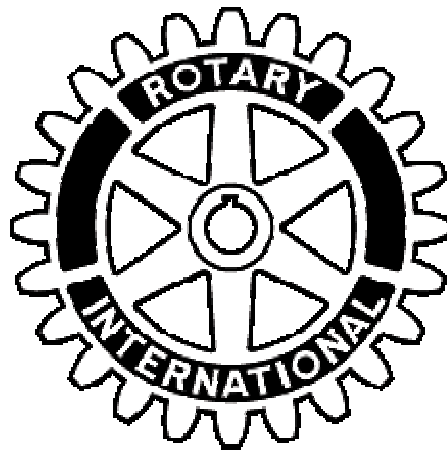


DISTRICT 6740

MANUAL OF PROCEDURE
AND
LEADERSHIP PLAN

Revised and Approved
2005



ROTARY INTERNATIONAL

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District 6740 Manual of Procedure *And* Leadership Plan

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DISTRICT 6740 MANUAL OF PROCEDURE

And

LEADERSHIP PLAN

INTRODUCTION

The management of the affairs of District 6740 is the sole responsibility of the District Governor. As the only officer of Rotary International, the Governor functions under the general control and supervision of the Rotary International Board. The Governor is charged with the particular duty of furthering the object of Rotary in our district.

Experience has shown that the management of District 6740 can be best served by operating in a structured manner, one that will reduce the workload of the Governor and at the same time utilize the services of several capable and experienced Rotarians in the district. The provision for a multi-year continuation of direction and management of the many worthwhile activities of the district, and for more timely and adequate assistance to the clubs, is the goal of this Manual of Procedure and Leadership Plan.

FOREWARD

A District Manual of Procedure was developed and adopted in 1984 and was revised in 1986 and 1995. A revision in 1998 incorporated requirements of the Rotary International District Leadership Plan. This 2005 revision continues to provide a framework for administering the affairs of the District in concert with the action taken during the 2004 Council of Legislation and the latest guidance found in the Rotary International Code of Policies. This document is to be utilized as a ready source of information and a guide to a more efficient organization.

SYNOPSIS

The Manual of Procedure (MOP) includes the latest organization changes in management philosophy to effect more efficiency in the utilization of the time and effort given by the District Governor. Through the involvement of “Coordinators” to provide leadership in activities within the district, the Governor assumes a higher role of supervision while retaining full authority of the office of District Governor. Also, by including a number of Assistant Governors, the day-to-day operations of the individual clubs can be more effectively followed and assisted.

The Coordinators and Assistant Governors should be carefully selected, experienced and dedicated Rotarians, appointed by the Governor (as District Governor Elect). By this means the Governor will have more time to carry on the most important responsibilities, such as spending more time planning growth and defining goals on a district level. This structure in no way reduces the authority of the Governor, but rather enhances his/her abilities to perform.

BY-LAWS OF DISTRICT 6740

ARTICLE 1 – TERRITORY

Rotary International establishes the territory of District 6740. Presently it is comprised of the eastern portion of the Commonwealth of Kentucky, defined by the state boundary to the east, north and south, and to the west by the western boundaries of the counties falling within a line running north and south approximately from Covington to Somerset.

ARTICLE 2 – DISTRICT GOVERNOR

The District Governor shall be the presiding officer in District 6740 as provided by the By-Laws of Rotary International. The duties and responsibilities of the District Governor shall include, but not be limited to, the following:

Section 2.1 To perform all duties required by Rotary International. In case the District Governor is unable to fulfill these duties, the Council of Governors will nominate a replacement. (See Section 6.6)

Section 2.2 To maintain a permanent District Minute Book in which the minutes of the Assembly and Conference shall be recorded including all resolutions adopted, together with such other information that should be preserved in the archives of the district records, (i.e., a scrap book of all major events participated in by the District.)

Section 2.3 To appoint and supervise all regular and special committees and task forces, Assistant Governors, the District Secretary, and District Treasurer as herein provided. Appointments shall be made at appropriate times prior to the beginning of his/her term so as to be included in the District Directory.

Section 2.4 Make available budgeted funds to the District Governor Nominee (DGN) for training and travel as required and to the District Governor Elect (DGE) duly budgeted funds for training, travel and expenses during his/her year of preparation.

Section 2.5 Turn over all funds remaining in the District Finance Account as soon as possible after his/her term of office ends, with a full accounting of all receipts and expenditures during the year, along with all minutes and other records of activity during the year, and make all required reports to Rotary International.

Section 2.6 In cooperation with the District Finance Committee, control the expenditure of district funds within the limits as established in the district budget, keeping in mind the possible interrelationship of the District Governor's budget set forth and funded by Rotary International. See Article 8 and Appendix 2, Financial Rules and Regulations, as set forth hereinafter.

Section 2.7 Provide an annual statement and report of finances that has been independently reviewed by a qualified accountant of all financial transactions during the term of office for the year ending June 30, by the following September 30.

Section 2.8 Attend the International Convention near the end of his/her year as Governor if at all possible.

Section 2.9 Publish a monthly newsletter which will be posted on the District website in a timely manner. Insure distribution to each president and secretary, all Past District Governors, Coordinators, Assistant Governors, DGNN, DGN, DGE and District Committee Chairs.

Section 2.9.1 Provide his/her successor full information as to the state of affairs in each club and in the district as a whole.

Section 2.9.2 Appoint members to a district "Rules and Procedures" committee to advise and assist the governor on nominations and elections and other matters involving RI's constitutional documents. The committee shall consist of three members, each serving a staggered three-year term with the possibility of reappointment. Appointments will be made at the conclusion of his/her year in office.

ARTICLE 3 – THE DISTRICT GOVERNOR ELECT

Section 3.1 The District Governor Elect (DGE) is the “heir apparent” to the office of District Governor. He/she is elected at the Rotary International Convention and serves for one year as District Governor Elect assuming office on 1 July in the calendar year following election. See Appendix 5.

Section 3.2 The DGE is authorized to perform any advance planning necessary for his/her annual conference (such as site selection, motel arrangements, etc.) with approval of the membership. The DGE may also be expected to arrange the Group Study Exchange for his /her year of service as District Governor.

Section 3.3 The DGE is encouraged to devote attention and effort to the affairs of the district, assist the Governor as requested, all the while learning about the administration and programs of the district.

Section 3.4 The DGE shall fulfill the requirements of the By-Laws of Rotary International, Article 15, as regards to continuing qualifications for the office and agrees to attend the Zone meetings and the International Assembly at the appropriate times. Under Rotary International By-Laws, a DGE may not ascend to the office of District Governor without having attended the International Assembly.

Section 3.5 The DGE shall plan and conduct the Assistant Governor orientation, PETS and District Assembly in the year prior to taking the office of Governor.

Section 3.6 The DGE shall attend the International Convention if at all possible.

Section 3.7 The DGE shall appoint a District Secretary and District Treasurer for his/her term no later than October 1. The appointed District Treasurer will become an ex-officio member of the current Finance Committee.

Section 3.8 The Treasurer will assist the DGE in the preparation of the district budget for their year of service, to be presented for review, adjustments and approval at the District Conference. The proposed budget

shall be distributed to all clubs at least 30 days prior to the District Conference. See Appendix 2.

ARTICLE 4 – NOMINATION OF DISTRICT GOVERNOR

Section 4.1 The nominating procedures for the office of District Governor shall be in conformance with Article 13, of the Rotary International By-Laws. The district shall select a nominee for governor not more than 30 months, but not less than 24 months, prior to the day of taking office. The individual selected will have the designation of District Governor Nominee (DGNN) initially and becomes the District Governor Nominee (DGN) when his immediate predecessor is elected District Governor Elect (DGE) at the RI convention. If for any reason the DGE, subsequent to attendance of the International Assembly, shall be unable to serve during the year for which he/she was elected, the sitting governor shall continue in office until a successor is elected by the Board of Rotary International. See Appendix 5 and 6, Timetable for elections.

Section 4.2 The District Governor shall insure that the terms of reference for the nominating committee, including the method for selecting members, shall be determined in a resolution adopted at the district conference. Such terms of reference will not be inconsistent with the bylaws. The nominating committee will normally consist of three members each serving for a three-year period, with one new appointment each year. At least two members are past district governors, one serving as chair. The nominating committee shall select the most qualified candidate for the office of Governor Nominee to serve approximately as District Governor two years in the future.

Section 4.3 The District Governor shall mail to the secretary of every club in the district an official call for nominations for governor at least two months before such suggestions must reach the nominating committee. The announcement will include the address to which the suggestion shall be sent, “Guidelines for Candidates for Elective Position in RI” and the following list of election guidelines:

Rotarians and election candidates shall:

- learn and follow both the spirit and the letter of RI's election guidelines.
- consult with knowledgeable Rotarians if you have any concerns about a current or new assignment if it may give an appearance of campaigning.
- not undertake personal initiatives to gain visibility, personal recognition, or favor.
- not respond in kind to another candidate's improper activities.
- not communicate with or visit clubs involved in the applicable election except to fulfill necessary functions.

The call for candidates shall be published in the January and February issue of the Governor's newsletter with each club officially notified by 15 January. The clubs may submit a nomination of a candidate from their own club, or from another club, with concurrence of the proposed candidate, by 15 March. The suggestion shall be in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate, will be certified by the club secretary and submitted on an official form obtained from the Chair of the Nominating Committee.

Section 4.4 The Nominating Committee shall require the candidates to provide information and credentials set forth in the application form. The Nominations Committee shall fully inform the candidates of all responsibilities of the office of District Governor, including financial demands. Personal interviews shall be required at a time and location set by the Nominating Committee.

Section 4.5 The Nominating Committee will deliver the report to the Governor no later than 30 March.

ARTICLE 5 – ASSISTANT GOVERNORS

Section 5.1 The District Governor shall appoint Assistant Governors (AG) to form a district leadership team. This team will perform much of the administrative work associated with club operations. The Governor can then devote more time to motivating Rotarians and developing new means of meeting the District's needs and goals.

Section 5.2 Responsibilities of the Assistant Governors shall include, but not be limited to the following:

- Meet with the incoming presidents before the beginning of the Rotary year to review the Summary of Plans and Objectives

- Attend the club assemblies, each to be held prior to July 31
- Hold regularly scheduled meetings (preferably no less than quarterly) with club presidents and secretaries to discuss club business and resources, and review progress in meeting their goals and objectives
- Visit clubs regularly, at least once per quarter
- Help plan the visit of the Governor
- Keep the governor informed on progress of the clubs and alert him/her to any problems which develop
- Attend and promote attendance at district meetings and training sessions
- Work with the Governor to develop goals for the district
- Help in identifying and developing future district leaders

Section 5.3 The Assistant Governors will be appointed prior to December 31 by the DGE for his/her Rotary year. They should have prior service as a club president, have demonstrated outstanding performance at the district level and have potential as a future District Governor.

Section 5.4 Assistant Governors shall be appointed on an annual basis, with no AG serving more than three consecutive terms.

Section 5.5 The DGE and/or the Coordinator for Rotary Information (District Trainer) shall provide instruction and training to the Assistant Governors in special meeting prior to, or in conjunction with, the PETS.

Section 5.6 Each AG shall be assigned no more than seven clubs, geographically located for efficient travel and communication.

Section 5.7 A Coordinator, who may be an experienced AG, shall be appointed by the governor to assist in overseeing training and the activities of the Assistant Governors.

Section 5.8 Expenses for travel, phone, and postage costs incurred by Assisted Governors in discharging their duties will be provided for in the annual district budget.

ARTICLE 6 – COUNCIL OF GOVERNORS

Section 6.1 The Council of Governors consists of all Past District Governors residing in the District. It is organized for continuing Rotary fellowship, discussion and evaluation district affairs, and, to provide a forum for the Governor and Governor Elect to share proposed and current District and Rotary International activities. The Council provides a source of experience upon which these officers may draw.

Section 6.2 The Council of Governors is structured with designated officers consisting of president, vice-president and secretary. The immediate Past District Governor assumes the position of secretary in the year following his/her term as governor, the following year moves up to vice-president and the third year serves as president. Elections are not required except in the case of one's inability to serve as president.

Section 6.3 The Council of Governors will meet at least twice each year: (1) within the first quarter of a new Rotary Year and, (2) at the time of the District Conference. Traditionally the Council meets for fellowship, business affairs and either lunch or dinner. The arrangements are the responsibility of the officers. Partial subsidy of the cost is included in the District Budget.

Section 6.4 Rotarian spouses are invited and welcome to attend meeting, with special programs provided for them when possible. The Governor or Council President may invite other key Rotarians in the district and special guests. Notice of each meeting is given by the Council Secretary in writing. Additional meetings may be held at the discretion of the President or Governor.

Section 6.5 The Council of Governors shall oversee the expenditures of the District Reserve Account (see Appendix 2, Section 7). The Council will appoint a Finance Trustee to be the processor of this account (Appendix 2, Section 8).

Section 6.6 If a District Governor or DGE (subsequent to attendance at the International Assembly) is unable to fulfill the duties of District Governor, the Council of Governors will nominate a

replacement to the Rotary International Board of Directors for their official action.

Section 6.7 All Past District Governors residing in District 6740 form the membership of the corporate body of the Manier Peak District 674 Foundation, Inc., a 501 (c)(3) charitable organization for the purpose of providing grant assistance to international students studying within District 6740. The annual corporate meeting of the Foundation is held in conjunction with the Governors Council meeting at the District Conference.

ARTICLE 7 – DISTRICT GOVERNOR’S COORDINATORS

Section 7.1 The District Governor shall appoint six coordinators to help in carrying on the responsibilities associated with the administration and programs necessary for a successful district. These coordinators shall include the following: (1) Assistant Governors, (2) Administration, (3) Programs, (4) The Rotary Foundation, (5) Council of Governors, and (6) Information, (District Trainer).

Section 7.2 The six Coordinators shall serve as advisors to the Governor. These Coordinators shall be Rotarians with prior experience in the area of responsibility assigned. Although the term of service is concurrent with that of the Governor, a three-year period of service for each Coordinator is encouraged.

Section 7.3 The Governor’s Coordinators shall function as hereinafter described to reduce the work load of the Governor, freeing him /her to better serve the needs of the individual clubs and District planning. Detailed and specific responsibilities of these assistants are described in Sections 7.4 – 7.9.

Section 7.4 Coordinator for Assistant Governors

Section 7.4.1 The Governor shall appoint a Coordinator for Assistant Governors (AG) to serve as an intermediate contact and to oversee the operation of their duties and responsibilities. The

Coordinator shall have had prior experience as governor, club president or other district wide responsibilities and shall serve no more than three consecutive years in this position.

Section 7.4.2 The Coordinator will be responsible for coordinating training of Assistant Governors prior to their assumption of office and may advise the Governor in the appointments to these positions.

Section 7.5 **Coordinator for Administration**

Section 7.5.1 The District Governor shall appoint a Coordinator for Administration of the affairs of the district to serve concurrent with the term of the Governor.

Section 7.5.2 The responsibilities of the Coordinator for Administration may include, but not be limited to the following: Governor's Monthly Newsletter, District Website, District Directory, District Manual of Procedure, Nominations and Elections, Liability Insurance, District Conference, International Convention, Zone Meeting, Inter-Club Meetings, District Resolutions, District Awards and Recognitions and other International and District wide affairs.

Section 7.5.3 The Coordinator for Administration may advise the Governor in the appointments of various committees and their chairpersons to carry out the functions of these areas of interest.

Section 7.5.4 The Coordinator for Administration shall have prior experience as governor, club president or other district wide responsibilities and shall serve no more than three consecutive years in this position.

Section 7.6 **Coordinator for Programs**

Section 7.6.1 The District Governor shall appoint a Coordinator for Programs of the district to serve concurrent with the term of the Governor.

Section 7.6.2 The responsibilities of the Coordinator for Programs may include, but not be limited to the following: The four

Avenues of Service (Club, Vocation, Community and International), Membership Development, Public Relations, Rotaract, Interact, RYLA, Youth Exchange, Friendship Exchange, World Community Service, Extension, other district sponsored programs including but not limited to: Worldview, Speech Contests, and other programs of district wide interest. The Coordinator may advise the Governor in making appointments of committee members and chairpersons to develop and carry out the function of these areas of interest.

Section 7.6.3 The Coordinator for Programs shall have prior experience as governor, club president or other district wide responsibilities and shall serve no more than three consecutive years in this position.

Section 7.7 **Coordinator for The Rotary Foundation**

Section 7.7.1 The District Governor shall appoint a coordinator for directing the affairs of The Rotary Foundation (TRF) activities within the district, to serve concurrently with the term of the Governor.

Section 7.7.2 The Coordinator for TRF shall have had prior experience as a governor, club president or other district wide responsibilities and shall serve no more than three consecutive years in this position.

Section 7.7.3 The responsibilities of the Coordinator for TRF shall include, but not be limited to the following: Alumni, Group Study Exchange, Ambassadorial Scholarships, Grants, Annual Giving, Endowment, Major Gifts, Benefactors, Paul Harris Fellows and others as may be appropriate. The Coordinator may advise the Governor in making appointments of committee members and chairpersons thereto to develop and carry out the functions of these areas of interest.

Section 7.8 **Coordinator for Rotary Information (Trainer)**

Section 7.8.1 The District Governor shall appoint a Coordinator for Rotary Information (District Trainer) within the district to serve concurrent with the term of the Governor.

Section 7.8.2 The Coordinator for Rotary Information shall have had prior experience as a governor, club president or other district wide responsibilities and shall normally not serve more than three years in this position.

Section 7.8.3 The Coordinator of Rotary Information shall be responsible, at the direction of the DG or DGE, for organizing and implementing meetings/events of an informative and/or educational nature for benefit of club presidents, secretaries, Assistant Governors, and/or district committee persons, The Rotary Foundation programs and other as may be appropriate.

Section 7.9 **Coordinator for Council of Governors**

Section 7.9.1 The president of the Council of Governors shall serve as Coordinator for the Council. He/she shall be the liaison between the Council and the Governor and shall keep the Governor apprised of service opportunities by the past district governors.

Section 7.9.2 The Coordinator shall be responsible for administration of the Manier Peak Foundation and the District Reserve Account as specified in this document.

ARTICLE 8 DISTRICT FINANCIAL AFFAIRS

Section 8.1 The financial affairs of the district shall be carried out by a Finance Committee comprised of the six coordinators specified in Article 7, and the District Treasurer, who will serve as chair.

Section 8.2 Membership on the Finance Committee shall be commensurate with the term of office of the coordinators. No member may serve more than three consecutive years.

Section 8.3 It shall be the responsibility of the Finance Committee to develop and implement appropriate rules regarding the finances of the district, revising these rules from time to time as may be appropriate. These rules are set forth in Appendix 2 attached hereto and made a part of these By-Laws.

ARTICLE 9 – DISTRICT COMMITTEES AND LEADERSHIP ACADEMY

Section 9.1 The activities of the district will be carried out through a committee structure, some standing committees, others ad hoc, for short-term projects. The management of the committees is the responsibility of the committee chairpersons in turn responsible to the Governor's Coordinator applicable to the function of the committees. Detailed listings are found in Appendix 4.

Section 9.2 The **District Leadership Academy** (DLA) will be conducted annually to stimulate enthusiasm of Rotary for members who have demonstrated leadership potential and who would benefit from in-depth education such a course would provide.

Section 9.3 The District Leadership Academy shall consist of a Dean appointed by the District Governor, an Associate Dean and seven Academy Faculty members who shall be recommended by the Dean for appointment by the District Governor.

Section 9.4 The Academy Dean shall be a Past District governor who has completed a term of service as an Academy Instructor. The Academy Faculty shall be Past District Governors, Past Presidents of Rotary Clubs or other qualified district leaders who are experienced in the field of instruction they are appointed to in the Academy.

Section 9.5 The Academy Dean shall, at his/her discretion, appoint a Board of Regents, who preferably, has completed terms as Academy Faculty.

Section 9.6 The Leadership Academy shall be financially supported by a tuition set by the Dean and payable by the club or the Rotarian. A tentative budget, approved by the District Governor, will be developed for each education cycle that will normally start in April and conclude in November. The final budget will be set depending on the number of student starts in April. All income funds shall be deposited in the DISTRICT 6740 FINANCIAL ACCOUNT. The

Dean may draw from the Annual Budget funds needed to pay for start up expenses that shall be repaid upon receipt of tuition payments. Remaining assets at the completion of the academic year will be retained by the District Treasurer in the DLA account to offset future DLA expenses.

Section 9.7 The Academy Dean is responsible for developing the curriculum and a budget, securing and recommending Faculty members to the District Governor, assisting the District Governor in recruiting students, monitoring the overall program and keeping the District Governor informed on the Leadership Academy progress.

Section 9.8 The DLA consists of a seven-month, seven-lesson, at-home study program offering lessons on CD or paper copy starting with a required Introductory Meeting and concluding with a seminar and graduation. Achieving the academic standards of this Academy, the graduating Rotarian is distinguished with a framed diploma and special DLA lapel pin.

ARTICLE 10 – TRAINING OF PRESIDENTS (PETS)

Section 10.1 A training program for all incoming club presidents shall be conducted in the interim period between the International Assembly and District Conference each year. It will normally be held each March and will provide the future leaders of the clubs up-to-date information and instructions about their roles and responsibilities. This training is mandatory for presidents-elect and must be taken prior to assuming office.

Section 10.2 The PETS shall be the responsibility of the District Governor Elect. The DGE shall be assisted by the Coordinator for Information (Trainer). Other knowledgeable Rotarians within the district, and outside as well, may be called upon to assist when training is planned within the district. The planning for and use of multi-district PETS is encouraged.

Section 10.3 The PETS program shall be scheduled at a convenient location and time to accommodate the club presidents.

General references and content of this training may be found on the RI website: www.rotary.org.

ARTICLE 11- DISTRICT CONFERENCE

Section 11.1 A District Conference shall be held annually, generally in April or May, hosted by a club selected by the District Governor, along with other clubs as appropriate. The date and location of the conference shall be selected by the District Governor Elect and approved at the District Conference immediately preceding the beginning of the District Governor's term of office.

Section 11.2 An all out effort shall be made by the Governor and his/her Conference Committee, to produce an event of a social, instructional, informational and enjoyable nature to attract the greatest possible participation of Rotary Clubs, Rotarians and guests from throughout the district.

Section 11.3 The cost of the District Conference will be partially supported by funds allocated in the District Budget and the balance by registration fees and charges for meals/events. A District Conference Budget shall be developed and a special District Conference Account utilized. A Conference Treasurer shall be appointed to be responsible for any and all financial affairs of the Conference.

Section 11.4 The District Conference shall conform to the requirements as set forth in Article 15 of the Bylaws of Rotary International, including recording and reporting of activities of the conference. The utilization of voting delegates at the Conference shall also conform to Article 15 of the Bylaws of Rotary International.

ARTICLE 12 – DISTRICT ASSEMBLY

Section 12.1 A District Assembly shall be conducted each year as late in the month of June as practical while avoiding conflict with the International Convention. Those specifically invited shall include the incoming presidents and the members of clubs assigned by the incoming president to serve in key leadership roles in the upcoming year.

Section 12.2 The Assembly shall be the responsibility of the District Governor Elect, who may be assisted by the Coordinator for Information (Trainer), and other knowledgeable Rotarians, both from within and out of the district

Section 12.3 The Assembly shall be held at a time and place convenient to a majority of participants. The Assembly is normally held within the district boundary. A minimum of six hours of instruction is recommended. The Avenue of Service chairs and other club leadership are strongly urged to attend this training session.

Section 12.4 The cost associated with the Assembly may be partially funded by the District Budget.

ARTICLE 13 – INTERNATIONAL ASSEMBLY

Section 13.1 The International Assembly, training opportunity for the District Governor Elect, is conducted by Rotary International and usually held during the months of February or March at a pre-selected location. Attendance by the Governor Elect is mandatory. No person may ever serve as District Governor until trained at the International Assembly. The Assembly provides the most intensive, complete and inspiring instructions that an individual perhaps will ever receive.

Section 13.2 It is traditional that the Governor Elect's spouse attends the Assembly also. The cost incurred is partially borne by Rotary International. The balance of cost is partially supported by funds allocated in the District Budget. Any remaining cost shall be borne by the Governor Elect and/or his/her Rotary Club.

ARTICLE 14 – INTERNATIONAL CONVENTION

Section 14.1 An International Convention is held annually at a predetermined site somewhere in the world generally during the month of May or June. The Convention is the official meeting of the officers of Rotary International with the designated voting delegates of Rotary Clubs of the world and the Rotary membership and guests.

It is especially meaningful for incoming club presidents and governors.

Section 14.2 Governors, past governors, incoming governors and club presidents, as well as all other Rotarians and guests, are invited and encouraged to attend and share Rotary fellowship with others from around the world. It is not unusual to have an attendance of 20-30,000 persons from over 100 countries at the convention. In addition to the inspirational programs presented, the entertainment is superb and the opportunity is afforded to visit a major world city plus participate in privately planned pre and post convention tour of the general areas.

Section 14.3 Costs associated with attending the Convention, for the Governor and/or the Governor Elect, is partially supported by the District Budget. Any balance of cost shall be borne by the named attendee and/or his/her club. The cost of all others attending shall be borne by the attendee.

ARTICLE 15 – AMENDMENTS TO THE BYLAWS

Section 15.1 This Manual of Procedure may be amended at any District Conference by a majority vote of delegates present and voting, providing that notice of such proposed amendment shall have been mailed to each club in the district at least sixty days prior to such meeting. All amendments so approved shall be published in the next issue of the Manual of Procedure, with special attention called to the amendment.

ARTICLE 16 – DEVELOPMENT AND IMPLEMENTATION OF THE DISTRICT 6740 MANUAL OF PROCEDURE

Section 16.1 The District 6740 Manual of Procedure shall be published in an appropriate format.

Section 16.2 The document shall be reviewed annually, and if necessary, a revision shall be published and distributed at the District Conference.

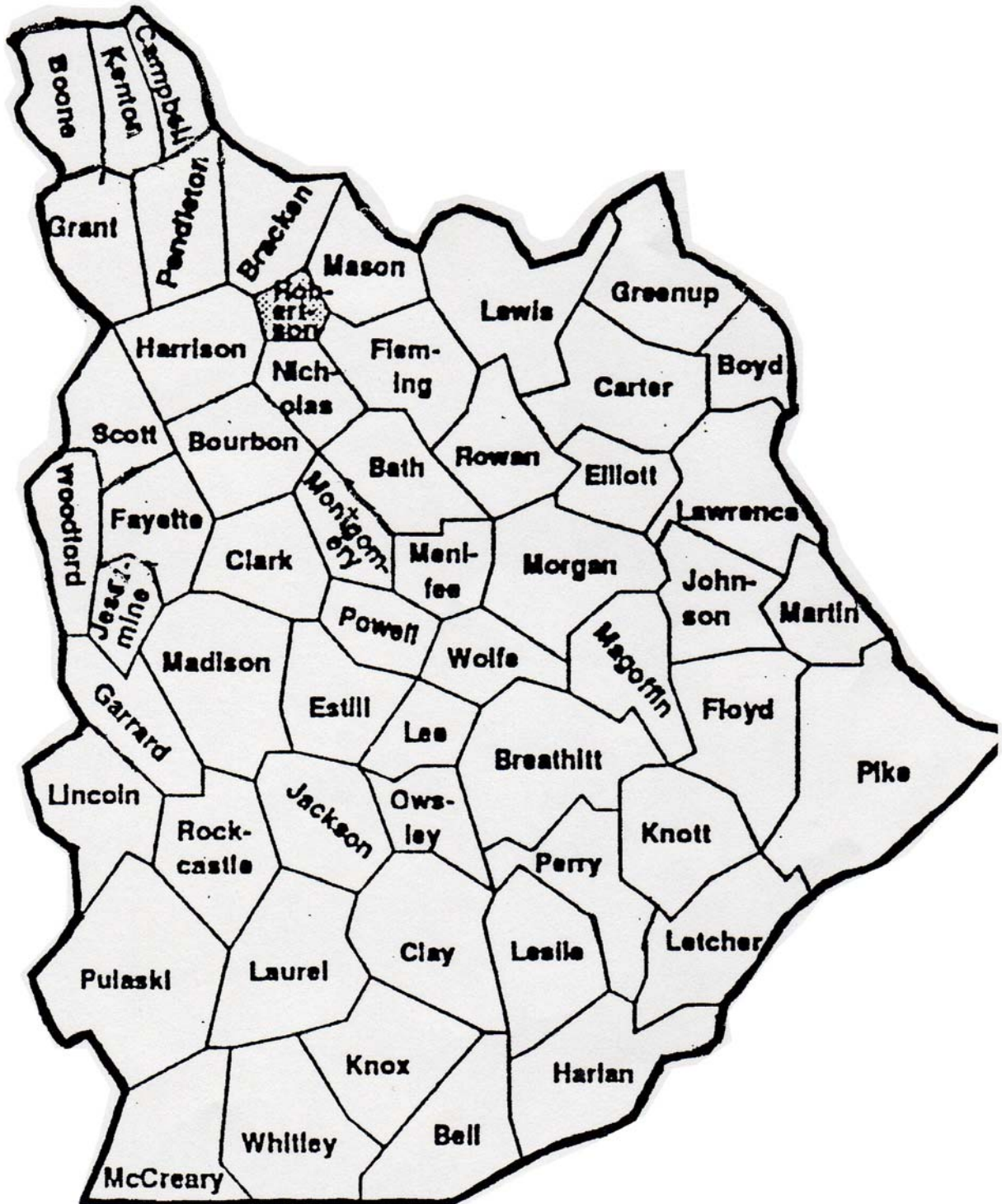
Section 16.3 Revised documents shall be distributed to all club presidents and secretaries, plus eight copies to each club, to all Past District Governors and to all district committee persons.

Section 16.4 All costs associated with the update and distribution of the Manual of Procedure will be funded from the District 6740 Reserve Account.

Appendix 1

District 6740 Territorial Map

DISTRICT 6740



APPENDIX 2

RULES AND REGULATIONS FOR MANAGEMENT OF FINANCIAL AFFAIRS

SECTION 1 Adequate financing of the affairs of the district shall be maintained through dues paid by the clubs on a per capita basis. Dues shall be paid semi-annually by July 1 and January 1 each Rotary Year to the District and to Rotary International. *Clubs not paying District dues within 30 days of the deadline shall be subject to a late-payment fee of \$0.50 per member.* All dues must be paid up for a club's delegates to have the right to a vote at the District Conference.

SECTION 2 It is hereby required that a balanced budget shall be attained each Rotary Year. Adjustment of dues charged shall be made to maintain a balanced budget. Dues adjustments may not be made more frequently than bi-annually. The budget for the next ensuring year shall be presented at the District Conference for review, adjustments and approval. A majority of delegates voting at the conference shall approve the budget. The proposed budget shall be distributed to all clubs at least 30 days prior to the District Conference.

Section 3 All district funds shall be deposited in the DISTRICT 6740 FINANCIAL ACCOUNT. This account shall be maintained at a financial institution designated by the Finance Committee. Both checking and savings accounts should be established.

Section 4 Sufficient funds shall be maintained in a checking account (District 6740 Annual Operating Account) to meet all financial obligations on a monthly basis. Funds may be transferred from the DISTRICT 6740 FINANCIAL ACCOUNT to checking by the District Treasurer. The District Treasurer shall make quarterly financial reports to the Finance Committee and to the District Governor.

Section 5 The District Governor Elect may draw from the Annual Budget funds needed to pay his/her expenses incurred in carrying on the official activities of the District. Funds may be expended up to the amount budgeted. The DGE shall make a quarterly report of financial transactions to the Finance Committee and to the District Governor.

Section 6 Financial obligations of the district shall not exceed the funding established. Individual line items may be exceeded but not the total budget. All transfer of line item funds not used go to the contingency line where it may be used for any line in excess of the established amount. Adjustments shall be made by the District Treasurer.

Section 7 A separate District 6740 Reserve Account shall also be maintained. All excess funds in the District 6740 Financial Account at the end of a Rotary Year shall be deposited into the DISTRICT 6740 RESERVE ACCOUNT. It will be a goal to maintain this account at approximately the level of one half of one year's operating budget for contingency purposes. Any excess may be utilized at the direction of the Council of Governors for DISTRICT HUMANITARIAN ASSISTANCE GRANTS or other initiatives in support of the clubs of the district. The funds shall be maintained in appropriate safe investments to maximize yield. The Finance Committee shall make recommendations on the type of investments.

Section 8 The finance trustee shall be appointed by the Council of Governors to be the PROCESSOR of the DISTRICT 6740 RESERVE ACCOUNT and all investments. The FINANCE TRUSTEE shall serve for a three-year term and may succeed himself/herself.

Section 9 At the beginning of the term of office of the District Governor, in order to provide sufficient operating funds, an amount not to exceed \$5000 may be transferred from the DISTRICT 6740 RESERVE ACCOUNT into the DISTRICT 6740 FINANCIAL ACCOUNT, managed by the District Governor and the District Treasurer. As soon as sufficient funds have been received from club dues, the funds advanced shall be returned to the RESERVE ACCOUNT.

Section 10 The Finance Committee shall meet regularly on the first Saturday of each quarter and as called by the Finance Committee Chair or the District Governor.

Section 11 A \$50,000 SECURITY BOND shall be carried at all times by the Finance Committee to cover liability for any and all actions of a financial nature, the cost included in the budget.

Section 12 The MANIER PEAK DISTRICT 674 FOUNDATION, INC., partially funded by \$1.00 per member dues, shall be carried as a line item in the District Budget. The annual income shall be added to a separate Manier Peak Account, managed by the Council of Governors appointed FINANCE TRUSTEE, from which future periodic grants may be made.

Section 13 LIABILITY INSURANCE to protect Rotary clubs and individual Rotarians is provided automatically through the RI General Liability Insurance program. Annual fee to cover the cost of insurance is announced by RI and included on a dues statement. Coverage details are available at the RI website: www.rotary.org.

APPENDIX 3

SAMPLE BUDGET FORMAT

Note: This budget is for the sole purpose of providing an example of how the budgeting process works. Annual budgets may of course be quite different, depending on circumstances that may vary from year to year.

INCOME:

Dues	2000 members @ \$22	\$44,000	
Manier Peak Foundation	2000 members @ \$1	2,000	
PETS	45 clubs @ \$50	<u>2,250</u>	
Total Income:			\$48,250

EXPENSES:

1. DISTRICT MEETINGS

1.1 District Conference	partially funded	\$ 4,500	
1.2 District Assembly		800	
1.3 PETS	45 clubs @ \$50	2,250	
1.4 Governor Council	partially funded	1,000	
1.5 Assistant Governor training		800	
1.6 TRF promotion		800	
1.7 Various Committees		<u>250</u>	
Sub Total			\$10,400

2. DISTRICT ACTIVITIES

2.1 Group Study Exchange	partially funded	\$ 3,500	
2.2 Youth Exchange	partially funded	3,500	
2.3 Club Extension		500	
2.4 Assistant Governors	expenses/compensation	2,000	
2.5 Speech Contest		<u>1,000</u>	
Sub Total			\$10,500

3. DISTRICT SCHOLARSHIP

3.1 Manier Peak Foundation		<u>\$2,000</u>	\$2,000
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4. DISTRICT ADMINISTRATION

4.1 District Travel	DG \$2,000;DGE 1000	\$3,000	
4.2 Supplies	DG \$1,000;DGE 400	1,400	
4.3 Telephone	DG \$1,000;DGE 500	1,500	
4.4 Printing & Postage	DG \$2,000;DGE 800	2,800	
4.5 District Directory	Publishing	1,500	
4.6 Secretarial	DG Office	<u>1,000</u>	
Sub Total			\$11,200

5. INTERNATIONAL MEETINGS

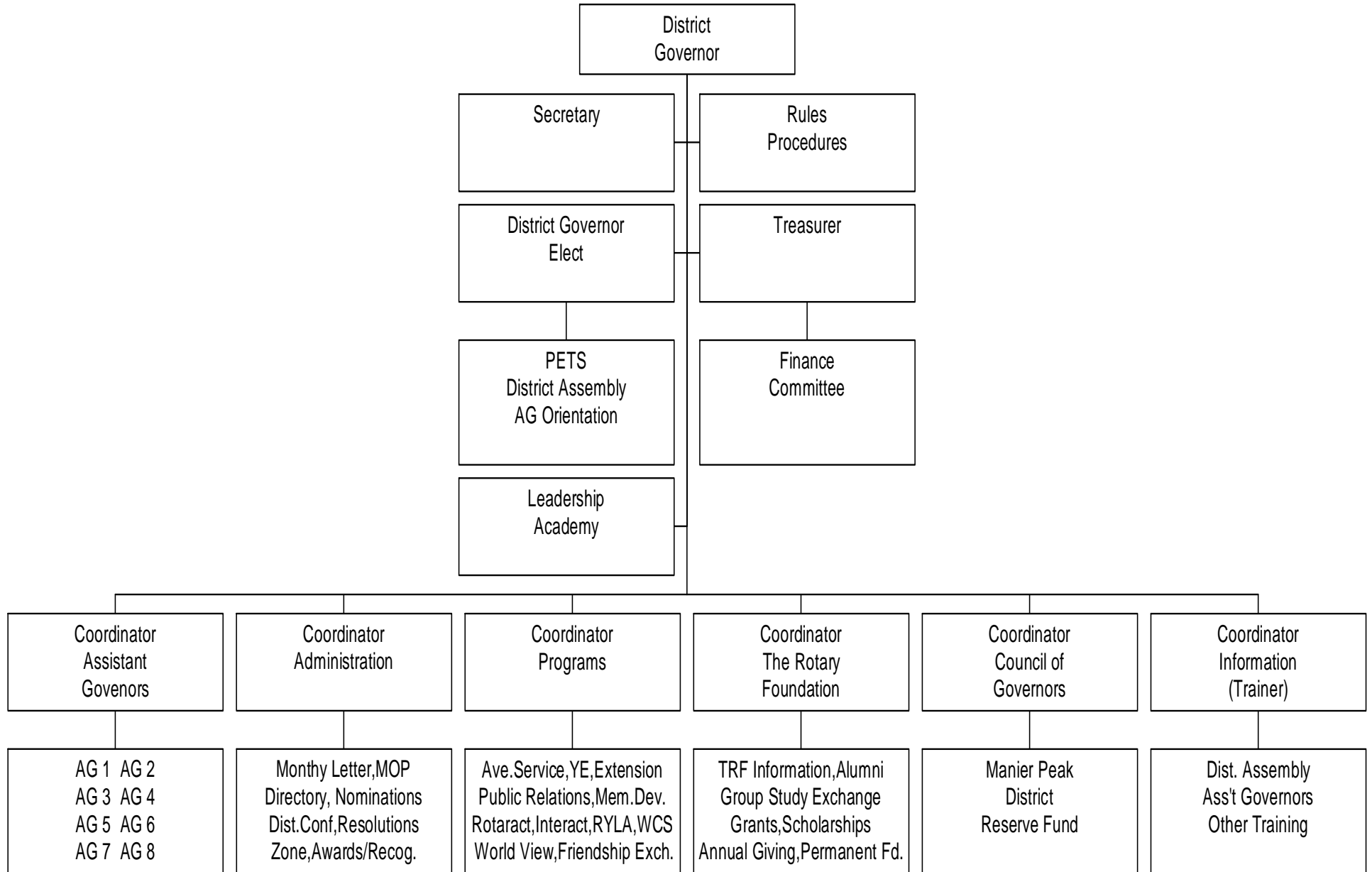
5.1 International Assembly	DGE & Spouse	\$1000	
5.2 Zone Institute (each)	DG, DGE, DGN, \$1,000	3,000	
5.3 Zone Fee		1,250	
5.4 International Convention	DG \$3,500;DGE \$ 3,000	6,500	
5.5 District Conference	DG \$500;DGE \$500	1,000	
5.7 District Assembly	DG \$200;DGE \$200	<u>400</u>	
Sub Total			\$13,150

6. Contingency \$ 1,000

Total Expenses \$48,250

Appendix 4

DISTRICT 6740 ORGANIZATION CHART



APPENDIX 5

DISTRICT GOVERNOR SELECTION PROCEDURE

1. Sequence of years shown vertically
2. For instruction purposes, one new leadership position added yearly
3. Fourth year reflects all positions filled

* DGNN becomes DGN when RI elects previous DGN to become DGE

DGNN- District Governor Nominee Nominee DGE - District Governor Elect
DGN- District Governor Nominee DG - District Governor PDG - Past DG

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Application Selected DGNN *DGN ----- Zone as DGN-----

Year Two

DGN ----- (Convention) DGN to DGE --- DGE----- Zone as DGE -----

Application Selected DGNN DGN-----Zone as DGN -----

Year Three

DGE --- International Assembly ---PETS ----- DG -----Zone as DG -----

DGN ----- (Convention) DGN to DGE -----Zone as DGE -----

Application Selected DGNN DGN-----Zone as DGN -----

Year Four

DG ----- PDG

DGE --- International Assembly --- PETS ----- DG ----- Zone as DG -----

DGN -----(Convention) DGN to DGE ----- Zone as DGE -----

Application Selected DGNN DGN -----Zone as DGN-----

Year Five

DG ----- PDG

DGE ---International Assembly --- PETS ----- DG ----- Zone as DG -----

DGN ----- (Convention) DGN to DGE ----- Zone as DGE -----

Application Selected DGNN DGN----- Zone as DGN -----

District Leadership and Training Continues

APPENDIX 6

TIMETABLE FOR DISTRICT GOVERNOR ELECTIONS

- | | |
|------------|--|
| 1 January | Completion of selecting members of the nominating committee. |
| 15 January | Official call by the governor inviting clubs to submit suggestions for the office of governor for consideration by the nominating committee and announcing 15 March as the deadline for receipt of such suggestions by the nominating committee chair. Additional announcements inviting suggestions for the office of governor should be published in the January and February issues of the governor's monthly newsletter. |
| 15 March | Deadline for the receipt by either the governor or the nominating committee chair of club resolutions suggesting candidates for the office of governor. |
| 30 March | Deadline for selection of nominee for governor by the nominating committee. The nominating committee chair will promptly notify all candidates of the decision. |
| 7 April | Deadline for governor to publish the name and club of the selected nominee and to announce 21 April as the deadline for receipt by the governor of challenges on behalf of previously suggested candidates |
| 21 April | Deadline for receipt by the governor of club resolutions naming previously suggested Rotarians as challenging candidates. |
| 30 April | Deadline for the governor to publish notice to clubs of challenging candidates. |
| 15 May | Deadline for receipt by the governor of club resolutions concurring with a challenge or challenges. |
| 1 June | Mailing of ballots by the governor for a contested election when there are valid challenges with the required number of clubs concurring with each original challenge or challenges. |
| 21 June | Deadline for receipt by governor of ballots in a contested election. |
| 30 June | Deadline for counting ballots by a balloting committee appointed by the governor. Following the count, the governor will promptly notify the candidates of the election results. The name of the elected candidate will be published in the July issue of the governor's monthly newsletter. |