



Rotary International District 6920, Inc. Policy Manual

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DEFINITIONS OF TERMS

“Assistant Governors” They are individuals appointed by the District Governor to assist in management and leadership of the District.

“Articles” means the District’s *Articles of Incorporation of the Corporation* and any amendments thereto.

“Board” means the Corporate Board of Directors of the Rotary International District 6920, Inc.

“Bylaws” refers to the *Bylaws of Rotary International District 6920, Inc.*

“Club” means a Rotary Club or Rotaract Club in Rotary international District 6920, unless otherwise noted herein.

“College of Governors” is an advisory council of past governors composed of all past governors considered to be in good standing with Rotary International who are members of Rotary clubs within the district.

“Corporation” means **Rotary International District 6920, Inc.**

“Director” means a member of the Board of Directors of the District.

“District” means RI District 6920, established pursuant to the RI Bylaws and RI Policy.

“District Governor” means the Rotarian currently serving as Governor of the District.

“District Governor Line” refers to the District Governor, District Governor-Elect, District Governor-Nominee, and District Governor-Nominee Designate.

“District Governor-Elect” means the Rotarian elected to succeed the Governor.

“District Governor-Nominee” means the Rotarian selected to succeed the Governor-Elect.

“District Governor-Nominee Designate” means the Rotarian selected to succeed the Governor-Nominee.

“District Policy Manual” is this *Policy Manual for Rotary International District 6920, Inc.*

“Immediate Past District Governor” means the Rotarian whose term as Governor of the District most recently ended.

“Member of the Corporation” is any Rotary Club and any Rotaract Club in District 6920 that is in good standing.

“Officer” means an Officer of the Corporation of Rotary International District 6920, Inc.

“Past Club President” means a Rotarian who has served as club president who is still an active member of a club within the district, resides within the boundaries of District 6920, and is in good standing with Rotary International.

“Past District Governor” means a Past District Governor who is still an active member of a club within the district, resides within the boundaries of District 6920, and is in good standing with Rotary international.

“RI Policy” means the RI *Constitution*, RI *Bylaws*, RI *Manual of Procedure*, and RI *Code of Policies*.

“Rotarian” means an active member of a Rotary Club or a Rotaract Club of District 6920.

“Vice Governor” means a member of the College of Governors selected by the District Governor Elect to replace himself or herself as District Governor in case of a temporary or permanent inability to perform the District Governor’s duties.

SECTION I: PURPOSE

This *Rotary International District 6920, Inc. Policy Manual* provides guidance to the Directors, Officers, Committee Chairs, and other leaders of Rotary District 6920, Inc. (the “Corporation”), and aids Rotary Clubs and Rotarians in better understanding the functions, nature, and role of the District and its operations.

This Policy Manual also serves as the District Leadership Plan (DLP) as mandated in sections 17.030.1-17.030.3 of the Rotary International Code of Policies.

The Rotary International District 6920, Inc. Policy Manual shall be read and interpreted in conjunction with the

- Articles of Incorporation and Bylaws for Rotary International District 6920, Inc. and
- Constitution, Bylaws, Manual of Procedure, and Rotary Code of Policies for Rotary International (collectively, RI Policy).

In the event of a conflict between the District Policy Manual and RI Policy, RI Policy shall prevail. In the event of a conflict between the District Policy Manual and the District Bylaws, the District Bylaws shall prevail.

SECTION II: ORGANIZATIONAL STRUCTURE OF THE DISTRICT

Rotary International District 6920, Inc. is organized and operated as a Corporation pursuant to the laws of the State of Georgia and in conformity with the Articles of Incorporation, the Bylaws of the District, and the Policies of Rotary International. See the Rotary International District 6920, Inc Bylaws for additional details on the Corporation, Board of Directors, Affiliated Corporations, and other information.

Because the District is also a Corporation, it has both a Corporate Board of Directors¹ and a set of District Officers² with some overlapping roles, as described below, as well as other District leaders and committees.³

Board Members and Officers of the Corporation, and other District leaders shall perform all duties required of them by the Bylaws, Corporate Policy Manual, RI Policy, the District Governor, and/or the Board of Directors of the Corporation. Specific position responsibilities may be adjusted by the District Governor and the most current version of these descriptions should be included in the Appendices of this Policy Manual or on the District website for reference.

All Board Members, Officers, and other District leaders are expected to operate as fiduciaries of the District and to fulfill their roles following Rotary's high ethical standards.

SECTION III: CORPORATE BOARD OF DIRECTORS AND DUTIES

A. BOARD OF DIRECTORS

The District 6920 Board of Directors performs key supervisory, strategic planning, and oversight functions relating to the Corporation and District. The Board serves as the policy-making and administrative approval body for the Corporation and District. It further ensures overall good functioning of the administration of the District and alignment with RI and other governing documents and policy.

The Board should meet regularly (at least quarterly, as specified in the Bylaws) to review and receive timely updates related to the District's finances, functioning, activities, and progress towards its goals, and to take any necessary actions. Procedures including voting shall be as specified in the Bylaws.

Certain District Officers and other leaders should be invited to attend Board meetings and to present updates on their areas of responsibility as requested by the District Governor.

The Board of Directors of the Corporation is comprised of thirteen (13) voting members, including:

- The District Governor (who is also a District Officer and an Officer of Rotary International),
- The District Governor-Elect (who is also a District Officer),
- The District Governor-Nominee (who is also a District Officer),
- The District Treasurer (who is also a District Officer),
- The District Secretary (who is also a District Officer),
- Three (3) Past District Governors, selected by the College of Governors to serve staggered terms
- Five (5) At-Large Directors, to serve staggered terms.

The District Governor-Nominee Designate and District Parliamentarian shall attend Board meetings as non-voting participants.

B. ROLES AND DUTIES OF BOARD MEMBERS

1. District Governor

The District Governor ("DG") is the only Officer of Rotary International in the District and as such is responsible to Rotary International and must carry out the duties as prescribed in the current Manual of Procedure of Rotary International and the Rotary Code of Policies. The District Governor's term shall commence on July 1st and continue for one year or until a successor shall have been elected and qualified.

The minimum qualifications for the office are set forth by the most recent Code of

Policies and the Manual of Procedure of Rotary International. While the District Governor serves a one-year term as Governor, the person selected for this role is part of the District's "Governor Line" and begins preparing as early as three years prior to the year of service (i.e., as District Governor-Nominee Designate, District Governor-Nominee, and District Governor-Elect). Following RI Guidelines, the District Governor has been nominated by the Clubs in the District, interviewed by and selected by the District Governor Selection Committee,⁴ and affirmed at the annual district conference, and elected at the International Assembly of Rotary International. The District Governor takes part in a range of training and learning activities prior to the year of service, supported by the Zone, RI, and others in District leadership roles.

The District Governor is the Chief Executive Officer of the Corporation and the Chair of the Board of Directors. of the Corporation. The Governor shall manage and supervise the administration, operations, policies, and financial affairs of the Corporation, and shall perform all duties and responsibilities of a District Governor of RI. The District Governor shall have the authority to employ, terminate, and supervise all employees, independent contractors, and agents of the corporation, but shall consult with the District Governor-Elect, the District Governor-Nominee, and the Board of Directors prior to employing or terminating an employee, independent contractor, or agent.

The District Governor shall be a voting member of:

- the Finance Committee,
 - the Board of Directors Nominating Committee, and
 - the District Rotary Foundation Committee,
- and shall be a nonvoting member of all other District committees and subcommittees.

The District Governor shall sign all contracts and other documents on behalf of the Corporation and preside over (or appoint a presiding officer for) all meetings of the District and the Board of Directors. The District Governor and Board of Directors may delegate signatory authority for events happening in future Rotary years to the District Governor-Elect or District Governor-Nominee, as appropriate.

All decisions of the District Governor shall be binding upon all Directors and Officers unless governing documents specify otherwise.

The Corporation may reimburse the District Governor for travel, event registration, supplies, and other budgeted expenses in keeping with Rotary International's and the Corporation's financial policies.

2. District Governor-Elect

The District Governor-Elect ("DGE") typically has been selected well in advance of the year of service by the process outlined for selection of future District Governors.⁵ The District Governor-Elect shall perform all duties and responsibilities of a District Governor-Elect of RI. The District Governor-Elect may preside at meetings of the

District and the Board in the absence of the District Governor or other presiding officer and performs such other duties as may be required by the Board or the District Governor. Additionally, the District Governor-Elect takes part in training and learning activities led by the Zone, RI, and other District leadership to prepare for successive years of service as the District Governor and Immediate Past District Governor.

The District Governor-Elect is responsible, with their District Learning Facilitator(s), for developing and implementing learning and training activities for District and Club leaders, including at the Presidents-Elect Learning Seminar and Club Leadership Learning Seminar in preparation for the forthcoming Rotary year.

The District Governor-Elect is a member of the Board of Directors and the Finance Committee. In conjunction with the Treasurer, Assistant Treasurer(s), and other District leaders, the District Governor-Elect, shall develop a Proposed Operating Budget for the Corporation for the forthcoming Rotary year, which goes through the stated approval process as described in the District Financial Management Plan.

The Corporation may reimburse the District Governor-Elect for travel, event registration, supplies, and other budgeted expenses in keeping with Rotary International's and the Corporation's financial policies.

3. District Governor-Nominee

The District Governor-Nominee ("DGN") typically has been selected in advance of their year of service by the process outlined for selection of future District Governors.⁸ The District Governor-Nominee shall perform the duties and responsibilities of a District Governor-Nominee of Rotary International, including taking part in required training and learning activities at the RI, Zone, and District levels to prepare for successive years of service as District Governor-Elect, District Governor, and Immediate Past District Governor.

The District Governor-Nominee is considered part of the District Governor Line. The District Governor-Nominee is a member of the Board of Directors and the Finance Committee.

The Corporation may reimburse the District Governor-Nominee for travel, event registration, supplies, and other budgeted expenses in keeping with Rotary International's and the Corporation's financial policies.

4. District Treasurer

The District Treasurer shall be the Chief Financial Officer of the Corporation and shall assist the District Governor and the Corporate Board of Directors with the

management of the financial affairs of the District and the Corporation. The District Treasurer is a non-voting member of the Finance Committee and is a voting member of the Corporate Board of Directors.

Qualifications, appointment and term of office is described in Article VIII of the Bylaws

5. District Secretary

The District Secretary shall be the Secretary of the Corporation and is a voting member of the Corporate Board of Directors.

The District Secretary collaborates with the Corporate Board of Directors and the District Governor to provide key correspondence, support, and record-keeping related to the functioning of the District and the Board and to perform such other duties as may be required by the Board and/or the District Governor.

Qualifications, appointment and term of office is described in Article VIII of the Bylaws.

6. Past District Governors

Three (3) most immediate Past District Governors considered to be in good standing, willing and able to serve pursuant to Bylaws.

7. At-Large Directors

Five (5) At-Large Directors of the Board each serve staggered terms of two (2) years each, beginning July 1 of the applicable year. Only Rotarians in good standing, who have served as a Past President of a Rotary Club and have been a Rotarian for at least 4 years may serve as an At-Large Director of the Corporation. The five (5) At-Large Directors shall be nominated and elected following procedures outlined in the Bylaws and this Policy Manual.

No Rotarian shall serve as Director for more than two terms without a one-year break in service, provided that a Rotarian who is elected to fill an unexpired term may serve for the period of the unexpired term and an additional term. To seek balance of representation from across the District, all At-Large Directors shall be from different Clubs and not a Past District Governor.

At-Large Directors may resign mid-term with written notice to the District Secretary. Also, a Director may be removed from the Board by a vote of two-thirds (2/3) of the Board, for cause.

Examples of cause:

- recurring absence from Board meetings,
- ethical concerns,
- transferring membership outside of District 6920.

If a vacancy occurs in the office of At-Large Director, the existing Directors shall elect a Director who shall serve for the remainder of the unexpired term.

SECTION IV: OFFICER AND LEADERSHIP POSITIONS OF THE DISTRICT AND DUTIES

A. ENUMERATION OF DISTRICT LEADERSHIP

The Officers of Rotary District 6920 include the following positions:

- District Governor (who is also a Director),
- District Governor-Elect (who is also a Director),
- District Governor-Nominee, (who is also a Director),
- District Governor-Nominee Designate,
- Assistant Governors,
- District Secretary, (who is also a Director)
- District Treasurer, (who is also a Director)
- Assistant District Treasurer(s), and
- District Parliamentarian.

The Board may elect such other Officers as the business and affairs of the Corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as may be determined by the Board and/or the District Governor.

B. ROLES AND DUTIES OF DISTRICT LEADERSHIP

1. District Governor

Refer to the description of duties in Section III.B.1.

2. District Governor-Elect

Refer to the description of duties in Section III.B.2.

3. District Governor-Nominee

Refer to the description of duties in Section III.B.3.

4. District Governor-Nominee Designate

The District Governor-Nominee Designate (“DGND”) is typically selected by the process outlined for selection of future District Governors,⁹ thus typically serves in this role for less than one full year. The District Governor-Nominee Designate shall perform the duties and responsibilities of a District Governor-Nominee Designate of

Rotary International, including taking part in training and learning activities at the RI, Zone, and District levels to prepare for successive years of service as District Governor-Nominee, District Governor-Elect, District Governor, and Immediate Past District Governor. The District Governor-Nominee Designate is considered part of the District Governor Line but is not a member of the Corporate Board of Directors, unless already serving as an At-Large Director.

The Corporation may reimburse the District Governor-Nominee Designate for travel, event registration, supplies, and other budgeted expenses in keeping with Rotary International's and the Corporation's financial policies.

5. Assistant Governors

The Assistant Governors ("AGs,") help their assigned Rotary Clubs become more effective and serve as a liaison between these Clubs and District leadership. Assistant Governors accomplish this by assisting the District Governor with communication to the Clubs, and by providing leadership and assistance to Club Presidents and other members.

Assistant Governors shall perform all duties and responsibilities of an Assistant/Assistant Governor in accordance with RI Policy and such other duties as may be required by the Board of Directors and/or the District Governor. Assistant Governors provide general support and information for the Clubs assigned to them. The District Governor provides specific duties for the year. The Assistant Governors are not members of the Board of Directors.

Assistant Governors are officially appointed for a one (1)-year term but are expected to serve a single three (3)-year term. An Assistant Governor should be a past Club President. Past District Governors generally should not be selected as Assistant Governors.

The District may establish a nominating procedure for Assistant Governors, but the District Governor shall make the final decision on appointments, typically prior to the start of the year to allow for training, in consultation with the District Governor Line. The total number of Assistant Governors and their area and assigned Clubs are determined by the District Governor.

The Corporation may reimburse the Assistant Governors for travel, event registration, supplies, and other budgeted expenses in keeping with Rotary International's and the Corporation's financial policies.

The Assistant Governor Position Responsibilities are listed in Appendix A.

6. District Treasurer

Refer to the description of duties in Section III.B.7

The District Treasurer and Assistant Treasurer(s) Position Responsibilities are listed in Appendix C.

7. District Secretary

Refer to the description of duties in Section III.

The District Secretary Position Responsibilities are listed in Appendix B.

8. Assistant District Treasurer(s)

One or more Assistant District Treasurer(s) shall be appointed by the District Governor in consultation with the District Governor Line and the District Treasurer. The term of office shall be one (1) year; however, to promote continuity of leadership, a District Governor may reappoint the District Assistant Treasurer(s) from the preceding term for an additional year, for up to three (3) consecutive years. Assistant District Treasurer(s) are encouraged to be considered for appointment to the position of District Treasurer during the upcoming Rotary year(s).

Only Rotarians who have served as President or Treasurer of a Club, or are a qualified accountant, or have a comparable financial background, may serve as Assistant District Treasurer. The Assistant District Treasurer(s) shall assist the District Treasurer with the management of the financial affairs of the District as may be required by the Board, the District Governor, the District Governor-Elect, and/or the District Treasurer.

Assistant District Treasurer(s) are not members of the Board of Directors or of the District Finance Committee. Additionally, the Assistant District Treasurer(s) may serve as Treasurer for the affiliated corporations, and as part of the District Conference Committee, etc.

The District Treasurer and Assistant Treasurer(s) Position Responsibilities are listed in Appendix C.

9. District Parliamentarian

The District Governor, in consultation with the College of Governors, shall appoint a qualified Rotarian, preferably a Past District Governor with knowledge of the current RI Manual of Procedure and Code of Policies, to serve as District Parliamentarian. The term of office shall be one (1) year; however, to promote continuity of leadership, a District Governor may reappoint the District Parliamentarian from the preceding term for an additional year, for up to three (3) consecutive years.

The District Parliamentarian is not a member of the Corporate Board of Directors unless otherwise selected as an at-large representative or from the College of Governors.

The District Parliamentarian serves as an authority on RI and District policy and documents and rules on parliamentary procedure issues when advice is sought by the District Governor and/or other presiding officer.

The Parliamentarian Position Responsibilities are listed in Appendix D.

SECTION V: OTHER DISTRICT LEADERS AND DUTIES

A. ENUMERATION OF OTHER DISTRICT LEADERS

In addition to its Officers and Directors, numerous other District leaders annually support the District, its Clubs, and other District leaders and Officers through a range of positions and areas of responsibility. All Rotarians serving at the District level are expected to model high ethical standards. All District leaders should complete appropriate training for their positions, including the relevant Learning Plan for District Committee Members and for position-specific roles in the Rotary Learning Center.

Unless otherwise required or specified, these positions may be performed by one person as a Chair, or by two people as Co-Chairs. The exact list and responsibilities of these positions may vary by year at the discretion of the District Governor and Corporate Board of Directors, and positions and the leaders filling these roles should be kept accurate in all District and RI documents such as the District directory, website, DACdb, My.Rotary, etc.

Stand-alone District leadership roles are listed in this section, below. District Committees and their Chairs are listed separately in Section VI, following.

B. ROLES AND RESPONSIBILITIES OF OTHER DISTRICT LEADERS

1. District Learning Facilitator(s)

A District Learning Facilitator (formerly known as the District Training Chair) or Co-Facilitator(s) should be appointed by the District Governor-Nominee to coordinate learning events during their upcoming District Governor-Elect year, as well as their District Governor year, making this a multi-year commitment. District Learning Facilitators may serve successive terms, but in any event should coordinate with District Learning Facilitators from the prior and following years.

The District Learning Facilitator(s) in consultation with the District Governor and District Governor-Elect may develop an ad hoc or standing District Learning Committee and may appoint subcommittee members responsible for coordinating and implementing District learning and training activities.¹⁰

With the District Governor for whose year the learning events are taking place, the District Learning Facilitator(s) shall have supervisory responsibility for learning and training event logistics, including staffing, locations, timing, promotion, agendas, presenters, materials, caterers, contracts, event budgets, etc. The Learning Facilitator(s) shall also ensure that events comply with RI and District policies and follow the District budget and District Financial Management Plan.¹¹

The District Learning Facilitator(s) shall be a member of the Peach State PELS Committee and may be part of the District Conference Committee. The District Learning Facilitator(s) should also collaborate to promote broader awareness and

usage of online resources such as the Rotary Learning Center, as well as District, Zone, and RI events, webinars, and other learning and training opportunities, including Rotary Leadership Institute (RLI).

The District Learning Facilitator(s), with the concurrence of the District Governor Line, shall ensure that appropriate committee members and structures are in place to plan, implement, and evaluate effective learning events.

2. District 6920 Peach State PELS Representative

This Rotarian serves a three (3)-year term as the District's representative on the Peach State PELS (formerly PETS) Executive Committee and is selected by the District College of Governors in accordance with the Peach State PELS Manual of Procedure. The Peach State PELS Representative works closely with the other members of the Peach State PELS Committee, including the District Learning Facilitator(s), to support the District Governor-Elect in planning and carrying out PELS as per RI Policy.

If the District no longer participates as a member of Peach State PELS, this role will not be filled.

3. District Representative to the Rotary International Council on Legislation

The RI Council on Legislation, which convenes every three (3) years, is the legislative body of Rotary International which has the authority to amend the documents of Rotary International. Each District is represented by a Past District Governor who is a member in good standing of a Rotary Club in the District represented.¹² Representative and Alternate Representative are elected by the District College of Governors in the Rotary year immediately prior to the year in which the Council meeting takes place.

The District Representative and Alternate District Representative to the Rotary International Council on Legislation shall also serve as the District Representative and Alternate Representative to the Rotary International Council on Resolutions.

The District Representative, during the year between his/her election and the convening of the Council on Legislation, should communicate and/or meet with as many Clubs as possible to inform them of and discuss with them all pending legislation. The District Representative, after the Council on Legislation is over, shall submit a written report to the District and Board prior to the end of the Rotary year.

The District may reimburse this Representative for relevant expenses not covered by Rotary International and which are budgeted and paid in keeping with the District Financial Management Plan.

4. District Rotaract Chair

The District Rotaract Chair is appointed by the District Governor in consultation with the District Governor Line. The term of office is for one (1) year; however, to promote continuity of leadership, a District Governor may reappoint the Rotaract Chair from the preceding term for an additional year, for up to three (3) consecutive years.

This position may also be referred to and treated as an Assistant Governor for Rotaract.

5. District Support Staff

The District Governor shall be authorized to hire personnel to assist in carrying out the various administrative functions of the District and any District Office. The District Support Staff shall be supervised by the District Governor or his/her delegate. The District Support Staff shall perform all duties and responsibilities as assigned by the District Governor and/or the Board of Directors. Additionally, with the consent of the District Governor, the District Support Staff may assist other District leaders with their administrative functions and events as time and resources permit.

6. Executive Assistant Governor

A District Executive Assistant Governor may be appointed by the District Governor in consultation with the District Governor Line. The term of office is for one (1) year; however, to promote continuity of leadership, a District Governor may reappoint the District Executive Assistant Governor from the preceding term for an additional year, for up to three (3) consecutive years.

The District Executive Assistant Governor may perform administrative and organizational tasks related to the management and supervision of Assistant Governors at the direction of the District Governor.

7. Governor's Chief of Staff

A Chief of Staff may be appointed by the District Governor-Nominee Designate to perform administrative and organizational tasks in preparation of their upcoming District Governor year making this a multi-year commitment. A Chief of Staff is expected to serve only one Governor at a time.

The Chief of Staff may perform administrative and organizational tasks at the direction of their District Governor.

SECTION VI: DISTRICT COMMITTEES

The District Governor and District Governor-Elect shall appoint all committees and persons required by Rotary International. The District Governor shall also appoint all committees and persons required by the District Policy Manual or Bylaws, unless otherwise specified or unless such appointment is delegated to another Rotarian.

A. STANDING COMMITTEES

The District has standing committees with specified or recommended structures, roles, and responsibilities, enumerated below. The Board of Directors may also approve other committees deemed necessary to accomplish the purposes and objectives of the District.

1. District Governor Selection Committee

The DGND of the District shall be selected by a Governor Selection Committee (GSC) in accordance with the procedures set forth in this Article VII. The procedures shall be consistent with the *Bylaws of Rotary International*, Article 12 - Nominations and Elections for Governors.

The GSC shall be charged with selecting a DGND to serve as DG for the Rotary year beginning on July 1 of the third calendar year following the Rotary year in which the person is selected.

The GSC shall consist of seven (7) members, each of whom shall be appointed in the manner provided in Section B of this Article VII. Each member will be from different Rotary Clubs in the District. There shall be three (3) past District Governors, one of whom shall serve as Chair, and four (4) past Club presidents.

Appointment of Selection Committee

The DG shall appoint the IPDG, willing and able to serve, as the Chair of the GSC. The GSC Chair shall facilitate the meeting(s) of the GSC, and shall have full rights to participate in the selection deliberations, but vote only if necessary, to break a tie.

The two (2) additional PDGs, who served immediately prior to the IPDG, who are able and willing to serve, will serve as members of the GSC, with full rights to participate in GSC deliberations and to vote. The role of these additional PDGs is to educate and enlighten the members of the GSC as to the role of DG.

The GSC Chair, with the approval of the BOD, shall divide the District into four geographic areas with a comparable number of members, labeled A through D, no later than **April 1**. The GSC Chair shall select four AGs, each of whom shall represent one of the four geographic areas.

The four AG representatives of the geographic areas shall convene a meeting of the club presidents within their respective areas, no later than **May 1**, to review nominations for the GSC, and elect one member and one alternate to serve on the GSC. Each of these members shall be a past club president and may not have served as a DG. The alternate shall serve in the event the elected member is unable to serve. The GSC Chair shall provide to each member and alternate a copy of the provisions of this Article VII, and a copy of the relevant sections of the *RI Manual* relating to the status, qualifications, duties, and code of ethics relating to the position of DG.

No member of a candidate's club shall sit as a member of the GSC. No member of the GSC may resign to become a candidate for the position of DG, except as approved by the Board of Directors.

Past presidents shall not serve on the GSC for more than one consecutive year.

Nomination Process

The GSC Chair shall notify the club presidents by **May 15** that nominations for the position of DG are open. Such notification shall include the application form that a nominee must complete and the requirements the nominee must meet, which shall include:

- a) A copy of the resolution to be signed by the club secretary stating that the nominee has received the endorsement of a majority of the active members of his or her Club at a meeting where it was known to the members, in advance, that a vote to endorse the nominee would occur.
- b) The required number of printed or electronic copies for all documents; and
- c) Any additional application requirements.

In addition to the enumerated qualifications found in Article 12 of the *Bylaws of Rotary International*, a nominee shall possess other qualifications, such as chairing a District Committee; serving as a District AG; or serving as the coordinator of a District-sponsored project.

All completed nomination packages shall be submitted by the club's secretary, either electronically or by mail, to the DES by close of business, which is 5:00 pm (EST), on **May 31**. Any exception to this date and time shall be approved by the DG.

Selection Process

The GSC shall review all nominations and interview those nominees who meet the criteria for DG and select a nominee by no later than **July 31**. Interviews of all candidates shall take place in person (face-to-face) or virtually, as necessary.

If, after the interviews, the GSC decides not to select any of the candidates for office of District Governor, then the following procedure shall apply:

- a) The GSC shall meet and list the best qualified Rotarians in Clubs who meet the qualifications for DG.
- b) The GSC Chair shall immediately contact those listed to ascertain whether they shall accept the office of DG, if selected.
- c) The GSC shall then interview those who have indicated a willingness to serve and, from this group, select a nominee for DG.
- d) The interviews and selection shall take place on or before **August 1**.

No nominee shall be selected without having received four votes of the GSC. All GSC members shall be present for a vote to be held. If no candidate receives the required number of votes, then the GSC shall re-open discussion of the candidates and re-vote as they deem necessary until a qualified candidate is chosen. If no decision can be reached then alternative selection methods (club ballot or District Conference vote) shall be used, as outlined in Article 12 of the *Bylaws of Rotary International*.

The GSC Chair shall notify the DG and the DES within one business day of the adjournment of the GSC. The DG shall publish to the District's Clubs the name and club of the nominee within three business days from receipt of the notice from the GSC Chair. Publication of the announcement consists of written notice from the DG by letter, e-mail, or fax to the Clubs in the District. Clubs shall have fourteen (14) business days from the date of receipt of such publication to challenge the selection of the nominee. If no challenge is received within that fourteen (14) business-day period, the DG shall declare the nominee to be the DGND and shall certify the name of the DGND to the General Secretary of Rotary International within ten (10) business days after such nominee has been declared the DGND.

Challenging Candidates

If a defeated candidate wishes to challenge the selection of the candidate for DGND, as proposed by the GSC, procedures delineated in *Bylaws of Rotary International*, Article 12 Section 12.030.7 – 9 shall apply.

there is no appeal, the GSC's nominee shall be designated as the DGN as of July 1 of the subsequent Rotary Year.

Removal for Cause of a District Governor Nominee (DGN) or District Governor Nominee Designate (DGND)

A. Purpose

This policy establishes a fair, transparent, and orderly process for the removal for cause of a District Governor Nominee (DGN) or District Governor Nominee Designate (DGND) of Rotary International District 6920, Inc. ("the District"), to protect the integrity, reputation, and effective governance of the District and Rotary International.

B. Scope

This policy applies exclusively to individuals who have been:

- Selected as District Governor Nominee Designate (DGND), or

- Selected as District Governor Nominee (DGN)

This policy does not apply to the current District Governor or DGE, which is governed separately by Rotary International policies and procedures.

C. Governing Authority

The authority to remove a DGND or DGN for cause rests with the District Board of Directors, acting in accordance with:

- The Articles of Incorporation of the District
- The District Bylaws
- Rotary International Bylaws and policies
- Applicable state and federal law

Where required, actions taken under this policy shall be reported to Rotary International in accordance with RI requirements.

D. Definition of “Cause”

“Cause” for removal includes, but is not limited to, the following:

1. Breach of Fiduciary Duty to the District or Rotary International
2. Violation of Rotary International Bylaws, District Bylaws, or District Policies
3. Failure to Meet or Maintain Rotary International Eligibility Requirements for district governor service
4. Gross Misconduct, unethical conduct, or behavior inconsistent with Rotary values
5. Violation of Law materially related to Rotary service or that reflects adversely on Rotary
6. Misuse or Misappropriation of Rotary or District Funds or Assets
7. Fraud, Dishonesty, or Material Misrepresentation during the nomination or qualification process
8. Incapacity, Inability or Failure to Perform Required Duties, including failure to participate in required training or preparation
9. Conduct Detrimental to the Reputation, Mission, or Effective Operation of the District or Rotary International

E. Initiation of Removal Proceedings

Removal proceedings may be initiated by:

- The District Governor or
- Any two (2) members of the District Board of Directors.

A written statement specifying the alleged grounds for removal shall be submitted to the District Board.

F. Notice to the DGND or DGN

The individual subject to removal shall receive:

- Written notice of the proposed removal
- A clear statement of the alleged cause(s)
- Supporting documentation reasonably available
- Notice of the date, time, and location of the District Board meeting at which removal will be considered

Notice shall be provided no fewer than fourteen (14) days prior to the meeting, unless exigent circumstances require more immediate action.

G. Opportunity to Respond at the Meeting at which removal will be considered

The DGND or DGN shall be afforded an opportunity to respond, including:

- Submission of a written response
- The opportunity to address the District Board orally
- The opportunity to respond to questions from the Board

The Board may impose reasonable limits on time, format, and scope of the response.

H. Board Deliberation

Following the response, the District Board shall deliberate in executive session.

The DGND or DGN shall not be present during deliberation or voting.

I. Vote Required for Removal

Removal for cause shall require:

- An affirmative two-thirds (2/3) vote of the District Directors present and voting.

Abstentions shall not be counted as votes cast.

J. Effect of Removal

Upon removal:

- The individual is immediately removed from status as DGND or DGN
- All authority, duties, and expectations associated with that role cease
- Removal from nominee status does not, by itself, remove the individual from Rotary membership or any elected club or district office, unless separately provided

K. Vacancy and Successor Process

If a DGND or DGN is removed:

- The District Board shall act in accordance with District Bylaws and Rotary International procedures to fill the vacancy
- Rotary International shall be notified promptly as required

L. Confidentiality

All proceedings, deliberations, and records related to removal for cause shall be treated as confidential to the extent permitted by law and Rotary International policy.

M. No Limitation on Other Actions

This policy does not limit the District's authority to:

- Refer matters to Rotary International
- Take corrective or remedial actions
- Pursue restitution or legal remedies if appropriate

2. District Board of Directors Nominating Committee

The initial Director Nominating Committee shall be made up of the DG, DGE, DGN, District Secretary, and District Treasurer, who will select the five at-large members from the clubs. Two of these shall be selected for a 2-year term and two will be selected for a 1-year term.

The At-Large Directors whose term of service is ending, as well as the District Governor, District Governor-Elect, and District Governor-Nominee, shall serve as the Board of Directors Nominating Committee. The District Governor-Nominee shall serve as the Chair of this Committee. The Board of Directors Nominating Committee shall seek and nominate the best available candidates for Director in accordance with the Bylaws and this District Policy Manual. Members of this Committee shall not be eligible for nomination to the Board by the Committee nor by their Clubs.

The Board of Directors Nominating Committee will:

1. Identify the number of vacancies on the Board for the forthcoming term by March 31
2. Set and publicizes the eligibility criteria, deadlines, and processes for Club nominations of Rotarians for the District Director role,
3. Finalizes the roster of candidates, including but not limited to those eligible and duly nominated by Clubs,
4. Review and interview candidates,
5. Select the desired candidates for District Director, and
6. Submit and publicize their selection for approval by the Clubs in accordance with the District 6920 Bylaws.

3. District Finance Committee

The District Finance Committee is comprised of the following voting members: the Chair who is appointed by the DG, the Immediate Past District Governor, the District Governor, the District Governor-Elect, the District Governor-Nominee. The District Governor-Nominee Designate and the District Treasurer are non-voting members.

The existing District Finance Committee shall continue to serve until the Finance Committee and the Board of Directors approve the independently reviewed Annual Statement and Report of District Finances for the year.

The District Finance Committee:

1. Supports and advises on the development and adoption of an appropriate annual Operating Budget for the District for the forthcoming Rotary year, in alignment with the policies and timelines described in the District 6920 Bylaws and Section IX of this Policy Manual.
2. Oversees the administration of the District funds and is the only authority to approve disbursements not authorized by the budget or by

- existing resolution or by action of the District Conference Committee.
3. Regularly reviews the state of the District's finances, including review of transactions, funds and accounts held, and progress against budgeted categories.

4. District Strategic Planning Committee

The Strategic Planning Committee shall be appointed by the District Governor and must include the DGE, DGN and iPDG. This committee shall also consist of at least three (3) other members appointed by the District Governor, who also appoints the Chair of the Committee.

This Committee reviews the District 6920 Three-Year Strategic Plan annually and makes recommendations for appropriate changes, as well as identifying key goals and those responsible for tracking them.

5. District Conference Committee

The District Conference Chair (or Co-Chairs) is appointed in advance of their District Conference by the future District Governor, typically during their District Governor-Nominee or District Governor-Elect year, to support and provide leadership for the annual District Conference. Refer to Section VIII of this document for additional information on the annual District Conference.

The District Conference Chair leads the District Conference Committee, and in consultation with their District Governor, appoints committee members responsible for developing and executing the annual District Conference. The District Conference Committee may include the District Learning Facilitator as well as the following year's District Conference Chair.

The District Conference Chair and Committee:

1. Collaborate with the District Governor to identify and select an appropriate venue for the District Conference.
2. Work with the District Administration Committee and the Board of Directors to review and approve contract(s) for event venues.
3. With support from the District Treasurer and/or Assistant District Treasurer(s), develop, track, and report on the budget (including income and expenses) for the conference.
4. Develop and communicate the agenda, timing, presenters, and details of the event.
5. Appoint committee members to plan and carry out all necessary aspects of the event.

6. District Membership Committee

The District Membership Chair is appointed by the District Governor in consultation with the DG line and is expected to serve a three (3) Year term, per RI Guidelines. The District Membership Chair must complete all modules for the DMC in the Learning Center of My Rotary.

The District Membership Committee is made up of the Chair and all appointed subcommittee Chairs. The three required subcommittee chairs are: District membership attraction, District member engagement, and District new club development. All subcommittee chairs should complete the District Membership Committee Essentials training modules on My Rotary Learning Center.

The District Membership Chair duties include:

1. Set district membership goals with the DGE for their year.
2. Appoint subcommittee chairs, consulting DG line as appropriate.
3. Advise the subcommittee chairs in their areas of responsibility, delineated below. Meet with them regularly to set direction and/or change course, if needed. Plan learning for the district in each of their areas of responsibility.
4. Support and advise club membership chairs in carrying out their responsibilities. Assist in attraction and engagement efforts that will help a club achieve its membership goals. Offer to present a program on Membership at club meetings.
5. Communicate membership progress, challenges, and opportunities with the Rotary Zone Coordinator and District Governor on a regular basis.
 - Share stories of membership success
 - Support any district wide membership development activities
 - Provide updates on the state of membership in the district
6. Communicate with AGs, Club Presidents and Membership Chairs
 - Make sure that clubs enter membership chairs' names in DACdb for pmail
 - Inform chairs of monthly zoom calls (e.g. MAP webinar) and remind them of upcoming calls.
 - Inform AGs of monthly zoom calls (e.g. Membership Matters) and remind them of upcoming calls
 - Provide AGs with updates on the state of membership in the district. Discuss the membership trends of the clubs in their respective areas and develop solutions to their "problem to solve".
 - Promote August as Membership Month in the Rotary Year

The Membership Committee duties and best practices include:

1. Assist the Clubs' Membership Chairs in carrying out their responsibilities of attracting new members (District Membership Attraction Chair)
 - Encourage new ways of attracting members (e.g. Discover Rotary)
 - Encourage clubs to have a procedure for welcoming visitors and making them comfortable
2. Assist the Clubs' Membership Chairs in carrying out their responsibilities of engaging existing members (to reduce attrition) (District Member Engagement Chair)
 - Emphasize the power of creating a positive club experience
 - Conduct a survey in each club right before or after July 1 to gauge member satisfaction (trust in club leadership, venue/meals, programs, meeting experience)
3. Assist the Clubs' Membership chairs in carrying out their efforts to organize, establish, and support newly formed clubs (e.g. companion clubs) (District New Club Development Chair)
 - Ensure clubs understand the new formats for clubs
 - Embrace new models that can meet the needs of those not currently being served by Rotary
 - Work with AGs and clubs to determine where additional clubs could be established
4. Manage prospective members through the Membership Leads Management System.
 - Assign leads to the appropriate Assistant Governor
 - Follow-up with AGs quarterly as to the status of each lead
 - Keep the progress current in the Leads system in My Rotary

Other important actions include:

Ensuring that every club in the district has identified its PTS (problem to solve, i.e. attraction, attrition, both) and developed a specific plan of action to address the problem(s)

As a team, the chairs will develop a Membership Growth Plan and enter it in the Rotary system, including goal numbers, identification of committee members, action steps, deadlines, and responsible parties.

7. District Public Image Committee

The District Public Image Chair (or Co-Chairs) is appointed by the District Governor

in consultation with the District Governor Line. The term of office is for one (1) year; however, to promote continuity of leadership, a District Governor may reappoint the Public Image Chair from the preceding term for an additional year, for up to three (3) consecutive years.

The District Public Image Chair leads the District Public Image Committee, and in consultation with the District Governor, appoints committee members responsible for ensuring the District is in line with Rotary International's Brand standards, educating Clubs on public image best practices, curating content, video and graphics for District communications, social media management, district-wide communications, and other Public Image roles as appropriate. The District Public Image Chair should also serve as the primary liaison between the District and Zone on Public Image reporting, learning, and communications.

The District Public Image Committee is responsible for developing and implementing plans to provide Rotarians and the public with information about Rotary, its history, object, and scope, and to promote the District's service projects and activities. This committee should:

1. Support and encourage Clubs to select, train, and identify Club Service Chairs.
2. Provide continuing member education on best practices, branding guidelines, Public Image resources, etc.,
3. Advise and support appropriate Rotary District-related publicity (billboards, print, radio, television, etc.),
4. Support appropriate public-facing content and structure on the District website (in collaboration with the District Technology Subcommittee),
5. Manage District social media and newsletter or related communications channels to Clubs and Rotarians, and
6. Promote On-to-Rotary International Convention.

The Public Image Committee also ensures that an approved logo consistent with Rotary International branding guidelines exists and is consistently used for and by Rotary International District 6920; a depiction of the said logo may be found on the title page of this Policy Manual, and on the District website.

8. District Rotary Foundation Committee (DRFC)

The DRFC Chair is appointed by the District Governor in consultation with the District Governor Line and is expected to serve a three (3) to four (4)-year term, per RI Guidelines. The DRFC is a member of the District Finance Committee.

The DRFC leads the District Rotary Foundation Committee, and in consultation with the District Governor, appoints committee members responsible for annual giving, endowed gifts, Polio Plus, District Grants, Global Grants, recognition of giving, and other Foundation roles as appropriate. The DRFC assists the District Governor in the promotion of the

objectives of The Rotary Foundation and serves as the primary liaison between The Rotary Foundation of Rotary International, the Zone, and the District and Clubs. The DRFC and the District Rotary Foundation Committee assist the District Governor and District Governor- Elect in establishing and tracking Foundation Giving Goals and Grant budgets, and support and encourage Clubs to select, train, and identify Club Rotary Foundation chairs.

The District Rotary Foundation Committee's recommended subcommittee members and responsibilities are as follows:

a. Annual Fund Subcommittee

- Works to educate Clubs about the Rotary Annual Fund programs,
- Encourages outright contributions to the Annual Programs Fund of The Rotary Foundation by Rotary Clubs and individual Rotarians,
- Coordinates Annual Giving Campaigns,
- Assists in training Club Foundation Chairs and Club Treasurers in how to donate to the Annual Fund, how to retrieve Club Contribution and Recognition Reports, how to assist Club Presidents in setting Foundation giving goals, and other training as appropriate,
- Assists with Foundation Recognition Awards nominations as requested, including The Rotary Foundation's Citation for Meritorious Service and Distinguished Service Award, and
- Promotes the "Every Rotarian Every Year" goal that every Rotarian becomes a \$100 per year Rotary Foundation Sustaining Member.

b. Paul Harris Society Program Subcommittee

- Promotes contributions of \$1,000 or more on an annual basis to the Annual Programs Fund of The Rotary Foundation,
- Participates in recognizing new Paul Harris Society Members in the manner in which they want to be recognized, and
- Assists in Clubs in attaining 100% Paul Harris Club status.

c. Endowment Fund Subcommittee

- Promotes and encourages support for the Foundation Endowment for World Understanding and Peace through outright gifts and planned gifts such as will bequests, life insurance policies, pooled income funds, and other life income gifts.
- Assists in training Club Foundation Chairs about the Endowment Fund,
- Coordinates Endowment Fund Giving Campaigns,
- Participates in recognizing new and upgraded Major Donors, new Benefactors, and new and upgraded Bequest Society

- Members in the manner in which they want to be recognized,
• In the absence of this Subcommittee, the Annual Programs Fund Subcommittee should assume these duties.

d. End Polio Now Subcommittee

- Promotes contributions to the End Polio Now fund of the Rotary Foundation and the Polio Plus Society, including establishing and implementing matching contribution programs, and
- Works with Rotary Clubs to assign End Polio Now Chairs within their Clubs, as appropriate.

e. Foundation Grants Subcommittee

- Encourages Clubs to sponsor and administer local and international service projects eligible for grants (e.g., District Grants, Global Grants, Disaster Grants, etc.),
- Is responsible for coordinating and administering these Grants programs within the District (with support from subcommittee members for each type, as appropriate),
- Assists in training Club Foundation Chairs and other Rotarians about Rotary Foundation grants,
- Maintains current and accurate listings of Grants, Club and District involvement, and processes, and
- Ensures that all required Grant reports are submitted on time to The Rotary Foundation.

f. Global Grants Scholarship and Peace Fellowships Subcommittee

- Encourages Clubs to identify and submit appropriate Global Grant Scholarship applicants and Rotary Peace Fellowship applicants, and explains these programs to Clubs and applicants,
- Provides orientation training for Scholars and Rotarian counselors, and
- Coordinates the selection process, meets required timelines, and manages all aspects of the application process and reporting.

9. District Administration Committee

The District Administration Chair (or Co-Chairs) is appointed by the District Governor in consultation with the District Governor Line. The term of office is for one (1) year; however, to promote continuity of leadership, a District Governor may reappoint the Chair from the preceding term for an additional year, for up to three (3) consecutive years.

The District Administration Chair leads the District Administration Committee, and in consultation with the District Governor, appoints committee members responsible for supporting the effective administration of the District. The recommended

responsibilities and subcommittees of the District Administration Committee include:

a. Contractual Advising Support

The District Administration committee should develop and coordinate a process to review and provide feedback to the District Governor Line, the Board of Directors, and the District Learning Facilitator on contracts under consideration. This may entail a subcommittee or ad hoc recommendation of Rotarians in the District with appropriate expertise (such as attorneys) willing to review and provide feedback and input to the District leadership on contractual matters.

Any review provided by this Subcommittee or other Rotarians should be considered advisory only, rather than professional legal counsel.

b. District Awards Subcommittee

The District Awards Subcommittee Chair is appointed by the District Governor-Elect to serve in preparation for, and during, the forthcoming Rotary year.

The District Awards Subcommittee:

- Assists the District Governor Line in reviewing and determining appropriate Club size categorizations for the upcoming year.
- Assists the District Governor-Elect in developing and communicating with the Presidents-Elect and Clubs the goals, requirements, and methodology (e.g., competition “points”) for the awards and recognitions to be presented by the District during the coming year.
- Coordinates the process for Club reporting and District tracking of Club accomplishments.
- Collaborates with the District Governor and the Vocational Service Subcommittee to ensure timely communication, selection, and recognition for vocational service and other annual awards (e.g., AG of the Year; R.L. Panyik Award; Rotarian of the Year).
- Coordinates, in conjunction with the District Governor, District Conference Committee, and other leaders, the selection and recognition of award recipients based on the published guidelines.
- Assists, in conjunction with the District Governor and other District leaders, with the selection and nomination of District Rotarians for awards beyond the District (e.g., The Rotary Foundation Citation for Meritorious Service and Distinguished Service Awards; Service Above Self Award).

c. District Technology Subcommittee

The District Technology Chair is appointed by the District Governor in consultation with the District Governor Line and the District Administration Chair. The term of office is for one (1) year; however, to promote continuity of leadership, a District Governor may reappoint the Chair from the preceding term for an additional year, for up to three (3) consecutive years.

The District Technology Chair leads the District Technology Subcommittee, and in consultation with the District Governor, appoints members responsible for advising and supporting the effective and appropriate use and promotion (and purchase, when necessary) by District and Club leaders, of tools such as DACdb, Rotary Club Central, audiovisual technology, and appropriate platforms and software such as may be needed to carry out the functions of the District (such as Zoom, Adobe, Canva, etc.).

d. District Historian

The District Historian is appointed by the District Governor in consultation with the District Governor Line and the District Administration Chair. The term of office is for one (1) year; however, to promote continuity of leadership, a District Governor may reappoint the District Historian from the preceding term for an additional year, for up to three (3) consecutive years.

The District Historian researches and records the history of the District and assists Clubs in their efforts to research, record, celebrate, and commemorate the Clubs' histories. The District Historian may also support and advise on transition of District content to digital media.

10. District Service Committee

The District Service Chair (or Co-Chairs) is appointed by the District Governor in consultation with the District Governor Line. The term of office is for one (1) year; however, to promote continuity of leadership, a District Governor may reappoint the Chair from the preceding term for an additional year, for up to three (3) consecutive years.

The District Service Chair leads the District Service Committee, and in consultation with the District Governor, appoints committee members responsible for Rotary's Avenues of Service, and other roles as appropriate. Recommended subcommittee structures and responsibilities are as follows:

a. District Community Service Subcommittee

A District Community Service Subcommittee Chair may be appointed by the District Governor in consultation with the District Governor Line

and the District Service Chair. The term of office is for one (1) year; however, to promote continuity of leadership, a District Governor may reappoint the Chair from the preceding term for an additional year, for up to three (3) consecutive years.

Additional subcommittees may be created when appropriate to focus on specific programs under this area. The District Community Service Chair and Subcommittee:

- Support and encourage Clubs to select, train, and identify Club Service Chairs.
- Communicate with Club Service Chairs about service opportunities and resources, including District Grants.
- Encourage Club and Rotarian participation in, and reporting on, local or domestic service activities that correspond to Rotary's Areas of Focus.
- Encourage Club and District collaboration and partnership with other service organizations as appropriate to "expand our reach."
- Encourage Club and District collaboration with larger service initiatives in the local and nearby communities, e.g., opioid-related service, mental health initiatives, disaster relief efforts, Coins for Alzheimer's Research Trust, etc.
- Identify, promote, and lead opportunities for District-wide community service projects.
- In collaboration with the Public Image Committee, highlight noteworthy community service activities from Clubs within the District for consideration for recognition and for profiling e.g., in District communications, at Club Leadership Learning Seminar (formerly District Assembly), to Zone, etc.

b. District International Service Subcommittee

The District International Service Subcommittee Chair is appointed by the District Governor in consultation with the District Governor Line and the District Rotary Foundation Chair and is expected to serve a three (3) year term, according to RI Guidelines

Additional subcommittees may be created when appropriate to focus on specific programs under this area. The District International Service Chair and Subcommittee:

- Communicate with Club Service Chairs and other leaders about international service opportunities and resources, including Rotary's Learning Center, the Rotary Service Project Center, etc.
- Collaborate with the District's Rotary Foundation Committee to promote Club participation in Global Grants and international projects.
- Collaborate with the District's Youth Services Committee to promote Club awareness of, and participation in, Rotary Youth Exchange.

- Promote Club and Rotarian awareness of, and engagement in, Rotary Action Groups (e.g., ESRAG, WASHRAG) and relevant Fellowships.
- Promote Club and Rotarian awareness of, and engagement with, international opportunities and programs such as Friendship Exchanges, world community service projects, End Polio Now, HANWASH, etc., as well as potential collaboration with international organizations (e.g., ShelterBox) to “expand our reach.”
- Serve as a resource for District learning events, to help ensure that international service projects and opportunities are showcased and recognized.

c. District Vocational Service Subcommittee

The District Vocational Service Subcommittee Chair is appointed by the District Governor in consultation with the District Service Chair. The term of office is for one (1) year; however, to promote continuity of leadership, a District Governor may reappoint the Chair from the preceding term for an additional year, for up to three (3) consecutive years.

Additional subcommittees may be created when appropriate to focus on specific programs under this area. The District Vocational Service Chair and Subcommittee:

- Communicate with Club Service Chairs and other leaders about vocational service opportunities, resources, and initiatives (e.g., Rotary Means Business; Vocational Service Month).
- Promote, coordinate, and select recipients for District vocational service- related awards, including the W. Lee Arrendale Vocational Excellence Award and the Robert S. Stubbs II Guardian of Ethics Award.
- Promote Club and Rotarian awareness of, and engagement in, vocational site visits and member vocational talks.
- Promote Club and Rotarian awareness and practice of the Four-Way Test and of the Second Object of Rotary.

d. District Youth Service Subcommittee

The District Youth Service Subcommittee Chair is appointed by the District Governor in consultation with the District Service Chair. The term of office is for one (1) year; however, to promote continuity of leadership, a District Governor may reappoint the Chair from the preceding term for an additional year, for up to three (3) consecutive years.

Additional subcommittees may be created when appropriate to focus on specific programs under this area. The District Youth Service Chair and Subcommittee(s):
Communicate with Club Service Chairs and other leaders about youth

- service opportunities and resources, including RYLA, RYE, Interact, EarlyAct, Laws of Life, Youth Services Month, etc.
- Promote Club and Rotarian awareness of, and engagement in, robust youth services programs and activities at the local, District, and international

levels.

- Coordinate overall District Interact and EarlyAct activities, including development and support of Interact and EarlyAct Clubs, communication and dues payments, Interact conferences and service activities, policies and compliance, and the District Interact Scholarship Program.
- Coordinate overall District involvement in Rotary Youth Exchange, including development and implementation of relevant District policies and procedures, selection of required RYE District-level roles, communication with multi-district initiatives such as Rotary Youth Exchange Southeast (RYESE), promotion and selection of program candidates and host families, budgeting, reporting, and compliance.
- Collaborate with the District's Assistant Governor for Rotaract/District Rotaract Chair to promote Club awareness, collaboration, and support and expansion of Rotaract.
- Coordinate and promote compliance with Rotary's Youth Protection policies and trainings.
- Highlight noteworthy youth service activities from Clubs within the District for consideration for recognition and for profiling, e.g., in District communications, at Club Leadership Learning Seminar (formerly District Assembly), at District Conference, etc.
- Serve as the liaison between the District and the Georgia Rotary Student Program (GRSP) and its officers, directors, and trustees, including to:
 - Promote Club awareness and participation in the Georgia Rotary Student Program and of GRSP-related programs such as the reciprocal Oslo Scholarship program for Georgia university students.
 - Ensure that a District GRSP Chair, Directors, Trustees, etc. are appointed following the District and GRSP guidelines and timelines.
 - Encourage GRSP student involvement in District events and functions.

e. District Disaster Response Subcommittee

The District Disaster Response Subcommittee Chair is appointed by the District Governor in consultation with the District Service Chair. The term of office is for one (1) year; however, to promote continuity of leadership, a District Governor may reappoint the Chair from the preceding term for an additional year, for up to three (3) consecutive years.

The District Disaster Response Chair and Subcommittee:

- Advise District leadership on prevention and mitigation strategies and best practices to be prepared for potential natural disasters that may impact the District.
- Communicate with Clubs, the District Governor Line, the Board of

Directors, and other Rotary leaders within and outside of the District as appropriate, regarding responses to natural disasters within or near District 6920.

- With the District Rotary Foundation Chair, coordinate application and reporting on Disaster Relief Grants of the District.
- With the District Treasurer, publicize, track, coordinate, and report on opportunities for Club and Rotarian financial support responding to disasters.
- When appropriate, develop and promote hands-on service opportunities related to disaster mitigation, response, and/ or recovery.

B. AD HOC COMMITTEES

1. District Crisis Communications Committee

The District Crisis Communications Chair is appointed by the District Board of Directors in consultation with the District Governor Line. The term of office is for one (1) year; however, to promote continuity of leadership, a District Governor may reappoint the Chair from the preceding term for an additional year, for up to three (3) consecutive years.

This position and any appointed subcommittee advise the District Governor Line, the District Board of Directors, and other District leaders on best practices in communication about urgent, emergent, and/or crisis situations impacting the District or Clubs, in collaboration with the Public Image Committee.

2. Governing Documents Review Committee

The Review Committee shall be appointed by the District Governor. This committee should consist of at least three (3) members of the District Board of Directors and such other members as deemed appropriate appointed by the District Governor, who also appoints the Chair of the Committee. It is highly recommended participants include individuals with legal and financial management expertise.

At least every three (3) years, the GDRC shall review the Bylaws, Financial Management Plan and Policy Manual and make recommendations for appropriate changes. This may be done in conjunction with the periodic review of the District Strategic Plan.

SECTION VII: DISTRICT LEARNING OPPORTUNITIES

Under the supervision of the District Learning Facilitator and District Governor Line, the following learning opportunities should be offered to Rotarians in Rotary International District 6920:

A. CLUB PRESIDENTS-ELECT LEARNING SEMINAR (PELS)

This mandatory event for Club Presidents-Elect is typically held after International Assembly, in January or February prior to the beginning of the forthcoming Rotary

year, currently via Peach State PELS (coordinated across all three Georgia Districts). The District Governor-Elect and Learning Facilitator(s) may also develop and implement supplemental informational or training sessions in conjunction with PELS.

The District Governor-Elect is responsible for PELS, per RI Policy. As specified in the Peach State PELS Manual of Procedure, the District Learning Facilitator is part of the PELS Committee; additionally, a District Peach State PELS Representative represents the District on the group's Executive Committee.¹⁵

Upon extenuating circumstances with prior approval of the District Governor-Elect, a President-Elect may be permitted to attend PELS in another Rotary International District. The District Learning Facilitator may also collaborate with the District Governor-Elect on any make-up sessions for those Presidents-Elect unable to attend a scheduled PELS.

PELS expenses should be annually budgeted by the District, and are supported by attendee registration fees. Each Rotary Club is expected to cover registration (and lodging if feasible) for their President-Elect to attend this mandatory program.

B. DISTRICT LEADERSHIP PREPARATION AND SUPPORT

A District Team Learning Seminar (DTLS) annually convenes key District leaders, including Assistant Governors, Board of Directors, District Officers, and others as appropriate, at a single- or multi-day event prior to the start of the forthcoming Rotary year (typically in January or February).

Additionally, the District Governor-Elect is responsible for the preparation of new Assistant Governors, District Officers, and Board of Directors. This may be done in conjunction with DTLS or separately, but should include ensuring that those new in these roles have a thorough understanding of the position responsibilities and resources, and are prepared to effectively support Club leaders at PELS, Club Leadership Learning Seminar (formerly District Assembly), etc.

At least annually (typically at the start of the new Rotary year), the members of the Board of Directors should meet with the District Governor and other key leaders to review plans for the year and to prepare for their roles. This may take the form of a one-day retreat or other format as determined by the District Governor and Learning Facilitator.

These training expenses should be annually designated in the District Budget.

C. CLUB LEADERSHIP LEARNING SEMINAR

This annual one-day event, typically in April or May, provides targeted learning opportunities for Club-level leadership and other interested Rotarians.

This event's income and expenses should be annually designated in the District Budget. Clubs are encouraged to defray the cost of attendance of their key Officers and Directors at the Club Leadership Learning Seminar (formerly District Assembly).

D. OTHER LEARNING OPPORTUNITIES

In conjunction with other District leaders, learning opportunities related to Rotary should be developed and promoted throughout the year, including RLI, ideally with all phases offered throughout the year, at locations throughout the District.

Rotarians are encouraged to take advantage of resources available online through the Rotary Learning Center, for both their specific leadership positions and for general Rotary information.

Additionally, RI, the Zone, and the District may offer in-person, on-demand, and online resources, webinars, and meetings for specific roles (e.g., regular Zoom calls with Club Presidents) and/or related to topics such as Rotary Youth Exchange, The Rotary Foundation, Membership, Public Image, Georgia Rotary Student Program, etc. All Rotarians are encouraged to take part in these learning opportunities as appropriate.

SECTION VIII: DISTRICT CONFERENCE

A. PURPOSES AND AIMS

An annual District Conference provides the opportunity to celebrate the accomplishments of the Clubs, the District, its leaders, and individual Rotarians, as well as to further the aims of fellowship, member engagement and education, and the Family of Rotary.

While no longer required by Rotary International, an annual District Conference is a signature event that is encouraged to be conducted annually and also serves as the annual meeting of Rotary International District 6920, Inc., per its Bylaws. Such a conference may also be organized in conjunction with other Districts, if desired.

B. DISTRICT CONFERENCE COMMITTEE

The District Governor and District Conference Chair identify the location and date of the District Conference and develop the specific goals and composition of their District Conference Committee. Refer to Section VI.A.4 for additional information about selection and composition of this Committee. The Committee should be constituted with sufficient advance time for effective planning of the annual conference.

C. PLENARY SESSIONS AND BUSINESS MEETING

1. Business Meeting

Per the Rotary District 6920 Bylaws, an annual business meeting of the Corporation should be held during a District Conference plenary session. Business to be conducted may include:

- Confirmation of the District Governor-Nominee.
- Voting on At-Large Members of the District Board of Directors.
- Approval of District reports, budgets, and/or financial statements.
- Approval of revisions to District Bylaws.
- Approval of District Resolutions and Courtesy Resolutions.
- Other business as determined by the District Board of Directors.

2. Rules of Governance

Voting eligibility and procedures as well as rules of governance for the Business Meeting shall be in accordance with the District Bylaws and RI Policies. The District Parliamentarian should advise as needed.

3. Elections and Credentials Committee

If needed, the District Governor appoints an Election and Credentials Subcommittee for the Conference. With support from the District Parliamentarian, such a Subcommittee shall:

- Issue credentials for Club Electors to the District Conference after proper confirmation by each Rotary Club,
- Prepare, distribute, collect, and count ballots for such voting at the Conference that may require written ballots, providing for confidentiality of voting,
- Maintain a neutral attitude regarding any vote, and
- Report results of voting to the District Governor or presiding officer at the business session.

4. District Resolutions

District Resolutions to be voted on during the business meeting may be proposed by a Club, by the District Governor, the District Governor-Elect, the District Administration Chair, or the Board of Directors.

Proposed resolutions should be received by the District Governor at least thirty (30) days prior to the District Conference, and the District Governor or District Parliamentarian should submit proposed Resolutions to the Clubs at least fifteen (15) days prior to the District Conference. Courtesy resolutions, such as those thanking the conference committee, recognizing dignitaries, etc., do not need advance notice.

The decision on resolutions shall be by majority vote of those present and voting. The District Parliamentarian should advise as needed.

SECTION IX: DISTRICT FINANCES AND POLICIES

A. DISTRICT BUDGET

Reference Financial Management Plan, Sections: District Budget

B. DISTRICT LEVY (DUES)

Reference Financial Management Plan, Sections: District Budget, and Dues Payment

C. REIMBURSEMENT GUIDELINES

The following guidelines apply to the District's annual budget including expenditures, disbursements, and reimbursable expenses.

1. Reimbursable Expenses for the District Governor include expenses not covered by Rotary International, up to the annually budgeted limits, such as attendance of the District Governor and his/her spouse/partner to the Rotary International Convention, Zone Institutes and Summits, District functions, and other area meetings, and other funds deemed necessary and proper to assist the District Governor to entertain visiting Rotary dignitaries and to perform other District functions as described in this Policy Manual.

2. Reimbursable Expenses for the District Governor-Elect, Governor-Nominee, and Governor-Nominee Designate include expenses up to the annually budgeted limit for each role, for attendance of the officer and his/her spouse/partner at events such as the International Convention, International Assembly, Zone Institutes and Summits, District Conferences, trainings and functions, and other area or Club meetings, and in preparing for the term as District Governor.

3. Mileage Reimbursement: The IRS standard mileage rate shall be used for reimbursement for use of personal automobiles, within the limits of the expense accounts set in the District budget.

4. Other District Officers, Directors, Chairs, and Members are expected to pay their own expenses. However, when specifically approved in advance as a part of the District budget, others may receive reimbursement for such expenses (e.g., Assistant Governors and others so designated by the District Governor).

D. LIABILITY INSURANCE AND BONDS

The District Governor, with approval of the Board of Directors, is authorized to

contract with any insurance company or agency for, including but not limited to, general liability, fidelity and casualty insurance for this Rotary District, with such limits for such premiums, and upon such terms and conditions as may be approved by the District Finance Committee.

If the District Finance Committee determines that the cost of general liability insurance of this Rotary District becomes excessive and burdensome to the District, all matters concerning the continuance or discontinuance of such insurance shall be submitted to the Board of Directors for disposition. Insurance should be bid out no less frequently than every three (3) years.

To the extent that Rotary International requires Clubs or Districts to purchase mandatory insurance, such requirements shall supersede this section of the Policy Manual.

E. SPONSORSHIPS

The District Governor, with approval of the Board of Directors, may develop and implement policies for corporate, Club, and/or individual Sponsorships of District events.

SECTION X: POLICY MANUAL AMENDMENTS

This Policy Manual should be reviewed and updated as needed, on a regular basis not to exceed three (3) years. Changes to the District Policy Manual may be recommended to the Board of Directors by the ad hoc policy review committee, by one or more District 6920 Directors, or by Clubs. In the event that any provision of this Policy Manual is in conflict with RI Policy or the District 6920 Bylaws, these requirements shall prevail and this Policy Manual shall be deemed to be revised accordingly.

A. Changes proposed by the Clubs should be sent to the District Secretary for consideration by the Board of Directors.

B. Changes proposed by a Club, by the Bylaws and Policy Review Committee, or by members of the Board of Directors may be reviewed and voted on by the Board at any Board meeting, provided at least fifteen (15) days' notice of the proposed amendment is given to the Board.

C. Following approval of the Board by majority vote the proposed revised Policy Manual shall be enacted and published on the District website.

**D. ADOPTION OF CURRENT VERSION OF THE DISTRICT 6920
POLICY MANUAL**

By majority vote of the District 6920 Board of Directors and of the Clubs of Rotary International District 6920, Inc., this Policy Manual is approved as amended and hereby enacted on _____(date).

William T. Adkins
District Governor, 2025-2026
Rotary International District 6920

Paula S. Goodnow
District Secretary, 2025-2026

APPENDICES: POSITION-SPECIFIC DUTIES/GOVERNOR SELECTION

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APPENDIX A: DISTRICT ASSISTANT GOVERNOR POSITION RESPONSIBILITIES

Assistant Governors should:

- Regularly communicate with District leadership and with their area's Club presidents.
- Attend their assigned Clubs' meetings at least once per quarter throughout the year.
- Monitor the progress of their assigned Clubs toward their goals.
 - Report feedback in Rotary Club Central.
 - Communicate with each Club president their progress in achieving those goals.
 - Provide information to other District leadership on goals and progress related to areas such as membership, The Rotary Foundation, service, public image, etc.
- Host regular President's Council meetings, including assigned Clubs' presidents, presidents-elect, and presidents-nominee.
- Attend and/or participate in assigned Clubs' service projects, fundraisers, socials, and dedications if requested.
- Encourage Clubs in the area to learn about and collaborate on community service projects or international service projects.
- Promote Club attendance at District functions including but not limited to District Conference, Club Leadership Learning Seminar (formerly District Assembly), and PELS.
- Share information and promote Club involvement with programs such as RLI, EarlyAct, Interact, Rotaract, and other opportunities.
- In collaboration with the District Membership Committee and District Rotaract representative, assist in promoting, organizing, establishing and supporting new and different types of clubs.
- During the first month of the new Rotary year:
 - Deliver to each assigned Club the short video messages from both the Rotary International President and the District Governor messages.
 - Conduct Club board meetings and report back to the DG in writing, within a week of the meeting.
- Prepare for and support the District Governor's Official Visit to their

assigned Clubs:

- Complete “Preparation for DG Official Visit” in the Rotary Learning Center before the start of the new Rotary year.
- Put together a summary of each Club’s particular goals for the year, strengths, and areas that need strengthening.
- Advise the DG of Club members who have current/past District leadership roles.
- Let the DG know in advance about any presentations and recognitions in which the Governor will be participating.
- Attend the official DG visit.
- Introduce the DG.

Assistant Governors should also:

- Complete the “Assistant Governor Basics” Learning Plan in the Rotary Learning Center.
- Be or become proficient with features and use of DACdb, Ignite, the District website, and Rotary.org/Rotary Club Central.
- Continue to participate in RLI courses, if possible.
- Attend the online monthly meetings with the District Governor and the Club presidents.
- Attend the annual District Leadership Learning Summit.
- Attend and participate in the annual President-Elect Learning Seminar (PELS) weekend.
- Attend the District Conference, Club Leadership Learning Seminar (formerly District Assembly), and other District events.
- Timely submit any approved reimbursement requests to the District.

Newly-selected Assistant Governors should also:

- Meet with the current Assistant Governor for an update and review of the assigned Clubs’ strengths and weaknesses.
- Attend the monthly or quarterly President’s Council meetings with the current Assistant Governor.

APPENDIX B: DISTRICT TREASURER AND ASSISTANT TREASURER(S) POSITION RESPONSIBILITIES

The District Treasurer:

- Ensures that monies received are deposited in appropriate bank accounts of the District/Corporation(s),
- Ensures that disbursement of funds is in accordance with the budget and the financial policies of the District,
- Keeps proper books of account, (consider assistance from Assistant Treasurer(s) with the following duties)
- Semi-annual billing to clubs
- Issue TRF block grant checks (60+ Clubs) with District Rotary Foundation Chair (fall),
- Support District Conference chairs in accounting matters
- Monitor and report on investments in money market and CDs (quarterly)
- Support preparation of an annual budget,
- Ensures IRS reporting (Form 990) is timely completed,
- Lead change in authorized signers for District accounts (July),
- Prepare DG expense report to RI (due July 31, one month after fiscal year closes),
- Prepare/submit District Annual Income and Expense report to RI (no later than one year after the Rotary year closes),
- Ensures appropriate insurance policies adequately cover the Corporation(s) as part of risk management,
- Prepares and presents regular statements to the Finance Committee and Board of Directors, including Changes in Net Assets vs. Budget, Statement of Financial Position, and the like,
- Prepare reserve update (annually),
- Obtain updated annual quote from contracted CPA firm
- Performs such other duties as may be required by the Board and/or the District Governor.
- Look for improvements (year-round).

APPENDIX C: DISTRICT SECRETARY POSITION RESPONSIBILITIES

The District Secretary:

- Ensures that monies received are deposited in appropriate bank accounts of the District/Corporation(s),
- Ensures that disbursement of funds is in accordance with the budget and the financial policies of the District,
- Keeps proper books of account, (consider assistance from Assistant Treasurer(s) with the following duties)
- Semi-annual billing to clubs
- Issue TRF block grant checks (60+ Clubs) with District Rotary Foundation Chair (fall),
- Support District Conference chairs in accounting matters
- Monitor and report on investments in money market and CDs (quarterly)
- Support preparation of an annual budget,
- Ensures IRS reporting (Form 990) is timely completed,
- Lead change in authorized signers for District accounts (July),
- Prepare DG expense report to RI (due July 31, one month after fiscal year closes),
- Prepare/submit District Annual Income and Expense report to RI (no later than one year after the Rotary year closes),
- Ensures appropriate insurance policies adequately cover the Corporation(s) as part of risk management,
- Prepares and presents regular statements to the Finance Committee and Board of Directors, including Changes in Net Assets vs. Budget, Statement of Financial Position, and the like,
- Prepare reserve update (annually),
- Obtain updated annual quote from contracted CPA firm
- Performs such other duties as may be required by the Board and/or the District Governor.
- Look for improvements (year-round).

APPENDIX D: DISTRICT PARLIAMENTARIAN POSITION RESPONSIBILITIES

The District Parliamentarian:

- Serves as an authority on Parliamentary Procedure and the District Policy Manual and Bylaws,
- Rules on parliamentary issues when advice is sought by the District Governor or other presiding officer,
- Maintains a neutral attitude and position,
- Advises the District Governor Line on RI Director Nominating Committee Member and Council on Legislation Representative nominations,
- Assists Clubs to resolve parliamentary issues upon request of such Clubs,
- Attends the District Conference and supports the Business Meeting,
- Advises the District Conference Elections and Credentials Committee (if any),
- Assists Clubs and District Officers in preparing resolutions and other matters to be presented at the District Conference,
- Ensures that Clubs are kept informed of all their voting rights and duties, and
- Ensures that Clubs are timely notified of resolutions, policy changes, and other matters requiring vote at the District Conference, PELS, or District business meetings.

APPENDIX E: DISTRICT VICE GOVERNOR

Vice Governor.

The role of the Vice Governor is to replace the Governor in case of a temporary or permanent inability to perform the Governor's duties.

A Governor-Elect shall name a Vice Governor from eligible candidates of the District 6920 College of Governors that would be able to serve during the year following selection in case of a temporary or permanent inability to perform the Governor's duties.

Permanent Vacancy in the Office of Governor.

If there is no vice governor, the Rotary International Board may elect a past governor, preferably from the same district, to fill a governor's vacancy for the unexpired term. Until the Rotary International Board acts, the R.I. president may appoint a past governor, preferably from the same district, as acting governor.

Temporary Inability to Perform Duties of Governor.

If a governor temporarily cannot perform the duties of the office and there is no vice governor, the R.I. president may appoint a past governor, preferably from the same district, as acting governor.

APPENDIX F: PATHWAY FROM MEMBER TO DISTRICT GOVERNOR

The desire to serve your Rotary District as governor one day is an honorable one. Rotary International MOP has established the following requirements:

Unless excused by the board, the person selected as a governor-nominee shall at the time of selection:

- be a member in good standing of a functioning club in the district;
- have served as club president for a full term or as charter president for at least six months;
- demonstrate willingness, commitment, and ability to fulfill the duties and responsibilities of a governor
- in RI MOP Section 16.030.;
- demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the
- bylaws; and
- submit to RI a statement that the Rotarian understands those qualifications, duties, and responsibilities,
- is qualified for the office of governor, and is willing and able to assume and faithfully perform those duties and responsibilities.

RI MOP 16.010. Qualifications of a Governor-nominee.

Unless excused by the (RI) board, the person selected as a governor-nominee shall at the time of selection:

- (a) be a member in good standing of a functioning club in the district;
- (b) have served as club president for a full term or as charter president for at least six months;
- (c) demonstrate willingness, commitment, and ability to fulfill the duties and responsibilities of a governor in section 16.030.;
- (d) demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the bylaws; and
- (e) submit to RI a statement that the Rotarian understands those qualifications, duties, and responsibilities, is qualified for the office of governor, and is willing and able to assume and faithfully perform those duties and responsibilities.

While not required, the following would be considered enhancements to be considered:

- Club Service/Leadership
- District Service/Leadership
- Support of The Rotary Foundation
- Community Service/Leadership
- Humanitarian Service
- Recognition/Awards

- Benevolent Activities

While this service to the district is to be highly sought after, one may not campaign to become a Governor.

Also applicants would need to disclose the following:

- Having ever been convicted of a felony
- Having ever been convicted of a misdemeanor involving domestic violence
- Having ever filed bankruptcy

District 6920 has adopted the Nominating Committee procedure for Governor selection. Details of this procedure may be found in the RI MOP Section 12.030 and in the Policy - Governor Selection Committee in this document.

The club nomination form may be found in the appendix of these policies.

APPENDIX G: Rotary International Nomination Form for Governor Nominee

(Search DaCdb for current and complete form)



ENGLISH (EN)

GOVERNOR-NOMINEE-DESIGNATE FORM

District governor candidate

Please complete and sign this form, have your club secretary sign it, and submit it to the district nominating committee.

Governor year of service _____ District _____ Zone _____ RI membership ID number _____

Family name _____ First name _____ Middle initial _____

Name as it should appear on your badge _____

Member, Rotary Club of _____ Classification _____

Please ensure that your contact information (email, postal address, and phone number) is up-to-date in My Rotary.

Language(s) in order of fluency:

Read _____ Speak _____

For each of the following categories, please pick only one language per category.

For each of the following categories, please pick only one language per category.													
International Assembly:	English	French	Japanese	Korean	Portuguese	Spanish							
Publications available in languages:	Arabic	Chinese	English	Finnish	French	German	Hindi	Italian	Japanese	Korean	Portuguese	Spanish	Swedish
	Portuguese	Spanish	Swedish	Thai									

Partner information (if applicable)

Family name _____ First name _____ Middle initial _____

Name as it should appear on your badge _____

Email _____ Gender ☐ Male ☐ Female

For each of the following categories, please pick only one language per category.

For each of the following languages, please print only one language per language.										
International Assembly:	Chinese	English	French	German	Hindi	Italian	Japanese	Korean	Portuguese	
	Spanish	Swedish								
Publications available in these languages:	English	French	Japanese	Korean	Portuguese	Spanish				

For Rotarian partners only:

Member, Rotary Club of _____ RI membership ID number _____

GOVERNOR-NOMINEE-DESIGNATE FORM (August 2021) – CDS – EN

1

RI MOP 16.030. Duties of a Governor.

The governor is the officer of RI in the district, functioning under the general control and supervision of the (RI) board. The governor shall inspire and motivate the clubs in the district. The governor shall ensure continuity within the district by working with past, current, and incoming district leaders. The governor is responsible for:

- organizing new clubs;
- strengthening existing clubs;
- promoting membership growth;
- working with district and club leaders to encourage:
 - participation in a district leadership plan as developed by the board;

- promotion of the RI strategic plan;
 - participation in grant programs of The Rotary Foundation;
- furthering the Object of Rotary by providing leadership and supervision of the clubs in the district;
- supporting TRF;
- promoting cordial relations among the clubs and Rotaract clubs and between the clubs, Rotaract clubs, and RI;
- planning for and presiding at a district conference (if held) and assisting the governor-elect in planning and preparing the presidents-elect learning seminar and the club leadership learning seminar;
- conducting an official visit to each club, individually or in multi-club meetings, that maximizes the governor's presence to:
 - focus attention on important Rotary issues;
 - provide special attention to weak and struggling clubs;
 - motivate Rotarians to participate in service activities;
 - ensure that the club constitution and bylaws comply with the constitutional documents, especially following councils on legislation; and
 - personally recognize the outstanding contributions of Rotarians in the district;
- issuing a monthly communication to each club;
 - reporting promptly to RI as required by the president or the board;
 - providing the governor-elect, before the international assembly, full information about the condition of clubs and recommended action to strengthen them;
 - assuring that district nominations and elections comply with the constitutional documents and RI's established policies;
 - inquiring regularly about the activities of Rotarian organizations in the district;
 - transferring district files to the governor-elect;
 - providing support to assistant governors, if any have been appointed, so that they can further the development of the district and the cohesiveness of the members; and
 - performing any other duties as are inherent of an RI officer.

APPENDIX H: DISTRICT GOVERNOR PREPARATION, OVERSIGHT, AND REVIEW

To fulfill the obligations, responsibilities, and duties of a district governor requires a commitment of time and personal resources. Many hours will be spent in person and online training and preparation. To protect the integrity of the district, continued guidance will be provided to a nominee as they move forward in their journey of serving as district governor.

The following is a compilation and time frame of activities.

To Do List Timeline and Benchmarks

Activity	Target	Date completed
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AS a DGND January to June

- Set up a Rotary email address
- Select your District Trainer
- Decide if you will host a District Conference
- Select your Conference chair
- Select and reserve location for your District Conference
- Explore hotel availability and make hotel block reservations for your year (these can be modified as the Conference approaches)
- Select and reserve location for AG Training as well as hotel availability. Be observing Club Rotarians that you would consider for an AG leadership role
- Read District By-laws, District Policies, District Financial Management Plan, & RI Manual of Procedure. Note questions or ideas to follow-up with current DG and/or DGE
- Select and reserve location for District Assembly and Grants Training
- Attend Finance Committee and Board meetings

AS a DGN July - December

- Have photos taken (individual, partner & both together) You will need at least 4 – 6 copies of each.
- Order photo business cards & personal stationery
- Read District By-laws, District Policies, District Financial Management Plan, & RI Manual of Procedure. Note questions or ideas to follow-up with current DG and/or DGE
- Participate in Rotary International and District zoom meetings. Attend DG nominating committee meeting in November (you can't vote, but you can ask questions and have input. Remember you will be working very closely with this person for several years)
- Review all materials received from RI and District Chief of Staff
- Select a Chief of Staff to begin serving during your GGE year

- Select a Vice Governor for your DGE/DG year
- Complete Training Materials provided by RI
- Attend Finance Committee and Board meetings

AS a DGN January - June

- Review master calendar with DG for all scheduled events you should attend.
- Start drafting your official club visits if you are going to do them.
- Start looking at your committee list and assigning positions.
- Start thinking about your district goals in conjunction with appropriate committee chairs
- Have your dates set for the first AG training, District Conference 2nd AG Training (usually the day before the District Assembly), and District Assembly.
- Attend AG Training, PELS, District Assembly, District Conference and Grants Training, assist DGE and take notes on ideas for your year
- If possible, attend Rotary International Convention
- Review all materials received from RI and District Chief of Staff
- Complete Training Materials provided by RI
- Attend Finance Committee and Board meetings

AS a DGE July – December

- Begin Assistant Governor select (if needed)
- Complete your committee chairs selection
- Complete your official club visits list if you are doing visits
- Develop a filing system and set up files for your year
- Read District By-laws, District Policies, District Financial Management Plan, & RI Manual of Procedure. Note questions or ideas to follow-up with current DG and/or DGE
- Remind DG that IRS Form 990 tax return due by 11/15
- Begin working on your budget
- Begin planning your agenda for AG Training and your part of PELS
- Begin preparing materials for PELS
- Begin planning for your District Assembly
- Order theme pins and AG gifts to be giving at AG Training
- Continue review of materials received from RI and District Chief of Staff
- Complete Training Materials provided by RI
- Attend Finance Committee and Board meetings

As a DGE January – June

- Finalize your budget and send to Finance Committee for review
- Finalize plans and agenda for District Assembly
- Finalize your district goals, after the International Assembly and before AG Training and PELS.
- Order Theme flags to be giving to the President-Elects at PELS

- Review district awards program and modify as needed for your year.
- Order PDG pin for outgoing DG (unless already bought)
- Select gift for outgoing DG & Spouse (check with PGD's for ideas)
- Attend RYLA in Brunswick
- Continue review of materials received from RI and District Chief of Staff
- Complete Training Materials provided by RI
- Attend Finance Committee and Board meetings

Meetings Attended and Involvement

Meetings in and out of District such as non-home club meetings, conferences
PELS, District Learning Seminar

Name and Location	Date	My Level of Participation
Ex. District Board Meeting	1/19/26	As member - Gave Status Report

Training Activities and Completion

List in-person and online training activity

AS a DGN

Name and Location of Activity	Date
Date Completed	
Get Ready DGN	Mandatory Online
Working With Your District Team	Mandatory Online
Your District Events	Mandatory Online
The Rotary Brand	Mandatory Online
Preserving and Addressing Harassment	Mandatory Online
Protecting Personal Data	Mandatory Online
Fundraising Basics	Mandatory Online
Rotary's Action Plan and You	Optional Online
Fostering Engagement and Belonging	Optional Online
Best Practices for Engaging Members	Optional Online
GETS at Zone	Mandatory In Person
Zone 34 Leadership Seminar	3/28-29/2026 Mandatory In Person

AS a DGE

Get Ready DGE	Mandatory Online
Maximizing Governor Visits	Mandatory Online
Managing District Finances	Mandatory Online
Managing Grants and Foundation Funding	Mandatory Online
Minimizing Risk	Mandatory Online
District Elections and Council Reps	Mandatory Online
Online Membership Leads	Mandatory Online
Protecting Youth Program Participants	Mandatory Online
Rotary's Change Model	Mandatory Online
Our Logo: Representing Rotary	Mandatory Online
GETS at Zone	Mandatory In Person

AS a DG

Uncovering Unconscious Bias	Mandatory Online
Essentials of understanding Conflict	Mandatory Online
Nurturing New Clubs	Mandatory Online
Creating a Club Culture of Belonging	Mandatory Online
The Power of Giving	Mandatory Online
Building Rotary's Public Image	Mandatory Online
GETS at Zone	Mandatory In Person