



DISTRICT PROCEDURE MANUAL

RI DISTRICT 6490

ROTARY INTERNATIONAL

**Pass this Manual on from year to year to future Club
and District Administrations**

Adopted by: Council of Past Governors, District 6490

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DISTRICT 6490

ROTARY INTERNATIONAL

These procedures are established for District 6490 of Rotary International (RI) to provide the general policies of the District not otherwise contained in the Constitution or By-Laws of Rotary International or interpretations thereof made by the Board of Directors of Rotary International.

This Manual is prepared as a guide only for those procedures peculiar to this District. For all other procedures, reference is made to the RI Manual of Procedure (MOP) and the RI Code of Policies.

It is strongly recommended that all district leaders become familiar with the MOP and Code of Policies, the most up-to-date versions can be downloaded from the Rotary website www.rotary.org.

SECTION I - ORGANIZATION

A. OFFICERS

1. DISTRICT GOVERNOR (DG)

The DG is an officer of Rotary International, proposed and nominated by the clubs of the district, and elected at the Convention of Rotary International. The administration of the clubs in the District is the Governor's responsibility to the Board of Rotary International (as stated in the RI Manual of Procedure). The District Council of Governors shall from time to time recommend other responsibilities.

It is recommended that the DG present a mid-term report of the state of the District at the Mid-Year meeting.

NOTE: All District Officers below the position of DG (except the DGE, DGN and the DGND) are appointed by the DG with the assistance of the Leadership Succession Committee (LSC). This includes the:

- District Treasurer
- District Secretary
- Assistant Governor - Coordinator
- Assistant Governors
- District Trainer
- Group Directors
- Committee Chairs and members
- Newsletter Editor
- District Communicator
- District Conference Chair
- District Administrative Assistant

If a vacancy should occur in any position appointed by the DG, it shall be filled promptly with the advice of the LSC, if possible; if any provision of this handbook makes such appointment difficult, the Governor may ignore all or any part of said provision.

a. Vice Governor

The nominating committee for governor will select one past governor to serve as a vice governor. The role of the vice governor is to replace the governor in case of temporary or permanent inability to serve. (RIB 6.120.1.) It is a best practice for the DGE to select a candidate and submit the name to the nominating committee for approval.

2. DISTRICT TREASURER

The District Treasurer shall be appointed by the DG for a term of one year. The appointee should be qualified in fiscal matters through business experience or education. Cooperation and coordination with the predecessor and the successor are required.

Duties

a. The Treasurer shall receive all District funds, keeping them in District 6490 bank accounts. When a committee has been authorized to maintain its own account, the treasurer shall have access to all checks written and all financial statements and may request a review at any time.

b. The Treasurer shall be responsible for invoicing and collection of all per capita dues and assessments.

c. The Treasurer shall be responsible for the payment of all bills approved by the DG, which should be accompanied with proper vouchers and receipts. All bills to be paid must be submitted not later than 60 days following the close of the applicable Rotary year.

d. Bank signature cards should have the signatures of all three who are authorized to sign checks, namely the DG, District Treasurer, and DGE.

e. Quarterly reports (Balance Sheet and Profit and Loss Budget vs. Actual) including commentary to understand the reports shall be provided to the Chair and Vice-Chair of the Council of Governors for distribution to Council members.

f. The Treasurer must maintain records according to acceptable accounting procedures, using the chart of accounts as presented in Appendix B.

g. Investment Accounts –The district reserve accounts shall be held by a financial institution within the scope of an insured account. The signatories to the account shall be the District Governor, the chair of the PDG Council and the District Treasurer.

h. Foundation Grants Procedures District and Global – as outlined in procedure approved by Grants Committee in 2014.

Annual Report

The Treasurer shall prepare a detailed statement of all receipts and disbursements for the fiscal year, obtaining financial reports from the committees with funds, and submitting them with the Treasurer's report to the DG not later than September 30. The DG shall submit the Treasurer's report to the Finance Committee for its examination and approval. The approved report will be available upon request no later than October 15th of the following Rotary year. Each PDG shall be provided a copy.

The Treasurer shall transfer all funds to the Incoming DG upon the direction of the outgoing DG, no later than September 30.

Government Reports

The Treasurer shall keep all necessary records and submit to an accounting firm for preparation and review all tax returns or reports as may be required by Federal, State, or other agencies during the fiscal year.

3. DISTRICT SECRETARY

The District Secretary shall be appointed by the DG for the term of one year. The district secretary and district administrative assistant may be the same person.

Duties

The District Secretary shall work with the District Administrative Assistant to:

- a. oversee the maintenance of the members' database, which includes advising members how to make their own changes, or add, delete and change information as reported by club secretaries, assistant governors, and the DG.

- b. if asked by the DG, assist the directory editor in securing officer information for the new directory published at year end.

4. DISTRICT TRAINER

The District Trainer shall be appointed by the DG for the term of one year.

Purpose

Recognizing that training is a crucial aspect of leadership in Rotary, training meetings shall be held throughout the year to provide Rotarians with the knowledge and skills necessary to carry out their responsibilities effectively.

Duties

Under the direction and supervision of the DG or DGE (depending upon the meeting), the trainer is responsible on an annual basis for developing and conducting training for the following events:

- a. Presidents-elect Training Seminar (PETS), PrePETS
- b. District Training Assembly,
- c. District Team Training Seminar,
- d. District Leadership Seminar,
- e. Rotaract & Interact leadership training, and

- f. Other training events as appropriate.

At the district training assembly, district committee chairpersons will work with club leaders to formulate club goals and strategies related to their committee's functional area. Prior to the District Training Assembly, committee members should consult with the District Trainer regarding the agenda and the role they will play at the meeting.

The duties and qualifications are further outlined under the District Leadership Plan guidelines—see Rotary Code of Policies, May, 2014, section 17.030

5. ASSISTANT GOVERNOR COORDINATOR

Basic Duties

1. Assist the DG, DGE, and DGN.
2. Attend all the District Events - Assembly, Conference, PETS, Team Training.
3. Provide the AGs with the resources to do their jobs- help as needed.
4. Perform as an Information Resource for AGs.
5. Perform as the communication facilitator for the AGs, DG, DGE and DGN in both directions.
6. Assure that communications to the DG are copied to the Coordinator.
7. Remind AGs of their responsibilities and provide encouragement.
8. Train AGs with coaching and counseling skills.
9. Facilitate a common approach to the clubs with communication, visits, attitude and representation of RI
10. Facilitate semi-annual (regular) AG development meetings.
11. Lead by example.
12. Assist with the AG selection process.
13. Implement specific training and skill development training by DG and DGE.
14. Assist in strengthening the AGs' relationship with assigned clubs and value to the District.

6. ASSISTANT GOVERNORS (AGs)

In order to more efficiently administer to the needs of District 6490, the DG, with the assistance of the Leadership Succession Committee, DGE, DGN, and the AG Coordinator, will appoint a group of not more than fourteen AGs. Each AG will be assigned to approximately four to six clubs.

Mission of the AG

- a. Help each club accomplish its plans and goals recognizing that each club is unique; provide the communication between the District and the Club, direct to the resources available from the District, Zone coordinators, and RI to assist club.

b. Job Description and Qualifications

The AG's qualifications may include but not be limited to:

1. Has served as a club President for at least one full term.

2. Has membership other than Honorary, in good standing in a club in the District for three years.
3. Has demonstrated excellent prior service at the district level.
4. Has potential for future leadership in the district.
5. Has good communication and coaching skills.
6. Has good administration skills and accomplishes getting things done.
7. Has adequate knowledge of Rotary programs at both the International and District levels.
8. Has expressed a willingness to accept the responsibilities of AG.
9. Willingness to complete three seminars of the Rotary Leadership Institute or commitment to accomplish that task.

c. Duties and responsibilities

The AG's duties and responsibilities may include but not be limited to:

1. Develop relationships with assigned clubs.
2. Serve as the District's primary contact with each assigned club.
3. Attend the AGs' training sessions for District 6490.
4. Attend the TeamTraining/Pre-PETS, PETS and District Training Assembly, and participate as requested by the DGE.
5. Attend the District Conference, and participate as requested by the DG.
6. Work with the DGE in developing the District goals.
7. Provide input to the DGE on district committee assignments and selections; help identify and develop future District leaders.
8. Meet with and assist Club Presidents-elect prior to the beginning of the Rotary year, review district goals and programs, and discuss the club's goals, plans and programs. Be responsible for clubs assigned.
9. Visit each club at least 4 times or more as needed per Rotary year.
10. Assist the Club Presidents in conducting an annual club assembly.
11. Conduct meetings with the Club Presidents and Club Secretaries to discuss club business, problems, programs and personnel.
12. Assist in scheduling the DG's visit to the clubs and help prepare the clubs for the visit.
13. Keep the DG advised on clubs' progress and suggest ways to enhance Rotary development.
14. Encourage clubs to follow through on requests and recommendations of the DG.
15. Promote attendance at all district meetings.
16. Encourage each club to develop new leaders by sending members to each Rotary Leadership Institute seminar offered in the District.
17. Participate in Rotary Foundation programs.
18. Monitor each Club's performance with respect to service projects.
19. Encourage Clubs to participate in the District Awards programs.
20. Keep clubs advised of new programs and changes.
21. Assume additional duties as agreed upon between the DG and the AGs.
22. Encourage Club Presidents in assigned areas to organize Presidents' Councils and regularly attend these meetings.
23. Facilitate communication between District and Clubs, including promoting scheduled events.

d. Suggestions relating to the office of Assistant Governor.

1. Like District committee chairs, Assistant Governors are District appointees selected by the DG; they are not officers of Rotary International. AGs are to be appointed on an annual basis, with no Assistant Governor serving more than three one-year terms. This provision allows for continuity. It is recommended that no PDG serve as an AG.
2. Since the AG is not an officer of RI, the AG's performance depends on the mutual respect and delegated authority by the DG.
3. It is recommended that the AG be reimbursed for telephone, fax, copies, lodging, mileage, supplies and postage. AG meals shall be paid for by the club being visited.
4. The DG's ability to obtain good AGs is dependent on the Leadership Succession Committee and current AGs to identify, contact and counsel prospects, and advises as to the term of office. The DGE, DGN, and DGND should concur in recommending and appointing qualified Rotarians.

7. DISTRICT GOVERNOR- ELECT (DGE)

- a. The DGE has no official duties for the year preceding being DG. However, it is strongly recommended that the DG prepare the DGE for office by:
 1. Giving the DGE specific responsibilities on District committees
 2. Inviting the DGE to attend as an observer at all District meetings where not otherwise designated as a participant
 3. Assigning the DGE duties at the PETS, District Training Assembly and District Conference.
 4. Keeping the DGE informed of all District programs, undertakings and proceedings.
 5. Having the DGE outline plans for the year ahead at the Mid-Year Meeting and at the meeting of the Council of Governors.
- b. It is recommended that the DGE attend at least one "Official Visit" of the DG as an observer, to become familiar with the procedure involved.
- c. The DGE is required to attend the Rotary International Assembly in order to take office.
- d. It is desirable for the DGE to also attend the Rotary International Convention prior to taking office as DG.
- e. The DGE (and spouse/partner, if possible) is required to attend the Rotary Institute and Governor-elect training program (GETS).
- f. The DGE shall work in cooperation with the DG, DGN, DGND, and AG coordinator to train, recruit and evaluate AGs.
- g. The DGE shall provide leadership and participate in the Multi District PETS. It is recommended that the DGE, in cooperation with AGs conduct a Pre PETS meeting with each club's president-elect prior to the multi-district PETS.
- h. By September, the DGE shall have the committee organization determined, all district officers and group directors selected and be prepared to lead the Leadership Succession Committee in early fall to complete the selection of committee chairs and members.

- i. The DGE shall provide cooperative leadership with the Nomination Committee and Clubs for the recruitment of a strong slate of DG candidates from July to October.
- j. The DGE shall attend the Summer Conference of Central States Rotary Youth Exchange Program at Calvin College in Grand Rapids, MI.
- k. It is suggested that the DGE complete the 3 seminars of the Rotary Leadership Institute and strongly recommend to Presidents- Elect their clubs' participation in this leadership development effort.

Note: See Section III - Customs and Traditions for policy on Reimbursement of expenses.

8. DISTRICT GOVERNOR- NOMINEE (DGN)

a. The DGN, having been nominated the two years prior, and who presumably will be elected as DG at the International Convention during this year, has no official duties for the years preceding being DG. However, it is strongly recommended that the DG and DGE prepare the DGN for the office by:

- 1. Assigning the DGN specific duties on District committees;
- 2. Inviting the DGN to attend as an observer all District meetings where not otherwise designated as a participant.
- 3. Assigning the DGN duties at the PETS, District Assemblies and District Conference.
- 4. Keeping the DGN informed of all district programs, undertakings, and proceedings.
- 5. Providing the DGN with a list of suggested steps or activities by month for the next two years.
- 6. Encouraging the DGN's attendance and participation in Rotary Leadership Institute seminars held within the District.

b. It is recommended that the DGN attend at least one "Official Visit" of the DG as an observer, to become familiar with the procedure involved.

c. The DGN and (spouse if possible), are requested to attend the zone's Rotary Institute and Governor-nominee Training seminar (GNATS)

d. The DGN shall work with DG, DGE, and AG Coordinator to train, recruit and evaluate AGs.

e. The DGN shall attend Multi District PETS planning committee meetings and participate in the conference.

f. The DGN shall by January, select site and dates for the following years District Team Training and District Training Assembly for the-year as DGE.

Note: See Section III - Customs and Traditions for policy on Reimbursement of expenses .

9. DISTRICT GOVERNOR NOMINEE-DESIGNATE (DGND)

a. The DGND having been nominated two to three years prior to assuming office has no official duties for the years preceding being DG. However, it is strongly recommended that the DG, DGE and DGN prepare the DGND for office by:

1. Giving the DGND specific responsibilities on District committees;
2. Inviting the DGND to attend as an observer all District meetings where not otherwise designated as a participant.
3. Assigning the DGND responsibilities at the PETS, District Assemblies and District Conference.
4. Keeping the DGND informed of all district programs, undertakings, and proceedings.
5. Encouraging the DGND to participate and strongly support each Rotary Leadership Institute seminar held in the District

10. COUNCIL OF PAST DISTRICT GOVERNORS

a. The Council of Past District Governors is an advisory council to the DG and is made up of District 6490 PDGs and other PDGs and Rotary International Officers maintaining membership in a District 6490 Rotary Club.

b. The purpose of the council is to provide the DG with expertise, advice and assistance in administration, policy, procedural and financial matters relating to any District or individual club matter. Discussion can be initiated by any member of the Council. The Chair shall be very sensitive to DG overload (for any reason) and communicate with the DG and offer help from the Council.

c. It is recommended that the Council convene at least two times in each Rotary year. The meetings shall be called by the DG, or in an emergency, upon the request of three of its members. In the absence of the Chair and Vice-Chair, the next most recent PDG will preside.

d. In order for the Council to be effective, it is necessary that the DG keep its members informed of the District's activities, finances and programs. The DG should include the members in all general mailings to the clubs. However, the Council being advisory to the DG can in no way dilute the DG's authority or responsibility as a Rotary International officer supervising the clubs within District 6490.

e. At each meeting the Chair and DG will review the financial reports (Balance Sheet and Profit and Loss Budget vs. Actual) of the district. Council members shall receive quarterly financial reports from the DG.

f. The DG shall report on materials submitted to the Archives.

g. In order to better contribute to Leadership Development the DG, DGE, DGN and DGND will be considered ex-officio members of the Council of PDGs.

11. Administrative Assistant (AA)

The AA reports to the DG, maintains the district website and database, assists with the development, printing and distribution of the annual directory, supports district committees and assists them as directed by the DG. The AA assists in the preparation of district materials for meetings and conferences, handles mailings and registration for district events and is responsible for the day-to-day operations of the district office.

B. GROUP DIRECTORS and DISTRICT COMMITTEES

1. GROUP DIRECTORS

a. The District committees shall be divided into Administrative groups. Insofar as practical, each group should be made up of committees, which have responsibilities addressing ongoing administrative functions as outlined in the District Leadership Plan.

To ease the Governor's work, and to help supervise the committees, each group shall be headed by a Director, whose function is to organize the efforts of the committee chairs and assist the committee chairs, when requested. A Director may be assisted by an Assistant Director. Each Director or Assistant Director should be a PDG, DGE, DGN, DGND or another Rotarian with substantial successful experience in district work, and knowledgeable about the work of the group. Directors report directly to the DG. They communicate between the DG and the committee chairs.

2. DISTRICT COMMITTEES

District Committees are charged with carrying out the goals of the district as formulated by the DG with the advice of the AGs. The DG, DGE, DGN, DGND and immediate PDG should work together to ensure continuity of leadership and succession planning

➤ RI Recommended Committees

Committees shall be appointed as outlined in the District Leadership Plan to address on-going administrative functions, as follows:

Membership Development
Extension
Finance
District Programs
Public Relations
District Conference
The Rotary Foundation
RI Convention
District Training
Vocational Service

Additional district committees are appointed when they serve a specific function as identified by the DG and the district leadership team. (See RI Code of Policies 17.030.3)

➤ Determination of Committees:

1. Early in the Rotary year, the DGE with the assistance of the Leadership Succession Committee should consider goals, make tentative plans of organization and choose the persons the DGE would like to fill positions.

2. After training at the Rotary Institute, the DGE can proceed with changing and finalizing goals and the organization to achieve them.

3. In so far as is practical prior to attending the International Assembly, the DGE should have established committees and staffed them with qualified chairs and committee members. Committee chairs should be willing to serve a minimum of three years subject to reappointment by the Governor. Most committees will probably be "standing" from year-to-year to give continuity to the District's long- range programs as well as to continue operations that have become traditional. As far as possible, the DGE should make appointments for one, two, and three year terms, filling vacancies as required, promoting vice chairs and senior members to chair, retiring members with three years of continuous service, and bringing in new talent for new ideas and vigor.

➤ Funding of Committees

1. Most committees will need funds to effectively perform the goals set for them. The DGE, together with the Treasurer and Finance Committee, and with counsel from the DG, the Council of PDGs and committee chairs, must prepare a realistic budget for the committees.

2. It is important that the committee chairs have a clear understanding of what their goals are and their financial limitations.

3. With prior approval of the DG, meals and travel expenses may be reimbursed out of District funds.

4. All expense reports must be in writing with receipts attached where possible, and must be approved by the DG before payment is made by the District Treasurer.

Note: For a list of current District Committees refer to the District Directory.

• FINANCE COMMITTEE

1. Composition:

a. The committee shall be composed of a minimum of six members: three of the PDGs who are willing and able to serve, immediate past Treasurer, Treasurer, and Treasurer-designate. The DG, the DGE, DGN and the DGND are ex-officio members.

b. No member except for the PDGs shall be eligible for reappointment until one year after a previous term as a member of the committee.

c. The chair shall be the immediate past Treasurer.

d. In the event of death, resignation, or inability to act by any member, the DG shall appoint a replacement for the remainder of the unexpired term.

2. Duties

a. Budget

- 1) The committee shall review the proposed budget submitted by the DGE. Upon completion of its study of the budget in consultation with the DGE, it shall **create** the finalized budget and prepare its recommendation and per capita levy for approval of the presidents-elect at district training assembly, PETS or district conference.
- 2) The committee shall recommend the per member dues to be established, based on the budget requirements and the membership reported to Rotary International on June 30 of the Rotary year ended.
- 3) In order to function properly, the committee shall have access to a minimum the audited accounts of the prior four fiscal years ended and any other records it deems necessary to determine the needs of the District.
- 4). The expenses of the DG, which are reimbursed by appropriations from Rotary International based on its budget for District 6490, are not subject to the committee's review, but are included in the budget.
- 5). The budget and the per member dues and special assessments for the next fiscal year shall be submitted to the next PETS, District Training Assembly or District Conference for approval by the presidents-elect, with such modifications as may be adopted at said Assembly. Copies of the current and proposed budgets and estimated expenses still to be incurred shall be prepared and one copy of each mailed by the DG to each club president and president-elect (if known at this time) and all PDGs and AGs, at least thirty (30) days prior to the meeting at which the budget is submitted for approval.
- 6). The Treasurer's Annual Report shall be reviewed by the Finance Committee **and sent to all PDGs.**

Note: Recommendations and current practices relating to specific budgeted items are presented in Section III - Customs and Traditions. A sample of a budget showing the recommended chart of accounts is located in the Appendix.

- NOMINATING COMMITTEE FOR GOVERNOR

As provided for in RI By-Laws, Article 13.020.1 (MOP 2013) District 6490 has chosen to select its future Governor through a Nominating Committee, whose duty is to seek out and propose the best available candidate. The Nominating Committee shall also select the Vice Governor.

It is a fundamental principle in Rotary that the best-qualified candidates should be

selected for service in Rotary's elective offices. Any effort to influence the selection process in a positive or negative manner by campaigning, canvassing, electioneering, or otherwise is prohibited under the RI Bylaws. (RIB 10.060., RCP 26.090.5.)

1. Makeup of the Committee

The Nominating Committee is appointed by the DG. It shall be composed of not less than 17 members, being one from each of the areas of the district and three PDGs with no more than one PDG from a club.

In addition the DG, DGE, and the DGN shall serve as non-voting ex-officio members of the committee. The chair will be the PDG who has most recently served as DG. All must have Active Membership of a Rotary Club in District 6490.

The secretary of the committee, if the Chair chooses to use a secretary, is a non-voting member appointed by the chair of the committee and approved by the DG.

Any member, alternate member or candidate for membership on the Nominating Committee, and any candidate who is appointed and subsequently resigns from such committee, shall be ineligible to be nominated for the respective office in the year in which the committee serves.

2. Selection Procedure

a. No later than October 15, the chair of the Nominating Committee shall distribute to all clubs in the District the Form for Club Nomination for DG and Certified Copy of the Club Resolution. This form calls for information the committee will need concerning the Rotarian a club wishes to nominate for the office of DG. It will cover the candidate's length of service, character, qualifications, experience, and interest in Rotary, as well as interest and participation in other civic or philanthropic activities.

b. All nominations for the office of DG must be approved by the Board of Directors or the membership of the applicant's club, and such action certified by the President and Secretary of the club.

c. All nominations must be delivered to the chair of the Nominating Committee or to whoever directed according to the deadlines set. This date shall be not later than October 31.

d. As soon as practicable after October 31, the committee shall interview candidates nominated by clubs and by the committee and select one candidate as provided by the MOP. It is important at this time that each candidate is fully informed of the responsibilities required by Rotary International. It is recommended that candidates be provided access to a copy of the District Procedure Manual, RI Manual of Procedure and Code of Policies to read before the interviews are held.

e. The nominating committee shall not be limited in its selection to those names submitted by clubs in the district. It is the responsibility of the committee chairman to assure

that at least one viable candidate is nominated. The committee should continuously be promoting and searching for viable candidates for the following year.

f. All balloting shall be by written secret ballot and all balloting material shall be kept until after the challenge period is past, when it will be destroyed. Each member of the Nominating Committee shall pledge to keep strictly confidential the deliberations of the Committee and all information submitted to it.

g. The Nominating Committee Chair, upon receipt of the Committee's decision, shall promptly notify all candidates of the results.

h. The chair of the Nominating Committee shall notify the DG of the candidate selected within 24 hours of the adjournment of the nominating committee. The DG shall then publish to the clubs of the district the name and club of the nominee within 72 hours from receipt of the notice from the chair of the nominating committee. Publication of the announcement consists of a written notice by the DG by letter, e-mail or facsimile to the clubs in the district. The DG will notify the clubs that they may challenge the decision within a 15-day period.

i. If no challenge is made by six or more clubs within the 15-day period, the DG shall declare the candidate recommended by the Nominating Committee to be the District Governor Nominee Designate and certify the name to the General Secretary of Rotary International within 10 days by filing the required forms. If a challenge is made, the procedures as outlined in the RI By Laws 13.020.6 thru 13.02.12 (MOP, 2013) shall be followed.

3. Procedure for filling unscheduled vacancy

In the event that a vacancy occurs because the DG, DGE, DGN or DGND dies or becomes unwilling or unable to serve as DG.

1). If time permits, execute the normal nominating procedure lead by the nominating committee chair.

2). If the vacancy occurs during the term of the Governor, a vice governor will replace the governor. Any available past governor may be named vice-governor. The role of the vice-governor will be to replace the governor in case of temporary or permanent inability to continue in the performance of the governor's duties (RIB 6.120.1)

3) The DGE will present the name of the DGE's selection **in writing** to the Nominating Committee **chair** for approval at the Nominating Committee meeting. The nominee may be approved with a voice vote of the committee.

- LEADERSHIP SUCCESSION COMMITTEE

The Leadership Succession Committee is appointed by the DG with the assistance of the DGE. It is recommended that the chair be the DGE or such person as the DG chooses to appoint. It shall be composed of not less than seventeen (17) members, being one from each of the areas of the District and PDGs who are willing and able to serve. The primary work of this committee should be done between July 1 and October 1 to assist the DGE in identifying qualified candidates for district assignments.

Note: For a list of current District Committees refer to the District Directory.

- DISTRICT REPRESENTATIVE SELECTION

1. RI Council on Legislation (COL) Representative

The Council on Legislation is the legislative body of Rotary International, which has the authority to amend the constitutional documents of R.I. It meets every three years. Each Rotary district elects a representative to be a voting member on the Council and an alternate in case the representative is not able to carry out the duties.

- a. Qualifications:

To be eligible to be District Representative, or alternate, the person elected must have served a full term as an officer of Rotary International at the time of election and be an active member of the Rotary Club in the District represented. No PDG shall attend more than three meetings of the Council as representative.

Each district is encouraged to select as its representative the best qualified eligible Rotarian available for service who is well informed about current Rotary policies, procedures and programs. The RI Board stresses that the representative to the Council should be selected on the basis of ability to carry out defined duties and not on the basis of personal popularity.

- b. Election

The representative and the alternate representative should be selected by a nominating committee procedure. [RI Bylaws 8.050 – 8.060 (MOP 2013)]. The nominating committee procedure, including any challenges and a resulting election, shall be conducted and completed in the year two years preceding the council. The nominating committee procedure, if used, shall be based on the nominating committee procedure for district governors set forth in (RI Bylaws 13.020, MOP 2013). A candidate for representative shall not be eligible to serve on the committee.

If the district chooses not to utilize the nominating committee procedure, the representative and the alternate representative may be elected at the annual conference of the district. (RI Bylaws 8.070, MOP 2013). The candidate receiving a majority of the votes cast shall be the representative to the council. All votes from clubs with more than one vote shall be cast for the same candidate, failing which the votes from such clubs shall be deemed to be spoiled votes. If there are only two candidates, the candidate failing to receive a majority of votes cast shall be the alternate representative, to serve only in the event the representative is unable to serve. When there are more than two candidates, the balloting shall be by single transferable ballot. At such point in the balloting by the single transferable ballot system that one candidate receives a majority of the votes cast, the candidate who has the second highest number of votes shall be the alternate representative.

- c. Reporting

Immediately following the election, the names of the representative and alternate shall be reported by the DG to the General Secretary of Rotary International.

2 Representative to the Nominating Committee for Zone Director

Each zone shall nominate a director from the membership of the clubs in the zone every fourth year according to a schedule established by the RI board. Zone 31, of which District 6490 is a member, will nominate a director in 2015 and every 4 years thereafter. A nominating committee made up of one representative from each district in the zone selects the director.

a. Qualifications of Representative

To be eligible to be District Representative, or alternate, the person shall be a past governor at the time they are to serve, who is a member of a club in the relevant zone or section. Such members also shall have attended at least two Rotary institutes of the zone from which the director is being nominated and one convention in the three years prior to serving on the committee.

Members shall be elected for a term of one year. The RI president, RI president-elect, any past RI president, RI director, or any past RI director shall not be eligible for membership on the nominating committee. No Rotarian who has served twice as a member of such a committee shall be eligible for service again. Each member shall have one vote.

b. Election of Representative

The member and the alternate member of the nominating committee for Zone Director shall be elected at the annual conference of the district in the year preceding the scheduled nomination.

Any club in a district may nominate a qualified member of the club for membership on the nominating committee where such member has indicated a willingness and ability to serve. The club shall certify such nomination in writing. Such certification must include the signatures of the club president and secretary. Such nomination shall be forwarded to the DG for presentation to the electors of the clubs at the district conference. Each elector at the district conference shall be entitled to cast one vote in the election of the member. (See Section II Voting and Electors for election details.)

The candidate receiving a majority of the votes cast shall be the member of the nominating committee. The candidate receiving the second highest number of votes shall be declared the alternate member, to serve only in the event the member is unable to serve.

No ballot shall be required where there is only one nominee in a district. In such cases, the DG shall declare such nominee the member of the nominating committee.

Where neither the member nor the alternate member is able to serve, the governor may designate some other duly qualified member of a club in the district to be the member of the nominating committee.

c. Report of Member

The names of the member and the alternate member of the nominating committee shall be reported by the DG to the general secretary immediately following their selection, but in no case later than 1 June of the appropriate year.

SECTION II - RESOLUTIONS AND AMENDMENTS

A. PRESENTATION

1. All resolutions, memorials or amendments proposed for adoption at the District Conference must be submitted in writing by a club or clubs of the District.
2. All proposed resolutions relating to legislation shall be published by the DG in the monthly newsletter or a separate bulletin to all clubs in the district at least 60 days in advance of the District Conference.
3. Such proposals must be delivered to the DG not less than 120 days in advance of the District Conference.

B. VOTING

Every active member in good standing of a club in District 6490 who is present at any district wide meeting shall be entitled to vote on all matters submitted to a vote at the meeting, **except for** the selection of the governor- nominee, election of the representative and alternate of the District on the RI Council on Legislation, the election of the representative and alternate to the Zone Nominating Committee for director and the decision as to the amount of the per capita levy. Any elector shall have the right to demand a poll on any matter presented to the meeting, in which event the final voting on the challenged issue shall be restricted to electors. When voting on the selection of the governor-nominee, election of a member and alternate member of the nominating committee for director, composition and terms of reference of the nominating committee for governor, or election of the club representative and alternate representative of the district to the council on legislation, all votes from a club with more than one vote shall be cast for the same candidate or proposition. (RIB 15.0500.1-15.050.2, MOP 2013)

C. ELECTORS

Each club in good standing shall select, certify and send to the annual District Conference one elector for every twenty-five of its members, or major fraction thereof, honorary members excepted. That is, a club with a membership of up to 37 members is entitled to one elector, a club with 38 to 62 members is entitled to two electors, and a club with 63 to 87 members is entitled to three electors and so on. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the date on which the vote is to be held. Each elector shall be entitled to cast one vote on all matters submitted to a vote at the District Conference except those noted above in B.Voting.

D. RULES OF PROCEDURE

All deliberations of the District Conference shall be conducted in accordance with Robert's Rules of Order.

E. AMENDMENTS TO THE DISTRICT PROCEDURE MANUAL

These procedures may be amended only by resolution presented at a meeting of the Council of PDGs and passed on by a majority of votes of those in attendance; except that such portions as are in conflict with the Constitution and By-Laws of Rotary International, or the interpretations thereof, shall immediately be considered null and void.

:

SECTION III – CUSTOMS AND TRADITIONS

A. INSTALLATION OF DG

1. It is customary for the retiring DG to attend the banquet, club meeting or ceremony for the installation of the incoming DG on or prior to July 1 of the new Rotary year. At this time the DG will install the incoming DG, present the DG's lapel pin and assure that the home club banner is presented to the incoming DG's club.

The outgoing DG will pass on a pair of specially designed gold cuff links for the DG's personal use during the term of office. These were a gift to District 6490 by the Jones and Heaton families.

Mary Jones, who resided in Hoopston for many years, had them made for her husband, Ollie, who was president of Rotary Club #1 during Rotary's 50th year celebration. Upon Ollie's death, Mary gave them to Herbert Heaton (Champaign Rotary), DG 1977-1978, who had been a good friend for many years. PDG Herb passed the cufflinks along to Wesley Rush (Danville Rotary), DG 1978-1979, and so began the tradition that the cufflinks are handed down during the installation festivities.

2. The newly installed DG will present a pin to the outgoing DG as recognition of the past year's service to District 6490. The pin, which may contain a diamond insert not to exceed .20 carat, shall have been selected by the outgoing DG.

B. DG HONORARIUM

1. In recognition of the fact that a DG seldom is reimbursed for all expenses, and in further recognition of personal contributions to District 6490, it has been customary to present a cash honorarium. This is not to be considered as a total reimbursement for all previously unreimbursed expenses, but is a token of appreciation.

The amount of the honorarium is determined annually by the adoption of the District Budget. (It is recommended that the amount be \$1000.00.)

2. Both the cost of the PDG's pin and the honorarium must be provided for in the District Budget.

C. DG EXPENSES (including the Spouse/Partner when appropriate)

1. As an officer of Rotary International, the DG receives an allocation from RI for specific allowable administrative expenses of the District based on the budget RI determines.

2. District 6490 believes that the ability, or willingness, to contribute from private funds for legitimate district operational expenses, should never be a factor of eligibility in the selection of a Nominee. The District should be entirely self-supporting.

3. Administrative Expenses

In the budgetary process the DGE, in consultation with the DG, should carefully project anticipated expenses. All anticipated expenses whether allowable under the RI allocation or to be covered by the district should be itemized and included in the District Budget.

4. Meeting and Travel Expense:

a. Meeting expense will include lodging and meals during club visits as well as lodging and conference registration recommended by RI including the spouse/partner's.

b. The mileage allowance paid by Rotary International is equal to the IRS allowance.

5. Rotary Institute

a. The annual Rotary Institute is an informational meeting designed for the attendance and participation of past, present and incoming officers of Rotary International residing in the Zone. This Institute is held in the fall of the year to communicate information on programs and policies, inspire and motivate attendees, and stimulate fellowship and the exchange of ideas. Rotary International strongly recommends that the DGs, DGEs, DGNs and their spouses attend. It is important that the spouses (if any) attend the spouse sessions held for them; these sessions enable them to better understand Rotary and the DG's responsibilities.

b. Rotary International does not pay Institute expenses. District 6490 believes the Institute is a very important conference, therefore, it will pay reasonable expenses for transportation, meals, hotel and registration fees for the DG, DGE, DGN and their spouses.

c. The DG, DGE and DGN shall submit to the District Treasurer the itemized statement of expenses including mileage.

6. District 6490 Annual Conference

Any personal expenses incurred by the DG that are properly Conference expenses will be reimbursed from District Funds. Prudent entertainment expenses on behalf of the President's Representative shall be considered proper conference expenses.

D. DGE and DGN EXPENSES (including Spouse/Partner when appropriate)

1. It is mandatory that the DGE attend the International Assembly with spouse or partner. Rotary International will provide airline tickets through Rotary International Travel Service (RITS), pay for hotel and meals and provide a \$100 check for miscellaneous expenses.

The RI allocation does not cover gifts and awards. Legitimate district expenses for International Assembly shall include purchase of theme and district pins, a theme banner and small gifts to be distributed at the International Assembly and a gift for the GSE partner governor. The purchase of ties, scarves, and other more expensive gifts for district officers, directors, and club presidents are not legitimate.

District 6490 will reimburse the DGE for all legitimate expenses incurred not covered by Rotary International. The DGE will submit an expense report including available receipts to the DG for approval.

2. The International Convention is an important Rotary event. Among other items, it is at the convention that the General Secretary presents the DGN's name to be voted upon by the convention. District 6490 encourages the DGE to attend the International Convention. District 6490 will pay economy airfare to the convention, plus a reasonable per diem allowance for hotel room, meals, and miscellaneous expenses for the DGE and spouse/partner. The exact amount will vary each year depending on the location of the Convention. The DGE, DG and Finance Committee will determine the allowance annually.

3. Attendance at the Governor-elect Training Seminar (GETS) is mandatory for the DGE and spouse/partner. Attendance at the Governor-Nominee Training Seminar (GNATS) is strongly urged for the DGN and spouse/partner. These are two-day training programs held prior to the start of the Rotary Institute. The district pays the seminar fee. Rotary International reimburses the DGE for a portion of the expense associated with GETS with the balance paid from district funds. DGNs are reimbursed from district funds.

4. District 6490 will reimburse the DGE and the DGN for expenses incurred by the DGE and DGN and their spouses/partners in attending the Rotary Institute. (See Explanation of Rotary Institute under Governor's Expenses.)

5. The DG may specifically request the attendance of the DGE, DGN and DGND at certain functions. Travel and meal expenses for attendee and spouse/partner, if appropriate, shall be paid for from district funds.

6. Incidental expenses such as printing, postage, phone calls, incurred by the DGE in forming committees, preparation for PETS, District Assembly Team Training, preparing the District Directory, etc, shall be reimbursed from District Funds. (Some of these expenses if incurred

during the six months prior to assuming the office of DG may be submitted to Rotary International according to the guidelines for DGE reimbursement.)

E. PDG EXPENSES

1. Rotary Institute

Attendance of PDGs at the Rotary Institute is encouraged. PDGs attending the Institute may submit an expense statement (including receipt) for reimbursement. The amount of the reimbursement will be based on the year's budgeted dollar amount divided by the number of PDGs requesting reimbursement. Spouse/Partner registration is not reimbursed.

F. FINANCIAL CONSIDERATIONS

1. Other than the monies received from Rotary International to help defray the administrative costs of the DG and funds given to the District via the Sponsorship program, the only source of funds for the district are per member dues and assessments paid by the district clubs.

2. The check received from RI is made payable to the DG, who endorses the check as payable to "Rotary District 6490" and gives it to the District Treasurer for deposit into the district account. The first check from Rotary International represents 70% of the allocation plus GETS reimbursement and AG training expenses, if requested. This check is mailed in early July.

The DG must prepare and submit semi-annual expense reports detailing use of the funds for qualified expenditures as outlined in the directive from the Club and district Support Staff. The first report must be made in January reflecting the six-month expenses in the first half of the Rotary year. Receipts must support all expenses in excess of \$75.00 submitted to R.I.

Whenever the total budget is accounted for by receipts and forwarded to RI, no further reporting is required.

3. It is the joint responsibility of the DG, the DGE, the Council of PDGs, the Finance Committee, and the District Treasurer to prepare and analyze the district budget assuring that it is financially sound and will provide the funds required.

The budget should not be so austere as to prevent exploring new ways to promote Rotary Service, and it should be ample enough to provide for unexpected contingencies.

In order to provide adequate means of auditing the expenditures of the district funds, all expenditures of \$25.00 or more shall be accompanied by a receipt when submitted for reimbursement by the district.

R.I. has for a number of years recommended that each district build and maintain a surplus of funds equal to one year's operating budget. District 6490 has followed that recommendation and will attempt to continue to build its reserve to equal one year's operational expense.

G. POLICY FOR THE EMERGENCY DISTRIBUTION OF DISTRICT 6490 SURPLUS FUNDS:

1. Should the DG deem it necessary to consider utilizing the Surplus Funds, which have been accumulated in the District over a period of several years, such funds may only be utilized:
 - a. Upon approval by a committee of PDGs consisting of the five PDGs who are willing and able to serve on the committee. No two members shall be from the same Rotary club.
 - b. With the approval of the majority of the Committee members voting, a maximum of ten percent (10) of the surplus funds may be utilized.
2. Should an additional emergency arise and funds are required, the procedure may be repeated.
3. If such utilization of Surplus Funds is necessary, the DG shall issue a written report to all the PDGs and club presidents as to the reason for such need.
4. The PDGs comprising the committee authorizing the utilization of Surplus Funds shall undertake a review of the income and expenditures of the district to date. They shall provide recommendations to the District Finance Committee and the Presidents-elect at the next District Assembly as to the need for a dues increase and/or a reduction in future expenditures.
5. The policy of District 6490 is to avoid a deficit. It is the responsibility of the DG to assure that the district operates with a balanced budget or preferably one with a surplus at the completion of the fiscal year.

H. DEATH OF A DG, PDG, DGE, DGN, DGND, OR THEIR SPOUSE

In the event of the death of a DG, PDG, DGE, DGN, DGND or their spouse/partner

1. the chair of the Council of Governors shall notify all members of the Council.
2. the surviving DG and PDGs shall attend the funeral in a body wearing their official DG blazers.

The DG or PDG Council chair may order a floral piece after consulting with the family of the deceased. Individual contributions to the Rotary Foundation in memory of the deceased are appropriate and encouraged.

Spouses of deceased PDGs shall be included in mailings and invited to district and PDG events.

I. U.S. FEDERAL TAX RETURNS IRS Form 990

1. The U.S. Federal Tax return for the district is due to be filed by November 15 each calendar year.

2. It shall be the responsibility of the DG and the District Treasurer to work with the immediate Past Governor and the immediate past Treasurer to file the U.S. Federal Tax return for the immediate past Rotary year.

3. It is recommended that the above responsible District Officers obtain the services of a qualified district Rotarian who is an accountant to file the U.S. Federal Tax return. This service to be on a pro bono or fee-for-service basis. If on a fee-for-service, a line item expense should be provided in the district budget.

4. The information to be included in this return is made available in the reviewed accounts of the immediate past Rotary year. (i.e. Tax return filed by November 15, 2011, is for the Rotary year July 1, 2010 to June 30, 2011.)

5. A copy of the Federal Tax Return and other financial materials shall be included with the Governor's records in the District Archives.

J. PDG RECORDS FOR THE DISTRICT ARCHIVES

1. Each immediate PDG shall prepare a collection of records for the District Archives, which are maintained at Eastern Illinois University (EIU)

a. It is recognized that Eastern Illinois University, Charleston, Illinois, has generously agreed to act as the repository of the Archives for the District. The District shall send a check in the amount of \$100 annually to EIU as a donation.

b. The District's Archives will consist of six categories of materials to be sent to the Archivist at Eastern Illinois University. They are:

1. Yearly Records of the

a. Governor's Newsletters (digital only)

b. District Directory for the Year (printed or digital)

c. Installation, Invitations, District Conference, PETS brochures (digital only).

2. The annual financial report of the district.

a. This to be the report prepared by the accounting firm. (digital only)

3. The Annual R.I. Foundation Report for the District (digital only)

4. Pictures and stories (news clippings) relating to all District activities during the year

a. Include GSE information where applicable (digital)

5. The small R.I. theme banner for the year

K. DEPOSITS TO AND TRANSFERS FROM COMMUNITY FOUNDATION

District 6490 is a party to a Non-endowed Fund Agreement with the Community Foundation of East Central Illinois, a not-for-profit corporation (Community Foundation). The District and others may make contributions to said fund. The DG shall have the authority to direct the Community Foundation to disperse these funds as directed. The DG, DGE, DGN and DRFC (District Rotary Foundation Chair) may contact the Community Foundation and obtain information concerning receipts and disbursements from said fund.

APPENDIX A

Electronic Distribution of Manual of Procedure

1. All clubs presidents in the District
2. All PDGs currently Rotarians
3. DG, DGE, DGN, DGND and AGC
4. AGs, Treasurer, Secretary, Administrative Assistant
5. District Group Directors and Committee Chairs
6. Membership Services Rep at R.I.
7. Others

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APPENDIX B

ROTARY DISTRICT 6490 BUDGET (based on most recent report)

Ordinary Income/Expense

Income
402 R.I.Allowance
402.1 RI AG training
403 District Dues
404 Interest & Dividend Income
406 Realized & Unrealized Gains
412 District Conference & Assembly
415 Installation Banquet
416 PDG Dinner
418 PETS (other income)
421 District Golf Outing
423 Foundation Seminar
441 RYE-Host Rotary Clubs Income
442 RYE-Outbound Students Income
443 RYE -Other Income
450 RYLA
490 Other Income

494 Cardinal Care Literacy Program

Total Income

EXPENDITURES

500 OPERATIONS

- 501 Postage
- 502 Telephone
- 503 Copying, printing, supplies
- 504 Operations Office/Contract
- 505 District Web Service
- 506 District Directory
- 507 Photography
- 508 Bank Services Charges
- 508.1 Insurance
- 509 Database Maintenance/website renewal
- 510.1 Interact/Rotaract Seminar
- 512 District Conference & Assembly
- 514 District Training/Mid-Year
- 515 RI Director Nominating
- 516 Zone Institute - PDGs
- 520 Membership & New Generations
- 525 Rotary Leadership Institute
- 530 IL District 6490 Pins
- 595 Operations-Other
- 596 Accounting
- 500 Operations-Other
- Total Operating Expenses

600 DISTRICT GOVERNOR

- 601 Travel, lodging, meals
- 602 R.I Convention
- 603 Rotary Institute
- 604 Central States RYE
- 605 Installation Banquet
- 606 PDG Dinner
- 611 PDG Pin
- 612 Honorarium
- 619 District Governor-Other
- Total District Governor Expenses

620 DISTRICT GOVERNOR-ELECT

- 621 Travel, lodging, meals
- 622 R.I. Convention
- 623 Rotary Institute
- 624 Central States RYE

625 International Assembly/pins/gifts
626 PETS
628 Assistant Governor Orientation
629 Pre-PETS (Team Seminars)
631 Printing, Phone, & Postage
639 Governor-Elect Other
Total Governor-Elect Expenses

640 DISTRICT GOVERNOR-NOMINEE
641 Travel, lodging, meals
643 Rotary Institute
644 Central States RYE
651 Printing, Phone & Postage
659 DG-Nominee other
Total Governor-Nominee Expense

660 DISTRICT OFFICERS
661 Secretary
662 Treasurer
663 Assistant Governors
664 Group Directors
665 District Officers Elect
667 District Trainer
Total 660 District Officers Expense

700 DISTRICT COMMITTEES
701 Achievements Awards
702 Budget & Finance
703 Memorials and Archives
704 Nomination/Succession
707 Marketing/Public Relations
726 Cardinal Care-Literacy
727 Disaster Relief
731 Group Study Exchange
732 RYE Long and Short Term
734 Foundation, New Generation, Membership
740 Interact/Rotaract Seminar
795 District Committees-other
796 Club Extension
Total District Committees Expense

900 OTHER EXPENDITURES
901 Other Expenses - other
942 RYE Inbound Expenses
943 RYE Outbound Expenses
945 RYE Chair Expense

946 RYE Miscellaneous Expenses
947 RYE Meeting Expense
948 Central States RYE
950 Grand Rapids Expense
955 Rotary Youth Leadership
Total Other Expenses
Total Expenditures
Net Operating Income
Net Income (Deficit)

APPENDIX C.

26.060. Rotary Protocol (updated to June 2017)

The following order of protocol is recommended for introducing, presenting, and seating all current, past, and future officers of RI and its Foundation, committee members, and their spouses at all RI meetings, functions, and receiving lines, and for listing in all RI publications:

President (or president's representative)
Past presidents (in order of seniority)
President-elect
President-nominee
Vice-president
Treasurer
Director Executive committee chair
Other directors
Trustee chair
Trustee chair-elect
Trustee vice-chair
Other trustees
General secretary
Past directors (in order of seniority)
Directors-elect
Past trustees (in order of seniority)
Incoming trustees
Directors-nominee
Past general secretaries (in order of seniority)
President, immediate past president, vice-president, and honorary treasurer of RIBI
District governors
Past district governors (in order of seniority)
Rotary coordinators, Rotary public image coordinators, regional Rotary Foundation coordinators and endowment/major gifts advisers
District governors-elect
District governors-nominee

At Rotary functions, officers should be addressed according to protocol only once with spouses included at the time of introduction. Individuals holding more than one office or past office, shall be ranked by the highest current or past office held.

After the recommended order of protocol above, the following additional order of protocol is recommended and should be modified to fit local customs and practice:

Regional and zone-level committees members

Assistant governors

District secretaries/treasurers

District committee members

Club presidents

Club presidents-elect

Club vice-presidents

Club secretaries

Club treasurers

Club sergeants-at-arms

Other club board members

Club committee chairs

Past assistant governors

Rotarians

Rotary alumni

Rotarians' families

At district meetings, Rotarians visiting from a foreign country may be placed before local Rotarians of the same rank, as a courtesy.

High-ranking non-Rotarians may be given precedence in ranking according to local custom.

Clubs and districts are encouraged to advise guests if protocol places Rotarians before non-Rotarians. (October 2014 Mtg., Bd. Dec. 38)

Source: July 1995 Mtg., Bd. Dec. 23; Amended by May 2000 Mtg., Bd. Dec. 412; November 2005 Mtg., Bd. Dec. 103; February 2006 Mtg., Bd. Dec. 133; June 2010 Mtg., Bd. Dec. 251; January 2011 Mtg., Bd. Dec. 137; May 2011 Mtg., Bd. Dec. 182; January 2014 Mtg., Bd. Dec. 83; October 2014 Mtg., Bd. Dec. 38 26.070.