

STANDARD OPERATING PROCEDURES

Rotary International District
6930

I. INTRODUCTION

“The mission of Rotary District 6930 is to support Rotary Clubs through leadership, training, communication and strategies to promote the ideal and actions of Rotary”

- A. The purpose of District 6930 is to assist Rotary International to:
 - 1. Provide efficient administration of the clubs located within its assigned territory as designated by Rotary International; and,
 - 2. Help individual clubs advance to the object of Rotary.
- B. Standard Operating Procedures are tailored to suit the uniqueness and preferences of the Rotary clubs of Rotary District 6930. It is intended that the Standard Operating Procedures may be periodically modified and refined to meet the changing culture and tradition of Rotary International and District 6930.
- C. In the event Rotary International should change the number of this District, the District Governor will amend the Standard Operating Procedures with the new number.
- D. The District Governor shall publish the Standard Operating Procedures on the District web site.
- E. Throughout this document the terminology “written notice”, “in writing”, “communicate”, “distribute” or “mail”, will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

II. ORGANIZATION

- A. The District territory encompasses all Rotary Clubs in the following Counties: Brevard, Indian River, Martin, Okeechobee, Palm Beach and St. Lucie.
- B. District Areas:
 - 1. The District Governor will divide the clubs in the District into areas and will appoint a Rotarian from each area who meets the criteria set forth in the Rotary International Manual of Procedure as Assistant Governor.
 - 2. In the event of the formation of new club(s) during the Rotary year, the District Governor shall have the authority to place such club(s) in an existing area or create a new area for the same.
- C. District Officers:

District Officers are the District Governor, the District Governor Elect, the District Governor Nominee, the District Governor Nominee Designate, the District Secretary, the District Treasurer, Assistant Governors and the Vice Governor..

 - 1. District Governor:
 - a. The District Governor (DG) is an officer of Rotary International, charged with the responsibility of administering the District during the year that runs from 1 July to 30 June. The District Governor is responsible to Rotary International and must carry out the duties as prescribed by the current Rotary International Manual of Procedure, as well as those set forth by the Board of Directors and Rotary District 6930 Standard Operating Procedures.

- b. The District Governor is personally responsible for authorizing and controlling expenditures of District funds within the approved District budget.
 - c. The District Governor may approve in writing any commitments or expenditures of District Designated Funds (DDF) as recommended by the District Rotary Foundation Committee.
 - d. The District Governor shall appoint and communicate regularly with the District Officers to keep them informed of activities in the district and work closely with the District Governor Elect and the District Governor Nominee in preparation for assuming the duties of District Governor.
 - e. The District Governor shall appoint District committee members as required. The District Governor is an ex-officio and non-voting member of each District committee.
 - f. The District Governor shall distribute the current Standard Operating Procedures to all of the following: District Officers, College of Governors, Committee Chairpersons and Club Presidents.
2. District Governor Elect
- a. The District Governor Elect (DGE) is not an officer of Rotary International, but will:
 - (1) Assist the District Governor as requested.
 - (2) Attend District events.
 - (3) Attend committee meetings to become acquainted with the operation of the district.
 - (4) Attend the entire Rotary International Assembly and Governor Elect Training Seminar at Zone Institute.
 - (5) Be responsible for the District Training Assembly with the advice and consent of the District Governor.
 - (6) Plan for the year as District Governor and have all district committees and appointments in place not later than three months prior to the assumption of office as District Governor.
 - (7) Be responsible for arranging and conducting the President Elects Training Session (PETS), and District Team Training Seminar in cooperation with the District Governor. PETS is mandatory for all Club Presidents-Elect as per revised Article 10, Section 5 (c) of the Rotary International Manual of Procedure.
 - (8) Shall distribute the current Standard Operating Procedures to all President- elects prior to July 1.
 - (9) Be responsible for creating and distributing a District Directory electronically.
 - b. The District Governor Elect is ex-officio and a non-voting member of every District committee
3. District Governor Nominee
- a. The District Governor Nominee is not an officer of Rotary International but will:
 - (1) Assist the District Governor and District Governor Elect as requested.
 - (2) Attend the District events.
 - (3) Attend the Zone Institute.
 - (4) Attend committee meetings to become acquainted with the operation of the district.
 - (5) Begin preparing the organization for his/her year in office.

- b. The District Governor Nominee is ex-officio and a non-voting member of every District committee.
4. District Governor Nominee Designate
- a. The District Governor Nominee Designate is not an officer of Rotary International but will:
 - (1) Assist the District Governor, the District Governor Elect and the District Governor Nominee as requested.
 - (2) Attend Rotary District 6930 events.
 - (3) Attend our Zone Institute.
 - (4) Attend District 6930 committee meetings to become acquainted with the operation of our Rotary District.
 - (5) Begin preparing the organization for his/her year in office.
 - b. The District Governor Nominee Designate is ex-officio and a non-voting member of every District committee.
5. District Secretary
- a. A District Secretary shall be appointed by the District Governor with whom he/she is to serve. Duties include but are not limited to:
 - (1) Compile District Attendance/Membership Reports.
 - (2) Handle correspondence as required by the District Governor.
 - (3) Assist in the arrangements for District meetings, including preparation of the agenda, notification of participants and recording and distributing minutes of each meeting.
 - (4) Assist the District Governor as requested.
6. District Treasurer
- a. A District Treasurer shall be appointed by the District Governor with whom he/she is to serve. The District Treasurer should have good knowledge of finances and accounting. Duties include but are not limited to:
 - (1) Establishing District bank accounts, as necessary. Signature cards should be processed for the District Governor and the District Treasurer.
 - (2) Bill and collect the per capita dues and subsequent bills as necessary.
 - (3) Maintain complete financial records for our Rotary District.
 - (4) Make timely payments in accordance with budget authorizations and expenditures as authorized by the District Governor and the Finance Committee and in compliance with the Rotary District 6930 Travel and Expense Reimbursement Policy (Appendix A).
 - (5) Maintain supporting records for audit purposes.
 - (6) Collect any special authorized contributions for the District and Rotary International.
 - (7) Provide a monthly income-expense report by line item to the District Governor.
 - (8) Provide quarterly income-expense reports to the finance Committee and the District Governor.
 - (9) Transfer any year end surplus funds to the Reserve Fund account upon District Governor written approval.

b. Expenditures:

- (1) All budgeted expenditures must be approved in writing by the District Governor.
- (2) Budgeted expenditures over \$1,000.00 must be approved in advance of the expenditure, in writing, by the District Governor.
- (3) Any non-budgeted expense must be approved in advance of the expenditure, in writing, by the District Governor and the Chairperson of the Finance Committee (CFC).
- (4) Any expenditure that will exceed a budgeted line item must be approved in advance of the expenditure, in writing, by the Finance Committee.

7. Assistant Governors

Assistant Governors (AG) are appointed by the District Governor to assist with the administration of their assigned clubs and perform duties as determined by the District Governor.

8. Vice Governor

The immediate Past District Governor shall serve as the Vice Governor. The role of the Vice Governor is to replace the District Governor in case of temporary or permanent inability to perform.

9. Council on Legislation Representative

- a. As specified by Rotary International, a qualified Rotarian is to be elected to represent our Rotary District at the Council on Legislation in accordance with RI Bylaws Article 8.020 – 8.070. At least 60 days prior to the day of voting, the clubs will be requested to submit candidates to the committee. At least thirty (30) days prior to the day of voting, the clubs will be furnished the names of the nominees by written notice. Election of the representatives will take place at our District Conference in accordance with the Rotary International Manual of Procedure rules for this election. No Rotarian should represent the District for more than (3) times. Voting for the Council on Legislation representative may be held no later than June 1st at the District Conference, District Training Assembly or by mail ballot whichever achieves representation by the highest number of clubs.

D. College of Governors

1. All Past District Governors who are members of clubs in Rotary District 6930 plus the District Governor, the District Governor Elect, the District Governor Nominee and the District Governor Nominee Designate will comprise the College of Governors. The College of Governors will meet at least once each year and as often as it determines necessary to keep informed of District and Rotary International programs and as requested by the District Governor. A Chairperson will be elected by the Past District Governors.
2. It is recognized that the Past District governors' are a valuable asset to the furtherance of rotary. Their experience and counsel may be drawn upon at any time by the District Governor.
3. The college of Governors is advisory in nature and shall act only as a resource to the District Governor.

E. District Committees

1. District Committees shall be formed in accordance with the current Rotary International Manual of Procedure and the Rotary International Code of Policy.
2. District committees are charged with carrying out the goals of the District as formulated by the District Governor with the advice of the Assistant Governors. The District Governor, the District Governor Elect and Immediate Past District Governor should work together to ensure continuity of leadership and succession planning. Committees shall be appointed to address on-going administrative functions as follows:
 - a. Membership Development
 - b. Extension
 - c. Finance
 - d. District Programs (such as Youth Exchange, Rotaract, etc)
 - e. Public Relations
 - f. District Conference
 - g. The Rotary Foundation
 - h. Rotary International Convention promotion
 - i. District Training
 - j. Additional District committees are appointed when they serve a specific function as identified by the District Governor and the District Leadership Team.
 - k. The names of each committee, along with the contact information for each member of the committee shall be posted on the District web site.
3. Nominating Committee
 - a. The District Nominating Committee will consist of seven (7) members including the chairperson who is selected by the District Governor. The committee will also be selected by the District Governor and will serve during the District Governors' year in office. The District Governor may delegate the selection of the Nominating Committee to the Chairperson. A quorum is five (5) members. The members must be Past Club Presidents or Assistant Governors. A member may not serve more than two (2) consecutive years on this committee.
 - b. The Chairperson shall be any Past District Governor appointed by the current District Governor.
 - c. The District Governor or the Nominating Committee Chairperson should refrain from selecting a Rotarian as a member of the nominating committee is a member of his/her club is a candidate for the District Governor position.
 - d. The District Governors' qualifications, nomination and election will be in accordance with the current Rotary International Manual of Procedure.
 - e. The Nominating Committee shall request candidates for District Governor from the clubs allowing two months for a response. In accordance with Rotary International Bylaws Article 13.020.5, the nominating committee for governor shall not be limited in its selection to those names submitted by clubs in the district. The committee shall nominate the best qualified Rotarian who is available to serve as governor.
 - f. Clubs will be notified of the candidate selected in compliance with the Rotary International Manual of Procedure, Article 13.020.6.

- g. Under no circumstances shall lobbying or vote seeking in a positive or negative manner by District governor Candidates or other Rotarians be allowed in this process in compliance with Rotary International Bylaws Article 10.060.
4. Finance Committee
- a. This committee shall be composed of a total of seven (7) members including the District Governor, the District Governor Elect, the Chairman of the Finance Committee, the District Treasurer, and three (3) Rotarians as appointed by the District Governor. These appointments may be delegated to the Chairperson by the District Governor.
 - b. The Chairperson of the Finance Committee shall be any Past District Governor appointed by the District Governor.
 - c. A quorum for the Finance Committee shall be five (5) of the committee members.
 - d. Bonding is required for the District Governor, Chairperson of the Finance Committee and the District Treasurer.
 - e. The schedule of meetings for the Finance Committee shall be as follows:
 - i. Quarterly: Preferably the last Saturday of October, January, April and August.
 - ii. At the January meeting the incumbent and incoming committees will meet together but only the incumbent members will have a vote.
 - iii. At the January meeting the incoming Chairperson will call his incoming committee into session and:
 - 1. Propose a budget for the next year.
 - 2. Propose per-capita District dues for the next year.
 - iv. Minutes of the incoming Committee session shall be attached to the minutes of the current committee.
 - v. The District Governor or the Chairperson of the Finance Committee may call additional meetings if needed.
 - vi. Outside a scheduled meeting, a resolution approved by the Finance Committee Members will be as valid as a resolution approved at a regular Finance Committee meeting.
 - f. The duties and responsibilities of the Finance Committee are as follows:
 - (1) Approve the District Budget and per-capita levy, and present this information to the Presidents-elect at least thirty (30) days prior to the first day of the District Training Assembly, President Elect Training Seminar (PETS), or District Conference.
 - (2) The District Budget and per-capita levy will be officially decided at the District Training Assembly, President Elect Training Seminar or District Conference upon approval of majority of the Presidents-elect present and voting.
 - (3) Review the income and expenditures of the District at the end of each quarter.
 - (4) Adjust and approve any reallocation of budget line items to insure and maintain a balanced budget.
 - (5) Advise the District Governor on current and proposed activities, especially unusual or new requests for District funds.

- (6) Receive the Financial Review report. Circulate the Financial Review report to the clubs no later than 90 days after the Rotary year-end.
 - g. District wide projects beyond those approved in the budget shall be approved by two thirds (2/3) affirmative vote of the clubs prior to any financial commitment by the District Governor or any District Committee. All special projects must be detailed as to purpose and cost and must be completed in the year approved unless agreed to roll over by the District Governor Elect (DGE).
 - h. District events, such as the District Conference may require income and expenses beyond those provided in the budget. In such cases, separate budgets must be prepared and approved by the District Governor and Finance Committee. The District Treasurer must handle all receipts and disbursements.
 - i. Any contract or commitment of more than \$5,000, including RYLA and the District Conference must be reviewed and approved by the Finance Committee prior to execution.
 - j. Reserve Fund
 - (1) The Reserve Fund shall be composed of funds available for emergency or extraordinary needs of Rotary District 6930 including advances for future District events. It is a repository for any surplus funds remaining in the District checking accounts on June 30th of each year.
 - (2) The target balance for the Reserve Fund is 50% of annual district dues revenue. Should funds in the Reserve Fund accrue to over 70% of annual District dues revenue the Finance Committee shall:
 - i. Apply the excess funds against the District budget of the next Rotary year in which it will effectively reduce per capita dues or
 - ii. Upon majority approval of the Finance Committee, such majority to include the District Governor, submit to the club Presidents at the next scheduled District meeting an alternative proposal for the use of the excess funds. Notice of the proposal to be considered shall be given to the club presidents 30 days prior to any vote on such a proposal.
 - (3) Signature cards shall be processed for the District Governor and the District Treasurer to be effective July 1 of each year.
 - (4) All expenditures from the Reserve Fund must be approved by the Finance Committee.
 - (5) The Finance Committee may establish an interest-bearing account for the Reserve Fund other than the regular District checking account.
2. The Rotary Foundation Committee
- a. Each Governor shall, before taking office, appoint all members of a District Rotary Foundation Committee. The committee consists of a chairperson, the District Rotary Foundation Chair and four subcommittee Chairs. The District may elect to have additional subcommittees. The District Rotary Foundation Chair is a three- year appointment subject to removal for cause. Any removal for cause must have prior approval of The Rotary Foundation Board of Trustees Chair. The District Governor (if selected) scheduled for each of the years of the three-year term will participate in the selection of the District Rotary Foundation Chair. Although it is not mandatory, it is recommended that the District Rotary Foundation Chair be a

past governor. The subcommittee chairs selected by the governor for the year automatically became members of their respective subcommittees. The District Governor is an ex officio member of the committee. With the direct leadership of the Governor, The District Rotary Foundation Chair works with the committee to plan, coordinate, and evaluate all district Foundation activities.

- b. The members of each subcommittee should, insofar as possible, have experience in their subcommittee's area of responsibility. Subcommittees shall be appointed to address the following ongoing administrative functions
 - (1) Polio Plus
 - (2) Grants
 - (3) Fundraising
 - (4) Stewardship (TRFC 7.020.)
3. Descriptions of the duties of the District Rotary Foundation Chair and each of the subcommittees can be found in the District Rotary Foundation Committee Manual {300}. The Rotary Foundation Code of Policies and the District 6930 Rotary Foundation Committee Manual.

III. ANNUAL FINANCIAL REVIEW

- a. It may be reviewed either by a qualified accountant or by a district audit committee as may be decided by the district conference.
- b. The appointed reviewer shall not serve concurrently on the Finance Committee.
- c. The duties of the reviewer are as follows:
 - (1) Perform the annual review of the District Budgetary Fund and the Reserve Fund of the rotary year immediately past according to the guidance of the Rotary International Bylaws, Article 15.060.4 and report to the Finance Committee.
 - (2) Distribute copies of the financial review report to the District Governor, the District Governor Elect, the District Governor Nominee and the Finance Committee members.
- d. After review by the Finance Committee and the District Governor copies of the Financial Review Report shall be distributed to Club Presidents, Club Presidents Elect and any District Rotarian requesting same.

IV. REVISION OF THE STANDARD OPERATING PROCEDURES

Revision of the Stand Operating Procedures requires:

1. Written notice of proposed changes sent to every club a minimum of 30 days prior to date of vote.
2. A 2/3 affirmative vote of clubs present at the District Assembly or District Conference or District –wide Event, with each club having one vote. Revised procedures will be effective immediately following their adoption. Revisions of the Rotary International Manual of Procedure and Rotary International Code of Policies and all other publications and guidelines sanctioned by Rotary International shall be automatically accepted as part of the Standard Operating Procedures and require no formal adoption

where compliance is mandatory. If compliance is discretionary, the Standard Operating Procedures may be amended as herein provided.

V. MATTERS COVERED

It is the intention of the Standard Operating Procedures to enact formally all rules, resolutions, customs and traditions and define a method of operation that are needed to govern the administration of Rotary District 6930. Any matters not covered by the Standard Operating Procedures shall be governed by existing resolutions, bylaws, customs or practice of rotary International as covered in the Rotary International Manual of Procedure and the Rotary International Code of Policies

APPENDIX A

ROTARY DISTRICT 6930 EXPENSE REIMBURSEMENT POLICY

- I. **POLICY.** It is the policy of the District to provide funding for Rotary expenses in line with Rotary International policies and the District's Budget for reasonable and necessary expenses incurred by Rotarians on behalf of the District.
- II. **EXPENSES.** Expenses will be budgeted to allow for reasonable operations of District activities. Should issues arise concerning expenditures, including expenses exceeding budgeted amounts, they will be resolved by the District governor, with advice from the District Treasurer and/or the Finance Committee. Eligible expenses are those incurred in the official capacity of rotary District 6930 and within the approved budget. They include:
 1. **Travel Expenses.** Rotarians seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Rotary District 6930 strongly encourages use of travel discounts when making travel arrangements. Reimbursement is allowed only when reimbursement has not been, and will not be received from other sources. They include:
 1. Travel expenses to district seminars, foundation meetings, Florida President Elect Training (PETS), Pre-PETS, Rotary Youth Exchange, committee meetings, club visits and zone meetings. Officials are expected to use telephone conferencing and e-mail to alleviate the expense of mileage when appropriate. Mileage is reimbursed at the prevailing rate established by the Federal government for business travel.
 2. Rotarians are expected to obtain the lowest available airfare that reasonable meets Rotary travel needs. Airfare may be prepaid by the District Treasurer. Rotarians are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating.
 3. Hotel and meal expenses. Rotary District 6930 will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.
 4. The following items that may be associated with Rotary travel will not be reimbursed by Rotary District 6930:
 - a. Airline club memberships
 - b. Airline upgrades
 - c. Business class and first class airfare
 - d. Child-care, babysitting, house-sitting, pet-sitting/kennel charges
 - e. Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion
 - f. Evening or formal wear expenses
 - g. Haircuts and personal grooming
 - h. Laundry and dry cleaning

- i. Passports, vaccinations and visas when not required as a specific and necessary condition of the travel
 - j. Personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theatre movies, social activities and related incidental costs
 - k. Other expenses not directly related to the Rotary travel
- 2. Other Expenses
 - 1. Printing and photo copying materials
 - 2. Postage, office supplies, telephone and fax usage expense
 - 3. Other budgeted expenses

III. REIMBURSEMENT

- A. The reimbursement policy for District governor (DG), District Governor Elect (DGE) and District Governor Nominee (DGN) for attendance at Zone meetings and the DGE's International Convention shall be as follows:
 - 1. It is the policy that spouses/partners of the following positions of DG, DGE and DGN are to be in attendance and participate at Zone meetings. Therefore, the expenses incurred by the aforementioned positions and their respective spouses/partners shall be reimbursed with full participation in Zone events, up to the amount budgeted by the District
 - 2. The DG, DGE and DGN and his/her spouse/partner may be reimbursed for the cost of attendance at the Rotary International Conference, subject to available budgeted funds. It is expected that spouses/partners will be attending all required and customary meetings. Reimbursement is for travel, lodging, meals and meeting registration, and is based on the best airfare and/or direct mileage and available budgeted funds.
- B. All requests for reimbursement of expenses must be documented by receipts. Requests for mileage reimbursement must be documented by mileage via direct route using any internet-based mileage calculator such as MapQuest or Google Maps. Requests for reimbursement must be submitted to the District Treasurer within 60 days of the expense being incurred.

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