly to discuss the club activities, resources, and opportunities
b) Support clubs in setting and achieving goals, finding solutions to challenges, resolving conflicts, and meeting their district and RI administrative requirements
c) Serve as a liaison between clubs and district committees
d) Assist club leaders in scheduling and planning for the governor’s official visit and attend each club assembly associated with the governor’s official visit. Assess clubs’ ability to thrive and mentor club leaders on strategies to make their club successful
e) Assist in the development of district goals. Encourage clubs’ involvement in district activities and committees
f) Keep the governor informed on progress of the clubs
g) Ensure that clubs update their membership regularly and pay their dues on time.

Stay up to date on Rotary initiatives
h) Coordinate training at the club level with the appropriate district committee. Share status of clubs with successor
i) Promote the District Leadership Plan, the Club Leadership Plan and all applicable RI online tools and resources
j) Advise the incoming governor on district committee selections
k) Attend and promote attendance at the district conference and other district and international meetings
l) Participate in district activities and attend all training seminars
m) Provide recommendations on future assistant governor and committee members

Minimum criteria in selecting assistant governors include:

a) membership, other than honorary, active member in good standing in a club in the district for at least three years

b) service served as president of a club for a full term, or as a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is for at least six months
Additional criteria in selecting assistant governors should include:

c) willingness and ability to accept the responsibilities of assistant governor knowledge of clubs, district and Rotary including relevant policies and Rotary’s online tools

d) demonstrated outstanding performance at the club and/or district level demonstrated leadership skills and qualities including, listening, communication, motivation, accessibility, integrity and being proactive

e) potential for future leadership in the district regular participation in district events

Assistant governors may be appointed on an annual basis for a one-year term, subject to reappointment for a total of three years.

Assistant governors may serve for a period of three one-year terms. Assistant governors may serve an additional period of three one-year terms two years after their last one-year term.

It is recommended that no past governor serve as an assistant governor.


17.030.2. District Committees

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

The following district committees shall be appointed:

Finance
Membership
Public Image
Rotary Foundation
Training

The following district committees may be appointed:

Alumni
Community Service
Convention Promotion
District Conference
Additional district committees are appointed when they serve a specific function as identified by the governor and the district leadership team.

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

Committee Qualifications
The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a Rotary or Rotaract club in the district. District governors are strongly encouraged to appoint Rotaractors to every district committee.

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

Relation to Rotary Regional Leaders
District committees are encouraged to work with regional leaders (RCs, RPI Cs, 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. (October 2019 Mtg., Bd. Dec. 29; January 2020 Mtg., Bd. Dec. 95)

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 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. *(October 2019 Mtg., Bd. Dec. 29 January 2020 Mtg. Bd. Dec. 85)*


**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, Rotary 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 October 2019 Mtg., Bd. Dec. 57)*

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; October 2019 Mtg., Bd. Dec. 57)*


17.030.3. **Additional Committees**

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

19.020.1. Governor-nominee Training

Rotary institute conveners may offer governor-nominee training to meet the unique needs of the governors-nominee in their zones and to enhance the continuity of leadership within the districts. Such training is not reimbursed by Rotary and shall not duplicate training for governors-elect. (January 2015 Mtg., Bd. Dec. 118)


19.040.1. Leadership Training Cycle

The preferred sequence for Rotary leadership development should be as follows (allowing for the possibility for combining meetings where appropriate):

a) Governor-nominee Training Seminar in conjunction with Rotary institutes
b) Governor Elect Training Seminar (GETS) in conjunction with Rotary institutes
c) International Assembly
d) District Team Training Seminar
e) Presidents-elect training seminar
f) District Training Assembly


19.020.1.19.040.2. Governor-nominee Training at Rotary Institutes

Rotary institute conveners may offer are requested to provide comprehensive governor-nominee training by 2020-21, to meet the unique needs of the governors-nominee in their zones and to enhance the continuity of leadership within the districts. Such training is not reimbursed by Rotary and shall not duplicate training for governors-elect.

Rotary International will subsidize the cost of governor-nominee training.

Each convener shall designate one individual (preferably someone who has been an RI training leader) who shall oversee governor-nominee training, starting in 2020, to be funded by RI.

Rotary institute conveners, starting in 2020, are requested to hold GETS and governor-nominee training on a date early enough in the Rotary year to provide sufficient time for governors-elect and governors-nominee to plan and prepare for their role at the International Assembly.

Governor-nominee training should cover

- Governor-nominee responsibilities
- Assessing your district
• Creating a calendar
• Financial management
• Convening training events and district conference


19.040.3. Meeting of Governors-nominee and Governors-elect
Governors-nominee and governors-elect should meet jointly to learn about

• Succession planning
• District leadership plan
• Strategic planning
• Communication

(January 2020 Mtg., Bd. Dec. 85)

Source: June 2017 Mtg., Bd. Dec. 182

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

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

The following topics will be addressed:

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

The convener will schedule enough time to ensure appropriate coverage of each subject. Additionally, each GETS should allow for individual presentations from a regional Rotary Foundation coordinator, a Rotary coordinator and a Rotary public image coordinator who
will explain their role and the support they can provide for districts. A member of the RI staff should conduct the session “Your Support from Rotary.” (January 2017 Mtg., Bd. Dec. 86; January 2020 Mtg., Bd. Dec. 85)


Article 20. District Meetings

20.005. Location of District Meetings
20.010. District Conference Overview
20.020. District Conference Program
20.030. President’s Representative at Conference
20.040. Joint District Conferences
20.050. Protocol at District Meetings
20.060. District Training Assemblies
20.070. Presidents-Elect Training Seminars (PETS)
20.080. District Team Training Seminar
20.090. District Membership Seminar, Vibrant Club Workshop

20.080.2. District Team Training Seminar Participants
Participants in the District Team Training Seminar shall include those appointed by the governor-elect to serve as assistant governors, and as district committee chairs and members, including the district Rotaract representative, in the next Rotary year. (January 2018 Mtg., Bd. Dec. 103; October 2019 Mtg., Bd. Dec. 57)


20.090. District Membership Seminar, Vibrant Club Workshop

20.090.1. District Membership Seminar, Vibrant Club Workshop Purpose
The purpose of the district membership seminar Vibrant Club Workshop is to prepare club and district leaders to support membership activities at the club and district levels inspire Rotarians to support and engage in activities that are in line with Rotary’s Strategic Plan. (November 2005 Mtg., Bd. Dec. 104; January 2020 Mtg., Bd. Dec. 85)


20.090.2. District Membership Seminar, Vibrant Club Workshop Participants
Participants in the District Membership Seminar, Vibrant Club Workshop shall include club presidents, club level membership committee members, district membership development committee members, district extension committee members, assistant governors, leaders and all interested Rotarians. (July 2002 Mtg., Bd. Dec. 26; January 2020 Mtg., Bd. Dec. 85)

20.090.3. District Membership Seminar Vibrant Club Workshop Components
To achieve the stated purpose of the program, the following components will be included in the district membership seminar. Vibrant Club Workshop will include topics relevant to Rotary’s current Strategic Plan including membership, public image, and The Rotary Foundation:

- Membership overview
- Engagement
- Attraction
- New club development
- Roles and responsibilities of membership
- Vibrant Rotary clubs
- Club pilots


20.090.4. District Membership Seminar Vibrant Club Workshop Time Frame
One half to one full day District Membership Seminar Vibrant Club Workshop should be held annually, preferably following the district training assembly. (November 2007 Mtg., Bd. Dec. 113 January 2020 Mtg., Bd. Dec. 85)


20.090.5. District Membership Seminar Vibrant Club Workshop Leaders
The governor is responsible for the overall program. The district membership development committee trainer is responsible for planning and conducting the seminar in consultation with the governor and the district trainer, district membership committee chair, district public image committee chair, and district Rotary Foundation committee chair. The seminar leadership team consists of qualified past district governors and/or those Rotarians active and successful in membership development activities. Consideration shall be given to involving the Rotary coordinator. Districts are encouraged to seek input from the Regional Rotary Foundation Coordinator, Rotary Coordinator, Rotary Public Image Coordinator, and Endowment/Major Gifts Adviser. (January 2015 Mtg., Bd. Dec. 118 January 2020 Mtg., Bd. Dec. 85)


Note: The above guidelines are provided for a stand-alone district membership seminar. Some districts may wish to conduct the district membership seminar in conjunction with another Rotary training meeting, such as the district training assembly. If this is the case, the approval of the governor-elect (or convener of the meeting) is required.
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 or she 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. *(October 2019 Mtg., Bd. Dec. 29 January 2020 Mtg., Bd. Dec. 90)*


26.120.1. **Training on Adult Harassment Policies**

Incoming and current club presidents, governors, regional leaders, and directors shall be provided annual training on RI’s adult harassment policies and procedures at events including, but not limited to, presidents-elect training seminars (PETS) and International Assemblies. *(January 2020 Mtg., Bd. Dec. 85)*


31.030.3. **Scheduling Meetings Prior to or during Meetings of the Trustees**

The president is requested to avoid scheduling any conflicting RI meetings during the week preceding the full meetings of the Trustees in October and April, and to avoid scheduling any Rotary institutes during the weekend preceding the full meeting of the Trustees in October.

RI committees with trustee members or liaisons shall not meet at the same time as Trustee meetings. *(January 2014 Mtg., Bd. Dec. 79 January 2020 Mtg., Bd. Dec. 85)*


31.040.8. **Advisers to Committees**

Adviser(s) may be appointed to a committee on an exception basis, provided that any adviser(s) be approved by the RI Board. An adviser should provide subject matter expertise and/or geographic representation needed on the committee. RI presidents should consider appointing Rotaractors as advisers to any RI committee.

A two-thirds vote of the Board is required to add an adviser to a committee.

The president’s budget shall cover any additional costs of advisers. *(January 2020 Mtg., Bd. Dec. 85)*

32.080.1. Responsibility for Official Directory
The general secretary shall exercise responsibility for the content and format of the RI Official Directory. The general secretary also shall determine whether paid advertising should be included in the Official Directory. (February 2002 Mtg., Bd. Dec. 216)


32.080.5. Translations of Rotary Literature
The general secretary is authorized, on behalf of the Board, to approve translations of Rotary literature.

The general secretary is authorized, where it appears necessary or advisable to modify text in order to make a publication generally more useful to clubs within a district or a group of districts, to approve the full text of any such changes, in English, prior to such changes being made. (June 2007 Mtg., Bd. Dec. 226)


Cross References
48.020.1. Role of General Secretary in Translation of RI Literature
48.020.2. Use of Rotarian Volunteers in Translating
49.030. Official Directory

32.090.16. Collaborating Organizations
The general secretary is authorized to determine designation criteria for collaborating organizations and to oversee their selection and approval. (January 2019 Mtg., Bd. Dec. 80)

Source: October 2018 Mtg., Bd. Dec. 47

Cross References
34.030.7. Use of the Rotary Emblem with Program Emblems
41.070.23, 41.060.23. Multidistrict Youth Exchange Program
42.030.11. Suspension and Termination of Recognition

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
entrenched 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 Entities and Rotarians are therefore asked not to apply for trademark registration of the Rotary Marks or any abbreviations or portions thereof.

[text omitted]


34.010. Registration of Rotary Marks

The general secretary shall monitor and protect RI’s intellectual property according to established policy. As often as practicable, the general secretary shall make efforts to register the Rotary Marks as trademarks and service marks in countries in which RI has a presence. Neither Rotary Entities nor individual Rotarians may register any of the Rotary Marks or any abbreviations or portions thereof. Any Rotary Entities or Rotarians that may have obtained trademark registrations on the Rotary Marks or any abbreviations or portions thereof are asked to transfer ownership to RI in order to comply with section 19.010 of the bylaws of the association. (September 2017 Mtg., Bd. Dec. 24 January 2020 Mtg., Bd. Dec. 85)


34.030.6. Use of the Masterbrand Signature, Simplified Signature, Mark of Excellence 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. The simplified wheel is to be used only together with “Rotary” as part of the simplified signature lock-up or with “Interact”
or “Rotaract” as part of the simplified signatures for the Programs logos. 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. (October 2019 Mtg., Bd. Dec. 29 October 2019 Mtg., Bd. Dec. 57)


34.030.8. Deviation from Official Emblem
No deviation from the official RI emblem shall be authorized. The simplified wheel is to be used only together with “Rotary” as part of the simplified signature lock-up or with “Interact” or “Rotaract” as part of the simplified signatures for the Programs logos. (October 2019 Mtg., Bd. Dec. 29 October 2019 Mtg., Bd. Dec. 57)


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”)) [strike out whichever does not apply] 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
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 review and approval process by Rotary or Rotary’s legal counsel. RI retains the sole right to specific denial or authorization of such use or, in the case of alteration (of copy or layout), to be mutually agreed upon by the parties.

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. The simplified wheel is to be used only together with “Rotary” as part of the simplified signature lock-up or with “Interact” or “Rotaract” as part of the simplified signatures for the Programs logos.

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. (October 2019 Mtg., Bd. Dec. 29)


34.040.1. Use of Name or Emblem for Political Means
Clubs shall not use the Rotary name or emblem or other of the Rotary Marks for the purpose of furthering political campaigns. Any use of Rotary fellowship to gain political advantage is foreign to the spirit of Rotary. (September 2016 Mtg., Bd. Dec. 28 January 2020 Mtg., Bd. Dec. 85)


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. The simplified wheel is to be used only together with “Rotary” as part of the simplified signature lock-up or with “Interact” or “Rotaract” as part of the simplified signatures for the Program logos. 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. (October 2019 Mtg., Bd. Dec. 29 October 2019 Mtg., Bd. Dec. 57)

34.040.7. Requests for Exception to Guidelines for Use of “Rotary” Name or other of the Rotary Marks
When considering requests for exception to policy set forth in section 34.040.6., the Board may consider:

1. The organizing group’s attempt to work with the general secretary to bring the name of the project or activity into compliance with Board policy

2. The ease or difficulty with which the organizing group could bring its name into compliance with Board policy

3. The length of time the organizing group has been using the non-compliant name, with greater consideration given to projects, activities or organizations with a longer, demonstrated period of use

4. The merit of the project, activity or organization and the benefit it brings to the Rotary movement as a whole

5. Whether the proposed non-compliant name in some other way accurately identifies the organizing group involved
6. Whether the proposed non-compliant name could create a likelihood of confusion with Rotary International or with any other Rotary Entity or with a project, activity or organization of Rotary International or any other Rotary Entity

7. Whether the organizing group is a recognized Rotary Entity

8. Whether the organizing group is otherwise compliant with Board policy

9. The degree to which the project or activity or the name of the project, activity or organization could expose RI to liability

If the group is not a Rotary Entity and/or the project, activity or organization is not under the full control of a Rotary Entity, then the Board may grant an exception for the group to enter into a license agreement with RI for use of the Rotary name or other of the Rotary Marks, based on the above criteria. The agreement shall include RI’s standard licensing terms, including, but not limited to, terms requiring insurance and indemnification.

If the group is a Rotary Entity and the project, activity or organization is under the full control of the Rotary Entity, then a Board exception may be granted for use of the “Rotary” name or other of the Rotary Marks without a further identifier of the name of the Rotary Entity and a license agreement is not required.

Under the “full control of a Rotary Entity” shall be defined as follows:

a. A Rotary club, Rotary district or group of Rotary clubs or Rotary districts is solely responsible for the governance of the project, activity or organization

b. This level of Rotary Entity governance must be demonstrated by the requesting group to the satisfaction of RI and may come in a number of different forms, including, but not limited to:

i. the Rotary club, district or other Rotary Entity is responsible for the direct, daily operational administration and control of the project, activity or organization, including, but not limited to, review and approval of the budget, including the expenditures for any project, activity or organization, or

ii. the Board of Directors or equivalent governing body of the project, activity or organization consists solely of every Rotary club President (or President’s designate) or every Rotary district governor (or governor’s designate) of all Rotary clubs or districts involved and/or present in the geographic region, and

iii. such governing body shall have operational and administrative control, including, but not limited to, review and approval of the budget, including all expenditures for any programs or other endeavors and selection of the Rotary Entity’s projects, activities or organizations.

c. Rotarian involvement and/or support in the form of monetary donations and/or volunteer time does not establish governance of the project, activity or organization, even if the support comes from every club in a district or from every district in a region and even if every club president or district governor in the applicable region supports the project, activity or organization.
An exception for use of the “Rotary” name or other of the Rotary Marks does not also carry with it an exception to use the Rotary emblem or any other of the Rotary Marks.

The general secretary is asked to bring any existing projects, activities and organizations into compliance with current policy. (July 2015 Mtg., Bd. Dec. 16 January 2020 Mtg., Bd. Dec. 85)


34.040.10. Use of Rotary Name and Emblem by Other Organizations
No matter how worthy may be the purposes of such organizations or groups or the ambitions of such individuals, RI cannot permit them to appropriate the name or emblem of Rotary or other of the Rotary Marks without thereby endangering the preservation of the name and insignia of Rotary for the exclusive use and benefit of Rotarians. RI does not seek to discourage organizations or groups desiring to emulate the example of Rotary clubs but believes that suitable names and insignia can be devised by such organizations and groups without infringing upon the terminology and insignia of Rotary, and all Rotarians are encouraged to give their sympathetic assistance and encouragement to any group seeking to emulate the example of Rotary. (June 1998 Mtg., Bd. Dec. 348 January 2020 Mtg., Bd. Dec. 85)


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. The simplified wheel is to be used only together with “Rotary” as part of the simplified signature lock-up or with “Interact” or “Rotaract” as part of the simplified
signatures for the Programs logos. 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. (October 2019 Mtg., Bd. Dec. 29 October 2019 Mtg., Bd. Dec. 57)


34.060. **Program Other Rotary Emblems**

34.080. **Rotary Mottos**
Service Above Self and One Profits Most Who Serves Best are the official Rotary Mottos. Service Above Self is the principal motto of Rotary. (June 2010 Mtg., Bd. Dec. 182)

Source: COL 50-11, COL 51-9, COL 89-145, COL 01-678, COL 04-271; COL 10-165

**Cross References**

41.010. **Interact**
41.040. Article 12 **Rotaract Clubs**

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. The simplified wheel is to be used only together with “Rotary” as part of the simplified signature lock-up or with “Interact” or “Rotaract” as part of the simplified signatures for the Programs logos. 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. (October 2019 Mtg., Bd. Dec. 29; October 2019 Mtg., Bd. Dec. 57)


49.030.2. 35.010.6.  List of Official Rotary Licensees in the Official Directory
The general secretary shall publish in each Official Directory the name and relevant information of all current licensees who are up-to-date with their royalty payments at the time such publication goes to print on the RI website. (June 1998 Mtg., Bd. Dec. 348; January 2020 Mtg., Bd. Dec. 99)


35.030.7.  List of Licensees in Official Directory and Promotion of Licensees
The general secretary shall publish in each Official Directory the name and relevant information of all current licensees who are up-to-date with their royalty payments on the RI website at the time such publication goes to print.

The general secretary also shall promote the purchase of merchandise bearing the Rotary Marks from official licensees through appropriate channels: Rotary Leader, The Rotarian magazine and licensed regional magazines; mailings to all clubs as part of RI’s regular mailings; mailings to all incoming governors; and training at the International Assembly and PETS. (January 2019 Mtg., Bd. Dec. 80; January 2020 Mtg., Bd. Dec. 99)


35.040.4.  Rotary Fellowships
Any sales of merchandise by Rotary Fellowships bearing the Rotary Marks shall comply with Rotary’s brand standards by 30 June 2020, in accordance with Rotary Code section 34.030.18. All manufacture and sales of goods, including for fundraising purposes, shall comply with RI licensing policies, as they pertain to all Rotary Entities. No fundraising or sales of goods bearing the Rotary Marks will be permitted at the RI Convention from the project booth area in the House of Friendship beginning with the 2021 RI Convention (Taipei), as is required of all other Rotary Entities.

Rotary Fellowships need not be licensed by RI for the sale of merchandise at the RI Convention, so long as the fellowship meets the following requirements:
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 projects(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. Further to point 3.c., above, where culturally appropriate, convention host organizing committees may solicit alcoholic beverage companies as sponsors, recognizing that the terms of any sponsorship relationship shall be subject to any restrictions with respect to the use, sale and marketing of alcoholic beverages in the venue contract(s). If there is a merchandising component to such a sponsorship, whether for give-away or sale, and whether or not for fundraising purposes, then:

a. the label on the alcoholic beverage shall not contain the Mark of Excellence,

b. in such instances, the general secretary shall develop a suitable substitute label design for the approval of the RI president (when known) who presides over the convention together with the general secretary, consistent with policy at 57.010.1.

5. 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.

6. Any sponsorship must comply with relevant laws.

7. 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.

8. 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.

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

10. 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 name 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].”

11. 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

12. “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.

13. “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.

14. 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.

15. 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.

16. 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.
17. 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.)

18. 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. (October 2019 Mtg., Bd. Dec. 64 January 2020 Mtg., Bd. Dec. 85)


37.030.6. Groups of Former Rotarians
Groups of former Rotarians organized to promote acquaintance and fellowship and to further their individual active interest in service to others are looked upon with favor. No objection will be offered to the establishment of any such group provided it is organized and functions as follows:

a. The organization of a group of former Rotarians shall be undertaken by the interested former Rotarians concerned.

b. The group shall determine the method of ascertaining the eligibility and qualifications of its members and shall not include in its membership members of clubs or those who have never been Rotarians.

c. Members of the group may identify themselves as “former Rotarians” or “past Rotarians” individually and in the name of the group.

d. The group shall not use the words “Rotary,” “Rotary club,” “Rotarian” (except as established above) or “Rotary International” in its name or publications, nor shall such group or its individual members use the Rotary emblem or any modification of the emblem or any other similar emblem.

e. There shall be no direct or indirect implication that the group is an affiliated club of RI or in any other way officially a part of or recognized by RI.

f. The purposes of the group shall be to develop acquaintance and fellowship among its members and to provide opportunities for participation in service activities, and its program and activities shall be consistent with such purposes.
g. The group shall not take corporate action or give corporate expression of opinion on political subjects or on the organization, administration and functioning of RI or its member clubs.

h. The group may not circularize Rotary clubs or Rotarians on any matter whatsoever.

i. Members of the group do not inherently have the right to attend Rotary club meetings or RI meetings and do not otherwise by right have access to RI or its officers or to Rotary clubs and their officers or to RI publications, including the Official Directory.

j. RI shall not provide financial assistance to any group of former Rotarians, nor shall such group seek financial assistance from RI or its member clubs.

k. A meeting of the group shall not be the basis for attendance credit for Rotarians.

l. Former Rotarians are encouraged to organize in groups in accordance with the foregoing procedure and conditions, provided that such encouragement does not constitute sponsorship or official recognition of any such group. (June 1998 Mtg., Bd. Dec. 348; January 2020 Mtg., Bd. Dec. 99)


38.010.2  Description of RIBI in the Official Directory
The Official Directory of RI shall contain an explanatory note to give a clear and adequate description of the unique territorial unit of RIBI and its status as a distinctive and historical administrative structure of Rotary International.

Source: November 1984 Mtg., Bd. Dec. 60

40.010. Rotary Programs and Global Networking Groups
The following Rotary Programs are organized activities recognized by the RI Board for clubs and districts:

Interact
Intercountry Committees
New Generations Service Exchange
Rotaract
Rotary Community Corps
Rotary Friendship Exchange
Rotary Youth Exchange
Rotary Youth Leadership Awards

The following Global Networking Groups are recognized by the Board as associations of individual Rotarians organized to focus on service or shared topics of interest on an international basis:
40.010.1. **Definition of Program Participants**

Program participants are those individuals who currently participate in RI and Rotary Foundation programs, including:

- Interact
- Rotaract
- Rotary Community Corps
- Rotary Friendship Exchange
- Rotary Youth Exchange
- Rotary Youth Leadership Awards (RYLA)
- Rotary Peace Fellowships
- Global Grant Scholarships
- Vocational training teams (members and leaders)
- District Grant Scholarships
- New Generations Service Exchange


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

40.050.7. **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


Article 41. Rotary Programs

41.010. Interact
41.020. Intercountry Committees
41.030. New Generations Service Exchange
41.040. Rotaract
41.050. Rotaract
41.040. Rotary Community Corps (RCC)
41.060. Rotaract
41.050. Rotary Friendship Exchange
41.070. Rotaract
41.060. Rotary Youth Exchange
41.080. Rotaract
41.070. Rotary Youth Leadership Awards

41.010. Interact Club Designations in Official Directory

The symbol (I) for Interact shall be included in the listings of clubs in the “Rotary Districts” section of the Official Directory and shall designate clubs which sponsor one or more Interact clubs. (June 1998 Mtg., Bd. Dec. 348)


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 may 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.
e) 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 Rotactor 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 Rotactor 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 representatives 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. *(October 2019 Mtg., Bd. Dec. 29)*


41.040.1. Secretariat Service to Rotaract Clubs

The general secretary certifies organization of Rotaract clubs, produces program publications, distributes annual communications to all Rotaract clubs, sponsor Rotary clubs, district Rotaract representatives, and district Rotaract committee chairs, and promotes World Rotaract Week. The general secretary shall provide the following services to the Rotaract program:

1) Provide each district Rotaract representative with a free subscription to *The Rotarian* magazine or a licensed regional magazine.

2) Provide the “Worldwide Rotaract Directory,” that includes a list of the names and contact information of all reported district Rotaract representatives, on an annual basis to all Rotaract clubs, district Rotaract representatives, and district Rotaract committee chairs. *(January 2019 Mtg., Bd. Dec. 80)*


41.040.2. RI Certification of Rotaract Clubs

The general secretary processes certification of Rotaract clubs. The approval of the district governor is required as a prerequisite to certification. *(January 2017 Mtg., Bd. Dec. 87)*


41.040.3. Rotaract Club Designations in Official Directory

The symbol (R) for Rotaract shall be included in the listings of clubs in the “Rotary Districts” section of the *Official Directory* and shall designate Rotary clubs which sponsor one or more Rotaract clubs. *(June 1998 Mtg., Bd. Dec. 348)*


41.040.4. Rotaractors at Conventions

There shall be provision for participation by registered Rotaractors at the international conventions, including opportunities for attendance at all plenary, ticketed and discussion group sessions. *(June 2017 Mtg., Bd. Dec. 176)*

41.040.5. INTEROTA
INTEROTA is not an official meeting of Rotary International, but RI provides support to INTEROTA through approval of its program content and by supplying representation of RI leadership at this event.

Rotaractors, prior to making a bid to host an INTEROTA meeting, shall obtain approval from the host district governor(s), district governor(s)-elect, and district governor(s)-nominee. The winning INTEROTA bid shall be submitted by the host district Rotaract representative to the general secretary for approval on behalf of the Board no later than one year prior to the event. Complete proposals shall include:

a) written approval of the host governor(s) and the RI director for the region

b) information including the date, location, facilities, program, bidding process, and participants

c) 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

d) assurance that the planning and implementation of the proposed meeting will be carried out under the direct supervision of Rotaractors or Rotarians

The host district(s) must maintain liability insurance for INTEROTA 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. (January 2015 Mtg., Bd. Dec. 136)


Cross References

8.020. Special Observances
9.010. Club Finances
20.070.5. PETS Time Frame
20.080.2. District Team Training Seminar Participants
34.060.4. Interact and Rotaract Marks

41.050.41.040. Rotary Community Corps (RCC)
41.060.41.050. Rotary Friendship Exchange
41.070.41.060. Rotary Youth Exchange
41.080.41.070. Rotary Youth Leadership Awards
Article 42. Global Networking Groups

42.010. Networking and Service Groups Committee
42.020. Rotary Fellowships
42.030. Rotarian Rotary Action Groups
42.040. Incorporation Guidelines For Global Networking Groups

42.020.1. Terms of Fellowships
A Rotary fellowship is a group of Rotarians, their family members, Rotaractors, program participants, and alumni individuals who globally unite around a common interest, vocation, or recreational activity with the primary purpose to network and further friendship. Membership in a fellowship is open to any interested individual. Fellowship activities must be conducted independently of RI, but must be in harmony with RI policy, including the use of the Rotary Marks. Fellowships may not be used to promote religious beliefs, political issues, or other organizations. Recognition of a fellowship by RI in no way implies legal, financial or other obligation or responsibility on the part of RI, or any district or club. A fellowship may not act on behalf of RI, or represent or imply that it has authority to act on behalf of RI. A fellowship is not an agency of RI. Fellowships must be self-sustaining financially, administratively, and otherwise. Fellowships may not exist or function in any country in violation of the laws of such country. Individual Rotary Fellowships are not covered by RI insurance and are encouraged to assess their own risk and secure coverage as appropriate. (June 2018 Mtg., Bd. Dec. 177, January 2020 Mtg., Bd. Dec. 100)


42.020.2. Criteria for Recognition
The general secretary, in consultation with the Global Networking Groups Committee, recognizes Rotary Fellowships on behalf of the Board.

To be recognized as a fellowship, a group shall:

1) Have at least 25 members representing at least five countries.
2) Not duplicate the purposes of an existing fellowship.
3) Be led by an active Rotarian, Rotaractor, or Peace Fellow.
4) Have governing documents (charter, constitution, bylaws, or similar documents), which shall be consistent with RI policy.
5) Propose a web presence strategy (such as a website, social media page, etc.) (January 2019 Mtg., Bd. Dec. 115, January 2020 Mtg., Bd. Dec. 100)

Note: At its January meeting the RI Board renamed Rotarian Action Groups to Rotary Action Groups

42.030. **Rotarian Rotary Action Groups**

42.030.1. **Purpose and Membership**
A Rotarian Rotary Action Group shall be an association of Rotarians, family members of Rotarians, program participants and alumni who have as their internationally organized group with subject-matter expertise and experience in a particular service area whose purpose is the advancement of the Object of Rotary by providing assistance and support to Rotary clubs, districts, and multidistricts in planning and implementing large-scale, community development and humanitarian service projects. Membership may also be offered to Rotaract clubs, Rotary clubs, and districts on an annual basis at the discretion of the Rotarian Action Groups’ board of directors. (January 2019 Mtg., Bd. Dec. 115; January 2020 Mtg., Bd. Dec. 100)


42.030.3. **Governance and Membership**
Rotarian Rotary Action Groups must adhere to standard bylaws as approved by the Board. Rotarian Rotary Action Groups shall be governed by a board of directors with at least five members who must be active Rotarians, Rotaractors, or Peace Fellows.

Membership in the Rotary Action Group is open to any interested individual. Membership may also be offered to Rotaract clubs, Rotary clubs, and districts on an annual basis at the discretion of the Rotarian Action Groups’ board of directors. (January 2017 Mtg., Bd. Dec. 113; January 2020 Mtg., Bd. Dec. 100)


42.030.10. **Services**
Services include use of the Rotary Marks; listing in the Official Directory, program publications, and on the RI website; and priority access to booth space and meeting space at the International Convention at no cost, on a space available basis. (January 2019 Mtg., Bd. Dec. 115; January 2020 Mtg., Bd. Dec. 99)


42.030.16. **Youth Protection**
Rotary Action Groups must protect the safety and wellbeing of all youth participating in their activities and comply with Rotary International’s youth protection policies. A Rotary
Action Group 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 a group has knowingly failed to terminate the membership or affiliation of such an individual, the RI Board may terminate the Rotary Action Group for failure to comply). *(January 2017 Mtg., Bd. Dec. 113)*


**Cross References**

2.120. Youth Protection
40.010.1. Definition of Program Participants
40.050.1. Definition of Rotary Alumni
Article 33 34. Rotary Marks
35.010.3. Contact with Other Organizations

43.070.4. Selection Process
1. The general secretary will review all nominations to assure candidates meet the eligibility criteria and forward the top ten candidates for each award to the Service Awards Membership Committee and The Rotary Foundation Awards Review Committee for consideration.

2. The Service Awards Membership Committee and The Rotary Foundation Awards Review Committee will review 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 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 2019 Mtg., Bd. Dec. 44January 2020 Mtg., Bd. Dec. 85)*


43.080.3. Selection Process
1. The general secretary will review all nominations to assure candidates meet the eligibility criteria and forward the top ten candidates for each award to the Service Awards Membership Committee and The Rotary Foundation Awards Review Committee for consideration.
2. The Service Awards Membership Committee and The Rotary Foundation Awards Review Committee will 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 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 2019 Mtg., Bd. Dec. 44, January 2020 Mtg., Bd. Dec. 85)


48.020.5. Translation of Name “Rotary Club of”
A club may use the language of the country in which it is located to designate the name of the club so long as the name in translation reflects accurately the designation as given in English. (June 1998 Mtg., Bd. Dec. 348)


Cross References

32.080.5.4. General Secretary Authority regarding Translations of Rotary Literature
58.050.2. Simultaneous Interpretation/Language Support During Plenary Sessions

Article 49. Membership Communications

49.010. Official Notices
49.020. Board Minutes
49.030. Official Directory
49.040. 49.030. Manual of Procedure
49.050. 49.040. Constitutional Documents
49.060. 49.050. Codification of Policies

49.030. Official Directory
The content and format of the Official Directory is a responsibility of the general secretary. (June 1998 Mtg., Bd. Dec. 348)


49.030.1. Distribution of Official Directory
One copy of the Official Directory shall be distributed gratis to the secretary of each club, with additional copies to be available for purchase in any quantity by the club. (June 1998 Mtg., Bd. Dec. 348)

Source: April 1971 Mtg., Bd. Dec. 286
MOVED TO 35.010.6.

49.030.2. List of Official Rotary Licensees in the *Official Directory*

The general secretary shall publish in each *Official Directory* the name and relevant information of all current licensees who are up-to-date with their royalty payments at the time such publication goes to print. *(June 1998 Mtg., Bd. Dec. 348)*


**Cross References**

11.010.1. Approval for Clubs to Solicit Cooperation, Financial Aid, or Participation

11.010.6. Use of Official Directories for Commercial Purposes or Circularization

41.010.4. Interact Club Designations in Official Directory

41.040.3. Rotaract Club Designations in Official Directory

51.020.4. Guidelines for Rotary Regional Magazine Licensing

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

a) Qualifications

1. Only regional magazines that have been approved for their country(ies) by the RI Board are eligible to be licensed.

2. Regional magazines with circulation of 5,000 or more must be directly supervised by an advisory board consisting of at least six members, including a current governor or designate, a current incoming governor or designate, the magazine’s editor in chief, and three past RI officers (preferably media professionals or members with communications experience). Regional magazines with circulation of less than 5,000 must be directly supervised by an advisory board consisting of a minimum of three members, including a current governor or designate, a current incoming governor or designate and the magazine’s editor in chief. Members will serve for a period of at least *one* year, and the advisory board must meet at least *twice* a year. The advisory board shall fairly and equally represent the region it serves.

3. To become licensed and maintain their licensed status, regional magazines must consistently publish the mandatory Rotary content as supplied by RI. Editorial content must reflect that the regional magazine serves all Rotary countries or districts within its territory, and is published in the primary, officially recognized language.

i) The editors and advisory boards of regional magazines shall ensure adherence to RI policy on political and religious matters and strive to promote the Rotary principle of welcoming men and women of all races, nations, religious faiths, vocations, and political persuasions to membership.
ii) Regional magazines shall not express an editorial opinion on any pending controversial public measure.

iii) Regional magazines shall not endorse, recommend, or otherwise express an editorial opinion about any candidate for public office or Rotary office, or publish any letter, speech, or other content supporting or otherwise commenting on any such candidate.

iv) Regional magazines shall not express an editorial opinion on international political affairs or publish any letter, speech, or other content on such affairs.

4. Licenses will be issued to only one regional magazine per country or geographic area, except in countries or geographic areas where the number of languages spoken warrants more than one regional magazine, as determined by the RI Board.

5. The Communications Committee will determine if magazines meet the requirements for licensing. Following RI Board approval, all regional magazines must enter into an agreement with RI delineating the nature of the relationship and setting forth the guidelines for publishing a licensed Rotary regional magazine. Once the agreement is signed, the regional magazines may announce or publish news of their licensed status.

6. RI shall review every regional magazine. Should any noncompliance with RI guidelines be discovered, the regional magazine may be placed on probation or terminated, as set forth in the license agreement with RI.

b) Procedures

1. Regional magazines must comply with RI’s report filing requirements, as set forth in the license agreement with RI.

2. Regional magazines must adhere to RI Board guidelines for reproduction and use of the Rotary Marks.

3. Regional magazines must comply with the payment obligations, as set forth in the license agreement with RI.

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

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

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

7. Regional magazines must submit the following information to RI:

i) A detailed content summary and Table of Contents in English of each issue, plus at least three copies of each issue immediately upon publication;

ii) a list of advisory board members, including each member’s name, title (if any), and length of term, and an annual schedule of advisory board meetings;

iii) basic circulation information, including the number of paid and complimentary subscriptions and the annual subscription cost;

iv) verification that standard circulation requirements (two or more Rotary districts or at least two Rotary countries) are being met;

v) verification of publication frequency (at least six times per year);

vi) a current magazine editorial calendar and a projection of any major changes or planned improvements for the licensed period;

vii) a report of advertising policy and rates;

viii) a financial stability letter, signed by the chair of the regional magazine advisory board. The statement will verify that the regional magazine is financially viable and in a position to maintain publication.

ix) Regional magazines shall also submit profit and loss statements and other financial documents that illustrate financial solvency and revenues and expenses, as set forth in the license agreement with RI. Regional World Magazine Publications shall provide audited financial statements to RI on an annual basis and publish same to their subscribers annually.

8. Failure to comply with the terms of the license agreement with RI will result in probation and/or termination, at RI’s discretion, in accordance with the terms of the license agreement with RI. (January 2019 Mtg., Bd. Dec. 80; January 2020 Mtg., Bd. Dec. 110)


57.110.3. Other Activities

a) Rotaract Preconvention
The annual Rotaract 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 preconvention shall include a separate district Rotaract representative training session. 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 Rotaract and Interact Committee. (June 2017 Mtg., Bd. Dec. 176 October 2019 Mtg., Bd. Dec. 57)


57.110.11. Elections at the International Convention
The Board, consistent with RI Bylaws section 6.010., which provides that no election of officers is necessary at the annual convention if the Board determines that the selection of the officers has otherwise been completed in accordance with the bylaws, agrees that there is an ongoing presumption that officer selections have been completed in accordance with the RI Bylaws, unless otherwise determined by the Board as to the selection of a particular officer. (January 2020 Mtg., Bd. Dec. 85)

Source: October 2019 Mtg., Bd. Dec. 49

Cross References

35.040.3. Event Specific Uses of the Rotary Marks
35.050.1. Accurate Reproduction of the Rotary Marks on Merchandise
41.040.4. Rotaractors at Conventions

58.050.5. Rotaractor Sessions
RI presidents-elect are requested to include Rotaractors in the International Assembly by planning sessions to encourage collaboration between governors-elect and Rotaractors. (January 2020 Mtg., Bd. Dec. 85)

Source: October 2019 Mtg., Bd. Dec. 57

58.050.6. Formal Introductions
The following individuals shall be introduced individually during one of the plenary sessions:

Current and incoming members of the Board, with their partners
Past presidents, with their partners
Current and incoming Trustees of The Rotary Foundation, with their partners (January 2012 Mtg., Bd. Dec. 201)

Cross References

35.030.7. Promotion of Licensees: Training at International Assembly

59.100.2. Post-Council Distribution of Documents
The revised English constitutional documents should be sent to all districts within two months of the adjournment of the Council on Legislation. (September 2016 Mtg., Bd. Dec. 28)


Cross References

49.040.49.030. Manual of Procedure

60.050. Rotary Institutes

G. Adjunct Meetings

1. GETS are considered the only mandatory adjunct meetings. Separate sessions or seminars shall, with the permission of the convener, be held at (or near) the same time and location of the institutes, which may include training for governors-elect, governors-nominee, partners of incoming governors, district trainers, and the One Rotary seminar. Adjunct meetings must

   a. not interfere with, and should not duplicate, the main program of the institutes, which is primarily for past RI officers;

   b. therefore be also under the direction of the convener;

   c. not duplicate the program at the International Assembly;

   d. be consistent with RI policy and information developed by RI;

   e. be promoted and financed as quite distinct from the institute itself.

2. However, any events coming before or after an institute - such as governors-elect training seminars (GETS), the One Rotary seminar, The Rotary Foundation seminar, governor-nominee training, training for district trainers, or recreational events - should be clearly described as pre- (or post-) institute events, which may involve a different audience than those attending an institute.

3. It is the responsibility of all Rotary institute conveners to ensure that the program for zone-level training of governors-elect as adopted by the Board is fully implemented.

4. It is recommended that presentation, equipment, and room charges for the training seminar be included as part of the event budget and are provided at no cost to either RI or the GETS
training team. The GETS training team should be provided with the appropriate meeting space and equipment. The following logistical and equipment needs are recommended:

a) Tables and chairs for participants set-up in a “U” shape (group size of no more than 25-30 governors-elect)
b) Podium or table for training leader
c) LCD projector, laptop computer, or overhead projector


72.040.3. Travel Medical Insurance for RI Directors
The general secretary is authorized to obtain travel medical insurance for directors (and their partners when accompanying them) when their travel is funded by RI.  (January 2020 Mtg., Bd. Dec. 85)


72.060.2. Mandatory Participation in Liability Insurance Program for Clubs in the U.S.

1) RI will maintain a policy of general liability and directors and officers/employment practices liability insurance, with limits deemed appropriate by the general secretary, protecting RI and clubs and districts located in the U.S. and its territories and possessions. Each club in these regions must participate in the program.

2) The general secretary shall have authority to negotiate participation in the program on either a primary or an excess basis with clubs that have unique insurance risks, including but not limited to clubs that possess all of the following risks:
   • Permanent, full-time employees;
   • Ownership of real property with substantial acreage;
   • Services provided to persons with physical and mental disabilities on this real property.

3) Each club covered by this policy will be billed annually an amount sufficient to pay for the insurance coverage and related administrative expenses. The amount billed each club will be based on membership statistics stated in the semiannual club invoices. The general secretary may vary the amount billed to clubs in different areas within these regions based on independent actuarial studies.
4) The general secretary will develop appropriate policies and procedures for implementing and administering the policy, including mechanisms for communicating with clubs and districts regarding their participation. (January 2015 Mtg., Bd. Dec. 117)


Cross References

41.010. Travel Insurance for Interactors
41.070.4-41.060.4. Rotary Youth Exchange General Liability Insurance
41.070.11-41.060.12. Travel Insurance for Rotary Youth Exchange Students