ROTARY

CODE OF POLICIES

September 2016

(Containing Board Decisions Through July 2016)

ROTARY CODE OF POLICIES

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PREFACE

Rotary Code of Policies

HISTORY AND PURPOSE

This volume constitutes the first known codification of the general and permanent policies of Rotary International. The decisions of the RI Board, the RI Conventions, and the RI Councils on Legislation in establishing such policies have been collected and compiled since 1910, but without any systematic arrangement. Thousands of decisions were reviewed in preparing this Code, and many were found to be duplicative or outdated. However, several hundred were found to still be in effect, and they are set forth in the Code.

The purpose of the Code is to place all general and permanent policies of the RI Board, the RI Conventions, and the RI Councils on Legislation, which are currently in effect, into an integrated and comprehensive volume with the topics arranged in logical order and with consistent language. The existence of such a code will make it easier for members of the Board, and those charged with the responsibility to administer the policies, to be familiar with all general and permanent policies currently in force, regardless of the dates of their adoption. This inaugural Code of Policies is expected to provide an important source of information for Rotary leaders.

INITIAL STEP

This first version of the Code is limited to a compilation of general and permanent policies currently in effect. It is recognized that some areas still need the development of policies and that some of the policies shown in the Code need restatement. Therefore, it is contemplated that the various chapters will be revised and supplemented, as time permits, in order to perfect and refine the Code as a comprehensive document. It is hoped that at least one of chapters can be revised and supplemented each year for the next several years until the Code is improved to the point of optimum usefulness. The goal is to make the Code a practical and helpful document, which will serve as a model for Rotary clubs and districts.

ARRANGEMENT

Each chapter in the Code is intended to represent a separate subject, and each article is intended to represent a separate topic, as indicated by the titles. The chapters are numbered consecutively and are arranged in logical order for easy reference. A listing of the articles within the chapters is shown at the beginning of each chapter, and a listing of the sections within the articles is shown at the beginning of each article. If new articles become necessary between the issuance of revised editions of the Code, then such articles may be inserted in the appropriate location with an "A" following the number of the new article. For example, "Article 2A" may be added between Article 2 and Article 3. Space also has been left at the end of each chapter for additional articles as needed. For example, Chapter II ends with Article 12 and Chapter III begins with Article 16.

NUMBERING

The Code utilizes the numbering system used in the RI Bylaws, and the sections are numbered progressively with Arabic numerals. A progressive rather than consecutive system is used in order to provide space for the insertion of additional sections within the articles to accommodate new policies in the future. Generally, the sections are numbered progressively by tens. For example, in Article 5 the first three sections are numbered 5.010, 5.020, and 5.030. New sections, as necessary, may be inserted between existing sections without changing any of the current numbers. For example, a new section between 5.010 and 5.020 could be 5.015 or any other number between 5.010 and 5.020, which illustrates the flexibility in the general numbering system.

Each section number also carries the number of the article in which it is found. The article number and the section number are separated by a decimal point. When it is recognized that the number to the left of the decimal point is the article number, and the number to the right of the decimal point is the section number within that article, the system is easily comprehended and utilized. For example, Section 7.050 means Section 50 in Article 7.

ANNOTATIONS

Annotations for development of the various sections of the Code are shown at the end of the sections. Initially, all of the sections will show an adoption date of June, 1998, which will be noted as “June 1998 Mtg., Bd. Dec. 348.” As the policies are amended, the sections will show

the dates and decision numbers of the applicable amendments. For example, if a section is amended by Board Decision 123 on October 30, 2001, the following notation will appear at the end of the amended section: "Oct. 2001 Mtg., Bd. Dec. 123."

The "Source" notes at the end of the sections also show the historical development of the policies prior to adoption of the Code. "Cross reference" notes also are shown at the end of some of the sections to refer the reader to other sections of the Code for related topics. "Exhibit" notes also appear at the end of some sections to call attention to related documents in the exhibits portion of the Code.

INDEX

An index for the Code follows the last chapter. Index entries are arranged in alphabetical sequence and have been made as concise as possible to enable rapid scanning of the index.

AMENDMENTS AND NEW POLICIES

The RI Board will adopt new policies and amend existing policies in its regular course of business. In the case of amendments, the sections of the Code being amended will be referenced in the actions of the Board. In the case of new policies, the placement of the new policies in the Code will be referenced in the actions of the Board.

ANNUAL SUPPLEMENTS

Annual supplements will be prepared and distributed to show the changes in the Code through the close of the last fiscal year. The supplements will be cumulative for the period of time from the adoption of the Code, or its latest edition, to the end of the applicable fiscal year. Making the annual supplements cumulative in nature means that each copy of the Code will need to contain only the latest supplement in order to be current. The annual supplements may be organized for placement either as one insertion at the front or back of the Code or as separate insertions at the end of the various articles of the Code.

REVISED EDITIONS

The Code will need to be revised periodically in order to incorporate the amendments and additions into the body of the Code itself rather than relying upon the cumulative annual supplements for a period of many years. It is expected that the Code will be revised after each meeting of the Council on Legislation.

ACKNOWLEDGMENTS

The Code has been prepared by members of the RI staff and the Codification Committee over a period of two years without the expense of consultants or contractors, except for some initial work by an outside company in the late 1980's when the Code was first proposed.

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CHAPTER I

GENERAL PROVISIONS

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1.010. Purpose

The purpose of this *Rotary Code of Policies* is to establish a comprehensive document containing all of the general and permanent policies of Rotary International. All policies of a general and permanent nature adopted by the RI Board or the RI Council on Legislation after the effective date of this *Rotary Code of Policies* will be added to the Code in order for it to remain a single collection of such policies. *(June 1998 Mtg., Bd. Dec. 348)*

1.020. Citation

The policies contained in this *Rotary Code of Policies* shall constitute and be designated the *Rotary Code of Policies* and may be so cited. Such policies may also be cited simply as the "Code of Policies" or the "Code." Revised editions, as prepared and authenticated from time to time in accordance with this article, shall be designated by listing the year of the revision and adding the word "revised" to the title. For example, a revised edition of the Code in 2002 would be designated as the "2002 Revised Code of Rotary Policies." Such a revised edition also may be cited simply as the "2002 Revised Code" or the "2002 Code." *(June 1998 Mtg., Bd. Dec. 348)*

1.030. Rules of Construction

All general provisions, terms, phrases and expressions contained in this Code are to be construed in a manner that allows for the implementation of policies. Words and phrases are to be taken in their plain or usual sense, but technical words and phrases having a particular or appropriate meaning in law or in the constitutional documents are to be understood according to their technical import. As used in this Code, the words "shall," "is," and "are" are mandatory, and the words "may" and "should" are permissive. *(June 1998 Mtg., Bd. Dec. 348)*

1.040. Definitions

In the construction of this Code, the following definitions are to be observed unless the context clearly requires otherwise:

1) **Board**: The Board of Directors of Rotary International.

2) **Club**: A Rotary club.

3) **Code or Code of Policies**: The *Rotary Code of Policies* as contained in this article and the other articles of this document.

4) **Constitutional Documents**: The Constitution and Bylaws of Rotary International and the Standard Rotary Club Constitution.

5) **Council**: The RI Council on Legislation.

6) **Foundation**: The Rotary Foundation of Rotary International.

7) **General Officers of RI**: The president, president-elect, vice-president, treasurer, other directors and the general secretary.

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

9) **Governor**: A governor of a Rotary district.

10) **Member**: A member, other than an honorary member, of a Rotary club.

11) **RI**: Rotary International.

12) **Rotary Entity/Rotary Entities:** Rotary International, The Rotary Foundation, a Rotary club or group of clubs, a Rotary district or group of districts, a Rotary Fellowship, Rotarian Action Groups, and administrative territorial units of Rotary International. Individual RI Programs are not considered Rotary Entities.

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

14) **Rotary Senior Leaders**: Those individuals serving as current, incoming, and past RI presidents; current, incoming, and past RI directors; and current, incoming, and past Foundation trustees.

15) **Rotary World Magazine Press (RWMP)**: When referred to as a group, *The Rotarian* and all licensed regional magazines shall be known as the Rotary World Magazine Press.

16) **Secretariat**: The world headquarters and international offices of Rotary International.

17) **Spouse:** One of a couple with legally married status.

18) **Staff**: The employees of Rotary International.

19) **TRF**: The Rotary Foundation of Rotary International.

20) **Trustees**: The Trustees of The Rotary Foundation of Rotary International. *(January 2012 Mtg., Bd. Dec. 201)*

1.050. Relationship to the Constitutional Documents

This Code is supplemental to the constitutional documents and should be construed in harmony with them. In the event of a conflict between the provisions of the constitutional documents and the provisions of this Code, the constitutional documents take precedence and thereby modify the conflicting provisions of the Code. *(June 1998 Mtg., Bd. Dec. 348)*

1.060. Severability

The chapters, articles, sections, and subsections of this Code are severable. If any chapter, article, section, or subsection of this Code is declared invalid by the judgment of any court or other agency of competent jurisdiction, such invalidity shall not affect any of the remaining chapters, articles, sections, or subsections of this Code. If any part of this Code is declared invalid by any court or agency of competent jurisdiction, it shall be invalid only within the jurisdiction of such court or agency. *(June 1998 Mtg., Bd. Dec. 348)*

1.070. Repeal of Policies

When an action repealing a former policy is itself repealed or rescinded, such repeal or rescission shall not be construed to revive the former policy, unless such policy is expressly reinstated. *(June 1998 Mtg., Bd. Dec. 348)*

1.080. Implementation of Policies

Unless noted to the contrary in a particular provision, the general secretary shall have both the duty and the authority to implement the policies set forth in this Code. For that purpose, the general secretary may prepare and approve policies, procedures, guidelines, rules, schedules and other documents to implement the policies. The general secretary also may delegate authority for the implementation of various policies to one or more members of the staff, either by name or title. *(June 1998 Mtg., Bd. Dec. 348)*

1.090. Amendments

Amendments to this Code may be made through action of a Council, in accordance with the provisions of the constitutional documents for actions by the Council. Amendments to the Code also may be made by the Board, in accordance with the constitutional documents for actions by the Board. Amendments made by a Council shall become effective on 1 July following the action, subject to the limitations of the constitutional documents. All other amendments shall become effective upon their adoption by the Board, unless a later date is specified in such action. When appropriate, the Board will delay the effective date of amendments to the Code in order to provide adequate notice of the changes or additions to the policies.

When amending this Code, the Board shall endeavor to specify the chapter, article, section, or subsection being amended or to designate the place in the Code for the new policies to be inserted. Failure to make such references shall not affect the validity of actions by the Board to adopt new or different policies. The general secretary has the duty and authority to make technical corrections in the amendments adopted by the Board and to incorporate such corrections into the Code. Such corrections, if any, shall be reported to the Board at its next meeting. *(June 1998 Mtg., Bd. Dec. 348; February 2000 Mtg., Bd. Dec. 275; August 2000 Mtg., Bd. Dec. 42)*

1.100. Annual Supplements

This Code shall be updated by the general secretary after each board meeting. An annual cumulative supplement to this Code shall be prepared by the general secretary following the end of each Rotary year. Such cumulative supplements shall contain all amendments to the Code, and all other changes or additions of general and permanent policies, since the Code's adoption or its last revision. *(June 1998 Mtg., Bd. Dec. 348)*

1.110. Revised Editions

Revised editions of this Code shall be prepared by the general secretary from time-to-time, but not less than once every four years. Revised editions shall merge the Code (or the latest revised edition), the latest cumulative annual supplement and any subsequent amendments of the Code, and all other changes or additions of general and permanent policies, into a single integrated document. Revised editions of the Code will bear the year of publication as part of the title, such as the 2001 Revised Code of Rotary Policies. Revised editions, when duly prepared and authenticated, will replace earlier editions of the Code. When a revised edition of the Code is prepared and authenticated, the revised edition shall be presented to the Board at a regular meeting, and its receipt shall be noted in the minutes.

The new edition of the Code will become effective at the time of such presentation to the Board with the proviso that any policies inadvertently omitted or altered in their transfer from the previous edition of the Code to the new edition will remain effective as stated in the earlier edition for six-months. During the six-month period after its presentation to the Board, the new edition may be corrected by the general secretary to reflect accurately the transfer of policies from the previous edition, and such corrections shall be reported to the Board at its next meeting. After the expiration of the six month period, the new edition will become as fully effective as if adopted in toto by the Board, and the text of the policies in such revised edition may not be changed thereafter except by action of the Board. *(June 1998 Mtg., Bd. Dec. 348)*

1.120. Authentication

The general secretary has the duty to prepare, and the authority to authenticate, the cumulative annual supplements and the revised editions of the Code as they are issued in accordance with this article. *(June 1998 Mtg., Bd. Dec. 348)*

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CHAPTER II

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2.110. Pilot Projects

2.010. Membership of Clubs in RI

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

Source: May-June 1976 Mtg., Bd. Dec. 265

2.010.1. Failure to Function

In accordance with the RI Bylaws, the RI Board is responsible for ensuring that all member clubs of the association are functioning, and defines a functioning club as

1. Having paid its per capita dues to Rotary International

2. Meeting regularly consistent with RI constitutional documents

3. Ensuring that its members subscribe to a Rotary World Magazine Press magazine

4. Implementing service projects that address needs in the local community and/or in communities in other countries

5. Receiving the visit of the governor, assistant governor, or an officer of Rotary International

6. Maintaining appropriate liability insurance as provided in section 72.050. of this Code

7. Acting in a manner consistent with the RI constitution, bylaws, and the *Rotary Code of Policies*

8. Paying its RI membership and district dues without outside assistance

9. Providing accurate membership lists on a timely basis to the general secretary. At a minimum, clubs must report their membership changes to the general secretary so they are received by 1 July and 1 January.

10. Resolving club disputes in an amicable manner

11. Maintaining cooperative relations with the district

12. Cooperating with RI by not initiating or maintaining, and by not including in its membership an individual who initiates or maintains, litigation against Rotary International, The Rotary Foundation, employees, the associate foundations and the international offices of the RI Secretariat, prior to it or any of its members exhausting remedies required in RI's constitutional documents

13. Following and completing the election review process established in the RI bylaws

Each governor shall identify which clubs in the district are failing to function according to the above criteria. Rotary senior leaders are also encouraged to report any observations that suggest that a club has failed to function. *(May 2014 Mtg., Bd. Dec. 121)*

Source: February 2000 Mtg., Bd. Dec. 339; November 2004 Mtg., Bd. Dec. 59. *Amended by* May 2000 Mtg., Bd. Dec. 425; August 2000 Mtg., Bd. Dec. 79; November 2000 Mtg., Bd. Dec. 178; November 2009 Mtg., Bd. Dec. 93; June 2013 Mtg., Bd. Dec. 196; October 2013 Mtg., Bd. Dec. 31; January 2014 Mtg., Bd. Dec. 96; May 2014 Mtg., Bd. Dec. 113; May 2014 Mtg., Bd. Dec. 121

2.010.2. Plan For Achieving Minimum Standards In All Rotary Clubs

1. Creating Opportunities for Clubs to Become Functioning

The governor will make appropriate arrangements to strengthen clubs identified as weak so they are able to fulfill the minimum standards established by the Board.

2. Addressing Clubs That Are Not Functioning

If a club elects not to participate in the strengthening opportunities offered by the district governor, the governor will work with the club to identify an appropriate course of action from the following options:

a) Resignation – After careful consideration, in consultation with the governor, the club members agree to resign the membership of their club in accordance with club resignation board policy. The governor will provide the names of interested Rotarians to nearby clubs.

b) Merger – In consultation with the governor, the club and all of its members will consolidate with a nearby club. Neighboring clubs with fewer than 20 members are encouraged to merge.

c) Termination – The governor notifies the general secretary that a club is not able to meet the minimum standards for a functioning club. The general secretary notifies the club of the governor's recommendation and asks for its response within a reasonable timeframe. If the club doesn't respond or if the club's response indicates that minimum standards cannot be achieved, the club is terminated for failure to function. *(October 2013 Mtg., Bd. Dec. 31)*

Source: February 2000 Mtg., Bd. Dec. 324; November 2000 Mtg., Bd. Dec. 158; *Amended by* November 2004 Mtg., Bd. Dec. 59; October 2013 Mtg., Bd. Dec. 31

2.010.3. Resignation of Rotary Clubs

In accordance with RI Bylaws section 3.010., Club Resignation from RI, a club wishing to resign its membership in the association may follow these general guidelines:

With advance notice, convene a meeting of the entire membership and vote to decide if the club should resign its membership in Rotary International.

If a majority of the members present votes to resign the club's membership, the club's president and secretary should send a written communication to the district governor and the general secretary summarizing the club's vote and indicating the final date that the club will operate.

Care should be taken to follow all applicable local laws and stewardship requirements regarding the termination of a non-profit organization.

If the club has incorporated itself, and/or if it has incorporated an activity of the club, applicable laws and the articles of incorporation should be followed, especially concerning the disposition of assets.

The district should assist remaining members in locating other Rotary clubs if they express a desire to continue their Rotary membership. *(October 2013 Mtg., Bd. Dec. 31)*

Source: June 2008 Mtg., Bd. Dec. 283; *Amended by* October 2013 Mtg., Bd. Dec. 31

Cross References

9.020. Clubs in Arrears to RI
31.030.4. Club Suspension, Termination and Reinstatement by General Secretary
31.030.9. Magazine Subscription Requirements

2.020. Club Leadership Plan

The purpose of the Club Leadership Plan is to strengthen the Rotary club by providing the administrative framework of an effective club. Club leaders should implement the Club Leadership Plan in consultation with district leaders as described by the District Leadership Plan. The Club Leadership Plan should be reviewed annually. Effective clubs:

a) Sustain and/or increase their membership base
b) Implement successful projects that address the needs of their community and communities in other countries
c) Support The Rotary Foundation through both financial contributions and program participation
d) Develop leaders capable of serving in Rotary beyond the club level

To implement a Club Leadership Plan, current, incoming and past club leaders should:

a) Develop a long-range plan that addresses the elements of an effective club
b) Set annual goals and enter these in Rotary Club Central
c) Conduct club assemblies that involve members in the planning process and keep them informed of the activities of Rotary
d) Ensure clear communication between the club president, board, committee chairs, club members, district governor, assistant governors, and district committees
e) Provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders
f) Amend bylaws to reflect the club committee structure and roles and responsibilities of club leaders
g) Provide opportunities to increase fellowship among members of the club
h) Ensure that every member is active in a club project or function
i) Develop and implement a comprehensive training plan that ensures:
    1. Club leaders attend district training meetings as appropriate
    2. Orientation is consistently and regularly provided for new members
    3. Ongoing educational opportunities are available for current members
    4. A leadership skills development program is available for all members

Club Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. Whenever feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees, such as Club Administration, Membership, Public Image,

Rotary Foundation and Service Projects should be appointed and reflected in the club's bylaws. Additional ad hoc committees may be appointed as needed.

Training Requirements
Club committee chairs should attend the district training assembly prior to serving as chair.

Relation to the District Leadership Team
Club committees should work with assistant governors and relevant district committees.

Reporting Requirements
Club committees should report to the club board on the status of their activities on a regular basis and at club assemblies, as appropriate. *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 2004 Mtg., Bd. Dec. 128; *Amended by* November 2006 Mtg., Bd. Dec. 104; June 2010 Mtg., Bd. Dec. 223; January 2015 Mtg., Bd. Dec. 118

2.030. Association of Clubs Outside RI
A club does not have the authority to bind its members to any other organization nor establish a formal association of clubs outside the framework of RI. *(October 2013 Mtg., Bd. Dec. 31)*

Source: April 1971 Mtg., Bd. Dec. 233; *Amended by* November 2004 Mtg., Bd. Dec. 59; October 2013 Mtg., Bd. Dec. 31

2.040. Clubs Chartered Prior to 6 June 1922
Unless an exception was granted pursuant to the RI Bylaws, all clubs chartered before 6 June 1922 shall adopt the current Standard Rotary Club Constitution. The general secretary has as an addendum for each club chartered before 6 June 1922 with variations to the Standard Rotary Club Constitution. When a club wishes to amend a variation to make it conform more closely to the current Standard Rotary Club Constitution, it may do so by following the provisions of the Standard Rotary Club Constitution. (*October 2013 Mtg., Bd. Dec. 31)*

Source: March 1990 Mtg., Bd. Dec. 139; November 1992 Mtg., Bd. Dec. 83; *Amended by* October 2013 Mtg., Bd. Dec. 31

2.050. Recommended Club Bylaws
The Standard Rotary Club Constitution requires all clubs to adopt bylaws not inconsistent with the constitution and bylaws of RI. The Board has adopted Recommended Club Bylaws as found in an appendix to this Code. Amendments to the Recommended Club Bylaws resulting from the action of the Council on Legislation may be approved by the Executive Committee, acting on the Board's behalf. The Recommended Club Bylaws shall be reviewed by the Board as appropriate. (*October 2013 Mtg., Bd. Dec. 31*)

Source: November 2004 Mtg., Bd. Dec. 59; March 2005 Mtg., Bd. Dec. 197; *Amended by* October 2013 Mtg., Bd. Dec. 31

2.060. Incorporation of Clubs
A club may incorporate so long as the club includes within the articles of incorporation a phrase reciting the allegiance to and submission of the club to the constitutional documents of RI as now existent and as may hereafter be amended.

Clubs should obtain the advice of legal counsel and liability insurance counsel with respect to the need for protection against liability resulting from club projects and activities through the incorporation of the club or its activities.

For purposes of this section the following words shall have the following meanings:

1) "Corporation" shall mean a corporation, association, limited-liability company, or other similar entity recognized by a local jurisdiction.

2) "Incorporate" shall mean the process of establishing a corporation.

3) "Corporate Documents" shall mean the documents formally adopted by a corporation establishing its processes for governance and operation, including its articles of incorporation or association, bylaws and similar documents. *(October 2013 Mtg., Bd. Dec. 31)*

Source: July 1940 Mtg., Bd. Dec. 36; November 1983 Mtg., Bd. Dec. 93; November 2008 Mtg., Bd. Dec. 104; October 2013 Mtg., Bd. Dec. 31. *Amended by* January 1958 Mtg., Bd. Dec. 114; November 2004 Mtg., Bd. Dec. 59

2.060.1. Suggested Incorporation Format

Certain general provisions for articles of incorporation are as follows:

The name of this corporation shall be "Rotary Club of _____, _____ Incorporated."
(City) (State/Province/Country)

This corporation shall be a non-profit corporation. Its purpose shall be charitable and benevolent and to encourage, promote and extend the Object of Rotary, and to maintain the relations of a member club in RI.

In so far as the provisions of the law of the State/Province/Country of _____, under which this corporation is incorporated, shall permit, this corporation shall operate in a manner consistent with the constitution and bylaws of Rotary International.

This corporation shall have the authority to adopt such bylaws as may be consistent with the purposes enumerated herein and consistent with the law of the State/Province/Country of _____, under which this corporation is incorporated. *(June 2004 Mtg., Bd. Dec. 236)*

Source: July 1940 Mtg., Bd. Dec. 36; *Amended by* May 2003 Mtg., Bd. Dec. 325; June 2004 Mtg., Bd. Dec. 236

2.060.2. Harmony of Club Corporate Bylaws

In order that the new corporation shall be brought into harmony with RI, it shall adopt as its corporate bylaws all relevant provisions of the Standard Rotary Club Constitution and Recommended Rotary Club Bylaws provided by RI for its member clubs. The articles of incorporation must contain such additional statements and declarations as may be required by the laws where the corporation is incorporated. These provisions may be modified in any way not inconsistent with the expressed purpose of the incorporated club to be in all respects a member club of RI. If any existing club be incorporated pursuant to these conditions, it shall be recognized as a mere continuance of the former club without any change in its relationship to RI. *(November 2004 Mtg., Bd. Dec. 59)*

Source: July 1940 Mtg., Bd. Dec. 36; *Amended by* November 2004 Mtg., Bd. Dec. 59

2.060.3. General Secretary Authority Regarding Club Incorporations
The general secretary shall review all proposed incorporation documents on behalf of the Board for compliance with the policies of RI. In the event of unusual circumstances requiring further statements of policy, the general secretary shall refer any such application to the Executive Committee. *(November 2004 Mtg., Bd. Dec. 59)*

Source: July 1940 Mtg., Bd. Dec. 36; *Amended by* November 2004 Mtg., Bd. Dec. 59

2.070. Incorporation of Club Activity
Where a club proposes to engage in an unusual activity which is likely to involve liability on the part of the club, such activity should be separately incorporated from the club itself. *(November 2004 Mtg., Bd. Dec. 59)*

Source: July 1940 Mtg., Bd. Dec. 36. *Amended by* Jan 1958 Mtg., Bd. Dec. 114; November 2004 Mtg., Bd. Dec. 59

2.080. Club Compliance With National Law
Every club is expected to comply with the laws of the country in which it exists and functions. In order to comply with the laws of such country, clubs may take action as may be necessary to meet specific legal requirements, provided that

1. the action taken and any arrangements made relating to the organization and functioning of the clubs within the country do not contravene the constitutional documents as they relate to the practical administration and functioning of the clubs

2. any club concerned submits and continues to submit to the constitutional documents of RI as they may be amended from time to time and that the club continues in all respects to be and to function as a member Rotary club of RI

3. any such action as may be contemplated by the clubs of any country shall first be submitted to the Board for review *(June 2006 Mtg., Bd. Dec. 220)*

Source: May-June 1976 Mtg., Bd. Dec. 265; *Amended by* June 2006 Mtg., Bd. Dec. 220

2.090. Clubs and Politics
RI and its member clubs must refrain from issuing partisan political statements. Rotarians likewise are prohibited from adopting statements with a view to exerting any corporate pressure on governments or political authorities. (*October 2013 Mtg., Bd. Dec. 31)*

Source: February-March 1983 Mtg., Bd. Dec. 288

Cross References

33.040.1. Use of Rotary Name for Political Means

2.100. Youth Protection

2.100.1. Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouse, and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse. *(November 2006 Mtg., Bd. Dec. 72)*

Source: November 2002 Mtg., Bd. Dec. 98; *Amended by* November 2006 Mtg., Bd. Dec. 72

2.100.2. Failure to Comply with Youth Protection Laws

Upon obtaining information that a club has failed to address an allegation against a member in connection with a Rotary-related youth program for violating applicable law regarding the protection of youth, the board may suspend or terminate the membership of the club in accordance with RI Bylaws section 3.030.4. *(June 2007 Mtg., Bd. Dec. 226)*

Source: June 2007 Mtg., Bd. Dec. 226

2.100.3. Sexual Abuse and Harassment Prevention

All Rotarians, clubs and districts should follow the statement of conduct for working with youth and RI guidelines for abuse and harassment prevention established by the general secretary. The guidelines include the following requirements:

1. RI has a zero-tolerance policy against abuse and harassment.

2 An independent and thorough investigation must be made into any claims of sexual abuse or harassment.

3. Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.

4. Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy.

5. A club must terminate the membership of any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment. (Upon obtaining information that a club has knowingly failed to terminate the membership of such a Rotarian, the RI Board will takes steps to have the Rotarian's membership terminated, including action to terminate the club's charter for failure to comply).

6. If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. It can also benefit the adult in preventing additional accusations from other youth. A person who is accused but later cleared of charges, may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position. *(November 2006 Mtg., Bd. Dec. 72)*

Source: November 2004 Mtg., Bd. Dec. 108; *Amended by* November 2006 Mtg., Bd. Dec. 72

2.100.4. Travel by Youth

Recognizing that Rotary clubs and districts are encouraged to undertake activities that develop youth, club and district programs or activities that involve minors undertaking travel outside their local community must develop, maintain, and comply with youth protection policies and written procedures. With the exception of travel and tours operated by or on behalf of host districts, Youth Exchange travel is subject to the policies outlined in Rotary Code of Policies 41.060.12.

Clubs and districts:

1. shall obtain written permission from the parents or guardians of all youth participants for travel outside the local community in advance;

2. shall provide parents or legal guardians with specific details about the program, location of event, travel itineraries, sleeping accommodations, and contact information for program organizers before departure;

3. should, when traveling 150 miles away from home residence or out of home country, require the parents or legal guardians of each minor to provide travel insurance for the minor, which includes such coverages as medical (when traveling outside home country), emergency medical evacuation, repatriation of remains, and legal liability, in amounts satisfactory to the club or district organizing the activity or event, with coverage from the time of the minor's departure from home until the return home.

Club and district policies and procedures should include:

1. volunteer application and screening procedures;

2. outlines of volunteer job descriptions and responsibilities;

3. supervision standards for ratio of adults to minors

4. crisis management plan including:

a. handling medical and other emergencies and providing for adult support;
b. procedures for communicating with parents and legal guardians;

5. written guidelines for reporting and follow-through on allegations or incidents consistent with RI policy. *(June 2013 Mtg., Bd. Dec. 196)*

Source: January 2009 Mtg., Bd. Dec. 155; June 2010 Mtg., Bd. Dec. 210; *Amended by* June 2013 Mtg., Bd. Dec. 196

2.110. Pilot Projects

2.110.1. Meeting Frequency Pilot Clubs

The Board has established a pilot project to explore the effects of club meeting frequency on membership development and related statistics, effective 1 July 2007 to 1 July 2013. The Board has approved the establishment of a transition plan from 1 July 2013 to 30 June 2016 for clubs in the Meeting Frequency Pilot project. *(June 2013 Mtg., Bd. Dec. 239)*

Source: February 2007 Mtg., Bd. Dec. 200; June 2013 Mtg., Bd. Dec. 239; May 2015 Mtg., Bd. Dec. 181

2.110.2. Regional Election Complaint Pilot Project

The RI Board has adopted the following regional election complaint pilot project for clubs in zones 4, 5, and 6A, and Districts 3281 and 3282 in zone 6B, effective for district-level elections.

1. Each year, the RI president will appoint a panel of three Rotarians jointly recommended by the current director(s) and past RI Presidents from zones 4, 5, and 6A to comprise a Zone-level Election Complaint Panel ("panel") for that zone. Panel members should be past RI officers or Rotarians with expertise and experience in an appropriate field, including, but not limited to, law or the judiciary. Should any member be unavailable to serve on the panel for any reason, the RI president shall appoint additional members as needed. Names of the panel members shall be kept confidential.

2. All election complaints concerning district-level elections (e.g., governor, Council on Legislation representative, membership on the zone nominating committee for director) received from clubs in these zones, together with written responses from all parties to the complaint, shall upon receipt be referred by the general secretary to a panel from a zone other than that of the complaining club, as determined by the RI president.

3. A complaint may be filed at any time during the election process and must be accompanied by the cash bond required by *Rotary Code of Policies* 26.080.3. This bond shall be retained by RI until the resolution of the complaint by the panel.

4. Before being referred to a panel, a complaint must also meet all the requirements of RI bylaws section 10.070.1., including the requirement that it have the concurrence of at least five other clubs or a current officer (governor or director) of RI.

5. The panel will meet via correspondence and review the complaint and all documentation submitted by the parties to the complaint. The final decision of the panel

must have the support of no fewer than two members of the panel. The panel may take any action it deems fair and just, including disqualifying any candidates from participating in the election or holding the office sought.

6. All decisions of the panel shall be submitted in writing to the general secretary no later than 15 days after receipt of all documentation by the panel. Based on its review of all the available information, the panel's report shall state its findings of fact, its conclusions and recommendations and reasons therefor. If the panel is unable to reach a decision, the complaint will be administered in accordance with the Board's election complaint procedures found in Rotary Code of Policies section 26.080.

7. The general secretary will forward the panel's report to the parties upon receipt. If the panel's decision is to uphold the complaint, the general secretary will refund the cash bond submitted with the complaint.

8. The general secretary shall report all decisions of the panel to the RI Board at its next regularly scheduled meeting.

9. The club filing the complaint may appeal the decision of the panel to the RI Board no later than 21 days after the decision of the panel is communicated by the general secretary. All such appeals will be treated as election complaints and resolved in accordance with the Board's election complaint procedures found in Rotary Code of Policies section 26.080.

10. All appeals must be accompanied by an additional cash bond payable to RI of US$3000. This amount will be refunded only if the appeal is upheld by the RI Board.

11. Unless otherwise stated, all existing deadlines and procedures in the RI bylaws and Rotary Code of Policies, including those found in RI bylaws section 10.070.1., are still in effect for clubs in this pilot project.

12. The RI Board reserves the right to seek clarification from or void any decision of the zone-level election complaint panel.

13. The pilot shall be effective for complaints concerning elections conducted between 1 July 2010 and 30 June 2016. It shall not apply to complaints filed in elections concerning the offices of RI director or RI president. *(October 2015 Mtg., Bd. Dec. 37)*

Source: January 2010 Mtg., Bd. Dec. 126; *Amended by* June 2013 Mtg., Bd. Dec. 207; January 2015 Mtg., Bd. Dec. 122; January 2015 Mtg., Bd. Dec. 130; May 2015 Mtg., Bd. Dec. 175

2.110.3. Associate Member Pilot Project

The RI Board has established an associate member pilot project beginning 1 July 2011 to 30 June 2017 to allow an individual to become associated and acquainted with a Rotary club, its members, its programs and projects, and the expectations of club membership with the intent of becoming an active member within a designated period of time. *(October 2013 Mtg., Bd. Dec. 58)*

Source: November 2010 Mtg., Bd. Dec. 88; January 2011 Mtg., Bd. Dec. 117; *Amended by* October 2013 Mtg., Bd. Dec. 58

2.110.4. Corporate Member Pilot Project

The RI Board has established a corporate member pilot project beginning 1 July 2011 to 30 June 2017 to allow a corporation or company in the club's area to become a member of the Rotary club, through an established membership approval process, and appoint up to four designees as the individuals attending club meetings, to serve on projects, vote on club matters, and to serve as club officers and on club committees. *(October 2013 Mtg., Bd. Dec. 58)*

Source: November 2010 Mtg., Bd. Dec. 88; January 2011 Mtg., Bd. Dec. 117; *Amended by* October 2013 Mtg., Bd. Dec. 58

2.110.5. Innovative and Flexible Rotary Club Pilot Project

The RI Board has established an innovative and flexible Rotary club pilot project beginning 1 July 2011 to 30 June 2017 to allow clubs to self-determine their operations to fit better with their members' and community needs. *(October 2014 Mtg., Bd. Dec. 84)*

Source: November 2010 Mtg., Bd. Dec. 88; January 2011 Mtg., Bd. Dec. 117; *Amended by* October 2013 Mtg., Bd. Dec. 58; October 2014 Mtg., Bd. Dec. 84

2.110.6. Satellite Club Pilot Program

The RI Board has established guidelines for a satellite club pilot program beginning 1 July 2011 to 30 June 2017 to conduct multiple club meetings during a week, each taking place at a different location, a different day and/or a different time. *(October 2013 Mtg., Bd. Dec. 58)*

Source: November 2010 Mtg., Bd. Dec. 87; January 2011 Mtg., Bd. Dec. 117; *Amended by* October 2013 Mtg., Bd. Dec. 58

2.110.7. RI Committee Selection and Evaluation Pilot

The RI Board has adopted the following Policy Statement on RI Committee Selection and Evaluation for three annual cycles beginning with committee appointments in 2016-17 and ending in 2018-19 for those committees identified in RI Bylaws, Article 16. The RI Board shall evaluate this process for report to the Board in January 2019.

RI Committees Selection Task Force

Rotary shall have a committee selection task force that shall recruit and suggest candidates for RI committees per RI Bylaws Article 16 (Communications, Constitution and Bylaws, Conventions, Districting, Election Review, Finance, and Rotaract and Interact, as well as Strategic Planning, Audit, and Operations Review Committees) to the president-elect for selection and appointment. The task force shall provide a list of no less than three candidates for each open committee position to the president-elect for consideration.

Committee Member Recruitment

The goal is to provide a diverse pool of candidates for selection that includes highly qualified individuals with expertise in the purview of the committee for which members are being actively recruited. The general secretary, under the direction of the committee selection task force, shall utilize Rotary's communication outlets to advertise open committee positions. The advertisement shall identify key responsibilities and experiences required for the position. The application process shall require a short biography, resume or curriculum vitae for individual Rotarians to complete as a self-

nominating process, or individuals may nominate others. This process fosters the engagement of a wide range of Rotary's membership and allows for a pool of candidates diverse in age, gender, and geographical location. An open application process—both self-nominating and by recommendation—provides transparency into the process and available opportunities to serve at the international level. Those who submit recommendations shall remain confidential to the committee selection task force. Current and incoming RI officers are encouraged to promote this application process to Rotarians in their respective regions. This recruitment process is not intended to solicit preferred committee appointments for incoming or current RI directors and TRF trustees.

Committee Member Selection
Consistency and continuity from year to year are crucial to the success of a committee over the long term. The committee selection task force is encouraged to consider this when making committee member recommendations. For appointments that become effective in one Rotary year and continue into one or more subsequent years, the committee selection task force should consult with the successor(s) president during the process.

Statement on Diversity
Rotary recognizes the value of representation on committees of the diverse range of perspectives in Rotary membership. The committee selection task force is encouraged to identify candidates for suggestion to the president-elect that reflect the internationality of Rotary, considering age, gender, ethnicity, expertise, geographic area, and other criteria.

Consideration of Expertise or Skills
To ensure that the most qualified candidates are presented to the president-elect for the decision of appointment, the committee selection task force is requested to consider candidates with specialty or technical skills to ensure that the pool of candidates takes into account the professional expertise or skills that are needed for each of the assignments.

Committee Evaluation
To set clear expectations and promote engagement and participation by all committee members, a standard evaluation tool shall be applied to each of the RI committees noted in this policy and to committee members. The committees shall deliver on clear goals that are consistent with the RI strategic plan and presidential goals.

Understanding that the overall aim of the evaluation is to help the committee improve its effectiveness and impact, the evaluation tool shall include assessments by the Board, committee members, and the general secretary. The assessments shall address the following criteria for all committees: member interaction and productivity, collaboration, attendance, progress on tasks, achievement of annual goals and other metrics as determined necessary. In addition, the assessments shall address specialized performance expectations specific to each committee's terms of reference and stated purpose. The committee shall provide a subsequent report to the Board outlining successes, challenges and opportunities for improvement. In addition to committee performance, the Board and the general secretary are encouraged to review this report to evaluate training and orientation efforts, liaison support, and staff support of committees. This report may also be used to inform the reappointment or removal of committee members.

Committee Member Reappointment and Removal

The committee evaluation process should inform the committee and the Board on opportunities for improving committee results along with information for future decisions related to removal or reappointment of members. This process also serves to: 1) increase awareness among committee members of the performance expectations; 2) understand and agree to the potential consequences of not meeting expectations; 3) increase the credibility in the appointment process. To lend clarity to this process, a clear set of criteria will be developed for the committee outlining expectations and responsibilities.

The appointment letter shall include an explanation of these expectations. If the Board votes to remove a committee member, the president shall choose a replacement from the list originally provided by the committee selection task force. (*October 2015 Mtg., Bd. Dec. 37)*

Source: May 2015 Mtg., Bd. Dec. 176

Article 3. Club Name, Locality, and Adjustment to Locality

3.010. Club Name
3.020. Locality (Geographical Boundaries) of a Club

3.010. Club Name

The name of a Rotary club is to identify the club with its locality. The name should be one (or include some reference) that is easily identifiable on a map of the area, so that someone unfamiliar with the area can determine the general location of the club. *(November 2001 Mtg., Bd. Dec. 45)*

Source: May-June 1987 Mtg., Bd. Dec. 371; *Amended by* November 2001 Mtg., Bd. Dec. 45

3.010.1. Name of Additional Club in Same Locality

In instances where a new club is organized as an additional club in the same locality as an existing club, the additional club shall adopt as its name such term as will identify it with its locality and a further distinguishing designation or other appropriate reference. *(October 2013 Mtg., Bd. Dec. 31)*

Source: May-June 1975 Mtg., Bd. Dec. 207; *Amended by* November 2001 Mtg., Bd. Dec. 45; October 2013 Mtg., Bd. Dec. 31. *See also* May-June 1987 Mtg., Bd. Dec. 371

3.010.2. General Secretary Authorization to Review Club Name

The general secretary shall determine if a name is appropriate. *(October 2014 Mtg., Bd. Dec. 38)*

Source: May-June 1987 Mtg., Bd. Dec. 371

3.010.3. Nomenclature for Clubs in Taiwan Clubs

The nomenclature of Taiwan, previously referred to as "Taiwan, Republic of China" and "Taiwan, China," shall be referred to as "Taiwan" only as part of the official name of every Taiwanese Rotary club. *(February 1999 Mtg., Bd. Dec. 196)*

Source: June 1998 Mtg., Bd. Dec. 384

3.020. Locality (Geographical Boundaries) of a Club

Each Rotary club shall be organized and exist in a locality. The locality can be any area where there are sufficient business and professional persons actively engaged in service to society whose offices or places of business or residence are so contiguous to one another as will enable them to function as a club. The club shall designate the locality in the constitution of the club. *(November 2004 Mtg., Bd. Dec. 59)*

Source: January 1939 Mtg., Bd. Dec. 105; *Amended by* November 2001 Mtg., Bd. Dec. 45; February 2003 Mtg., Bd. Dec. 194; November 2004 Mtg., Bd. Dec. 59

3.020.1. Establishment of a Club on a Cruise Ship

A cruise ship shall not be the locality of a club. It is in the best interest of Rotary that clubs not be closely associated with a commercial enterprise whereby one corporation has undue influence on the club. (*October 2013 Mtg., Bd. Dec. 31)*

Source: November 1995 Mtg., Bd. Dec. 93; *Amended by* November 2001 Mtg., Bd. Dec. 45; November 2004 Mtg., Bd. Dec. 59; October 2013 Mtg., Bd. Dec. 31

3.020.2. Change in Club Locality

Notification of action by a club to amend the provisions of its constitution relating to locality shall be accompanied by a statement of the reasons for the amendment. *(October 2013 Mtg., Bd. Dec. 31)*

Source: May-June 1965 Mtg., Bd. Dec. 260; *Amended by* November 2001 Mtg., Bd. Dec. 45

Article 4. General Membership Guidelines and Classifications

4.010. Diversified Membership
4.020. Personal Nature of Club Membership
4.030. General Classification and Membership Principles
4.040. Honorary Membership
4.050. Membership of Rotary Alumni in Rotary Clubs
4.060. Membership Cards

4.010. Diversified Membership

A club's membership should be fully reflective of the community it serves. Every club should endeavor to have a sufficient number or proportion of members whose places of business are within the locality of the club to represent adequately business, professional, and community leaders. *(October 2013 Mtg., Bd. Dec. 31)*

Source: January 1969 Mtg., Bd. Dec. 86; November 1987 Mtg., Bd. Dec. 89; *Amended by* November 2001 Mtg., Bd. Dec. 45; November 2004 Mtg., Bd. Dec. 59; June 2007 Mtg., Bd. Dec. 226

4.010.1. Statement on Diversity

Rotary recognizes the value of diversity within individual clubs. Rotary encourages clubs to assess those in their communities who are eligible for membership, under existing membership rules, and to endeavor to reflect their community with regard to professional and business classification, gender, age, religion, and ethnicity. *(October 2013 Mtg., Bd. Dec. 31)*

Source: June 2006 Mtg., Bd. Dec. 223; *Amended by* November 2008 Mtg., Bd. Dec. 87; October 2013 Mtg., Bd. Dec. 31

4.020. Personal Nature of Club Membership

Membership in a club is the personal membership of the individual and not of the partnership or corporation which employs the individual. *(June 1998 Mtg., Bd. Dec. 348)*

Source: COL 80-102

4.030. General Classification and Membership Principles

Clubs should carefully consider the classification practice and broaden the interpretation of classifications where necessary to meet the current business, professional, and community service environment. *(October 2013 Mtg., Bd. Dec. 31)*

Source: November 1995 Mtg., Bd. Dec. 84; *Amended by* June 2007 Mtg., Bd. Dec. 226; October 2013 Mtg., Bd. Dec. 31

4.030.1. Membership of Retired Persons

Retired persons being inducted into active membership in a Rotary club shall use their former profession as their classification but this will not be counted toward the club's limit of members in a single classification. *(October 2013 Mtg., Bd. Dec. 31)*

Source: October 2003 Mtg., Bd. Dec. 62

4.040. Honorary Membership

Honorary membership is the highest distinction that a club may bestow and should be conferred only in exceptional cases, but may not be conferred by a club upon any of its own active members. *(October 2013 Mtg., Bd. Dec. 31)*

Source: May-July 1952 Mtg., Bd. Dec. 27; *Amended by* November 2004 Mtg., Bd. Dec. 59; October 2013 Mtg., Bd. Dec. 31. *Affirmed by* Jan. 1963 Mtg., Bd. Dec. 92

4.040.1. Committee Membership

Any honorary member of a Rotary club shall not serve on district or Rotary International committees, by virtue of that honorary membership, regardless of past club, district, or RI offices held by the honorary member. *(February 2000 Mtg., Bd. Dec. 298)*

Source: November 1999 Mtg., Bd. Dec. 134

4.050. Membership of Rotary Alumni in Rotary Clubs

Although Rotary clubs should not establish any special kinds of memberships or classifications for Rotary alumni, they should actively recruit Rotary alumni as club members. Rotary clubs also should maintain contact with Rotary alumni in their respective localities, and use the talents of such alumni, who are not yet qualified for membership or who have declined invitations for membership. *(October 2014 Mtg., Bd. Dec. 38)*

Source: May-July 1959 Mtg., Bd. Dec. 253; *Amended by* November 2005 Mtg., Bd. Dec. 36; June 2007 Mtg., Bd. Dec. 226; October 2014 Mtg., Bd. Dec. 38

4.060. Membership Cards

Rotary clubs should issue membership cards to their active members. Any Rotarian visiting a club who is not personally known in such club should present his or her Rotary membership card as a means of introduction. *(October 2013 Mtg., Bd. Dec. 31)*

Source: COL 80-102; *Amended by* November 2004 Mtg., Bd. Dec. 59; October 2013 Mtg., Bd. Dec. 31

4.060.1. Letters of Introduction for Rotarians

RI does not issue credentials, identification cards, or letters of introduction for anyone other than those traveling on RI business. RI does not issue cards of introduction to students, or traveling sons and daughters of Rotarians, to serve as an introduction and identification of the holders to individual Rotarians and officers of clubs. *(October 2013 Mtg., Bd. Dec. 31)*

Source: June 1938 Mtg., Bd. Dec. 262; *Amended by* October 2013 Mtg., Bd. Dec. 31

Article 5. Membership Growth and New Members

5.010. Membership Growth and Development
5.020. New Members
5.030. RI Membership Strategic Plan

5.010. Membership Growth and Development

5.010.1. Individual Rotarian's Role in Membership Growth
All Rotarians equally share the personal responsibility to promote the benefits of Rotary membership with others. *(October 2013 Mtg., Bd. Dec. 31)*

Source: January 1976 Mtg., Bd. Dec. 93; *Amended by* October 2013 Mtg., Bd. Dec. 31

5.010.2. Accurate Club Membership Monthly Reporting
When a club is suspected by the governor or director of inaccurate membership reporting, the general secretary shall take the following action:

a. Determine the accuracy of the club's membership report
b. If the club has not been accurately reporting its membership the Board will consider this a serious violation of the trust placed in a club officer, and – pursuant to RI bylaws section 3.030. – will consider disciplining the club, up to and including termination for cause. *(May 2015 Mtg., Bd. Dec.. 194)*

Source: March 2005 Mtg., Bd. Dec 235; *Amended by* October 2013 Mtg., Bd. Dec. 31; October 2014 Mtg., Bd. Dec. 105; January 2015 Mtg., Bd. Dec. 117; May 2015 Mtg., Bd. Dec. 194

5.010.3. Membership of Younger Persons
Clubs should seek out past Rotaractors and other younger persons who are qualified for membership. Clubs should find methods of increasing the appeal of membership to the growing number of young men and women who are occupying positions of responsibility in business and professions, and community leadership. Clubs may waive club dues and admission fees for members under the age of 35. In addition, clubs may provide payment of district dues for new members in this age group, and/or, by action at an assembly or conference, districts may reduce the per capita district dues for new members in this age group. *(June 2007 Mtg., Bd. Dec. 226)*

Source: January 1970 Mtg. Bd. Dec. 150; June 1990 Mtg., Bd. Dec. 255; February 2002 Mtg., Bd. Dec. 177; June 2002 Mtg., Bd. Dec. 254; *Amended by* November 2004 Mtg., Bd. Dec. 59; June 2007 Mtg., Bd. Dec. 226

Cross References

43.070. Membership Development Innovation Recognition

5.020. New Members

5.020.1. Involvement of New Members

Clubs should encourage all new members to attend club and district events, including the club assembly and district conference. Clubs should also include new members on club committees when possible. *(November 2004 Mtg., Bd. Dec. 59)*

Source: January 1967 Mtg., Bd. Dec. 180; November 2004 Mtg., Bd. Dec. 59

5.020.2. Prohibition of Mandatory Contributions to The Rotary Foundation

The Rotary Foundation has developed on the basis of voluntary contributions. Contributions to the Foundation shall not be a condition of membership, and any reference implying such condition of membership shall not appear on the membership application card. Clubs are prohibited from enacting a bylaw that makes contributions to the Foundation a condition of membership. Any reference to such contributions on membership identification cards is not authorized. *(November 2004 Mtg., Bd. Dec. 59)*

Source: November 1964 Mtg., Bd. Dec. 192; June 1999 Mtg., Bd. Dec. 298; *Amended by* November 2004 Mtg., Bd. Dec. 59

5.030. RI Membership Strategic Plan

Strategy–Coordinated Institutional Focus

Goals
- Continued and coordinated vision, focus and engagement of RI and TRF senior leadership and staff.
- Enhance membership initiatives evaluation and membership reporting/measurement, including regional membership strategies.
- Advise on proposed legislation related to innovation, flexibility and strengthening Rotary's financial sustainability.
- Ensure a consistent message that membership is the highest internal organizational priority of Rotary International while polio eradication remains Rotary's highest external program priority.
- Secure institutional consensus on a definition of our mission, the purpose of our organization, who are our target audience(s) and who are our customers.

Strategy–Club Capacity Building

Goals
- Identify ways to enhance the Rotary experience.
- Increase understanding of Rotary and promote use of Rotary resources.
- Strengthen district and club membership teams.

Strategy–Member Attraction

Goals
- Develop alternative models and additional products that appeal to our target market.

- Implement cross-channel, segmented marketing strategies that appeal to target markets in multiple generations.
- Improve Rotary's overall age, gender, ethnic and vocational diversity based on the existing qualifications for membership.

Strategy–Member Engagement

Goals
- Continue to support surveys of existing and terminated club members to be able to increase member retention.
- Improve membership recognition opportunities for effective clubs and members.
- Improve awareness of Rotary clubs in communities.
- Leverage the annual RI Convention and Rotary conferences as an opportunity to better connect with members.
- Enhance and actively market new member orientation and mentoring. *(January 2016 Mtg., Bd. Dec. 104)*

Source: October 2015 Mtg., Bd. Dec. 72; January 2016 Mtg., Bd. Dec. 104

Article 6. Former Rotarians and Family of Current Rotarians

6.010. Former Rotarians
6.020. Involvement of Spouses and Other Family Members of Rotarians

6.010. Former Rotarians

6.010.1. Past Rotarians
The use of any name by an organization which would indicate a connection with RI is prohibited unless specifically provided for under the RI constitutional documents. *(October 2013 Mtg., Bd. Dec. 31)*

Source: June 1925 Mtg., Bd. Dec. IV(k); *Amended by* November 2004 Mtg., Bd. Dec. 59

6.010.2. Jurisdiction of RI Board in Club Dispute
A dispute between a former Rotarian and the Rotary club in which he or she formerly held membership is not within the jurisdiction of the RI Board, with the exception of matters submitted to the general secretary under the provisions of the RI Bylaws. *(October 2013 Mtg., Bd. Dec. 31)*

Source: July 1948 Mtg., Bd. Dec. 45; *Amended by* June 2007 Mtg., Bd. Dec. 226; October 2013 Mtg., Bd. Dec. 31

Cross References

33.040.9. Use of Name "Rotary" and Rotary Emblem by Former Rotarians

6.020. Involvement of Spouses and Other Family Members of Rotarians

Clubs and districts are encouraged to plan and implement service projects in such a manner that the spouses and other family members of Rotarians can easily participate.

Clubs and districts are encouraged to organize educational, service, and fellowship programs and events in such a manner that the spouses and other family members of Rotarians can attend and participate. *(October 2013 Mtg., Bd. Dec. 31)*

Source: August 1999 Mtg., Bd. Dec. 71. *See also* COL 89-139.

Article 7. Club Meetings and Attendance

7.010. Club Meeting Location
7.020. Conducting Club Meetings
7.030. Programs for Club Meetings
7.040. Speakers for Club Meetings
7.050. Club Assembly
7.060. Reporting Club Attendance
7.070. Visitors and Guests

7.010. Club Meeting Location

Clubs should hold their regular meeting within their locality. Each club is autonomous in determining its place of meeting. However, as each member of a club is entitled to attend the meeting of any other club, it is expected that each club will meet in a place where any member of any club in the world can attend its meeting. *(October 2013 Mtg., Bd. Dec. 31)*

Source: January 1947 Mtg., Bd. Dec. 166 February 1999 Mtg., Bd. Dec. 245; November 2001 Mtg., Bd. Dec. 45; November 2004 Mtg., Bd. Dec. 59

7.020. Conducting Club Meetings

Recognizing that clubs include members who have many beliefs and values, each club should use its good judgment in conducting its meetings and other activities in a manner that reflects Rotary's basic principles of tolerance and participation in humanitarian service projects. *(November 2004 Mtg., Bd. Dec. 59)*

Source: July 1995 Mtg., Bd. Dec. 28; *Amended by* November 2004 Mtg., Bd. Dec. 59

7.020.1. Decorum of Club Meetings

No story, stunt, joke or entertainment is proper or fit to be placed before any Rotarian or any gathering of Rotarians which would not be perfectly proper and fit to place before such Rotarians if each one were accompanied by one's parents, spouse or children. No story or joke is fit to be told or repeated by any individual Rotarian unless such joke or story might properly be repeated before such Rotarian's family. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1917 Mtg., Bd. Item 3

7.030. Programs for Club Meetings

7.030.1. Club Programs: Rotary Education

Clubs should periodically hold regular meetings exclusively for imparting Rotary information, Rotary education, and leadership training to their members. *(November 2004 Mtg., Bd. Dec. 59)*

Source: January 1936 Mtg., Dec. of Exec. Comm. E58; *Amended by* February 2003 Mtg., Bd. Dec. 285; November 2004 Mtg., Bd. Dec. 59

7.030.2. Club Programs: Issues of Public Interest
A club may properly discuss public questions of interest to its members provided that, when such questions are controversial, both sides are adequately presented. No corporate action shall be taken on any pending controversial public measure. *(November 2004 Mtg., Bd. Dec. 59)*

Source: January 1957 Mtg., Bd. Dec. 169; *Amended by* November 2004 Mtg., Bd. Dec. 59. *See also* February 1982 Mtg. Bd. Dec. 285

7.030.3. Club Programs: Cultural, Economic and Geographical Conditions
Clubs should arrange programs on cultural, economic and geographical conditions in countries other than their own as a means of helping to overcome possible difficulties arising from language barriers and differences in cultural and social backgrounds. (*November 2004 Mtg., Bd. Dec. 59)*

Source: January 1964 Mtg., Bd. Dec. 149

7.030.4. Club Programs: The Rotary Foundation
Clubs should present at least two meeting programs during each Rotary year, one of which should occur during the month of November, which has been designated as The Rotary Foundation month, on the purpose, programs and fund development activities of The Rotary Foundation. *(November 2004 Mtg., Bd. Dec. 59)*

Source: June 2001 Mtg., Bd. Dec. 350; *Amended by* November 2001 Mtg., Bd. Dec. 43; November 2004 Mtg., Bd. Dec. 59

7.040. Speakers for Club Meetings

7.040.1. Expenses of Speakers
Clubs that invite officers of RI, past officers of RI, or other Rotarians to come for visits are expected to pay their expenses. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May-June 1970 Mtg., Bd. Dec. 196

7.050. Club Assembly
The club assembly is a meeting of all club members, including the club's officers, directors and committee chairs, held for the purpose of conferring on the program and activities of the club or for membership education. All members of the club are urged to attend the assembly. The club president, or other designated officer, presides at club assemblies. *(October 2013 Mtg., Bd. Dec. 31)*

Source: February-March 1983 Mtg., Bd. Dec. 248; *Amended by* February 2003 Mtg., Bd. Dec. 279

7.060. Reporting Club Attendance

Club secretaries shall send their monthly membership/attendance reports to their respective governors within 15 days of the last meeting of the club each month. *(October 2013 Mtg., Bd. Dec. 31)*

Source: May-June 1980 Mtg., Bd. Dec. 354; *Amended by* February 1999 Mtg., Bd. Dec. 209; October 2013 Mtg., Bd. Dec. 31. *Affirmed by* October-November 1980 Mgt. Bd. Dec. 107

7.070. Visitors and Guests

7.070.1. Guests at Club Meetings

Clubs should encourage members to invite guests to regular club meetings so that non-Rotarian members of the community may be better informed about the function of the club and its aims and objects. *(November 2004 Mtg., Bd. Dec. 59)*

Source: January 1973 Mtg., Bd. Dec. 125; *Amended by* November 2004 Mtg., Bd. Dec. 59. *See also* January 1916 Mgt. Bd. Dec. 16

7.070.2. Students as Club Guests

Clubs are encouraged to invite students to be guests at club meetings. Clubs are encouraged to take an active interest in students at universities and schools and to see that they are familiar with the ideals and principles of Rotary. *(November 2004 Mtg., Bd. Dec. 59)*

Source: January 1927 Mtg., Bd. Dec. IV(i); *Amended by* November 2004 Mtg., Bd. Dec. 59

7.070.3. Rotary Alumni as Guests

Clubs are encouraged to welcome Rotary alumni as guests at their meetings, particularly alumni who have recently moved to the locality of the club. The alumni will be expected to pay the same costs of attendance as paid by visiting Rotarians. *(October 2014 Mtg., Bd. Dec. 38)*

Source: June 2007 Mtg., Bd. Dec. 231; *Amended by* October 2014 Mtg., Bd. Dec. 38

Article 8. Club Programs

8.010. Club Autonomy of Activities
8.020. Monthly Emphasis on Various Programs
8.030. Basic Principles of Vocational Service
8.040. Basic Principles of Community Service
8.050. Basic Principles of Youth Service
8.060. New Generations Service Exchange
8.070. Guidelines for Clubs to Conduct Projects in Non-Rotary Countries
8.080. Club-Level Training

8.010. Club Autonomy of Activities

Clubs should develop their own programs according to the needs of their communities. It is not within the scope of the program of RI to sponsor or prescribe for any club a particular service project or program.

A fundamental principle of RI is the substantial autonomy of the member clubs.

The constitutional and procedural restrictions on clubs are kept to a minimum necessary to preserve the fundamental and unique features of Rotary. Within that provision there is the maximum flexibility in interpretation and implementation of RI policy, especially at the club level. *(April 2016 Mtg., Bd. Dec. 157)*

Source: May-June 1927 Mtg., Bd. Dec. XIV(b)(3); May-June 1958 Mtg. Bd. Dec. 202; January 1963 Mtg., Bd. Dec. 90; *Amended by* November 2004 Mtg., Bd. Dec. 59; April 2016 Mtg., Bd. Dec. 157

8.020. Monthly Emphasis on Various Programs

RI has established monthly program emphases as follows: August as “Membership and New Club Development Month,” September as "Area of Focus: Basic Education and Literacy Month,” October as “Area of Focus: Economic and Community Development Month,” November as “The Rotary Foundation Month,” December as “Area of Focus: Disease Prevention and Treatment Month,” January as “Vocational Service Month,” February as “Area of Focus: Peace and Conflict Prevention/Resolution Month,” March as “Area of Focus: Water and Sanitation Month,” April as “Area of Focus: Maternal and Child Health Month,” May as “Youth Service Month,” and June as “Rotary Fellowships Month.” Clubs should present one or more weekly programs to promote the appropriate emphasis. *(January 2015 Mtg., Bd. Dec. 118)*

Source: January 1956 Mtg., Bd. Dec. 168; May 1956 Mtg., Bd. Dec. 238; January 1958 Mtg., Bd. Dec. 137; January 1958 Mtg., Bd. Dec. 141; November 1964 Mtg., Bd. Dec. 192; February 1977 Mtg., Bd. Dec. 268; February 1982 Mtg., Bd. Dec. 248; February 1987 Mtg., Bd. Dec. 299; November 1987 Mtg., Bd. Dec. 144; November 1990 Mtg., Bd. Dec. 116; February 1996 Mtg., Bd. Dec. 219; November 2000 Mtg., Bd. Dec. 138; July 2003 Mtg., Bd. Dec. 20; July 2005 Mtg., Bd. Dec. 17; November 2004 Mtg., Bd. Dec. 59; November 2006 Mtg., Bd. Dec. 35; October 2014 Mtg., Bd. Dec. 81; January 2015 Mtg., Bd. Dec. 118

8.030. Basic Principles of Vocational Service

8.030.1. Statement on Vocational Service

Vocational Service is the manner in which Rotary fosters and supports the application of the ideal of service in the pursuit of all vocations.

The second Object of Rotary is the basis for vocational service, specifically, encouraging and fostering:

- high ethical standards in business and professions;
- the recognition of the worthiness of all useful occupations;
- the dignifying of each Rotarian's occupation as an opportunity to serve society.

Inherent in the vocational service ideals expressed above are:

1) Faithfulness and fidelity to employers, employees and associates, fair treatment of them and of competitors, the public, and all those with whom one has any business or professional relationships;

2) The contribution of one's vocational talents to the problems and needs of society.

Vocational service is both the responsibility of a club and of its members. The role of the club is to implement and encourage the objective by frequent demonstration, by application to its own actions, by example and by development of projects that help members contribute their vocational talents. The role of the members is to conduct themselves, their businesses, and their professions in accordance with Rotary principles and to respond to projects which the club has developed. *(January 2014 Mtg., Bd. Dec. 88)*

Source: October-November 1987 Mtg., Bd. Dec. 164; *Amended by* January 2014 Mtg., Bd. Dec. 88; A*ffirmed* by June 2001 Mtg., Bd. Dec. 352

8.030.2. Rotarian Code of Conduct

The following code of conduct has been adopted for the use of Rotarians:

As a Rotarian, I will

1) Act with integrity and high ethical standards in my personal and professional life

2) Deal fairly with others and treat them and their occupations with respect

3) Use my professional skills through Rotary to: mentor young people, help those with special needs, and improve people's quality of life in my community and in the world

4) Avoid behavior that reflects adversely on Rotary or other Rotarians
(October 2014 Mtg., Bd. Dec. 60)

Source: COL 89-148; *Amended by* May 2011 Mtg., Bd. Dec. 204; September 2011 Mtg., Bd. Dec. 87; October 2013 Mtg., Bd. Dec. 31; January 2014 Mtg., Bd. Dec. 88; October 2014 Mtg., Bd. Dec. 60

8.030.3. Vocational Service Month
Clubs and districts are encouraged to use Vocational Service Month to

1. recognize a Rotary Volunteer at a district-level event, if possible

2. promote involvement in Rotary Fellowships

3. sponsor a Vocational Service activity or project

4. promote membership development in open classifications. *(November 2004 Mtg., Bd. Dec. 59)*

Source: July 1997 Mtg., Bd. Dec. 43

8.030.4. Key Messages on Vocational Service
Rotarians, clubs, and districts should implement the following strategies in their support of Vocational Service:

- Strengthen the emphasis on vocation and classification in new member recruitment and induction
- Identify means of emphasizing vocation in club activities
- Create a stronger emphasis on business networking with integrity in Rotary at the club and district level
- Focus more attention on business networking with integrity as a means of attracting and mentoring the new generation
- Emphasize the connection between the Four Way Test and the Rotarian Code of Conduct and their importance to the values of Rotary *(January 2012 Mtg., Bd. Dec. 158)*

Source: May 2011 Mtg., Bd. Dec. 204; *Amended by* September 2011 Mtg., Bd. Dec. 87

8.040. Basic Principles of Community Service

8.040.1. 1923 Statement on Community Service
Community Service is to encourage and foster the application of the ideal of service in each Rotarian's personal, business and community life.

In carrying out this application of the ideal of service, many clubs have developed various Community Service activities as affording opportunities for service by their members. For the guidance of Rotarians and Rotary clubs and to formulate a policy for Rotary toward Community Service activities, the following principles are recognized and accepted as sound and controlling:

1) Fundamentally, Rotary is a philosophy of life that undertakes to reconcile the ever present conflict between the desire to profit for one's self and the duty and consequent impulse to serve others. This philosophy is the philosophy of service - "Service Above Self" - and is based on the practical ethical principle that "One profits most who serves best."

2) Primarily, a Rotary club is a group of representative business and professional people and community leaders who have accepted the Rotary philosophy of service and are seeking:

First, to study collectively the theory of service as the true basis of success and happiness in business and in life; and second, to give, collectively, practical demonstrations of it to themselves and their community; and third, each as an individual, to translate its theory into practice in business and in everyday life; and fourth, individually and collectively, by active precept and example, to stimulate its acceptance both in theory and practice by all non-Rotarians as well as by all Rotarians;

3) RI is an organization that exists:

a) for the protection, development and worldwide propagation of the Rotary ideal of service;

b) for the establishment, encouragement, assistance and administrative supervision of Rotary clubs;

c) as a clearinghouse for the study of their problems and, by helpful suggestion but not compulsion, for the standardization of their practices and of such Community Service activities, and only such Community Service activities, as have already been widely demonstrated by many clubs as worthwhile and as are within, and will not tend to obscure, the Object of Rotary as set out in the RI Constitution.

4) Because they who serve must act, Rotary is not merely a state of mind, nor Rotary philosophy merely subjective, but must translate itself into objective activity; and the individual Rotarian and the Rotary club must put the theory of service into practice. Accordingly, corporate action by Rotary clubs is recommended under the safeguards provided herein. It is desirable that every Rotary club sponsor a major Community Service activity each fiscal year, varied from year to year if possible before the end of the fiscal year. This activity is to be based upon a real community need and should require the collective cooperation of all its members. This is to be in addition to the club's continuing its program for the stimulation of the club members to individual service within the community.

5) Each individual Rotary club has absolute autonomy in the selection of such Community Service activities as appeal to it and as are suited to its community; but no club should allow any Community Service to obscure the Object of Rotary or jeopardize the primary purpose for which a Rotary club is organized; and RI, although it may study, standardize and develop such activities as are general and make helpful suggestions regarding them, should never proscribe any Community Service activity for any club.

6) Although regulations are not prescribed for an individual Rotary club in the selection of Community Service activities, the following rules are suggested for its guidance:

a) Because of the limited membership of Rotary, only in a community where there is no adequate civic or other organization in a position to speak and act for the whole community should a Rotary club engage in a general Community Service activity that requires for its success the active support of the entire citizenship of the community, and where a chamber of commerce exists, a Rotary club should not trespass upon or assume its functions, but Rotarians, as individuals committed to and trained in the principle of service, should be members of and active in their chambers of commerce and as citizens of their community should, along with all other good citizens, be interested in every general Community Service activity, and, as far as their abilities permit, do their part in money and service;

b) As a general matter, no Rotary club should endorse any project, no matter how meritorious, unless the club is prepared and willing to assume all or part of the responsibility for the accomplishment of that which it endorses;

c) While publicity should not be the primary goal of a Rotary club selecting an activity, as a means of extending Rotary's influence, proper publicity should be given to a worthwhile club project well carried out;

d) A Rotary club should avoid duplication of effort and in general should not engage in an activity that is already being well handled by some other agency;

e) A Rotary club in its activities should preferably cooperate with existing agencies, but where necessary may create new agencies where the facilities of the existing agencies are insufficient to accomplish its purpose. It is better for a Rotary club to improve an existing agency than to create a new and duplicative agency;

f) In all its activities a Rotary club acts best and is most successful as a propagandist. A Rotary club discovers a need but, where the responsibility is that of the entire community, does not seek alone to remedy it but to awaken others to the necessity of the remedy, seeking to arouse the community to its responsibility so that this responsibility may be placed not on Rotary alone but on the entire community where it belongs; and while Rotary may initiate and lead in the work, it should endeavor to secure the cooperation of all other organizations that ought to be interested and should seek to give them full credit, even minimizing the credit to which the Rotary club itself is entitled;

g) Activities which enlist the individual efforts of all Rotarians generally are more in accord with the genius of Rotary than those requiring only the mass action of the club, because the Community Service activities of the Rotary club should be regarded only as laboratory experiments designed to train members of a Rotary club in service. *(January 2012 Mtg., Bd. Dec. 158)*

Source: RI Convention Proceedings 23-34; 26-6; 36-15; 51-9; 66-49; *Amended by* June 2007 Mtg., Bd. Dec. 226; January 2012 Mtg., Bd. Dec. 158

8.040.2. 1992 Statement on Community Service

Rotary Community Service encourages and fosters the application of the ideal of service to the personal, business and community life of every Rotarian. In carrying out this application of the ideal of service, a variety of activities developed by Rotary clubs have

afforded significant opportunities for service by their members. For the guidance of Rotarians and to formulate a policy for Rotary toward Community Service activities, the following principles are recognized:

Community Service is an opportunity for every Rotarian to exemplify "Service Above Self." It is the commitment and social responsibility of every Rotarian and Rotary club to improve the quality of life for those who live in the community and to serve the public interest.

In this spirit, clubs are encouraged to:

1) review regularly service opportunities within their communities and involve each club member in an assessment of community needs

2) capitalize on the unique vocational and avocational talents of members in implementing their Community Service projects

3) initiate projects in accordance with the needs of the community and commensurate with the club's standing and potential in the community, recognizing that every Community Service activity, however small, is important

4) work closely with the Interact clubs, Rotaract clubs, Rotary Community Corps, and other groups which they sponsor in order to coordinate Community Service efforts

5) identify opportunities to enhance Community Service projects through Rotary programs and activities at the international level

6) involve the community, when desirable and feasible, in implementing Community Service projects, including the provision of required resources

7) cooperate with other organizations in accordance with RI policy, to achieve Community Service objectives

8) achieve proper public recognition for their Community Service projects

9) act as catalysts to encourage other organizations to work together in Community Service efforts

10) transfer responsibility for continuing projects, when appropriate, to community, service, or other organizations so that the Rotary club can become involved in new projects

As an association of clubs, RI has the responsibility to communicate news of Community Service needs and activities, and from time to time suggest programs or projects which advance the Object of Rotary and which would benefit from the concerted efforts of Rotarians, clubs and districts who wish to participate. *(May 2003 Mtg., Bd. Dec. 325)*

Source: COL 92-286

8.040.3. 1923 Statement on Community Service
The Board has requested the general secretary to include the 1923 Statement on Community Service in future editions of the *Manual of Procedure* because of its historical value. (*June 2008 Mtg., Bd. Dec. 227*)

Source: January 2008 Mtg., Bd. Dec. 156

8.040.4. Participation in Community Service Activities by Clubs and Districts
As a basis for effective Community Service, all club presidents are encouraged to appoint Rotarians to serve on Community Service subcommittees, as needed, within the following groups: Human Development, Community Development, Environmental Protection, and Partners in Service. These subcommittees are urged to:

1. ascertain community needs by comprehensive survey and analysis of the particular relative circumstances in their respective localities;

2. encourage individual club members to supplement and strengthen such survey and analysis by exploring the locality of the club in their personal and vocational capacities for the purpose of discovering community needs;

3. meet with other community organizations for discussion and exchange of ideas where such meetings can be undertaken in harmony with established policy;

4. include as a factor in considering prospective members, their demonstrated active interest in and familiarity with community needs. *(November 2004 Mtg., Bd. Dec. 59)*

Source: January 1964 Mtg., Bd. Dec. 148. *Amended by* June 1990 Mtg., Bd. Dec. 259

8.040.5. Preserve Planet Earth
Preserve Planet Earth encourages Rotary clubs to promote awareness among Rotarians and increase the number of environmental service projects. These activities are part the third avenue of service, Community Service. *(January 2011 Mtg., Bd. Dec. 146)*

Source: January 2011 Mtg., Bd. Dec. 146

Cross References

17.030.3. District Community Service Committee

8.050. Basic Principles of Youth Service

Rotary International's Fifth Avenue, Youth Service, acknowledges the importance Rotary places on younger generations. It is through service to them, to their future and also to mankind itself that we, as Rotarians, strive to offer a variety of tools that may help the younger generations to master the challenges of the times to come. Combining the different programs and service projects for younger generations in one avenue should lead to a stronger approach and to more encouragement for clubs and districts to be fully engaged in this valuable cause.

Inherent in Youth Service are
1. The promotion of high ethical standards and ethical decision-making among all young persons
2. The understanding and recognition of the needs, desires and concerns pertinent to young persons
3. The provision of opportunities for younger generations through establishment of local programs
4. The encouragement of participation by young persons in the humanitarian, leadership and educational programs offered by Rotary International *(October 2013 Mtg., Bd. Dec. 31)*

Source: October 2012 Mtg., Bd. Dec. 95; *Amended by* October 2013 Mtg., Bd. Dec. 31

8.050.1. Rotary's Vision and Philosophy for New Generations Programs

Rotary New Generations programs are an investment in the future—the future of our families, the future of our communities, and the future of Rotary.

Through Rotary's New Generations programs, Rotarians share the ideals and traditions of Rotary with the next generation, including:

- Friendship within the Family of Rotary
- Service to our communities and the global community
- Understanding of all people, their cultures, and their ways of life which creates the foundation for world peace
- Respect for all worthy vocations
- The value of the Four-Way Test as a guide for ethical decision-making
- Progressive leadership opportunities to foster a sense of investment in the future of Rotary

With the help of various programs and continuous interaction with young people, Rotary can glimpse our future—through the vision, hopes, and expectations of the world's future leaders. *(October 2012 Mtg., Bd. Dec. 95)*

Source: May 2012 Mtg., Bd. Dec. 271; *Amended by* October 2012 Mtg., Bd. Dec. 95

8.050.2. Guiding Principles for Rotary's Partnerships with New Generations

As Rotarians, we

- Welcome New Generations participants as full partners in Rotary service, offering positive cooperation and progressive responsibility as they develop leadership skills through Rotary's New Generations programs
- Encourage Rotaract and Interact clubs to work together in cooperative activities and projects
- Encourage and help facilitate the transition of Interactors and Rotaractors to the next level of New Generations programs and to Rotary
- Encourage and help facilitate the transition of Rotary alumni to membership in Rotary
- Encourage talented young people to take part in Youth Exchange and RYLA programs, support Interact and Rotaract activities and keep contact with the Family of Rotary

- Ensure the safety of New Generations participants, protecting them from physical, sexual, and emotional harm
- Encourage outcomes for New Generations programs to measure success and continually improve our programs
- Invite New Generations program participants to share their experience with relevant RI committees
- Help New Generations program participants tell their stories to their communities and within the world community
- Maintain contact with New Generations participants to connect them with meaningful Rotary experiences at every stage of life

It is the responsibility of each Rotarian to prepare the New Generations - all people from birth to young adult - by improving their life skills to ensure a better future, while recognizing the diversity of their needs. All clubs and districts are encouraged to undertake projects that support the fundamental needs of the New Generations: health, human values, education, and self-development.

The foundation for effective New Generations partnerships lies in the opportunities for young people and Rotarians to work side by side in friendship in the service of humanity. *(October 2012 Mtg., Bd. Dec. 95)*

Source: February 1996 Mtg., Bd. Dec. 219; May 2012 Mtg., Bd. Dec. 271; *Amended by* October 2012 Mtg., Bd. Dec. 95

8.050.3. Youth Conferences and Meetings

Districts should conduct local- and district-level conferences for Interactors and other young people, and meetings for Rotarians and other adults focusing on youth issues.

At the community level, clubs should be encouraged to provide a forum for youth and young adults to share with leaders of the community their concerns; express their hopes, dreams and ambitions; seek solutions to problems that can beset them and the communities in which they live, and offer services through which Rotarians can assist in providing these solutions. *(June 2013 Mtg., Bd. Dec. 196)*

Source: February 1996 Mtg., Bd. Dec. 219; January 2010 Mtg., Bd. Dec. 140; *Amended by* October 2012 Mtg., Bd. Dec. 95; June 2013 Mtg., Bd. Dec. 196

8.050.4. Support of Youth-Serving Organizations

Clubs and districts should develop partnerships with youth-serving organizations, such as those that offer Model United Nations curricula. Clubs should support all worthy local youth organizations. *(October 2012 Mtg., Bd. Dec. 95)*

Source: November 1976 Mtg., Bd. Dec. 144; *Amended by* November 2004 Mtg., Bd. Dec. 59; October 2012 Mtg., Bd. Dec. 95

8.060. New Generations Service Exchange

Adults up to the age of 30 may participate in New Generations Service Exchange for up to six months and may be organized for individuals or groups. The minimum age of the participants shall be the age of majority in the host country, but not be younger than age 18. New

Generations Service Exchanges must have a strong humanitarian or vocational service component.

The schedule of activity shall be developed by the host district, primarily comprised of people-to-people interactions and service work supporting one or more of The Rotary Foundation's six areas of focus, vocational service (such as professional development and leadership training), and/or local activities involving New Generations activities. The host district shall arrange for the hosting of participants and provide local transportation. Districts shall utilize screening procedures to identify suitable hosting arrangements.

Eligible candidates shall be sponsored by a local Rotary club near their place of residence, their district New Generations Service chair, and sending district governor. Current Rotaractors and former Interactors, Rotaractors, RYLA participants, and former Youth Exchange students are encouraged to apply. Participants should demonstrate a strong commitment to service and the ideals of Rotary.

Districts are encouraged to establish agreements with their exchange partners to set expectations concerning the logistics of the exchange, participant selection and orientation, funding and participant expenses, and the service activities in which the participants will participate.

New Generations Service Exchanges need not be reciprocal. *(June 2013 Mtg., Bd. Dec. 224)*

Source: October 2012 Mtg., Bd. Dec. 96; *Amended by* June 2013 Mtg., Bd. Dec. 224

8.070. Guidelines for Clubs to Conduct Projects in Non-Rotary Countries

RI has adopted the following guidelines to assist clubs and districts in carrying out international service projects in countries with no Rotary presence:

a) under no circumstances should the club or any of the members undertake any formal or informal extension activities in the project country. Extension is the responsibility of the Board;
b) the purpose, scope, time frame, beneficiaries, and role of the club should be clearly explained to the leaders of the community in which the project is undertaken, as well as to government authorities in the area;
c) a complete outline of the project prospectus, including purposes, objectives, in-country contacts, extent and kind of involvement of other organizations and government agencies, timetable for completion, and whether Foundation grant funding is being sought should be provided to the governor with a copy to the general secretary before the project is implemented;
d) a project status report should be provided to the governor with a copy to the general secretary on a semiannual basis;
e) the club should ensure that the project does not violate the laws of the country of the club, or the project country, and has received approval from the appropriate government authority of the project country to undertake the project;
f) if working in cooperation with another organization(s) the club should determine that such organization(s) is registered and acts within the laws of the project country. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1996 Mtg., Bd. Dec. 94

8.080. Club-Level Training

8.080.1. Club Trainer

The club president-elect may wish to appoint a club trainer(s) to oversee the club training plan during the coming year. The club trainer serves a one year term, with a limit of three consecutive terms. The club trainer should work with the club's board and committees to ensure all training needs are met and work with the district training committee, the assistant governor assigned to the club, and the district governor for support and ideas. *(November 2006 Mtg., Bd. Dec. 104)*

Source: November 2006 Mtg., Bd. Dec. 104

8.080.2. Club Training Plan

The club should have a comprehensive training plan that ensures

1. Club leaders attend district training meetings as appropriate
2. Orientation is consistent and regularly provided to new members
3. Ongoing educational opportunities are available for current members
4. A leadership skills development program is available for all members. *(November 2006 Mtg., Bd. Dec. 104)*

Source: November 2006 Mtg., Bd. Dec. 104

8.080.3. Club Leadership Development Seminar

Purpose:

To develop the personal leadership skills of club members thereby enhancing their professional life and developing future club leaders.

Participants:

Any interested Rotarian may attend

Suggested topics:

- Communication skills
- Leadership styles
- Leading and motivating volunteers
- Mentoring
- Time management
- Goal setting and accountability
- Strategic planning
- Ethics (4-Way Test)
- Building Consensus
- Team work

Organizer:

Club trainer, club president, assistant governor, and/or district training committee *(November 2006 Mtg., Bd. Dec. 107)*

Source: November 2006 Mtg., Bd. Dec. 107

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Article 9. Club Finances and Public Relations

9.010. Club Finances
9.020. Clubs in Arrears to RI
9.030. Status of Suspended Clubs
9.040. Participation of Clubs in Fundraising Activities
9.050. Club Public Relations

9.010. Club Finances

At the beginning of each fiscal year the club's board of directors shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

All bills shall be paid by the treasurer, or other authorized officer, only after approval by two other officers or directors. An annual financial review by a qualified person shall be made of all the club's financial transactions. *(January 2008 Mtg., Bd. Dec. 142)*

Source: November 2004 Mtg., Bd. Dec. 59; *Amended by* January 2008 Mtg., Bd. Dec. 142

9.010.1. Attendance of Incoming Club Presidents at Convention

Within the constraints of their budgets, clubs should consider sending the club's incoming president to the International Convention as the club's delegate. *(June 1998 Mtg., Bd. Dec. 348)*

Source: July 1934 Mtg., Bd. Dec. 25

9.010.2. Club Promotion of Community Service Activities

Rotary clubs are encouraged to allocate an appropriate portion of their budget annually for the purpose of increasing public awareness of club activities within the community. Rotary clubs are encouraged to enhance the public image of Rotary through public and permanent identification of club community service activities using the Rotary club name and emblem. Rotary clubs are encouraged to seek appropriate public and permanent recognition for their financial and service contributions to other organizations and causes. *(June 2002 Mtg., Bd. Dec. 245)*

Source: November 2001 Mtg., Bd. Dec. 124; February 2002 Mtg., Bd. Dec. 194

Cross References

5.020.6. Prohibition of Entry Fee for New Members
5.020.7. Prohibition of Mandatory Contributions to The Rotary Foundation
18.040.10. Formation of New Clubs: Costs
18.040.11. Admission Fee for New Clubs

9.020. Clubs in Arrears to RI

The procedures outlined in the following subsections govern the payment by clubs of financial obligations to RI:

9.020.1. Procedures for Collection of Club Past Due Financial Obligations

RI has adopted Procedures for Collection of Club Past Due Financial Obligations, which include the following:

1) a reminder notice to clubs with unpaid financial obligations of US$250 or more will be sent 60 days (two months) from due date; another notice will be sent 90 days (three months) from the due date

2) termination of clubs with unpaid financial obligations of US$250 or more will occur 120 days (four months) from due date

3) clubs with balances of less than US$250 will be contacted for payment, but termination will not be mentioned

4) balances of US$50 or less will be written off after 180 days from the due date

5) records of all write-offs of club financial obligations will be maintained for review by the Board at any time. *(January 2014 Mtg., Bd. Dec. 79)*

Source: July 1997 Mtg., Bd. Dec. 83, Appendix I; *Amended by* May 2000 Mtg., Bd. Dec. 453; June 2002 Mtg., Bd. Dec. 285; October 2003 Mtg., Bd. Dec. 141; June 2004 Mtg., Bd. Dec. 236; March 2005 Mtg., Bd. Dec. 178; June 2013 Mtg., Bd. Dec. 248; January 2014 Mtg., Bd. Dec. 79

9.020.2. Notification to Clubs of Non-Payment and Termination

A club shall be notified at the end of the second month of non-payment of its financial obligations and of its possible termination unless payment is made within 120 days of the due date, or unless arrangements acceptable to the Board are made to pay them. The termination notification shall be sent no less than 120 days from the due date. *(June 2013 Mtg., Bd. Dec. 248)*

Source: June 1983 Mtg., Bd. Dec. 333; *Amended by* October 2003 Mtg., Bd. Dec. 141; June 2013 Mtg., Bd. Dec. 248

9.020.3. Exceptions to Club Notification and Termination Procedures

The general secretary is authorized to make exceptions implementing these guidelines which in the general secretary's judgment are warranted, based on special or unique circumstances. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May-June 1986 Mtg., Bd. Dec. 268

9.020.4. Notice of Termination to Governors and Directors

District governors will receive a listing of clubs terminated for non-payment within their districts, and RI directors will receive a listing of clubs terminated for non-payment within their zones. *(June 2013 Mtg., Bd. Dec. 248)*

Source: June 1983 Mtg., Bd. Dec. 333; *Amended by* October 2003 Mtg., Bd. Dec. 141; June 2013 Mtg., Bd. Dec. 248

9.020.5. Reinstatement of Clubs Terminated Due to Non-Payment of Financial Obligations

A terminated club may only seek to be reinstated up to five months (150 days) after its termination. When a club seeks to be reinstated within this time period, it must pay the full amount of its outstanding financial obligations and a US$30.00 per member reinstatement fee. Additionally, clubs must provide a current membership list. If only partial payment is made within the five month reinstatement period, that amount will be applied to the terminated club's delinquent financial obligation. Terminated clubs that have not fulfilled reinstatement requirements, which include the full amount of their outstanding financial obligations the reinstatement fee, and membership reporting within five months (150 days) of termination shall lose their original charter and are not eligible for reinstatement. Reinstated clubs shall maintain their name, history, and charter, and are considered members in financial good standing eligible to receive the full services of the association. *(January 2015 Mtg., Bd. Dec. 117)*

Source: October 1998 Mtg., Bd. Dec. 166; Amended by May 2003 Mtg., Bd. Dec. 325; October 2003 Mtg., Bd. Dec. 141; February 2004 Mtg., Bd. Dec. 220; June 2005 Mtg., Bd. Dec. 328; June 2013 Mtg., Bd. Dec. 248; January 2014 Mtg., Bd. Dec. 96; January 2015 Mtg., Bd. Dec. 117

9.030. Status of Suspended Clubs

The suspension of a club will result in the imposition of the following measures until such time that the club has been reinstated by the board, pursuant to RI bylaws section 3.030.6.:

1) club is not authorized to submit suggestions to the nominating committee for governor
2) club is not authorized to vote at the district conference, district assembly and in any authorized ballot-by-mail
3) club is not authorized to concur with any proposed legislation submitted to the Council on Legislation
4) club is not authorized to concur with a challenge to the nomination of a candidate for district governor
5) club is removed from mailing lists
6) club does not receive any publications or periodicals
7) Secretariat services cease immediately, including services of The Rotary Foundation, such as the acceptance of new, or the processing of current program applications; and the recognition of clubs as sponsors or hosts of active Rotary Foundation program awards
8) club will not receive the following services from the governor: a monthly letter, inclusion on district mailing lists, and an official visit.

Clubs that have been suspended by RI continue to possess all the rights and privileges given to clubs in the RI constitution. *(January 2014 Mtg., Bd. Dec. 79)*

Source: June 1983 Mtg., Bd. Dec. 333; *Amended by* June 2006 Mtg., Bd. Dec. 258; January 2014 Mtg., Bd. Dec. 79

9.040. Participation of Clubs in Fundraising Activities

9.040.1. Legal Requirement for Club Fundraising

Where local laws require a provision in a club's constitution for fundraising, a club desiring such authority shall act under the provisions of RI Bylaws section 2.030.3. and seek approval of the Board for amendment of its constitution to meet local requirements.

Where such club requests are required by law, they shall be favorably considered. The general secretary is authorized to act for the Board in such cases. *(October 2013 Mtg., Bd. Dec. 31)*

Source: January 1958 Mtg., Bd. Dec. 112; *Amended by* November 2004 Mtg., Bd. Dec. 59; October 2013 Mtg., Bd. Dec. 31

Cross References

34.070.1. Use of Rotary Marks on Telephone Cards
34.070.2. Use of Rotary Marks on Affinity Credit Cards

9.050. Club Public Relations

Clubs are expected to maintain positive public and news media relations. Clubs should be encouraged to sponsor meetings to which the public is invited.

Public relations should be directed to several audiences: Media, local government officials, the business community, civic leaders and organizations, as well as qualified candidates for membership and people directly affected by Rotary service projects. *(October 2013 Mtg., Bd. Dec. 31)*

Source: January 1933 Dec. of Exec. Comm. 152M; November 1983 Mtg., Bd. Dec. 124; *Amended by* November 2004 Mtg., Bd. Dec. 59

9.050.1. Rotarians' Responsibility in Promotion of Rotary

Individual Rotarians are urged to help their Rotary clubs to become more identifiable in their communities by personally informing others about what Rotary is and does, in order to improve and expand Rotary growth and service. *(October 2013 Mtg., Bd. Dec. 31)*

Source: November 1995 Mtg., Bd. Dec. 82

9.050.2. Publicity for Club Projects and Activities

Clubs are expected to seek publicity for successful service projects and activities which illustrate Rotary's aims and accomplishments.

Experience shows the following Rotary Stories are most effectively promoted:

1. Outstanding volunteers
2. Interaction between people in developed and developing countries
3. Local Rotary and/ or The Rotary Foundation projects
4. Rotary exchange program individuals such as Youth Exchange students, Ambassadorial Scholars, or GSE participants

5. Human interest stories of people benefiting from Rotary service
6. PolioPlus activities – particularly in polio-endemic areas. *(November 2004 Mtg., Bd. Dec. 59)*

Source: November 1983 Mtg., Bd. Dec. 124; November 2004 Mtg., Bd. Dec. 59

9.050.3. Club Relations with Media

Clubs should reach out to the public by sharing their stories with the local media. This can be done by identifying media targets, developing a media list and contacting appropriate media with a press release.

In addition, club activities should include talks to clubs by news media personnel on the role of the media. *(October 2013 Mtg., Bd. Dec. 31)*

Source: February 1978 Mtg., Bd. Dec. 271; *Amended by* November 2004 Mtg., Bd. Dec. 59

9.050.4. Public Relations Training for Club Officers

Clubs are encouraged to seek resources among their membership to train officers in effective techniques to use in response to news media inquiries and interviews. Clubs also are encouraged to include a segment on Rotary public relations in all club leadership training. *(October 2013 Mtg., Bd. Dec. 31)*

Source: November 1991 Mtg., Bd. Dec. 137; *Amended by* November 2004 Mtg., Bd. Dec. 59

9.050.5. Publicity for RI Through *The Rotarian*

Clubs should encourage Rotarians to pass their copy of the magazine along to non-Rotarians; subscribe for the magazine for the local newspaper editor who is not a Rotarian; place the magazine in the public school libraries; and pass along to the editors suggestions for articles, and news of club activities. *(October 2013 Mtg., Bd. Dec. 31)*

Source: January 1936 Mtg., Bd. Dec. 197; *Amended by* November 2004 Mtg., Bd. Dec. 59; October 2013 Mtg., Bd. Dec. 31

9.050.6. Adverse Public Relations

Every club should take positive steps to prevent or correct any attitudes within its community or conditions within the club that may harm Rotary's reputation and limit its effectiveness. If negative public opinion is caused by misperceptions of Rotary's purpose or activities, a club should counter these misperceptions with well-directed public information and community relations efforts. *(October 2013 Mtg., Bd. Dec. 31)*

Source: November 1982 Mtg., Bd. Dec. 146

9.050.7. Adverse Public Relations: Governor Involvement

Where a condition exists or a problem arises which may affect other clubs or RI, a club should advise the governor at the earliest opportunity so that a cooperative effort can be made to address the problem. It is the governor's responsibility to advise and assist clubs in preventing or solving local public relations problems and to advise the general secretary. The general secretary shall assist governors and clubs, keeping the president and the Board advised and referring to them problems that may require their consideration and action. *(October 2013 Mtg., Bd. Dec. 31)*

Source: November 1982 Mtg., Bd. Dec. 146; *Amended by* October 2013 Mtg., Bd. Dec. 31

9.050.8. Community Speakers

Clubs are encouraged to make available to various groups in their community speakers who can effectively talk about Rotary. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1973 Mtg., Bd. Dec. 209

Article 10. Club Officers

10.010. Club Officers
10.020. Qualifications of the Club President
10.030. Duties of Club President
10.040. Duties of Club President-elect
10.050. Duties of Club Secretary
10.060. Club Officer Disputes

10.010. Club Officers

10.010.1. Rotation of Club Officers

The best interests of a club are served by observing the principle of rotation in office. This includes membership on the board of directors and chairmanship of committees as well as the offices of president and secretary. Club officers should not be encouraged or expected to hold office for two successive years; however, clubs may sometimes find it advantageous to elect an officer for a second and successive year or to re-elect a former officer of the club. *(November 2004 Mtg., Bd. Dec. 59)*

Source: January 1936 Dec. of Exec. Comm. E34; January 1938 Mtg., Bd. Dec. 169; November 2004 Mtg., Bd. Dec. 59; *Amended by* January 1943 Mtg., Bd. Dec. 123. *Affirmed by* Jan 1963 Mtg., Bd. Dec. 113. *See also* April 1922 Mtg. Bd. Dec. 9 (S)

10.010.2. Annual Recognition of Club Officers

Each club is encouraged to hold a meeting at the commencement of each Rotary year for the purpose of installing its president and other officers, recognizing that such a meeting provides opportunity for club officers and members to renew and reaffirm their commitment to the objectives of RI. Such meetings may provide a public relations opportunity to acquaint the community with the purpose and goals of Rotary. *(November 2004 Mtg., Bd. Dec. 59)*

Source: November 1982 Mtg., Bd. Dec. 100; *Amended by* November 2004 Mtg., Bd. Dec. 59

10.020. Qualifications of the Club President

In addition to the qualifications listed in the Standard Rotary Club Constitution, the club president should:

1. possess leadership skills
2. have sufficient time to lead and carry out the work of the club
3. have served in the club as a board member or as chair or member of one or more of the major committees or as club secretary
4. possess a working knowledge of the club constitution and bylaws
5. have attended one or more district conferences and international conventions. *(November 2004 Mtg., Bd. Dec. 59)*

Source: January 1947 Mtg., Bd. Dec. 164; April 1971 Mtg. Bd. Dec. 231. *See also* January 1963 Mtg. Bd. Dec. 112

10.030. Duties of Club President

The club president has the following duties:

1. presides at meetings of the club
2. ensures that each meeting is carefully planned, opening and adjourning on time
3. presides at regular meetings (at least once a month) of the club board of directors
4. appoints club committee chairmen and members who are qualified for the jobs assigned
5. ensures that each committee has definite objectives and each is functioning consistently
6. attends the district conference
7. cooperates with the governor and assistant governor in various club and district Rotary matters
8. supervises the preparation of a club budget and the proper accounting of club finances, including an annual financial review
9. ensures that a comprehensive training program is implemented by the club and may appoint a club trainer(s) to carry out the training, if needed
10. ensures that important information from the Governor's "Monthly Letter," and other bulletins and literature from the Secretariat and governor are passed on to the club members
11. submits each June a comprehensive report to the club on the status of club finances and the extent to which the club has achieved its objectives for the year
12. works cooperatively with the president-elect before leaving office to ensure the smooth transition of authority, including the transfer of all relevant records, documents, and financial information
13. arranges a joint meeting of the incoming and outgoing club boards to ensure the success of the new administration and to provide continuity of administrations. *(October 2013 Mtg., Bd. Dec. 31)*

Source: January 1947 Mtg., Bd. Dec. 164; November 2004 Mtg., Bd. Dec. 59; *Amended by* November 2006 Mtg., Bd. Dec. 104; January 2008 Mtg., Bd. Dec. 142; October 2013 Mtg., Bd. Dec. 31. *See also* Jan 1951 Mtg. Bd. Dec. 53; February 1923 Mtg. Bd. Dec. VIII(z)

10.040. Duties of Club President-elect

10.040.1. Appointments for Club Committees

Incoming club presidents-elect shall complete their appointments of club committee chairmen no later than 31 March. *(November 2004 Mtg., Bd. Dec. 59)*

Source: October-November 1977 Mtg., Bd. Dec. 123; *Amended by* November 2004 Mtg., Bd. Dec. 59

10.040.2. Annual Fund Goal-Setting by Clubs

The club president-elect oversees the Annual Fund goal for the club for implementation during his or her term as president. *(November 2004 Mtg., Bd. Dec. 59)*

Source: May 2003 Mtg., Bd. Dec. 321; *Amended by* November 2004 Mtg., Bd. Dec. 59

10.050. Duties of Club Secretary

The club secretary is responsible for timely membership reporting to Rotary International in addition to any other duties included in the club constitution and bylaws. The club secretary must report the incoming club officers for the next Rotary year to Rotary International no later than 1 February. *(January 2014 Mtg., Bd. Dec. 96)*

Source: January 2014 Mtg., Bd. Dec. 96

10.060. Club Officer Disputes

If there is a dispute within a club as to which members have been duly elected as the club's officers, the general secretary shall request the district governor to investigate the dispute. The governor shall notify the general secretary which of the members should be properly recognized as the club officers. Until the dispute is resolved, the general secretary may rely upon the findings of the governor as to which club members should be recognized as club officers for RI's administrative purposes. (*November 2007 Mtg., Bd. Dec. 98*)

Source: November 2007 Mtg., Bd. Dec. 98

Article 11. Club Relationships with Rotarians and Others

11.010. Circularization
11.020. Rotary Clubs and Other Organizations

11.010. Circularization

11.010.1. Rotary Clubs - Approval to Solicit Cooperation, Financial Aid, or Participation in Commercial Ventures

A club desiring to actively request (using e-mail, telephone, mail, fax, etc.) the cooperation of one or more other clubs or members of other clubs, shall first submit its purpose and plans to the governor or governors of the involved area and secure his, her or their approval. Clubs requesting cooperation with non-active methods (using websites, social media or other emerging technologies that rely on individuals or groups opting in to share or receive communications) are exempt from this policy.

No club shall actively solicit financial assistance or participation in commercial ventures from any other Rotary club or from individual Rotarians other than its own members unless it first secures authorization from the RI Board.

A Rotarian shall not circularize Rotary clubs or other Rotarians on matters affecting his or her individual business interests.

A Rotary club(s) engaging in these types of activities must comply with RI policy for use of the Rotary Marks, including use of proper identification and qualifying language regarding the Rotary club(s).

The general secretary shall request the governors of any districts having clubs involved in unauthorized active solicitations to take action to end such activities. Continued non-compliance with this policy shall be reported to the RI Board for possible discipline for cause, up to and including termination of the club. *(May 2012 Mtg., Bd. Dec. 297)*

Source: January 1937 Mtg., Bd. Dec. 108; *Amended by* May 1956 Mtg., Bd. Dec. 207; COL 80-102; November 2004 Mtg., Bd. Dec. 59; March 2005 Mtg., Bd. Dec. 201; June 2007 Mtg., Bd. Dec. 270; May 2012 Mtg., Bd. Dec. 297

11.010.2. Multidistrict Activities and Projects – Approval to Solicit Cooperation, Financial Aid, or Participation in Commercial Ventures, including Telemarketing

A multidistrict entity desiring to request the cooperation of clubs or Rotarians, outside its own membership, in connection with any matter whatsoever, by any means, including telemarketing, shall first submit its purpose and plans to the governor or governors of the involved area and secure his, her, or their approval.

A multidistrict entity(ies) engaging in these types of activities must comply with RI policy for use of the Rotary Marks, including use of proper identification and qualifying language regarding the multidistrict entity(ies).

No multidistrict entity shall solicit financial assistance or participation in any commercial venture from any Rotary club or from Rotarians other than its own members without authorization from the RI Board.

Multidistrict entities that are not in compliance with this circularization policy could lose their multidistrict status. *(June 2007 Mtg., Bd. Dec. 270)*

Source: October 2003 Mtg., Bd. Dec. 41; *Amended by* November 2004 Mtg., Bd. Dec. 59; March 2005 Mtg., Bd. Dec. 201; June 2007 Mtg., Bd. Dec. 270

11.010.3. Global Networking Groups - Approval to Solicit Cooperation, Financial Aid, or Participation in Commercial Ventures, including Telemarketing

A Global Networking Group desiring to request the cooperation of districts, clubs or Rotarians outside of its own membership in connection with any matter whatsoever, by any means, including telemarketing, shall first submit its purpose and plans to the governor or governors of the involved area and secure his, her, or their approval.

Global Networking Groups engaging in these types of activities must comply with RI policy for use of the Rotary Marks, including use of proper identification and qualifying language regarding the Global Networking Group.

No Global Networking Group shall solicit financial assistance or participation in commercial ventures from any Rotary district or club or from individual Rotarians other than its own members unless and until it first secures an authorization from the Board.

Even within the limits described above, it is not permissible for a Rotarian to circularize other Global Networking Group members on matters affecting his or her individual business interests. *(November 2007 Mtg., Bd. Dec. 32)*

Source: March 2005 Mtg., Bd. Dec. 205; *Amended by* November 2005 Mtg., Bd. Dec. 38; June 2007 Mtg., Bd. Dec. 270; November 2007 Mtg., Bd. Dec. 32

11.010.4. Telemarketing to the Public by Clubs, Districts, and other Rotary Entities

Rotary clubs, districts and other Rotary Entities, other than Rotary International and The Rotary Foundation, desiring to use a commercial telemarketing, internet web hosting and/or email firm to solicit the public on their behalf shall:

a. first submit its purpose and plans to the governor or governors of the involved area and secure his, her or their approval;
b. comply with existing Rotary circularization policy;
c. include proper identification and qualifying language regarding the Rotary club(s), district(s) or other Rotary Entity(ies) to be represented.

The general secretary shall request the governors of any districts that are not in compliance with the above policy to take action to end such activities. Continued non-compliance with this policy shall be reported to the RI Board for possible discipline for cause, including termination. *(June 2007 Mtg., Bd. Dec. 270)*

Source: June 2007 Mtg., Bd. Dec. 270

11.010.5. Limited Exception to Circularization Policy

Requests from districts or clubs for cooperation and assistance with a specific international service project or activity are not subject to the limitation placed upon general circularization rules where such requests are directed to one or a limited number of districts or clubs. *(September 2011 Mtg., Bd. Dec. 34)*

Source: January 1967 Mtg., Bd. Dec. 154; October 1988 Mtg., Bd. Dec. 116; September 2011 Mtg., Bd. Dec. 34

11.010.6. Use of Official Directories for Commercial Purposes or Circularization

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

Source: June 1930 Mtg., Bd. Dec. I; Jan 1937 Mtg., Bd. Dec. 108; *Amended by* November 2004 Mtg., Bd. Dec. 59; March 2005 Mtg., Bd. Dec. 201

11.010.7. Club and District Directories

Any club or district publishing a directory shall publish in that directory a notice to the effect that the directory is not for distribution to non-Rotarians nor may it be used as a commercial mailing list. *(November 2004 Mtg., Bd. Dec. 59)*

Source: June 1936 Mtg., Bd. Dec. 275; *Amended by* November 2004 Mtg., Bd. Dec. 59

11.010.8. Annual Financial Statement from Rotary Programs/Entities using Rotary Name or Requesting Support or Participation

Any unofficial Rotary program, group, or entity using the word "Rotary" in its name or requesting support or participation from Rotarians, Rotary clubs, and/or Rotary districts is requested to submit an annual financial statement showing revenues and expenditures during the past Rotary year, and a statement of funds on hand at the time of the report, to its members and participants, and to the general secretary upon request, by 1 October in each year. In lieu of submitting reports to members and participants, this annual statement may be posted on any website existing for the organization and shall remain on the website until the report for the following year is posted. *(January 2008 Mtg., Bd. Dec. 142)*

Source: November 2007 Mtg., Bd. Dec. 109

11.020. Rotary Clubs and Other Organizations

Clubs are encouraged to support and cooperate with other organizations for the purposes of carrying out and enhancing their own service activities. *(February 2002 Mtg., Bd. Dec. 213)*

Source: February 2002 Mtg., Bd. Dec. 213

11.020.1. Club Lists and Membership Lists Not to Be Furnished to Other Organizations
Lists of clubs, their officers or committee members, or Rotarians shall not be furnished to other organizations, except:
a) to meet legal requirements of government agencies or
b) by the assent of the Board or its Executive Committee; provided that the Board or its Executive Committee may not furnish such lists in violation of any applicable laws. *(February 2001 Mtg., Bd. Dec. 219)*

Source: January 1941 Mtg., Bd. Dec. 103, January 1955 Mtg., Bd. Dec. 87; October 1988 Mtg. Bd. Dec. 114; *Amended by* February 2001 Mtg., Bd. Dec. 219

11.020.2. Joint Meetings with Other Service Clubs
Except on specific occasions approved by the club's board, Rotary clubs may not hold their regular meetings with other service clubs. *(November 2004 Mtg., Bd. Dec. 59)*

Source: June 1924 Mtg. Bd. Dec. IX (c). *Amended by* May 1943 Mtg. Bd. Dec. 221; November 2004 Mtg., Bd. Dec. 59. *See also* February 1923 Mtg. Bd. Dec. IX (c)(2)

11.020.3. Guidelines for Cooperation with Other Organizations Regarding Specific Projects and Activities
Clubs and districts may support and cooperate with other organizations in projects and activities provided that:

a) such initiatives are consistent with Rotary ideals and purposes
b) the cooperative activity is approved by the club or district membership concerned
c) the cooperation involves direct participation and responsibility by a committee appointed by a club president or governor designated for the duration of the activity, with provision for annual review
d) club or district autonomy as an independent organization is preserved
e) appropriate recognition for club or district is obtained, to the extent that it is warranted by the nature of the cooperation, in the interest of keeping the public informed about Rotary and its service activities
f) the club or district and the cooperating organization share in the responsibility of communicating to the public the nature of the joint project
g) the club or district does not accept an ongoing obligation to participate in the joint project

h) the club or district does not accept an ongoing financial obligation to the organization, but provides opportunities for Rotary clubs in a district to review and decide upon continuing support of such projects or activities at district conferences or by other appropriate means
i) the club or district does not become a member of the cooperating organization
j) such activity or cooperative agreement entered into by a club or district does not in any way bind or commit Rotary International to said activity or agreement. *(February 2002 Mtg., Bd. Dec. 213)*

Source: October 1988 Mtg., Bd. Dec. 114; February 2002 Mtg., Bd. Dec. 213

11.020.4. Guidelines for Use of Rotary Marks by Rotary Clubs, Rotary Districts and Other Rotary Entities for Sponsorship and Cooperative Relationship Purposes

1. These Guidelines govern the use of the Rotary Marks, including the Rotary International emblem (the "Rotary Marks" are defined in paragraph 6, below) by any Rotary club(s), Rotary district(s) or any other Rotary Entity when used in combination with the emblem of another organization for sponsorship or cooperative relationship purposes.

2. Sponsorships are considered to be short-term, event-specific relationships with another organization which benefit RI, TRF, Rotary club(s), Rotary district(s) and other Rotary Entities in image-enhancing, promotional, monetary or other ways. Each sponsorship relationship should terminate with the completion of the sponsored event.

3. "Rotary Entities" includes Rotary International, The Rotary Foundation, a Rotary club or group of clubs, a Rotary district or group of districts (including a multidistrict activity), a Rotary Fellowship, Rotarian Action Group, and administrative territorial units of Rotary International. Entities not included in this definition are not permitted to enter into sponsorship or cooperative relationships which use the Rotary Marks without seeking prior Board approval. Individual RI Programs are not considered Rotary Entities.

4. Cooperative relationships are considered to be longer term relationships which may or may not be tied to specific events, with another organization which benefit RI, TRF, Rotary club(s), Rotary district(s) and other Rotary Entities in image-enhancing, promotional, program-enhancing, membership, monetary or other ways.

5. The information in these Guidelines should be referenced in any agreement between any Rotary club(s), Rotary district(s) or any other Rotary Entity and a sponsor or cooperating organization, especially the information contained in paragraphs 6, 9, 10, 11, 12, 13, 14, 15, 16, 17 and 18, below.

6. RI is the owner of numerous trademarks and service marks throughout the world, including, but not limited to, "Rotary," the Rotary emblem, "Rotary International," "RI," "Rotary Club," "The Rotary Foundation," the Rotary Foundation logo, "Rotarian," "The Rotarian," "Rotaract," "Rotaract Club," the Rotaract emblem, "Interact," "Interact Club," the Interact emblem, "Interactive," "Paul Harris Fellow," the image of Paul Harris, "PolioPlus," the PolioPlus logo, "Service Above Self," "One Profits Most Who Serves Best," and the Rotary Centers for Peace and Conflict Resolution logo (the "Rotary Marks"). RI extends the right to use these Marks to Rotary clubs, Rotary districts and other Rotary Entities under certain limited guidelines for specific authorized uses which are further set out in Chapter 5 of the *Manual of Procedure*, which is incorporated herein by reference.

7. For sponsorship and cooperative relationship purposes discussed herein, RI permits Rotary clubs, Rotary districts and other Rotary Entities to use the Rotary Marks in the following manner(s) and subject to the following provisions.

8. Sponsorships or cooperative relationships for the purposes contemplated herein, should be in furtherance of the Object of Rotary.

9. Nothing in the limited use granted herein will constitute an assignment or license of any of the Rotary Marks to any sponsor or cooperating organization.

10. In sponsorship or cooperative relationship situations involving Rotary clubs, Rotary districts and other Rotary Entities, RI will only allow the use of the Rotary Marks in combination with the emblem of another organization for the limited and specific purpose of promotional materials for the event or project of, or cooperative relationship with, the Rotary club(s), Rotary district(s) or other Rotary Entity, as further set out in paragraph 11, below.

11. When such a combined emblem use as discussed in paragraph 10, above, is desired, further identifying language of the name of the Rotary club(s), Rotary district(s) or other Rotary Entity must also be used in close proximity to and in equal prominence with the Rotary Marks. (This is in concert with recent RI Board determinations that whenever the name, "Rotary," or any of the Rotary Marks are used by themselves, they normally refer to the entire organization, Rotary International. Therefore, whenever a Rotary club(s), Rotary district(s) or other Rotary Entity is using either the word, "Rotary," or any of the Rotary Marks, further identifying language must also be used of the name of the Rotary club(s), Rotary district(s) or other Rotary Entity.)

12. Whenever any of the Rotary Marks are used in combination with the emblem of another organization for sponsorship or cooperative relationship purposes, including any advertisement or promotional materials directly related to a sponsored Rotary event or project (including, but not limited to, banners or signs) the emblem of the other organization must be of equal or lesser unit size to that of the Rotary emblem (or other Rotary Marks, at the sole discretion of the Rotary club(s), Rotary district(s), other Rotary Entity or RI), unless the Rotary emblem or other Rotary Mark is part of a repetitive background screen. RI allows for overwriting of the Rotary emblem (or other Rotary Marks) (watermarked, printed, screened or embossed), provided the Rotary emblem or other Rotary Mark is not otherwise partially covered and/or obstructed. RI agrees that in cases where a sponsor might wish to highlight its role in sponsoring a Rotary event or project in conjunction with its regular advertising, the Rotary emblem may be smaller than the sponsor's logo.

13. Current RI policy mandates that, without altering the provisions set out in paragraph 12 above, the Rotary Marks may not be altered, modified or obstructed in any way but must be reproduced in their entirety. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem to be used only together with "Rotary" as part of the "digital and small space signature lock-up" or with "Interact" or "Rotaract" as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with "Rotary," "Interact," or "Rotaract" in the simplified signature format.

There should be no overlap between Sponsor's or Cooperating Organization's logo and the Rotary emblem or other Rotary Mark; the two images should be clearly spaced so as to be two separate and distinct images.

14. For correct color reproductions of the Rotary emblem, current guidelines are found in the Brand Center at https://brandcenter.rotary.org and in "*Voice and Visual Identity Guidelines,"* which give further specifications for reproducing the Rotary emblem and guidelines for maintaining a standardized, coordinated identity for all Rotary materials (547A).

15. Current RI policy mandates that the Rotary Marks may only be reproduced by a vendor authorized to do so. Whenever, possible, therefore, reproductions of the Rotary Marks should be done by an officially licensed vendor. If the desired goods are not reasonably available from a RI licensee, a release must be obtained from the RI Licensing Section.

16. Each sponsorship or cooperative relationship use of any of the Rotary Marks in combination with the emblem of another organization should be subject to a pre-publication review and approval process on the part of the Rotary club(s), Rotary district(s) or other Rotary Entity. Such use may also be subject to a pre-publication review and approval process on the part of RI's Intellectual Property counsel. RI, the Rotary club(s), Rotary district(s) or other Rotary Entity should retain the sole right to specific denial or authorization or, in the case of alteration (of copy or layout), to be mutually agreed upon by the parties.

17. RI, the Rotary club(s), Rotary district(s) or other Rotary Entity should retain control over where promotional materials are published in any medium, including where banners or signs are allowed to be displayed when any of the Rotary Marks are used in combination with the emblem of another organization in connection with the sponsorship or cooperative relationship contemplated herein.

18. RI, the Rotary club(s), Rotary district(s) or other Rotary Entity should reserve the right to approve publications or other media in which any sponsor wishes to advertise or otherwise promote the relationship using the Rotary Marks.

19. Membership lists, except by Board authorization, must not be used for sponsorship or cooperative relationship purposes and must stay within the control of RI, the district(s) and/or the club(s) involved. However, any determination to allow access to membership lists must respect the individual rights of Rotarians, including relevant legal restrictions.

20. No Rotary club(s), Rotary district(s) or other Rotary Entity shall accept a sponsorship or a cooperative relationship that

a. Conflicts with Rotary's ethical and humanitarian values
b. Undermines internationally recognized standards for human rights
c. Supports the use of addictive or harmful products and activities including but not limited to alcohol (when inappropriate in a specific cultural context), tobacco, gambling, and weapons or other armaments

d. Promotes a particular political or religious viewpoint
e. Involves abortion
f. Unfairly discriminates based on race, ethnicity, gender, language, religion, political or other opinion, national or social origin, property, or birth or other status
g. Weakens the autonomy, independence, reputation, or financial integrity of Rotary International, The Rotary Foundation, or the specific Rotary club, district or other Rotary entity
h. Involves any subject matter which is not in accord with the Object of Rotary

21. Individual Rotarians shall not benefit from sponsorships or cooperative relationships. *(May 2015 Mtg., Bd. Dec. 195)*

Source: October 1998 Mtg., Bd. Dec. 86; *Amended by* August 2000 Mtg., Bd. Dec. 64; November 2000 Mtg., Bd. Dec. 133; February 2001 Mtg., Bd. Dec. 224; June 2001 Mtg., Bd. Dec. 385; November 2001 Mtg., Bd. Dec. 71; February 2003 Mtg., Bd. Dec. 194; February 2004 Mtg., Bd. Dec. 159; November 2006 Mtg., Bd. Dec. 35; November 2007 Mtg., Bd. Dec. 32; November 2007 Mtg., Bd. Dec. 70; January 2008 Mtg., Bd. Dec. 142; June 2010 Mtg., Bd. Dec. 182; January 2012 Mtg., Bd. Dec. 201; June 2013 Mtg., Bd. Dec. 242; May 2015 Mtg., Bd. Dec. 166; May 2015 Mtg., Bd. Dec. 195

Cross References

33.030. Use of Emblem
33.030.15. RI and TRF Guidelines for Use of the Rotary Marks by Sponsors and Cooperating Organizations
36.010. Guidelines for Sponsorship of RI Meetings, Events, Projects and Programs

CHAPTER III

DISTRICTS

Articles

17. Rotary Districts
18. New Club Development and Extension of Rotary
19. District Officers
20. District Meetings
21. Multidistrict Activities

Article 17. Rotary Districts

17.010. Rotary Districts, General
17.020. Incorporation of Districts
17.030. District Leadership Plan
17.040. District-Level Elections
17.050. District Records

17.010. Rotary Districts, General

17.010.1. Role of the District

A district is a group of clubs within a geographical boundary established by the RI Board pursuant to the bylaws for RI administrative purposes. The activities and organization of a Rotary district shall exist solely to help clubs advance the object of Rotary. *(January 2015 Mtg., Bd. Dec. 118)*

Source: January 1973 Mtg., Bd. Dec. 123; *Amended by* March 2005 Mtg., Bd. Dec. 199; June 2005 Mtg., Bd. Dec. 322; January 2015 Mtg., Bd. Dec. 118

17.010.2. Size of the District

Because districts with a large membership base have distinct advantages over districts with a small number of clubs and Rotarians, and the continual proliferation of small districts has a detrimental effect on the administration and finances of RI, the Board encourages all districts with fewer than 75 clubs and 2700 Rotarians to strive to reach those numbers. *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 1997 Mtg., Bd. Dec. 173; February 1999 Mtg., Bd. Dec. 246; August 1999 Mtg., Bd. Dec. 80; January 2015 Mtg., Bd. Dec. 118

17.010.3. Establishment of Districts within Zones

At its first meeting of each year, the RI Board shall establish the composition of the zones (currently 34) for that year, noting particularly any new districts and the possibility of any needed adjustments to the sections within certain zones. *(February 1999 Mtg., Bd. Dec. 196)*

Source: July 1995 Mtg., Bd. Dec. 17

17.010.4. Districting Procedures
The procedures for districting shall be as follows:

1. Proposals will be considered for the establishment of additional districts, realignment of clubs within districts, or the consolidation of existing districts

2. Districting proposals shall consider geographical boundaries, potential for district growth, and cultural, economic, language, and other relevant factors

3. Proposals for the creation of additional districts with at least 60 clubs and/or 2,100 Rotarians that demonstrate a potential for growth to at least 75 clubs and 2,700 Rotarians in the next ten years will be looked upon with favor by the Districting Committee

4. The governor(s) of the existing district(s) shall prepare and send a proposal to the general secretary. The proposal shall be evaluated by the Districting Committee and shall include the following information from the governors of the existing district(s):

    a) The reasons for the proposal, including issues such as but not limited to cultural and ethnic factors, geographic distances, as well as financial and economic conditions encountered in administering the present district(s)
    b) A list of existing clubs with their charter dates and number of members as of 1 July over the last three years, noting each club's continuous operation and good financial standing with RI and illustrating that no more than 10% of clubs in each district has membership of 20 Rotarians or less in the proposed district(s)
    c) A statement signed by the governor(s) stating the proposal has been referred to clubs in the district(s), that the governor has communicated effectively the origin of the proposal, the necessity of each club to carefully consider the proposal for vote by the majority of club members, and that clubs have 30 days from receipt of the proposal to object and that afterwards their opportunity to object ends
    d) The governor shall provide a list of clubs that have objected to the proposal

5. Upon study of the proposals, the Districting Committee shall report its recommendations to the RI Board for its consideration.

6. The board may eliminate or change the boundaries of any district with fewer than 33 clubs or fewer than 1,100 Rotarians in accordance with RI Bylaws section 15.010. When districts are consolidated, all elected future governors from the former districts shall be offered the opportunity to serve in the newly merged district.

7. When a district consolidation proposal fails because a majority of clubs in the affected district(s) objected within 30 days of receiving the proposal, the Board may take action including but not limited to placing Rotary clubs into non-districted status, reducing the governor's allocation in the district, and not providing funding to send a district's representative to the Council on Legislation.

8. The general secretary is authorized, acting on behalf of the Board, to approve all district boundary description changes where the district boundaries remain the same.

9. The general secretary is authorized to act on behalf of the Board to approve a minor district boundary modification affecting the transfer of up to ten clubs, or an area containing no Rotary club, from one district to another district. The boundary modification shall become effective 1 July following the decision. In districts with 33 or more clubs and 1,100 or more Rotarians, such action shall be taken if the majority of the clubs do not file objections within 30 days of receiving the governor's proposal. *(January 2015 Mtg., Bd. Dec. 118)*

Source: August 1999 Mtg., Bd. Dec. 80; *Amended by* February 2003 Mtg., Bd. Dec. 271; February 2004 Mtg., Bd. Dec. 204; November 2004 Mtg., Bd. Dec. 58; February 2007 Mtg., Bd. Dec. 189; June 2007 Mtg., Bd. Dec. 226; January 2008 Mtg., Bd. Dec. 196; September 2011 Mtg., Bd. Dec. 117; January 2012 Mtg., Bd. Dec. 211; June 2013 Mtg., Bd. Dec. 196; June 2013 Mtg., Bd. Dec. 236; January 2015 Mtg., Bd. Dec. 118

17.010.5. Additionally-Supported Districts

The board may authorize the general secretary to assign additionally-supported status to certain districts identified by the Board to provide additional support because of unique geographical, language, cultural, economic, social, political, or other factors.

Additionally-supported status allows the Board to maintain districts that do not meet the minimum numbers of clubs or members as designated in RI Bylaws section 15.010. The additional support lasts for a period of up to three years, unless the Board extends the timeframe.

The RI Board will provide the following:

- Up to a total of US$200,000 for all additionally-supported districts annually for additional training, membership development, promotion of participation in The Rotary Foundation and other support as determined by the general secretary after consultation with the director and district leadership

- Tools, advice, and other resources needed to reach membership targets and other benchmarks designated by the general secretary

- An exemption from having to hold their district governor selection process 24 months in advance of the term of office

Additionally-supported districts will be reviewed annually at the Board's third meeting (January) each year. In the second year of the districts' additionally-supported status the Board, at its January meeting, will decide on extending or removing the additionally-supported status. This includes the possibility to transfer clubs into another district, and if a governor-elect will attend the next International Assembly. *(January 2015 Mtg., Bd. Dec. 118)*

Source: May 2011 Mtg., Bd. Dec. 235; *Amended by* January 2012 Mtg., Bd. Dec. 210; January 2015 Mtg., Bd. Dec. 118

17.020. Incorporation of Districts

17.020.1. Incorporation Process

A district may seek the approval of the Board to incorporate upon the approval of at least two-thirds of the clubs in the district in a vote at a district conference, or in a ballot-by-mail. In either process, each club shall be entitled to one vote. Upon approval of the Board, the district may incorporate.

The incorporated district shall, in all respects, possess all of the powers, rights and privileges, and shall perform all of the obligations and requirements of a district under the constitution, bylaws, and policies of RI.

Insofar as the provisions of the laws of the local jurisdiction shall permit, the corporate documents of an incorporated district shall be consistent with the constitution, bylaws, and policies of RI. In the event that there is any amendment to the constitution, bylaws, or policies of RI that cause a district's corporate documents to be inconsistent with the amended constitution, bylaws, or policies of RI, the district shall immediately amend its corporate documents so that they shall again become consistent. District corporations shall act in accordance with the constitution, bylaws, and policies of RI, and shall not take any action inconsistent with the constitution, bylaws, and policies of RI.

A district shall immediately notify the general secretary if a provision of the laws of the local jurisdiction precludes the incorporated district from taking any action necessary or requires the incorporated district to take any action prohibited under the constitution, bylaws, or policies of RI.

The district must submit to the general secretary on behalf of the Board the corporate documents required to be submitted to the local jurisdiction in order to incorporate. Upon completion of the incorporation process, subsequent amendments to these corporate documents need not be submitted to the Board for review. However, any amendments must be consistent with the constitution, bylaws, and policies of RI.

The district governor shall be responsible for supervising the incorporation process.

The incorporated district should be structured in furtherance of the District Leadership Plan.

The corporate documents of each incorporated district shall include provisions assuring that the district corporations comply with the following requirements:

1) The name of the incorporated district shall be "Rotary International District (district number), (Inc., LLC, etc.)"

2) The corporation shall be a not-for-profit entity, and it shall pay no dividend and no part of its money, property or other assets shall be distributed to its members, directors, or officers

3) Where any provision of the corporate documents of the incorporated district is not in conformity with the constitution, bylaws, or policies of RI, the terms of the constitution, bylaws, or policies of RI shall prevail at all times

4) All Rotary clubs in the incorporated district shall be members of the incorporated entity

5) The initial membership of the district shall be the Rotary clubs in the district as of the time of the incorporation. The addition or removal of a club or clubs from a district pursuant to the RI bylaws shall immediately and automatically result in a corresponding change in the membership of the district corporation

6) Only Rotary clubs in the district may be members of the incorporated district

7) The district corporation shall immediately and automatically cease operations and begin dissolution upon directive of the RI Board or upon the approval of two-thirds of the clubs in a vote at the district conference or in a ballot-by-mail. The district governor shall provide the Board notice of a decision by the district to dissolve the corporation, and shall provide a final report upon the completion of the dissolution process

8) The board of directors and officers of the district corporation shall be limited to Rotarians who are members of clubs in the district

9) The directors of the district corporation shall include the current district governor, the district governor-elect, and the most recent past district governor who served in that district, and such other Rotarians, if any, as may be determined by the district. The number and terms of the directors shall be as required by local law and as provided for by the incorporated district's corporate documents

10) The current district governor shall be the highest officer of the incorporated district and shall serve as chairman of the board of directors. The district may elect such other officers as required by local law and as provided for in its corporate documents

11) The governor shall report annually to the clubs on the status of the district incorporation. *(January 2015 Mtg., Bd. Dec. 118)*

Source: March 2005 Mtg., Bd. Dec. 199; January 2015 Mtg., Bd. Dec. 118

17.020.2. Districts with Clubs in More Than One Jurisdiction

A district with clubs in more than one jurisdiction may incorporate in any of the jurisdictions and shall take such further steps to register in the other jurisdiction(s) as appropriate.

No district with clubs in more than one jurisdiction shall incorporate in a jurisdiction that would favor one club or Rotarian over another, or would place any limitations on the ability of any club or Rotarian to exercise all of the rights and privileges afforded them under the constitution, bylaws, or policies of RI. *(March 2005 Mtg., Bd. Dec. 199)*

Source: March 2005 Mtg., Bd. Dec. 199

17.020.3. Tax Status of Incorporated Districts
An incorporated district may seek special beneficial tax exemption and status within its local jurisdiction. However, districts incorporated in the United States must utilize Rotary International's 501(c)(4) group tax exemption. *(March 2005 Mtg., Bd. Dec. 199)*

Source: March 2005 Mtg., Bd. Dec. 199

17.020.4. Notice of Dissolution
A governor shall provide the Board immediate notice of any dissolution or other change in the status of the district corporation. *(March 2005 Mtg., Bd. Dec. 199)*

Source: March 2005 Mtg., Bd. Dec. 199

17.020.5. General Secretary Authority to Allow Variations for Good Cause
The general secretary may allow variations from the requirements of this policy for good cause. *(July 2016 Mtg., Dec. 13)*

Source: March 2005 Mtg., Bd. Dec. 199; *Amended by* July 2016 Mtg., Dec. 13

Cross References

21.010. Guidelines for Multidistrict Activities, Projects and Organizations
31.050.1. General Secretary's Authority regarding Incorporation of Districts

17.030. District Leadership Plan

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

The required components of the DLP are as follows:
a. Common terminology such as "assistant governor," "district trainer," "district committees," and "club leadership plan"
b. Defined responsibilities and duties for assistant governors, district trainers, district committee members, and club leadership
c. District committees that ensure continuity of leadership within the district
d. A clear statement of the duties and responsibilities that the governor cannot delegate
e. A defined plan for assisting clubs in the implementation of a corresponding club leadership plan

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

a) emphasize the importance of membership attraction and engagement
b) motivate Rotarians to participate in club and district activities and projects through attendance at specific events
c) encourage participation in Rotary Foundation seminars, the programs of The Rotary Foundation, and financial support of the Foundation through Foundation recognition programs

d) recognize the work of *individual* Rotarians, through personal recognition
e) plan for the future of the district
f) address the long term development of the clubs in the district through the Club Leadership Plan
g) undertake the duties set forth in section 15.090 of the RI Bylaws

A District Leadership Plan must address the following issues:

a) The number of assistant governors appointed based on the needs of each district, taking into consideration factors such as geography, language, culture, the balance of strong and weak clubs in each area, and the number of clubs an assistant governor can reasonably be expected to support. (It is recommended that between four and eight clubs be assigned to each assistant governor, but in no case shall an assistant governor be responsible for only one club.)
b) How the assistant governors will be trained
c) What committees the district will need
d) Communication procedures between the governor, assistant governors and the district committees
e) How the district will provide for continuity in leadership through the use of assistant governors
f) How the district will provide for continuity within committees as appropriate or necessary
g) Methodology used to appoint and/or remove assistant governors
h) A corresponding Club Leadership Plan for clubs in the district

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

a) District's strategic plan
b) District appointments that last more than one year
c) District service projects that last more than one year. *(January 2015 Mtg., Bd. Dec. 118)*

Source: February 2000 Mtg., Bd. Dec. 338. *Amended by* February 2001 Mtg., Bd. Dec. 261; February 2002 Mtg., Bd. Dec. 197; November 2002 Mtg., Bd. Dec. 138; November 2004 Mtg., Bd. Dec. 128; June 2007 Mtg., Bd. Dec. 306; January 2015 Mtg., Bd. Dec. 118. *Affirmed by* November 2002 Mtg., Bd. Dec. 137. *See also* February 1999 Mtg., Bd. Dec. 216

17.030.1. Assistant Governors

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

a) Meet with and assist the incoming club presidents to promote, implement, or review annually the Club Leadership Plan, discuss the clubs' goals and review section 2.010.1 *"Failure to Function"* of this Code
b) Encourage clubs to enter and monitor their goals in Rotary Club Central
c) Visit each club regularly to discuss the club activities, resources, and opportunities
d) Assist club leaders in scheduling and planning for the governor's official visit and attend each club assembly associated with the governor's official visit
e) Assist in the development of district goals
f) Keep the governor informed on progress of the clubs
g) Ensure that clubs update their membership regularly and pay their dues on time

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

Minimum criteria in selecting assistant governors include:

a) membership, other than honorary, in good standing in a club in the district for at least three years
b) service as president of a club for a full term, or as a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months
c) willingness and ability to accept the responsibilities of assistant governor
d) demonstrated outstanding performance at the club- and/or district-level
e) potential for future leadership in the district

Assistant governors are to be appointed on an annual basis.

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

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

Districts are responsible for determining any financial support provided to assistant governors. (*January 2015 Mtg., Bd. Dec. 148)*

Source: February 1996 Mtg., Bd. Dec. 201; *Amended by* November 1996 Mtg., Bd. Dec. 83; July 1997 Mtg., Bd. Dec. 56; February 2001 Mtg., Bd. Dec. 261; June 2004 Mtg., Bd. Dec. 268; November 2004 Mtg., Bd. Dec. 128; November 2006 Mtg., Bd. Dec. 104; January 2009 Mtg., Bd. Dec. 132; January 2015 Mtg., Bd. Dec. 118; January 2015 Mtg., Bd. Dec. 148. *Affirmed by* November 2002 Mtg., Bd. Dec. 137

17.030.2. District Committees

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

Committees shall be appointed to address the following administrative functions:

Membership Attraction and Engagement
New Club Development
Finance

District Programs, including
- Interact
- Rotaract
- Rotary Community Corps
- Rotary Fellowships
- Rotary Friendship Exchange
- Rotary Youth Exchange
- Rotary Youth Leadership Awards (RYLA)

Public Image
District Conference
The Rotary Foundation
Convention Promotion
District Training
Service, including
- Club Service
- Community Service
- International Service
- New Generations (Youth) Service
- Vocational Service

Alumni
Member Benefit

Additional district committees are appointed when they serve a *specific* function as identified by the governor and the district leadership team.

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

Committee Qualifications
The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district.

Training Requirements
District committee chairs shall attend the district team training seminar prior to serving as chair. District committee chairs shall attend the district training assembly. Committee members should participate in district training meetings as outlined in Sections 22.060. through 20.090. of this Code.

Relation to Rotary Regional Leaders
District committees are encouraged to work with regional leaders (RCs, RPICs, RRFCs, E/MGAs) as well as Rotarians appointed by the RI president.

Reporting Requirements
District committees shall report to the governor on the status of their activities on a regular basis. District committees shall report successful activities to RI for possible publication in RI publications and on the RI website. *(January 2015 Mtg., Bd. Dec. 118)*

Source: February 2001 Mtg., Bd. Dec. 261; *Amended by* November 2004 Mtg., Bd. Dec. 128; January 2014 Mtg., Bd. Dec. 88; May 2014 Mtg., Bd. Dec. 113; October 2014 Mtg., Bd. Dec. 77; January 2015 Mtg., Bd. Dec. 118

Committee Descriptions
The following outlines the purpose, additional qualifications, duties and responsibilities, and additional training requirements for district committees noted above.

A. Membership Attraction and Engagement Committee

1. *Purpose:*
The committee will identify, promote and implement membership strategies that will result in membership growth.

The chair must have significant knowledge of, commitment to, and experience with membership attraction and engagement activities. In addition, the chair shall attend a training session that may be conducted by the Rotary coordinator as appropriate.

2. *Additional Qualifications of Members:*
a) Preference should be given to Rotarians who have been successful in inviting new members to join Rotary, implementing membership programs and who are members of clubs that have diversified membership.
b) Consideration should be given to those who have served as chairs of club committee(s) related to membership attraction and engagement.

3. *Duties and Responsibilities:*
a) Plan, promote and conduct a district membership seminar in consultation with the governor and district trainer.
b) Work with the governor and club leaders to ensure that the each club achieves its membership goal.
c) Be familiar with Rotary Club Central and other membership development resources.
d) Utilize Rotary Coordinators as resources.
e) Coordinate district-wide membership development activities.
f) Encourage clubs to participate in RI or presidential membership recognition programs.
g) Maintain communication with other district committees to coordinate activities that will aid membership attraction and engagement efforts.
h) Identify committee members to all clubs and indicate that members of the committee are available to help them.
i) Encourage clubs to develop and implement an effective membership attraction plan.
j) Assist club membership development chairs in carrying out their responsibilities.
k) Visit clubs to speak about successful membership attraction and engagement activities; share information on successful activities.
l) Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.

m) Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs.
n) Assist in organizing and establishing new clubs.

4. *Additional Training Requirements:*
In addition to the chair, as many committee members as possible should attend a training meeting conducted by the Rotary coordinator as appropriate.

5. *Appointment of Chair:*
To be effective, the district membership attraction and engagement committee must have continuity of leadership; therefore, the committee chair shall be appointed for a three-year term, subject to review, with documented agreement of the governor, governor-elect and governor-nominee for their term of service.

The district governor (if selected) for each of the years of the three-year term of the membership attraction and engagement committee chair will participate in the selection of the chair. This selection should take place and be reported to Rotary International no later than 31 December before taking office on 1 July of the same calendar year.

Any removal for cause must have the prior approval of all the district governors (if selected) for each of the remaining years of the three-year term. *(May 2015 Mtg., Bd. Dec. 181)*

Source: February 2001 Mtg., Bd. Dec. 261; *Amended by* November 2002 Mtg., Bd. Dec. 55; June 2005 Mtg., Bd. Dec. 316; November 2007 Mtg., Bd. Dec. 93; January 2015 Mtg., Bd. Dec. 118; May 2015 Mtg., Bd. Dec. 181

B. New Club Development Committee

1. *Purpose:*
Under the direction of the governor, the new club development committee shall develop and implement a plan to organize new Rotary clubs within the district. Preference for the position of chair should be given to past district governors or district governors nominee.

2. *Additional Qualifications of Members:*
Preference should be given to past district governors who have been active and successful in establishing new clubs.

3. *Duties and Responsibilities:*
a) Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.
b) Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs.
c) Assist in organizing and establishing new clubs.

4. *Additional Training Requirements:*
In addition to the chair, as many committee members as possible should attend a training meeting conducted by the Rotary coordinator as appropriate.

5. *Appointment of Chair*
To be effective, the district new club development committee must have continuity of leadership; therefore, the committee chair shall be appointed for a three-year term, subject to review, with documented agreement of the governor, governor-elect and governor-nominee for their term of service.

The district governor (if selected) for each of the years of the three-year term of the new club development committee chair will participate in the selection of the committee chair. This selection should take place and be reported to Rotary International no later than 31 December before taking office on 1 July of the same calendar year.

Any removal for cause must have the prior approval of all the district governors (if selected) for each of the remaining years of the three-year term. *(May 2015 Mtg., Bd. Dec. 181)*

Source: February 2001 Mtg., Bd. Dec. 261; *Amended by* June 2005 Mtg., Bd. Dec. 316; June 2010 Mtg., Bd. Dec. 251; January 2015 Mtg., Bd. Dec. 118; May 2015 Mtg., Bd. Dec. 181

C. District Finance Committee

1. *Purpose:*
The district finance committee shall safeguard the assets of the district fund by reviewing and studying the amount of the per capita levy and necessary expenses of district administration, and shall prepare a budget and an annual report on the status of the district's finances.

2. *Structure:*
The district treasurer shall serve as ex-officio member of the committee.

3. *Additional Qualifications of Members:*
Preference should be given to those with previous service as club treasurer and/or Rotarians with accounting/finance experience.

4. *Duties and Responsibilities:*
a) Prepare a budget of district expenditures in cooperation with the district governor to be submitted to the clubs at least four weeks prior to the district training assembly and approved at a meeting of incoming club presidents at said assembly.
b) Review and recommend the amount of per capita levy to be approved in accordance with RI Bylaws section 15.060.2.
c) Assure that proper records of income and expenditures are kept.
d) Prepare a yearly financial report to be presented by the immediate past district governor according to RI Bylaws section 15.060.4.
e) A member of the committee, preferably the treasurer, shall, together with the district governor, be a signatory on the bank account(s) of the district fund. The bank account shall be held in the name of the district. *(January 2015 Mtg., Bd. Dec. 118)*

Source: February 2001 Mtg., Bd. Dec. 261; *Amended by* June 2007 Mtg., Bd. Dec. 226; January 2015 Mtg., Bd. Dec. 118

D. District Program Committees

1. *Purpose:*
Several program-related committees are responsible for promotion and administration of programs at the district-level and provide specific support and guidance to the clubs involved with the particular program in the district including:

Interact
Rotaract
Rotary Community Corps
Rotary Fellowships
Rotary Friendship Exchange
Rotary Youth Exchange
Rotary Youth Leadership Awards (RYLA)

2. *Additional Qualifications of Members:*
Preference should be given to those with club-level experience with a particular program.

3. *Duties and Responsibilities:*
a) Promote an understanding of and effective participation in programs through regular contacts with each club in the district and through district and inter-city meetings.
b) Organize exhibits of effective implementation of RI programs at district or zone meetings, circulate these noteworthy examples among clubs in the district.
c) Visit clubs within the district to speak about effective examples of the use of the particular program and ensure that the clubs are aware of any reporting requirements to RI.
d) Encourage and assist club program chairs in carrying out their responsibilities.
e) Encourage clubs in the district to determine local needs that could benefit from the program.
f) Identify areas for cooperation between club program activities and local non-Rotary service organizations, by sharing information and helping clubs to set goals.
g) Administer district-wide efforts related to the program.
h) Promote publication of program aims and achievements in all appropriate Rotary and non-Rotary communication media in the district. *(January 2015 Mtg., Bd. Dec. 118)*

Source: February 2001 Mtg., Bd. Dec. 261; *Amended by* January 2015 Mtg., Bd. Dec. 118

E. Public Image Committee

1. *Purpose:*
The district public image committee should promote Rotary and foster understanding, appreciation and support for the programs of Rotary. The committee should promote awareness among Rotarians that effective publicity, favorable public relations and a positive image are desirable and essential goals for Rotary.

2. *Additional Qualifications of Members:*
Preference should be given to those who have experience as a club public image chair and to Rotarians with media, public image or marketing skills.

3. *Duties and Responsibilities:*
a) Encourage Rotary clubs within a district to make public image a priority.
b) Promote Rotary to the media, community leaders, and beneficiaries of Rotary's programs.
c) Promote Rotary's visual identity and voice.
d) Communicate with the governor and the chairs of key committees to stay informed about district projects and activities.
e) Liaise and collaborate with the Rotary Public Image Coordinator.
e) Share RI public image materials with clubs.
f) Seek opportunities to speak to individual clubs about the importance of club public image.

4. *Additional Training Requirements:*
In addition to the chair, as many committee members as possible should attend a training meeting conducted by the Rotary Public Image Coordinator as appropriate. *(January 2015 Mtg., Bd. Dec. 118)*

Source: February 2001 Mtg., Bd. Dec. 261; *Amended by* January 2015 Mtg., Bd. Dec. 118

F. District Conference Committee

1. *Purpose:*
Under the direction of the governor, the district conference committee shall plan, promote and implement the necessary arrangements to ensure good programming and maximum attendance at the district conference.

2. *Additional Qualifications of Members:*
Preference should be given to those who have experience in the meeting coordination and/or hospitality industry and/or to Rotarians with media, public image or marketing skills.

3. *Duties and Responsibilities:*
Under the direction of the governor:

a) Select the district conference venue and coordinate all related logistical arrangements.
b) Coordinate the finances of the conference to ensure maximum attendance.
c) Promote conference attendance with particular emphasis on:
- new Rotarians;
- all members of newly-organized clubs in the district; and
- representation from every club in the district and the family of Rotary.
d) Promote the district conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.
e) Coordinate, in cooperation with the district trainer, a district leadership seminar to be held in conjunction with the district conference.
f) Provide relevant, motivational, and informative programs *(January 2015 Mtg., Bd. Dec. 118)*

Source: February 2001 Mtg., Bd. Dec. 261; *Amended by* January 2015 Mtg., Bd. Dec. 118

G. Rotary Foundation Committee

Policy pertaining to the district Rotary Foundation committee is determined by the Trustees of The Rotary Foundation as outlined in the *Rotary Foundation Code of Policies*. *(Feb. 2001 Mtg., Bd. Dec. 261)*

Source: February 2001 Mtg., Bd. Dec. 261

H. Convention Promotion Committee

1. *Purpose:*

The committee shall promote attendance at the annual Convention to Rotarians throughout the district.

2. *Additional Qualifications of Members:*

Preference should be given to Rotarians who have attended a minimum of one previous RI Convention and/or with marketing skills.

3. *Duties and Responsibilities:*

a) Attend club and district meetings to promote the convention
b) Serve as a local resource for convention materials and information
c) Create or expand a district website with links to RI's website
d) Translate important convention information into local language(s), if necessary
e) Identify and target potential registrants by e-mail, letters, and other methods of communication *(January 2015 Mtg., Bd. Dec. 118)*

Source: February 2001 Mtg., Bd. Dec. 261; *Amended by* January 2015 Mtg., Bd. Dec. 118

I. District Training Committee

1. *Purpose*

The committee is responsible for supporting the governor and governor-elect in training club and district leaders and overseeing the overall training plan for the district.

2. *Additional Qualifications of Members*

Preference should be given to Rotarians with training, education or facilitation experience.

3. *Duties and Responsibilities*

a) The committee must have a clear understanding that it is responsible to the convener of each meeting.
b) The committee should work with the governor-elect on training needs related to:
    1) PETS
    2) District training assembly
    3) District team training seminar
    4) Assistant Governor Training
c) The committee should work with the governor on training needs related to:
    1) District leadership seminar
    2) Rotaract leadership training
    3) Club-level training
    4) Other training events in the district, as appropriate

d) The committee may also have secondary responsibility for the district Rotary Foundation seminar and the district membership seminar. These meetings are the primary responsibility of other district committees. The training committee may consult on training related issues.
e) Under the direction of the meeting's convener, the committee is responsible for one or more of the following aspects:
   1) Program content (in accordance with board-recommended curricula)
   2) Conducting sessions
   3) Identification of speakers and other volunteers
   4) Preparing training leaders
   5) Program evaluation
   6) Logistics
   7) Marketing to target audiences
f) If the district is part of a multidistrict PETS, the governor-elect, in accordance with the policies and procedures of that multidistrict PETS, will select an individual to develop and conduct training at PETS. This individual should be a member of this committee. *(January 2015 Mtg., Bd. Dec. 118)*

Source: June 2004 Mtg., Bd. Dec. 269; *Amended by* January 2015 Mtg., Bd. Dec. 118

J. District Alumni Committee

1. *Purpose*
To develop and implement a plan to manage an ongoing relationship with alumni in the district and assist clubs with respect to their alumni.

2. *Additional qualifications*
Preference should be given to those who are alumni or have professional experience working with alumni.

3. *Duties and Responsibilities*
a) Work in conjunction with other district committees, particularly membership, Foundation, and New Generations, to identify alumni and their skills (speaker, project skills, potential to be a member, contributor to Foundation and Rotary programs, etc.) and connect these individuals to clubs and district activities.
b) Create awareness of how to work with alumni to maintain their relationship with Rotary.
c) Encourage alumni to report their data to RI and work with fellow district chairs to ensure program participants are properly reported to RI.
d) Abide by privacy and youth protection policies and local law.
e) Support and coordinate alumni events and associations, where appropriate. *(January 2015 Mtg., Bd. Dec. 117)*

Source: October 2014 Mtg., Bd. Dec. 77

K. Member Benefit Committee
The committee will market and promote Rotary Global Rewards to clubs. *(July 2015 Mtg., Bd. Dec. 21)*

Source: July 2015 Mtg., Bd. Dec. 21

17.030.3. Additional Committees

A. District Rules and Procedures Committee
Districts are encouraged to form a district "Rules and Procedures" committee to advise and assist governors 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 to the committee are made by the governor at the conclusion of his or her year in office. Members should be knowledgeable about RI's constitutional documents and election procedures.

Governors with questions concerning RI election policies and procedures that they cannot resolve within their districts with the assistance of their Rules and Procedures committee should contact their Club and District Support representative or the RI director from their area for assistance. *(January 2015 Mtg., Bd. Dec. 118)*

Source: June 2001 Mtg., Bd. Dec. 323; *Amended by* January 2015 Mtg., Bd. Dec. 118

B. International Service Committee
It is recommended that districts and clubs establish an International Service Committee to help enhance the quality of the district's humanitarian efforts by identifying resources and experts to advise on international service projects and global grants. The district international service committee chair shall be concerned with promoting greater awareness of resources and strategies for project planning, implementation, identifying key local subject matter experts, and establishing direct lines of communication and accountability for all types of international service, with a special emphasis on improving global grant applications and the development of partnerships between international Rotary clubs and districts. The district international service committee chair will confer and cooperate with other leaders from across the district including but not limited to the district Rotary Foundation, grants subcommittee, community service, vocational service and alumni committees, to identify and promote resources for improved projects and grants. The district international service committee will also collaborate with district Rotaract representatives, Rotarian Action Groups, the The Rotary Foundation Cadre of Technical Advisers, and other experts interested in assisting with global grant applications.

To be effective, the district international service committee chair must have continuity of leadership and success planning. A district's governor-elect, in consultation with the immediate past district governor and district governor-nominee, is encouraged to appoint a past district governor, past regional Rotary Foundation coordinator, or a past assistant regional Rotary Foundation coordinator to chair this committee, serving a recommended term of three years without reappointment limits. *(April 2016 Mtg., Bd. Dec. 170)*

Source: November 1985 Mtg., Bd. Dec. 84. *Amended by* October 1988 Mtg., Bd. Dec. 116; June 1990 Mtg., Bd. Dec. 264; September 2011 Mtg., Bd. Dec. 34; January 2015 Mtg., Bd. Dec. 118; April 2016 Mtg., Bd. Dec. 170

C. District Youth Exchange Committee

To promote Youth Exchange as an opportunity for the development of international understanding, governors are encouraged to appoint Youth Exchange committees and officers. Governors are encouraged to observe a three-year limitation on the consecutive length of service of the district Youth Exchange chair. Recognizing that the special technical knowledge and experience required by the Youth Exchange program encourages a multi-year tenure of the district Youth Exchange chair and may sometimes necessitate the continuation of the chair's length of service for a longer period than three years in order to provide for an adequately trained successor.

To be effective, the district Youth Exchange committee must have continuity of leadership and succession planning. If a change in the district Youth Exchange chair is desired, the governor-elect is highly encouraged to consider candidates with a general knowledge of Rotary and a strong enthusiasm for the Youth Exchange program. A minimum experience of three years in a key position on the district Youth Exchange committee is also strongly encouraged for established Youth Exchange programs. Ability to communicate in English and attendance at a Youth Exchange conference beyond the district level should be regarded as positive attributes. Consultation with the current district governor, the district Youth Exchange chair, and district Youth Exchange committee members as well as the governor-nominee can provide valuable insight into the selection process by the governor-elect. Such cooperative efforts are instrumental in ensuring success given the recommended district Youth Exchange committee experience of the person selected as well as the desired multi-year tenure of that position subject to the recommended three-year limitation on consecutive length of service. Governors are encouraged not to change more than 33 percent of the Youth Exchange committee at any time in order to ensure the continuity of the program.

The district Youth Exchange officers or committees are under the supervision of their respective governors. Each governor is urged to do everything possible to foster Youth Exchange activities in the district, while retaining authority and ensuring that no personal financial profit is being made from such activities. *(January 2016 Mtg., Bd. Dec. 121)*

Source: May 1979 Mtg., Bd. Dec. 355; February 1984 Mtg., Bd. Dec. 312; February-March 1985 Mtg., Bd. Dec. 267; June 2009 Mtg., Bd. Dec. 217; *Amended by* January 2016 Mtg., Bd. Dec. 121

D. District Community Service Committee

All governors are encouraged to appoint a district Community Service committee. The role and responsibilities of this committee are to:

1) help identify new trends, issues or problems within the district that clubs may want to address

2) visit clubs within the district to speak about successful Community Service projects and provide information on Rotary programs and emphases to help strengthen their projects

3) encourage and assist club Community Service chairs in carrying out their responsibilities

4) encourage clubs to organize a Rotary Community Corps (RCC) if appropriate, and encourage district-level RCC meetings to exchange project development ideas

5) maintain intercommittee communication with other district committees

6) organize district-level club Community Service chair meetings, in connection with the district conference, district training assembly and other meetings, to exchange ideas and promote projects

7) identify areas for cooperation between club Community Service projects and local non-Rotary service organizations, by sharing information and helping clubs to set goals

8) request regular reports on successful Community Service projects from club Community Service chairs, for promotion through the governor's monthly letter, and report to RI for possible publication

9) organize exhibits of outstanding Community Service projects at district and zone meetings

10) organize district-wide Community Service activities. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1990 Mtg., Bd. Dec. 260

E. District Rotary Fellowships Committee

It is recommended that governors appoint a district Rotary Fellowships committee with a chair and at least three members to be responsible for encouraging participation in Rotary Fellowships among the clubs of the district. District governors should appoint a Rotarian who is a member of a Rotary Fellowship to serve as the district Rotary Fellowships chair to coordinate the following activities within the district:

a) Schedule club visits to present information on Rotary Fellowships
b) Invite current fellowship members within the district to attend presentations
c) Communicate with individual fellowship officers listed in the *Official Directory* and the *Global Networking Groups Directory* to gather information on upcoming events and publicize these in the district governor's newsletter and/or the district website
d) Arrange for a presentation during the district conference highlighting Rotary Fellowship activities within the district and obtain booth space to exhibit at the district conference
e) Distribute the electronic flyer for Rotary Fellowships to Rotarians in the district and encourage them to contact these groups regarding prospective membership.
f) Encourage participation at Rotary Convention with various Rotary Fellowships. *(January 2015 Mtg., Bd. Dec. 118)*

Source: January 1969 Mtg., Bd. Dec. 173; *Amended by* November 2008 Mtg., Bd. Dec. 59; January 2015 Mtg., Bd. Dec. 118

F. District New Generations (Youth Service) Committees

District governors shall appoint a district New Generations (Youth Service) committee, providing for continuity and leadership development. The committee shall work with district Interact, Rotaract, RYLA, Youth Exchange, and any other committees as

determined appropriate by the governor to share expertise across the district, lead cross-promotion between programs, promote service opportunities, and coordinate efforts between district committees. District New Generations (Youth Service) committees are encouraged to facilitate district recognition for clubs and/or individuals who advance the principles of New Generations and empower and engage young people. *(May 2015 Mtg., Bd. Dec. 166)*

Source: January 2012 Mtg., Bd. Dec. 186; *Amended by* January 2013 Mtg., Bd. Dec. 158; October 2014 Mtg., Bd. Dec. 72; January 2015 Mtg., Bd. Dec. 134

17.040. District-Level Elections

Districts are encouraged to use the nominating committee system for all district elections provided however, that nominating committees need not be used to select the members of nominating committees. (*January 2015 Mtg., Bd. Dec. 118)*

Source: June 2001 Mtg., Bd. Dec. 324; *Amended by* January 2015 Mtg., Bd. Dec. 118

17.040.1. Guidelines for District-Level Elections

The governor shall send the "District Election Guidelines" as adopted by the RI Board, as well as the following list of election guidelines to all clubs at the time of the official call for nominations:

Rotarians and election candidates shall

1. Learn and follow both the spirit and the letter of RI's election guidelines
2. Consult with knowledgeable Rotarians about current or new assignments which may give an appearance of campaigning
3. Not undertake personal initiatives to gain visibility, personal recognition, or favor
4. Not respond in kind to another candidate's improper activities
5. Not communicate with or visit clubs involved in the applicable election except to fulfill necessary functions *(January 2015 Mtg., Bd. Dec. 118)*

Source: June 2001 Mtg., Bd. Dec. 325; *Amended by* November 2004 Mtg., Bd. Dec. 59; January 2015 Mtg., Bd. Dec. 118

17.040.2. Voluntary System of Rotation

Districts may adopt a voluntary system of rotating an office among the areas of the district; however, candidates may run for office regardless of the voluntary rotation system and cannot be excluded from candidacy. (*January 2015 Mtg.,Bd. Dec. 118*)

Source: June 2008 Mtg., Bd. Dec. 241; *Amended by* January 2015 Mtg., Bd. Dec. 118

17.040.3. Voting Strength

At least 15 days prior to the voting, the district governor will inform each club how many votes it is entitled to. A club's voting strength is determined by using the club membership list per RI's database as of 1 January or 1 July. Members inducted after this date are not counted when calculating the number of votes a club is entitled to cast *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 2009 Mtg., Bd. Dec. 94; July 2010 Mtg., Bd. Dec. 21; *Amended by* October 2014 Mtg., Bd. Dec. 105; January 2015 Mtg., Bd. Dec. 118

Cross References

19.030. Governor-nominee selection

17.050. District Records

The outgoing governor shall pass on to his or her successor any and all information, including all relevant records, documents, and financial information no later than 30 days after the end of the Rotary year. *(January 2015 Mtg., Bd. Dec. 118)*

Source: January 1947 Mtg., Bd. Dec. E25; *Amended by* November 2004 Mtg., Bd. Dec. 59; January 2015 Mtg., Bd. Dec. 118

Article 18. New Club Development and Extension of Rotary

18.010. New Club Development
18.020. New Clubs
18.030. Non-Districted Rotary Clubs
18.040. Extension to Non-Rotary Countries and Geographical Areas

(Please note that this Article of the Code should be read in combination with Article 3)

18.010. New Club Development

18.010.1. District Governor – New Club Activities
The governor is responsible for organizing all new club efforts within the district and is responsible for serving as or appointing a new club adviser to coordinate such activities. *(October 2015 Mtg., Bd. Dec. 75)*

Source: November 2006 Mtg., Bd. Dec. 97; *Amended by* May 2012 Mtg., Bd. Dec. 244; October 2015 Mtg., Bd. Dec. 75

18.010.2. New Club Adviser – New Club Activities
A new club adviser is a Rotarian who represents the governor in the organization of a new club in the district. To be effective, a district new club adviser must have continuity of leadership; therefore, the new club adviser shall be appointed for a three-year term, subject to review. *(October 2015 Mtg., Bd. Dec. 75)*

Source: January 1938 Mtg., Bd. Dec. 200; *Amended by* November 2006 Mtg., Bd. Dec. 97; May 2012 Mtg., Bd. Dec. 244; May 2015 Mtg., Bd. Dec. 181; October 2015 Mtg., Bd. Dec. 75

18.020. New Clubs

18.020.1. Formation of Clubs
When new clubs are formed, the membership shall be principally composed of business or professional persons and community leaders who are preferably indigenous to the locality or who represent the permanent, established residential, business or professional life of the community concerned. *(January 2015 Mtg., Bd. Dec. 118)*

Source: January 1969 Mtg., Bd. Dec. 86; *Amended by* November 2001 Mtg., Bd. Dec. 104; June 2007 Mtg., Bd. Dec. 226; January 2015 Mtg., Bd. Dec. 118

18.020.2. Requirements for Formation of a New Club
A New Club Application must be received and approved before Rotary admits the club. *(January 2015 Mtg., Bd. Dec. 118)*

Source: May 2003 Mtg., Bd. Dec. 325; November 2004 Mtg., Bd. Dec. 59; January 2015 Mtg., Bd. Dec. 118

18.020.3. Name of New Club
Each new club shall adopt a name that identifies it with its community and shall insert in its constitution the name chosen, subject to the approval of RI. *(January 2015 Mtg., Bd. Dec. 118)*

Source: January 1939 Mtg., Bd. Dec. 105; January 2015 Mtg., Bd. Dec. 118

18.020.4. Minimum Number of Charter Members
The minimum number of charter members for a new club shall be 20 unless there are special and sufficient reasons for the Board to waive this requirement. At least 50 percent of the charter members should be from the local community in which the new club is established. *(January 2015 Mtg., Bd. Dec. 118)*

Source: June 1996 Mtg., Bd. Dec. 332; August 1999 Mtg., Bd. Dec. 94; *Amended* by February 2003 Mtg., Bd. Dec. 288; November 2004 Mtg., Bd. Dec. 59; June 2010 Mtg., Bd. Dec. 239; October 2012 Mtg., Bd. Dec. 115; January 2015 Mtg., Bd. Dec. 118

18.020.5. Charter Membership List
The list of members submitted to the RI Board as part of the club's application for membership shall be considered the club's complete charter membership list. Pending the action of the RI Board on an application, no other members shall be elected to the club. (*November 2002 Mtg., Bd. Dec. 55)*

Source: 1918 Mtg., Bd. Dec. 5

18.020.6. Minimum Number of Members in Sponsor Clubs
A club that wishes to sponsor a new club must have at least 20 members. Should there be two or more sponsor clubs, only one of the co-sponsors is required to have at least 20 members. *(November 2004 Mtg., Bd. Dec. 62)*

Source: November 1997 Mtg., Bd. Dec. 168; *Amended by* November 2004 Mtg., Bd. Dec. 59; November 2004 Mtg., Bd. Dec. 62

18.020.7. Formation of New Clubs: Costs
New clubs shall only be admitted to membership once the Board is satisfied that its members are able to pay all necessary RI and district dues and fees without external assistance, and have the capability to remit dues to the association. *(January 2015 Mtg., Bd. Dec. 118)*

Source: February 1995 Mtg., Bd. Dec. 180; *Amended by* January 2015 Mtg., Bd. Dec. 118

18.020.8. Admission Fee for New Clubs
New clubs shall pay an admission fee of US$15 per charter member in order to underwrite the cost to RI of chartering and serving the new club. *(January 2015 Mtg., Bd. Dec. 118)*

Source: January-February 1989 Mtg., Bd. Dec. 205; Amended by January 2015 Mtg., Bd. Dec. 118. *Affirmed by* November 1990 Mtg. Bd. Dec. 114

18.020.9. Charter Ceremony
The governor or his/her designated representative should be present at the club's official chartering ceremony. In some cases, the new club adviser or some other member of the sponsor club may be called upon to present the charter for the governor. *(October 2015 Mtg., Bd. Dec. 75)*

Source: January 1916 Mtg., Bd. Dec. 26; January 1936 Mtg., Bd. Dec. E25; *Amended by* November 2004 Mtg., Bd. Dec. 59; January 2015 Mtg., Bd. Dec. 118; October 2015 Mtg., Bd. Dec. 75

18.020.10. Falsified Membership List

When a new club applying for admission submits a falsified membership list the general secretary shall take the following action:

a. withhold admission of the new club;

b. notify the district governor that the club will not be admitted until all names on the new club membership list have been verified, and that all future new club applications from the district during the Rotary year will undergo scrutiny;

c. notify the district governor that the submission of the falsified membership list has made him/her ineligible for any RI assignment for three years after his/her term as governor ends. *(January 2015 Mtg., Bd. Dec. 118)*

Source: March 2005 Mtg., Bd. Dec 235; *Amended by* January 2015 Mtg., Bd. Dec. 118

18.030. Non-Districted Rotary Clubs

All clubs shall be part of a district. In exceptional circumstances, the RI Board may admit a Rotary club without a district or temporarily remove a Rotary club or clubs from a district with the intent to include the club(s) into a district at an appropriate time in the future. Such clubs shall be directly administered by RI.

Each year the president is requested to appoint special representatives to guide specific groups of Rotary clubs designated as non-districted by the Board. *(January 2015 Mtg., Bd. Dec. 118)*

Source: August 1999 Mtg., Bd. Dec. 94; *Amended by* November 2006 Mtg., Bd. Dec. 97; January 2015 Mtg., Bd. Dec. 118

18.040. Extension to Non-Rotary Countries and Geographical Areas

A non-Rotary country or geographical area is defined as any location that does not currently have Rotary clubs. Rotarians, clubs, and districts shall not engage in any extension activities without prior Board approval.

Rotarians interested in extending Rotary to non-Rotary countries or geographical areas should contact the general secretary to offer their assistance to the Extension Representative for that area.

The Board will consider requests to start Rotary clubs in non-Rotary countries and geographical areas upon the recommendation of the Extension Representative if the following criteria have been met:

1. Required approval for the organization of Rotary clubs has been obtained from the government
2. Rotary clubs would be able to function freely as non-political entities of an international organization
3. The location has a sufficient number of business and professional people and community leaders to sustain a Rotary club
4. Rotary clubs would be able to meet regularly as required by the Standard Rotary Club Constitution

5. Rotary clubs would be able to meet the financial obligations prescribed by the RI Bylaws without outside assistance
6. Rotary clubs would be able to sustain and increase membership, implement service projects, support the Rotary Foundation, welcome Rotarian visitors from other countries, and develop leaders capable of serving beyond the club level
7. An existing district agrees to include the non-Rotary country or geographical areas within its boundaries. *(January 2015 Mtg.,Bd. Dec. 118)*

Source: June 1996 Mtg., Bd. Dec. 331; November 1997 Mtg., Bd. Dec. 179; May 2003 Mtg., Bd. Dec. 325. *Amended by* November 2001 Mtg., Bd. Dec. 103; November 2006 Mtg., Bd. Dec. 97; June 2007 Mtg., Bd. Dec. 226; May 2012 Mtg., Bd. Dec. 244; January 2015 Mtg., Bd. Dec. 118

18.040.1. Extension Representatives

The RI President shall annually appoint Extension Representatives as appropriate to advise the RI Board on matters related to the development of Rotary in non-Rotary countries and geographical areas, including formation of new clubs. The Extension Representative shall coordinate all Rotary contact with governmental officials in their assigned non-Rotary country or geographical area. *(January 2015 Mtg.,Bd. Dec. 118)*

Source: November 2006 Mtg., Bd. Dec. 97; *Amended by* May 2012 Mtg., Bd. Dec. 244; January 2015 Mtg., Bd. Dec. 118

18.040.2. Extension to Isolated Communities

Extension to isolated places shall be undertaken only when a request is received from the community and a district in the geographic vicinity has been identified to assist in the new club's formation. *(November 2006 Mtg., Bd. Dec. 97)*

Source: November 2006 Mtg., Bd. Dec. 97

18.040.3. Club and District Finances

Financial support shall not be provided to districts or clubs that accept the invitation to be involved in extension to new countries. Clubs in new countries shall be instructed and guided by the Secretariat to become financially self-sufficient as quickly as possible. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May 1991 Mtg., Bd. Dec. 357

Cross References

31.030.1. Waiver or Remittance of Charter Fee

Article 19. District Officers

19.010. Governor's Specific Duties and Responsibilities
19.020. Responsibilities of the Governor-nominee
19.030. Governor-nominee Selection
19.040. Training and Preparation
19.050. Vacancies in the Office of Governor or Governor-elect: Training
19.060. Past Governors

19.010. Governor's Specific Duties and Responsibilities

19.010.1. District Governor Code of Ethics

1. Governors will adhere to applicable laws and regulations while conducting Rotary business. In addition, in conducting their private lives, governors will adhere to applicable laws in order to preserve and protect the positive image of Rotary.

2. Governors will adhere to the provisions of the RI Constitution and Bylaws.

3. Governors will adhere to the provisions established by the RI Board as documented in the *Rotary Code of Policies*.

4. Governors will serve for the benefit of Rotarians and the purposes of RI. Governors should put the interests of the district first and avoid even the appearance of any impropriety in their conduct.

5. Governors will not use their office for personal prestige or benefit or for the benefit of family members.

6. Governors will exercise due care in the diligent performance of their obligations to the district.

7. Governors will act based on fairness to all concerned.

8. Governors will promote transparency of financial information and will ensure compliance with all local and national laws relating to financial management.

9. Governors will prohibit and restrict the disclosure, communication, and use of confidential and proprietary information. Governors should use this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.

10. Governors will comply with Rotary's expense reimbursement policies. *(January 2015 Mtg., Bd. Dec. 118)*

Source: June 2007 Mtg., Bd. Dec. 266; *Amended by* June 2008 Mtg., Bd. Dec. 271; November 2008 Mtg., Bd. Dec. 96; January 2015 Mtg., Bd. Dec. 118

19.010.2. Governors' Responsibilities to Club-level Training

Governors should ensure that Rotary clubs have a comprehensive training plan that addresses:

1. Club leaders attend district training meetings as appropriate
2. Orientation is consistently and regularly provided for new members
3. Ongoing educational opportunities are available for current members
4. A leadership skills development program is available for all members *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 2006 Mtg., Bd. Dec. 104; *Amended by* January 2015 Mtg., Bd. Dec. 118

19.010.3. Governors' Responsibilities to Rotary World Magazine Press

Governors shall remind clubs to pay the subscription costs of their magazine, and use it as a resource tool for public image and membership. *(January 2015 Mtg., Bd. Dec. 118)*

Source: February 2006 Mtg., Bd. Dec. 199; *Amended by* November 2010 Mtg., Bd. Dec. 100; January 2011 Mtg., Bd. Dec. 117; October 2014 Mtg., Bd. Dec. 81; January 2015 Mtg., Bd. Dec. 118

19.010.4. Governors' Responsibilities for Club Membership Reporting

Governors will work with club secretaries in the district to ensure clubs send timely membership updates to Rotary International. *(January 2014 Mtg., Bd. Dec. 96)*

Source: January 2014 Mtg., Bd. Dec. 96

19.020. Responsibilities of the Governor-nominee

As an incoming officer of RI, the governor-nominee should

1. begin to prepare for the role of governor
2. foster continuity by working with past, current, and incoming district leaders to support effective clubs
3. begin analyzing the district's strengths and weaknesses, including Rotary's public image, membership, The Rotary Foundation, district events, and RI programs, with background material provided by the immediate past governor, governor, and governor-elect, and using RI resources
4. review the district organization (District Leadership Plan) and club administrative framework (Club Leadership Plan)
5. attend all district meetings when possible
6. participate in district committees or other activities, as may be suggested by the district governor or district governor-elect
7. attend district governor-nominee training if offered, or seek other training if available
8. attend training in leadership skills
9. select a site for the district conference held during the year of the governor-nominee's service
10. consider which Rotarians he/she will approach to serve on his/her district team

Assignments to the Governor-nominee

The governor and governor-elect shall provide the governor-nominee with the opportunity to

1. request specific responsibilities or assignments in connection with district committees or district organization
2. attend as an observer any or all district meetings
3. be part of the organizing committee as an observer

4. participate in all strategic planning efforts and long term appointments in the district.
5. serve as an ex-officio member of the district Youth Exchange committee. *(January 2016 Mtg., Bd. Dec. 121)*

Source: June 2007 Mtg., Bd. Dec. 306; *Amended by* November 2009 Mtg., Bd. Dec. 85; January 2015 Mtg., Bd. Dec. 118; January 2016 Mtg., Bd. Dec. 121

19.020.1. Governor-nominee Training

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

Source: February 2003 Mtg., Bd. Dec. 281; *Amended by* November 2007 Mtg., Bd. Dec. 112; January 2015 Mtg., Bd. Dec. 118

19.030. Governor-nominee Selection

19.030.1. Selection of Governor-nominee

The selection by the clubs in a district of a governor-nominee should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. Districts should seek out and nominate for the office of district governor the best qualified person.

District nominating committees are encouraged to interview all candidates for governor, whether they are suggested by clubs or by the nominating committee. Each interview of governor-nominee candidates should satisfy the following minimum needs:

a. verify that each candidate meets the formal requirements for nomination, in accordance with RI Bylaws sections 15.070. and 15.080

b. clarify the specific duties of a governor, including the knowledge, experience, time, and fiscal resources required to fulfill them

c. allow an overall summary of each candidate's qualifications and suitability

d. enable each candidate to share their vision and goals. *(January 2015 Mtg., Bd. Dec. 118)*

Source: May-June 1965 Mtg., Bd. Dec. 256; January 1970 Mtg., Bd. Dec. E-24; November 2001 Mtg., Bd. Dec. 56; *Amended by* November 2007 Mtg., Bd. Dec. 107; January 2015 Mtg., Bd. Dec. 118. *Affirmed by* May 2003 Mtg., Bd. Dec. 410

19.030.2. Selection of Governor-nominee through Ballot-by-Mail Procedure

Information to be included in the biographical data to accompany ballots-by-mail for election of the governor shall be as follows:

1) name of candidate; name and location of Rotary club; number of years a Rotarian; classification or former classification; name of firm or former firm; position in firm or former firm; district or zone meetings attended in last five years; current position(s) and/or assignment(s) in Rotary (elective or appointed); former position(s) and/or assignment(s) (elective or appointed)

2) special Rotary services and/or particular Rotary activities in which candidate has been engaged, i.e. what candidate has done to advance Rotary
3) most significant honors or achievements in business and professional activities
4) most significant honors or achievements in civic and public service activities. (*January 2015 Mtg., Bd. Dec. 118)*

Source: February-March 1987 Mtg., Bd. Dec. 250; *Amended by* January 2015 Mtg., Bd. Dec. 118

19.030.3. Selection of Governor-nominee in New Districts

When clubs in existing districts are regrouped into new districts, the new districts shall, if practical, select the governor-nominee in advance of the effective date of the new district by the same procedure used by those clubs before the regrouping occurred. When this procedure is not practical, the Board, the president acting on its behalf, shall authorize a ballot-by-mail and shall designate a governor to conduct the ballot-by-mail. Once the new district becomes effective, the clubs in the district shall adopt at the first district conference a procedure for future selection of the governor-nominee. *(January 2015 Mtg., Bd. Dec. 118)*

Source: February 1981 Mtg., Bd. Dec. 282; *Amended by* January 2015 Mtg., Bd. Dec. 118

Cross References

17.040. District-Level Elections

19.040. Training and Preparation

19.040.1. Leadership Training Cycle

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

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

(January 2015 Mtg., Bd. Dec. 118)

Source: July 1997 Mtg., Bd. Dec. 55; November 1999 Mtg., Bd. Dec. 218; *Amended by* October 2014 Mtg., Bd. Dec. 75; January 2015 Mtg., Bd. Dec. 118

19.040.2. Excusing Governor-elect Attendance at International Assembly

The president-elect may excuse attendance on behalf of the board in extenuating and mitigating circumstances, with the provision that the governor-elect shall attend alternate training as provided by the general secretary. *(January 2015 Mtg., Bd. Dec. 118)*

Source: June 2006 Mtg., Bd. Dec. 269

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

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

The following topics will be addressed:

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

The convener will schedule enough time to ensure appropriate coverage of each subject. Additionally, each GETS should allow for individual presentations from a regional Rotary Foundation coordinator, a Rotary coordinator and a Rotary public image coordinator who will explain their role and the support they can provide for districts. A member of the RI staff should conduct the session "Your Support from Rotary." *(January 2015 Mtg., Bd. Dec. 118)*

Source: June 1999 Mtg., Bd. Dec. 311; November 1999 Mtg., Bd. Dec. 213; June 2004 Mtg., Bd. Dec. 270; *Amended by* November 2004 Mtg., Bd. Dec. 52; September 2011 Mtg., Bd. Dec. 126; January 2013 Mtg., Bd. Dec. 154; January 2015 Mtg., Bd. Dec. 118. *See also* June 1999 Trustees Mtg., Dec. 204

19.040.4. Governor-elect Mandatory Attendance at GETS
Attendance at the governors-elect training seminar (GETS) shall be mandatory for governors-elect. Governors-elect are required to attend the GETS for the zone in which they were elected and in which they will serve. The convener may excuse attendance at GETS in extenuating and mitigating circumstances, with the provision that the governor-elect shall attend alternate training as provided by the general secretary. *(January 2013 Mtg., Bd. Dec. 154)*

Source: November 1999 Mtg., Bd. Dec. 213; February 2001 Mtg., Bd. Dec. 260; *Amended by* June 2001 Mtg., Bd. Dec. 310; June 2001 Mtg., Bd. Dec. 445; November 2004 Mtg., Bd. Dec. 59; June 2006 Mtg., Bd. Dec. 269; January 2013 Mtg., Bd. Dec. 154

19.040.5. GETS Training Team
The Rotarians who conduct training at the governors-elect training seminar will be referred to as the GETS training team.

The GETS training team leader must

a. be a recent RI training leader (preferably within the last 3-5 years)

b. coordinate the GETS team members
c. coordinate training for the GETS team members prior to GETS
d. distribute the GETS training materials to the governors-elect, if necessary
e. monitor attendance of governors-elect and report it to RI

The GETS training team should be comprised of a minimum of five core members, from within the zone(s), as follows:

1. GETS training team leader
2. GETS general team member
3. Regional Rotary Foundation coordinator
4. Rotary coordinator
5. Rotary public image coordinator

The GETS training team leader and general trainer must be appointed by the president for the class of governors being trained, upon recommendation by the convener. Exceptions can be made if there is no recent RI training leader for the zone.

a. Conveners may appoint additional team members if necessary. Additional general team members will not be funded.

b. the selected regional Rotary Foundation coordinator, Rotary coordinator and Rotary public image coordinator shall give informational presentations as assigned by the GETS training team leader.

c. all member(s) of the team should have extensive training experience. *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 1999 Mtg., Bd. Dec. 214; *Amended by* July 2002 Mtg., Bd. Dec. 27; November 2004 Mtg., Bd. Dec. 52; November 2006 Mtg., Bd. Dec. 104; June 2008 Mtg., Bd. Dec. 268; June 2010 Mtg., Bd. Dec. 251; September 2011 Mtg., Bd. Dec. 126; January 2013 Mtg., Bd. Dec. 154; January 2015 Mtg., Bd. Dec. 118

19.040.6. Reimbursement of Expenses for GETS Training Team Members

The GETS team leader and funded general trainer will be reimbursed for their participation in GETS, for the actual cost of three nights' hotel, three days' meals, GETS registration fees, roundtrip transportation to and from the training, and photocopies of GETS worksheets up to US$50.00. Coordinators will be reimbursed from their allocation. Reimbursement will be provided as follows:

The costs of the regional Rotary Foundation coordinator are provided through their allocation from The Rotary Foundation.

The costs of the Rotary coordinator and Rotary public image coordinator are provided through their allocation from RI.

Additional general team members will not be funded.

RI will consider covering costs for additional members when the number of governors-elect and their language needs warrant. *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 1999 Mtg., Bd. Dec. 214; *Amended by* July 2002 Mtg., Bd. Dec. 27; November 2004 Mtg., Bd. Dec. 52; June 2008 Mtg., Bd. Dec. 268; June 2010 Mtg., Bd. Dec. 251; September 2011 Mtg., Bd. Dec. 126; January 2013 Mtg., Bd. Dec. 154; January 2015 Mtg., Bd. Dec. 118

19.040.7. Governor-elect Spouse Training at GETS

Rotary institute conveners are encouraged to conduct needs assessments among governors'-elect spouses in order to plan spouse training at GETS, if appropriate. *(May 2003 Mtg., Bd. Dec. 324)*

Source: February 2003 Mtg., Bd. Dec. 280

19.040.8. Evaluation of GETS

The general secretary shall communicate training expectations effectively to all governors-elect at least 60 days prior to their attendance at GETS. Governors-elect shall complete an evaluation immediately following the meeting. The GETS training team shall be asked to complete an evaluation that addresses the success of the training session, support from RI, logistical issues, as well as recommendations on how the training might be improved in the future. *(January 2013 Mtg., Bd. Dec. 154)*

Source: November 1996 Mtg., Bd. Dec. 87; June 1998 Mtg., Bd. Dec. 352; *Amended by* November 1999 Mtg., Bd. Dec. 214; November 2004 Mtg., Bd. Dec. 52; June 2005 Mtg., Bd. Dec. 311; January 2013 Mtg., Bd. Dec. 154

19.040.9. Assignments to the Governor-elect

The governor shall provide the governor-elect

1. specific responsibilities in connection with district committees or district organization
2. an invitation to attend as an observer all district meetings, in addition to meetings where he or she is not otherwise designated as a participant
3. assignments to participate in the program of the district conference. *(November 2004 Mtg., Bd. Dec. 59)*

Source: May 1967 Mtg., Bd. Dec. 225; *Amended by* November 2004 Mtg., Bd. Dec. 59

19.040.10. Governor-elect Attendance at District Conference

Governors-elect are encouraged to visit district conferences in other districts prior to the year in which they take office in order to observe and evaluate procedures and features whereby their own district conference may be improved and strengthened. The governor should be encouraged to invite governors-elect from other districts to attend and participate in the district conference of his or her district. *(January 2015 Mtg., Bd. Dec. 118)*

Source: February 1984 Mtg., Bd. Dec. 241; *Amended by* January 2015 Mtg., Bd. Dec. 118

19.050. Vacancies in the Office of Governor or Governor-elect: Training

The following policy governs the filling of a vacancy in the office of governor or governor-elect:

a) a past governor who has been selected to serve a second term prior to the International Assembly shall be invited to attend the International Assembly at the expense of RI
b) a past governor who has been selected to fill a vacancy in the office of governor after the International Assembly shall receive, at RI's expense, training as determined by the general secretary *(January 2015 Mtg., Bd. Dec. 118)*

Source: May 1988 Mtg., Bd. Dec. 377; *Amended by* February 2004 Mtg., Bd. Dec. 189; November 2004 Mtg., Bd. Dec. 59; January 2015 Mtg., Bd. Dec. 118

19.060. Past Governors

19.060.1. Utilizing Services of Past Governors

Governors are urged to draw upon past governors for assistance in extension efforts, training incoming Governors, promoting the convention, and providing direct assistance to weaker clubs. *(January 2015 Mtg., Bd. Dec. 118)*

Source: February 1977 Mtg., Bd. Dec. 262; *Amended by* January 2015 Mtg., Bd. Dec. 118

19.060.2. Advisory Council of Past Governors

An advisory council of past governors should be organized in each district. Such councils shall be composed of all past governors who are members of Rotary clubs within the district. Governors are urged to call a meeting of the council at least once a year within the month following the end of the International Assembly to allow the governor-elect to inform the current and past governors about the issues debated and presented at the International Assembly.

The authority and/or the responsibility of the governor shall in no way be impaired or impeded by the advice or actions of the past governors. *(January 2015 Mtg., Bd. Dec. 118)*

Source: February 2002 Mtg., Bd. Dec. 195; COL 92-278; *Amended by* January 2015 Mtg., Bd. Dec. 118. *See also* January 1942 Mtg., Bd. Dec. 155

Cross References

17.030.1. Assistant Governors

Article 20. District Meetings

20.010. District Conference Overview
20.020. District Conference Program
20.030. President's Representative at Conference
20.040. Joint District Conferences
20.050. Protocol at District Meetings
20.060. District Training Assemblies
20.070. Presidents-Elect Training Seminars (PETS**)**
20.080. District Leadership Seminar
20.090. District Team Training Seminar
20.100. District Membership Seminar

20.010. District Conference Overview

The common purpose for the district conference is to bring together all Rotarians in the district to inspire Rotarians to greater involvement and understanding of Rotary. *(January 2015 Mtg., Bd. Dec. 118)*

Source: June 2010 Mtg., Bd. Dec. 249; *Amended by* January 2015 Mtg., Bd. Dec. 118

20.020. District Conference Program

20.020.1. Requirements for the District Conference
The district conference must

a) provide the representative of the RI president with the opportunity to deliver two major addresses, one of which is 20-25 minutes at the session with the maximum attendance; in addition, representatives should be provided an opportunity to make remarks at the conclusion of the conference to demonstrate appreciation to the host district
b) discuss and adopt the annual statement and report of the district finances from the previous Rotary year if it has not been adopted at a previously held district meeting as prescribed by RI Bylaws section 15.060.4.
c) approve the per capita levy, if not approved previously at the district training assembly or district presidents-elect training seminar
d) elect the member of the nominating committee for the RI Board of Directors, as appropriate
e) elect the district's representative to the Council on Legislation during the Rotary year two years prior to the Council on Legislation, if the district chooses not to utilize the nominating committee procedure. *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 1999 Mtg., Bd. Dec. 203; February 2003 Mtg., Bd. Dec. 275. See also March 1992 Mtg., Bd. Dec. 215, June 1999 Mtg., Bd. Dec. 295; June 1999 Mtg., Bd. Dec. 298. *Amended by* November 2001 Mtg., Bd. Dec. 45; November 2001 Mtg., Bd. Dec. 55; November 2004 Mtg., Bd. Dec. 58; June 2007 Mtg., Bd. Dec. 226; January 2015 Mtg., Bd. Dec. 118

20.020.2. Role and Responsibilities of the Governor
To achieve a successful district conference the governor will

a) be responsible for the planning, organizing and conducting of the conference
b) develop a comprehensive and well-balanced program within the Board-recommended guidelines
c) ensure that hospitality and courtesy appropriate to the RI president is given to the representative of the RI president and his/her spouse
d) ensure maximum representation from every club in the district by involving them in conference programs and activities
e) encourage the involvement of the local community by conducting a well-planned public image effort - that includes media relations - before, during and after the conference
f) invite representatives of the local community to participate in the program
g) make a special effort to have the entire membership of all newly organized clubs attend the conference
h) appoint an aide to the president's representative. *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 1999 Mtg., Bd. Dec. 203; *Amended by* February 2003 Mtg., Bd. Dec. 275; June 1999 Mtg., Bd. Dec. 295; June 1999 Mtg. Bd. Dec. 298; January 2015 Mtg., Bd. Dec. 118. *See also* March 1992 Mtg., Bd. Dec. 215;

20.030. President's Representative at Conference

20.030.1. Qualifications and Selection of President's Representatives

The president's representative represents the RI president at the conference by presenting inspirational, motivational, and educational addresses. In selecting representatives, the president should consider public speaking, social skills, relevant language abilities, the past performance of individuals when making these assignments, and the cost-effectiveness of the appointment. The president should make these appointments as early as possible and provide the representatives with background materials well in advance of the conference. *(January 2015 Mtg., Bd. Dec. 118)*

Source: July 1991 Mtg., Bd. Dec. 47; June 1999 Mtg., Bd. Dec. 295; August 1999 Mtg., Bd. Dec. 84; *Amended by* November 2002 Mtg., Bd. Dec. 175; June 2010 Mtg., Bd. Dec. 249; January 2015 Mtg., Bd. Dec. 118

20.030.2. Role of the President's Representative at Conference

In representing the RI president and his spouse, the president's representative and his/her spouse shall, if possible

a) meet personally as many Rotarians and spouses as possible
b) inspire and motivate district conference participants through formal presentations and participation in all aspects of the conference
c) provide information on the RI president and the annual theme as well as providing continuity to the following year's theme
d) stress the importance of membership attraction and engagement
e) promote the programs and development of The Rotary Foundation
f) evaluate the governor, governor-elect, and other Rotarian participants for future responsibilities
g) evaluate past governors in attendance, who should be considered for future assignments
h) visit Rotary clubs and Rotary service projects before or after district conference, if feasible

i) attend all scheduled district conference meetings
j) refrain from involvement in district disputes

In so performing the above responsibilities, the president's representative and his or her spouse should reflect the dignity and courtesy associated with the highest office in RI. *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 1990 Mtg., Bd. Dec. 149. *Amended by* June 1999 Mtg., Bd. Dec. 298; November 1999 Mtg., Bd. Dec. 206; November 1999 Mtg., Bd. Dec. 207; February 2003 Mtg., Bd. Dec. 275; June 2009 Mtg., Bd. Dec. 276; January 2015 Mtg., Bd. Dec. 118

20.030.3. The Role of President's Representatives' Spouses

The spouses of president's representatives have a responsibility to promote the ideals and programs of Rotary, in addition to supporting the president's representatives in the performance of their duties. Involvement in the activities of the conference is required, including attendance at spouses' meetings, social gatherings, and plenary sessions. *(February 2003 Mtg., Bd. Dec. 275)*

Source: November 1999 Mtg., Bd. Dec. 207; *Amended by* February 2003 Mtg., Bd. Dec. 275

20.030.4. President's Representative Evaluation

The president's representative should complete and transmit to the president the report on the conference promptly following the conference. The president is requested to ensure prompt and appropriate follow-up to the reports of the president's representatives. *(November 2001 Mtg., Bd. Dec. 45)*

Source: February-March 1983 Mtg., Bd. Dec. 240; July 1991 Mtg., Bd. Dec. 47

20.030.5. Expenses of President's Representative

Rotary International will pay the travel expenses of the president's representative and spouse to a district conference. The district conference shall assume the hotel and conference expenses of the president's representative and spouse during their attendance at the conference. The account of the president's representative for expenses incurred in attending a district conference shall not be closed nor shall the representative receive final reimbursement for travel and other expenses in connection to district conference attendance until a final report of the conference is sent to the president. *(January 2015 Mtg., Bd. Dec. 118)*

Source: January 1968 Mtg., Bd. Dec. 106; February-March 1983 Mtg., Bd. Dec. 240; *Amended by* February 2003 Mtg., Bd. Dec. 275; January 2015 Mtg., Bd. Dec. 118

20.030.6. President's Representatives' Reports as a Resource for Future Representatives

President's representatives should be sent copies of the prior three years of reports for the district to which they are assigned, excluding any material related to individuals in the district. *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 1999 Mtg., Bd. Dec. 209; January 2015 Mtg., Bd. Dec. 118. *Affirmed by* July 2001 Mtg., Bd. Dec. 21

20.040. Joint District Conferences

20.040.1. Holding of Joint District Conferences
The Board authorizes holding of district conferences of two or more districts conjointly, where feasible. *(January 2015 Mtg., Bd. Dec. 118)*

Source: July 1943 Mtg., Bd. Dec. 41; January 1956 Mtg., Bd. Dec. 110; July 1956 Mtg., Bd. Dec. 37; January 1964 Mtg., Bd. Dec. 97; November 1999 Mtg., Bd. Dec. 203; *Amended by* November 2010 Mtg., Bd. Dec. 93; January 2015 Mtg., Bd. Dec. 118

20.050. Protocol at District Meetings

The governor shall plan, promote, and preside at all official district meetings except as otherwise expressly provided. *(May 2011 Mtg., Bd. Dec. 182)*

Source: Feb. 1980 Mtg., Bd. Dec. 275

20.060. District Training Assemblies

20.060.1. Purpose of the District Training Assembly
The purpose of the district training assembly is to

- Prepare incoming club leaders for their year in office and build their leadership team
- Give the district governor-elect, and incoming assistant governors and district committees the opportunity to motivate club leadership teams and build their working relationship. *(June 2013 Mtg., Bd. Dec. 196)*

Source: November 2005 Mtg., Bd. Dec. 104; June 2013 Mtg., Bd. Dec. 196

20.060.2. District Training Assembly Participants
The participants in the district training assembly shall be club presidents-elect and the members of Rotary clubs assigned by the club president-elect to serve in key leadership roles in the upcoming Rotary year. *(June 2013 Mtg., Bd. Dec. 196)*

Source: November 1999 Mtg., Bd. Dec. 218; June 2013 Mtg., Bd. Dec. 196

20.060.3. District Training Assembly Components
The following components will be included in the district training assembly for each functional group participating in the training:

- RI theme
- Roles and responsibilities
- Policies and procedures
- Selecting and training your team
- Developing annual and long-range plans
- Resources
- Case study exercise
- Team building exercise: finalizing club goals
- Problem solving exercise

The functional groups participating in the training include

- Club administration
- Club public image
- Membership
- Service projects
- The Rotary Foundation
- Secretary
- Treasurer
- President-elect (Note: Presidents-elect will focus on public speaking and motivating Rotarians so as not to repeat the training they receive at PETS.) *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 1999 Mtg., Bd. Dec. 218; *Amended by* November 2005 Mtg., Bd. Dec. 104; June 2013 Mtg., Bd. Dec. 196; January 2015 Mtg., Bd. Dec. 118

20.060.4. District Training Assembly Time Frame

The district training assembly should consist of a one full-day seminar preferably to be held during the month of March, April or May. *(June 2013 Mtg., Bd. Dec. 196)*

Source: November 1999 Mtg., Bd. Dec. 218; *Amended by* November 2001 Mtg., Bd. Dec. 45; May 2003 Mtg., Bd. Dec. 325; November 2007 Mtg., Bd. Dec. 113; June 2010 Mtg., Bd. Dec. 182; June 2013 Mtg., Bd. Dec. 196

20.060.5. District Training Assembly Leaders

The governor-elect is responsible for the overall program of the district training assembly. The district trainer is responsible for planning and conducting the assembly. The district chairs related to the functional areas are responsible for leading the related breakout sessions. For the presidents-elect sessions, past governors and assistant governors should be used as appropriate. *(June 2013 Mtg., Bd. Dec. 196)*

Source: November 1999 Mtg., Bd. Dec. 218; *Amended by* June 2013 Mtg., Bd. Dec. 196

20.060.6. Attendance at District Training Assembly

a) Members of Rotary clubs assigned by the club president-elect to serve in key leadership roles in the upcoming Rotary year, before accepting office, should be required by their respective clubs to pledge themselves to attend the district training assembly.

b) Each club shall adopt a policy of paying the expenses of the president-elect to the district training assembly without diminishing the importance of other designated participants in the district training assembly. *(June 2013 Mtg., Bd. Dec. 196)*

Source: January 1964 Mtg., Bd. Dec. 99; January 1970 Mtg., Bd. Dec. E-13; November 1999 Mtg., Bd. Dec. 218; November 2004 Mtg., Bd. Dec. 58; June 2013 Mtg., Bd. Dec. 196

20.060.7. Scheduling of District Training Assembly

Where circumstances require, if the district conference is held during April, consideration may be given to holding the district training assembly and the district conference as consecutive meetings, provided that, in any such scheduling of the meetings the district

conference is held as the second such meeting. Such consecutive meetings should be scheduled without reducing the time required for each such meeting and with due regard for the essential features of each. *(June 2013 Mtg., Bd. Dec. 196)*

Source: October 1998 Mtg., Bd. Dec. 126. *Amended by* November 1999 Mtg., Bd. Dec. 218; June 2013 Mtg., Bd. Dec. 196

20.070. Presidents-elect Training Seminars (PETS)

20.070.1. Purpose of PETS

The purpose of the presidents-elect training seminar (PETS) is to

- Prepare incoming club presidents for their year as president
- Give district governors-elect and incoming assistant governors the opportunity to motivate incoming presidents and build their working relationship. *(November 2005 Mtg., Bd. Dec. 104)*

Source: November 2005 Mtg., Bd. Dec. 104

20.070.2. Program of PETS

To achieve the stated purpose of the program, the Board recommends including the following components in the presidents-elect training seminar:

- RI theme
- Role and responsibilities of club president
- Goal setting
- Selecting and preparing club leaders
- Club administration
- Membership
- Service projects
- The Rotary Foundation
- Public image
- Resources
- Annual and long-range planning

(January 2015 Mtg., Bd. Dec. 118)

Source: November 1999 Mtg., Bd. Dec. 218; *Amended by* November 2005 Mtg., Bd. Dec. 104; January 2015 Mtg., Bd. Dec. 118

20.070.3. Participants

All club presidents-elect in the district shall attend the PETS as required by Article 10, Section 5 of the Standard Rotary Club Constitution. Other participants should include the governor-elect, assistant governors, and the district trainer.

Assistant governors shall assist the governor-elect with team building among the presidents-elect to whose clubs they are assigned, the governor-elect, and themselves.

The district trainer shall work with the governor-elect in developing training materials and conducting the training session for the PETS Seminar Leadership Team. *(November 2004 Mtg., Bd. Dec. 59)*

Source: July 1997 Mtg., Bd. Dec. 59; November 1999 Mtg., Bd. Dec. 218; November 2004 Mtg., Bd. Dec. 58

20.070.4. PETS Leaders

The governor-elect is responsible for the PETS. The district trainer is responsible for planning and conducting the Seminar under the direction and supervision of the governor-elect. The PETS leadership team consists of qualified past governors and district committee chairs.

Governors-elect are encouraged to utilize the members of the district Rotary Foundation committee in developing and delivering Foundation topics in appropriate sessions. *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 1999 Mtg., Bd. Dec. 218; November 2001 Mtg., Bd. Dec. 43; January 2015 Mtg., Bd. Dec. 118

20.070.5. PETS Time Frame

PETS should consist of a minimum of a one and a half day seminar preferably to be held during the month of February or March. *(June 2010 Mtg., Bd. Dec. 182)*

Source: November 1999 Mtg., Bd. Dec. 218; *Amended by* November 2004 Mtg., Bd. Dec. 58; November 2007 Mtg., Bd. Dec. 113; June 2010 Mtg., Bd. Dec. 182

20.070.6. Multidistrict PETS Guidelines

Multidistrict PETS organizations are exempt from *Rotary Code of Policies* Article 21 Multidistrict Activities. Rather, they are to be governed by these Multidistrict PETS Guidelines. Multidistrict PETS organizations are to develop and maintain operating guidelines, in accordance with the Multidistrict PETS Guidelines, that has been approved by all districts involved.

A. Program

For governors-elect conducting multidistrict PETS, at least three hours of the program must be allocated to meetings between governors-elect and their incoming club presidents, with assistant governors, if applicable.

B. Administration

The governors-elect are responsible for developing and approving the final program and selecting the training leaders and plenary speakers. The district trainer, or a designee selected or approved by the governor-elect, is responsible for planning and conducting the training at the seminar.

The governors-elect involved in a multidistrict PETS are responsible for ensuring that policies and procedures exist to appropriately administer all funds collected for the multidistrict PETS. The governors-elect shall also be responsible for ensuring that an audited financial statement of multidistrict PETS finances is prepared.

Any participating district that seeks to terminate its participation in a multidistrict PETS must secure the approval of two-thirds of the clubs in the district to withdraw. The governor-elect shall notify the general secretary and the governors-elect of the other districts concerned of its decision within 60 days prior to the date of termination.

C. Transition to Multidistrict Format
Governors-elect shall initially conduct a multidistrict PETS only after approval of two-thirds of the clubs in the district. The Board authorizes two or more districts to hold their PETS conjointly where all participating districts have attained the above level of club approval.

D. One-Year Waiver for Establishing Multidistrict PETS
Districts that have not participated in a multidistrict PETS within the previous five years may initiate or join an existing multidistrict PETS for a single year without first obtaining the consent of two-thirds of the clubs involved, provided the incoming governors responsible for planning the proposed multidistrict PETS unanimously agree. (*January 2015 Mtg., Bd. Dec. 118)*

Source: July 1997 Mtg., Bd. Dec. 59; *Amended by* February 2003 Mtg., Bd. Dec. 283; June 2004 Mtg., Bd. Dec. 279; November 2004 Mtg., Bd. Dec. 58; July 2010 Mtg., Bd. Dec. 19; January 2015 Mtg., Bd. Dec. 118. *Affirmed by* November 2002 Mtg., Bd. Dec. 142

20.070.7. Administration of PETS
All PETS, whether single or multidistrict, shall be under the direct authority and control of the governors-elect in cooperation with governors in order to foster unity and promote communication among the district leadership team. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1996 Mtg., Bd. Dec. 304

20.070.8. Form of Incorporation of Multidistrict PETS
In instances where multidistrict PETS are incorporated, the members of the corporation should be the governors-elect of the districts involved or their appointees. The board of directors of any such incorporated activity should be elected by the members of the corporation. Corporate structures not in harmony with these provisions will generally be considered as not in conformance with RI policy regarding supervision of multidistrict PETS by the governors-elect, unless evidence to the contrary is presented at the time that such projects apply for approval by the Board. *(November 2004 Mtg., Bd. Dec. 58)*

Source: May 1986 Mtg., Bd. Dec. 279; *Amended by* November 2004 Mtg., Bd. Dec. 58. *See also* May-June 1988 Mtg., Bd. Dec. 356

Cross References

17.030.2. District Training Committee: Training at PETS
21.020. Use of Rotary Marks in Multidistrict Activities

20.080. District Leadership Seminar

20.080.1. Purpose of the District Leadership Seminar
The purpose of the district leadership seminar is to motivate Rotarians in the district to serve Rotary beyond the club level. *(November 2005 Mtg., Bd. Dec. 104)*

Source: November 1999 Mtg., Bd. Dec. 218; *Amended by* November 2004 Mtg., Bd. Dec. 59; November 2005 Mtg., Bd. Dec. 104

20.080.2. Participants in the District Leadership Seminar
Interested Rotarians who have served as club president, or have served for three or more years in a leadership role or who are interested in further leadership roles in the club or district may participate in the District Leadership Seminar. *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 1999 Mtg., Bd. Dec. 218; *Amended by* January 2015 Mtg., Bd. Dec. 118

20.080.3. District Leadership Seminar Components
To achieve the stated purpose of the program, the following components will be included in the district leadership seminar:

- Leadership and motivational skills
- International service projects
- District meetings
- Program electives
- Leadership opportunities *(November 2005 Mtg., Bd. Dec. 104)*

Source: November 1999 Mtg., Bd. Dec. 218; *Amended by* November 2005 Mtg., Bd. Dec. 104

20.080.4. District Leadership Seminar Time Frame
One full day District Leadership Seminar should be held immediately prior to or after the district conference. *(November 2007 Mtg., Bd. Dec. 113)*

Source: November 1999 Mtg., Bd. Dec. 218; *Amended by* November 2007 Mtg., Bd. Dec. 113

20.080.5. District Leadership Seminar Leaders
The governor is responsible for the overall program of the District Leadership Seminar. The district trainer is responsible for planning and conducting the Seminar. The Seminar leadership team shall include qualified past governors and assistant governors appointed by the governor. *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 1999 Mtg., Bd. Dec. 218; *Amended by* November 2004 Mtg., Bd. Dec. 59; January 2015 Mtg., Bd. Dec. 118

20.090. District Team Training Seminar

20.090.1. District Team Training Seminar Purpose
The purpose of the district team training seminar is to

- Prepare incoming assistant governors and incoming district committee members and chairs for their year in office

- Give district governors-elect the opportunity to motivate and build their district leadership team to support clubs. *(November 2005 Mtg., Bd. Dec. 104)*

Source: November 2005 Mtg., Bd. Dec. 104

20.090.2. District Team Training Seminar Participants
Participants in the District Team Training Seminar shall include Rotarians appointed by the governor-elect to serve as assistant governors, and as district committee chairs and members in the next Rotary year. *(February 2000 Mtg., Bd. Dec. 298)*

Source: November 1999 Mtg., Bd. Dec. 218

20.090.3. District Team Training Seminar Components
To achieve the stated purpose of the program, the following components will be included in the district team training seminar:

- RI theme
- District administration
- Role and responsibilities
- Working with your clubs under the Club Leadership Plan and District Leadership Plan
- Understanding Rotary Club Central
- Resources
- Annual and long-range planning
- Communication *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 1999 Mtg., Bd. Dec. 218; *Amended by* November 2005 Mtg., Bd. Dec. 104; *Amended by* January 2015 Mtg., Bd. Dec. 118

20.090.4. District Team Training Seminar Time Frame
One full-day District Team Training Seminar should be held following the International Assembly and before PETS. *(January 2015 Mtg., Bd. Dec. 118)*

Source: November 1999 Mtg., Bd. Dec. 218; *Amended by* November 2007 Mtg., Bd. Dec. 113; January 2015 Mtg., Bd. Dec. 118

20.090.5. District Team Training Seminar Leaders
The governor-elect is responsible for the overall program of the District Team Training Seminar. The district trainer is responsible for planning and conducting the Seminar. The Seminar leadership team shall include qualified past governors. *(November 2004 Mtg., Bd. Dec. 59)*

Source: November 1999 Mtg., Bd. Dec. 218; *Amended by* November 2004 Mtg., Bd. Dec. 59

20.100. District Membership Seminar

20.100.1. District Membership Seminar Purpose
The purpose of the district membership seminar is to prepare club and district leaders to support membership activities at the club and district levels. *(November 2005 Mtg., Bd. Dec. 104)*

Source: November 2005 Mtg., Bd. Dec. 104

20.100.2. District Membership Seminar Participants

Participants in the District Membership Seminar shall include club presidents, club-level membership committee members, district membership development committee members, district extension committee members, assistant governors, and all interested Rotarians. *(July 2002 Mtg., Bd. Dec. 26)*

Source: July 2002 Mtg., Bd. Dec. 26

20.100.3. District Membership Seminar Components

To achieve the stated purpose of the program, the following components will be included in the district membership seminar:

- Membership overview
- Engagement
- Attraction
- New club development
- Roles and responsibilities of membership
- Vibrant Rotary clubs
- Club pilots
- Resources *(January 2015 Mtg., Bd. Dec. 118)*

Source: July 2002 Mtg., Bd. Dec. 26; *Amended by* November 2005 Mtg., Bd. Dec. 104; January 2015 Mtg., Bd. Dec. 118

20.100.4. District Membership Seminar Time Frame

One half to one full-day District Membership Seminar should be held annually, preferably following the district training assembly. *(November 2007 Mtg., Bd. Dec. 113)*

Source: July 2002 Mtg., Bd. Dec. 26; *Amended by* November 2004 Mtg., Bd. Dec. 59; June 2005 Mtg., Bd. Dec. 316; November 2007 Mtg., Bd. Dec. 113

20.100.5. District Membership Seminar Leaders

The governor is responsible for the overall program. The district membership development committee is responsible for planning and conducting the seminar in consultation with the governor and the district trainer. The seminar leadership team consists of qualified past district governors and/or those Rotarians active and successful in membership development activities. Consideration shall be given to involving the Rotary coordinator. *(January 2015 Mtg., Bd. Dec. 118)*

Source: July 2002 Mtg., Bd. Dec. 26; *Amended by* November 2002 Mtg., Bd. Dec. 55; November 2007 Mtg., Bd. Dec. 90; June 2010 Mtg., Bd. Dec. 251; January 2015 Mtg., Bd. Dec. 118

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

Article 21. Multidistrict Activities

21.010. Guidelines for Multidistrict Activities, Projects and Organizations
21.020. Use of the Name, Emblem, or other Rotary Marks in Multidistrict Activities

21.010. Guidelines for Multidistrict Activities, Projects and Organizations

Rotary-sponsored service activities, projects and organizations involving clubs in two or more districts are encouraged, subject to the following:

A) Multidistrict activities, projects and organizations:

1) shall be, in nature and scope, within the capability of the clubs and Rotarians in the districts to be undertaken successfully without interfering with or detracting from the scope and effectiveness of club activities in furthering the program of Rotary at the club level

2) shall not be undertaken initially unless each governor concerned has agreed to such a joint activity and then, only after approval of two-thirds of the clubs in each district. Any participating district that seeks to terminate its participation in a multidistrict activity, project or organization must secure the approval of two-thirds of the clubs in the district to withdraw.

3) shall be under the direct supervision of the governors concerned; the custody of all funds contributed or collected for such activities, projects or organizations shall be the responsibility of the governors concerned, though a committee of Rotarians from within the districts involved may be appointed to assist in administering any such activity, project or organization and related funds. The governors involved in any multidistrict activity, project or organization shall also be responsible for ensuring that an annual financial review by a qualified person or an audited financial statement of multidistrict finances is prepared for the activity, project or organization and distributed to the participating clubs. (Please see section 33.040.7., point 9 for a further definition of "full control of a Rotary Entity.")

4) shall involve participation by Rotary clubs and/or individual Rotarians on a voluntary basis, clearly presented as such; the cost of participation by a club or individual Rotarian, if any, should be kept to a minimum, and not implicitly or directly be made an obligation in the form of a per capita assessment or otherwise

5) shall adhere to current RI's circularization policy.

6) in order to clarify that the activity, project or organization is not one of RI or TRF, the promotional materials, printed and electronic, and especially on any donation page, shall state that the activity, project or organization is one of a local nature.

B) This policy does not include projects involving cooperation between districts partnering for an international service project.

C) Multidistrict PETS organizations are exempt from these Multidistrict Guidelines. Rather, they are to be governed by the Multidistrict PETS Guidelines.

D) With the exception of a multidistrict PETS, which shall be under the direct authority and control of the governors-elect in cooperation with governors, the ultimate responsibility for multidistrict events, activities, projects and organizations lies with the governors of the districts involved.

E) In instances where multidistrict activities, projects and organizations are incorporated, the members of the corporation should be the governors of the districts involved or their appointees. The board of directors of any such incorporated activity, project or organization should be elected by the members of the corporation. Corporate structures not in harmony with these provisions will generally be considered as not in conformance with RI policy regarding supervision of multidistrict activities, projects and organizations by the governors. *(July 2015 Mtg., Bd. Dec. 16)*

Source: May 1986 Mtg., Bd. Dec. 279; February-March 1987 Mtg., Bd. Dec. 272; June 1996 Mtg., Bd. Dec. 304; June 1996 Mtg., Bd. Dec. 308; March 1997 Mtg., Bd. Dec. 237; February 2003 Mtg., Bd. Dec. 283; November 2004 Mtg., Bd. Dec. 58; *Amended by* November 2004 Mtg., Bd. Dec. 59; September 2011 Mtg., Bd. Dec. 90; January 2015 Mtg., Bd. Dec. 118; July 2015 Mtg., Bd. Dec. 16. *See also* May-June 1988 Mtg., Bd. Dec. 356

Cross References

11.010.2. Multidistrict Activities—Approval to Solicit Cooperation
20.070.6. Multidistrict PETS Guidelines
33.040.7. Requests for Exception to Guidelines for Use of "Rotary" Name

21.020. Use of the Name "Rotary," the Rotary Emblem or other Rotary Marks in Multidistrict Activities

All club, district, multidistrict and other Rotary Entity activities, projects and organizations must include identifiers of the club, district, multidistrict group or other Rotary Entity when using the name "Rotary," the Rotary Emblem or other Rotary Marks. In limited instances and in RI's sole discretion, a geographic identifier may be used, provided it accurately represents the interests of each club in that area and appropriate approvals are sought from the district governors and/or the club presidents. Such identifier must be in close proximity to and in equal prominence with the Rotary Emblem or other of the Rotary Marks. In order to clarify that the activity, project or organization is not one of RI or TRF, its promotional materials, printed and electronic, and especially on any donation page, shall state that the activity, project or organization is one of a local nature.

The Rotary Marks must always be reproduced in their entirety. No abbreviations, prefixes or suffixes such as "Rota" are permitted, except for use in "Interota" for the periodic Interota meetings. No alterations, obstructions or modifications of the Rotary Marks are permitted. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem to be used only together with "Rotary" as part of the "digital and small space signature lock-up" or with "Interact" or "Rotaract" as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with "Rotary," "Interact," or "Rotaract" in the simplified signature format.

Rotary Entity activities, projects or organizations that are to include the name "Rotary," the Rotary Emblem, or other Rotary Marks without a further identifier must first secure an exception to policy from the Board. Rotarians coordinating existing doctor banks and similar club, district, multidistrict and other Rotary Entity activities, projects or organizations should review and make necessary changes to the activity, project or organization names and materials, consistent with this policy. *(October 2015 Mtg., Bd. Dec. 37)*

Source: February 1996 Mtg., Bd. Dec. 198; June 2013 Mtg., Bd. Dec. 242; *Amended by* May 2000 Mtg., Bd. Dec. 399; November 2006 Mtg., Bd. Dec. 35; January 2015 Mtg., Bd. Dec. 117; May 2015 Mtg., Bd. Dec. 166; July 2015 Mtg., Bd. Dec. 16; October 2015 Mtg., Bd. Dec. 37

Cross References

11.020.4. Guidelines for Rotary Clubs, Rotary Districts and Other Rotary Entities for Sponsorship, and Cooperative Relationship Purposes
33.040.7. Requests for Exception to Guidelines for Use of "Rotary" Name

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CHAPTER IV

ADMINISTRATION

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Article 26. Rotary International

26.010. Rotary International Strategic Plan
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26.010. Rotary International Strategic Plan

26.010.1. Mission Statement

We provide service to others, promote integrity, and advance world understanding, goodwill, and peace through our fellowship of business, professional, and community leaders. *(November 2009 Mtg., Bd. Dec. 42)*

Source: June 2007 Mtg., Bd. Dec. 228; *Amended by* November 2009 Mtg., Bd. Dec. 42

26.010.2. Core Values

The Board has adopted "core values" as part of the strategic plan of Rotary International: Service, Fellowship, Diversity, Integrity, and Leadership *(November 2010 Mtg., Bd. Dec. 38)*

Source: June 2007 Mtg., Bd. Dec. 228; November 2009 Mtg., Bd. Dec. 42

26.010.3. Strategic Priorities and Goals

Priority—Support and Strengthen Clubs

Goals
- Foster club innovation and flexibility
- Encourage clubs to participate in a variety of service activities
- Promote membership diversity
- Improve member attraction and engagement
- Develop leaders
- Start new, dynamic clubs
- Encourage strategic planning at club and district levels

Priority—Focus and Increase Humanitarian Service

Goals
- Eradicate polio
- Increase sustainable service focused on
  --programs and activities that support youth and young leaders
  --The Rotary Foundation's six areas of focus
- Increase collaboration and connection with other organizations
- Create significant projects both locally and internationally

Priority—Enhance Public Image and Awareness

Goals
- Unify image and brand awareness
- Publicize action-oriented service
- Promote core values
- Emphasize vocational service
- Encourage clubs to promote their networking opportunities and signature activities

Priority—Improve Financial Sustainability and Operational Effectiveness

Goals
- Develop and maintain diverse revenue sources (such as sponsorships, etc.)
- Ensure RI and TRF has the financial flexibility to maintain programs and operations through economic downturns
- Ensure the three-year target for the operational reserve fund approved by the board and trustees is achieved
- Utilize volunteer, staff and financial resources to achieve strategic outcomes and maximize operational efficiency *(April 2016 Mtg., Bd. Dec. 157)*

Source: November 2009 Mtg., Bd. Dec. 42; *Amended by* January 2010 Mtg., Bd. Dec. 118; November 2010 Mtg., Bd. Dec. 46; June 2013 Mtg., Bd. Dec. 196; May 2014 Mtg., Bd. Dec. 122; April 2016 Mtg., Bd. Dec. 157

26.010.4. RI Board Performance Goals and Annual Strategic Alignment

The Board, in collaboration with the current RI president, shall establish RI Board performance goals, to be aligned with the RI Strategic Plan and the presidential goals and vision. The general secretary shall support a mechanism for creating and reporting on goals, for review by the Board at its regular meetings each year. *(July 2014 Mtg., Bd. Dec. 9)*

Source: September 2011 Mtg., Bd. Dec. 43; *Amended by* January 2012 Mtg., Bd. Dec. 158; July 2014 Mtg., Bd. Dec. 9

26.020. Rotary and Politics

Because its world-wide membership includes persons of many facets of political opinion, no corporate action or corporate expression of opinion shall be taken or given by Rotary on political subjects. *(April 2016 Mtg., Bd. Dec. 157)*

Source: November 1964 Mtg., Bd. Dec. 89

26.030. Rotary and Religion

Rotary is a secular organization whose membership includes persons of all faiths, religions, and beliefs. (*November 2007 Mtg., Bd. Dec. 49*)

Source: November 2007 Mtg., Bd. Dec. 49

26.040. Rotary Coordinators

26.040.1. Purpose

The purpose of the Rotary coordinators is to provide support and expertise to help create stronger, more dynamic, and more effective clubs. They are to serve as facilitators, motivators, consultants, and resource persons for the club and district leaders in their assigned regions. *(October 2012 Mtg., Bd. Dec. 117)*

Source: November 2009 Mtg., Bd. Dec. 79; *Amended by* January 2011 Mtg., Bd. Dec. 159; September 2011 Mtg., Bd. Dec. 110; October 2012 Mtg., Bd. Dec. 117

26.040.2. Functions

Rotary coordinators will focus their activities on supporting and strengthening clubs and districts. The Rotary coordinators' primary responsibilities are to:

--Encourage innovative engagement and new member attraction strategies to support membership growth and promote the benefits of membership
--Emphasize member engagement through effective volunteer activities, networking, and programs and activities that support youth and young leaders and alumni
--Recommend solutions to address membership challenges, such as more flexible club meetings, focusing on members' satisfaction, and enhancing volunteer opportunities
--Help districts and clubs develop and implement their own strategic plans
--Promote Rotary International's priorities and initiatives
--Communicate and execute the regional membership plans in their regions
--Monitor and provide feedback on the regional membership plan in their region

--Assist with the development and support of alumni associations
--Help achieve the annual priorities and goals approved by the Board

As part of their responsibilities, Rotary coordinators will play key roles in the following trainings:

--Serve as member of the GETS training team when invited by GETS convener
--Give presentations or assist at Rotary institutes and other zone level meetings
--Plan and conduct district and regional seminars and workshops with the assistance and support of district leaders and regional coordinator team members
--Promote seminars and programs that support member engagement and strengthening clubs

Rotary coordinators
--Play a vital role in sharing success stories of effective clubs to inspire and motivate club and district leadership
--Serve as an important source of RI information for clubs and districts
--Serve as a vital link between the Secretariat and the Rotarians in their assigned regions
--Are resource persons for the district governors, and they shall obtain approval of the district governors before working with clubs in their respective districts
--Will confer and cooperate with the RI director, the regional Rotary Foundation coordinator (RRFC), and the Rotary public image coordinator (RPIC) for their assigned regions with the goal of strengthening of clubs and districts. *(April 2016 Mtg., Bd. Dec. 157)*

Source: November 2009 Mtg., Bd. Dec. 79; June 2010 Mtg., Bd. Dec. 251; *Amended by* January 2011 Mtg., Bd. Dec. 159; September 2011 Mtg., Bd. Dec. 110; October 2012 Mtg., Bd. Dec. 109; October 2012 Mtg., Bd. Dec. 117; June 2013 Mtg., Bd. Dec. 196; October 2014 Mtg., Bd. Dec. 74; January 2015 Mtg., Bd. Dec. 135; April 2016 Mtg., Bd. Dec. 157

26.040.3. Number and Regions

The Rotary coordinators are to be highly talented Rotarians who serve as RI representatives to the districts in their respective regions with at least one such representative in each of the 34 Rotary zones. Their assigned regions are to be aligned and congruent with the regions assigned to the regional Rotary Foundation coordinators by the Trustees. *(October 2012 Mtg., Bd. Dec. 117)*

Source: November 2009 Mtg., Bd. Dec. 79; *Amended by* October 2012 Mtg., Bd. Dec. 117

26.040.4. Rotary Coordinator Training

Newly appointed Rotary coordinators will attend a joint training institute that includes regional Rotary Foundation coordinators, Rotary public image coordinators and endowment/major gifts advisers as scheduled. *(October 2015 Mtg., Bd. Dec. 37)*

Source: August 2000 Mtg., Bd. Dec. 84; *Amended by* November 2009 Mtg., Bd. Dec. 79; October 2012 Mtg., Bd. Dec. 117; January 2014 Mtg., Bd. Dec. 93; May 2014 Mtg., Bd. Dec. 113; October 2015 Mtg., Bd. Dec. 37

26.040.5. Regional Leaders Training Institute (RLTI)

A planning team for the Regional Leaders Training Institute shall consist of a joint moderator and two lead facilitators with one lead facilitator selected by the Trustees in consultation with the chair-elect of the Trustees for the year of the RLTI and one lead

facilitator to be selected by the RI Board in consultation with the president-elect for such year.

A joint moderator for the Regional Leaders Training Institute shall be selected by the chair-elect of the Trustees for the year of the RLTI and the president-nominee beginning in 2017. *(January 2016 Mtg., Bd. Dec. 104)*

Source: October 2012 Mtg., Bd. Dec. 117; October 2015 Mtg., Bd. Dec. 34; January 2016 Mtg., Bd. Dec. 104

26.050. Rotary Anthem

An arrangement from the "march" of the Overture to "Egmont" by Ludwig van Beethoven is the official Rotary anthem that can be played at appropriate occasions, such as flag ceremonies. *(February 2000 Mtg., Bd. Dec. 298)*

Source: November 1999 Mtg., Bd. Dec. 222; February 2004 Mtg., Bd. Dec. 209

26.060. Rotary Protocol

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

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

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

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

Regional and zone-level committees members
Assistant governors
District secretaries/treasurers
District committee members
Club presidents
Club presidents-elect
Club vice-presidents
Club secretaries
Club treasurers
Club sergeants-at-arms
Other club board members
Club committee chairs
Past assistant governors
Rotarians
Rotary alumni
Rotarians' families

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

High-ranking non-Rotarians may be given precedence in ranking according to local custom. Clubs and districts are encouraged to advise guests if protocol places Rotarians before non-Rotarians. *(October 2014 Mtg., Bd. Dec. 38)*

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

26.070. Election Guidelines and Campaigning

26.070.1. Board Approved Statement of Guidelines
A single statement of guidelines for RI elections should apply to the entire Rotary world. All candidates for elective office should be advised in writing of the RI election policies and procedures by the person responsible for administering the election. *(November 2001 Mtg., Bd. Dec. 45)*

Source: November 1990 Mtg., Bd. Dec. 80; June 2001 Mtg., Bd. Dec. 325

26.070.2. Official Report of Nominating Committee
After confidential discussion in committee, the nominating committees for RI director shall state in writing on official reports to the general secretary that the selected nominee,

to the best of the committee's knowledge, has not violated any of the rules against campaigning, electioneering or canvassing in the RI Bylaws. The report of all nominating committees shall also contain the names and signatures of all committee members in attendance. Such report should be forwarded to the general secretary along with the name of the nominee of the committee. *(April 2016 Mtg., Bd. Dec. 157)*

Source: November 1990 Mtg., Bd. Dec. 80; *Amended by* June 2001 Mtg., Bd. Dec. 325; April 2016 Mtg., Bd. Dec. 157

26.070.3. Announcement of Nominations and Elections

Members of RI nominating committees shall refrain from issuing independent statements announcing the committee's nomination without the prior authorization of the Board, pursuant to RI bylaws section 10.060. Editors of the Rotary World Magazine Press shall ensure that all articles and announcements of Rotary nominations and elections accurately reflect the Rotary election process, including the opportunity to challenge. *(October 2003 Mtg., Bd. Dec. 41)*

Source: May 2003 Mtg., Bd. Dec. 362

26.070.4. Rules Regarding Campaigning, Canvassing and Electioneering

It is a fundamental principle in Rotary that the best qualified candidate should be selected for service in Rotary's elective offices. Therefore, any effort to influence the selection process in a positive or negative manner by campaigning, canvassing, electioneering or otherwise is prohibited under the RI Bylaws.

The following rules shall be followed concerning campaigning, canvassing and electioneering for any Rotarian considering election to the office of president, director, Governor, or representative to the Council on Legislation, or the nominating committee for any such office. These rules are designed to ensure that the best qualified candidate is selected for office:

1) Rotarians should at all times conform to the prohibitions of the RI Bylaws concerning campaigning, canvassing or electioneering. All Rotarians should observe both the letter and the spirit of the bylaws and refrain from any activity whose purpose or effect is to influence others by promoting or soliciting support for a candidate's or another Rotarian's candidacy. Such activity is repugnant to the spirit of the bylaws and the principles of Rotary and will be grounds for disqualification of a candidate.

2) Campaigning, canvassing or electioneering is any action seeking to promote, attack, support, or oppose a candidate, either directly or indirectly, in any medium, including, but not limited to, any action seeking votes, requesting support in a forthcoming election, distribution of literature or promotional materials or other overt actions intended to promote one's candidacy for an elected Rotary office.

3) The periods of candidacy for elective office begin when individual Rotarians begin to give serious consideration to submitting their names for a position covered by the RI rules for nominations and elections. Commencing at that time, candidates should be particularly careful to avoid any actions designed to publicize their names or achievements, to call attention to the applicable nominations or elections, or to give candidates an unfair advantage over other candidates for the same position.

4) The normal performance of duly-assigned Rotary activities would not be considered to be a violation of the policies related to campaigning, canvassing or electioneering.

5) Contacting clubs to inform them to request their concurrence for a proposed challenge or election complaint is not prohibited provided that such contact is limited to the exchange of factual information. *(April 2016 Mtg., Bd. Dec. 157)*

Source: March 1993 Mtg., Bd. Dec. 135, App. E; *Amended by* June 2001 Mtg., Bd. Dec. 325; February 2007 Mtg., Bd. Dec. 149; April 2016 Mtg., Bd. Dec., 157

26.080. Election Complaint Procedures

The following procedures for review of RI elections shall be followed whenever a complaint is made and filed in accordance with the applicable sections of the RI Bylaws:

26.080.1. Advising the Parties of a Complaint

After receiving any election complaint, the general secretary shall inform the party in question of the allegation, request a written response with documentation by a certain date, and notify the parties of the proper procedure to be followed. *(June 2001 Mtg., Bd. Dec. 326)*

Source: March 1992 Mtg., Bd. Dec. 183. *Amended by* November 1995 Mtg., Bd. Dec. 81; February 1996 Mtg., Bd. Dec. 174; June 2001 Mtg., Bd. Dec. 326

26.080.2. Methods of Resolution

The president, or the general secretary acting on the president's behalf, shall resolve an election dispute in the following situations:

a) there has been a misunderstanding about the requirements of the relevant constitutional documents;

b) information has been received and certified by the general secretary that a candidate has appealed to a "non-Rotary agency" prior to completing the RI election review procedures. In such instances the president shall, in accordance with RI Bylaws section 10.070.5. and on behalf of the Board, send a "show-cause" letter by priority mail to the candidate requesting information within 15 days indicating that the lawsuit was not filed on the candidate's behalf. Upon the candidate's failure to provide adequate evidence that the action was not taken on the candidate's behalf, the President, on behalf of the Board, shall notify the candidate that he or she is disqualified for the election in question and from contesting any elective office of RI in the future for a period as determined by the board, without referral to the RI election review committee. The president shall also notify the executive committee of any action taken pursuant to this subsection.

In all other situations, the president shall, in consultation with the chair of the election review committee, select three members of that committee (one of whom shall be designated as convener) to serve as a panel to evaluate the complaint. Any member of the committee, however, may disqualify himself or herself from considering a particular complaint. Any vacancy on the panel shall be filled in the same manner. A member of the Election Review Committee should not serve on a panel that reviews any complaint

from the committee member's own zone or country. The election complaint will be administered in accordance with the procedures set forth below. *(April 2016 Mtg., Bd. Dec. 157)*

Source: March 1992 Mtg., Bd. Dec. 183. *Amended by* November 1995 Mtg., Bd. Dec. 81; June 1997 Mtg., Bd. Dec. 301; June 2001 Mtg., Bd. Dec. 326; July 2003 Mtg., Bd. Dec. 19; June 2008 Mtg., Bd. Dec. 239; January 2012 Mtg., Bd. Dec. 158; June 2013 Mtg., Bd. Dec. 196; July 2014 Mtg., Bd. Dec. 14; April 2016 Mtg., Bd. Dec. 157

26.080.3. Requirement for Cash Bond

At the time a club files a complaint with the general secretary, such club shall pay to Rotary International a cash bond. If such complaint addresses a district level office, e.g., governor, council on legislation representative, member of a nominating committee for governor or director, the amount of the cash bond shall be US$2,000. If such complaint addresses the election of an individual to any other position, the amount of the cash bond shall be US$5,000. The general secretary shall take no action with respect to any such complaint until the cash bond is paid. No complaint shall be considered as received by the general secretary until the cash bond is paid. If the cash bond is not received by the general secretary by the deadline provided in Article 10.070.1 of the RI Bylaws, the complaint shall be deemed invalid and will not be considered further. The general secretary shall cause the cash bond to be refunded without interest only if the complaint is upheld by the Board. Otherwise, the cash bond shall be forfeited and retained by Rotary International. *(April 2016 Mtg., Bd. Dec. 157)*

Source: August 1999 Mtg., Bd. Dec. 81; *Amended by* February 2007 Mtg., Bd. Dec. 149; January 2015 Mtg., Bd. Dec. 122; April 2016 Mtg., Bd. Dec. 157

26.080.4. Summary and Analysis of Complaint

The general secretary shall prepare and convey to the panel of the election review committee a summary and analysis of the complaint (and response, if one has been received by the set date), with copies of all documents submitted. Any document submitted by the parties to the complaint may be made available to all parties upon request. *(July 2003 Mtg., Bd. Dec. 19)*

Source: March 1992 Mtg., Bd. Dec. 183. *Amended by* November 1995 Mtg., Bd. Dec. 81; February 1996 Mtg., Bd. Dec. 174; June 1997 Mtg., Bd. Dec. 301; June 2001 Mtg., Bd. Dec. 326; July 2003 Mtg., Bd. Dec. 19

26.080.5. Consideration of Additional Information

The committee may request the general secretary to obtain additional evidence or information from the complainant, the candidate or any other concerned party. The committee may also, on behalf of the Board, grant a waiver of any Board-imposed confidentiality requirements to the extent it believes is necessary to ascertain additional information. *(April 2016 Mtg., Bd. Dec. 157)*

Source: March 1992 Mtg., Bd. Dec. 183; February 2007 Mtg., Bd. Dec. 149. *Amended by* June 2001 Mtg., Bd. Dec. 326; April 2016 Mtg., Bd. Dec. 157

26.080.6. Review of Elections for President and Director

The panel of the election review committee shall evaluate a complaint by correspondence. However, should the election be for the general offices of president or director, the president (or the general secretary acting on the president's behalf) may, upon the recommendation of the committee and after consultation with the chair of the election

review committee, authorize a meeting of the panel at a time and place determined by the general secretary. At such a meeting, the committee may grant a personal appearance to any party directly concerned in the election under review, at that party's expense. *(April 2016 Mtg., Bd. Dec. 157)*

Source: March 1992 Mtg., Bd. Dec. 183. *Amended by* June 2001 Mtg., Bd. Dec. 326; July 2003 Mtg., Bd. Dec. 19; April 2016 Mtg., Bd. Dec. 157

26.080.7. Committee's Report to Board

Based on its review of the available information, the panel of the election review committee shall report to the Board its findings of fact, its conclusions and recommendations and reasons therefor. A copy of the report shall go to the chair of the election review committee, if the chair is not a panel member. *(April 2016 Mtg., Bd. Dec. 157)*

Source: March 1992 Mtg., Bd. Dec. 183. *Amended by* May 2000 Mtg., Bd. Dec. 374; June 2001 Mtg., Bd. Dec. 326; July 2003 Mtg., Bd. Dec. 19; April 2016 Mtg., Bd. Dec. 157

26.080.8. Board Consideration of Election Review Committee Report

Election complaints referred to the Board pursuant to Board policy shall be considered no later than at the Board's final meeting in the Rotary year in which the complaint is filed.

To ensure impartiality, a director shall not be present during any vote, either in committee or full board, on any election complaint that originates from the zones he or she represents.

The Executive Committee is authorized to act on behalf of the Board to take any action permitted by RI bylaws section 10.070.2. with regard to complaints that cannot be reviewed by the Board at its final meeting. The Executive Committee must reach its decision prior to 15 September. (*January 2016 Mtg., Bd. Dec. 113)*

Source: February 2002 Mtg., Bd. Dec. 169; May 2014 Mtg., Bd. Dec. 119; *Amended by* January 2016 Mtg., Bd. Dec. 113

26.080.9. Report of Board Decision

The Board's decision shall be reported to all parties concerned and to all members of the election review committee. *(June 1998 Mtg., Bd. Dec. 348)*

Source: March 1992 Mtg., Bd. Dec. 183. *Amended by* November 1995 Mtg., Bd. Dec. 81; February 1996 Mtg., Bd. Dec. 174

26.080.10. Other Election Issues

In the event that the general secretary or president become aware of alleged irregularities within the election process that require immediate resolution, but that are not the subject of an election complaint, including, but not limited to, such matters as the certification of votes by the district governor, the operational procedures utilized by a nominating committee or balloting committee, such issues shall be directed to the chair of the RI Election Review Committee, or his or her designee, for examination and decision. All such decisions made pursuant to this paragraph shall be reported to the Board at its next meeting. *(June 2007 Mtg., Bd. Dec. 265)*

Source: June 2007 Mtg., Bd. Dec. 265

26.090. RI Collection and Use of Personal Membership Data

As part of its effort to assist clubs and districts and facilitate communication with Rotarians, Rotary International collects personal information about Rotary club members to be used solely for the purpose of conducting the following core business activities:

- Billing
- Supporting The Rotary Foundation
- Identifying prospective candidates for presidential and Foundation appointments to conferences, RI and TRF committees, and other assignments
- Tracking membership trends, developing membership characteristics, producing demographic analyses, and supporting membership retention
- Identifying Rotarians who have specific language and/or professional skills
- Providing information and updates to district chairs and others involved in RI programs and service projects
- Supporting *The Rotarian* and the regional magazines
- Providing guidance to clubs and districts in their public relations efforts
- Communicating key organizational messages and information to district leaders for dissemination at the club level
- Facilitating convention and special event planning
- Communicating information to Rotary clubs, districts and district leaders by officially licensed vendors under RI's licensing system

At the direction of the RI Board of Directors, RI may occasionally participate in special advertising and/or marketing initiatives that involve the release of membership information. RI will notify Rotarians about these initiatives and give them the opportunity to decline to participate. Rotary International may also disclose information as required by law or if pertinent to judicial or governmental investigations. *(January 2011 Mtg., Bd. Dec. 137)*

Source: November 2002 Mtg., Bd. Dec. 64; October 2003 Mtg., Bd. Dec. 41; *Amended by* November 2007 Mtg., Bd. Dec. 32; January 2011 Mtg., Bd. Dec. 137

26.100. Rotary Privacy Statement

The Board has adopted a Rotary privacy statement. The general secretary is authorized to revise the statement as circumstances require. The general secretary is requested to report revisions made to the privacy statement to the Board at its fall meeting each year. *(January 2008 Mtg., Bd. Dec. 142)*

Source: November 2007 Mtg., Bd. Dec. 47

26.110. Statements on Issues

As the association of Rotary clubs worldwide, RI does not issue formal statements for or against any specific issues, as it is the policy of the association to maintain a neutral position. It is through service initiatives of individual Rotary clubs, rather than declarations by the corporate body, that Rotary best demonstrates its commitment to peace and humanitarian endeavors. *(June 2010 Mtg., Bd. Dec. 193)*

Source: June 2010 Mtg., Bd. Dec. 193

26.120. Mediation and Arbitration Guidelines

The Board interprets RI Bylaws section 24.010. to require that a request for mediation or arbitration of a dispute must be received by the general secretary no later than 60 days after the date of the occurrence of the dispute.

The Board interprets RI Bylaws article 24 to apply only to disputes that do not involve actions taken by RI, a district or an RI officer pursuant to authority granted under the RI constitutional documents, the *Rotary Code of Policies*, or the *Rotary Foundation Code of Policies*. (*June 2008 Mtg., Bd. Dec. 227)*

Source: January 2008 Mtg., Bd. Dec. 155

26.120.1. Mediation or Arbitration Requests

Any request for mediation or arbitration pursuant to Article 24 of the RI Bylaws must be received by the general secretary no later than 60 days after the date of the occurrence of the dispute. Only disputes that do not involve the actions taken by RI, a district, or an RI officer pursuant to authority granted under the RI constitutional documents, the *Rotary Code of Policies* or *The Rotary Foundation Code of Policies* shall be eligible for mediation or arbitration. After receiving a mediation request from one party, the general secretary shall inform the other party in question of the request and notify the parties of the proper procedure to be followed. (*June 2008 Mtg., Bd. Dec. 242*)

Source: June 2008 Mtg., Bd. Dec. 242

26.120.2. Methods of Resolution

Should one party refuse to agree to mediation, the dispute may be settled by arbitration pursuant to section 24.040. of the RI Bylaws. Should all parties agree to mediation, they may request the general secretary to appoint a mediator pursuant to section 24.030. of the RI Bylaws. (*June 2008 Mtg., Bd. Dec. 242*)

Source: June 2008 Mtg., Bd. Dec. 242

26.120.3. Summary and Analysis of Complaint

Each party shall prepare and convey to the mediator and/or arbitrators a summary and analysis of the dispute, with copies of all documents submitted. Any document submitted by the parties to the dispute shall be made available to all parties. (*June 2008 Mtg., Bd. Dec. 242*)

Source: June 2008 Mtg., Bd. Dec. 242

26.120.4. Mediator and/or Arbitrators' Report to Board

Based on its review of the available information, the mediator or arbitrators shall report to the Board the findings of fact, decision and reasons therefor. (*June 2008 Mtg., Bd. Dec. 242*)

Source: June 2008 Mtg., Bd. Dec. 242

26.120.5. Arbitration

Should mediation be unsuccessful or if mediation is refused by one or more of the parties, the dispute may be settled by arbitration. Each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. The arbitrators and umpire must be Rotarians. (*June 2008 Mtg., Bd. Dec. 242*)

Source: June 2008 Mtg., Bd. Dec. 242

26.120.6. Delegation of Authority

The board delegates authority to the general secretary to act on its behalf regarding the setting of dates for mediation and/or arbitration and on any matter pertaining to the procedure for mediation and arbitration that is not otherwise addressed in Article 24 of the RI Bylaws. (*June 2008 Mtg., Bd. Dec. 242*)

Source: June 2008 Mtg., Bd. Dec. 242

Article 27. RI President

27.010. Regulations Governing Candidates for RI President and the Nominating Committee for President
27.020. Official Activities
27.030. Authority to Act on Behalf of Board
27.040. Additional Activities
27.050. Annual Theme and Goals
27.060. Staff Support
27.070. Finances
27.080. President's Advisory Committee

27.010. Regulations Governing Candidates for RI President and the Nominating Committee for President

27.010.1. Declaration of Duties and Responsibilities of President
Each candidate for president shall be provided with a summary of the duties and responsibilities of the president as set out in the RI Bylaws and in the *Rotary Code of Policies*. The prescribed form used by candidates for president shall include a signed declaration by the candidate that he or she has read, understands, and is willing to comply with such duties and responsibilities as they may be amended from time to time. *(November 2005 Mtg., Bd. Dec. 38)*

Source: June 2001 Mtg., Bd. Dec. 317; *Amended by* November 2005 Mtg., Bd. Dec. 38

27.010.2. Procedures for the Functioning of the Nominating Committee for President
The RI board has adopted procedures for the functioning of the Nominating Committee for RI president as follows:

Confidentiality

Members of the nominating committee, prior to and following the meeting of the committee, shall not discuss with other members of the committee or any other person the work of the committee, and shall at no time discuss or divulge any of the deliberations or discussions of the committee, except as they may participate in the deliberations of the committee at the time of its meeting. This confidentiality may be waived solely by the Board, or the RI Election Review Committee acting on its behalf, in order to investigate any duly filed election complaint.

Preparation for the Committee Meeting

1. The general secretary will assign a member of the Secretariat staff to work with and for the committee with instructions that all aspects of the work of the committee are to be kept in strict confidence.

2. Candidates for RI president shall be asked to submit a statement not to exceed 300 words outlining their vision and goals for Rotary.

3. In accordance with RI bylaws section 11.050.2., which provides for candidates for RI president to be given an opportunity to be interviewed by the committee, the RI Board will develop three to five questions annually that candidates will be asked to answer in writing. There shall be a 150 word limit on a candidate's answers to each of the three to five questions.

4. The general secretary shall send the interview questions to those Rotarians who submit their names for consideration by the nominating committee. Answers to the interview questions must be returned no later than 10 July.

5. Written statements submitted by candidates that exceed the applicable word limits in the language submitted shall not be transmitted to the Nominating Committee for RI President.

6. In accordance with RI bylaws section 11.040.3., no later than 15 July the general secretary shall forward to committee members an alphabetical list of the past directors who have notified the general secretary that they wish to have their names listed as being willing and able to serve as president with the name of the Rotary club in which each holds membership indicated in capital letters. If there are more than six candidates, committee members will be asked to vote on their top six candidates within the following five days. The top six vote getters shall be considered the "finalists" and invited by the general secretary to be interviewed in-person by the committee. The finalists' travel and related expenses shall be paid by RI. Candidates who are not invited to be interviewed shall not be considered further by the committee. If there are six or fewer candidates, all candidates shall be considered finalists and invited to be interviewed.

7. With regard to the six finalists identified by the committee, the assigned staff person shall prepare the following materials for each committee member. These materials shall be delivered to members of the committee electronically five days before the meeting. A hard copy of these materials will be distributed to each member the day before the committee meeting.

a) an informational letter from the general secretary pertaining to procedures of the committee meeting
b) a copy of the "Procedures for the Functioning of the Nominating Committee for President"
c) a copy of RI bylaws Article 11
d) an alphabetical list of candidates for the office of president
e) one set of each of the following for each candidate
   1) a copy of a current photograph submitted by the candidate
   2) a copy of the submission form from the candidate containing a one-page background statement
   3) a copy of written answers to interview questions developed by the RI Board
   4) a copy of the written statement of vision and goals for Rotary
   5) a chronological list of RI committees on which the candidate has served
   6) a copy of the general biographical data on record in the secretariat

At the Committee Meeting

8. The members of the nominating committee shall be seated in alphabetical order.

9. The general secretary shall inform the committee that RI bylaws (section 11.050.1.) provide that "The committee shall meet and nominate from among the list of past directors who have indicated they are willing to serve as president the best qualified Rotarian available to perform the functions of the office."

10. The committee shall elect a member of the committee as its chairman. Another member shall be elected as secretary. The election of the chairman and secretary shall be conducted under the direction of the general secretary, who shall prepare and distribute a ballot listing each member of the nominating committee. Each member of the committee shall cast one vote for the chairman. The general secretary, or a member of his staff, shall count the votes and announce the results. If nine (9) votes are not received by any member of the committee, a second ballot shall be held. Voting shall continue on successive ballots until nine (9) votes are received. After the election of the chairman, the procedure outlined above shall be used to select a committee secretary.

11. Following the election of the chairman and secretary, no one is to be in attendance during the meeting of the committee other than the duly elected members of the nominating committee and any interpreters needed for members of the committee, except that the general secretary or his assigned staff member may be called into the meeting upon the request of the chairman or other member of the committee. This staff person shall assist the committee during the course of its meeting, should any assistance be required, and shall work under the direct supervision of the chairman of the committee.

12. Before the committee begins its deliberations, the chairman shall inquire whether any member of the committee has been contacted by or on behalf of any candidate, or is aware of any effort to influence members of the nominating committee, either directly or indirectly, and, if so, to bring these to the attention of committee at this time.

13. The committee shall conduct interviews of no more than 30 minutes with each of the six finalists previously identified by the committee. The finalists shall be interviewed in alphabetical order.

14. Following the interviews, but before conducting a ballot for president, the nominating committee shall discuss the qualifications of each candidate. Following the discussion of all of the candidates, the chairman shall distribute ballots prepared by the general secretary containing an alphabetical list of candidates and instruct each member of the committee to vote for four candidates. All voting conducted under this paragraph shall be conducted by secret ballot. After the secretary announces the results of this ballot, similar steps shall be followed to reduce the number of candidates to two and, finally, to one. Notwithstanding the foregoing, a candidate eliminated during a previous round of balloting may be reconsidered at any point if requested by at least six members of the committee. Voting must continue until there are two candidates remaining and one of the final two candidates receives at least ten votes, regardless of whether any candidate received ten or more votes in a previous round of voting. The committee shall not select

an alternate, and the candidate who finishes second in the final vote shall not be considered to be an alternate.

15. The RI bylaws (section 11.050.3.) provide that "Twelve members of the committee shall constitute a quorum. The transaction of all business of the committee shall be by majority vote, except that in the selection of the committee's nominee for president, the votes of at least ten members of the committee shall be cast in favor of such nominee."

16. The report of the committee naming its nominee shall be signed by the chairman on behalf of the committee and be delivered and certified to the general secretary. (In the past, this has been done before the committee adjourned.) This report is to be the only formal record of the committee. The general secretary will notify each club of the contents of the report and the names of the nominating committee in accordance with the RI bylaws.

17. Should the selection of another nominee for president be necessary, the general secretary shall contact those past directors who previously indicated to the general secretary that they wished to be considered by the nominating committee. The names of the candidates who still wish to be considered shall be considered by the committee. The procedures to be used at any emergency meeting of the committee shall follow these procedures as closely as possible. *(April 2016 Mtg., Bd. Dec. 157)*

Source: October-November 1977 Mtg., Bd. Dec.97; *Amended by* February 1999 Mtg., Bd. Dec. 190; March 2005 Mtg., Bd. Dec. 182; June 2005 Mtg., Bd. Dec. 275; July 2005 Mtg., Bd. Dec. 13; November 2005 Mtg., Bd. Dec. 54; June 2007 Mtg., Bd. Dec. 226; June 2007 Mtg., Bd. Dec. 264; January 2008 Mtg., Bd. Dec. 148; June 2010 Mtg., Bd. Dec. 182; January 2011 Mtg., Bd. Dec. 122; May 2011 Mtg., Bd. Dec. 178; June 2013 Mtg., Bd. Dec. 202; May 2014 Mtg., Bd. Dec. 115; July 2014 Mtg., Bd. Dec. 17; May 2015 Mtg., Bd. Dec. 170; April 2016 Mtg., Bd. Dec. 157

27.010.3. Selection of Nominee for President by Nominating Committee

The selection of a nominee for the office of RI president is solely the responsibility of the nominating committee for president. Any efforts from persons not on the committee to influence, either directly or indirectly, the decision of the committee in this respect are prohibited. The foregoing shall be included in appropriate RI literature to be brought to the attention of clubs and individual Rotarians. *(February 2007 Mtg., Bd. Dec. 149)*

Source: January 1963 Mtg., Bd. Dec. 79; *Amended by* February 2007 Mtg., Bd. Dec. 149. *Affirmed by* November 2004 Mtg., Bd. Dec. 93

27.010.4. Campaigning, Canvassing and Electioneering

Members of the nominating committee shall agree not to make any efforts to influence other members of the committee, on behalf of or against any candidate, either directly or indirectly, in advance of the committee meeting. *(February 2007 Mtg., Bd. Dec. 149)*

Source: February 2007 Mtg., Bd. Dec. 149

27.010.5. Meetings and Visits on Date of Meeting of the Nominating Committee for President

RI Presidents and Foundation chairmen should not permit RI or Foundation committees to meet in Evanston on the date of the meeting of the Nominating Committee for RI President. Present and past Rotary general officers who are not members of the Nominating Committee for RI President should not visit World Headquarters on the date

of the meeting of the Nominating Committee for RI President. *(November 2006 Mtg., Bd. Dec. 35)*

Source: March 2005 Mtg., Bd. Dec. 182

Cross References

26.070.4. Rules Regarding Campaigning, Canvassing and Electioneering

27.020. Official Activities

As the highest officer of the organization, the RI president shall perform the following activities.

27.020.1. President as RI Representative

The president is the chief representative of Rotary to heads of state, governmental and civic leaders, news media, and the general public. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1993 Mtg., Bd. Dec. 48

27.020.2. President's Promotion of RI Activities and Work

The president promotes and facilitates, in consultation with the general secretary, the service work and activities of RI. *(August 1999 Mtg., Bd. Dec. 43)*

Source: October 1993 Mtg., Bd. Dec. 48; June 1999 Mtg., Bd. Dec. 293

27.020.3. President's Review of Governors

The president reviews, as appropriate, the performances of governors and arranges for any necessary counseling and guidance. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1993 Mtg., Bd. Dec. 48

27.020.4. President's Representatives at District Conferences

The president may be represented at district conferences by Rotarians appointed by the president. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1993 Mtg., Bd. Dec. 48

27.020.5. Annual Theme

The president may select an appropriate motivational theme to be observed throughout RI during the president's year in office. The annual theme shall be consistent with the Rotary International Strategic Plan. *(September 2011 Mtg., Bd. Dec. 34)*

Source: October 1993 Mtg., Bd. Dec. 48; January 2011 Mtg., Bd. Dec. 127; September 2011 Mtg., Bd. Dec. 34

27.020.6. President's Aide

The president is authorized to appoint an aide to provide personal assistance in any way, in connection with the president's duties. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1993 Mtg., Bd. Dec. 48

27.020.7. Delegation of President's Powers
The president may delegate any of the president's powers to other Directors and the general secretary upon such terms as the president may determine. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1993 Mtg., Bd. Dec. 48

27.020.8. President to Act as Spokesman
The president is the international and principal spokesman of RI, providing motivation and inspiration for all Rotarians. *(July 1998 Mtg., Bd. Dec. 20)*

Source: October 1993 Mtg., Bd. Dec. 48

27.020.9. President as Chair of Meetings
The president chairs all meetings of the Board, and is the presider of the convention, presidential conferences, and International Institute, and, in conjunction with the president-elect, International Assemblies. *(May 2000 Mtg., Bd. Dec. 412)*

Source: October 1993 Mtg., Bd. Dec. 48; *Amended by* May 2000 Mtg., Bd. Dec. 412

27.030. Authority to Act on Behalf of Board

27.030.1. Emergency Matters
The president is authorized to act in emergency matters of the Board, subject to the provisions of the constitutional documents, when the Board or its Executive Committee is not in session or cannot be called into session or contacted. *(June 2007 Mtg., Bd. Dec. 226)*

Source: October 1993 Mtg., Bd. Dec. 48; *Amended by* May 2003 Mtg., Bd. Dec. 325

27.030.2. Requests for Excuse from Qualification for Service as District Governor
The board authorizes the president to act on its behalf in excusing Rotarians, for appropriate reasons, from any of the qualifications for a district governor specified in the RI Bylaws. (*June 2007 Mtg., Bd. Dec. 226)*

Source: November 1987 Mtg., Bd. Dec. 85

27.030.3. Filling Vacancies in Office of Governor or Governor-Elect
The President is authorized to act on behalf of the Board in electing a Rotarian to fill a vacancy in the office of governor or governor-elect where such action is required by the RI bylaws. The board requests the president to consult with the current director where the vacancy has occurred prior to making a selection. *(April 2016 Mtg., Bd. Dec. 157)*

Source: June 1981 Mtg., Bd. Dec. 25; February 2000 Mtg., Bd. Dec. 298; *Amended by* November 2005 Mtg., Bd. Dec. 38; November 2007 Mtg., Bd. Dec. 106; April 2016 Mtg., Bd. Dec. 157

27.030.4. Ballot by Mail to Elect Governor-Nominee in New District
The board, the president acting on its behalf, shall authorize a ballot-by-mail, and shall designate a district governor to conduct the ballot-by-mail, to select the governor-nominee in a new district when it is not practical to select the governor nominee in advance of the effective date of the new district by the same procedure used by those clubs before the regrouping occurred. (*June 2007 Mtg., Bd. Dec. 226)*

Source: February 1981 Mtg., Bd. Dec. 282

27.030.5. Disqualifying Candidates for Elective Office
The president shall, in accordance with RI Bylaws section 10.070.5. and on behalf of the Board, disqualify a candidate for election, without referral to the RI election review committee, when information has been received and certified by the general secretary that a candidate has appealed to a "non-Rotary agency" prior to completing the RI election review procedures. (*June 2007 Mtg., Bd. Dec. 226)*

Source: November 1995 Mtg., Bd. Dec. 81; June 1997 Mtg., Bd. Dec. 301; June 2001 Mtg., Bd. Dec. 326; *Amended by* June 2007 Mtg., Bd. Dec. 226

27.030.6. Election of Member of Nominating Committee for Director in a Ballot-by-Mail
The board, the president acting on its behalf and pursuant to RI Bylaws section 12.020.9., may authorize a district to select its member and alternate member of the director nominating committee in a ballot-by-mail. (*June 2007 Mtg., Bd. Dec. 226)*

Source: June 2007 Mtg., Bd. Dec. 226

27.030.7. Alteration of Dates for Selecting Director-Nominee
The president is authorized, on behalf of the Board, to alter the dates for selecting a director-nominee. (*June 2007 Mtg., Bd. Dec. 226)*

Source: June 2007 Mtg., Bd. Dec. 226

27.030.8. Election of Governor Nominee After Annual Election of Officers at Convention
The board authorizes the president to act on its behalf to elect a Rotarian to the office of governor where the governor nominee is not selected in time to be placed on the ballot for the annual election of officers at the convention. (*November 2007 Mtg., Bd. Dec. 32)*

Source: November 2007 Mtg., Bd. Dec. 32

27.030.9. Appointment of Members of RI Audit Committee
The president is authorized to act on behalf of the Board to appoint members of the RI Audit Committee, in accordance with RI Bylaws section 16.110. and Rotary Code of Policies section 30.080. *(September 2011 Mtg., Bd. Dec. 140)*

Source: July 2009 Mtg., Bd. Dec. 14; September 2011 Mtg., Bd. Dec. 140

27.030.10. Appointment of Director to the RI Finance Committee
The president is authorized to act on behalf of the Board to appoint a member of the Board to the RI Finance Committee, in accordance with RI Bylaws section 16.010. *(July 2009 Mtg., Bd. Dec. 14)*

Source: July 2009 Mtg., Bd. Dec. 14

27.030.11. Appointment of Members of Executive Committee
The Board has authorized the president to appoint the members of the Executive Committee and its chairman, such membership to include the president, president-elect, vice-president, and treasurer. *(October 2013 Mtg., Bd. Dec. 30)*

Source: June 2013 Mtg., Bd. Dec. 197

27.030.12. Filling Vacancies on Nominating Committee for President
The board authorizes the president to act on its behalf to appoint a member, if necessary, to fill a vacancy on the Nominating Committee for President, in accordance with RI Bylaws sections 11.020.5. and 11.030.9. *(November 2009 Mtg., Bd. Dec. 28)*

Source: June 2009 Mtg., Bd. Dec 234

27.030.13. Filling Vacancies on Committees
The RI president and/or president-elect are authorized to make appointments and replace committee members when deemed appropriate and in the best interest of Rotary, in accordance with the RI bylaws. *(January 2015 Mtg., Bd. Dec. 117)*

Source: June 2013 Mtg., Bd. Dec. 204

27.040. Additional Activities

27.040.1. Committee Chairs
It is recommended that the president appoint as chair of a RI committee a Rotarian who has served on that same committee during the preceding year. *(May 2003 Mtg., Bd. Dec. 325)*

Source: June 1987 Mtg., Bd. Dec. 13; *Amended by* May 2003 Mtg., Bd. Dec. 325

27.040.2. Convention Committees
It is recommended that the president in each year appoint the chairs of RI Convention committees and international conference committees in consultation with the president-elect for the year in which the convention or international conference for which such committee is appointed is to be held. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1966 Mtg., Bd. Dec. 90

27.040.3. RI President's Role in Membership Growth
RI presidents are requested to establish specific, achievable, and measureable goals for organizing new clubs, and for membership attraction and engagement that can be

communicated to and used by district governors and club presidents. *(April 2016 Mtg., Bd. Dec. 157)*

Source: November 2005 Mtg., Bd. Dec. 100; *Amended by* February 2006 Mtg., Bd. Dec. 137; June 2010 Mtg., Bd. Dec. 182; April 2016 Mtg., Bd. Dec. 157

Cross References

30.040. Committee Appointments

27.050. Annual Theme and Goals

27.050.1. Annual Theme
Rotarians shall present and emphasize only the annual theme at district meetings, in printed materials and electronic communications, and during "official visits" by RI officers except those themes used to promote district conferences and Rotary Institutes. *(July 2015 Mtg., Bd. Dec. 19)*

Source: June 1997 Mtg., Bd. Dec. 379; *Amended by* September 2011 Mtg., Bd. Dec. 34; July 2015 Mtg., Bd. Dec. 19

27.050.2. Annual Goals
It is the prerogative of the president-elect to announce annual goals for the upcoming year. Continuity is encouraged. RI and TRF goals for each Rotary year will be developed by the RI president-elect in collaboration with the Trustee chair-elect. Continuity with prior year goals is desirable.

The president-elect will announce joint RI/TRF annual goals for the upcoming year, which shall be reviewed and approved at the first Board meeting in the year preceding his or her year as president. *(July 2016 Mtg., Dec. 12)*

Source: January 1961 Mtg., Bd. Dec. 76; January 1961 Mtg., Bd. Dec. 79; November 2004 Mtg., Bd. Dec. 58; November 2006 Mtg., Bd. Dec. 35; September 2011 Mtg., Bd. Dec. 37; June 2013 Mtg., Bd. Dec. 196; July 2016 Mtg., Dec. 12

27.060. Staff Support

27.060.1. President's Support from General Secretary and Senior Managers
The president shall

1) be informed by the general secretary as to the respective roles, functions and responsibilities of senior staff, present or proposed plans for the management of their departments, and of any changes in the status of their employment;

2) be informed by the general secretary of any significant changes that are contemplated in any major RI publications;

3) be informed by the general secretary and/or the chief financial officer, of any significant changes in the revenues and expenses as set forth in the budget *(April 2016 Mtg., Bd. Dec. 157)*

Source: May-June 1976 Mtg., Bd. Dec. 234; *Amended by* April 2016 Mtg., Bd. Dec. 157

27.070. Finances

27.070.1. Review of Payments to President and President-Elect

In order to assure compliance with United States' income tax statutes, the Board shall, in a manner consistent with United States Treasury Regulation Section 53.4958-6, or any successor regulations that may be in effect from time to time, review any amounts paid to the president and president-elect, so as to assure that such payments are "reasonable," as that term is defined in the regulation. This matter shall be reviewed annually at the Board's final meeting of each year, and each time the Board considers changing the amount of any payments.

The president and president-elect, each, shall not participate in either the Executive Committee's discussion, drafting and approval of its report in regard to this matter as it pertains to each of them respectively, or in the discussion and adoption of the Executive Committee's report by the Board as it pertains to each of them respectively. *(November 2004 Mtg., Bd. Dec. 58)*

Source: June 2001 Mtg., Bd. Dec. 450; *Amended by* November 2004 Mtg., Bd. Dec. 58

27.070.2. Travel for Club Visits

Districts and clubs which extend invitations to the RI president shall be informed that the financial obligations covered by expense allocations in the annual RI budget are: travel expense to and from the district for the president and spouse; travel expenses within the district for an aide if specifically requested by the president; and personal expenses.

The financial obligations of the clubs and/or districts issuing invitations for visits by the president and president-elect are hotel accommodations, surface transportation and meal expenses. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May 1981 Mtg., Bd. Dec. 452. *Amended by* July 1991 Mtg., Bd. Dec. 2

27.070.3. Spouses of President, President-elect, President-nominee and General Secretary to Accompany on Travel

The spouse of the president, the spouse of the president-elect, the spouse of the president-nominee and the spouse of the general secretary are requested to accompany their respective spouses on Rotary related travel so as to further the corporate purpose of enhancing the family image of Rotary, cultivating fellowship with and among Rotarians, as well as their spouses, assisting in fund development efforts on behalf of The Rotary Foundation, gaining additional publicity for Rotary and its programs in local media, conveying Rotary's commitment to family, encouraging involvement of spouses in Rotary and appealing to Rotarians of both genders. *(January 2012 Mtg., Bd. Dec. 160)*

Source: January 2010 Mtg., Bd. Dec. 167; *Amended by* January 2012 Mtg., Bd. Dec. 160

27.070.4. Payment of Expenses by RI of an Adult Member of the President's Family If There Is No Spouse

In all instances where payment is authorized for the expenses of the president and spouse and the president has no spouse, payment is then authorized for an adult member of the president's family at the discretion of the president. *(June 1998 Mtg., Bd. Dec. 348)*

Source: April 1991 Mtg., Bd. Dec. 10

27.070.5. Payment of Expenses of the Families of the President and the President-elect for Travel to the International Convention

RI will pay the expenses – that is, round trip economy airfare (business class airfare for any parents of the president or president-elect), per diem costs for hotel and meals, and fees for general registration and other Convention-related functions – incurred by the president and president-elect in bringing members from each of their immediate families to the convention – provided that the expenses of no more than twenty such members are paid by RI over a two year period for family members of the same officer serving first as president-elect and then as president at two consecutive Conventions. This cost shall not be part of the convention budget. Immediate family includes only the parents, grandparents, children, step-children, grandchildren, step-grandchildren and siblings, and the spouses of each, of the president, president-elect and their respective spouses. The president and president-elect shall provide the list of persons for whom expenses are to be paid to the general secretary, who shall confirm eligibility hereunder. The expenses include any taxes payable by the recipient with respect to the costs reimbursed in this section (tax rate not to exceed 46% of the above listed items). *(April 2016 Mtg., Bd. Dec. 157)*

Source: November 1990 Mtg., Bd. Dec. 190; November 1999 Mtg., Bd. Dec. 197; November 2002 Mtg., Bd. Dec. 176; June 2005 Mtg., Bd. Dec. 330; *Amended by* November 1991 Mtg., Bd. Dec. 154; February 1995 Mtg., Bd. Dec. 199; April 2016 Mtg., Bd. Dec. 157

27.080. President's Advisory Committee

The president may select a small advisory committee of independent highly experienced Rotarians, which may consist of or include past presidents, to provide counsel to the president. *(May 2003 Mtg., Bd. Dec. 325)*

Source: June 2001 Mtg., Bd. Dec. 317; *Amended by* May 2003 Mtg., Bd. Dec. 325

Article 28. RI Board of Directors

28.005. Policies Relating to the Board
28.010. Selection Methods for Directors
28.020. Directors-elect
28.030. Meetings
28.040. Appeals of Board Action
28.050. Spouse Training and Attendance at Rotary Meetings
28.060. Relationship Between Directors and Governors
28.070. Relationship Between Directors and Trustees of The Rotary Foundation
28.080. Conflict of Interest Policy
28.090. Code of Ethics
28.100. Indemnification of RI Directors and Officers

28.005. Policies Relating to the Board

The Board has adopted policies governing its work that are set forth in this Article 28.005. These policies should be reviewed at the Board's first meeting each Rotary year and are as follows:

A. The Structure of Rotary International

Rotary International is a not-for-profit association of member clubs. The association represents, protects, encompasses, and promotes the interests of its membership, and it exists to serve the membership. The association belongs not to its leaders, but to its members, who determine through a democratic process who the leaders will be and who will represent them at the association level.

The leaders in turn make policy and financial decisions that affect and best serve the interests of the membership. In RI, these leaders are the general officers of the organization -- the president, other members of the Board of Directors, and the general secretary. The Board receives advice and guidance through the committee structure of RI, and it is assisted in the implementation of its decisions by the general secretary and his staff.

The staff, organizationally, is not a part of the policy-making or decision-making structure of RI. Rather, it represents the operational structure of the association, directed by the general secretary. The staff nevertheless has a role to play in assisting the decision-making process by providing background to, and serving as a resource for, the decision-makers, and by making observations, suggestions, or recommendations, as appropriate.

Good management practice requires that the policy-making or decision-making structure should be differentiated from the operating structure, as each fulfills a different purpose and role in the administration. The best interests of the association are served when the two structures do not overlap or conflict. Indeed, the administration of the association runs most smoothly when each level of its structure functions as intended. *(July 2013 Mtg., Bd. Dec. 11)*

Source: July 1999 Mtg., Bd. Dec. 9; *Amended by* November 2004 Mtg., Bd. Dec. 58; July 2011 Mtg., Bd. Dec. 8; July 2013 Mtg., Bd. Dec. 11

B. The Role of the Board of Directors of RI

The Constitution and Bylaws of RI place certain duties and responsibilities on the Board of Directors of the association, and give to the Board certain powers to carry out those duties and responsibilities:

The affairs and funds of RI, shall be under the direction and control of the Board, in conformity with the constitution and bylaws and the Illinois General Not-for-Profit Corporation Act of 1986, and any amendments thereto. (RI Constitution, art. 6, sec. 2).

The Board of Directors of Rotary International shall be responsible for doing whatever may be necessary for:

- the furtherance of the purposes of Rotary International
- the attainment of the Object of Rotary
- the study and teaching of its fundamentals
- the preservation of its ideals, its ethics, and its unique features of organization and its extension throughout the world

In order to fulfill the purposes of Article 3 of the RI Constitution, the Board shall adopt a strategic plan. The board shall oversee its implementation in each zone. The Board shall report on the progress of the strategic plan at each meeting of the Council on Legislation. (RI Bylaws section 5.010.) The Board shall review the strategic plan regularly.

The Board directs and controls the affairs of RI by: (a) establishing policy for the organization; (b) evaluating implementation of policy for the organization; (c) exercising such other powers conferred upon the Board by the constitution, by these bylaws, and by the Illinois General Not-for-Profit Corporation Act of 1986, and any amendments thereto. (RI Bylaws section 5.040.)

The Board shall exercise general control and supervision over all officers, officers-elect, and officers-nominee, and committees of Rotary International. (RI Bylaws section 5.040.)

The Board elects the general secretary. (RI Bylaws section 6.030.)

The administration of clubs shall be under general supervision of the Board. (RI Constitution, art. 8, sec. 2.)

In fulfilling its duties and responsibilities, the Board functions in a number of ways.

1. The Board functions as a policy maker for the association. While the Council on Legislation and the convention may consider and act on proposed legislation, and thus constitute the legislative arm of the association, it is the Board of directors that more often is called upon to develop and establish new policy, review existing policy, and modify policy where appropriate.

2. The Board functions as the program planning body for the association. It establishes goals and objectives -- both short-range and long-range -- and it considers proposals for new programs or changes in current programs. It may establish new programs, review existing programs, or may discontinue programs that have served their purpose or are no longer viable.

3. The Board controls the finances and adopts the annual budget of the association (with per capita dues being determined by the member clubs through the Council on Legislation).

4. The Board serves as an advocate for the association in promoting the ideals and programs of Rotary. It not only creates policy and programs, it has a responsibility for serving as a representative for the association in promoting and extending the fundamental ideals and object of the association and in gaining acceptance for its programs.

5. The Board, and its individual members, also have a responsibility to motivate the leaders of the association, its officers and committees, the member clubs and Rotarians generally in furtherance of the purposes of the association. The Board, in this role, becomes an initiator of action.

6. The Board identifies problems or trends in Rotary that may warrant the attention of the Board. *(April 2016 Mtg., Bd. Dec. 157)*

Source: July 1999 Mtg., Bd. Dec. 9; *Amended by* November 2004 Mtg., Bd. Dec. 58; June 2007 Mtg., Bd. Dec. 226; June 2013 Mtg., Bd. Dec. 196; July 2013 Mtg., Bd. Dec. 11; April 2016 Mtg., Bd. Dec. 157

C. The Board of Directors and the Legislative Process of RI

As provided in the RI Bylaws, RI Directors are non-voting members of the Council on Legislation. A director cannot serve on the Council as the representative of the clubs of his district. A director's primary responsibility is as a member of the Board (see section 59.030.1.).

1. It is the responsibility of the Board of Directors of RI to make its leadership effective in the legislative process of RI in harmony with the function of the Board as the policy-making body of RI.

2. Legislation offered by the Board shall be limited to subjects that:

   a. are administrative in nature and relate either to the functioning of the Board or to the organization of Rotary International, or

   b. have broad impact on the program of Rotary.

3. The Board shall take steps to further in the deliberations of the Council proposed legislation the Board has offered.

4. The Board may establish a position or organize members of the Board to speak in the Council on behalf of the Board, for or against pending legislation, when:

   a. items of proposed legislation are offered by the Board, and

   b. items are offered by others on matters which the Board considers to be of concern to the interests of the organization.

The Board shall actively participate in the deliberation of the Council with respect to such matters.

5. Participation by Directors in the deliberations of the Council will be on behalf of the Board, rather than a reflection of individual views. Moreover,

   a. if the chair of the Council on Legislation feels that an item of proposed legislation from the Board requires clarification, the president may designate a director to speak on behalf of the Board;

   b. in the event a criticism of the Board is made during a session of the Council on Legislation, the Board may reply to such criticism through a designated spokesperson;

   c. in the event the Board withdraws its proposal from consideration by the Council, an explanation of the Board's reasons for such withdrawal may be provided by a designated spokesperson.

6. With respect to proposed legislation offered by the Board at the instruction of a Council, the Board shall make clear that it is offering such proposed legislation in compliance with such instruction.

7. Proposed enactments and proposed resolutions offered by the Board as emergency legislation shall be limited to those matters which are clearly emergencies, and the Board shall provide to the Council on Legislation information with respect to the need for such emergency legislation. *(May 2003 Mtg., Bd. Dec. 325)*

Source: July 1999 Mtg., Bd. Dec. 9; *Amended by* May 2003 Mtg., Bd. Dec. 325

D. Criteria for Items Coming to the Board

The primary role of the Board of Directors is to determine policies for RI and to evaluate their implementation by the general secretary, who shall be responsible to the Board for the implementation of its policies and for management and administration.

The Board functions most effectively when it is able to devote its time and attention to policy and program matters at the association level, and is not called upon to devote considerable time to matters of a routine, administrative character where authority has been delegated to the general secretary. To enable the Board to focus only on matters that require its attention, criteria exist to aid in determining items that may be included on a Board meeting agenda.

1. Items submitted for consideration by the Board may emanate from the following sources:

   a. Individual Rotary clubs (by petition)
   b. Rotary District Conferences
   c. Rotary institutes for present, past, and incoming officers of RI
   d. Councils on Legislation
   e. RI committees
   f. Trustees of The Rotary Foundation

g. General Council of RIBI
h. Current RI general officers, including the general secretary
i. Current RI officers
j. Past RI general officers
k. Any committee of the Board

Other than the above-named persons, individuals may not submit items for the agenda of Board meetings.

2. The Board considers items on the basis of written presentations and background statements, including, when appropriate, proposals and recommendations for action by the Board. Except in cases where the president may determine that a personal presentation will be beneficial to the Board's consideration of a matter, the Board does not receive groups or individuals who may wish to appear personally before the Board.

3. Items on which the president, or the Executive Committee, or the general secretary is authorized by the Board to act on behalf of the Board shall be reported to the Board.

4. Items included in the agenda for consideration at a meeting of the Board shall normally be limited to those that involve or relate to:

a. duties and responsibilities placed on the Board by statute and that have not been delegated by the Board;
b. establishing new policy or modifying or terminating existing policy;
c. short-range and long-range planning for the international association;
d. establishing a new program of RI, modifying an existing program, or terminating a program previously established by the Board;
e. authorizing an expenditure not provided for in the RI budget as adopted by the Board, or modifying a budget appropriation as previously approved by the Board;
f. a change in RI policy, procedures or programs that would require action by a Council on Legislation;
g. programs and expenditures of The Rotary Foundation;
h. internal audit matters.

5. All matters of an administrative nature that can properly be considered to fall within the duties and responsibilities of the general secretary, shall be referred to the general secretary for attention and, as needed, for decision, thus relieving the Board of the task of dealing with such matters and preserving to the Board the time at its meetings to consider and act on those matters of a policy-making nature that by statute or otherwise require consideration by the Board of Directors of the international association.

6. Program proposals from clubs or individuals requiring Board approval should be referred to appropriate advisory committees by the general secretary for consideration and report to the Board. *(July 2013 Mtg., Bd. Dec. 11)*

Source: July 1999 Mtg., Bd. Dec. 9; *Amended by* November 2002 Mtg., Bd. Dec. 61; November 2004 Mtg., Bd. Dec. 58; May 2011 Mtg., Bd. Dec. 191; July 2011 Mtg., Bd. Dec. 8; July 2013 Mtg., Bd. Dec. 11

E. Decisions Made by the Board of Directors

In the consideration of any subject, RI Directors may consider themselves as individuals until a decision is reached by the Board, after which time the decision is to be deemed, reported, and discussed as a decision of the entire Board. The vote and utterances of individual Directors in arriving at the decision shall remain confidential and shall not be made public. Staff attending the Board meeting shall also be expected to maintain confidentiality as above. A director, however, may have his vote recorded upon request, except when the vote has been taken by a secret ballot. On any motion to provide for a secret ballot, a director may record his opposition to having such secret ballot.

All decisions, unless specified otherwise, take effect immediately upon the adjournment of the meeting at which they are made. *(August 1999 Mtg., Bd. Dec. 43)*

Source: July 1999 Mtg., Bd. Dec. 9

F. Consent Items at Board Meetings

At each meeting of the Board for which an advance memorandum is prepared and which includes a listing of items for consideration at the meeting, the Board may take action on one or more agenda items by general consent, i.e., by agreeing to a draft decision without general discussion on an item.

The purpose of consent items is to enable the Board to act expeditiously on matters on which there is general agreement, making discussion of such items unnecessary.

The consent items procedure shall operate in the following manner:

1. Prior to each meeting, the general secretary or a designated member of the staff will develop from the list of agenda items a suggested list of items that might be acted on by the Board by consent. This list must be approved by the president and sent to Directors with the advance memorandum.

2. The list of consent items will be presented early in the Board meeting, at which time any director may ask to have an item removed. If a director wishes to ask for clarification of an item on the list, and if clarification can be provided without general discussion, the item need not be removed from the consent list. Items removed from the list are assigned to the appropriate committee of the Board for discussion and recommendation to the Board.

3. Items may be referred by the president to committees of the Board for discussion and recommendation to the Board. For each item considered, the committees should prepare for the Board a recommended draft decision.

4. Recommended drafts from the committees will be provided to the Board in advance of the Board coming together for consideration of such drafts. A second list of consent items from such recommended drafts will be prepared by the general secretary for consideration by the Board. Any director may ask to have one or more of the recommended decisions removed from the list for full discussion and decision by the Board.

5. On recommendation of the president or any other director, the Board may defer to a subsequent meeting any item or items for which it is felt that the Board does not have sufficient time to consider, or that additional information is needed by the Board before a decision can be taken. *(August 1999 Mtg., Bd. Dec. 43)*

Source: July 1999 Mtg., Bd. Dec. 9

G. Board Agenda Procedures

1. Approximately 45 days before the beginning of a Board meeting, the president shall meet with the general secretary to review all items suggested to be considered by the Board at that meeting.

2. All advance memorandum items presented for RI Board consideration which have any financial impact on capital or operating budgets of Rotary International must be submitted to Financial Services through the Chief Financial Officer prior to the Board meeting for analysis of that impact. (see section 68.010.5.)

3. The general secretary shall establish a deadline for the submission of items for consideration by the Board at a particular meeting. The general secretary shall see that the entire advance memorandum, in the form approved by the Board, is e-mailed to each director in advance of the meeting, except for those few items which for good reason could not be prepared earlier and will be provided at the time of the meeting.

4. The president shall refer all items for the Board's consideration to the Administration, Programs, or Executive Committee of the Board, provided that the president may direct that an item be considered only by the full Board.

5. The committees shall recommend a draft decision for each item for the Board's consideration. If the recommendation of the committee is less than unanimous, the recommendation shall state the vote of the committee.

6. The Board's meeting agenda shall be established by the president or a person designated by the president. Agenda items may be suggested by individual directors, the general secretary, and any group or individual listed under paragraph D.1. of Rotary Code section 28.005. A director may place an item on the agenda during the course of a meeting. Every effort shall be made to distribute such late item(s) to the Board a day before its consideration or, at the request of any director, its consideration may be delayed until after a recess of at least one hour.

7. The president shall establish the order of consideration of agenda items, subject to revision by the Board.

8. A Board meeting committee shall make every effort to finish its consideration of its assigned items within the specified time period; items not considered by that time shall go to the full Board without a committee recommendation.

9. A director's primary responsibility is to his or her own committee. However, he or she is encouraged to attend other committee meetings when his or her interest or expertise on a particular subject would assist the committee in its deliberations. *(April 2016 Mtg., Bd. Dec. 157)*

Source: July 1999 Mtg., Bd. Dec. 9; *Amended by* August 1999 Mtg., Bd. Dec. 37; February 2000 Mtg., Bd. Dec. 275; June 2002 Mtg., Bd. Dec. 247; November 2002 Mtg., Bd. Dec. 61; November 2004 Mtg., Bd. Dec. 37; November 2005 Mtg., Bd. Dec. 41; July 2006 Mtg., Bd. Dec. 10; June 2008 Mtg., Bd. Dec. 227; November 2010 Mtg., Bd. Dec. 32; January 2012 Mtg., Bd. Dec. 158; October 2013 Mtg., Bd. Dec. 30; April 2016 Mtg., Bd. Dec. 157

28.010. Selection Methods for Directors

28.010.1. Declaration of Duties and Responsibilities of RI Directors

Each candidate for director, and conveners of director nominating committees, shall be provided with a summary of the duties and responsibilities of Directors as set out in the RI Bylaws and in the *Rotary Code of Policies*. The prescribed form used in suggesting candidates for director shall include a signed declaration by the candidate that he or she has read, understands, and is willing to comply with such duties and responsibilities as they may be amended from time to time. *(February 2002 Mtg., Bd. Dec. 164)*

Source: June 2001 Mtg., Bd. Dec. 318; *Amended* by November 2001 Mtg., Bd. Dec. 53

28.010.2. No Eligible Past Governor Available to Serve on Nominating Committee

Where there is no past governor available for election in a district who meets the qualifications provided in RI Bylaws section 12.020.3., a past governor who is not otherwise ineligible for membership on the committee may serve if the current governor certifies to the general secretary in writing that there are no past governors available for election from that district who meet the qualifications of RI Bylaws section 12.020.3. *(November 2001 Mtg., Bd. Dec. 45)*

Source: June 2001 Mtg., Bd. Dec. 313

28.010.3. Submission of Names for Membership on Director Nominating Committees

Notwithstanding RI Bylaws section 12.020.6., the RI Bylaws deadline of 1 June for submission of names for membership on the director nominating committee is firm. Any individual whose name is submitted by a governor after that deadline (except as provided in RI Bylaws section 12.020.8.) may not serve as a member of the director nominating committee. *(September 2011 Mtg., Bd. Dec. 34)*

Source: November 2009 Mtg., Bd. Dec. 38; *Amended by* September 2011 Mtg., Bd. Dec. 34

28.010.4. Expenses of Nominating Committee for Director

The general secretary shall budget US$1,500 for each convener of a director nominating committee, which may be used to offset costs of meeting room rental, coffee breaks, and one meal for the committee during its meeting, as well as for out-of-pocket postage, copying, telephone and miscellaneous expenses incurred in making arrangements for the committee meeting, and which may be reimbursed upon submission of an expense report form.

RI will not reimburse the expenses of nominating committee members other than the convener. Each district is encouraged to meet expenses of nominating committee members. *(November 2007 Mtg., Bd. Dec. 52)*

Source: July 1998 Mtg., Bd. Dec. 16; November 2002 Mtg., Bd. Dec. 57; *Amended by* November 2007 Mtg., Bd. Dec. 52

28.010.5. Guidelines for the Functioning of the Nominating Committee for Director

A. Prior to the Meeting

1. The convener shall make the necessary arrangements for the committee to meet at the time (which shall be between the fifteenth and thirtieth days of September) and place decided by the Board of Directors of RI.

2. As soon as possible following the final date (1 September) for receipt by the convener of forms from clubs submitting the names of suggested candidates for consideration by the nominating committee, the convener shall send to the other members of the committee copies of the suggestion forms filed with the convener.

3. There should be no other communication or exchange of information between members of the committee regarding a suggested candidate, prior to the meeting of the committee.

4. Prior to the time of the meeting, members of the committee, in reviewing the qualifications of a suggested candidate, should consider only the information provided in the official suggestion form. So that candidates may be considered on an equal basis, the nominating committee, and the individual members of the committee, should not take into consideration supplementary brochures, circulars, statements, etc., which may be attached to the official suggestion form or otherwise received by the members of the committee.

5. Personal interviews of candidates are not required. However, if the majority of the committee determines that interviews should be offered to all candidates at their expense, they shall be so notified no later than two weeks before the scheduled meeting of the nominating committee. If the committee decides to interview candidates, it must take care that no candidate is disadvantaged because of an inability to come for an interview.

B. The Meeting

1. After the convener has called the meeting to order and reviewed the responsibility of the committee and the work at hand, the first order of business should be the selection of a chair from among the members of the committee. It shall be the duty of the committee chair to ensure that the following criteria are carefully observed and adhered to by the committee.

2. The committee should thoroughly review the qualifications of each candidate. Committee members are encouraged to share their personal knowledge of candidates with one another. The chair, or a committee member appointed by the chair, may

contact a candidate to ascertain correct information concerning the candidate's qualifications.

3. The committee should consider, but is not limited to, the following criteria in selecting its candidate:

   a. Is the candidate a good speaker and able to communicate well?
   b. Has the candidate demonstrated good leadership ability and relate well to others?
   c. Do family or work responsibilities prevent the candidate from giving the time necessary to serving effectively as a member of the Board of Directors of RI?
   d. Is the candidate in good health so as to serve ably as a RI director?
   e. Has the candidate been active in Rotary beyond the district level and continued to serve Rotary at all levels?
   f. Has the candidate demonstrated a broad knowledge of Rotary and a strong commitment to the total program of Rotary?
   g. What ideas does the candidate have for changes and improvements in Rotary?

4. A majority of the members of the committee shall constitute a quorum. The transaction of all business shall be by majority vote, except that in selecting the committee's nominee for director, the nominees for director and alternate must receive at least the same number of votes as the number which constitutes no less than a 60 percent majority of the committee.

5. The committee should select an alternate candidate, in the event the candidate who is the first choice of the committee subsequently is unable to serve. The name of the alternate candidate shall be kept confidential.

6. Prior to the adjournment of the meeting of the committee, the chair, on behalf of the committee, should contact by telephone the candidate selected by the committee to determine that person's willingness and ability to serve as director of RI if nominated and elected.

C. Subsequent to the Meeting

1. Immediately following the meeting of the committee, the chair shall notify all the candidates of its selection of the candidate for nomination as director of RI.

2. As soon as possible following the adjournment of the meeting of the committee, the chair shall send to the general secretary the name and address and acceptance of the nominee. The chair shall later file with the general secretary the written report of the committee naming its selection of a candidate for nomination as director, including an indication that the named candidate has been contacted by the committee and has indicated willingness and ability to serve as director of RI if nominated and elected. The report should also state that, to the best of the committee's knowledge, the selected candidate has not violated RI's rules against campaigning for office. The written report of the nominating committee must be filed with the general secretary no later than ten days following the meeting of the committee.

3. The proposal forms for the candidate selected and the alternate selection and the proposal forms for the remainder of candidates shall be transmitted to the general secretary. The name of the alternate candidate shall otherwise be kept confidential.

4. Members of the committee are not to discuss with anyone their deliberations within the committee at any time or reveal the name of the nominee until after all candidates have been notified. *(April 2016 Mtg., Bd. Dec. 157)*

Source: November 1999 Mtg., Bd. Dec. 142; *Amended by* April 2016 Mtg., Bd. Dec. 157

28.020. Directors-elect

28.020.1. Director-elect Orientation

During the year before they begin their term of service on the Board, RI Directors shall receive informative mailings from the Secretariat and receive an orientation, supervised by the president-elect and general secretary. Directors-elect shall also attend as observers to meetings of the Board as invited.

As part of the annual orientation for Directors-elect, information regarding the role and responsibilities of the Board should be emphasized. The general secretary should include information regarding the legal and fiduciary responsibilities of members of a non-profit board, and update Directors as necessary throughout the year. *(April 2016 Mtg., Bd. Dec. 157)*

Source: June 1987 Mtg., Bd. Dec. 334; November 1995 Mtg., Bd. Dec. 63; June 2001 Mtg., Bd. Dec. 318; *Amended* by November 2001 Mtg., Bd. Dec. 53; November 2004 Mtg., Bd. Dec. 47; April 2016 Mtg., Bd. Dec. 157

28.030. Meetings

28.030.1. Location of Board Meeting

Board meetings shall normally be held at the World Headquarters or in the vicinity of the site of the International Assembly or International Convention. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May 1989 Mtg., Bd. Dec. 363. *See also* May 2000 Mtg., Bd. Dec. 458; August 2000 Mtg., Bd. Dec. 43

28.030.2. Dates and Places of Board Meetings

The Board shall review and determine the dates and places of meetings of the Board annually at its second meeting preceding the Rotary year in which the meetings will be held. When possible, meetings will be spaced so that the Board meets one time in each calendar quarter. *(May 2011 Mtg., Bd. Dec. 187)*

Source: February 2000 Mtg., Bd. Dec. 267; *Amended by* May 2011 Mtg., Bd. Dec. 187

28.030.3. Extension of Board Meeting Preceding the Council

The October Board meeting in the year preceding the Council may be extended as necessary for the following purposes:

1) To confer with the Council chair about the physical arrangements and the procedural aspects of the Council

2) To review all proposed legislation pursuant to Section 7.050. of the RI Bylaws

3) To consider the recommendations of the Constitution and Bylaws Committee and the Council on Legislation Advisory Committee

4) To begin orientation and training before the Council with the Board Advisor. *(October 2015 Mtg., Bd. Dec. 47)*

Source: November 1999 Mtg., Bd. Dec. 201; *Amended by* February 2006 Mtg., Bd. Dec. 148; June 2007 Mtg., Bd. Dec. 226; October 2015 Mtg., Bd. Dec. 47

28.030.4. Prior Review of Board Items By Committee

The Administration, Programs, and Executive Committee of the Board shall consider all items referred to it by the president in accordance with section 28.005. G. 5. and 6.

A Board committee shall make every effort to finish its consideration of its assigned items within the specified time period. Items not considered by that time shall go to the full Board without a committee recommendation.

After completing their committee work, Directors are encouraged to attend other Board committee meetings as observers.

Unless there is a matter deserving extended consideration by all, or unless a director has some information which such director is reasonably certain was not available to the committee during its consideration of the matter, Directors should normally be content with a brief discussion of items that have already been fully considered by a committee of their peers. (*January 2012 Mtg., Bd. Dec. 158)*

Source: January-February 1989 Mtg., Bd. Dec. 168; *Amended by* November 2002 Mtg., Bd. Dec. 61; June 2008 Mtg., Bd. Dec. 227; January 2012 Mtg., Bd. Dec. 158

28.030.5. Parliamentary Procedures for Board Meetings

The Board has adopted the following parliamentary procedures for the conduct of its meetings. The current edition of *Robert's Rules of Order Newly Revised* shall be the Board's parliamentary authority on matters not addressed below:

Simplified Chart of Parliamentary Motions

Motion	Requires Second	Debatable	Amendable	Vote
Adjourn	Yes	No	No	Majority
Recess	Yes	No	Yes	Majority
Close Debate	Yes	No	No	2/3
Defer (or Postpone Definitely)	Yes	Yes	Yes	Majority
Refer to Committee	Yes	Yes	Yes	Majority
Amend the Amendment	Yes	Yes	No	Majority
Amend or Substitute	Yes	Yes	Yes	Majority

Withdraw (or Postpone Indefinitely)	Yes	Yes	No	Majority
Main Motion	Yes	Yes	Yes	Majority
Reconsider	Yes	Yes	No	Majority
Rescind	Yes	Yes	Yes	Majority

Motions Dealing with the General Conduct of the Meeting No Order of Precedence				
Parliamentary Inquiry	No	No	No	None
Point of Order	No	No	No	None
Withdraw or Modify a Motion	No	No	No	Majority
Divide the Motion	No	No	Yes	Majority

(November 2002 Mtg., Bd. Dec. 55)

Source: November 1999 Mtg., Bd. Dec. 137; November 2002 Mtg., Bd. Dec. 55

28.030.6. Board Interaction with Staff

The following plan shall be followed in an effort to continue the good and productive relationship between the Board, the general secretary and the staff.

If feasible, at each meeting in Evanston of the Executive Committee, time will be allotted for an informal discussion of items of mutual interest between the committee and the general secretary and those senior managers who report to the general secretary.

Once each year, if feasible, the president will arrange with the general secretary to hold an informal meeting in Evanston of the Board and the general secretary and all senior managers, as defined by the general secretary, to discuss matters of mutual concern.

The president, in consultation with the general secretary, shall determine the items to be discussed at each meeting, after each has conferred with all Directors and senior staff respectively.

It is understood that other persons may be added to the meetings referred to above, as appropriate, at the discretion of the president and the general secretary.

If feasible, Directors should consult the appropriate Senior Manager before bringing to the Secretariat staff new assignments or requests for information or assistance. This procedure will maintain staff priorities, responsibilities and accountability. However, this procedure is not necessary when a regular working relationship on a similar matter has been previously established between a director and a staff member. A director may continue to use the Corporate Governance area to convey the new request to a senior manager. (*October 2013 Mtg., Bd. Dec. 30)*

Source: March 1990 Mtg., Bd. Dec. 136; *Amended by* October 2013 Mtg., Bd. Dec. 30

28.030.7. Post-Board Meeting Activities

The general secretary shall ensure that all decisions taken by the Board at its meetings are distributed to Directors for confirmation following the adjournment of the meeting. The general secretary shall provide printed minutes of Board meetings within 60 days following each meeting of the Board. Appendices to the minutes shall be filed only with the official copy of the minutes only if the decision of the Board to which such appendix relates specifically states that such appendix is to be filed only with the official copy of the minutes. *(April 2016 Mtg., Bd. Dec. 157)*

Source: February-March 1983 Mtg., Bd. Dec. 282; June 1998 Mtg., Bd. Dec. 404; November 1999 Mtg., Bd. Dec. 120; *Amended by* June 2007 Mtg., Bd. Dec. 226; April 2016 Mtg., Bd. Dec. 157

28.030.8. Effective Date of Board Decisions

Board decisions shall become effective immediately upon adjournment of each Board meeting, with the exception of the first meeting of the Board, decisions from which are effective on or after 1 July. *(February 1999 Mtg., Bd. Dec. 196)*

Source: June 1998 Mtg., Bd. Dec. 404

28.030.9. Board Minutes on RI Website

Board minutes shall be placed on the RI website within 60 days of the meeting, except for those appendices that are designated "to be filed only with the official copy of the minutes," which shall be made available to Rotarians upon request, in accordance with RI Bylaws section 5.020. Minutes posted prior to their approval by the Board shall contain notice that the minutes are in draft form only, subject to approval by the Board. *(June 2007 Mtg., Bd. Dec. 226)*

Source: November 2006 Mtg., Bd. Dec. 70; *Amended by* June 2007 Mtg., Bd. Dec. 226

28.040. Appeals of Board Action

In accordance with section 5.030. of the RI bylaws, except when received within three months of the next regularly scheduled Council on Legislation, action by the Board shall be subject only to appeal through a ballot-by-mail submitted to the district representatives of the most recent Council on Legislation as follows. (*June 2008 Mtg., Bd. Dec. 239*)

Source: June 2008 Mtg., Bd. Dec. 239

28.040.1. Multiple Appeals

Where there are multiple appeals of the same decision, the club whose appeal is received first by any office of the Secretariat shall be considered the appellant and all subsequent appeals received shall be regarded as concurrences. (*June 2008 Mtg., Bd. Dec. 239*)

Source: June 2008 Mtg., Bd. Dec. 239

28.040.2. Withdrawal of Appeal or Concurrence

An appeal that is later withdrawn will be considered invalid. A concurrence that is later withdrawn by a club will not count toward the number of concurrences required. If the withdrawal of a concurrence results in there not being sufficient concurrences, the appeal will be considered invalid. (*June 2008 Mtg., Bd. Dec. 239*)

Source: June 2008 Mtg., Bd. Dec. 239

28.040.3. Delivery of Appeal
Appeals and concurrences must be delivered in writing to the general secretary (or to one of the Secretariat locations) and be received no later than the day of the deadline. (*June 2008 Mtg., Bd. Dec. 239*)

Source: June 2008 Mtg., Bd. Dec. 239

28.040.4. Position Statements
Upon receipt of a valid appeal and concurrences, the appellant and RI Board will be provided an opportunity to have a position statement sent out on their behalf. A deadline for submitting such statements will be set by the general secretary such as to allow the parties a reasonable amount of time to draft the position statements but also provide sufficient time for the statements to be translated and copied for distribution. Statements shall be limited to approximately 300 words. The first party to file an appeal shall be given the first option to draft a statement in support of its appeal. If it declines, this option shall pass to the second club to file the appeal, if any, and so on. The President may appoint a board member or committee to act on behalf of the Board to draft the statement opposing the appeal. (*June 2008 Mtg., Bd. Dec. 239*)

Source: June 2008 Mtg., Bd. Dec. 239

28.040.5. Failure to Provide Position Statement
If the appellant fails to provide a statement by the deadline, the Board's statement shall be sent together with a statement indicating that both parties were given an opportunity to provide position statements. (*June 2008 Mtg., Bd. Dec. 239*)

Source: June 2008 Mtg., Bd. Dec. 239

28.040.6. Ballot
Upon receipt of the position statements, but in any event within 90 days of receipt of the appeal and concurrences, the general secretary shall prepare and mail a ballot in accordance with RI bylaws section 5.030. together with a notice that all ballots must be returned to the general secretary at the world headquarters of the Secretariat within 45 days of mailing. (*June 2008 Mtg., Bd. Dec. 239*)

Source: June 2008 Mtg., Bd. Dec. 239

28.040.7. Translation of Documents and Ballot
The general secretary shall provide translated versions of all position statements and ballots in all the languages used by RI for essential club and district information. (*June 2008 Mtg., Bd. Dec. 239*)

Source: June 2008 Mtg., Bd. Dec. 239

28.040.8. Voting Eligibility
The district council representatives eligible to vote pursuant to RI bylaws section 5.030. shall be determined as follows:

a. Actual representatives who attended the immediate past Council on Legislation.

b. Alternate representatives of the immediate past Council on Legislation, if the district's actual representative no longer possesses the qualifications of voting members of the Council as set forth in the RI bylaws.
c. Where neither the representative not the alternate representative is qualified, the governor shall appoint a Rotarian in the district who meets the qualifications for a Council representative. (*June 2008 Mtg., Bd. Dec. 239*)

Source: June 2008 Mtg., Bd. Dec. 239

28.040.9. Posting Ballot Information
Notice of the appeal and the position statements shall be posted to the governor extranet site to allow governors to notify RI in the event that a representative does not receive the notice or is no longer available to represent the district. (*June 2008 Mtg., Bd. Dec. 239*)

Source: June 2008 Mtg., Bd. Dec. 239

28.040.10. Voting Rights
Each district is entitled to one vote. A majority of votes eligible to be cast is required to overturn a board decision. (*June 2008 Mtg., Bd. Dec. 239*)

Source: June 2008 Mtg., Bd. Dec. 239

28.040.11. Balloting Committee
A balloting committee shall be appointed by the President to meet at a designated time and place to examine and count the ballots. Scanned ballots may be considered in lieu of the actual ballots. The balloting committee shall certify its report of the results to the general secretary within five days thereafter. (*June 2008 Mtg., Bd. Dec. 239*)

Source: June 2008 Mtg., Bd. Dec. 239

28.040.12. Appeals to the Council on Legislation
The procedure for appeals required to be submitted to the next regularly scheduled meeting of the Council on Legislation shall be adopted by the Council for such purposes. (*June 2008 Mtg., Bd. Dec. 239*)

Source: June 2008 Mtg., Bd. Dec. 239

28.040.13. Other Issues
Any issues not covered by the appeals process outlined above shall be decided by the President. (*June 2008 Mtg., Bd. Dec. 239*)

Source: June 2008 Mtg., Bd. Dec. 239

28.050. Spouse Training and Attendance at Rotary Meetings

Spouses of Directors must be informed of current developments in the international association, including the operations of the Secretariat, and therefore, the general secretary is requested to develop a program for directors' spouses who attend Board meetings in Evanston which includes, but is not limited to, instructional sessions, seminars, public service programs, and presentations from senior managers and other relevant staff as determined by the general secretary regarding

developments in Rotary programming, events, meetings and Secretariat operations, which programs should constitute a substantial portion of the spouse's activities at such meetings. Where such spouses do not attend such sessions, the general secretary is requested to treat the travel expenses of such spouses as personal expenses. *(June 2005 Mtg., Bd. Dec. 337)*

Source: August 1999 Mtg., Bd. Dec. 52; *Amended by* June 2005 Mtg., Bd. Dec. 337

Cross References

57.130. Role of Paid Official Participants and Spouses at the International Convention
59.030.1. Board of Directors Role at Council on Legislation

28.060. Relationship Between Directors and Governors

Directors represent all clubs in the administration of Rotary. Governors are under the general supervision of only the Board. However, because of the director's place of residence and familiarity with the zone, a special relationship exists between the director and the governors of districts in the zone from which the director has been nominated or the zone that alternates with it. Consistent with the basic roles of RI officers, the special relationship between Directors and governors can enhance the program of Rotary. Individual Directors should advise the Board in matters coming to the Board for which familiarity with the associated locale, its customs, practices and individuals would be helpful. Directors and governors should exchange information on district activities and Board action. Governors should consult informally with appropriate Directors about such matters as interpretation of Board action, serious district or inter-district problems or possible future formal communication to the Board. *(June 1998 Mtg., Bd. Dec. 348)*

Source: February 1981 Mtg., Bd. Dec. 267

28.070. Relationship Between Directors and Trustees of The Rotary Foundation

28.070.1. Future RI General Officers Serving as Trustees

It is not appropriate for a general officer of Rotary International to serve at the same time as a Trustee of The Rotary Foundation and, therefore, the Board requests Trustees who have been elected as RI president or RI director to resign from the TRF Board of Trustees before beginning their term as an RI officer. *(September 2011 Mtg., Bd. Dec. 39)*

Source: November 1999 Mtg., Bd. Dec. 136; *Amended by* September 2011 Mtg., Bd. Dec. 39

28.070.2. Liaisons at Board and Trustees Meetings

The RI president may appoint a liaison director to Foundation Trustees' meetings, such liaison to attend as determined by the trustee chairman. The Board shall invite a liaison trustee, if appointed by the trustee chairman to attend Board meetings as determined by the RI president. *(April 2016 Mtg., Bd. Dec. 157)*

Source: June 2004 Mtg., Bd. Dec. 295; June 2009 Mtg., Bd. Dec. 236; *Amended by* April 2016 Mtg., Bd. Dec. 157; *Affirmed by* November 2005 Mtg., Bd. Dec. 36

28.080. Conflict of Interest Policy

The RI Board has adopted a "Conflict of Interest Policy" for general officers and RI committee members as follows:

I. Statement of Policy

A. No member of the Board of Directors of Rotary International or any member of an RI committee shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict between the interest of Rotary International and his or her personal interest arises.

B. Each Board member and RI committee member has a duty to place the interest of Rotary International foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this policy.

C. The conduct of personal business between a member of the Board or of a committee and Rotary International is prohibited.

D. Loans or indirect extensions of credit by Rotary International to a member of the Board or of a committee are prohibited.

E. If a Board member or an RI committee member has an interest in a proposed transaction with Rotary International in the form of any personal financial interest in the transaction or in any organization involved in the transaction, or holds a position of trustee, director, or officer in any such organization, he or she must make full disclosure of such interest to the President (or in the case of the President, to the Executive Committee Chairman) before any discussion or negotiation of such transaction. If a director is aware that another director has an undisclosed potential conflict of interest in a proposed transaction with Rotary International he or she must inform the President (or if the other director is the President, to the Executive Committee Chairman) as soon as possible. If an RI committee member is aware that another RI committee member has an undisclosed potential conflict of interest in a proposed transaction with Rotary International he or she must inform the President as soon as possible.

F. Any member of the Board or of a committee who is aware that he or she has a potential conflict of interest with respect to any matter coming before the Board or a committee shall not be present for any discussion of or vote in connection with the matter. The existence and nature of the potential conflict of interest shall be recorded in the minutes of the meeting.

G. Each member of the Board and RI committee member must disclose any family or business relationship that he or she has with another member of the Board, Trustee of The Rotary Foundation, key employees or highest compensated independent contractors of Rotary International or The Rotary Foundation as those individuals or firms are identified annually by the general secretary.

II. Disclosure

To implement this policy, Board members of Rotary International will submit annual reports on the attached form entitled "Potential Conflict of Interest Statement" and, if not previously disclosed, will make disclosure of all potential conflicts of interest prior to any relevant Board or committee action.

These reports will be reviewed by the Executive Committee, which will attempt to resolve any actual or potential conflicts and, in the absence of resolution, refer the matter to the Board of Directors. A potential conflict of interest will be deemed to exist upon an affirmative vote of a majority of the directors voting in the decision. The director with the potential conflict of interest shall not be present for the vote.

RI committee members will submit annual reports on a form entitled "Potential Conflict of Interest Statement" and, if not previously disclosed, will make disclosure of all potential conflicts of interest prior to any relevant committee action. These reports will be reviewed by the President, who will attempt to resolve any actual or potential conflicts or take further action as appropriate. *(May 2011 Mtg., Bd. Dec. 193)*

Source: June 1997 Mtg., Bd. Dec. 403; November 2007 Mtg., Bd. Dec. 53; *Amended by* June 2005 Mtg., Bd. Dec. 272; January 2010 Mtg., Bd. Dec. 117; May 2011 Mtg., Bd. Dec. 193

28.090. Code of Ethics

1. Directors will adhere to applicable laws and regulations in the conduct of Rotary business as well as in their personal lives. As a corporate business entity, Rotary International is subject to the laws of the various jurisdictions in which it conducts business. The Board should adhere to applicable law in order to protect the assets and mission of the association. In addition, in conducting their private lives, directors should adhere to applicable law in order to preserve and protect the positive image of Rotary.

2. Directors will adhere to the provisions of RI's constitutional documents. Board members have a legal obligation to follow the provisions of RI's constitutional documents. Moreover, these documents embody the democratic will of Rotary's membership as represented at the triennial Council on Legislation. Through these documents the membership has established standards expected of the Board. Adherence to their terms garners the trust of the membership and assures that actions are taken consistent with members' expectations.

3. Directors will adhere to the provisions of the policies established by the Board as documented in the *Rotary Code of Policies*. Over the years, the Board has established policies and procedures, documented in the *Rotary Code of Policies*, to further the aims of the association as well as to protect its mission. Many of these provisions are designed to assure good governance and promote an ethical image. Adhering to these policies demonstrates a commitment to these ideals while protecting the association.

4. Directors will serve for the benefit of Rotarians and the purposes of RI. Directors will follow the requirements of the Board's Policy on Conflicts of Interest. Directors have a duty of loyalty to RI. They should put the interests of the association first. The Board has adopted a Conflicts of Interest Policy that is designed to preclude even the appearance of any impropriety as to Board action. This assures continued confidence by Rotarians in their Board.

5. Directors will not utilize their office for personal prestige and/or benefit. With the authority inherent in an office of importance comes access to special privileges not available to other Rotarians. Taking advantage of such privilege distracts from critical responsibilities and calls into question the commitment to the Objects of Rotary.

6. Directors will exercise due care in the diligent performance of their obligations to the association. By law, directors have a duty of care to the association. Directors should perform their responsibilities with such care, including reasonable inquiry, as ordinarily prudent persons in like positions would use under similar circumstances. Directors should inform themselves, prior to making a business decision, of all material information reasonably available to them.

7. Directors will take actions based on an essential fairness to all concerned. Directors are often faced with decisions that will significantly impact various Rotarian groups and individuals. So as to maintain the confidence of Rotarians that the Board acts fairly and in the best interests of the association, Directors, in a manner consistent with the 4-Way Test, should weigh the potential impact of their decisions and treat equally all persons who will be affected.

8. Directors will promote transparency of important financial information. Directors are the stewards of the association acting on behalf of Rotary clubs and Rotarians. Rotarians have a right to access accurate information regarding the financial condition of the association. Transparency in financial operations encourages ethical behavior.

9. Directors will prohibit and restrict the disclosure, communication, and utilization of confidential and proprietary information. In fulfilling their responsibilities as members of the Board, directors necessarily have access to confidential and proprietary information. As part of their duty of loyalty, directors should utilize this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.

10. Directors will comply with expense reimbursement policies. The Board has adopted a policy on the procedures for reimbursement of Rotary related expenditures. Following these procedures ensures compliance with applicable laws and precludes the appearance of impropriety.

11. Directors will interact with RI and TRF staff in a professional and respectful manner and shall understand and abide by Rotary International's non-harassment policy. Directors come into regular contact with RI and TRF staff. Maintaining a professional and harassment free work environment is essential for staff to successfully perform their responsibilities in providing service to Rotarians. Moreover, harassment in the workplace can put the assets of the organization at risk. The general secretary has developed a policy for prevention of harassment in the workplace. What constitutes acceptable interaction may vary among the different cultures represented on the Board and in the Secretariat. The harassment policy provides guidance on what is proper interaction with staff. Board members should be familiar with and adhere to the policy so as to avoid even unintentional improper interaction.

12. Directors will adhere to this Code of Ethics, encourage other board members to do so as well and report any suspected or potential violations to the general secretary or the President. The efficacy of this Code of Ethics is dependent on compliance of the Board. By self-monitoring and encouraging other Board members to comply with the Policy, the Board can assure that the goals of the Policy will be accomplished. *(June 2005 Mtg., Bd. Dec. 272)*

Source: June 2005 Mtg., Bd. Dec. 272

28.090.1. Implementation
The Code of Ethics shall be distributed to and reviewed with directors-elect as part of their orientation session. It will also be provided to directors at least annually. Each director will annually acknowledge that he has read the Code and understands and will comply with his responsibilities hereunder. *(April 2016 Mtg., Bd. Dec. 157)*

Source: June 2005 Mtg., Bd. Dec. 272; *Amended by* April 2016 Mtg., Bd. Dec. 157

28.090.2. Interpretation and Enforcement
When made aware of a potential or alleged violation of the Code of Ethics, the general secretary and the President will provide available details to the Executive Committee. The Executive Committee will then obtain all relevant information and take such action as it deems appropriate, including providing counsel to the alleged violator and providing recommendations to the Board for corrective action. Only the Board may take disciplinary action against a director, consistent with RI's constitution and bylaws and the *Rotary Code of Policies*. *(June 2005 Mtg., Bd. Dec. 272)*

Source: June 2005 Mtg., Bd. Dec. 272

28.100. Indemnification of RI Directors and Officers

The Board has adopted the following statement pursuant to its authority under Article 23 of the RI Bylaws:

Rotary International shall indemnify all of its present and former directors and officers to the full extent permitted by the Illinois General Not for Profit Corporation Act of 1986, or any successor legislation adopted by the State of Illinois of the United States of America, the relevant indemnification provisions of which act are hereby incorporated herein by reference. In addition, Rotary International may, upon approval of the directors, indemnify any committee member or agent of Rotary International to the full extent permitted under the said General Not for Profit Corporation Act. Rotary International shall also cause to be purchased insurance for such indemnification of its officers and directors to the full extent determined from time to time by the directors of Rotary International. *(March 2005 Mtg., Bd. Dec. 178)*

Source: March 1997 Mtg., Bd. Dec. 206

Cross Reference

72.020. Liability Coverage for RI Directors and Officers

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Article 29. Other Current and Past Officers of RI

29.010. President-elect
29.020. President-nominee
29.030. Vice-President
29.040. Treasurer
29.050. Definition of Past Officer of RI
29.060. Guidelines for Aides to RI Officers

29.010. President-elect

29.010.1. Duties
The president-elect of RI

1) should work closely and harmoniously with the president and president-nominee to maintain the stability and continuity of the leadership of the president

2) should be prepared to accept assignments from the president, including participation in as many Rotary institutes as feasible

3) has the responsibility to devote appropriate time and effort in preparing for his or her year of leadership of the organization

4) moves into the president-elect's office at the World Headquarters

5) shall be provided with appropriate financial and staff support

6) shall be responsible for the direction, planning and supervision of all aspects of the International Assembly, including the assembly budget

7) shall assist in the preparation of the RI budget for the year he or she is president

8) shall serve as an ex-officio voting member of the Finance Committee of RI

9) meets with general secretary to begin the process of formal planning of his or her term as president and begins work with members of the staff to carry out this planning

10) attends all Board meetings

11) shall develop goals in collaboration with the Trustee-chair-elect, to be reviewed and approved by the Board at its first meeting in the year preceding his or her year as president

12) begins planning his or her convention

a) meets with the general secretary to determine staff who are to assist with convention planning

b) determines committee meeting dates for convention planning
c) may include in the International Assembly program specific directives for the governors-elect to promote the convention in their year as governors

13) By careful appointment of a moderator, ensures that incoming district governors are properly instructed at the International Assembly

14) excuses governor-elect attendance at the International Assembly

15) discusses with the Board which committees should continue to be appointed in his or her year of office. *(July 2016 Mtg., Dec. 12)*

Source: November 1997 Mtg., Bd. Dec. 107. *Amended by* May 2000 Mtg., Bd. Dec. 412; November 2001 Mtg., Bd. Dec. 91; June 2002 Mtg., Bd. Dec. 245; May 2003 Mtg., Bd. Dec. 325; June 2005 Mtg., Bd. Dec. 284; June 2006 Mtg., Bd. Dec. 269; January 2011 Mtg., Bd. Dec. 127; September 2011 Mtg., Bd. Dec. 37; July 2016 Mtg., Dec. 12. *See also* October 1993 Mtg., Bd.Dec. 48

29.010.2. Attendance at Institutes

The president-elect is encouraged to participate in some institutes each year in order to enhance knowledge and experience of the world of Rotary, and to provide opportunities for Rotary leaders at the zone level to gain greater knowledge and insight into the current and future directions of Rotary. It is, however, recognized that, given the president-elect's many duties and commitments, the president-elect may only be able to attend portions of institutes. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1996 Mtg., Bd. Dec. 290

29.010.3. Advance Committee Meetings

To prepare for the ensuing year, to effect a smooth transition from one president to another and to enhance the continuity of one Rotary year with the next, the president-elect may schedule committees which are to function during the next Rotary year to meet up to three months in advance of that year, which will allow for advance planning. Such meetings should not interfere in any way with the current year's programs and meetings. Given the significant lead time required to coordinate planning for international assemblies and conventions, committee meetings related to planning these meetings may be scheduled by the president-nominee and president-elect at any time in the year. *(July 2011 Mtg., Bd. Dec. 13)*

Source: July 1991 Mtg., Bd. Dec. 12; November 1997 Mtg., Bd. Dec. 109; June 2010 Mtg., Bd. Dec. 262; *Amended by* July 2011 Mtg., Bd. Dec. 13

29.010.4. President-elect's Travel Expenses

In all instances where payment is authorized for the expenses of the president-elect and spouse and the president-elect has no spouse, payment shall be authorized for an adult member of the president-elect's family at the discretion of the president-elect. *(May 2003 Mtg., Bd. Dec. 325)*

Source: April 1991 Mtg., Bd. Dec. 10

29.010.5. Nomination and Election of Rotary Foundation Trustees
The president-elect shall submit to the RI Board for election, no later than at its second meeting each year, the names of the individuals he nominates as Rotary Foundation Trustees. *(January 2012 Mtg., Bd. Dec. 158)*

Source: June 2001 Mtg., Bd. Dec. 309; *Amended by* July 2002 Mtg., Bd. Dec. 8; June 2010 Mtg., Bd. Dec. 182; January 2012 Mtg., Bd. Dec. 158

29.010.6. Appointment of Vice-President and Treasurer
Prior to appointing the vice-president and treasurer for the ensuing year, the president-elect shall consult privately with individual directors regarding the selection. The vice-president and treasurer of the Board shall be selected from those individuals currently serving as first-year directors. (*February 2002 Mtg., Bd. Dec.164)*

Source: November 2001 Mtg., Bd. Dec. 52

Cross References

19.040.2. Governor-elect Attendance at International Assembly
27.050. Annual Theme and Goals

29.020. President-nominee

29.020.1. Office Space
The president-nominee shall be provided with office space at Secretariat Headquarters, the International Assembly, and International Convention *(February 2004 Mtg., Bd. Dec. 189)*

Source: July 1997 Mtg., Bd. Dec. 25; *Amended by* February 2004 Mtg., Bd. Dec. 189

29.020.2. President-nominee Expenses
Expenses of the president-nominee shall be paid by RI in accordance with the RI Travel Policy to attend meetings of the Board, the International Assembly, the RI convention and the Council on Legislation. *(January 2016 Mtg., Bd. Dec. 104)*

Source: January 1961 Mtg., Bd. Dec. 179; *Amended by* July 2010 Mtg., Bd. Dec. 9; January 2016 Mtg., Bd. Dec. 104

29.020.3. Attendance at Board Meetings
At the invitation of the RI President, the RI President-nominee shall be welcome to attend all meetings and activities of the Board following his or her declaration by the RI President. *(January 2014 Mtg., Bd. Dec. 79)*

Source: July 2010 Mtg., Bd. Dec. 9; *Amended by* January 2014 Mtg., Bd. Dec. 79

29.030. Vice-President

The vice-president shall

1) perform such assignments as may be requested by the president

2) keep informed of major aspects of the office of president in preparation to assume the office

3) assume chairmanship of the Board at any time by request of the president or in the event the president is unable for any reason to serve

4) assist the president in Board meetings as directed by the president

5) inform the president about the vice-president's whereabouts at all times including how the vice-president can be reached

6) serve at the International Convention in such roles as may be determined by the president. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October-November 1981 Mtg., Bd. Dec. 72

29.040. Treasurer

29.040.1. Convention Report
The Treasurer shall provide a report to the convention, noting that a) the auditor's report cannot be made until after the close of the RI fiscal year; b) a copy of the auditor's condensed report will be sent to each club; and c) additional copies will be available through the Secretariat. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1954 Mtg., Bd. Dec. 129

29.040.2. Reports to the Board
The Treasurer shall report on the status of finances at all Board meetings. *(August 2000 Mtg., Bd. Dec. 43)*

Source: October-November 1980 Mtg., Bd. Dec. 248; May 2000 Mtg., Bd. Dec. 445

29.050. Definition of Past Officer of RI

Terms such as "past president," "past director," and "past governor" identify those who have served full terms in those offices except where the RI Board has, on the merits of individual cases, decided that something less than a full term may be deemed to have been a full term for purposes of these definitions and for purposes of qualifying to hold higher office in RI under provisions of the RI Bylaws. *(November 2002 Mtg., Bd. Dec. 45)*

Source: April-May 1978 Mtg., Bd. Dec. 327

29.060. Guidelines for Aides to RI Officers

The RI Board has adopted "Guidelines for Aides to RI Officers." RI presidents, Directors, or Foundation Trustees may develop guidelines that are specific to their special travel needs and that vary from these guidelines.

The duties will vary depending on the duration of the stay and the type of activities planned. The overall responsibility is to be sure that the officer is comfortable, arrives on time for all events, and enjoys the visit.

The following guidelines are to be followed by the aide(s):

1. Before arrival, the aide's responsibilities are to:

   a. Send information to the officer giving details about himself/herself, such as contact information and name of spouse and photos, if possible
   b. Inform officer of any special dress obligations (formal wear, etc.) during the time of the visit; ask for any specific requests from officer
   c. Send the officer, or confirm that event organizers have sent, complete program for the entire time of the visit, including information on all presentations or speeches the officer will be expected to make and any other commitments, visits or activities in which he/she will be expected to participate, as well as general background on the host club(s) and/or district(s)
   d. Have information on hand as to medical help (hospital, doctor, dentist) for emergencies;
   e. Inquire about any special accommodation needs or preferences the officer may have (type of beds, smoking/non-smoking, etc.) and any dietary restrictions or allergies
   f. Check hotel arrangements
      1) Pre-register officer (and spouse, if appropriate)
      2) Have key to deliver to the officer personally
      3) Check room to make sure that it is ready for occupancy
      4) Check billing instructions, so there are no problems with checkout. Be sure that arrangements for payment are clear. If the officer is expected to pay directly, be sure the officer is aware of this prior to check-in. Review the hotel bill on behalf of the officer.
   g. If there are registration materials and/or badges for the event, secure that material in advance and check to be sure names are spelled correctly and that all necessary material and information is included in the materials.

2. During the officer's stay, the aide's responsibilities are to:

   a. Meet the officer at the airport (or other point of arrival), assist with baggage as needed and provide transportation, as needed, throughout the visit
   b. Be sure the officer knows how to contact you at all times during his/her stay
   c. Be sure the officer knows the exact time he/she is to be picked up for any activity
   d. Escort the officer and his/her spouse to each activity and stay with them at the activity. If possible, know the seating arrangements in advance and have your seats as close to them as possible

e. Introduce the officer to other participants and provide as many opportunities as possible for the officer to interact with other Rotarians and guests. However, it may also be necessary to be available to help move the officer through a crowd or prevent one person from monopolizing the officer
f. Be attentive to any need of officer and spouse during the activity; be protective and helpful, but not overbearing or intrusive
g. Handle any gifts or literature the officer may receive. If possible, make sure a business card is attached to these items. If necessary, send gifts to the officer's home or office following the event. Please also send a list of the gifts received with the complete name and address of the giver
h. Keep the event organizer(s) informed about any needs or desires of the officer
i. Do not plan any activities other than those already planned by the coordinator of the event, unless specifically asked to do so by the officer
j. Be ready for the unexpected; to the extent possible, anticipate situations; do not be afraid to ask officer what her/his wishes are
k. Be prepared to carry out various "ad hoc" responsibilities. For example, you may be called upon to serve as "photographer" for those wishing to have photos taken with the officer.

3. Following the event, the aide's responsibilities are to:

a. Provide (or arrange) transportation back to the airport (or other point of departure) for the officer and spouse, including assistance with baggage
b. If needed, ship large gifts or mementos to the officer. *(April 2016 Mtg., Bd. Dec. 157)*

Source: October 2003 Mtg., Bd. Dec. 60; *Amended by* April 2016 Mtg., Bd. Dec. 157

29.060.1. Guidelines for the Selection of Aides to RI Officers

The RI Board has adopted "Guidelines for the Selection of Aides to RI Officers." RI presidents, Directors, or Foundation Trustees may develop guidelines that are specific to their special travel needs and that vary from these guidelines.

The role of the aide to the RI president or other RI officer is to provide assistance and information to the officer before, during and after the visit of the officer. The selection of the aide should be based on the ability of the individual(s) to fulfill the responsibilities of the assignment. Please take the following guidelines into consideration when appointing a Rotarian to serve as the aide to a visiting RI officer.

The aide must

1. be a knowledgeable and experienced Rotarian, preferably a past district governor or past director, with an understanding of Rotary protocol, and be well-versed in host club/district activities and information;
2. be available to the officer throughout the visit/event;
3. have the stamina to maintain the demanding schedule of the event;
4. be well organized, punctual and patient;
5. be fluent in the language of the officer and able to provide interpretation if the officer is not conversant in the language used in the host area;
6. provide/arrange transportation for the officer, if needed;

7. be fully informed on the officer's schedule and needs;
8. be able to carry out all duties outlined in the "Guidelines for Aides to Rotary International Officer." *(April 2016 Mtg., Bd. Dec. 157)*

Source: October 2003 Mtg., Bd. Dec. 60; *Amended by* April 2016 Mtg., Bd. Dec. 157

Article 30. RI Committees

30.010. Purpose of Committees
30.020. Types of Committees
30.030. Meetings of Committees
30.040. Committee Appointments
30.050. Liaison Directors to Committees
30.060. Executive Committee
30.065. Standing Board Committees
30.070. Finance Committee
30.075. Operations Review Committee
30.080. Audit Committee
30.090. Joint Strategic Planning Committee
30.100. Committee Reports
30.110. Committee Finances

30.010. Purpose of Committees

There should be a variety of committees, work groups, and similar action-oriented groups to address particular needs, obtain certain information, carry out specific tasks, or implement a definite Board policy within a set time. *(January 2011 Mtg., Bd. Dec. 137)*

Source: October 1993 Mtg., Bd. Dec. 48; *Amended by* November 2007 Mtg., Bd. Dec. 32; January 2011 Mtg., Bd. Dec. 137

30.010.1. Advisory Role of Committees

Committees are, by their nature, solely advisory to the RI Board with no administrative function, except as their prescribed terms of reference may otherwise provide. RI committee chairs and members shall not approach other organizations on behalf of Rotary International to seek cooperative relationships or funding. RI committee chairs and members shall not organize or conduct regional or international meetings on behalf of Rotary International without written authorization from the president. *(January 2011 Mtg., Bd. Dec. 137)*

Source: January 1975 Mtg., Bd. Dec. 61; March 2005 Mtg., Bd. Dec. 206; *Amended by* November 2007 Mtg., Bd. Dec. 32; January 2011 Mtg., Bd. Dec. 137

30.020. Types of Committees

Following are three types of RI committees:

30.020.1. Standing Committees

A "Standing Committee" is a committee mandated in Article 16 of the RI Bylaws.

30.020.2. Ad Hoc Committees

An "Ad Hoc Committee" is a non-mandatory committee established by the RI Board that shall continue in existence until its tasks are completed.

30.020.3. Special Committees
A "Special Committee" is a non-mandatory committee that shall continue in existence until the end of each Rotary year in which it is appointed. *(January 2012 Mtg., Bd. Dec. 158)*

Source: November 1999 Mtg., Bd. Dec. 160; January 2012 Mtg., Bd. Dec. 158

30.030. Meetings of Committees

Except as may be otherwise provided for in the RI Bylaws, or by specific action of the Board - such as in a committee's terms of reference - each committee of RI shall meet at such times and place as may be authorized and designated by the President. *(April 2016 Mtg., Bd. Dec. 157)*

Source: May-June 1947 Mtg., Bd. Dec. 269; *Amended by* May 2003 Mtg., Bd. Dec. 325; April 2016 Mtg., Bd. Dec. 157

30.030.1. Venues for Committee Meetings
Meetings of RI committees shall normally be held at the World Headquarters. However, the president may authorize a committee to hold a meeting elsewhere. *(May 2003 Mtg., Bd. Dec. 325)*

Source: January 1946 Mtg., Bd. Dec. 77; *Amended by* May 2003 Mtg., Bd. Dec. 325

30.030.2. Meetings by Correspondence
When a committee meets by correspondence, the report of such committee must be circulated to the entire committee, including the liaison director, if there is one. A majority of members must agree to the report before such report is forwarded to the Board for consideration. *(November 2005 Mtg., Bd. Dec. 38)*

Source: June 2005 Mtg., Bd. Dec. 286

30.030.3. Scheduling Meetings Prior to Meetings of the Trustees
The president is requested to avoid scheduling any conflicting RI meetings during the week preceding the full meetings of the Trustees in October and April, and to avoid scheduling any Rotary institutes during the weekend preceding the full meeting of the Trustees in October. *(January 2014 Mtg., Bd. Dec. 79)*

Source: October 2013 Mtg., Bd. Dec. 25

Cross References

27.010.5. Meetings and Visits on Date of Meeting of the Nominating Committee for President
29.010.3. Advance Committee Meetings

30.040. Committee Appointments

30.040.1. President's Appointments
All appointments shall be made by the president, with the exception of appointments made by others pursuant to the constitutional documents of RI, the Foundation Bylaws, or decisions of the Board. In addition, all volunteer appointments, regardless of the person making the appointment, should be made only after consultation with the

president. When naming past RI officers to serve in volunteer positions, the president shall consult with the Directors in the areas from which such appointments are made. The president and members of the Board are strongly encouraged to consult with each other on such appointments and to offer advice and assistance whenever possible. (*March 2005 Mtg., Bd. Dec. 178)*

Source: November 1976 Mtg., Bd. Dec. 108; June 1995 Mtg., Bd. Dec. 220

30.040.2. President-elect's Appointments
The RI president-elect shall make appointments which become effective during the president-elect's presidency. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1995 Mtg., Bd. Dec. 220

30.040.3. Multi-Year Appointments
For appointments which become effective in one Rotary year and continue into one or more subsequent years, the president should consult with the successor(s) before making such appointments. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1995 Mtg., Bd. Dec. 220

30.040.4. Appointments of Rotarians with Financial Obligations to RI
Any Rotarian who has been notified by the general secretary that he or she has a financial obligation to RI or TRF in excess of US$100 that has been outstanding for more than 90 days

a) shall be ineligible for any Rotary appointments or assignments that require the approval of the Board until these obligations have been met to the satisfaction of the general secretary;

b) shall be ineligible to have any payments made on their behalf by RI or TRF or to receive reimbursement for expenses incurred on RI or TRF business until such financial obligation has been repaid.

It is recommended that those Rotarians who have an outstanding financial obligation to RI in excess of US$100 for more than 90 days, not receive any RI presidential appointments or assignments, or any Rotary Foundation appointments or assignments, until all outstanding financial obligations have been resolved to the satisfaction of the Board. It is also recommended that a Rotarian who has outstanding financial obligations in excess of US$100 for more than 180 days be removed from any current appointment or assignment by the responsible appointer. *(June 2009 Mtg., Bd. Dec. 277)*

Source: June 2002 Mtg., Bd. Dec. 296; February 2004 Mtg., Bd. Dec. 218. *Amended by* November 2002 Mtg., Bd. Dec. 168; May 2003 Mtg., Bd. Dec. 422; June 2005 Mtg., Bd. Dec. 336; June 2007 Mtg., Bd. Dec. 226; June 2009 Mtg., Bd. Dec. 277

30.040.5. Appointments of Governor with Outstanding Financial Reports
Upon receiving notice that a governor has failed to submit the annual statement and report required by RI bylaws section 15.060.4., the general secretary shall notify the governor that unless the statement and report are received by the general secretary within

90 days, the governor shall be ineligible for future RI and TRF appointments and assignments until the statement and report are submitted. The general secretary shall notify the RI president and chairman of the Trustees of those governors who are not in compliance with the above requirement. (*November 2004 Mtg., Bd. Dec. 58)*

Source: May 2003 Mtg., Bd. Dec. 336; *Amended by* November 2004 Mtg., Bd. Dec. 58

30.050. Liaison Directors to Committees

The president's appointment of a Board member to serve as liaison director to a particular RI committee provides a necessary channel of communication between the Board and the committees. Thus, when the president deems it advisable, the liaison director should attend the appropriate committee meetings. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1968 Mtg., Bd. Dec. 96. *Amended by* May-June 1983 Mtg., Bd. Dec. 321

30.050.1. Involvement in Meetings

There shall be only one liaison director assigned to a particular committee. When authorized by the president, the liaison director shall attend the meeting of the committee strictly in the capacity of a liaison and generally, as an observer. The liaison director shall ensure that the deliberations and recommendations of the committee fully comply with the committee's terms of reference. *(April 2016 Mtg., Bd. Dec. 157)*

Source: January 1968 Mtg., Bd. Dec. 96. *Amended by* May-June 1983 Mtg., Bd. Dec. 321; April 2016 Mtg., Bd. Dec. 157. *See also* November 1996 Mtg., Bd. Dec. 66

30.050.2. Committee Reports

Liaison Directors shall present the committee report to the Board. The liaison director may be expected to communicate the committee's thinking and deliberations as contained in the formal written report or as otherwise known in the capacity as liaison director. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1968 Mtg., Bd. Dec. 96. *Amended by* May-June 1983 Mtg., Bd. Dec. 321

30.050.3. Liaison Directors' Expenses

Appropriation shall be made in the annual RI budget to cover all expenses of the liaison director in traveling to and from the committee meetings. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1968 Mtg., Bd. Dec. 96. *Amended by* May-June 1983 Mtg., Bd. Dec. 321

30.050.4. Director and Trustee Liaisons to Committees

The RI president and the chairman of the Trustees should consider appointing both a liaison director and a liaison trustee to all committees of mutual interest to Rotary International and The Rotary Foundation. *(April 2016 Mtg., Bd. Dec. 157)*

Source: February 2003 Mtg., Bd. Dec. 201

30.050.5. Executive Committee Chairman as Liaison to the Operations Review Committee

Future presidents are requested to appoint the Executive Committee chairman to serve as the Board's liaison to the Operations Review Committee. *(October 2014 Mtg., Bd. Dec. 38)*

Source: May 2014 Mtg., Bd. Dec. 117

30.060. Executive Committee

30.060.1. Membership on the Executive Committee

The Board, in accordance with RI Bylaws section 5.070., may appoint an Executive Committee on an annual basis. The Board has authorized the president to appoint the members of the Executive Committee and its chairman, such membership to include the president, president-elect, vice-president, and treasurer. *(April 2016 Mtg., Bd. Dec. 157)*

Source: June 2013 Mtg., Bd. Dec. 197; *Amended by* April 2016 Mtg., Bd. Dec. 157

30.060.2. Meetings of the Executive Committee

To give the Board more time to consider matters of major importance in the advancement of the program of RI and the successful administration of RI, the Executive Committee is authorized and directed to meet in advance of each regular meeting of the Board to consider and make decisions on behalf of the Board on all items on the agenda within the terms of reference of the Executive Committee. *(June 2004 Mtg., Bd. Dec. 236)*

Source: May-June 1947 Mtg., Bd. Dec. 270; *Amended by* June 2004 Mtg., Bd. Dec. 236

30.060.3. Petitions to the Board

As part of the operating procedures for the Board, the Executive Committee shall consider all petitions to the Board together with suggested responses and refer to the Board those deemed necessary for Board attention. Petitions to the Board (and responses wherever possible) shall be provided to all Board members. Any director may request that a petition to the Board be considered by the full Board. *(September 2011 Mtg., Bd. Dec. 34)*

Source: October-November 1986 Mtg., Bd. Dec. 108; July 2003 Mtg., Bd. Dec. 7; *Amended by* June 2009 Mtg., Bd. Dec. 217; May 2011 Mtg., Bd. Dec. 191

30.060.4. Terms of Reference for the Executive Committee

The Board, in accordance with the RI Bylaws, has prescribed the following terms of reference under which the Executive Committee shall function:

a) Make decisions on behalf of the Board where the policy of the Board or of RI has been established or where an emergency exists, or as otherwise may be determined by the Board.

b) Make decisions when necessary relative to expenditures for which appropriations have been made by the Board and make emergency appropriations necessary to implement action taken by the Board.

c) Make appropriations, from funds not otherwise appropriated, of such additional amounts as may be recognizable as emergency requirements.

d) Explore matters requiring the attention of the Board and offer recommendations thereon to the Board and, when appropriate, refer a Board agenda item to the appropriate Board committee when the matter is outside the terms of reference of the Executive Committee.

e) Review reports of committees and, when necessary, take action upon matters contained therein subject to the provisions in item a) of these terms of reference.

f) Evaluate the performance of the general secretary annually and report its findings to the board;

The Executive Committee will conduct its annual evaluation of the general secretary at an in-person meeting before the last Board meeting of the year. The following steps will be taken in the evaluation process:

1. No later than 30 days prior to the last Board meeting of the Rotary year, the general secretary will present to the RI president and chair of the Executive Committee a written summary and analysis of progress made in advancing Rotary for the year.

2. The chair of the Executive Committee will provide a copy of the general secretary's report to all members of the Executive Committee and to the chair of The Rotary Foundation. The chair of the Executive Committee will request that any comments be sent to him or her no later than 15 days prior to the Board meeting.

3. At its meeting before the last Board meeting, the Executive Committee will meet with the general secretary to conduct its annual review. Following this meeting, a written report of the Committee's findings will be submitted to the full Board, the Trustee chair, and to the general secretary. The members of the following year's Executive Committee and the Trustee chair, or another trustee designated by the chair, should be invited to attend this meeting as observers. As part of its annual review, the Executive Committee will review and evaluate the compensation of the general secretary, and will approve any adjustments that it is authorized to make under general secretary's employment contract. Any adjustments or modifications to compensation or benefits for the general secretary outside of the employment contract must be approved by the Board.

g) Act as a personnel committee for the Board in all matters relating to the staff and their organization within the Secretariat of RI and as such to

1. Approve of any decision made by the general secretary relative to the hiring or termination of the individual holding the position of general counsel.

2. In consultation with the Audit Committee, approve of any decision made by the general secretary relative to the hiring or termination of the individual holding the position of internal audit manager.

3. Approve of any decision made by the general secretary relative to the hiring of an individual to hold the position of assistant or associate or deputy general secretary and any general manager, provided that the general secretary shall also consult the chairman of the Foundation Trustees if such action applies to any general manager assigned to work full time for The Rotary Foundation of RI.

4. Review annually Rotary's employee compensation strategy as recommended by the Operations Review Committee.

5. Approve, on the recommendation of the general secretary, the compensation to be paid to all general managers.

6. Review annually compensation paid to "disqualified persons" of RI to determine whether such compensation is reasonable under the circumstances. Disqualified persons include any person, with respect to any transaction, who is in a position to exercise substantial influence over the affairs of the organization within five years prior to the date of the transaction. Disqualified persons include officers and certain senior staff.

7. Review and approve the level of proposed cost of living adjustments, compensation, and benefit improvements for the employees of the Secretariat. *(April 2016 Mtg., Bd. Dec. 157)*

Source: June 1932 Mtg., Bd. Dec. III-(r); July 1934 Mtg., Bd. Dec. 11; July 1967 Mtg., Bd. Dec. 16; July 1972 Mtg., Bd. Dec. 15; July 1977 Mtg., Bd. Dec. 12; July 1986 Mtg., Bd. Dec. 13; July 1987 Mtg., Bd. Dec. 8; July 1991 Mtg., Bd. Dec. 5; July 1992 Mtg., Bd. Dec. 7; *Amended by* August 1999 Mtg., Bd. Dec. 45; August 1999 Mtg., Bd. Dec. 49; July 2000 Mtg., Bd. Dec. 3; July 2004 Mtg., Bd. Dec. 3; November 2004 Mtg., Bd. Dec. 58; June 2007 Mtg., Bd. Dec. 267; November 2007 Mtg., Bd. Dec. 46; November 2008 Mtg., Bd. Dec. 48; May 2011 Mtg., Bd. Dec. 198; October 2012 Mtg., Bd. Dec. 44; June 2013 Mtg., Bd. Dec. 193; June 2013 Mtg., Bd. Dec. 258; July 2013 Mtg., Bd. Dec. 14; October 2013 Mtg., Bd. Dec. 30; May 2014 Mtg., Bd. Dec. 113; October 2014 Mtg., Bd. Dec. 43; April 2016 Mtg., Bd. Dec. 157

30.060.5. General Counsel and Internal Audit Manager Reports to the Executive Committee

The general counsel and the internal audit manager shall report directly to the executive committee of the Board at least annually and at such additional times as may be necessary for the good of the organization. *(May 2011 Mtg., Bd. Dec. 198)*

Source: May 2011 Mtg., Bd. Dec. 198

30.065. Standing Board Committees

30.065.1. Establishment and Terms of Reference for Standing Board Committees

The Board has established the Administration Committee and Programs Committee as standing committees of the Board, the members of which are to be appointed annually by the president. Standing Board committee members shall be members of the Board other

than the president, president-elect, vice-president, and treasurer. The terms of reference for each standing committee are as follows:

Administration: This committee shall consist of five to seven members of the Board, appointed at the discretion of the president, and shall act in an advisory capacity to the full Board. This committee shall consider such matters of an administrative or legal nature as are referred to the committee by the president or the Board.

Programs: This committee shall consist of five to seven members of the Board, appointed at the discretion of the president, and shall act in an advisory capacity to the full Board. This committee shall consider such matters involving RI programs, international meetings, and membership issues as are referred to the committee by the president or the Board. *(June 2007 Mtg., Bd. Dec. 226)*

Source: August 1999 Mtg., Bd. Dec. 56; *Amended by* May 2000 Mtg., Bd. Dec. 397; August 2000 Mtg., Bd. Dec. 92; July 2004 Mtg., Bd. Dec. 13; November 2004 Mtg., Bd. Dec. 45; June 2005 Mtg., Bd. Dec. 340; November 2005 Mtg., Bd. Dec. 120; June 2007 Mtg., Bd. Dec. 226

30.070. Finance Committee

30.070.1. Finance Committee Responsibilities

It is the responsibility of the RI finance committee to counsel the Board on all finances of RI, including recommending and monitoring the annual budget and the five-year financial forecast, reviewing books of account and accounting methods, recommending investment policies and monitoring the performance of investment managers, and review, prior to publication, any RI literature (or reprints thereof) relating to the committee's work. *(June 1998 Mtg., Bd. Dec. 348)*

Source: July 1997 Mtg., Bd. Dec. 5

30.070.2. Meetings of the Finance Committee

The Finance Committee shall hold two meetings in conjunction with the TRF Finance Committee in each Rotary year, once in the first part of the year for up to three days, and a second meeting, for up to four days, when the committee develops the budget it will recommend for the ensuing year. It is recommended that Board meetings be arranged to provide for the report of the first meeting of the Finance Committee each year to be brought to the attention of the Board annually at its second meeting. *(April 2016 Mtg., Bd. Dec. 157)*

Source: October 1988 Mtg., Bd. Dec. 69; May-June 1980 Mtg., Bd. Dec. 467; *Amended by* November 2004 Mtg., Bd. Dec. 58; April 2016 Mtg., Bd. Dec. 157

30.070.3. Attendance of Incoming Members of Finance Committee at Meetings

New Finance Committee members, including the treasurer-elect, shall be invited to observe the meeting immediately prior to their joining the committee. *(April 2016 Mtg., Bd. Dec. 157)*

Source: May 2000 Mtg., Bd. Dec. 449; November 2006 Mtg., Bd. Dec. 119; *Amended by* April 2016 Mtg., Bd. Dec. 157

30.070.4. President-elect's Attendance at Meetings
The president-elect of RI shall serve as an ex-officio voting member of the RI Finance Committee. *(June 1998 Mtg., Bd. Dec. 348*

Source: May 1972 Mtg., Bd. Dec. 217; November 1997 Mtg., Bd. Dec. 107

30.075. Operations Review Committee
The terms of reference for the Operations Review Committee shall be as follows:

Reporting Responsibilities
The Operations Review Committee reports to the Board of Directors. Following each meeting of the committee, the chair of the committee (or a member of the committee designated by the chair) shall report in person to the Board of Directors at the Board's next available meeting. A written report summarizing the committee's deliberations and stating the committee's recommendations taken at each meeting regarding operational matters shall be provided to each member of the Board of Directors and the general secretary within sixty days following the conclusion of such meeting. If applicable, any of the committee's deliberations and recommendations taken at each meeting regarding confidential personnel or operational matters shall be presented orally to the Board at the Board's next available meeting, with the general secretary present.

The Operations Review Committee maintains lines of communication with the president, president-elect, general secretary and management.

Qualifications for Membership
Each member of the committee shall be experienced in either management, leadership development, or financial management.

No member of the committee shall be a past president or a current member of the Board of Directors or The Rotary Foundation Trustees. Furthermore, no member of the committee shall be:

a) a member of the Audit or Finance Committee of Rotary International

b) a member of the Finance Committee of The Rotary Foundation

c) nominated as a general officer of RI

d) appointed to serve as a TRF Trustee

The term of any member of the committee shall cease immediately upon meeting any of the criteria listed in a) through d) above.

Notwithstanding the foregoing, a member of the committee may serve as a president's representative to a district conference, serve as a representative to a Council on Legislation, serve on an RI committee, other than the Audit and Finance Committees, serve on a TRF committee other than the Finance Committee, and serve in or on any club-, district-, or zone-level position or committee.

Responsibilities

I. Effectiveness and Efficiency of Operations

- Monitors the effectiveness and efficiency of operations, including management structure, work practices and productivity measures.
- Monitors the effectiveness, efficiency and implementation of all internal systems.
- Performs other oversight functions as requested by the Board, including those related to RI's responsibilities as the corporate member of The Rotary Foundation.
- Serves as an advisory group to the Executive Committee with respect to compensation matters.

II. Compliance with Applicable Laws and Regulations

- Monitors compliance with the code of conduct and conflict-of-interest policy of the organization and the Board of Directors.
- Reviews the status or findings of any examinations by regulatory agencies.
- Monitors the expected effects of new tax laws and other regulations on the organization.

Continuing Effect

These terms of reference shall remain in effect unless amended with specific reference to the decision adopting these terms of reference in May 2000.

Meeting Dates

The Committee should set its meeting dates at least 90 days in advance of the meeting so as to ensure the availability of the general secretary. *(April 2016 Mtg., Bd. Dec. 157)*

Source: May 2000 Mtg., Bd. Dec. 395. *Amended by* November 2001 Mtg., Bd. Dec. 143; February 2002 Mtg., Bd. Dec. 168; February 2003 Mtg., Bd. Dec. 218; June 2005 Mtg., Bd. Dec. 340; June 2006 Mtg., Bd. Dec. 279; February 2007 Mtg., Bd. Dec. 139; June 2007 Mtg., Bd. Dec. 226; November 2007 Mtg., Bd. Dec. 32; November 2008 Mtg., Bd. Dec. 38; June 2013 Mtg., Bd. Dec. 196; October 2013 Mtg., Bd. Dec. 34; May 2014 Mtg., Bd. Dec. 117; April 2016 Mtg., Bd. Dec. 157

30.075.1. Timeline and Process for the Operations Review Committee as Compensation Advisory Committee to the Executive Committee of the Board

The timeline and process for the Operations Review Committee in its role as an advisory compensation committee to the Executive Committee of the Board is as follows:

Meeting One (August/September):
--Review and approve sources of compensation comparability data to be used for the disqualified persons analysis conducted at Meeting Two
--Every third year, conduct a thorough review of Rotary's employee compensation strategy and forward to the Executive Committee for approval
--In intervening years, confirm the existing employee compensation strategy

Following Meeting One, the chair of the Operations Review Committee (or his or her designate) will report the committee's recommendations with respect to compensation strategy and sources of compensation comparability data to the next meeting of the Executive Committee.

Meeting Two (March/April):
--Receive and review report on compensation comparability data for the general secretary and general managers

--Receive and review report on compensation comparability data for the president and president-elect
--Review pay ranges recommended by the general secretary for all general managers prior to Executive Committee approval
--Confirm reasonableness of compensation proposed to be paid in the coming year to Rotary's disqualified persons and document any exceptions
--Assemble a summary report of compensation paid to all staff

Following Meeting Two, the chair of the Operations Review Committee (or his or her designate) will report the committee's recommendations with respect to the pay ranges recommended by the general secretary for the general managers and the reasonableness of compensation proposed to be paid to Rotary's disqualified persons, and will present the summary report of compensation paid to all staff, to the next meeting of the Executive Committee. *(January 2015 Mtg., Bd. Dec. 117)*

Source: October 2014 Mtg., Bd. Dec. 43

30.080. Audit Committee

This committee shall consist of seven members, including three members of the Board, appointed annually by the Board, the president acting on its behalf, and two Trustees of The Rotary Foundation, appointed annually by the Trustees. There shall be two other members appointed by the Board who are neither members of the Board nor Trustees, who shall serve single terms of six years with one member appointed every third year.

All members of the committee shall be independent and shall be financially literate. At least one member shall have financial expertise — one who has financial knowledge and ability sufficient to understand, analyze, and reasonably assess generally accepted accounting principles (GAAP) and the financial statements of Rotary International and the Rotary Foundation, the competency of the independent (external) audit firm, and Rotary International's and The Rotary Foundation's internal controls and procedures for financial reporting.

In making appointments, the RI president and TRF trustee chair shall:

1. Exclude from membership on the committee those positions considered to have a potential conflict of interest (e.g. RI president, TRF trustee chair)
2. Limit the number of RI and TRF Finance Committee members serving on the Audit Committee to less than one-half of the committee's membership
3. Not appoint as chairman of the committee the RI treasurer, RI vice president, or TRF Trustee Vice chair
4. Limit where possible, the membership on other committees of an Audit Committee member

This committee shall act in an advisory capacity to the Board and Trustees. This committee shall consider RI and Rotary Foundation financial reports, the external audit, the system of internal control, internal audit, and other matters connected therewith as are referred to the committee by the president, the Board, the trustee chairman, or the Trustees, or that otherwise come to the attention of the committee.

This committee shall meet from one to three times per year for two to three days at such times and places and upon such notice as may be determined by the president, the Board, or the chairman of the committee and, if deemed necessary by the president or the chairman of the committee, additional times during the year at such times and places and upon such notice as may be determined by the president or the chairman of the committee. *(June 2013 Mtg., Bd. Dec. 196)*

Source: May 2000 Mtg., Bd. Dec. 397; *Amended by* August 2000 Mtg., Bd. Dec. 92; July 2004 Mtg., Bd. Dec. 13; November 2004 Mtg., Bd. Dec. 45; June 2005 Mtg., Bd. Dec. 340; November 2005 Mtg., Bd. Dec. 120; November 2007 Mtg., Bd. Dec. 32; January 2008 Mtg., Bd. Dec. 210; April 2008 Trustees Mtg., Dec. 106; June 2009 Mtg., Bd. Dec. 217; June 2010 Mtg., Bd. Dec. 182; June 2010 Mtg., Bd. Dec. 265; September 2011 Mtg., Bd. Dec. 140; June 2013 Mtg., Bd. Dec. 196

30.090. Joint Strategic Planning Committee

Rotary International and The Rotary Foundation shall have a Joint Strategic Planning Committee or closely aligned committees of RI and TRF which meet jointly as needed and determined by the RI Board and The Rotary Foundation Trustees. The committee(s) shall collaborate and counsel both the directors and trustees on one strategic plan for RI and TRF. All reports shall be submitted jointly, where possible. *(October 2015 Mtg., Bd. Dec. 37)*

Source: May 2015 Mtg., Bd. Dec. 164

30.090.1. Responsibilities

It is the responsibility of the Strategic Planning Committee(s) to counsel the Board and Trustees on all current and future strategic matters of Rotary, including recommending and monitoring the multi-year strategic plan. Where appropriate and necessary, the committee(s) shall collaboratively:

1. Advise the Board and Trustees on a shared vision and strategic plan for Rotary's future, along with providing counsel regarding alignment of initiatives and activities.
2. Conduct reviews of Rotary's strategic plan at least every three years, including evaluation of the mid- and long-term measures to ensure progress of the plan.
3. Review at least annually Rotary's performance in achieving the strategic plan against measurable targets for report to the Board and Trustees.
4. Make recommendations to the Board and Trustees related to Rotary's mission, vision, values, priorities and goals, including future strategic initiatives and major programs or services.
5. Ensure the organization has a defined, effective, measurable process for implementing the strategic plan.
6. In collaboration with the Finance Committees and the general secretary, review the organization's long-term financial projections and financial sustainability opportunities to align with the strategic plan.
7. Survey Rotarians and clubs at least every three years to review the strategic plan and recommend updates for consideration by the Board and Trustees.
8. Review triennially the strategic impact of pending and approved Council on Legislation items on the strategic plan.
9. Identify and analyze critical strategic issues facing the organization to formulate scenarios and strategies.
10. Consider Rotary's position and comparative advantage relative to market trends as well as global trends in volunteerism, membership, charitable causes and humanitarian service.

11. Monitor global demographic trends that could affect the potential number of Rotarians by geographic region, including countries that may open to expansion.
12. Collaborate with the Risk Advisory Committee to consider the relationship of Rotary's risk assessment review to organizational strategy.
13. Perform other functions as assigned by the Board and Trustees. *(October 2015 Mtg., Bd. Dec. 37)*

Source: May 2015 Mtg., Bd. Dec. 164

30.090.2. Role of Board of Directors and Foundation Trustees to Strategic Planning and Strategic Planning Committee

The boards of directors and trustees each have defined roles as outlined in the bylaws and code of policies in regards to Rotary's strategic plan. RI and TRF will have one strategic plan with goals and measures to support the overall strategic plan. Depending on the need of the organization, the plan will generally cover a 3-5 year period, but it can be adjusted to address current needs of Rotary International and/or The Rotary Foundation. *(October 2015 Mtg., Bd. Dec. 37)*

Source: May 2015 Mtg., Bd. Dec. 164

30.090.3. Joint Sessions of Strategic Planning Committees of RI and TRF

If both organizations create separate planning committees, the committees shall attempt to meet consecutively or concurrently to ensure collaboration and continuity and have at least one full day of a joint meeting for shared topics. The chairs of the committees can determine the agenda and timing of joint sessions. *(October 2015 Mtg., Bd. Dec. 37)*

Source: May 2015 Mtg., Bd. Dec. 164

30.090.4. Meetings of the Strategic Planning Committee(s)

The Strategic Planning Committee(s) shall meet at such times and places and upon such notice as may be determined by the RI president, TRF Trustee chairman, or the board of directors or board of trustees. It is recommended that any meetings be arranged so the report of the first meeting is included in the Board and Trustees' second meeting agenda (typically in October). Any second committee meeting shall coincide so that the report is included in the Board and Trustees' fourth meeting agenda (typically April/May/June). *(October 2015 Mtg., Bd. Dec. 37)*

Source: May 2015 Mtg., Bd. Dec. 164

30.090.5. Attendance of Incoming Members of Committees at Meetings

The general secretary shall include funds in budgets, as required, for new committee members to observe the meeting immediately prior to their joining the committee. *(October 2015 Mtg., Bd. Dec. 37)*

Source: May 2015 Mtg., Bd. Dec. 164

30.090.6. Incoming Presidents and Trustee Chair Attendance at Meetings
The president-elect and president-nominee of RI and chair-elect and chair-elect designee (as their schedules permit) shall be invited to the meetings and serve as ex-officio members of the committee(s). *(October 2015 Mtg., Bd. Dec. 37)*

Source: May 2015 Mtg., Bd. Dec. 164

30.090.7. Communication Between RI and Rotary Foundation Strategic Planning Committees
The general secretary shall take steps to ensure that all relevant strategic planning information is shared with each committee and each board. *(October 2015 Mtg., Bd. Dec. 37)*

Source: May 2015 Mtg., Bd. Dec. 164

30.100. Committee Reports

With the guidance of the committee's chair and assistance of the staff (except in preparing the reports of the RI Audit Committee and the Operations Review Committee), each RI committee shall prepare and include, as part of the committee's minutes or report, its specific recommendations to the Board (or to the general secretary), with a brief rationale for each recommendation. Such recommendations should be arranged in order of priority. *(June 2007 Mtg., Bd. Dec. 226)*

Source: June 1987 Mtg., Bd. Dec. 342; *Amended by* June 2005 Mtg., Bd. Dec. 340; June 2007 Mtg., Bd. Dec. 226

30.110. Committee Finances

The general secretary is requested to inform each RI committee, in advance of its meeting, of the current RI budget for the particular committee. When submitting recommendations to the Board, all RI committees shall include a summary statement detailing the total costs and other financial implications of their recommendations. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January-February 1989 Mtg., Bd. Dec. 171

Article 31. RI General Secretary

31.010. Chief Operating Officer of RI
31.020. Authority to Act on Behalf of Board
31.030. General Secretary Authority to Act on Behalf of Board on Matters Relating to Clubs
31.040. General Secretary Authority to Act on Behalf of Board on Matters Relating to Convention and Council on Legislation
31.050. General Secretary Authority to Act on Behalf of Board on Matters Relating to Districts
31.060. General Secretary Authority to Act on Behalf of Board on Matters Relating to Finance
31.070. General Secretary Authority to Act on Behalf of Board on Matters Relating to General Administration
31.080. General Secretary Authority to Act on Behalf of Board on Matters Relating to Rotary Literature, Documents and Translation
31.090. General Secretary Authority to Act on Behalf of Board on Matters Relating to Programs

31.010. Chief Operating Officer of RI

The general secretary is the chief operating officer of RI and The Rotary Foundation. As the chief operating officer, the general secretary shall implement the policies of RI, its Board of Directors, and its Foundation Trustees. *(April 2016 Mtg., Bd. Dec. 157)*

Source: March 1994 Mtg., Bd. Dec. 124; *Amended by* November 2004 Mtg., Bd. Dec. 58; April 2016 Mtg., Bd. Dec. 157. *Affirmed by* June 1999 Mtg., Bd. Dec. 293

31.010.1. Supervision of Secretariat

The general secretary shall provide general supervision of all operations of the Secretariat, including but not limited to those functions related to finance, programs, communication, planning, The Rotary Foundation, and administrative matters. *(June 1998 Mtg., Bd. Dec. 348)*

Source: March 1994 Mtg., Bd. Dec. 124. *Affirmed by* June 1999 Mtg., Bd. Dec. 293

31.010.2. Long-Range Planning and Policy Formation

The general secretary shall assist the Board and the Foundation Trustees in long-range planning and policy formation. *(June 1998 Mtg., Bd. Dec. 348)*

Source: March 1994 Mtg., Bd. Dec. 124

31.010.3. Execution of Legal Documents

The General Manager of the area substantially involved in the contract, or the general secretary, shall execute all legal documents and contracts on behalf of the association and its Foundation. Changes to contracts must be approved by the general secretary or the General Manager. *(October 2013 Mtg., Bd. Dec. 30)*

Source: March 1994 Mtg., Bd. Dec. 124; *Amended by* November 2002 Mtg., Bd. Dec.87; October 2013 Mtg., Bd. Dec. 30. *Affirmed by* June 1999 Mtg., Bd. Dec. 293

31.010.4. General Secretary Employment Tenure

The maximum length of the initial employment contract for a general secretary shall be three years. However, the employment contract for a general secretary who has served a

term of at least three years may be extended by up to five years. *(June 2005 Mtg., Bd. Dec. 279)*

Source: June 1997 Mtg., Bd. Dec. 405; *Amended by* June 2005 Mtg., Bd. Dec. 279

31.010.5. Procedures For Selection/Resignation/Termination of General Secretary

The Board of Directors of Rotary International shall be the sole body which is authorized to employ, review, terminate or accept the resignation of the general secretary. Pursuant to its authority under the RI Constitution, RI Bylaws, and laws of the State of Illinois, the Board has adopted the following "Procedures for the Selection/Termination of the general secretary." These steps must be handled sequentially.

Selection

1. One year prior to expiration of the contract, the general secretary will notify the Executive Committee of the Board in writing as to whether or not he/she wishes to renew the contract as general secretary.

    a. If a renewal is desired, the Executive Committee shall review the performance of the general secretary, including past performance reviews. The Executive Committee shall then report to the full Board who will decide whether to extend the contract. Before reaching a decision, the Board also may decide to open the position to a search;

    b. If the Board agrees to extend the contract with the general secretary, the Executive Committee shall negotiate the new agreement as directed by the Board.

2. If the general secretary decides not to seek renewal of the contract, or if the Board does not extend the contract or desires to consider other candidates, the Executive Committee shall serve as a Search Committee. A member of The Rotary Foundation Board of Trustees shall be invited to serve as a member of the Search Committee.

    a. The Search Committee shall retain an external executive recruiting and search firm to assist with the selection of the next general secretary;

    b. Resumes will be sent to and collected by the external search firm. All resumes or summaries of the resumes will be forwarded to the Search Committee along with an analysis and recommendation of each candidate;

    c. The Search Committee will determine which candidates will be interviewed. Such candidates' expenses associated with the interview process will be covered pursuant to the RI Travel Policy;

    d. Working with the committee chair, the external search firm will schedule interviews with no fewer than five candidates;

    e. The Search Committee shall review the candidates' resumes, interview the candidates, and through its chair, present no fewer than three candidates to the Board. These three or more candidates shall be invited to appear before the full

Board. The chair of the Executive Committee shall chair the interview process in full Board session;

f. The full Board elects a new general secretary prior to 31 March pursuant to RI Bylaws section 6.030. The Executive Committee or a sub-group of the Executive Committee, plus other Directors as determined by the Executive Committee, shall form a committee to negotiate the contract. The General Counsel will work with the Executive Committee to engage a U.S. employment law attorney to assist the committee in its negotiations with the new general secretary. After negotiation, the contract shall be shared with the full Board.

g. The contract must be signed by 30 April and becomes effective the following 1 July.

Resignation

In the event that the general secretary tenders his/her resignation from office, the letter of resignation shall be addressed and forwarded to all members of the Executive Committee of the Board. The Executive Committee shall then forward such resignation letter to the members of the Board. The Board shall direct the Executive Committee pertaining to such resignation. The Executive Committee shall represent the Board in all matters pertaining to the resignation, and report its actions to the Board.

Termination

(Illinois is an "at-will" state in which an employee can be terminated or resign without reason or notice. However, employment contracts may define procedures for termination by either party.)

1. Any member of the Board can make a written recommendation to the Executive Committee Chair to terminate employment of the general secretary. The Chair must pass the recommendation(s) to the Executive Committee.

2. If the Executive Committee decides not to act upon the recommendation for termination, it will inform the member of the Board of its decision in writing.

3. If the Executive Committee decides to seek termination, it shall, in accordance with procedures outlined in RI bylaws section 5.040., invite the general secretary to appear before the full Board. If the Board subsequently concurs by majority vote to terminate employment, the President will inform the general secretary in writing.

4. The Executive Committee shall finalize any details regarding termination and report back to the Board. *(April 2016 Mtg., Bd. Dec. 157)*

Source: August 1999 Mtg., Bd. Dec. 46; *Amended by* May 2003 Mtg., Bd. Dec. 325; January 2011 Mtg., Bd. Dec. 119; April 2016 Mtg., Bd. Dec. 157

Cross References

30.060.4. Terms of Reference for the Executive Committee: Performance Evaluation of General Secretary

31.020. Authority to Act on Behalf of Board

The general secretary, as the chief operating officer of RI, is authorized by the Board to make decisions on behalf of the Board when necessary. All such decisions shall be reported to the Board for ratification at each meeting. *(November 2004 Mtg., Bd. Dec. 58)*

Source: January 1933 Mtg., Bd. Dec. VI(a); *Amended by* November 2004 Mtg., Bd. Dec. 58. *Affirmed by* June 1999 Mtg., Bd. Dec. 293. *See also* November 1997 Mtg., Bd. Dec. 108

31.030. General Secretary Authority to Act on Behalf of Board on Matters Relating to Clubs

31.030.1. Waiver or Remittance of Charter Fee

The general secretary, acting on behalf of the Board, may waive or remit any part or all of the charter fee of any new club. *(October 2015 Mtg., Bd. Dec. 75)*

Source: January 1937 Mtg., Bd. Dec. 129; June 1977 Mtg., Bd. Dec. 19; *Amended by* October 2015 Mtg., Bd. Dec. 75

31.030.2. Excuse Payment of Club Invoices or Indebtedness

The general secretary may excuse, delay, or reduce payment of the club invoices when, in the general secretary's judgment, the recommendation of the governor and other circumstances in the case warrant such action. The general secretary may also excuse clubs from partial or a full payment of their indebtedness to Rotary when, in the general secretary's judgment, the recommendation of the governor and other circumstances warrant such action. *(April 2016 Mtg., Bd. Dec. 157)*

Source: January 1938 Mtg., Bd. Dec. 170; *Amended by* October 2014 Mtg., Bd. Dec. 105; April 2016 Mtg., Bd. Dec. 157

31.030.3. Excusing Financial Obligations in Merging Clubs

To facilitate and promote the merging of small clubs (20 or fewer members), the general secretary may excuse such clubs from payment of their past due financial obligations to RI. *(May 2011 Mtg., Bd. Dec. 238)*

Source: May 2011 Mtg., Bd. Dec. 238

31.030.4. Club Suspension, Termination, and Reinstatement

a) The general secretary may suspend or terminate the membership of any club that fails to pay its dues or other financial obligations to RI or approved contributions to the district fund, pursuant to RI bylaws section 3.030.1.

b) The general secretary may cancel club charters in an emergency.

c) The general secretary may reinstate the membership of any former club whose membership in RI was terminated because the club did not meet its financial obligations to RI, if such obligation has been met or satisfactory arrangements for payment have been made.

d) the general secretary may terminate clubs for failure to function according to the criteria established in section 2.010.1. of this Code. *(April 2016 Mtg., Bd. Dec. 157)*

Source: January 1954 Mtg., Bd. Dec. 100; March 1983 Mtg., Bd. Dec. 244; July 2003 Mtg., Bd. Dec. 17; June 2004 Mtg., Bd. Dec. 283; *Amended by* January 2014 Mtg., Bd. Dec. 79

31.030.5. Amendments to Club Constitutions
The general secretary may approve amendments to club constitutions in the following circumstances:

--when such amendments tend to bring the document into closer harmony with the Standard Rotary Club Constitution.
--where necessary to comply with local laws. *(April 2016 Mtg., Bd. Dec. 157)*

Source: October 1922 Mtg., Bd. Dec. 2(b); January 1961 Mtg., Bd. Dec. 117; *Amended by* April 2016 Mtg., Bd. Dec. 157

31.030.6. Changes in Club Names and Locality
The general secretary may approve changes in a club's name and/or locality. *(November 2001 Mtg., Bd. Dec. 45)*

Source: October 1922 Mtg., Bd. Dec.(b); *Amended by* November 2001 Mtg., Bd. Dec. 45

31.030.7. Suspension of Meetings
The general secretary may authorize clubs in predominantly Muslim communities to suspend meetings during the month of Ramadan. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May 1954 Mtg., Bd. Dec. 205

31.030.8. Incorporation
The general secretary may approve requests from clubs for incorporation which are in conformity with the general provisions for articles of incorporation as adopted by the Board. *(April 2016 Mtg., Bd. Dec. 157)*

Source: July 1940 Mtg., Bd. Dec. 36; *Amended by* April 2016 Mtg., Bd. Dec. 157

31.030.9. Magazine Subscription Requirements
The general secretary may act on behalf of the Board to excuse clubs from complying with the provisions of RI's constitutional documents that requires all Rotarians to subscribe to a Rotary World Magazine Press publication (either *The Rotarian* or an approved and prescribed certified regional magazine). *(April 2016 Mtg., Bd. Dec. 157)*

Source: November 1980 Mtg., Bd. Dec. 204(d); *Amended by* January 2009 Mtg., Bd. Dec. 132

31.030.10. Furnishing Club Officer Mailing Lists
Except where the distribution of membership lists is otherwise addressed by a section of this Code the general secretary may furnish mailing lists of club officers to various agencies and organizations, provided that: a) the purposes for which such lists may be provided must be clearly identified by the general secretary as being for the benefit of Rotary programs; and b) the recipients agree to use the lists only for the purpose provided and not to provide such lists to any third party or to use them for any commercial purpose. *(September 2011 Mtg., Bd. Dec. 34)*

Source: June 1984 Mtg., Bd. Dec. 401. *Affirmed by* February 1998 Mtg., Bd. Dec. 235; *Amended by* February 2001 Mtg., Bd. Dec. 219; September 2011 Mtg., Bd. Dec. 34

31.030.11. Merger of Rotary Clubs

The general secretary may act on behalf of the Board to approve applications for the merger of clubs submitted pursuant to RI Bylaws section 2.060. *(March 2005 Mtg., Bd. Dec. 178)*

Source: November 2004 Mtg., Bd. Dec. 136

31.030.12. New Clubs

The general secretary shall have the responsibility for acting on behalf of the Board in admitting Rotary clubs to membership in RI. *(November 2004 Mtg., Bd. Dec. 58)*

Source: November 1979 Mtg., Bd. Dec. 220

31.030.13. Use of Name "Rotary"

The general secretary may act on behalf of the Board in authorizing Rotary clubs to use the name "Rotary" in incorporating club or district foundation activities. *(June 2007 Mtg., Bd. Dec. 226)*

Source: May-June 1964 Mtg., Bd. Dec. 220

31.030.14. Amendment to Constitution for Fundraising

The general secretary is authorized to act on behalf of the board to consider an application from a club seeking to amend its constitution to provide authorization for the club to raise funds, where such constitutional provision is required by law. *(June 2007 Mtg., Bd. Dec. 226)*

Source: January 1958 Mtg., Bd. Dec. 112

31.030.15. Suspension or Termination of Clubs for Failure to Comply with Foundation Stewardship Policies

The general secretary is authorized to act on behalf of the Board to suspend or terminate the membership of any club that retains in its membership any person who has, as determined by The Rotary Foundation Trustees, misused funds from The Rotary Foundation or who has otherwise breached the stewardship policies of The Rotary Foundation pursuant to RI Bylaws section 3.030.3. *(November 2010 Mtg., Bd. Dec. 98)*

Source: November 2010 Mtg., Bd. Dec. 98

31.030.16. Disqualifying Candidates for Elective Office

The general secretary is authorized to act on behalf of the Board to disqualify from election to office any Rotarian candidate on whose behalf a Rotarian or club takes legal action in a manner inconsistent with the requirements of RI Bylaws section 10.070.5. *(October 2013 Mtg., Bd. Dec. 30)*

Source: June 2013 Mtg., Bd. Dec. 209

31.030.17. Termination of Club for Legal Action
The general secretary is authorized to act on behalf of the Board to terminate any club that takes legal action in a manner pursuant to RI Bylaws section 10.070.5. *(April 2016 Mtg., Bd. Dec. 157)*

Source: June 2013 Mtg., Bd. Dec. 209; *Amended by* April 2016 Mtg., Bd. Dec. 157

Cross References

2.010.1. Club Failure to Function
9.030. Status of Suspended Clubs
33.040. Use of Name "Rotary"

31.040. General Secretary Authority to Act on Behalf of Board on Matters Relating to Convention and Council on Legislation

31.040.1. Selection of Council Representative in Ballot-By-Mail
The general secretary may act on requests from districts to select the representative and the alternate to the Council on Legislation in a ballot-by-mail in accordance with the provisions of RI Bylaws section 8.070. *(June 1998 Mtg., Bd. Dec. 348)*

Source: July 1958 Mtg., Bd. Dec. 36

31.040.2. Examining Proposed Legislation
The general secretary may advise proposers of enactments of any defects noted in the text of their respective proposals, pursuant to the provisions of RI Bylaws section 7.050., on the advice of the Constitution and Bylaws Committee. *(June 2007 Mtg., Bd. Dec. 226)*

Source: May-June 1963 Mtg., Bd. Dec. 190; *Amended by* March 2005 Mtg., Bd. Dec. 178; June 2007 Mtg., Bd. Dec. 226

Cross References

57.020. Host Organization Committee
57.030. Convention Guidelines
57.040. Convention Site Selection
57.050.1. Attendance Guidelines: Spouses of Deceased Rotarians
58.020. Scheduling of International Assembly
59.020.5. Financial Impact Statement at Council
60.050. Rotary Institutes: Institute Site and Date Approval

31.050. General Secretary Authority to Act on Behalf of Board on Matters Relating to Districts

31.050.1. Incorporation of Districts
The general secretary is authorized to act on behalf of the Board on all matters relating to incorporation of districts, including reviewing and accepting any application for incorporation. In the event of unusual circumstances requiring further statements of

policy, the general secretary shall refer the issue to the Executive Committee. *(March 2005 Mtg., Bd. Dec. 199)*

Source: March 2005 Mtg., Bd. Dec. 199

31.050.2. Extension of Time to Select Governor-Nominee
The general secretary may extend the time specified in RI Bylaws section 13.010. for the selection of a district governor-nominee if, in the general secretary's opinion, there is a good and sufficient reason to do so. *(February 2007 Mtg., Bd. Dec. 154)*

Source: February 2007 Mtg., Bd. Dec. 154

31.050.3. Modification of District Boundary Descriptions
The general secretary is authorized, acting on behalf of the Board, to approve all district boundary description changes where the district boundaries remain the same.

The general secretary is authorized to act on behalf of the Board to approve a minor district boundary modification affecting the transfer of up to ten clubs, or an area containing no Rotary club, from one district to a neighboring district. The boundary modification shall become effective 1 July following the decision. (*June 2013 Mtg., Bd. Dec. 196)*

Source: August 1999 Mtg., Bd. Dec. 80; February 2007 Mtg., Bd. Dec. 189; June 2007 Mtg., Bd. Dec. 226; January 2008 Mtg., Bd. Dec. 196; January 2012 Mtg., Bd. Dec. 211; June 2013 Mtg., Bd. Dec. 196

31.060. General Secretary Authority to Act on Behalf of Board on Matters Relating to Finance

31.060.1. Revision of RI Budget Appropriations
With the approval of the president and the treasurer and when circumstances require, the general secretary may revise the appropriations for subdivisions of the following items, provided such revisions do not increase the total appropriated for any of these items:

Board meetings, travel, International Assembly, International Convention and president's Office. When circumstances require, the general secretary also may revise the details for the item and Secretariat international offices provided such revisions do not increase the total appropriated for such item. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May 1944 Mtg., Bd. Dec. 244; July 1977 Mtg., Bd. Dec. 19; November 1982 Mtg., Bd. Dec. 87; July 1996 Mtg., Bd. Dec. 8. *See also* February 1998 Mtg., Bd. Dec. 235

31.060.2. Safeguarding RI Funds and Financial Obligations
In emergency situations and after prior consultation with the treasurer and/or the chair of the finance committee whenever feasible, the general secretary may make arrangements to safeguard the funds and financial obligations of RI. *(June 1998 Mtg., Bd. Dec. 348)*

Source: July 1976 Mtg., Bd. Dec. 78. *Affirmed by* February 1998 Mtg., Bd. Dec. 235

31.060.3. Fiscal Agent Systems

When a country's financial conditions warrant, the Board may direct the general secretary to establish a fiscal agent system with attendant bank accounts, and provide periodic reports to the Finance Committee and the Board. When so directed, the general secretary shall have the authority to appoint and remove the fiscal agent. The general secretary is requested to consult with the director resident in the zone on proposed appointments. *(November 2002 Mtg., Bd. Dec. 172)*

Source: January 1948 Mtg., Bd. Dec. 114; *Amended by* July 1976 Mtg., Bd. Dec. 79; July 1981 Mtg., Bd. Dec. 54; November 1986 Mtg., Bd. Dec. 113; November 2002 Mtg., Bd. Dec. 172

31.060.4. Officer and Committee Member Expense Statements

The general secretary shall authorize payment of all expense statements of officers and committee members. When the general secretary determines that the amounts are excessive, the general secretary is instructed to withhold payment and bring the matter to the attention of the Executive Committee or Board. *(April 2016 Mtg., Bd. Dec. 157)*

Source: June 1932 Mtg., Bd. Dec. XIV (a) 4. *Amended by* April 2016 Mtg., Bd. Dec. 157. *Affirmed by* February 1998 Mtg., Bd. Dec. 235

31.060.5. Adjustment of Advertising Rates for *The Rotarian*

The general secretary may adjust advertising rates of *The Rotarian* to ensure the continued profitability of the magazine. *(June 1998 Mtg., Bd. Dec. 348)*

Source: February 1989 Mtg., Bd. Dec. 227

31.060.6. RI Travel Service

The general secretary may make any changes required in the relationship of RI staff with the approved travel agency staff to improve service levels and economies in the RI Travel Service. *(February 1999 Mtg., Bd. Dec. 196)*

Source: June 1994 Mtg., Bd. Dec. 288. *Amended by* February 1999 Mtg., Bd. Dec. 196

31.060.7. Changing the Payment and Receipt of Money to US Dollars

The general secretary may approve any requests for changing the payment and receipt of money from the local currency to US dollars. *(August 1999 Mtg., Bd. Dec. 43)*

Source: June 1999 Mtg., Bd. Dec. 338

31.060.8. Revising Rotary Funding for District Governors

The general secretary is authorized to make revisions in governors' budgets, when, in the general secretary's opinion, all or part of such changes requested by the governor are justified and reasonable. *(April 2016 Mtg., Bd. Dec. 157)*

Source: January 1967 Mtg., Bd. Dec. 192. *Amended by* April 2016 Mtg., Bd. Dec. 157. *See also* July 1996 Mtg., Bd. Dec. 8

31.060.9. Extension of Deadline for Receipt of Expense Reports from Governors

The general secretary, acting on behalf of the Board, upon receipt of a petition explaining extenuating circumstances, may extend the deadline for receipt of expense reports from district governors documenting the use of their Rotary funding to no later than 30 September. *(April 2016 Mtg., Bd. Dec. 157)*

Source: May 2003 Mtg., Bd. Dec. 409; *Amended by* June 2006 Mtg., Bd. Dec. 270; April 2016 Mtg., Bd. Dec. 157

31.060.10. Disbursement of Rotary Funding to Governors
The general secretary is authorized to disburse less than 70% of the budget available to governors if deemed necessary to maintain appropriate controls and stewardship over large total allocation amounts. *(April 2016 Mtg., Bd. Dec. 157)*

Source: June 1998 Mtg., Bd. Dec. 396; June 2005 Mtg., Bd. Dec. 329; *Amended by* April 2016 Mtg., Bd. Dec. 157

Cross References

66.050. Financial Emergencies
66.060. Contracts
66.010. Annual Report
66.030.2. Exchange Rates for Payment to RI
68.020. Authority to Exceed RI Budget
69.030.3. Schedule of Reimbursement to Governors
69.030.4. Procedure for Revising Governors' Budgets

31.070. General Secretary Authority to Act on Behalf of Board on Matters Relating to General Administration

31.070.1. Delegation of Duties to Senior Managers
As appropriate and with the approval of the president, the general secretary may delegate in writing to a senior manager all or any of the general secretary's powers relating to the affixing of the corporate seal to certificates of membership in RI which have been duly approved by the Board, and to all other documents requiring the seal which have been duly signed by the proper RI officer or officers.

As advisable and necessary, the general secretary may delegate to a senior manager any authority delegated to the general secretary by the Board to make decisions on behalf of the Board in certain matters and certain circumstances. *(October 2013 Mtg., Bd. Dec. 30)*

Source: June 1938 Mtg., Bd. Dec. 266; May-June 1940 Mtg., Bd. Dec. 324; November 1983 Mtg., Bd. Dec. 82. *Amended by* November 1986 Mtg., Bd. Dec. 113; July 1990 Mtg., Bd. Dec. 16; October 2013 Mtg., Bd. Dec. 30

31.070.2. Emergency Committee Recommendations
Within existing policies, the general secretary may act with the president on emergency recommendations of any committee, in the event the Board or Executive Committee is not to meet within reasonable time after the committee meeting. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1946 Mtg., Bd. Dec. 156

31.070.3. Mediation and Arbitration Guidelines
The general secretary is authorized to act on behalf of the Board regarding the setting of dates for mediation and/or arbitration pursuant to RI Bylaws section 24.020. and any matters pertaining to the procedure for the mediation and arbitration of disputes that are not otherwise addressed in RI Bylaws Article 24. (*June 2008 Mtg., Bd. Dec. 227)*

Source: January 2008 Mtg., Bd. Dec. 155

31.070.4. Cost Sharing Ratio for RI Health Insurance Plan
The Board grants discretion to the general secretary to determine the cost sharing ratio for group health insurance. *(January 2009 Mtg., Bd. Dec. 132)*

November 2008 Mtg., Bd. Dec. 49

31.080. General Secretary Authority to Act on Behalf of Board on Matters Relating to Rotary Literature, Documents and Translation

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

Source: January 1954 Mtg., Bd. Dec. 141; January 1966 Mtg., Bd. Dec. 176; *Amended by* February 2002 Mtg., Bd. Dec. 216

31.080.2. Publication Production
Except where publication of a pamphlet has been authorized by specific decision of the Board or the convention, the general secretary shall make the following decisions: when a new pamphlet shall be published, the language in which it shall be published, and when the publication of any existing pamphlet shall be discontinued. *(February 2002 Mtg., Bd. Dec. 216)*

Source: June 1938 Mtg., Bd. Dec. 308; May-June 1966 Mtg., Bd. Dec. 292; *Amended by* February 2002 Mtg., Bd. Dec. 216

31.080.3. Publications Priority List
The general secretary shall remove publications from or add publications to the priority list in order to keep the list current and in harmony with the importance of RI programs. *(February 2002 Mtg., Bd. Dec. 216)*

Source: March 1986 Mtg., Bd. Dec. 207. *Amended by* November 1986 Mtg., Bd. Dec. 113; February 2002 Mtg., Bd. Dec. 216

31.080.4. Ownership of Original Work
a) The copyright to any original work of authorship created by a Rotarian, who is not an employee of Rotary International, is owned by that Rotarian, unless agreed upon otherwise between such Rotarian and Rotary International.

b) Notwithstanding the above, the copyright to any original work of authorship created by a Rotarian, who, although not an employee of Rotary International, has created the work as an agent of Rotary International, is owned by Rotary International. *(November 1999 Mtg., Bd. Dec. 175)*

Source: November 1999 Mtg., Bd. Dec. 175

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

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

Source: April 1930 Mtg., Bd. Dec. IV(p); January 1958 Mtg., Bd. Dec. 142; *Amended by* January 1974 Mtg., Bd. Dec. 149. *Reaffirmed by* November 1997 Mtg., Bd. Dec. 108

Cross References

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

31.090. General Secretary Authority to Act on Behalf of Board on Matters Relating to Programs

31.090.1. INTEROTA Conference
The general secretary is authorized to approve requests to host the triennial Rotaract conference known as INTEROTA on behalf of the Board. *(June 2005 Mtg., Bd. Dec. 271)*

Source: March 2005 Mtg., Bd. Dec. 217

31.090.2. Global Networking Groups
The general secretary may approve applications to incorporate global networking groups. *(June 2006 Mtg., Bd. Dec. 220)*

Source: January 1976 Mtg., Bd. Dec. 161; *Amended by* June 2006 Mtg., Bd. Dec. 220

31.090.3. Service Above Self Award
The general secretary is authorized to deem ineligible any nomination of a Rotarian who is prohibited from participating in the programmatic activities of Rotary International or The Rotary Foundation at the time of selection.

The general secretary is further authorized to rescind an individual's Service Above Self Award if requested by the nominator and in consultation with the director of the zone, provided the award has not been presented or announced publicly and there are extraordinary circumstances that warrant such action. The general secretary shall notify the president whenever a Service Above Self Award is rescinded. *(November 2008 Mtg., Bd. Dec. 66)*

Source: June 2005 Mtg., Bd. Dec. 301; *Amended by* November 2008 Mtg., Bd. Dec. 66

31.090.4. Recognition and Termination of Rotary Fellowships
The general secretary, in consultation with the Global Networking Groups Committee, is authorized to recognize Rotary Fellowships on behalf of the Board.

The general secretary may, acting on behalf of the Board, terminate a Rotary Fellowship when a group has not communicated with the general secretary for a one-year period, as

required by the Rotary Code of Policies, or in cases where the group has decided to voluntarily disband. *(October 2015 Mtg., Bd. Dec. 58)*

Source: November 2005 Mtg., Bd. Dec. 78; October 2013 Mtg., Bd. Dec. 43; *Amended by* October 2015 Mtg., Bd. Dec. 58

31.090.5. Termination of Rotarian Action Groups

The general secretary may, acting on behalf of the Board, terminate a Rotarian Action Group when a group has not communicated with the general secretary for a one-year period, as required by the Rotary Code of Policies, or in cases where the group has decided to voluntarily disband. (*June 2007 Mtg., Bd. Dec. 226*)

Source: November 2005 Mtg., Bd. Dec. 78

31.090.6. Recognition and Termination of Rotaract Multidistrict Information Organizations

The general secretary is authorized to recognize and terminate Rotaract Multidistrict Information Organizations on behalf of the Board. (*June 2007 Mtg., Bd. Dec. 226*)

Source: November 2006 Mtg., Bd. Dec. 74

31.090.7. Participation in Rotaract Multidistrict Service Projects

The general secretary is authorized to recognize and terminate Rotaract Multidistrict Service Projects on behalf of the Board. (*June 2010 Mtg., Bd. Dec. 214*)

Source: March 1992 Mtg., Bd. Dec. 229; *Amended by* June 2010 Mtg., Bd. Dec. 214

31.090.8. Use of Rotary Emblem by Rotary-Sponsored Programs

The general secretary is authorized to approve, on behalf of the Board, specific insignia for Rotary-sponsored programs that incorporate the Rotary emblem for use by program participants, provided that such actions meet the requirements of the RI Constitution (article 13) and Bylaws. (*June 2007 Mtg., Bd. Dec. 226)*

Source: March 1994 Mtg., Bd. Dec. 205

31.090.9. Services and Suspension of Fellowships

The general secretary may suspend services provided to a fellowship, with or without the consent of the fellowship's officers or members, for failure to function in accordance with RI policy. These services include use of the Rotary Marks, listing in the Official Directory, program publications, and on the RI website, and provision of a booth at the International Convention, on a space available basis. (*June 2005 Mtg., Bd. Dec. 302*)

Source: June 2004 Mtg., Bd. Dec. 257; *Amended by* June 2005 Mtg., Bd. Dec. 302

31.090.10. Services and Suspension of Rotarian Action Groups

The general secretary may suspend services provided to a Rotarian Action Group, with or without the consent of the group's officers or members, for failure to function in accordance with RI policy. These services include use of the Rotary Marks, listing in the Official Directory, program publications, and on the RI website, and provision of a booth at the International Convention, on a space available basis. (*June 2005 Mtg., Bd. Dec. 302*)

Source: June 2005 Mtg., Bd. Dec. 302

31.090.11. Youth Exchange

The Board delegates authority to the general secretary to

a. grant certification waivers to districts that meet Youth Exchange certification requirements for outbound students only;

b. certify specific countries within a multi-country district;

c. grant provisional certification when new districts are created;

d. grant provisional certification to a limited number of districts in exceptional circumstances. (*November 2007 Mtg., Bd. Dec. 32)*

Source: June 2007 Mtg., Bd. Dec. 274

31.090.12. Multidistrict Youth Exchange

The general secretary is authorized, acting on behalf of the Board, to approve participation by districts in multidistrict youth exchange activities or projects.

The general secretary may remove a district from a multidistrict Youth Exchange activity upon notice that they have failed to comply with the district certification program with or without the consent of the district governor. (*November 2007 Mtg., Bd. Dec. 32*)

Source: May 1979 Mtg., Bd. Dec. 355; November 2004 Mtg., Bd. Dec. 108; *Amended by* November 2001 Mtg., Bd. Dec. 45

31.090.13. Global Networking Group Name Changes

The general secretary is authorized to approve changes to the official name of any Global Networking Group on behalf of the Board, provided that the name is in accordance with RI policy. *(October 2014 Mtg., Bd. Dec. 82)*

Source: October 2014 Mtg., Bd. Dec. 82

Cross References

33.030.7. Use of the Rotary Emblem with Program Emblems
41.060.22. Multidistrict Youth Exchange Program
42.010.6. Incorporation of Fellowships
42.010.16. Policy Compliance: Termination of Rotary Fellowships
42.020.10. Suspension and Termination of Recognition

Article 32. RI Secretariat

32.010. Secretariat Staff Policies and Benefits
32.020. Staff Outside Involvement with Rotary
32.030. Secretariat International Offices
32.040. Deadlines for Receipt of Documents

32.010. Secretariat Staff Policies and Benefits

32.010.1. Equal Opportunity Employment

The Board adopted the following statement of policy relating to equal opportunity employment and affirmed that this has been, is and shall continue to be, the policy of RI with respect to its employment practices.

Rotary International is an equal opportunity employer, and, accordingly, in its employment and personnel practices and procedures, does not discriminate because of race, color, religion, national origin, ancestry, sex, marital status, veteran status, handicap, or age, and is in full compliance with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Illinois Human Rights Act, the Illinois Fair Employment Practices Act of 1975 as amended, and all other applicable federal, state and local laws.

The general secretary is responsible for implementing this policy. The general secretary shall inform the Board thereon, from time to time but not less often than annually. *(June 1998 Mtg., Bd. Dec. 348)*

Source: March 1990 Mtg., Bd. Dec. 194

32.010.2. Open Recruitment Policy

RI shall operate an open recruitment policy which requires the internal communication of all vacancies and, in the event that such vacancy is not filled from staff, there shall be public advertising of such vacancies regardless of other recruitment means being employed. However, nothing in this decision shall limit the transfer, promotion or posting of staff within a re-organization scheme or individual planned career development program. *(June 1998 Mtg., Bd. Dec. 348)*

Source: July 1995 Mtg., Bd. Dec. 8

32.010.3. Employment Contracts for RI Staff

Any employment contracts or agreements must be entirely reviewed and specifically approved by the Board. Such authority is not delegated to the Executive Committee or to any officer. *(June 1998 Mtg., Bd. Dec. 348)*

Source: February 1996 Mtg., Bd. Dec. 238

32.010.4. Employee Assistance Program

An employee assistance program shall be maintained at RI expense. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1990 Mtg., Bd. Dec. 305

32.010.5. RI Staff Retirement Plan Committee Charter

The RI Board has delegated all fiduciary and settlor authority and responsibility, including the investment and management of the assets of the Rotary International 401(k) Plan (the Plan), to the Rotary International World Headquarters Retirement Plan Committee (RPC).

The committee is constituted as follows:

- The RPC shall be responsible for the Plan's operation and administration in accordance with applicable law and the Plan's legal documents, shall be the Plan's "named fiduciary" (within the meaning of the United States' Employee Retirement Income Security Act of 1974 (ERISA)), and shall exercise its rights and duties for the Plan's administration and operation as specified under applicable law or the applicable Plan documents

- The RPC shall be responsible for deciding (in accordance with the Plan's terms) benefit claims and appeals of benefit claim decisions under the Plan

- Effective 1 January 2016, individuals maintaining the following RI titles shall constitute the RPC's membership: the Chief Financial Officer; the Director, Human Resources; the Manager, Compensation and Benefits; and the Director, Investments & Treasury

except that, in no event, shall the RPC have authority to adopt any Plan amendment that would modify the structure of RI's funding obligations under the Plan or that would otherwise materially restructure the Plan.

2. authorizes the RPC to establish or amend a charter setting forth rules concerning its manner of action and any rules or procedures deemed necessary or advisable to enable it to carry out its responsibilities under the Plan. *(January 2016 Mtg., Bd. Dec. 104)*

Source: October 2015 Mtg., Bd. Dec. 41

32.010.6. Staff Group Insurance Plan

Participation by World Headquarters staff in a health insurance plan shall be on a voluntary basis provided the employee has health insurance coverage by some other source. *(June 1998 Mtg., Bd. Dec. 348)*

Source: July 1989 Mtg., Bd. Dec. 46

32.010.7. Automobile Reimbursement Policy

For all those authorized to travel at the expense of RI, reimbursement for travel by automobile shall be at the established current mileage rate, plus actual en route stopover expenses. The total of such reimbursement shall not exceed the amount of round-trip air fare calculated in accordance with the established policy for reimbursement of air transportation expense. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1984 Mtg., Bd. Dec. 403

32.010.8. Dental Insurance Plan for Staff
Dental insurance coverage shall be included as a part of the World Headquarters employees' health insurance program. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1981 Mtg., Bd. Dec. 455

32.010.9. Recognition Dinner for Staff
A recognition dinner for staff having been employed at RI for specified periods will be held annually. An appropriate amount shall be included annually in the RI budget to cover the cost of such dinner. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1983 Mtg. Dec. of Exec. Comm. E-13

32.010.10. Recognition for Outstanding Staff Community Service
The Board has established an recognition for Outstanding Staff Community Service. *(April 2016 Mtg., Bd. Dec. 166)*

Source: June 1997 Mtg., Bd. Dec. 304; *Amended by* April 2016 Mtg., Bd. Dec. 166

32.010.11. Staff Tuition Reimbursement Program
An employee tuition reimbursement program shall be maintained at RI expense. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1987 Mtg., Bd. Dec. 203

32.010.12. Long-Term Disability Benefits
After a RI employee has been receiving long-term disability benefits for six months, the staff member's employment will be terminated and he or she will be responsible for all benefit plan costs. Prior to termination, the staff member may elect to continue in the RI group health plan for 18 months as a direct pay member provided by the US Consolidated Omnibus Budget Reconciliation Act (COBRA) regulations. After 18 months as a direct pay member under COBRA regulations, the person may convert to individual coverage at individual rates. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1989 Mtg., Bd. Dec. 114

32.010.13. Liability Insurance for Staff
RI shall provide personal injury and property damage liability insurance for staff members on Rotary business trips. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1979 Mtg., Bd. Dec. 248

32.010.14. 401(k) Match
There shall be an employer match of 3.5% of employee contributions to the RI 401(k) plan. *(June 2008 Mtg., Bd. Dec. 227)*

Source: June 1998 Mtg., Bd. Dec. 398; *Amended by* February 2007 Mtg., Bd. Dec. 214; June 2008 Mtg., Bd. Dec. 227

32.010.15. Employee Vacation Pay For Time Not Taken
The general secretary may authorize, under certain circumstances and where allowed by local laws, employee vacation pay for time not taken. *(August 1999 Mtg., Bd. Dec. 43)*

Source: February 1999 Mtg., Bd. Dec. 271

32.010.16. Review of Compensation to General Secretary and General Managers
In order to assure compliance with United States income tax statutes, the Executive Committee, in a manner consistent with United States Treasury Regulation Section 53.4958-6, or any successor regulations that may be in effect from time to time, shall review the amounts paid to the general secretary and the senior staff of the Secretariat, so as to assure that such payments are "reasonable," as that term is defined in the regulation.

This matter shall be reviewed annually at the Board's final meeting of each year as part of the general review of the compensation to be paid to the general secretary and the senior staff. *(November 2001 Mtg., Bd. Dec. 45)*

Source: June 2001 Mtg., Bd. Dec. 450

32.010.17. Hiring or Termination of Key Employees
The procedures relative to hiring or termination of key employees shall be as follows:

a. With regard to the position of general counsel, any decision relative to hiring or termination of the individual holding this position shall be made by the general secretary subject to approval by the Executive Committee of the Board.

b. With regard to the position of internal audit manager, any decision relative to the hiring or termination of the individual holding this position shall be made by the general secretary subject to the approval of the Executive Committee of the Board in consultation with the Audit Committee.

c. With regard to the position of deputy general secretary and any general manager position, any decision relative to the hiring of an individual to hold one of these positions shall be made by the general secretary subject to the approval of the Executive Committee of the Board, provided that the general secretary shall also consult the chairman of the Foundation Trustees if such action applies to any general manager assigned to work full time for The Rotary Foundation of RI.

d. The annual compensation and performance appraisals of the following Rotary International and TRF employees shall be disclosed by the general secretary to the full Board annually at its second meeting: deputy general secretary, any general manager position, and any other position that reports directly to the general secretary. *(April 2016 Mtg., Bd. Dec. 157)*

Source: May 2011 Mtg., Bd. Dec. 198; *Amended by* May 2014 Mtg., Bd. Dec. 113; April 2016 Mtg., Bd. Dec. 157

32.020. Staff Outside Involvement with Rotary

32.020.1. Rotary Club Membership and Reimbursement of Expenses
The Board encourages qualified RI staff members to become Rotarians. With the prior approval of the general secretary, RI will reimburse to those staff Rotarians who hold a position of discretionary authority at the supervisory level and above, the cost of the annual dues charged by a Rotary club and all meals connected with attendance at regular club meetings, including makeup of attendance at meetings of other clubs. In exceptional circumstances, the general secretary may authorize reimbursement of additional expenses. *(April 2016 Mtg., Bd. Dec. 157)*

Source: November 1999 Mtg., Bd. Dec. 255; *Amended by* April 2016 Mtg., Bd. Dec. 157

32.020.2. Attendance of Staff at Rotary Events
The policy for staff attendance at Rotary events is as follows:

All invitations for RI staff members to attend any Rotary institute, club or district function or any other Rotary meeting or event shall be sent to the general secretary, who shall determine whether such invitations should be accepted and which staff member(s) should attend which meeting or event. In making such determinations, the general secretary shall be satisfied that the requested attendance could enhance the work of the staff member(s) assigned or that the meeting or event itself is of such significance that staff representation could be considered complementary to the public relations, field service or other program objectives or the association.

For Rotary institutes, RI normally will pay the expenses of only one staff member to such institute, except for staff attending to conduct seminars or other events arranged by RI, or when the attendance of additional staff is consistent with the achievement of any authorized program activity for which funds have been appropriated and are available. The expenses of other staff invited and assigned by the general secretary to an institute shall be borne by that institute. Staff attendance at club or district functions shall be at no or minimal expense to RI.

Where practical, staff attendance at all club, district, regional/zone or other Rotary meetings or events shall be combined with other official travel by such staff. *(June 1998 Mtg., Bd. Dec. 348)*

Source: July 1989 Mtg., Bd. Dec. 83

Cross References

69.020.10. RI Staff Travel

32.030. Secretariat International Offices

32.030.1. Support From International Offices
The general secretary shall monitor the operation of International Offices and make necessary adjustments in the allocation of responsibilities assigned to the respective

International Offices so that the services provided to clubs and districts are rendered in the most cost-effective manner possible.

Because a significant part of the work of international offices relates to The Rotary Foundation, TRF should be involved in all discussions and decisions regarding changes and operational performance in international offices. *(April 2016 Mtg., Bd. Dec., 157)*

Source: July 1989 Mtg., Bd. Dec. 47; February 2001 Mtg., Bd. Dec. 276

32.030.2. Report on International Office Operations

The general secretary shall provide an annual detailed report on International Office operations to the Board and The Rotary Foundation Trustees. *(August 2000 Mtg., Bd. Dec. 43)*

Source: May 2000 Mtg., Bd. Dec. 376

32.030.3. Audit of International Offices

Audit Services shall conduct or oversee an audit or limited review of each international office as necessary, based on a risk assessment approach supervised and authorized by the general auditor, general secretary, and the RI Audit Committee. All offices should be audited not less than once every seven years, with interim limited reviews as necessary. *(October 2013 Mtg., Bd. Dec. 30)*

Source: February 2001 Mtg., Bd. Dec. 276; *Amended by* June 2006 Mtg., Bd. Dec. 277; June 2007 Mtg., Bd. Dec. 226; October 2013 Mtg., Bd. Dec. 30

32.030.4. Establishment of Additional International Offices

Before implementation, proposals for any new International Offices shall be reviewed by the Finance Committee for recommendation to the Board. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1989 Mtg., Bd. Dec. 256

32.040. Deadlines for Receipt of Documents

In relation to the receipt of various kinds of documents as specified in the constitutional documents of RI by specified deadline dates, the general secretary shall accept as valid all documents received on the first day on which the office is open for business after a specified deadline date, if the office is not open for business during the actual day of the deadline. *(February 2003 Mtg., Bd. Dec. 194)*

Source: February 1984 Mtg., Bd. Dec. 284

Article 33. Rotary Marks

33.005. Definition of Rotary Marks
33.010. Registration of Rotary Marks
33.020. Permission to Use Rotary Marks
33.030. Use of Emblem
33.040. Use of Name
33.050. Use of Stationery
33.060. Program Emblems
33.070. Reproduction of the 4-Way Test
33.080. Rotary Mottos

33.005. Definition of Rotary Marks

The "Rotary Marks" include all of the below listed word and design marks, the annual RI Convention logos, the RI Presidential themes and theme logos, among numerous others. These marks are trademarks and service marks owned by Rotary International and used by Rotary clubs, Rotary districts, and other Rotary Entities under guidelines promulgated by the Board, which is entrusted with authority to maintain, preserve and otherwise protect the use of RI's intellectual property marks under section 18.010. of the bylaws of the association.

- Annual Programs Fund for Support Today®
- Doing Good in the World
- End Polio Now
- Interact®
- Interact Club®
- *Interactive*®
- International H2O Collaboration
- Interota®
- *Jornal Do Rotariano*®
- *O Rotariano*®
- One Profits Most Who Serves Best
- Paul Harris®
- Paul Harris Fellow®
- Paul Harris Society
- The Permanent Fund to Secure Tomorrow®
- PolioPlus®
- PPH
- Preserve Planet Earth
- RCC
- *Revista Rotaria*®
- RI®
- RITS®
- Rotaract®
- Rotaract Club®
- *Rotaria*®
- Rotarian®
- *The Rotarian*®
- Le Rotarien®
- leRotarien
- Rotary®
- *Rotary Canada*
- Rotary Club®
- Rotary Community Corps
- The Rotary Foundation®
- The Rotary Foundation of Rotary International®
- Rotary Global Rewards
- Rotary Images
- Rotary International®
- Rotary International Travel Service®
- *Rotary Leader*
- ロータリーの友® (Rotary No Tomo)
- *The Rotary No Tomo*®
- ROTARY/One®
- Rotary.org
- *Rotary World*®
- Rotary World Magazine Press
- Rotary Youth Exchange
- Rotary Youth Leadership Awards
- RWMP
- RYE
- RYLA®
- Service Above Self®
- TRF®

(April 2016 Mtg., Bd. Dec. 156)

Source: May 2000 Mtg., Bd. Dec. 399; *Amended by* November 2006 Mtg., Bd. Dec. 35; January 2008 Mtg., Bd. Dec. 142; November 2009 Mtg., Bd. Dec. 28; June 2010 Mtg., Bd. Dec. 182; September 2011 Mtg., Bd. Dec. 34; May 2015 Mtg., Bd. Dec. 166; April 2016 Mtg., Bd. Dec. 156

33.010. Registration of Rotary Marks

The general secretary shall monitor and protect RI's intellectual property according to established policy. As often as practicable, the general secretary shall make efforts to register the Rotary Marks as trademarks and service marks in countries in which RI has a presence. *(May 2003 Mtg., Bd. Dec. 324)*

Source: November 1995 Mtg., Bd. Dec. 78; February 2003 Mtg., Bd. Dec. 225

33.020. Permission to Use Rotary Marks

The Board has adopted the following regulations and conditions for use of the Rotary Marks by those seeking to do so:

1) All dies, stamps, mold, cuts or other impressions of the Rotary Marks shall conform exactly to the description and specifications of the official emblems authorized and adopted by RI. The Rotary Marks shall not be mutilated in any way nor shall they have anything superimposed upon them.

2) For correct color reproductions of the Rotary emblem, current guidelines are found in the Brand Center at https://brandcenter.rotary.org and in "*Voice and Visual Identity Guidelines,"* which give further specifications for reproducing the Rotary emblem and guidelines for maintaining a standardized, coordinated identity for all Rotary materials (547A).

3) The emblem shall not be manufactured or used in combination with any other emblem or name except in accordance with RI's sponsorship and cooperative relationship policies and under the provisions of RI's licensing system.

4) The Rotary emblem shall not be printed or used in any manner on the business stationery or business cards of any person, firm, or corporation (except RI and the member clubs of RI which may make such use of the emblem).

5) The Rotary emblem shall not be used by any person, firm or corporation as a trademark, nor shall the word "Rotary" be used as a trade name or brand or as descriptive of any article of merchandise. *(October 2015 Mtg., Bd. Dec. 37)*

Source: January 1956 Mtg., Bd. Dec. 94; *Amended by* November 2000 Mtg., Bd. Dec. 133; *Amended by* November 2007 Mtg., Bd. Dec. 32; October 2015 Mtg., Bd. Dec. 37

33.030. Use of Emblem

33.030.1. Rotary Emblem Specifications

The official emblem of RI is a gear wheel of six spokes or arms, 24 teeth or cogs and a keyway; one tooth is placed on the center line of each arm and three in between the center lines of arms. The wheel is designed in accordance with the proportions given in the table below. The two words "Rotary International" appear in depressed spaces in the rim. With the wheel standing on edge, the word "Rotary" appears in the depression at the top which occupies a space of about five teeth, and the word "International" appears in the depression at the bottom which occupies the space of about nine and one-half (9 1/2) teeth. On each side and between these two depressions are two other depressions without lettering. The space between any two of these four depressions is about two units in accordance with the proportions given below and the space between the depressions and either edge of the rim is one and one-half (1 1/2) units. The arms are tapered and elliptical in cross-section. When the wheel is standing on edge with the word "Rotary" at the top, the center lines of two opposing arms form a vertical diameter of the wheel, and bisect the keyway which has reached the highest point in its revolution. The sides of the teeth are slightly convexed outward, so that the space left between teeth is approximately mechanically correct. The proportions for the correct design are

Overall diameter 61 units
Center to base or root of teeth 26 units
Width of rim (inside edge to base of teeth) 8½ units
Hub diameter 12 units
Shaft diameter 7 units
Arms or Spokes
Width where they join the rim (sides projected) 5 units
Width at center of shaft (sides projected) 7 units

Vertical section of keyway
Width 1¾ units
Depth 7/8 units
Teeth or cogs
Width at base 4¼ units
Width at tip 2¼ units
Height 4½ units
Lettering
Width of depressed space 5½ units
Height of letters 4 units

It should be noted that in order to make the wheel more emblematic of service, a keyway has been added to the above description. In a one-dimensional reproduction, the hub of the gear wheel should be demarcated by a circle surrounding the keyway. If it is a three-dimensional reproduction, the hub should be raised. And furthermore, the position of the spokes has been established. For correct color reproductions of the Rotary emblem, current guidelines are found in the Brand Center at https://brandcenter.rotary.org and in "*Voice and Visual Identity Guidelines,"* which give further specifications for reproducing the Rotary emblem and guidelines for maintaining a standardized, coordinated identity for all Rotary materials (547A). *(May 2015 Mtg., Bd. Dec. 166)*

Source: January 1924 Mtg., Bd. Dec. VIII-(a); COL 80-102; November 2000 Mtg., Bd. Dec. 133; June 2001 Mtg., Bd. Dec. 380; *Amended by* November 2007 Mtg., Bd. Dec. 32; June 2013 Mtg., Bd. Dec. 242; May 2015 Mtg., Bd. Dec. 166

33.030.2. Authorized Use of the Rotary Emblem
The use of the Rotary Emblem is authorized

a) On all stationery and printed matter issued by RI or member clubs thereof

b) In the official Rotary flag

c) On badges, banners, decorations and printed matter of Rotary conventions and all other official Rotary functions, and on furniture or furnishings (including rugs and carpets) of RI or member clubs

d) On road signs of member Rotary club

e) As a lapel button to be worn by Rotarians

The following constitute improper usage:

a) As a trademark or special brand of merchandise

b) When used in combination with any other emblem or name, except in accordance with RI's sponsorship and cooperative relationship policies and under the provisions of RI's licensing system and RI's member benefit program

c) On business stationery or business cards of individual Rotarians

d) When used for any commercial purposes

The following use of the emblem, while not encouraged, is permissible: On articles for personal use of or greetings from Rotarians and their families.

The following use is discouraged: On doors or windows of Rotarians' business premises unless a Rotarian is a participant in RI's member benefit program and such use does not imply, directly or indirectly, an endorsement by Rotary International or a Rotary Entity. *(October 2014 Mtg., Bd. Dec. 60)*

Source: COL 80-102; June 2001 Mtg., Bd. Dec. 381 *Amended by* November 2007 Mtg., Bd. Dec. 32; October 2014 Mtg., Bd. Dec. 38; October 2014 Mtg., Bd. Dec. 60. *Affirmed* by February 2002 Mtg., Bd. Dec. 172

33.030.3. Use of Name and Emblem on Personal Cards and Stationery of Rotarians
Rotarians are encouraged to use the Rotary name and emblem on personal cards and stationery. (*June 2002 Mtg., Bd. Dec. 245)*

Source: February 2002 Mtg., Bd. Dec. 172

33.030.4. Use of Name and Emblem on Business Cards and Stationery of Rotarians
The Rotary emblem may not be included on the business stationery or business cards of individual Rotarians. *(June 1998 Mtg., Bd. Dec. 348)*

Source: COL 80-102; November 1996 Mtg., Bd. Dec. 69

33.030.5. Use of Distinctive Regalia to Indicate Position in Rotary
The use by Rotarians of distinctive badges, jewels, ribbons, etc., indicative of official position in Rotary is not in harmony with an organization of business and professional people and community leaders. Accordingly, the use of such regalia is disapproved except in those countries where local custom dictates otherwise, with the understanding that the simple and temporary nameplates and ribbon badges used at Rotary conventions and conferences are not included in this disapproval. *(June 2007 Mtg., Bd. Dec. 226)*

Source: April 1929 Mtg., Bd. Dec. IV(q); *Amended* by January 1956 Mtg., Bd. Dec. 98, June 2007 Mtg., Bd. Dec. 226

33.030.6. Use of the Rotary Emblem or other Rotary Marks by Rotary Entities
When used by itself, the word "Rotary" or the Rotary Emblem normally refers to the entire organization, Rotary International. It also means the ideals and principles of the organization. All club, district, multidistrict and other Rotary Entity activities, projects and organizations must include identifiers of the club, district, multidistrict group or other Rotary Entity when using the Rotary Emblem or other Rotary Marks. In limited instances and in RI's sole discretion, a geographic identifier may be used, provided it accurately represents the interests of each club in that area and appropriate approvals are sought from the district governors and/or the club presidents. Such identifier must be in close proximity to and in equal prominence with the Rotary Emblem or other of the Rotary Marks.

The Rotary Marks must always be reproduced in their entirety. No alterations, obstructions or modifications of the Rotary Marks are permitted. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem to be used only together with "Rotary" as part of the "digital and small

space signature lock-up" or with "Interact" or "Rotaract" as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with "Rotary," "Interact," or "Rotaract" in the simplified signature format.

For correct color reproductions of the Rotary emblem or other of the Rotary Marks, current guidelines are found in the Brand Center at https://brandcenter.rotary.org and in "*Voice and Visual Identity Guidelines,"* which give further specifications for reproducing the Rotary emblem and guidelines for maintaining a standardized, coordinated identity for all Rotary materials (547A). *(October 2015 Mtg., Bd. Dec. 37)*

Source: May 2000 Mtg., Bd. Dec. 399; *Amended by* June 2013 Mtg., Bd. Dec. 242; January 2015 Mtg., Bd. Dec. 117; May 2015 Mtg., Bd. Dec. 166; May 2015 Mtg., Bd. Dec. 195; July 2015 Mtg., Bd. Dec. 16; October 2015 Mtg., Bd. Dec. 37

33.030.7. Use of the Rotary Emblem with Program Emblems

The Rotary emblem may be incorporated in insignia which include names or other emblems descriptive of a Rotary program, provided that the insignia are under the exclusive control of the Board and that no such insignia will be used in a pin that can easily be mistaken for the RI emblem lapel pin reserved for Rotarians and honorary Rotarians.

All program logos currently used by RI and its Foundation, and all such logos deemed necessary in the future, should include the Rotary emblem.

The general secretary is authorized to approve, on behalf of the Board, specific insignia for Rotary-sponsored programs that incorporate the Rotary emblem for use by program participants, provided that such actions meet the requirements of the RI Constitution (article 13) and Bylaws. *(June 2013 Mtg., Bd. Dec. 196)*

Source: February 1984 Mtg., Bd. Dec. 332; October 1993 Mtg., Bd. Dec. 103; March 1994 Mtg., Bd. Dec. 205; *Amended by* June 2007 Mtg., Bd. Dec. 226; June 2013 Mtg., Bd. Dec. 196

33.030.8. Deviation from Official Emblem

No deviation from the official RI emblem shall be authorized. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem to be used only together with "Rotary" as part of the "digital and small space signature lock-up" or with "Interact" or "Rotaract" as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with "Rotary," "Interact," or "Rotaract" in the simplified signature format. *(May 2015 Mtg., Bd. Dec. 195)*

Source: June 1950 Mtg., Bd. Dec. 190; June 2013 Mtg., Bd. Dec. 242; May 2015 Mtg., Bd. Dec. 195

33.030.9. Symbolic Representations of Rotary

No statue, icon or other permanent symbolic representation purporting to express or interpret the spirit of Rotary shall be adopted, accepted, authorized or recognized. Only the established official emblem of Rotary International shall be recognized. All other efforts to express the spirit of Rotary in symbolism should be and are discouraged. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1921 Mtg., Bd. Dec. 5

33.030.10. Official Flag

The Official Flag of Rotary consists of a white field with the official emblem of the organization emblazoned in the center of the flag. The entire wheel should be of gold, with the four depressed spaces in the rim of royal blue. The words "Rotary" and "International" in the depressions should be of gold. The hub and the keyway white.

A Rotary club displaying this flag as a club flag may use in large blue letters above the wheel the words "Rotary Club" and below the wheel the names of the city and State [state], or province, or country. *(June 1998 Mtg., Bd. Dec. 348)*

Source: COL 80-102

33.030.11. Rotary Flag and Banners

The general secretary shall create and update from time to time, flag and banner prototypes that are in alignment with current brand guidelines to be used by the membership, in order to create a standardized, coordinated identity for all Rotary materials. (See "Voice and Visual Rotary Guidelines.") *(October 2015 Mtg., Bd. Dec. 84)*

Source: October 2015 Mtg., Bd. Dec. 84

33.030.12. Official Colors

The official colors of RI are royal blue and gold. *(Note: Gold can be represented as a metallic color or as a yellow. The following specific PMS colors are used when printing the Rotary Emblem and the Rotary Foundation logo: PMS 286 Blue; PMS 871 Metallic Gold or PMS 129U | 130C Yellow. (June 2013 Mtg., Bd. Dec. 242)*

Source: COL 80-102; *Amended by* November 2000 Mtg., Bd. Dec. 133; November 2007 Mtg., Bd. Dec. 32; June 2013 Mtg., Bd. Dec. 242

33.030.13. Commercialization of the RI Name and Emblem

Sponsorship and cooperative relationships and participation in RI's member benefit program are not commercialization of the RI emblem and other Rotary Marks. The second sentence of RI Bylaws section 18.020. is sequential to the first, and hence would not prohibit,

a) for sponsorship purposes, the use of the RI emblem and other Rotary Marks with the mark of another organization
b) for cooperative relationship purposes, the use of the RI emblem and other Rotary Marks with the mark of another organization
c) for the purposes of RI's member benefit program, the use of the RI emblem and other Rotary Marks with the mark of another organization

Each sponsorship relationship should terminate with the completion of the sponsored event.

Any contract with a sponsor or cooperating organization of RI or TRF or a participant in RI's member benefit program must contain restrictive language in concert with current Board policy regarding the use of the Rotary Marks. *(October 2014 Mtg., Bd. Dec. 60)*

Source: November 1995 Mtg., Bd. Dec. 74; February 1996 Mtg., Bd. Dec. 194; *Amended* by August 2000 Mtg., Bd. Dec. 64; October 2014 Mtg., Bd. Dec. 60. *Affirmed by* October 1998 Mtg., Bd. Dec. 85

33.030.14. The Rotary Marks in Combination with Other Marks for Commercial Purposes

Except as specifically allowed under RI's licensing system, and under RI's member benefit program or the provisions of RI's sponsorship and cooperative relationship policies, the use of the Rotary Marks in combination with any other name or emblem for any commercial purpose is not recognized by RI. None of the Rotary Marks may be combined with or incorporated into the logo or insignia of another organization or for any program not under the exclusive control of RI, no matter how worthy. *(October 2014 Mtg., Bd. Dec. 60)*

Source: July 1939 Mtg., Bd. Dec. 26; November 1995 Mtg., Bd. Dec. 74; *Amended by* November 2007 Mtg., Bd. Dec. 32. *See also* March 1994 Mtg., Bd. Dec. 205; February 1984 Mtg., Bd. Dec. 332; November 1996 Mtg., Bd. Dec. 69; October 2014 Mtg., Bd. Dec. 60

33.030.15. RI and TRF Guidelines for Use of the Rotary Marks by Sponsors and Cooperating Organizations

1. For the limited use granted herein, Rotary International (hereinafter "RI") (or The Rotary Foundation (hereinafter "TRF")) [strike out whichever does not apply] recognizes that [name of sponsor or cooperating organization] (hereinafter "Sponsor") may use the Rotary Marks, as defined below, in the following manner(s) and subject to the following provisions.

2. Sponsor recognizes that RI is the owner of numerous trademarks and service marks throughout the world, including, but not limited to, "Rotary," the Rotary emblem, "Rotary International," "RI," "Rotary Club," "The Rotarian," "The Rotary Foundation," the Rotary Foundation logo, "Rotarian," "Rotaract," "Rotaract Club," the Rotaract emblem, "Interact," "Interact Club," the Interact emblem, "Interactive," "Paul Harris Fellow," the image of Paul Harris, "PolioPlus," the PolioPlus logo, the convention logo, the Presidential Theme logos, "Service Above Self," among others (the "Rotary Marks").

3. Nothing in the limited use granted herein will constitute an assignment or license of any of the Rotary Marks by RI to Sponsor.

4. Sponsor recognizes that RI (or TRF) retains control over where recognition materials are allowed to be displayed in the various venues of RI authorized meetings, RI or TRF events or publicly displayed otherwise in connection with the sponsorship, partnership or alliance.

5. Sponsor recognizes that RI (or TRF) reserves the right to pre-approve publications and other media in which Sponsor wishes to advertise using the Rotary Marks, and to approve

all uses of the Rotary Marks in any materials connected with the sponsorship or partnership in any and all media, including, but not limited to, for publicity and promotional purposes. Sponsor further recognizes that each use contemplated herein will be subject to a pre-publication review and approval process by Rotary or Rotary's legal counsel. RI retains the sole right to specific denial or authorization of such use or, in the case of alteration (of copy or layout), to be mutually agreed upon by the parties.

6. Sponsor agrees that any use of its logo in any advertisement or promotional materials directly related to a sponsored Rotary event or project (including, but not limited to, recognition materials such as banners or signs) must be of equal or lesser unit size to the Rotary emblem (or other Rotary Marks, at the sole discretion of RI (or TRF)), unless the Rotary emblem or other Rotary Mark is part of a repetitive background screen. RI allows for overwriting of the Rotary emblem or other Rotary Mark (watermarked, printed, screened or embossed), provided the Rotary emblem or other Rotary Mark is not otherwise partially covered and/or obstructed. RI agrees that in cases where the sponsor might wish to highlight its role in sponsoring a Rotary event or project in conjunction with its regular advertising, the Rotary emblem may be smaller than the sponsor's logo.

7. Sponsor recognizes that, without altering the provisions set out in paragraph 6 above, the Rotary Marks may not be altered, modified or obstructed but must be reproduced in their entirety. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem to be used only together with "Rotary" as part of the "digital and small space signature lock-up" or with "Interact" or "Rotaract" as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with "Rotary," "Interact," or "Rotaract" in the simplified signature format.

There should be no overlap between Sponsor's logo and the Rotary emblem or other Rotary Mark; the two images should be clearly spaced so as to be two separate and distinct images.

8. For correct color reproductions of the Rotary emblem and other of the Rotary Marks, current guidelines are found in the Brand Center at https://brandcenter.rotary.org and in "*Voice and Visual Identity Guidelines,"* which give further specifications for reproducing the Rotary emblem and guidelines for maintaining a standardized, coordinated identity for all Rotary materials (547A).

9. Sponsor recognizes that the Rotary Marks may only be reproduced by a vendor authorized by RI to do so. Whenever possible, reproductions of the Rotary Marks should be done by an RI officially licensed vendor. If the desired goods are not reasonably available from a RI licensee, a release must be obtained from the RI Licensing Section.

10. If goods are being produced in connection with an alcohol industry sponsor, the Rotary emblem should not be included on the labels of the alcohol products. *(May 2015 Mtg., Bd. Dec. 195)*

Source: October 1998 Mtg., Bd. Dec. 86; *Amended by* August 2000 Mtg., Bd. Dec. 64; November 2000 Mtg., Bd. Dec. 133; November 2001 Mtg., Bd. Dec. 71; June 2002 Mtg., Bd. Dec. 245; November 2006 Mtg., Bd. Dec. 35; November 2007 Mtg., Bd. Dec. 32; January 2008 Mtg., Bd. Dec. 142; June 2010 Mtg., Bd. Dec. 182; January 2012 Mtg., Bd. Dec. 201; June 2013 Mtg., Bd. Dec. 242; May 2015 Mtg., Bd. Dec. 166; May 2015 Mtg., Bd. Dec. 195

33.030.16. Rotary Marks on Publications

It is improper for the Rotary Marks to be used on a pamphlet, on a website, or in any other promotional materials issued by anyone other than RI or another Rotary Entity, except in accordance with RI's sponsorship and cooperative relationship policies and under the provisions of RI's licensing system and RI's member benefit program. *(See Rotary Code of Policies* section 33.040.6.) *(October 2015 Mtg., Bd. Dec. 37)*

Source: June. 1930 Mtg., Bd. Dec. I; *Amended by* May 2003 Mtg., Bd. Dec. 324; November 2007 Mtg., Bd. Dec. 32; May 2011 Mtg., Bd. Dec. 202; October 2014 Mtg., Bd. Dec. 60; October 2015 Mtg., Bd. Dec. 37

33.030.17. Use of the Rotary Marks for Endorsement Purposes

It is not within the scope of RI or its member clubs to endorse programs or activities of any other organization. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1955 Mtg., Bd. Dec. 87; November 1996 Mtg., Bd. Dec. 69

Cross References

11.020.4. Guidelines for Rotary Clubs, Rotary Districts and Other Rotary Entities for Sponsorship or Cooperative Relationship Purposes
33.040.3. Use of Rotary Marks by RI Officers in Publications
33.040.4. Use of Rotary Marks on Websites of RI Officers
34.010. General RI Licensing Principles
36.010. Guidelines for Sponsorship of RI Meetings, Events, Projects and Programs
51.010.5. Use of Emblem in Magazine Advertising
52.020.1. Guidelines for Rotary Club, District, and other Rotary Entity Electronic Publications

33.040. Use of Name

When used by itself, the word "Rotary" normally refers to the entire organization, Rotary International. It also means the ideals and principles of the organization. Use of the word "Rotary," by itself, is limited to those uses approved in the constitutional documents or as authorized by the Board. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1928 Mtg. , November 1996 Mtg., Bd. Dec. 69. See also February 1996 Mtg., Bd. Dec. 198

33.040.1. Use of Name for Political Means

Clubs shall not use the Rotary name for the purpose of furthering political campaigns. Any use of Rotary fellowship to gain political advantage is foreign to the spirit of Rotary. *(June 1998 Mtg., Bd. Dec. 348)*

Source: February-March 1983 Mtg., Bd. Dec. 289

33.040.2. Use of Rotary Marks in Connection with Buildings and Other Permanent Structures

The use of the Rotary Marks without the further identifying language of the Rotary club, Rotary district or other Rotary Entity involved in connection with any project implies financial or moral RI obligation in connection with such project. Therefore, to avoid any future RI involvement, either directly or by implication, any Rotary club, Rotary district or other Rotary Entity which contemplates the construction or acquisition of a building or other permanent structure:

a) should ensure that neither the name of such venture nor any legal documents in connection therewith reference either the name, "Rotary," without the further identifying language of the Rotary club, Rotary district or other Rotary Entity involved or the name, "Rotary International."

b) should not affix any of the Rotary Marks thereto in any permanent manner, such as etching the Rotary name or emblem into the facade of a building or inlaying the Rotary name or emblem into a floor. The Board will not require the removal of any Rotary Marks which have been permanently affixed to a building prior to 2001 where the removal of such would cause permanent and irreparable damage to the building, and/or incur unreasonable costs to a Rotary club, Rotary district or other Rotary Entity. *(See Rotary Code of Policies* section 33.040.6.) *(July 2015 Mtg., Bd. Dec. 16)*

Source: July 1944 Mtg., Bd. Dec. 26; *Amended by* November 2001 Mtg., Bd. Dec. 68; May 2011 Mtg., Bd. Dec. 202; July 2015 Mtg., Bd. Dec. 16

33.040.3. Use of Rotary Marks by RI Officers in Publications

Incoming, current, and past officers of RI and those Rotarians appointed by the president or the Board to serve in various capacities are authorized to use the Rotary Marks in publications, printed or electronic, in connection with their roles as RI leaders. In each such instance, the use shall include a clear indication of the capacities in which they have served and the years of such service to RI. Rotary senior leaders may publish and sell books about their Rotary experiences without being licensed by RI, provided that all net proceeds from the book sales are donated to TRF and the book publisher is either licensed or released by RI to reproduce the Rotary Marks, with the approval of the general secretary. Each such publication shall include in a prominent location a statement that it is not an official publication of RI. *(January 2010 Mtg., Bd. Dec. 107)*

Source: October 2003 Mtg., Bd. Dec. 77; November 2009 Mtg., Bd. Dec. 48; *Amended by* January 2010 Mtg., Bd. Dec. 107

33.040.4. Use of Rotary Marks on Websites of RI Officers

Incoming, current, and past officers of RI and those Rotarians appointed by the president or the Board to serve in various capacities are authorized to use the Rotary Marks on websites developed in connection with their roles as RI leaders. In each such instance, the use shall include a clear indication of the capacities in which they have served and the years of such service to RI. Every consideration shall be made to ensure that it is clear that the website is that of the Rotarian and not a RI site, so as to avoid confusion among Rotarians and potential liability for RI. If necessary, the general secretary may require a disclaimer to be placed on such websites. Use of the Rotary Marks in domain names

should comply with Board policy set forth in section 52.020.1. *(October 2003 Mtg., Bd. Dec. 77)*

Source: October 2003 Mtg., Bd. Dec. 77

33.040.5. Use of Name "Rotary" in Connection with Club or District Foundations
A Rotary club or group of clubs may use the name "Rotary" in connection with club or district foundation activities, provided:

1. such use relates the activity to the club or clubs concerned and not to RI;

2. the word "international" is not used in connection with or in the name of a club or district foundation activity;

3. the name of the club or district foundation activity begins with the name of the club or the district designation;

4. the words "Rotary" and "foundation," when used in connection with a club or district foundation activity, be separated in the name of the activity;

The general secretary may act in behalf of the Board in authorizing Rotary clubs to use the name "Rotary" in incorporating club or district foundation activities in accordance with the foregoing. For the purposes of this section the definition of "incorporate" is the same as for incorporation of a club or district. *(November 2008 Mtg., Bd. Dec. 104)*

Source: May-June 1964 Mtg., Bd. Dec. 220; November 2008 Mtg., Bd. Dec. 104

33.040.6. Use of Name "Rotary," or other Rotary Marks by Rotary Entities
When used by itself, the word "Rotary" or the Rotary Emblem normally refers to the entire organization, Rotary International. It also means the ideals and principles of the organization. All club, district, multidistrict and other Rotary Entity activities, projects or organizations must include identifiers of the club, district, multidistrict group or other Rotary Entity when using the name "Rotary," or other Rotary Marks. In limited instances and in RI's sole discretion, a geographic identifier may be used, provided it accurately represents the interests of each club in that area and appropriate approvals are sought from the district governors and/or the club presidents. Such identifier must immediately follow or precede "Rotary." Such identifier must be in close proximity to and in equal prominence with the Rotary Emblem or other of the Rotary Marks.

The Rotary Marks must always be reproduced in their entirety. No abbreviations, prefixes or suffixes such as "Rota" are permitted, except for use in "Interota" for the periodic Interota meetings. No alterations, obstructions or modifications of the Rotary Marks are permitted. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem to be used only together with "Rotary" as part of the "digital and small space signature lock-up" or with "Interact" or "Rotaract" as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications

greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with "Rotary," "Interact," or "Rotaract" in the simplified signature format.

For correct color reproductions of the Rotary emblem and other of the Rotary Marks, current guidelines are found in the Brand Center at https://brandcenter.rotary.org and in "*Voice and Visual Identity Guidelines,"* which give further specifications for reproducing the Rotary emblem and guidelines for maintaining a standardized, coordinated identity for all Rotary materials (547A).

Rotary Entity activities, projects or organizations that are to include the name "Rotary," or other Rotary Marks without a further qualifier, must first seek an exception to policy from the Board. Rotarians coordinating existing activities, projects and organizations should review and make necessary changes consistent with this policy. *(October 2015 Mtg., Bd. Dec. 37)*

Source: February 1996 Mtg., Bd. Dec. 198; May 2000 Mtg., Bd. Dec. 399; *Amended by* May 2003 Mtg., Bd. Dec. 368; May 2011 Mtg., Bd. Dec. 202; June 2013 Mtg., Bd. Dec. 242; January 2015 Mtg., Bd. Dec. 117; May 2015 Mtg., Bd. Dec. 166; May 2015 Mtg., Bd. Dec. 195; July 2015 Mtg., Bd. Dec. 16; October 2015 Mtg., Bd. Dec. 37

33.040.7. Requests for Exception to Guidelines for Use of "Rotary" Name

When considering requests for exception to policy set forth in section 33.040.6., the Board may consider:

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

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

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

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

5. Whether the proposed non-compliant name in some other way accurately identifies the organizing group involved

6. Whether the proposed non-compliant name could create a likelihood of confusion with Rotary International or with any other Rotary Entity or with a project, activity or organization of Rotary International or any other Rotary Entity

7. Whether the organizing group is a recognized Rotary Entity

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

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

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

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

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

a. A Rotary club, Rotary district or group of Rotary clubs or Rotary districts is solely responsible for the governance of the project, activity or organization
b. This level of Rotary Entity governance must be demonstrated by the requesting group to the satisfaction of RI and may come in a number of different forms, including, but not limited to:
    i. the Rotary club, district or other Rotary Entity is responsible for the direct, daily operational administration and control of the project, activity or organization, including, but not limited to, review and approval of the budget, including the expenditures for any project, activity or organization, or
    ii. the Board of Directors or equivalent governing body of the project, activity or organization consists solely of every Rotary club President (or President's designate) or every Rotary district governor (or governor's designate) of all Rotary clubs or districts involved and/or present in the geographic region, and
    iii. such governing body shall have operational and administrative control, including, but not limited to, review and approval of the budget, including all expenditures for any programs or other endeavors and selection of the Rotary Entity's projects, activities or organizations.
c. Rotarian involvement and/or support in the form of monetary donations and/or volunteer time does not establish governance of the project, activity or organization, even if the support comes from every club in a district or from every district in a region and even if every club president or district governor in the applicable region supports the project, activity or organization.

An exception for use of the "Rotary" name does not also carry with it an exception to use the Rotary emblem or any other of the Rotary Marks.

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

Source: November 2008 Mtg., Bd. Dec. 46; *Amended by* October 2014 Mtg., Bd. Dec. 61; July 2015 Mtg., Bd. Dec. 16

33.040.8. Use of Word "Rotary" by Other Groups

Except as concerns groups organizing to form Rotary clubs under the direction of the governor, the use of the word "Rotary" by any group in such manner as to indicate or imply status as a Rotary club or as an affiliate of a Rotary club or of RI is not authorized and shall not be permitted. Therefore, the Board instructs the general secretary to take such steps as may be practicable or necessary to stop any such unauthorized use of the word "Rotary." *(October 2015 Mtg., Bd. Dec. 75)*

Source: January 1948 Mtg., Bd. Dec. 108; *Amended by* October 2015 Mtg., Bd. Dec. 75

33.040.9. Use of Name "Rotary " and Rotary Emblem by Former Rotarians

Except as concerns groups organizing to form Rotary clubs under the direction of the governor, the use of the word "Rotary" by any group in such manner as to indicate or imply status as a Rotary club or as an affiliate of a Rotary club or of RI is not authorized and shall not be permitted.

Inasmuch as the constitution and bylaws contain no provisions to cover the situation, it is manifestly impossible for the Board to recognize an organization of involuntary past Rotarians as a body having any connection with RI and particularly it is impossible for the Board to permit or encourage the use of any name by an organization which would indicate connection with RI which does not exist and cannot exist until such time as the constitution and bylaws of RI are amended so as to provide for it.

Notwithstanding its sympathetic understanding and appreciation of the interest and motives which may prompt former or involuntary past members of Rotary clubs to associate themselves in fellowship groups or other groups, the Board instructs the general secretary to call the foregoing policies to the attention of any group of former or involuntary past members of Rotary clubs, which may be making use of, or wish to use, the name "Rotary, " "Rotarians," and/or the Rotary emblem, advising that the group does not have official status and that its use of the Rotary name and/or emblem is not authorized and further, calling upon such group not to use or to discontinue immediately use of the name "Rotary," "Rotarians," and/or the Rotary emblem. *(October 2015 Mtg., Bd. Dec. 75)*

Source: June 1925 Mtg., Item IV(k); January 1948 Mtg., Item 108; January 1950 Mtg., Item 81; June 1962 Mtg., Bd. Dec. 27; May-June 1963 Mtg., Bd. Dec. 188; October 2015 Mtg., Bd. Dec. 75

33.040.10. Use of Rotary Name and Emblem by Other Organizations

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

Source: July 1939 Mtg., Bd. Dec. 26

33.040.11. National Designations for RI
No club or group of clubs should adopt and operate under any name other than that under which it or they are organized under the RI Constitution. Every district should use the name "Rotary International," thereby indicating the universality of the ideals, principles and objects of Rotary. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1934 Mtg., Bd. Dec. 201

33.040.12. Use of Name "Rotary" in Connection with Club Activities
Use of the word "Rotary" in connection with or in the name of an activity of a club or group of clubs must relate the activity directly to such club or group of clubs and neither directly or indirectly to Rotary International. Use of the word "Rotary" is not authorized in connection with or in the name of an activity that is not under full control of a Rotary club or group of Rotary clubs or in connection with or in the name of any organization, the membership of which includes non-Rotarian individuals or organizations. *(See Rotary Code of Policies* section 33.040.6.) *(July 2015 Mtg., Bd. Dec. 16)*

Source: March 1961 Mtg., Bd. Dec. 206; May 2011 Mtg., Bd. Dec. 202. *Affirmed by* June 2001 Mtg., Bd. Dec. 383

33.040.13. Use of the Word "Rotarian" in Club Publications
Clubs shall not use the word "Rotarian" as part of the name of the local club publication. *(May 2003 Mtg., Bd. Dec. 324)*

Source: COL 80-102

Cross References

21.020. Use of Name "Rotary" in Multidistrict Activities
52.020.1. Guidelines for Rotary Club, District, and other Rotary Entity Electronic Publications

33.050. Use of Stationery

33.050.1. Use of Official Stationery
All Rotary International business should be conducted on stationery bearing the name and emblem of the association. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May 1919 Mtg., Bd. Dec. 3

33.050.2. Use of Rotary Marks by RI Officers on Letterhead Stationery of RI and Other Organizations, or for Commercial Purposes
The use of the RI letterhead is restricted to incoming, current and past officers of RI, or those Rotarians appointed by the president or the Board to serve in various capacities, with the understanding that, as to such capacities as may be listed, the years of service to RI should be clearly indicated. RI letterhead may only be used for Rotary-related business. No incoming, current, or past RI officer nor any Rotarian appointed by the

president or the Board to serve in various capacities is authorized to use the Rotary Marks in conjunction with the trademarks or on the letterhead of any other organization or for any commercial purpose. *(October 2003 Mtg., Bd. Dec. 77)*

Source: November 1982 Mtg., Bd. Dec. 180; May 2003 Mtg., Bd. Dec. 325; October 2003 Mtg., Bd. Dec. 77

33.060. Program Emblems

33.060.1. Rotary Programs Logos

The general secretary shall create and update from time to time, logos and other indicia that are in alignment with current guidelines to be used for the various Rotary Programs, in order to create a standardized, coordinated identity for all Rotary materials. (See the RI Brand Center at https://brandcenter.rotary.org "*Voice and Visual Identity Guidelines*.") *(May 2015 Mtg., Bd. Dec. 166)*

Source: October 2013 Mtg., Bd. Dec. 63; *Amended by* May 2015 Mtg., Bd. Dec. 166

33.060.2. Use of Logo With RI or TRF Programs

The general secretary is, when reviewing future proposed logos for a program or activity of RI or its Foundation, to consider including the Rotary emblem in the logos if such can be done without lessening RI's legal trademark rights or creating a badge that could be understood to identify a non-Rotarian as a Rotarian. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1991 Mtg., Bd. Dec. 136

33.060.3. Rotary Program Logos and RI Emblem

The design of Rotary program logos that do not in some manner incorporate the RI emblem weakens and impedes the communication to the public of the association of Rotary with successful programs and projects. Therefore, all program logos currently in use by RI and its Foundation, and all such logos deemed necessary in the future, should include the Rotary emblem. The public relations value of incorporating the Rotary emblem with program logos of RI and its Foundation outweighs the possible mis-identification of a non-Rotarian as being a Rotarian. The annual theme logo shall be the Rotary wheel along with the annual theme. *(October 2015 Mtg., Bd. Dec. 37)*

Source: October 1993 Mtg., Bd. Dec. 103; January 2011 Mtg., Bd. Dec. 127; *Amended by* May 2011 Mtg., Bd. Dec. 178; October 2015 Mtg., Bd. Dec. 37

33.060.4. Interact and Rotaract Marks

The Interact and Rotaract Marks are for the exclusive use of the Interact and Rotaract clubs bearing those names and the members of those clubs:

a. When displayed by individual club members, the Interact and Rotaract emblems may be used without further information.

b. When the Interact and Rotaract emblem is used to represent an Interact or Rotaract club, the name of the club should appear with the emblem, as shown in the RI Brand Center at https://brandcenter.rotary.org and in "Voice and Visual Identity Guidelines."

"Interact," "Rotaract," the Interact emblem, and the Rotaract emblem must always be reproduced in their entirety. No alterations, obstructions or modifications of "Interact," "Rotaract," the Interact emblem, or the Rotaract emblem are permitted. No abbreviations, prefixes or suffixes such as "Rota" are permitted, except for use in "Interota" for the periodic Interota meetings.

The Interact emblem and the Rotaract emblem should be reproduced in the colors and manner shown in the RI Brand Center at https://brandcenter.rotary.org and in "Voice and Visual Identity Guidelines."

c. When the Interact or Rotaract emblem is used to represent district Interact or Rotaract activities the district number should appear with the emblem, as shown in the RI Brand Center at https://brandcenter.rotary.org and "Voice and Visual Identity Guidelines."

No publication may bear the Interact or Rotaract emblem without the name of the club or number of the district except those published by or under the authority of Rotary International for the use of Rotary, Interact or Rotaract clubs in establishing or carrying out the affairs of one of the sponsored clubs.

No other use of the Interact and Rotaract emblems is permitted by Rotary International which has legal control of all the Rotary Marks. *(October 2015 Mtg., Bd. Dec. 37)*

Source: June 1990 Mtg., Bd. Dec. 295; *Amended by* January 2010 Mtg., Bd. Dec. 117; October 2013 Mtg., Bd. Dec. 63; May 2015 Mtg., Bd. Dec. 166; October 2015 Mtg., Bd. Dec. 37

33.070. Reproduction of the 4-Way Test

All reproductions of The 4-Way Test should be in the following form:

THE 4-WAY TEST
Of the things we think, say or do

1) Is it the TRUTH?
2) Is it FAIR to all concerned?
3) Will it build GOODWILL and BETTER FRIENDSHIPS?
4) Will it be BENEFICIAL to all concerned?

The sole purpose of the reproduction should be the development and maintenance of high ethical standards in human relations. Any reproduction should not be a direct part of any advertisement intended to increase sales or profits. It may, however, be used in a letterhead or literature, if

done in a way to explain that a sincere attempt is being made to have all of the human relations of the firm, organization or institution conducted along the lines of the 4-Way Test. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1955 Mtg., Bd. Dec. 138. *See also* January 1943 Mtg., Bd. Dec. 142

33.080. Rotary Mottos

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

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

Cross References

41.010 Interact
41.020. Rotaract
41.020.6. Rotaract Motto

Article 34. Licensing

34.010. General RI Licensing Principles
34.020. Granting of an RI License
34.030. General Secretary's Responsibilities
34.040. Use of Rotary Marks by Rotarians
34.050. Specific Limitations on Use of Rotary Marks
34.060. Advertising and Marketing Limitations
34.070. Miscellaneous Licensing Matters

34.010. General RI Licensing Principles

Rotary International shall maintain a modern, effective multi-tier licensing system that will provide high quality products and service to Rotarians worldwide, protect the integrity and authorized use of its intellectual property, as well as increase royalty revenue for RI. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1993 Mtg., Bd. Dec. 56; November 1996 Mtg., Bd. Dec. 69

34.010.1. Reproduction of the Rotary Marks

When produced by licensees, the Rotary Marks must conform to the description, color and proportion specifications adopted by the Board. *(November 2000 Mtg., Bd. Dec. 133)*

Source: COL 80-102; January 1956 Mtg., Bd. Dec. 94; November 1996 Mtg., Bd. Dec. 69; *Amended by* November 2000 Mtg., Bd. Dec. 133

34.010.2. Prohibition Against Altering Rotary Marks

Note: "Rotary Marks" are any emblems or names registered and owned by Rotary International. (See Section 33.005.)

The Rotary Marks should not be altered, modified or obstructed in any way, or reproduced other than in their complete form. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem to be used only together with "Rotary" as part of the "digital and small space signature lock-up." The general secretary should strictly enforce the prohibition of licensing products that alter, modify or obstruct the Rotary Marks, including situations where the general secretary becomes aware of products that do not reproduce the Marks in their entirety. *(June 2013 Mtg., Bd. Dec. 242)*

Source: April 1929 Mtg., Bd. Dec. IV. q; January 1956 Mtg., Bd. Dec. 94; June 1996 Mtg., Bd. Dec. 297; November 1996 Mtg., Bd. Dec. 69; June 2013 Mtg., Bd. Dec. 242

34.010.3. Lapel Pins

RI licenses lapel pins that alter the RI emblem in the following approved manner: A precious stone at the hub and/or designations of office or membership categories may be added only for use by club members and only when specifically authorized and listed as licensed products in the license agreement. Such alterations shall be made so as not to deface the Rotary emblem or detract from its essential dignity. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May 1962 Mtg., Bd. Dec. 183; November 1996 Mtg., Bd. Dec. 69

34.010.4. Watches and Clocks

RI may license watches and clocks containing the Rotary emblem as the entire face of the watch or clock, provided that the keyway is accurately reproduced thereon, even though the watch or clock hands may cause minor obstructions of the emblem from time to time, and even if the hands originate from the center of the emblem, provided that the emblem, including the keyway, is otherwise reproduced in its entirety. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1996 Mtg., Bd. Dec. 69

34.010.5. Limitation on RI Merchandise Solicitation

Individuals or companies who are not licensed to sell merchandise bearing the Rotary Marks may not solicit districts, clubs or Rotarians to purchase merchandise bearing the Rotary Marks. Only vendors properly licensed by Rotary International may solicit districts, clubs or Rotarians to purchase merchandise bearing the Rotary Marks.

On occasion, Rotarians will need to produce customized merchandise bearing the Rotary Marks for a specific event or purpose. All Rotarians should always first seek out licensed Rotary vendors for such customized merchandise. In the event that such customized merchandise is not reasonably available from a RI Licensee at a competitive price, RI shall issue a one-time release to a non-licensed vendor, provided that those goods are subject to the equivalent review and pre-approval process as Licensed Products. In each case, the non-licensed vendor must obtain the specific approval of RI to use any of the Rotary Marks. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1995 Mtg., Bd. Dec. 239; November 1996 Mtg., Bd. Dec. 69; February 1998 Mtg., Bd. Dec. 252

34.010.6. Control of Piracy of RI's Intellectual Property

Rotary International will continue to enhance its efforts to control piracy of the Rotary Marks. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1993 Mtg., Bd. Dec. 56; November 1995 Mtg., Bd. Dec. 78; November 1996 Mtg., Bd. Dec. 69

Cross References

34.040.1. Districts and Clubs Purchasing Merchandise Bearing the Rotary Marks

34.020. Granting of an RI License

34.020.1. Licensee Types and Royalty Rates

Type 1

An entity which manufactures and/or sells merchandise bearing Rotary Marks *only* to other RI licensees or to Rotary International, and which is not interested in marketing licensed merchandise directly to the Rotarian Market or to the general public. A Type 1

licensee pays RI a 2% royalty on total gross sales, makes a one-time application fee of US$100, makes annual royalty payments and has no annual minimum royalty payment obligation.

Type 3
An entity which supplies fundraising programs/products. A Type 3 licensee pays RI a 5% royalty on total gross sales to the Rotarian Market, and a 2% royalty on total gross sales to other RI licensees. A Type 3 licensee makes a one-time application fee of US$1000, makes semiannual royalty payments and has an annual minimum royalty payment obligation of US$1000.

Type 4A
An entity which manufactures and/or sells an unlimited portfolio of merchandise bearing Rotary Marks and other goods to the Rotarian Market, other RI licensees and/or the general public. A Type 4A licensee pays RI a 10% royalty on total gross sales to the Rotarian Market and to the general public, and a 2% royalty on total gross sales to other RI licensees. A Type 4A licensee makes a one-time application fee of US$1000, makes semiannual royalty payments and has an annual minimum royalty payment obligation of US$1000.

Type 4B
An entity which manufactures and/or sells a limited portfolio of merchandise bearing Rotary Marks and other goods, not to exceed five products, to the Rotarian Market, other RI licensees and/or the general public. A Type 4B licensee pays RI a 10% royalty on total gross sales to the Rotarian Market and to the general public, and a 2% royalty on total gross sales to other RI licensees. A Type 4B licensee makes a reduced one-time application fee of US$250, makes semiannual royalty payments and has a reduced annual minimum royalty payment obligation of US$250.

Type 4C
A Rotary Entity that manufactures and/or sells a limited portfolio of merchandise bearing Rotary Marks and other goods, not to exceed five products, to the Rotarian Market, other RI licensees and/or the general public and donates 100% of the proceeds (as defined in the license agreement) from the sale of said merchandise to The Rotary Foundation or its Associate Foundations. A Type 4C licensee pays RI a reduced 1% royalty on total gross sales to the Rotarian Market, to the general public and/or to other RI licensees. A Type 4C licensee makes a reduced one-time application fee of US$250, makes semiannual royalty payments and has no annual minimum royalty payment obligation. Any royalty fees received by Rotary International from this license type shall be transferred to The Rotary Foundation Annual Fund.

(*See* Section 71.020.3. for additional policies regarding sales promoting the PolioPlus Campaign.)

Type 5
A large international entity with brand name recognition which manufactures and/or sells merchandise bearing Rotary Marks through retail outlets worldwide. A Type 5 licensee pays RI a 10% royalty on total gross sales to the Rotarian Market and the general public,

and a 2% royalty on total gross sales to other RI licensees. A Type 5 licensee makes a one-time application fee of US$2000, makes semiannual royalty payments and has an annual minimum royalty payment obligation of US$2000. *(June 2009 Mtg., Bd. Dec. 232)*

Source: February 1995 Mtg., Bd. Dec. 168; July 1995 Mtg., Bd. Dec. 25; February 1996 Mtg., Bd. Dec. 196; November 1996 Mtg., Bd. Dec. 69; *Amended by* June 2005 Mtg., Bd. Dec. 297; February 2007 Mtg., Bd. Dec. 157; June 2009 Mtg., Bd. Dec. 232

34.020.2. Criteria for Granting a RI License

The criteria which RI considers when granting/denying a RI license include, but are not limited to the following:

1. specifically approved merchandise (samples)
2. RI specific catalog
3. ready stock in a warehouse
4. fax and/or regular order number
5. customer service component
6. credit to clubs and governors
7. acceptance of credit cards
8. quality control by RI
9. merchandise guarantee by the licensee to the buyer
10. willingness to display and sell merchandise at RI meetings
11. financial stability
12. experience in the business
13. import/export capability
14. willingness to network with other licensees

The meeting of any or all of these standards does not guarantee a license from RI. RI maintains, in its sole discretion, the right to grant or deny any license application. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1996 Mtg., Bd. Dec. 69

34.020.3. Selection of Licensees Under RI's Licensing System

In granting licenses, RI will give preference to those entities which can support the overall goals of modernizing RI's licensing system. RI will use appropriate marketing techniques to encourage companies which can comply with RI licensing requirements to obtain licenses from RI. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1993 Mtg., Bd. Dec. 56; November 1996 Mtg., Bd. Dec. 69

34.030. General Secretary's Responsibilities

34.030.1. Assurance of Supplies to Rotarians

The general secretary should maintain appropriate sources of merchandise for clubs, districts and Rotarians. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1996 Mtg., Bd. Dec. 296; November 1996 Mtg., Bd. Dec. 69

34.030.2. Licensing Budgets and Targets
The general secretary shall set and monitor annual licensing targets and budgets, and make related regular reports to the Board. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1993 Mtg., Bd. Dec. 56; November 1996 Mtg., Bd. Dec. 69

34.030.3. Enforcement of Licensing Agreements
The general secretary shall enforce the minimum requirements of the RI licensing agreement, including royalty payments and reporting requirements. However, the general secretary shall allow licensees who have not been fulfilling requirements an opportunity to reconcile for past years before terminating such licenses. Where appropriate, the general secretary shall decline to enter into new agreements with licensees who are not in compliance with their existing agreements. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1993 Mtg., Bd. Dec. 56; June 1996 Mtg., Bd. Dec. 296; November 1996 Mtg., Bd. Dec. 69

34.030.4. Termination of Licensees For Non-Compliance with Agreements
The general secretary shall take all necessary action when dealing with licensees who have not complied with their agreement with RI, including, where appropriate, termination of existing agreements. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1996 Mtg., Bd. Dec. 296 ; November 1996 Mtg., Bd. Dec. 69. *See also* October 1993 Mtg., Bd. Dec. 56

34.030.5. Audits of Licensees
As necessary, the Secretariat staff is urged to vigorously pursue audits and the payment of unpaid royalties. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1995 Mtg., Bd. Dec. 246; November 1996 Mtg., Bd. Dec. 69

34.030.6. Licensee Presence at International Meetings
Where appropriate, the general secretary shall decline to enter into agreements with licensees for space at the International Assembly, International Convention and other relevant meetings, where such licensees are not in compliance with their agreements. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1996 Mtg., Bd. Dec. 296; November 1996 Mtg., Bd. Dec. 69

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

The general secretary also shall promote the purchase of merchandise bearing the Rotary Marks from official licensees through: *Rotary Leader*; the Rotary World Magazine Press; mailings to all clubs as part of RI's regular mailings; mailings to all incoming governors; and training at the International Assembly and PETS. (*June 2010 Mtg., Bd. Dec. 182)*

Source: June 1995 Mtg., Bd. Dec. 242; November 1996 Mtg., Bd. Dec. 69; *Amended by* June 1997 Mtg., Bd. Dec. 317; November 2006 Mtg., Bd. Dec. 35; June 2010 Mtg., Bd. Dec. 182

34.040. Use of the Rotary Marks by Rotarians

34.040.1. Districts and Clubs Purchasing Merchandise Bearing the Rotary Marks
All districts and clubs are encouraged to purchase merchandise bearing the Rotary Marks only from authorized licensees of RI. If the desired merchandise is not available from a licensee, specific approval must be sought from RI for the use of any Rotary Marks. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1994 Mtg., Bd. Dec. 65; June 1995 Mtg., Bd. Dec. 239; November 1996 Mtg., Bd. Dec. 69

34.040.2. Event Specific Uses of the Rotary Marks
Clubs and districts may sell merchandise bearing the Rotary Marks without a license when they are promoting club or district projects. Merchandise sold in conjunction with such special projects must include, in addition to one of the Rotary Marks, the club or district name, and reference the fundraising project and its duration or date. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1993 Mtg., Bd. Dec. 56 ; November 1996 Mtg., Bd. Dec. 69

34.040.3. Rotary Fellowships
Rotary Fellowships need not be licensed by RI for the sale of merchandise at the RI Convention, so long as the fellowship meets the following requirements:

a) The products sold by the fellowship shall either carry the fellowship logo, or be event-specific.

b) The fellowship shall submit a list of items and descriptions to the general secretary for review by 1 January and receive written approval before producing items for sale at the convention. Items that have not received express written approval from the general secretary cannot be sold at the convention.

c) The fellowship shall agree to purchase its goods from Official Licensees whenever reasonably available, or otherwise to get specific RI authorization, in accordance with Board policy.

d) Consistent with Board policy, the fellowship shall ensure that revenue gained from such sales will be to promote the activities of the fellowships and not be generated from a motive of profit. *(May 2012 Mtg., Bd. Dec. 277)*

Source: November 1995 Mtg., Bd. Dec. 79; November 1996 Mtg., Bd. Dec. 69; *Amended by* June 2001 Mtg., Bd. Dec. 394; January 2012 Mtg., Bd. Dec. 201; May 2012 Mtg., Bd. Dec. 277

34.040.4. Books by Rotary Senior Leaders
Rotary senior leaders may publish and sell books about their Rotary experiences without being licensed by RI, provided that all net proceeds from the book sales are donated to TRF and the book publisher is either licensed or released by RI to reproduce the Rotary Marks, with the approval of the general secretary. Each such publication shall include in

a prominent location a statement that it is not an official publication of RI. *(January 2010 Mtg., Bd. Dec. 107)*

Source: November 2009 Mtg., Bd. Dec. 48 *Amended by* January 2010 Mtg., Bd. Dec. 107

Cross References

34.010.5. Limitation on RI Merchandise Solicitation

34.050. Specific Limitations on Use of Rotary Marks

34.050.1. Accurate Reproduction of the Rotary Marks on Merchandise

Merchandise bearing the Rotary emblem and other Rotary Marks may be licensed or otherwise authorized regardless of size and in any medium, provided the Rotary emblem or other of the Rotary Marks can be accurately reproduced including, but not limited to, silk screening, embroidery, engraving, laser engraving, casting, printing, stamping, etc. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem to be used only together with "Rotary" as part of the "digital and small space signature lock-up" or with "Interact" or "Rotaract" as part of the digital and small space simplified signatures for the Programs logos. To accommodate the embroidery medium, the modified Rotary emblem may be used on licensed and other RI authorized articles of clothing in replications greater than 0.5 inches (1.27 cm) but only in sizes too small to accommodate accurate reproduction of the Rotary emblem, provided the modified Rotary emblem is always used together with "Rotary," "Interact," or "Rotaract" in the simplified signature format. *(May 2015 Mtg., Bd. Dec. 195)*

Source: November 2001 Mtg., Bd. Dec. 70; June 2013 Mtg., Bd. Dec. 242; May 2015 Mtg., Bd. Dec. 166; May 2015 Mtg., Bd. Dec. 195

34.050.2. Lapel Pins

Lapel pins may incorporate the design of the Rotary emblem with Rotary program indicia, so long as the pin cannot be mistaken for a Rotarian member badge. Lapel pins may be licensed regardless of size, as long as the RI emblem is correctly reproduced. *(October 2015 Mtg., Bd. Dec. 37)*

Source: February 1984 Mtg., Bd. Dec. 332; October 1993 Mtg., Bd. Dec. 103; March 1994 Mtg., Bd. Dec. 205; June 1996 Mtg., Bd. Dec. 298; November 1996 Mtg., Bd. Dec. 69; October 2015 Mtg., Bd. Dec. 37

34.050.3. Prohibition Against "Rotary" as a Brand Name

Except as permitted under RI's licensing procedures, none of the Rotary Marks may be used as trademarks or special brands of merchandise. *(June 1998 Mtg., Bd. Dec. 348)*

Source: COL 80-102; January 1956 Mtg. Bd. Dec. 94; November 1996 Mtg., Bd. Dec. 69

34.050.4. A Genuine Rotary Tartan

The tartan designed by the Rotary Club of Glasgow (Scotland) may be sold as A Genuine Rotary Tartan consistent with the principles governing RI's licensing system. The general secretary is authorized to enter into non-exclusive licensing agreements to manufacture, use, sell or market A Genuine Rotary Tartan consistent with RI's licensing practices. *(June 1998 Mtg., Bd. Dec. 348)*

Source: February 1995 Mtg., Bd. Dec. 153; November 1996 Mtg., Bd. Dec. 69

34.050.5. The Rotary Orchid

The orchid developed by the Singapore Botanic Gardens as "Dendrobrium Rotary International" shall be referred to, marketed, and sold as the "Rotary Orchid." *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1997 Mtg., Bd. Dec. 135

34.050.6. Licensing of Software

RI does not generally authorize the licensing of software or other materials based on RI and/or TRF materials. However, RI may license software in support of its social business strategy, which connects Rotarians around purpose-driven initiatives. *(October 2012 Mtg., Bd. Dec. 41)*

Source: March 1997 Mtg., Bd. Dec. 234. *See also* June 1996 Mtg., Bd. Dec. 299; November 1996 Mtg., Bd. Dec. 69; October 2012 Mtg., Bd. Dec. 41

34.050.7. Licensing of "Paul Harris" Items

Licensees are not authorized to sell recognition items using the likeness of Paul Harris or the terms "Paul Harris Fellow," "Rotary Foundation Sustaining Member" or "Benefactor." *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1996 Mtg., Bd. Dec. 69

34.050.8. Licensing of Services

RI does not generally license services. However, RI may license services in support of its social business strategy, which connects Rotarians around purpose-driven initiatives. *(October 2012 Mtg., Bd. Dec. 41)*

Source: November 1996 Mtg., Bd. Dec. 69; *Amended by* October 2012 Mtg., Bd. Dec. 41

34.050.9. Licensing of Alcoholic Beverages

RI does not license alcoholic beverages. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1996 Mtg., Bd. Dec. 69

Cross References

11.020.4. Guidelines for Rotary Clubs, Rotary Districts and Other Rotary Entities for Sponsorship or Cooperative Relationship Purposes
33.020. Permission to Use Rotary Marks
33.030.2. Authorized Use of the Rotary Emblem

33.030.13. Commercialization of the RI Name and Emblem
33.030.15. RI and TRF Guidelines for Use of the Rotary Marks by Sponsors and Cooperating Organizations
34.010. General RI Licensing Principles
36.010. Guidelines for Sponsorship of RI Meetings, Events, Projects and Programs

34.060. Advertising and Marketing Limitations

34.060.1. Advertising of Customized Merchandise
Vendors who seek to customize merchandise that is in competition with merchandise provided by official licensees must apply for a license from RI when seeking to sell such merchandise through advertising in the Rotary World Magazine Press. Alternatively, vendors seeking to advertise in the Rotary World Magazine Press to sell goods which may be customized and which may compete with officially licensed products shall be required to use the following disclaimer in any of their advertising: "Not licensed to reproduce the Rotary Marks," or other such disclaimer as the general secretary finds appropriate. The general secretary reserves the right to determine which advertisements shall require a disclaimer. *(June 2004 Mtg., Bd. Dec. 236)*

Source: November 1994 Mtg., Bd. Dec. 65; June 2004 Mtg., Bd. Dec. 236

Cross References

51.010.7. RI Cause-Related Marketing Policy

34.070. Miscellaneous Licensing Matters

34.070.1. Telephone Cards
In accordance with overall RI policy, RI does not license, or permit the Rotary Marks to be used on, telephone cards. *(May 2003 Mtg., Bd. Dec. 324)*

Source: November 1995 Mtg., Bd. Dec. 80; February 1996 Mtg., Bd. Dec. 158; *Amended by* May 2003 Mtg., Bd. Dec. 324

34.070.2. Affinity Credit Cards
In accordance with overall RI policy, RI does not license the use of the Rotary Marks on affinity cards.

The use of the Rotary Marks in any affinity card program by RI is prohibited without the prior approval of the general secretary. Only the general secretary is authorized to solicit proposals on behalf of the Board.

Prior to approval by the general secretary, all RI affinity card proposals must conform to the following guidelines:

a. RI approval of all means of solicitation including providing Rotarians the opportunity to request that they not be solicited for an affinity credit card

b. The affinity credit card interest rates must be competitive

c. After subtracting all expenses incurred by RI related to the affinity credit card program, all revenue received by RI from the program, except for revenue noted in point (d) below, shall be distributed to The Rotary Foundation

d. The US$75,000 amounts received for each 20,000 cards issued through the MasterCard sponsorship agreement shall be allocated to the RI Convention budget

e. RI pre-publication review and approval of any use of the Rotary name and emblem including the card design and all promotional materials associated with the program

f. Restrictions on use of RI's mailing list including that such a list must not be sold, rented or otherwise used by others without the permission of RI. *(May 2003 Mtg., Bd. Dec. 416)*

Source: June 1995 Mtg., Bd. Dec. 240; May 2000 Mtg., Bd. Dec. 400; *Amended* by May 2003 Mtg., Bd. Dec. 324; May 2003 Mtg., Bd. Dec. 416

34.070.3. Use of Rotary Name and Emblem on Vehicle License Plates

A Rotary club or district may collaborate with a government monopoly to offer a vehicle license plate bearing the Rotary name and emblem as a public relations and charitable fundraising mechanism, such project to be exempt from a licensing royalty obligation, provided the project meets the following criteria:

1) the plate must be issued by a government monopoly;

2) no commercial venture may be involved;

3) all governors within the designated area(s) must approve of the project;

4) the plate must meet all RI specifications regarding the reproduction of its intellectual property and a prototype of the plate must be submitted to the general secretary for approval; and

5) a revenue sharing formula should be developed, under the guidance of the general secretary, to ensure that the revenue from any fundraising aspect of such project shall benefit the clubs in the designated area(s) and The Rotary Foundation, subject to the approval of the governors in the designated area(s) and the general secretary. *(November 2000 Mtg., Bd. Dec. 131)*

Source: November 2000 Mtg., Bd. Dec. 131

34.070.4. Use of Rotary Marks on Postage Stamps, Postmarks and Related Postal Items

A Rotary club or district may collaborate with a government monopoly to offer a postage stamp, postal cancellation mark (postmark), or related postal item bearing the Rotary name and emblem as a public relations effort and, where appropriate, as a charitable fundraising mechanism. Such projects shall be exempt from a licensing royalty obligation, provided the project meets the following criteria:

1) the postage stamp, postmark, or related postal item must be issued by a government monopoly;

2) no commercial venture may be involved;

3) all governors within the designated area(s) must approve of the project;

4) the postal item must meet all RI specifications regarding the reproduction of its intellectual property and a prototype of the postal item and any promotional materials, such as the first day cover, must be submitted to the general secretary for review and approval;

5) a revenue sharing formula should be developed, under the guidance of the general secretary, to ensure that the revenue from any fundraising aspect of such project shall benefit the clubs in the designated area(s) and The Rotary Foundation, subject to the approval of the governors in the designated area(s) and the general secretary. *(November 2001 Mtg., Bd. Dec. 69)*

Source: November 2001 Mtg., Bd. Dec. 69

34.070.5. Information Cards

RI does not approve Information Cards for Rotary clubs, Rotary districts or other Rotary Entities or as licensed products (as defined in the RI license agreement) to be sold by RI licensees, whether or not they bear the Rotary Marks. *(February 1999 Mtg., Bd. Dec. 196)*

Source: October 1998 Mtg., Bd. Dec. 89. *Affirmed by* August 1999 Mtg., Bd. Dec. 60

Cross References

36.030.4. Inner Wheel

Article 35. Partnerships

35.010. General Guidelines
35.020. Strategic Partners
35.030. Resource Partners
35.040. Service Partners
35.050. Project Partners
35.060. Corporate Project
35.070. Representatives to Other Organizations
35.080. Invitations to Attend Meetings of Other Organizations
35.090. 16-Step Process for Formalizing Partnerships
35.100. Joint Committee on Partnerships

35.010. General Guidelines

Rotary International and The Rotary Foundation develop partnerships with other organizations that will increase our capacity to provide service. There are four types of partnerships: Strategic, Resource, Service, and Project. All potential partnerships must at a minimum do one or more of the following:

a) align with the strategic plan
b) address one or more areas of focus
c) provide opportunities for positive public image
d) attract new members, contributions, or project volunteers

Given the extreme variety among potential partners, these guidelines are not exhaustive. All potential partners shall enter into an agreement with RI/TRF, and the nature of each agreement may be different.

While Rotary and/or The Rotary Foundation may, from time to time, partner with organizations whose mission states or implies a religious orientation, results of such partnerships must not promote any particular religious entity, activity, or viewpoint. All proposed partnerships with an organization whose mission states or implies a religious orientation will be carefully researched by staff (including financial considerations and accountability), reviewed by a Foundation committee, and approved by the Trustees and the RI Board to ensure the proposed partnership is appropriate. Any such partnership is open to review and possible termination if analysis determines the collaboration to no longer be appropriate.

The Joint Committee on Partnerships, or in its absence the general secretary shall provide an annual report on all partnerships to the Board and the Trustees at their second meetings each year. *(October 2015 Mtg., Bd. Dec. 54)*

Source: September 2011 Mtg., Bd. Dec. 32; May 2014 Mtg., Bd. Dec. 136; *Amended by* October 2014 Mtg., Bd. Dec. 34; October 2015 Mtg., Bd. Dec. 54

35.010.1. Criteria for Evaluation

Reviews of partnership proposals should consider the following:

a) Mission, scope, geographic presence and status of potential partner, including compatibility with RI's diverse membership structure
b) The number of countries or regions the potential partner serves
c) Reputation of the potential partner in the Rotarian community and community at large
d) Success and financial health of the potential partner
e) Willingness of potential partner to make full and continuing financial and operational disclosures
f) The financial impact of the relationship on RI and TRF, including administrative costs
g) The potential of relationship to enhance RI's public image and recognition
h) The effect of the relationship on club or district projects
i) The effect of the relationship on RI/TRF programs
j) Level of participation offered by the potential strategic partner to clubs and districts and the number of Rotarians likely to participate
k) Disclosed conflicts of interest
l) Planned recognition for RI/TRF from the potential partner

RI/TRF shall not enter into partnerships with other organizations that:

a) Conflict with Rotary's values
b) Support the use of addictive or harmful products and activities
c) Promote a particular political or religious viewpoint through the partnership's activities and results
d) Discriminate based on race, ethnicity, age, gender, language, religion, political opinion, sexual orientation, national or social origin, property, or birth or other status (See Rotary Code section 4.010.1. for Rotary's Statement on Diversity.)

(May 2014 Mtg., Bd. Dec. 136)

Source: November 2007 Mtg., Bd. Dec. 70; September 2011 Mtg., Bd. Dec. 32; *Amended by* May 2014 Mtg., Bd. Dec. 136

35.010.2. Benefits Provided to Other Organizations

All partners are eligible for one or more of the following services on a graduated basis, with specific benefits defined in each agreement:

a) Promotion on the RI website and in the Rotary World Magazine Press
b) Information about the organization shared with Rotarians
c) Invitation to apply for booth space at the RI Convention, consistent with section 57.120.6. of the Rotary Code of Policies
d) Invitation to attend or participate in the RI Convention, based on established registration fees and guidelines
e) A license to use one or more of the Rotary Marks, consistent with section 33.030.15. of the Rotary Code of Policies and/or the terms of partner's license agreement with RI/TRF

RI/TRF will not provide partners with any of the following:

a) Membership or donor data
b) Support for fundraising initiatives of other organizations
c) An endorsement of the other organization or its programs
d) Guarantees or commitments on behalf of Rotary clubs or districts to participate or support the other organization or its programs. *(September 2011 Mtg., Bd. Dec. 32)*

Source: February 2007 Mtg., Bd. Dec. 158; *Amended by* September 2011 Mtg., Bd. Dec. 32

35.010.3. Contact with Other Organizations

No officer of Rotary International or The Rotary Foundation shall enter into any agreement on behalf of the organization unless approved by the appropriate authority and any non-approved agreement shall be null and void. The general secretary may assign responsibility for officers, staff, and other individuals to open discussions with other organizations.

The general secretary maintains a "no contact list" of individuals, foundations, corporations, governments and other entities with which Rotary International or its Foundation is working to develop relationships and obtain funding at an international level. No representative of any Rotary Entity other than Rotary International or its Foundation shall contact or solicit any organizations on the "no contact list" for the purpose of obtaining funds or cooperation for their projects. Written requests for exceptions to this policy must be submitted to the general secretary, who will consult with the RI president and Trustee chair as appropriate, before responding to the requestor.

This should not be construed as prohibiting clubs, districts and multidistrict groups from developing partnerships with local organizations. *(September 2011 Mtg., Bd. Dec. 32)*

Source: February 2007 Mtg., Bd. Dec. 158; September 2011 Mtg., Bd. Dec. 32

35.010.4. Use of RI Officers' Titles

No current or past officer of RI shall use or permit the publication of his or her title as such officer in connection with an official position or membership in any other organization, except with the consent of the RI Board. No current or past officer of TRF shall use or permit the publication of his or her title as such officer in connection with an official position or membership in any other organization, except with the consent of the Trustees. *(February 2007 Mtg., Bd. Dec. 158)*

Source: COL 80-102; February 2007 Mtg., Bd. Dec. 158. *Amended by* May 2003 Mtg., Bd. Dec. 325

35.010.5. Amendment of Guidelines

To ensure a unified approach by RI and TRF to contacts and partnerships with other organizations, this amendment and subsequent amendments to the guidelines for partnerships with other organizations as set forth in sections 35.010. through 35.050. of the Rotary Code of Policies and section 1.060. of The Rotary Foundation Code of Policies shall be effective only upon approval by both the Board of Directors of Rotary International and the Trustees of The Rotary Foundation. Such guidelines shall be included in both the Rotary Code of Policies and The Rotary Foundation Code of Policies. *(September 2011 Mtg., Bd. Dec. 32)*

Source: February 2007 Mtg., Bd. Dec. 158; *Amended by* September 2011 Mtg., Bd. Dec. 32

35.020. Strategic Partners

A strategic partnership is a formal relationship between Rotary International and/or The Rotary Foundation and another organization, such as a nongovernmental organization, government agency, corporation, or university, to facilitate Rotary club or district projects. Strategic partnerships are large scale, multi year relationships, and provide financial resources, technical expertise/resources, advocacy, or a combination thereof. *(September 2011 Mtg., Bd. Dec. 32)*

Source: September 2011 Mtg., Bd. Dec. 32

35.020.1. Strategic Partner Proposals

The general secretary is authorized to solicit potential strategic partners. Proposals must relate specifically to either the areas of focus or the RI Strategic Plan. *(September 2011 Mtg., Bd. Dec. 32)*

Source: September 2011 Mtg., Bd. Dec. 32

35.020.2. Review and Approval of New Strategic Partners

Proposals for new strategic partners must be approved by both the RI Board of Directors and The Rotary Foundation Trustees, or by the executive committees of both Boards acting on their behalf. *(September 2011 Mtg., Bd. Dec. 32)*

Source: September 2011 Mtg., Bd. Dec. 32

35.030. Resource Partners

A resource partnership is available as recognition to organizations (nongovernmental organization, government agency, corporation, or university) that provide resources, including financial, in-kind, human, and technical resources, to support Rotary club or district projects or events through either Rotary International or The Rotary Foundation. Organizations may make contributions without seeking status as a resource partner. *(October 2015 Mtg., Bd. Dec. 54)*

Source: September 2011 Mtg., Bd. Dec. 32; *Amended by* October 2015 Mtg., Bd. Dec. 54

35.030.1. Resource Partner Proposals

The general secretary is authorized to solicit other organizations that would have the capacity and interest to be resource partners for either Rotary International or The Rotary Foundation. The general secretary will provide regular updates to the Board and Trustees on these efforts. *(October 2015 Mtg., Bd. Dec. 54)*

Source: September 2011 Mtg., Bd. Dec. 32; *Amended by* October 2015 Mtg., Bd. Dec. 54

35.030.2. Review and Approval of Resource Partners

Proposals for resource partners must be approved by the executive committees of both the RI Board of Directors and The Rotary Foundation Trustees. *(October 2015 Mtg., Bd. Dec. 54)*

Source: September 2011 Mtg., Bd. Dec. 32; *Amended by* October 2015 Mtg., Bd. Dec. 54

35.040. Service Partners

A service partnership is a formal relationship between Rotary International and/or The Rotary Foundation and another organization, such as a nongovernmental organization, government agency, corporation, or university, to provide opportunities or expertise to enhance Rotary club or district projects. Service partnerships are flexible, scalable, and may range from small to large in scope, and from short to long term in duration. Service partner activities will be promoted to clubs and districts, with a focus on local implementation. *(September 2011 Mtg., Bd. Dec. 32)*

Source: September 2011 Mtg., Bd. Dec. 32

35.040.1. Service Partner Proposals

The general secretary is authorized to solicit new service partners to support Rotary club or district projects in one or more of the avenues of service or the areas of focus. The general secretary is authorized to contact other organizations who have the potential to be service partners. *(September 2011 Mtg., Bd. Dec. 32)*

Source: September 2011 Mtg., Bd. Dec. 32

35.040.2. Review and Approval of Service Partners

The general secretary is authorized to review and approve service partners on behalf of the RI Board and The Rotary Foundation Trustees for terms of one year or less after conferring with the members of the Joint Committee on Partnerships, or any successor committee then acting in a similar capacity. Service partnerships that will extend beyond one year are renewable, with the approval of both the RI Board of Directors and The Rotary Foundation Trustees, or by the executive committees of both Boards acting on their behalf. *(May 2014 Mtg., Bd. Dec. 136)*

Source: September 2011 Mtg., Bd. Dec. 32; *Amended by* May 2014 Mtg., Bd. Dec. 136

35.050. Project Partners

A project partnership is special status available to organizations affiliated with a Rotary entity, usually an independent nongovernmental organization started or managed by Rotary clubs, districts, or Rotarians. Project partner activities will be promoted to clubs and districts through a dedicated page on the RI website. *(September 2011 Mtg., Bd. Dec. 32)*

Source: September 2011 Mtg., Bd. Dec. 32

35.050.1. Project Partner Proposals

The general secretary is authorized to solicit other organizations that would have the capacity and interest to be project partners for either Rotary International or The Rotary Foundation. Project partner proposals that seek financial contributions from Rotarians must include a significant service component. *(September 2011 Mtg., Bd. Dec. 32)*

Source: September 2011 Mtg., Bd. Dec. 32

35.050.2. Review and Approval of Project Partners
The general secretary may grant project partner status to other organizations. Project partners that will seek financial contributions from Rotarians must be approved by both the RI Board of Directors and The Rotary Foundation Trustees. Any solicitation by clubs or districts on behalf of project partners shall comply with Rotary's circularization policy. *(September 2011 Mtg., Bd. Dec. 32)*

Source: September 2011 Mtg., Bd. Dec. 32

35.050.3. Use of the Project Partner Logo
An official project partner logo has been developed by the general secretary for use by project partners under license from RI. *(September 2011 Mtg., Bd. Dec. 32)*

Source: September 2011 Mtg., Bd. Dec. 32

35.060. Corporate Project

A corporate project is defined as a project undertaken by Rotary International and its Foundation, and approved by the Council on Legislation, in which all clubs worldwide are encouraged to participate. As outlined in section 40.040.1. of the Rotary Code of Policies and section 11.030. of The Rotary Foundation Code of Policies, no new corporate projects will be considered until the PolioPlus program is completed. *(September 2011 Mtg., Bd. Dec. 32)*

Source: February 2007 Mtg., Bd. Dec. 158; *Amended by* June 2007 Mtg., Bd. Dec. 226

35.070. Representatives to Other Organizations

The president, in consultation with the Trustee chairman as appropriate, may appoint an experienced Rotarian to act as a representative to organizations with which RI or TRF have cooperative relationships.

Representatives shall serve for the term of the relationship or a maximum of three years, renewable for a further three years.

Representatives will act as liaison between the cooperative organization, the president, the Trustee chairman and the general secretary, attending meetings as requested, monitoring progress on the relationship and communicating with the cooperating organization on policy, programs and activities of RI and TRF relevant to the cooperative relationship.

Representatives shall receive initial orientation and ongoing briefings as necessary to fulfill their responsibilities.

Expenses shall be reimbursed to the extent of approved budgeted amounts and in accordance with RI policy.

The president, in consultation with the Trustee chairman as appropriate, may remove a representative at any time. *(February 2007 Mtg., Bd. Dec. 158)*

Source: February 2007 Mtg., Bd. Dec. 158

35.080. Invitations to Attend Meetings of Other Organizations

The general secretary shall respond to invitations for RI or TRF to attend meetings of other organizations in the following manner:

1) Evaluate the meetings in terms of both potential program information and Rotary visibility

2) Identify Rotarians -- such as general officers, members of RI committees, as well as other Rotary leaders -- who both live in or near the meeting city and who are knowledgeable about Rotary activities relating to the subject of the meeting and to include this information in the database being developed for the president, president-elect, president nominee, TRF chairman, and TRF chairman-elect

3) Following consultation with the president and/or TRF chairman (as appropriate), invite the selected Rotarians to attend the meeting and to:

a. act as observers, collecting and recording information pertinent to Rotary, unless invited in a specific capacity as a speaker, panelist or to collect an award on behalf of RI or TRF as otherwise instructed
b. make written reports, after the meeting, to the president or TRF chairman, who through the general secretary will relay them to relevant committee chairs
c. be reimbursed for expenses, if any, in connection with their attendance at meetings as outlined in the invitation letter. *(January 2011 Mtg., Bd. Dec. 137)*

Source: October 1993 Mtg., Bd. Dec. 98; *Amended by* February 2007 Mtg., Bd. Dec. 158; June 2007 Mtg., Bd. Dec. 280; January 2011 Mtg., Bd. Dec. 137

35.090. 16-Step Process for Formalizing Partnerships

Step 1: Identify needs within each Area of Focus.

Step 2: Build pool of potential strategic partners within each Area of Focus.

Step 3: Perform initial due diligence and research on organizations appearing to provide a good fit for Rotary (1–2 weeks).

Step 4: For "Pass" organizations, initiate contact, if communication not already initiated by the other organization, Rotarians or Trustees (1–3 months).

Step 5: Conduct in-depth due diligence and analysis of organization and potential for partnership (1 month).

Step 6: Explore Partnership Opportunities (2–3 months).

Step 7: Arrange Trustee Site visit to negotiate parameters of relationship and packaged grants (1–2 months).

Step 8: Present the results of the site visit to staff review team for review (1 month).

Step 9: Seek endorsement by Joint Committee on Partnerships for recommendations to Trustees and RI Board.

Step 10: Secure Trustee and RI Board approval of organization and strategic partnership concept (2–3 months).

Step 11: Prepare draft memorandum of understanding and finalize negotiations with partner (2–4 months).

Step 12: Concurrent with step 10, prepare web and strategic partnership application materials (1–2 months).

Step 13: Communicate and promote relationship (1–2 months).

Step 14: Implement the scope of work outlined in the memorandum of understanding.

Step 15: Monitor, evaluate, and adjust.

Step 16: Renew or end relationship. *(January 2015 Mtg., Bd. Dec. 117)*

Source: October 2014 Mtg., Bd. Dec. 64

35.100. Joint Committee on Partnerships

The Joint Committee on Partnerships shall comprise seven to nine members, including one trustee, one director, two past or current trustees or directors, and five individuals who have not served as either trustee or director. The current and past directors and trustees will be appointed for one-year terms and the five other members will be appointed for three-year, staggered terms.

Appointment of all members, including the chair, and the vice chair of the committee, will be made jointly by the trustee chair and the RI president for the year in which the committee will function. Members may be reappointed.

The five members to serve on the committee, who are not current or past directors or trustees, shall have the following attributes:

1) Demonstrated interest in Rotary;
2) Extensive knowledge of international development issues;
3) Experience in developing and working with partner organizations;
4) Ability to network and to identify and cultivate significant partners for Rotary;
5) Willingness to commit time and effort to Rotary, including participation in committee meetings. (*May 2015 Mtg., Bd. Dec. 166)*

Source: October 2014 Mtg., Bd. Dec. 34

Article 36. RI Guidelines for Sponsorship and Cooperation

36.010. Guidelines for Sponsorship of RI Meetings, Events, Projects and Programs
36.020. Cooperation with United Nations
36.030. Cooperation with Other Organizations and Groups

36.010. Guidelines for Sponsorship of RI Meetings, Events, Projects and Programs

The Board, acknowledging that RI meetings, events, projects and programs are supported in part through sponsorships by business entities and governmental agencies, has adopted the following terms for acceptance of sponsorship of RI meetings, events, projects and programs:

1. Sponsorships are relationships with other organizations which benefit RI, TRF, and Rotary projects(s) and Rotary program(s), in image-enhancing, promotional, monetary or other ways. Club and district events, such as conferences, PETS, etc., should be permitted to accept sponsorships; however the Council on Legislation is not an acceptable sponsorship venue. Each sponsorship relationship should terminate either within a defined period of time or with the completion of the sponsored event. It is important to maintain the appropriate level of decorum at any Rotary event.

2. RI will not accept a sponsorship that:

a. Conflicts with Rotary's ethical and humanitarian values
b. Supports the use of addictive or harmful products and activities
c. Promotes a particular political or religious viewpoint through the partnership's activities and results
d. Discriminates based on race, ethnicity, color age, gender, language, religion, political opinion, sexual orientation, national or social origin, property, or birth or other status (See Rotary Code section 4.010.1. for Rotary's Statement on Diversity.)
e. Weakens the autonomy, independence, reputation, or financial integrity of Rotary International, The Rotary Foundation, or the specific Rotary club, district or other Rotary Entity

3. Cultural and legal variances in business practices among nations should be identified and honored whenever possible in matters of RI meeting, event, project and program sponsorship. In realization that business practices are not universal, ethical guidelines appropriate to a given culture should be developed, published, and applied by those responsible for the solicitation and/or acceptance of RI meetings, events, projects or programs-related sponsorship.

4. Any sponsorship must comply with relevant laws.

5. Any sponsorship revenue or donations-in-kind (the value thereof, see paragraph 7, below) received will be subject to the terms of any agreement between RI and any local organizing entity.

6. Sponsorships that would appear in revenue projections for RI meetings, events, projects or programs of necessity shall be guaranteed in writing by the intended sponsor. Moreover, such written intent shall clearly state what, if anything, the sponsor expects in return for its assistance.

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

8. Recognition for sponsorships shall occur--primarily during the actual meeting, event, project or program--in the form of published attribution and acknowledgment of thanks, verbal expression of gratitude, signage anywhere within meeting facilities, and to the extent that the planning committee for that meeting, event, project or program finds acceptable. In no instance, shall a sponsor name be included in the name, title or logo of any meeting, event, project or program. Sponsors of specific events or projects of Rotary may be identified in the following manner "[Rotary event or project name] presented by [sponsor's name]".

9. All sponsorship proposals, whether obtained by RI or by a local organizing entity, shall require the approval of the general secretary in consultation with the president. Such approval shall include but not be limited to the following aspects of each sponsorship proposal:

a) appropriateness of the sponsor;
b) nature of the sponsorship plan;
c) extent of the sponsorship relationship;
d) share of the sponsorship revenue between RI and any local organizing entity;
e) nature of the sponsorship recognition.

10. "Official Sponsorship Designations": The general secretary will review applications and bids for companies that will be designated "official." For example, an "official" air carrier, and where appropriate, an "official" rental car company and other services, may receive a similar designation. Competitive firms are sought for the designations, and proposals are obtained and analyzed by the general secretary. For the air carrier, the general secretary considers not only the fare proposed but also the capacity of the carrier, the complimentary tickets and freight offered to RI.

The selection of "official" service firms should be recommended by the general secretary's staff assigned to convention activities and approved by the general secretary and the president who will preside over the convention. Transparency in the bid process is important.

11. "Exclusive Sponsorship Categories": Unless permission from RI is sought and obtained in advance of any solicitation on the part of a local organizing entity, RI reserves exclusive rights to solicit and accept sponsorships with airline companies and banking/financial institutions, due to RI's long term agreements and relationships with such entities.

12. First aid/medical sponsorships: The specifics and details involved with a medical/first aid sponsor must be approved by the general secretary, in consultation with the president, at least three months before the meeting, event, project, or program to ensure that the sponsoring organization can comply with RI's contractual requirements, including but not limited to insurance and indemnification requirements. First aid/medical sponsors sent to the general secretary later than three months before the meeting, event, project, or program will not be considered.

13. Internet sponsorships: The specifics and details involved with an internet sponsor must be approved by the general secretary, in consultation with the president, at least three months before the meeting, event, project, or program to ensure that the sponsoring organization can provide

the internet services RI requires at its events and also comply with RI's contractual requirements, including but not limited to insurance and indemnification requirements. Internet sponsors sent to the general secretary later than three months before the meeting, event, project or program will not be considered.

14. Each RI sponsorship relationship should terminate either within a defined period of time or with the completion of the sponsored meeting, event, project or program.

15. Except by Board authorization, individual member data must not be used for sponsorship purposes and must stay within the control of RI. However, any determination to allow access to individual member data must respect the individual rights of Rotarians, including relevant legal restrictions. All sponsorships must follow the Rotary Privacy Statement (Rotary Code section 26.100.)

16. All uses of the Rotary Marks for the sponsorship purposes contemplated herein must be governed by the "RI and TRF Guidelines for Use of the Rotary Marks by Sponsors and Cooperating Organizations" (Rotary Code Section 33.030.15.). A copy of these Guidelines must be attached to and incorporated in any contract entered into between RI or any local organizing entity and any Sponsor. *(May 2014 Mtg., Bd. Dec. 136)*

Source: October 1998 Mtg., Bd. Dec. 86; November 2007 Mtg., Bd. Dec. 70; November 2008 Mtg., Bd. Dec. 81. *Amended by* February 1999 Mtg., Bd. Dec. 237; August 2000 Mtg., Bd. Dec. 64; November 2001 Mtg., Bd. Dec. 71; February 2002 Mtg., Bd. Dec. 213; January 2012 Mtg., Bd. Dec. 201; October 2013 Mtg., Bd. Dec. 52; May 2014 Mtg., Bd. Dec. 136

Cross References

11.020.4. Guidelines for Rotary Clubs, Rotary Districts and Other Rotary Entities for Sponsorship or Cooperative Relationship Purposes
33.030.15. RI and TRF Guidelines for Use of the Rotary Marks by Sponsors and Cooperating Organizations
35.010.1. Criteria for Evaluation of Partnership Proposals
69.060.1. Contributions to and Support For Other Organizations

36.020. Cooperation with United Nations

Rotary International holds the highest (Category 1) consultative status with the Economic and Social Council of the United Nations.

36.020.1. Rotary and The United Nations

Rotarians are encouraged to acquaint themselves with the activities of the United Nations directed to the advancement of world peace. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1952 Mtg., Bd. Dec. 98; June 1982 Mtg., Bd. Dec. 393

36.020.2. Membership in UN and its Agencies

RI shall not take membership in any of the organizations related to the United Nations or its specialized agencies. *(June 1998 Mtg., Bd. Dec. 348)*

Source: July 1948 Mtg., Bd. Dec. 28

36.020.3. Support For RI Principal and Alternate Representatives to UN

RI principal and alternate representatives to the three UN offices should have the best possible orientation and support which should include, at a minimum, basic tools such as business cards and stationery. RI shall provide annual reimbursement of their allowable expenses upon receipt of appropriate invoices. *(June 2007 Mtg., Bd. Dec. 278)*

Source: November 1990 Mtg., Bd. Dec. 138; *Amended by* June 2007 Mtg., Bd. Dec. 278

36.020.4. Orientation For RI Representative to UN

The official RI representative should receive extensive and continuing orientation and guidance by visits to RI world headquarters in Evanston and participation in such meetings as the International Assembly and/or convention, when invited by the president, and should work in cooperation with the staff person responsible for the UN relations (including non-government organizations) in Evanston to establish operational procedures, reporting mechanisms and identification of opportunities for RI to advance its programs and increase its visibility at the UN and its agencies as a world-class service organization which, in turn, will enhance Rotary's image with governments, world leaders, and the general public. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1992 Mtg., Bd. Dec. 350; March 1993 Mtg., Bd. Dec. 196

36.020.5. Terms of Reference for RI Representatives to UN

Principal representatives shall be experienced Rotarians who have interest and expertise in the organization(s) to which they are assigned and who shall live in proximity to these organizations' offices.

At the request of the president, principal representatives shall serve for at least three years and shall receive initial and ongoing orientation and training as to their responsibilities; the operations of their assigned organization(s) or agency(ies) and the policies, programs and activities of RI and its Foundation.

Principal representatives shall provide regular reports to the general secretary regarding attendance at meetings, achievement of RI program and public relations objectives, and opportunities for enhancing RI visibility through their assigned organization(s) or agency(ies) and contacts with other Non-Governmental Organizations (NGOs).

Representatives shall monitor their assigned organization(s) or agency(ies) and other NGOs, relaying to RI those matters which relate to RI's missions and activities. Representatives shall not have the authority to make or change RI policy and programs, but should communicate established policy, programs and activities as reflected in official Rotary material or as developed and approved by the Board, the president or the general secretary.

Within the framework of an approved budget, representatives shall conduct activities to further communication between RI and their assigned organization(s) or agency(ies). These activities must be authorized by the president and coordinated by the general secretary. *(June 1998 Mtg., Bd. Dec. 348)*

Source: March 1994 Mtg., Bd. Dec. 201

36.020.6. Terms of Reference for Alternate RI Representatives to UN
Alternative representatives shall be experienced Rotarians who have interest in and expertise about the organization to which they are assigned and who live in proximity to that organization's offices.

At the request of the president, alternative representatives may be appointed in both New York and Geneva for terms of at least three years on a staggered basis consistent with the appointment of principal representatives, and shall receive initial and ongoing orientation and training as to their responsibilities.

If asked to serve, alternate representatives may receive direction from the principal representatives and should provide regular reports to them regarding attendance at meetings, achievement of RI program and public relations objectives, and opportunities for enhancing RI visibility through the UN system and contacts with other NGOs. Alternate representatives shall not have the authority to make or change RI policy and programs, but should communicate established policy, programs and activities as reflected in official Rotary material or as developed and approved by the Board, the president, or the general secretary. *(February 1999 Mtg., Bd. Dec. 196)*

Source: March 1994 Mtg., Bd. Dec. 201; *Amended by* October 1998 Mtg., Bd. Dec. 140

36.020.7. Volunteer Representatives to UN
The president shall appoint suitable volunteer representatives to UN agencies in other locations. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1991 Mtg., Bd. Dec. 140

36.020.8. Publicity for Cooperation With UN
The general secretary shall arrange for periodic publication of articles in the Rotary World Magazine Press on the UN, its agencies, and the work of RI's UN representatives. *(November 2002 Mtg., Bd. Dec. 145)*

Source: November 1990 Mtg., Bd. Dec. 138

36.020.9. Club Cooperation With UN
All clubs should explore every opportunity for cooperation with local units of the United Nations Associations and at local offices of the United Nations and affiliated agencies, provided that such does not contravene RI's Constitution and Bylaws. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1991 Mtg., Bd. Dec. 140

36.030. Cooperation with Other Organizations and Groups

36.030.1. RI Representatives to the United Nations and Other Organizations
The system of RI representatives to the United Nations community and to non-governmental organizations includes the following organizations:

1) United Nations Headquarters, New York
2) United Nations Office, Geneva, Switzerland
3) United Nations Office, Vienna, Austria
4) Council of Europe (COE), Strasbourg, France
5) UN Educational, Scientific, and Cultural Organization (UNESCO), Paris, France
6) UN Human Settlements Programme (UN-HABITAT), Nairobi, Kenya
7) UN Environment Programme (UNEP), Nairobi, Kenya
8) UN Food and Agricultural Organization (FAO), Rome, Italy
9) UN World Food Program (WFP), Rome, Italy
10) World Bank, Washington, D.C.
11) Organization of American States (OAS), Washington, D.C.
12) Organization of African Unity (AU), Addis Ababa, Ethiopia
13) International Organization of the Francophonie (IOF), Paris, France
14) UN Economic Commission for Europe (ECE), Geneva, Switzerland
15) UN Economic Commission for Latin America and the Caribbean (ECLAC), Santiago, Chile
16) UN Economic and Social Commission for Western Asia (ESCWA), Beirut, Lebanon
17) UN Economic and Social Commission for Asia and the Pacific (ESCAP), Bangkok, Thailand
18) UN Economic Commission for Africa (ECA), Addid Ababa, Ethiopia
19) UN International Fund for Agricultural Development, Rome, Italy
20) European Union
21) League of Arab States
22) Commonwealth of Nations
23) Organization for Economic Cooperation and Development (OECD)

The president should consider appointing qualified Rotarians to serve as representatives to these organizations in accordance with the guidelines established by the Board in section 35.070. of this Code.

RI representatives to other organizations should have the best possible orientation and support which should include, at a minimum, basic tools such as business cards and stationery. RI shall provide annual reimbursement of their allowable expenses upon receipt of appropriate invoices.

The RI president may appoint Rotaractors to serve as youth representatives, where appropriate. *(January 2013 Mtg., Bd. Dec. 140)*

Source: March 1997 Mtg., Bd. Dec. 243; June 2007 Mtg., Bd. Dec. 278; *Amended by* November 2007 Mtg., Bd. Dec. 118; January 2008 Mtg., Bd. Dec. 142; October 2012 Mtg., Bd. Dec. 124; January 2013 Mtg., Bd. Dec. 140

36.030.2. Dean of the RI Representative Network

The dean of the RI representative network is the identified leader and expert for RI's representatives to the United Nations and other organizations. The dean acts both as adviser to the representatives and advocate for the United Nations and other organizations to the greater Rotary world.

The RI president shall appoint the dean annually. Candidates for this position will be limited to existing RI representatives to the United Nations and other organizations.

The general secretary shall support the dean in conjunction with the RI representatives to the United Nations and other organizations and shall budget accordingly for related travel expenses associated with this position. *(June 2013 Mtg., Bd. Dec. 196)*

Source: January 2013 Mtg., Bd. Dec. 175; *Amended by* June 2013 Mtg., Bd. Dec. 196

36.030.3. Council of Europe

In its consultative status with the Council on Europe, Rotary International is not to be interpreted as endorsing a particular regional structure or plan, but rather as pursuing its goal of advancing international understanding, goodwill and peace.

As appropriate, the president shall appoint a past governor or higher ranking Rotarian to serve as RI representative to the Council of Europe, reporting through either the UN liaison advisory committee, an equivalent committee or the general secretary. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1992 Mtg., Bd. Dec. 97

36.030.4. Inner Wheel

Although RI and Inner Wheel share some of the same service goals, they are separate organizations and have no official affiliation.

The general secretary shall maintain an agreement with International Inner Wheel concerning its emblem, consistent with RI's obligation to protect and preserve the RI emblem. *(September 2011 Mtg., Bd. Dec. 34)*

Source: July 1991 Mtg., Bd. Dec. 54; May 2000 Mtg., Bd. Dec. 410; September 2011 Mtg., Bd. Dec. 34

36.030.5. PROBUS Clubs

Rotary clubs may, at no cost to RI, organize and support PROBUS clubs as a worthwhile community service activity. PROBUS is not a program of Rotary International. As appropriate, the general secretary shall share information about PROBUS clubs with Rotary clubs through existing RI publications. The general secretary shall refer clubs interested in sponsoring PROBUS clubs to the PROBUS center in their area. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May 1989 Mtg., Bd. Dec. 326; March 1992 Mtg., Bd. Dec. 221; March 1994 Mtg., Bd. Dec. 171; November 1996 Mtg., Bd. Dec. 103

36.030.6. Groups of Former Rotarians

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

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

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

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

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

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

f. The purposes of the group shall be to develop acquaintance and fellowship among its members and to provide opportunities for participation in service activities, and its program and activities shall be consistent with such purposes.

g. The group shall not take corporate action or give corporate expression of opinion on political subjects or on the organization, administration and functioning of RI or its member clubs.

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

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

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

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

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

Source: May 1965 Mtg., Bd. Dec. 247

Article 37. Territorial, Regional and Sectional Groupings

37.010. Territorial Units-RIBI
37.020. Limitations on Administrative Units
37.030. Intercountry Committees Guidelines

37.010. Territorial Units-RIBI

37.010.1. Relationship Between RI and RIBI
RI fully recognizes and respects the integrity of the resolution of the 1927 Convention that authorizes RIBI to operate as the sole territorial unit form of administration within RI, and will continue to do so unless requested by the General Council of RIBI or a majority of the member clubs of Great Britain and Ireland to dissolve or modify the territorial unit of RIBI.

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

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

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

37.010.3. RIBI Officers' Attendance at International Assembly and Convention
Officers and officers-nominee of RIBI are authorized to attend the International Assembly and Convention as official participants, at no expense to RI. *(January 2011 Mtg., Bd. Dec. 117)*

Source: November 1984 Mtg., Bd. Dec. 60; *Amended by* January 2011 Mtg., Bd. Dec. 117. *Affirmed by* March 1992 Mtg., Bd. Dec. 218

37.020. Limitations on Administrative Units
It is not in the best interest of RI to consider any future or additional form of administrative structure or specific geographic areas of the world that would be parallel to or similar to the RIBI territorial unit. *(June 1998 Mtg., Bd. Dec. 348)*

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

37.030. Intercountry Committees Guidelines
Intercountry committees promote contact between districts and clubs in two or more countries and increase fellowship and intercultural understanding among the people of various nations. Rotarians are encouraged to create new intercountry committees to foster stronger ties between Rotarians, clubs, and districts from different countries and establish networks across borders, continents, and oceans. Intercountry committees should be promoted at RI, district and club meetings. *(June 2007 Mtg., Bd. Dec. 281)*

Source: June 2007 Mtg., Bd. Dec. 281

37.030.1. Mission of Intercountry Committees

The mission of an intercountry committee is to build a force that will encourage Rotarians to visit each other's countries and homes, to strengthen friendships and projects so formed by encouraging clubs and districts to connect with clubs and districts in other countries, and to contribute to world peace.

Recommended activities:

- sponsor new Rotary clubs
- develop a sister or twin club network between participating countries
- conduct Friendship Exchanges between the two countries
- initiate or carry out International Service projects
- initiate or carry out Vocational Service projects *(September 2011 Mtg., Bd. Dec. 34)*

Source: June 2007 Mtg., Bd. Dec. 281; *Amended by* September 2011 Mtg., Bd. Dec. 34

37.030.2. Establishing an Intercountry Committee

Intercountry committees should involve districts in two or more countries and act only in an advisory capacity to the governors. Qualified Rotarians in each interested country should form a planning committee to establish an intercountry committee. The responsibilities of the planning committee include inviting district governors from each district in the country to participate, identifying potential projects, and organizing a planning meeting. After the planning committee has completed these tasks, a national section should be developed in each participating country with the approval of the national coordinator and at least one district governor. The name of an intercountry committee shall be taken from the names of the participating countries. *(June 2007 Mtg., Bd. Dec. 281)*

Source: June 1970 Mtg., Bd. Dec. 192; June 1994 Mtg., Bd. Dec. 248; *Amended by* June 2007 Mtg., Bd. Dec. 281

37.030.3. National Sections

An intercountry committee is comprised of the national sections that represent the districts in each participating country. National sections coordinate the activities and projects of the intercountry committee within one country. Representatives from each national section should meet during a general assembly to be held once a year, alternating from country to country. Leadership of the intercountry committee should rotate among the national section chairs on an annual basis. National sections must abide by the rules governing organizations in their country and should have officers including a chair, secretary, and treasurer. The chair of national sections should serve for three years.

While only districts may form and join intercountry committees, individual Rotarians, their spouses, Rotaractors, and Rotary clubs may participate in their activities. *(May 2015 Mtg., Bd. Dec. 178)*

Source: June 1994 Mtg., Bd. Dec. 248; *Amended* by June 2007 Mtg., Bd. Dec. 281; May 2015 Mtg., Bd. Dec. 178

37.030.4. National Section Chair

The national section chair must be a Rotarian, preferably a past district governor, and shall be selected by the governor or group of governors representing the districts located in that country. In an advisory role to participating districts, the national section chair should assist the governor(s) in supervising and promoting the activity and projects of the committee, including the arrangement of contacts between clubs and districts in the partner countries. The national section chair appointment term should be three years to ensure continuity in the work of the intercountry committees. *(May 2015 Mtg., Bd. Dec. 178)*

Source: June 2007 Mtg., Bd. Dec. 281; *Amended by* May 2015 Mtg., Bd. Dec. 178

37.030.5. National Coordinator

In countries that participate in more than one intercountry committee, a national coordinator should be appointed to oversee these activities and the individual national section chairs. The national coordinator collects reports from each national section chair in the country to forward the executive council each year. The national coordinator must be a Rotarian, preferably a past district governor, and shall be selected by the governor or group of governors representing the districts located in that country. The national coordinator appointment term should be three years to ensure continuity in the work of the intercountry committees. *(May 2015 Mtg., Bd. Dec. 178)*

Source: June 1994 Mtg., Bd. Dec. 248; *Amended by* June 2007 Mtg., Bd. Dec. 281; May 2015 Mtg., Bd. Dec. 178

37.030.6. Relationships with Districts

Intercountry committees shall function under the direction and with the close cooperation of the respective governors. Districts participating in intercountry committees should appoint a Rotarian to serve as the district liaison to the national section chair. *(June 2007 Mtg., Bd. Dec. 281)*

Source: June 2007 Mtg., Bd. Dec. 281

37.030.7. Finances

Intercountry committees shall function without financial support from Rotary International. Modest fees may be collected from participating districts to cover operating costs of the intercountry committee. Participating districts should fund the costs of national sections and intercountry committee activities in their district. *(June 2007 Mtg., Bd. Dec. 281)*

Source: January 1938 Mtg., Bd. Dec. 105; *Amended by* June 2007 Mtg., Bd. Dec. 281

37.030.8. Executive Council

An executive council is comprised of national coordinators representing each country that participates in intercountry committees. The president, two vice-presidents, secretary and treasurer of the executive council should be elected by the national coordinator members. The president of the executive councils serves a three year term. The president of the executive council serves as the liaison between intercountry committees and Rotary

International and should submit an annual report to RI in July each year that provides contact information for national coordinators, a list of participating districts in each national section, and a summary of major projects and activities. *(June 2007 Mtg., Bd. Dec. 281)*

Source: June 2007 Mtg., Bd. Dec. 281

37.030.9. Relationship with Rotary International

The organization and functioning of intercountry committees is the independent activity of individual districts and is not a part of the program of RI. Clubs and districts are encouraged to use established intercountry committee relationships to enhance their participation in Rotary Foundation programs, especially in the development of grants.

Activities of and information about intercountry committees will be published on the RI website and in the Rotary World Magazine Press. *(May 2015 Mtg., Bd. Dec. 178)*

Source: January 1938 Mtg., Bd. Dec. 105; *Amended by* June 2007 Mtg., Bd. Dec. 281; September 2011 Mtg., Bd. Dec. 90; May 2015 Mtg., Bd. Dec. 178

CHAPTER V

PROGRAMS

Articles

40. General Provisions
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Article 40. General Provisions

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40.010. Program Terminology

The following terminology and definitions shall be used for RI Programs:

Special Program of RI - PolioPlus is a special program of Rotary International and has highest priority over all other programs until the certification of eradication is achieved.

Structured Programs – organized activities recommended by the RI Board for clubs and districts that include a recommended framework and guidelines;

Global Networking Groups – groups of individual Rotarians organized to focus on shared topics of interest on an international basis.

The following are recognized as *Structured Programs*:

Interact
Rotaract
Rotary Community Corps
Rotary Friendship Exchange
Rotary Youth Leadership Awards
Youth Exchange *(September 2011 Mtg., Bd. Dec. 34)*

Source: August 1999 Mtg., Bd. Dec. 61; May 2000 Mtg., Bd. Dec. 406; June 2005 Mtg., Bd. Dec. 302; *Amended by* June 2001 Mtg., Bd. Dec. 394; November 2008 Mtg., Bd. Dec. 58; September 2011 Mtg., Bd. Dec. 34

40.020. Program Evaluations

All Rotary structured programs should be evaluated on a regular basis by the general secretary. *(November 2008 Mtg., Bd. Dec. 58)*

Source: March 1993 Mtg., Bd. Dec. 187; August 1999 Mtg., Bd. Dec. 61; *Amended by* November 2008 Mtg., Bd. Dec. 58. *Affirmed by* May 2000 Mtg., Bd. Dec. 404

40.020.1. Plan for Evaluation of RI Structured Programs

Evaluation Cycle: Continuous

Evaluation Criteria: Surveys drafted for the evaluation of RI structured programs can draw from the following as appropriate:

a) number of clubs and districts (and individual Rotarians, if appropriate) participating in the program on a country, regional and worldwide basis;

b) involvement of cooperating non-Rotary organizations;

c) amount of funds expended at the club and district levels to participate in a program, to include restricted Rotary Foundation contributions, District Designated Fund (DDF) allocations

d) the cost to Rotary International to support the program (including staff)

e) the appropriateness and effectiveness of RI policies and procedures to support clubs and districts participating in the program

f) the value and effectiveness of promotional and informational materials produced by RI for the program

g) identification of the RI programs and/or Rotary Foundation programs that are most important to clubs and districts and are achieving the highest participation levels

h) Rotarians' perception of the program's relevance to their communities' needs

i) reporting of public relations opportunities - how and if news of Rotary club and district projects was shared with the public through the media

j) membership development opportunities: Were new members recruited as a result of non-Rotarian participation in a program?

k) identification of local challenges to the successful implementation of a program *(November 2008 Mtg., Bd. Dec. 58)*

Source: May 2000 Mtg., Bd. Dec. 404; *Amended by* November 2008 Mtg., Bd. Dec. 58

40.030. New RI Structured Programs

As a general guideline, the Board shall adopt a new RI structured program only when:

a) the new program aligns with Rotary's vision and current strategic plan
b) an existing program of similar cost has been eliminated or reduced
c) the president and president-elect have been able, as desired and appropriate, to consult one or more RI committees to evaluate and develop program proposals
d) the president and president-elect agree on its need and commit themselves to fully supporting it
e) the board has identified tangible expected results with defined measures of success along with a period of time (e.g. 2-3 years) to review actual results to expected results
f) the general secretary has submitted a complete program prospectus which specifies the new program's purpose and effect and indicates what is required to launch it successfully
g) there is sufficient time for adequate planning and preparation before the new program's implementation
h) there is sufficient staff and financial support for the first few years of the program
i) it is adopted initially as a three-year pilot program, after which the general secretary shall submit a detailed evaluation of the program to the Board, which shall then decide whether to make it a regular RI program. *(October 2015 Mtg., Bd. Dec. 50)*

Source: June 1992 Mtg., Bd. Dec. 337; August 1999 Mtg., Bd. Dec. 61; October 2015 Mtg., Bd. Dec. 50

40.030.1. Feasibility Study for New Structured Programs

Before any new structured program is adopted by the Board, the needs and desires of the Rotary world and the financial and staff feasibility for that proposed program should first be assessed by the Board. Other considerations should be the contribution of the program to fulfilling the objective of Rotary along with the vision and goals of Rotary's current strategic plan, the duties added by the program to the job of the governor, its relationship to established RI programs, possibilities for adaptation of the program in various parts of the Rotary world, the degree to which it involves personal participation by club members and plans for its future expansion, consolidation, or termination. *(October 2015 Mtg., Bd. Dec. 50)*

Source: January 1969 Mtg., Bd. Dec. 142; March 1993 Mtg., Bd. Dec. 187; August 1999 Mtg., Bd. Dec. 61; October 2015 Mtg., Bd. Dec. 50

40.040. RI Projects

The purpose of Rotary is most effectively expressed through the activities of individual clubs and Rotarians covering the various avenues of Rotary service, determined by each club in consideration of its own abilities and resources and the interests of its members and particular needs and opportunities for service. However, from time to time, it is appropriate for RI, as an association of clubs, to promulgate programs or projects which help to advance the Object of Rotary and which would benefit from the collective effort of those clubs and individual Rotarians who wish to participate. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May 1979 Mtg., Bd. Dec. 345

40.040.1. New RI Projects

Until the PolioPlus program has been successfully completed, no other International program will be considered. *(June 1998 Mtg., Bd. Dec. 348)*

Source: July 1997 Mtg., Bd. Dec. 36

40.050. Development of Service Projects

Rotary clubs and districts should consider the following when developing service projects:

a) The five Avenues of Service
b) The presidential citation program and emphases
c) The RI Strategic Plan and specific service areas identified by the Board
d) The mission of The Rotary Foundation, and its associated areas of focus
e) Community needs assessments *(June 2010 Mtg., Bd. Dec. 223)*

Source: November 2008 Mtg., Bd. Dec. 58; *Amended by* June 2010 Mtg., Bd. Dec. 223

40.060. Service in Youth Service Programs

The Object of Rotary is based on the ideal of service and should be incorporated into youth service activities. Clubs and districts are encouraged to include a service dimension in all youth programs where appropriate in the development of leadership skills, team-building skills, tolerance, and commitment to social responsibility, and to instill a lifelong dedication to service in young people. *(June 2013 Mtg., Bd. Dec. 196)*

Source: January 2012 Mtg., Bd. Dec. 186; *Amended by* June 2013 Mtg., Bd. Dec. 196

40.070. Family and Community

Rotarians, clubs and districts worldwide are encouraged to demonstrate their commitment to family and community through projects, activities and events. *(October 2014 Mtg., Bd. Dec. 81)*

Source: November 1995 Mtg., Bd. Dec. 94. *Amended by* November 1999 Mtg., Bd. Dec. 172; July 2003 Mtg., Bd. Dec. 20; October 2014 Mtg., Bd. Dec. 81

40.080. World Understanding and Peace Day

The anniversary of the first Rotary club meeting, 23 February, is observed as World Understanding and Peace Day. On that day, each club should give special recognition and emphasis to Rotary's commitment to international understanding, friendship and peace. *(June 1998 Mtg., Bd. Dec. 348)*

Source: July 1983 Mtg., Bd. Dec. 47; July 1985 Mtg., Bd. Dec. 31

40.090. Rotary Alumni

40.090.1. Definition of Rotary Alumni

Rotary alumni are valued members of the Rotary family. They are distinguished by their shared Rotary values and past participation in Rotary programs. Rotary alumni are

individuals who have experienced Rotary through various programs, including, but not limited to:

- Interact
- Rotaract
- Rotary Youth Exchange
- Rotary Youth Leadership Awards (RYLA)
- Rotary Peace Fellowships
- Global Grant Scholarships
- Vocational training teams (members and leaders)
- District Grant Scholarships
- New Generations Service Exchange
- Rotary Foundation awards to individuals in former TRF programs, such as:
  - Ambassadorial Scholarships
  - Grants for University Teachers
  - Group Study Exchange
  - Rotary Volunteers

(October 2014 Mtg., Bd. Dec. 38)

Source: January 2014 Mtg., Bd. Dec. 89

40.100. Rotary Alumni Relations Activities

40.100.1. Sponsoring District Alumni Relations Activities

Sponsoring districts are encouraged to consider the following actions to enhance relationships with Rotary Alumni in their districts and to help achieve the intended objectives of the programs in which they participated:

a) formally greet all Rotary Alumni upon their return home;

b) ensure that Rotary Alumni complete required presentations primarily in the sponsoring district, as required by their program's guidelines;

c) encourage Rotary Alumni to join a Rotary Alumni Association, or establish one if one does not already exist in their geographic area;

d) encourage Rotary Alumni to participate in Rotary projects;

e) arrange for articles on Rotary Alumni activities in appropriate publications;

f) invite Rotary Alumni to the district conference;

g) invite Rotary Alumni to annual dinners or other functions;

h) organize regular reunions of Rotary Alumni;

i) keep Rotary Alumni records current;

j) consider Rotary Alumni as potential Rotary members;

k) invite Rotary Alumni to contribute to the Foundation as appropriate;

l) invite Rotary Alumni to participate in the recruitment and selection processes for outbound program participants;

m) ask Rotary Alumni to participate in orientation programs for outbound program participants in the district;

n) encourage invitations to Rotary Alumni to attend or participate as speakers at special district and club functions. *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

40.100.2. Report on Rotary Alumni Relations Activities

The general secretary is requested to provide an annual report on alumni relations activities to the RI Board and the Rotary Foundation Trustees. *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

40.100.3. Alumni Involvement in the Family of Rotary International

Rotary Alumni should be included in the definition of the Family of Rotary at all levels, in order to keep them connected to the organization. *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

40.110. Rotary Alumni Network

Mission: To engage and energize involvement in Rotary programs and activities by Rotary program participants, Rotary Alumni, and volunteers, ensuring a mutually beneficial and enduring relationship with Rotary International and The Rotary Foundation.

Goals:

1) To assist Rotary International and The Rotary Foundation by encouraging support for their programs and by promoting interest and involvement in Rotary activities by Rotary Alumni, volunteers, and friends.

2) To promote opportunities for program participants, Rotary Alumni, and volunteers to participate in Rotary activities and to offer opportunities for them to be involved in the Family of Rotary and to connect with each other through this participation.

3) To help Rotary International and The Rotary Foundation to stay connected with Rotary Alumni and volunteers and to reconnect with any Rotary Alumni or volunteers who are not currently active in the Family of Rotary.

4) To provide leadership for annual meetings of program participants, Rotary Alumni, volunteers, and friends in conjunction with the international conventions for several purposes:

a. To meet Rotary leaders
b. To keep up to date about Rotary
c. To facilitate networking
d. To engage and energize program participants, Rotary Alumni and volunteers, particularly those who live in the vicinity of the conventions
e. To encourage Rotary Alumni to revisit their host areas in the vicinity of the conventions
f. To promote the formation of district and other Rotary Alumni associations
g. To celebrate the success of Rotary programs.

5) To assist in the assembling and streamlining of directory information for Rotary Alumni and volunteers at both the international and district levels.

6) To assist Rotary International and The Rotary Foundation in gathering quantitative and qualitative outcomes from Rotary Alumni that can be used to promote Rotary programs both internally and externally. *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

40.110.1. Rotary Alumni Associations

A Rotary Alumni Association is a group united to pursue service and fellowship. The primary purpose of an alumni association shall be to further friendship, fellowship, and service for those who share a common tie to Rotary International and The Rotary Foundation. Rotary Alumni associations must be self-sustaining financially, administratively, and otherwise.

The following are endorsed purposes to be served by Rotary Alumni associations:

a) To be a potential source of members for Rotary clubs
b) To provide support for Rotary programs, such as to orient and counsel outbound or returning program participants, to help with community service projects or initiate such projects as appropriate
c) To provide presentations and programs for Rotary clubs and districts, as well as relevant non-Rotary groups within their communities
d) To assist in creating and sustaining international good will
e) To be a potential source of financial support for Rotary programs
f) To engender a sense of pride in and identification with an outstanding group of men and women. *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

40.110.2. Criteria for Charter of a Rotary Alumni Association and Terms of Rotary Alumni Associations

The general secretary has authority to recognize Rotary Alumni associations. Rotary Alumni association activities must be conducted independently of RI/TRF, but must be in

harmony with RI/TRF policy, including those concerning the use of the Rotary Marks as set forth in the Rotary Code of Policies Article 33. Rotary Alumni Associations may not be formed or used to promote or participate in religious or political beliefs or activities, subjects that negatively affect health or safety, or subjects that are not in accord with the Object of Rotary or the overall policy and program of RI/TRF.

Applications for new Rotary Alumni associations shall be reviewed by the general secretary.

To be recognized as a chartered Rotary Alumni association under the Rotary Alumni network, an alumni association must:

1) Be a group of program participants, Rotary Alumni, and volunteers
2) Be organized in accordance with RI/TRF policy
3) Complete a Rotary Alumni association charter application form, with appropriate signatures as found on the application form, for review by the general secretary
4) Comply with RI policies concerning use of the Rotary Marks by Rotary Alumni associations in Rotary Code section 40.110.4.

After review and approval of the charter application form by the general secretary, RI will issue a charter certificate to the Rotary Alumni association certifying the alumni association has been recognized under the Rotary Alumni network.

Recognition of a Rotary Alumni association by RI/TRF in no way implies legal, financial or other obligation or responsibility on the part of RI/TRF, or any district or club. A Rotary Alumni association may not act on behalf of RI/TRF, or represent or imply that it has authority to act on behalf of RI/TRF. A Rotary Alumni association is not an agency of RI/TRF. Rotary Alumni associations must be self-sustaining financially, administratively, and otherwise. Rotary Alumni associations may not exist or function in any country in violation of the laws of such country. Individual Rotary Alumni associations are not covered by RI insurance and are encouraged to assess their own risk and secure coverage as appropriate. *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

40.110.3. Rotary Alumni Association Organization and Membership

A Rotary Alumni association shall have a governing document (charter, constitution, bylaws, or similar document) which must be consistent with RI/TRF policy. All governing documents, and amendments thereto, must be reviewed and approved by the general secretary. A Rotary Alumni association shall be organized with at least two officers, one of whom shall be the chair (president or other administrative head). A Rotary Alumni association's membership shall be open to all who meet the membership criteria set out in the association's governing documents. Rotary Alumni associations may charge membership dues. *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

40.110.4. Use of the Rotary Marks by Rotary Alumni Associations

When used by itself, the word "Rotary" refers to the entire organization, Rotary International. It also means the ideals and principles of the organization. Rotary Alumni associations that are chartered by the general secretary are permitted to use the name "Rotary" in their organizational name but only together with identifiers of the Rotary district or Rotary zone. Such identifier must immediately precede "Rotary." *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

40.110.5. Rotary Alumni Association Information in the Official Directory

The name and address of each chartered Rotary Alumni association, and the name and contact information of the chair (president or other administrative head) of each alumni association, shall be listed in the Official Directory each year, provided that such information is submitted by the date set by the general secretary. No further descriptive information shall be included. *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

40.110.6. Promotion of Rotary Alumni Associations

Districts are encouraged to promote chartered Rotary Alumni associations. Governors are encouraged to promote Rotary Alumni association activities in monthly letters and to report at the district training assembly or district conference on progress in alumni association activities for the year. Rotary Alumni associations are encouraged to establish communications vehicles that garner the Rotary Alumni association's recognition in order to increase interest in their activities and in Rotary in general, and to maintain websites that promote their activities and inform their members. *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

40.110.7. Rotary Alumni Association Statement in Publications

Rotary Alumni association newsletters, publications, brochures, and websites must prominently display the statement "ROTARY" and "THE ROTARY FOUNDATION" are the intellectual property of Rotary International and are used herein by this Rotary Alumni association with permission in accordance with certain guidelines. This Rotary Alumni association operates in accordance with the policies of Rotary International and The Rotary Foundation, but is not an agency of or endorsed by, Rotary International or The Rotary Foundation. Neither Rotary International nor The Rotary Foundation of Rotary International endorse the content hereof or the activities of this Rotary Alumni Association and accept no liability therefore." Following is an example of how such language may be incorporated into a statement describing the Rotary Alumni association.

"District XXXX Rotary Alumni Association is a group of Rotary program participants, Rotary Alumni, and volunteers who are affiliated with Rotary District XXXX. "ROTARY" and "THE ROTARY FOUNDATION" are the intellectual property of Rotary International and are used herein by this Rotary Alumni association with

permission in accordance with certain guidelines. This Rotary Alumni association operates in accordance with the policies of Rotary International and The Rotary Foundation, but is not an agency of or endorsed by, Rotary International or The Rotary Foundation. Neither Rotary International nor The Rotary Foundation of Rotary International endorse the content hereof or the activities of this Rotary Alumni association and accept no liability therefor." *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

40.110.8. Rotary Alumni Association Services and Suspension

The general secretary may suspend services provided to a Rotary Alumni association, with or without the consent of the Rotary Alumni association's officers or members, for failure to function in accordance with RI/TRF policies. These services include staff support and listing in the Official Directory, in other RI/TRF publications, and on the RI website. *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

40.110.9. Rotary Alumni Association Termination of Recognition

The general secretary may withdraw a Rotary Alumni association's recognition, with or without the consent of the Rotary Alumni association's officers or members, for failure to function in accordance with RI/TRF policy. Failure to respond to communications from the general secretary for a two-year period may result in withdrawal of recognition of the Rotary Alumni association.

Any Rotary Alumni association that is terminated by RI shall cease to receive services including staff support and listing in the Official Directory, in other RI or TRF publications, and on the RI website. Any rights to use the Rotary Marks shall terminate upon termination of the alumni association including any right to use the ROTARY name in the name of the association.

To maintain its status as an alumni association, a Rotary Alumni association must:

1) Function in accordance with its recognized purpose and in accordance with RI/TRF policy
2) Respond to inquiries from members, potential members, and the general secretary
3) Submit a list of members and a report of activities to its members with a copy to the general secretary by 1 May of each year
4) Comply with policies for Use of the Rotary Marks by Rotary Alumni Associations in Rotary Code of Policies section 40.110.4. *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

40.110.10. Rotary Alumni Associations and Other Organizations

In order to ensure coordination and cooperation with Rotary Entities and other Rotary related groups that may be involved in similar activities and avoid conflicts of interest, Rotary Alumni associations approaching other organizations for funds in excess of

US$25,000 or other cooperative relationships shall notify the general secretary in advance of any applications. This provision also applies to funds that will be disbursed to a third party organization working with the Rotary Alumni association. *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

40.110.11. Rotary Alumni Association Circularization Policy

In concert with general RI/TRF policy prohibiting circularization, a Rotary Alumni association desiring to request the cooperation of districts, clubs or Rotarians in connection with any matter whatsoever, by any means, shall first submit its purpose and plans to the district governor or governors of the involved area and secure his, her, or their approval.

No Rotary Alumni association shall solicit financial assistance or participation in commercial ventures from any Rotary district or club or from individual Rotarians other than its own members. *(January 2015 Mtg., Bd. Dec. 117)*

Source: January 2015 Mtg., Bd. Dec. 117

Article 41. Structured Programs of RI

41.010. Interact
41.020. Rotaract
41.030. Rotary Community Corps (RCC)
41.040. Rotary Friendship Exchange
41.050. Rotary Youth Leadership Awards
41.060. Youth Exchange

41.010. Interact

This is a structured program of Rotary International, adopted by the Board in June 1962.

Note: The Board regularly reviews and, as necessary, amends the Interact "Statement of Policy," "Standard Interact Club Constitution" and "Standard Interact Club Bylaws."

The "Interact Statement of Policy" is as follows:

1. The Interact program was developed and created by and is an activity of Rotary International, and the authority for the establishment and enforcement of constitutional provisions, organizational requirements and standards of procedure, and for the protection and preservation of the Interact name and logo is retained by Rotary International.

2. An Interact club is a Rotary club sponsored organization of young people, ages 12 to 18, whose purpose is to provide opportunity for them to work together in a world fellowship dedicated to service and international understanding and leadership development skills.

3. An Interact club is organized, sponsored and supervised by a Rotary club or clubs and is established following the endorsement of the governor and upon certification and recognition by Rotary International; it can be created and sustained in no other way, and its continued existence depends upon the continued sponsorship of its sponsor Rotary club and continued recognition by Rotary International.

4. Each Interact club shall be strongly encouraged to mention after its own name "sponsored by the Rotary club of (name)."

5. Within the framework established by Rotary International, the sponsor Rotary club is responsible for organizing the Interact club and for providing it with guidance and counsel thereafter and has complete control and supervision over all activities, policies, and programs of the Interact club; sponsor Rotary clubs shall determine the meeting format of the Interact club and approve any changes in meeting format.

6. Where the Interact club is school-connected, control and supervision by the sponsor Rotary club shall be exercised in full cooperation with the school authorities, with the understanding that such clubs are subject to the same regulations and policies established by the school authorities for all student organizations and extracurricular activities of the school.

7. All Interact club activities, projects, and programs shall at all times be conducted in harmony with the policies of Rotary International; continued sponsorship of an Interact club by a Rotary club and recognition of it by RI are contingent thereon.

8. All on-line activities, such as the club website and social media pages, shall be operated in accordance with applicable law and regulations; sponsor Rotary clubs shall obtain written consent of Interactors' parents or legal guardians in advance of Interact participation as necessary.

9. Rotary clubs and Interact clubs should meet jointly at least annually for the purpose of discussing plans and objectives for the upcoming year.

10. There shall be a "Standard Interact Club Constitution" prescribed by Rotary International and subject to amendment only by the Board of Directors of Rotary International. As a prerequisite of its organization and certification, each Interact club shall adopt the "Standard Interact Club Constitution" and shall automatically adopt all amendments thereto subsequently made by the Board of Directors of Rotary International.

11. Each Interact club shall adopt by-laws not inconsistent with the "Standard Interact Club Constitution" and with policy established by Rotary International. Such by-laws shall be subject to the approval of the sponsor Rotary club.

12. Interact clubs shall be sponsored only by Rotary clubs within the boundaries of the district in which they are located.

13. An Interact club may be organized and sponsored jointly by up to three Rotary clubs under the following conditions:

    a) A substantial percentage of the members of the Interact club must be drawn from the local community.

    b) The circumstances must be such that the organization of separate Interact clubs, each sponsored by a single Rotary club, would create or result in an artificial division of what is essentially a single body of students within the school or community.

    c) A joint Interact committee must be created with effective representation from each of the sponsor Rotary clubs.

    In addition, Interact clubs may be sponsored jointly by more than three Rotary clubs with the governor's written approval if, in the governor's considered judgment, the best interests of the district, the Rotary clubs, and the Interact club concerned would be effectively served.

14. Each member of an Interact club, by his acceptance of membership, agrees to accept and to adhere to the provisions of the constitution and by-laws of his Interact club.

15. On 30 June of the Rotary year in which a member becomes 18 years old, his or her Interact membership will end.

16. Membership in an Interact club shall be evidenced by Interact membership identification cards that include the name of the sponsor Rotary club supplied to Interact clubs through sponsor Rotary clubs by Rotary International.

17. The Interact name and logo, as used in or applied to the Interact program, are the property of Rotary International and shall be preserved for the exclusive use of those involved in the Interact program, including duly established Interact clubs and their members in good standing.

18. An Interact club member shall be entitled to use and display the Interact name and logo in an appropriate and dignified manner during the period of his membership in an Interact club and he shall relinquish such entitlement upon termination of his membership in his Interact club or upon the termination of his Interact club.

19. An Interact club may be terminated (a) by Rotary International, with or without the consent, approval or concurrence of the sponsor Rotary club, for failure to function in accordance with its constitution or for other cause, (b) by its sponsor Rotary club, or (c) by the Interact club itself upon its own determination.

20. Upon termination of an Interact club, all rights and privileges relating to the name and logo shall be relinquished by the club and by its members individually and collectively.

21. As a matter of policy, the Board does not recognize the right of any individual or organization except RI to circularize Interact clubs for any commercial or other purpose.

22. Governors are requested to appoint district Interact committees, composed of Rotarians and Interactors to assist the governor in publicizing the Interact program, promoting the organization of new Interact clubs, and administering the program of Interact within the district. Where feasible and practicable in the appointment of district Interact committees, there should be provision for continuity of membership by appointing one or more members for a second term. Rotary district Interact committees in carrying out their duties should regularly consult with members of Interact clubs.

23. Interact organization beyond the club level

    a) A district with two or more Interact clubs may elect a district Interact representative from among its membership. The method of election shall be determined by the district Interact committee and district governor in advance of elections.

    b) All election disputes shall be resolved locally by the district governor based on district policy in consultation with the district Interact chair. RI will not intervene.

    c) The district Interact representative will be guided and counseled by the district governor and the district Interact committee, or other appropriate district committee, shall give counsel to and provide encouragement and inspiration to the Interact clubs of the district, particularly with respect to broadening and deepening the program of Interact within the district, and shall help focus their attention on the potential and achievements of the program in support of international understanding.

24. Interact meetings beyond the club level

    a) District Interact conferences may be held, under the guidance of the district Interact committee, with one or more members of this committee present. The district Interact representative shall assist the district committee in arranging these meetings and, where possible, shall preside at such meetings.

    b) The purpose of a district Interact conference is to provide training, encouragement, enlightenment, and inspiration to the Interact clubs with respect to school and Community Service and to focus attention on the worldwide potential and achievements of Interact in behalf of international understanding.

    c) No meeting of members of Interact clubs beyond the club level shall have any legislative authority nor shall be so organized or conducted as to give the appearance of having such authority. Nevertheless, such a meeting may include the opportunity for expression of ideas which might be of value as advisory observations to those who are involved at the district or other levels with the administration of Interact.

    d) No expenses of district Interact meetings or district Interact representatives shall be paid by Rotary International. The cost of such meetings shall be minimal and within the financial means of those participating.

25. Financing the cost of the Interact program

    a) All district Interact activities shall be financed by the Interact clubs in the district.

    b) No part of the expenses of district Interact representatives, district Interact conferences, meetings of Interact clubs, or groups of Interact clubs shall be paid by Rotary International.

    c) Costs involved in arranging any meetings of Interact clubs or groups of Interact clubs should be kept as low as possible consistent with effective meetings and a meaningful program.

    d) It is the responsibility of the Interact club to raise the funds necessary to carry out the program of the club.

    e) Rotary clubs sponsoring Interact clubs should not contribute more than occasional or incidental financial assistance to such Interact clubs.

    f) Interact clubs should not make general solicitations for financial assistance from Rotary clubs or from other Interact clubs.

    g) Interact clubs should not solicit financial assistance from individuals, businesses or organizations in their respective communities without giving something of value in return.

h) Any dues or assessments on the membership of any Interact club should be nominal and should be only for the purpose of covering the cost of administering the club; funds for activities and projects undertaken by Interact clubs should be raised by such clubs apart from such dues or assessments.

i) Sponsor Rotary clubs should establish financial guidelines for Interact clubs to ensure that all funds are managed in a responsible and transparent manner, consistent with laws and banking regulations in the country. This should include providing oversight for an adult signatory on all accounts, and plans for disbursement of funds should the Interact club disband or be terminated. Additionally, these guidelines should include financial stewardship plans for all monies collected to support service projects.

26. Multidistrict Interact Meetings

Meetings of Interact club members from more than one district, particularly from districts in more than one country, are recommended wherever feasible. Such meetings are to be held under the guidance of the host governor and the district Interact committee, with one or more members of the committee present and in conjunction with the host district Interact representative and Interact club presidents. Such meetings are subject to RI youth protection policies outlined in the *Rotary Code of Policies* and the advance approval of the governors of the districts involved. Invitations to governors to hold multidistrict Interact meetings must be accompanied by

a) information including the date, location, purpose, program and participants of the proposed meeting

b) a copy of the anticipated meeting budget with assurance that the sponsors are in a position to and will assume complete responsibility for contractual and financial obligations inherent in the meeting

c) plans for adult supervision of Interactors and details about appropriate sleeping accommodations

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

The host club or district must maintain liability insurance for multidistrict Interact meetings with coverage and limits appropriate for the geographic location. Evidence of such coverage must be provided to RI or the governor of any participating district upon request.

27. Travel Insurance for Interactors

Clubs and districts inviting members of Interact clubs to participate in the programs or activities of such clubs or districts outside of their local community should, when Interactors are traveling 150 miles away from home residence or out of the home country, require the parents or legal guardians of each Interactor to provide travel insurance for the Interactor, which includes such coverages as medical (when traveling outside home country), emergency medical evacuation, repatriation of remains, and legal liability, in amounts satisfactory to the club or district organizing the event, with coverage from the time of the Interactors departure from home until the return home.

28. As a matter of principle, Interact clubs are not authorized to assume membership in or merge with other organizations regardless of the purpose of such organizations. *(January 2016 Mtg., Bd. Dec. 119)*

Source: May 1966 Mtg., Bd. Dec. 285. A*mended by* May 1967 Mtg., Bd. Dec. 251; May 1967 Mtg., Bd. Dec. 252; May 1967 Mtg., Bd. Dec. 253; May 1967 Mtg., Bd. Dec. 254; May 1967 Mtg., Bd. Dec. 255; July 1967 Mtg., Bd. Dec. 58; January 1968 Mtg., Bd. Dec. 154; January 1970 Mtg., Bd. Dec. 131; January 1971 Mtg., Bd. Dec. 106; January 1971 Mtg., Bd. Dec. 107; January 1973 Mtg., Bd. Dec. 172; January 1973 Mtg., Bd. Dec. 176; January 1975 Mtg., Bd. Dec. 102; January 1976 Mtg., Bd. Dec. 171; January 1976 Mtg., Bd. Dec.173, January 1976 Mtg., Bd. Dec.174; January 1976 Mtg., Bd. Dec. 178; July 1976 Mtg., Bd. Dec. 52; February 1981 Mtg., Bd. Dec. 304; October-November 1981 Mtg., Bd. Dec. 87; November 2001 Mtg., Bd. Dec. 45; November 2004 Mtg., Bd. Dec. 59; November 2007 Mtg., Bd. Dec. 67; January 2009 Mtg., Bd. Dec. 153; January 2009 Mtg., Bd. Dec. 155; January 2010 Mtg., Bd. Dec. 139; January 2010 Mtg., Bd. Dec. 140; June 2010 Mtg., Bd. Dec. 182; January 2012 Mtg., Bd. Dec. 190; January 2015 Mtg., Bd. Dec. 136; May 2015 Mtg., Bd. Dec. 166; January 2016 Mtg., Bd. Dec. 119

41.010.1. Key Messages for the Interact Program

Rotary clubs and districts should implement the following strategies in their support of Interact:

a) Promote Interact to maintain the growth and continuity of the program. Use publications, video, the Internet, club presentations, and other methods. District Interact chairs and representatives should create a district Interact newsletter.
b) Establish strong relationships between Interact clubs and their sponsor Rotary clubs. Assign Rotary club members as mentors for Interactors. Invite Interactors to attend meetings of the sponsor Rotary club and include them in service projects, such as polio eradication efforts. Suggest that Rotary clubs appoint an Interact committee.
c) Share information about Rotary with Interactors to develop a lifelong interest in Rotary. Distribute Rotary publications such as the Governor's Monthly Letter, *Rotary Leader*, and *THE ROTARIAN* or regional magazine to Interact clubs.
d) Work with Interactors aging out of the Interact program or relocating, to find new potential Rotaract or Interact clubs.
f) Consult with Interact clubs to develop a district-wide service project for all Interact clubs.
g) Ask Interactors to give presentations on their club's projects at Rotary club and district meetings.
h) Recognize Rotarians who are involved in Interact at the club and district level. *(January 2010 Mtg., Bd. Dec. 139)*

Source: January 2010 Mtg., Bd. Dec. 139

41.010.2. RI Secretariat Service to Interact Clubs

The general secretary certifies organization of new Interact clubs, produces program publications, distributes annual communications all Interact clubs, sponsor Rotary clubs, district Interact representatives, and district Interact committee chairs, promotes World Interact Week, and supports youth protection initiatives. *(January 2010 Mtg., Bd. Dec. 140)*

Source: January 2010 Mtg., Bd. Dec. 140

41.010.3. RI Certification of Interact Clubs
The general secretary processes certification of Interact clubs. The signature of the district governor is required as a prerequisite to certification. It is recommended, but not mandated, that there be a minimum of 15 members for a new Interact club to be chartered. *(June 2013 Mtg., Bd. Dec. 196)*

Source: October 1998 Mtg., Bd. Dec. 91; January 2010 Mtg., Bd. Dec. 140; *Amended by* June 2013 Mtg., Bd. Dec. 196

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

Source: October-November 1982 Mtg., Bd. Dec. 153

41.010.5. World Interact Week
The week that includes 5 November shall be designated World Interact Week. *(June 1999 Mtg., Bd. Dec. 299*

Source: February 1999 Mtg., Bd. Dec. 221

Cross References

2.100. Youth Protection
33.060.4. Interact and Rotaract Marks

41.020. Rotaract

This is a structured program of Rotary International, adopted by the Board in 1968.

Note: The Board regularly reviews and amends, as necessary, the "Rotaract Statement of Policy," "Standard Rotaract Club Constitution" and "Standard Rotaract Club Bylaws."

Rotaract Statement of Policy

1. The Rotaract program was created by and is an activity of Rotary International, and the authority for the establishment and enforcement of constitutional provisions, organizational requirements and standards of procedure, and for the preservation of the Rotaract name and logo is retained by Rotary International.

2. A Rotaract club is a Rotary club-sponsored organization of young adults ages 18 to 30, whose purpose is to provide opportunity for them to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service, and whose goals are:

   a) To develop professional and leadership skills;
   b) To emphasize respect for the rights of others, and to promote ethical standards and the dignity of all useful occupations;

c) To provide opportunities for young people to address the needs and concerns of the community and our world;
d) To provide opportunities for working in cooperation with sponsor Rotary clubs;
e) To motivate young people for eventual membership in Rotary.

3. Rotaract club programming shall consist of professional development, leadership development, and service program development as outlined in the "Standard Rotaract Club Constitution."

4. A Rotaract club is organized, sponsored, and counseled by a Rotary club or clubs and is established following the endorsement of the governor and upon certification and recognition by Rotary International; it can be created and sustained in no other way, and its existence depends upon the active sponsorship of its sponsor Rotary club and continued recognition by Rotary International.

5. Rotaract clubs are strongly encouraged to mention after their own names "sponsored by the Rotary Club of (name)."

6. Within the framework established by Rotary International, the sponsor Rotary club is responsible for organizing the Rotaract club and providing it with guidance and counsel thereafter.

7. Where the Rotaract club is university-based, control and counsel by the sponsor Rotary club shall be exercised in full cooperation with the university authorities, with the understanding that such clubs are subject to the same regulations and policies established by the university authorities for all student organizations and extracurricular activities of the university (or other institution of higher education.)

8. All Rotaract club activities, projects and programs shall be conducted in harmony with the policies of Rotary International; continued sponsorship of a Rotaract club by a Rotary club and recognition of it by RI are contingent thereon.

9. There shall be a "Standard Rotaract Club Constitution" prescribed by Rotary International and subject to amendment only by the Board of Directors of Rotary International. As a prerequisite of its organization and certification, each Rotaract club shall adopt the "Standard Rotaract Club Constitution" and shall automatically adopt all amendments thereto subsequently made.

10. Each Rotaract club shall adopt bylaws not inconsistent with the "Standard Rotaract Club Constitution" and with policy established by Rotary International. Such bylaws shall be subject to the approval of the sponsor Rotary club.

11. Rotaract clubs shall be sponsored only by Rotary clubs within the boundaries of the district in which they are located.

12. A Rotaract club may be organized and sponsored jointly by up to three Rotary clubs under the following conditions:

a) The circumstances must be such that the organization of separate Rotaract clubs, each sponsored by a single Rotary club, would create an artificial division of what is essentially a single body of young adults within the community or university.
b) A joint Rotaract committee must be created with effective representation from each of the sponsor Rotary clubs.

In addition, Rotaract clubs may be sponsored jointly by more than three Rotary clubs with the governor's written approval if, in the governor's considered judgment, the best interests of the district, the Rotary clubs, and the Rotaract club concerned would be effectively served.

13. Each member of a Rotaract club, agrees to accept and to adhere to the provisions of the constitution and bylaws of his or her Rotaract club.

14. Rotaractors may make-up Rotaract club attendance at meetings of Rotary clubs at the discretion of the individual Rotary club. Rotary clubs that sponsor Rotaract clubs should invite Rotaractors to make up absences from their regularly scheduled Rotaract club meetings to their regularly scheduled Rotary club meetings.

15. On 30 June of the Rotaract year in which a member becomes 30 years old, his or her Rotaract membership will end.

16. Membership in a Rotaract club shall be evidenced by Rotaract membership identification cards that include the name of the sponsor Rotary club.

17. The Rotaract name and logo are the property of Rotary International and shall be preserved for the exclusive use of those involved in the Rotaract program. When the logo is used to represent a club, the name of the club should appear with the logo, as shown in the "Voice and Visual Identity Guidelines." Where a Rotary district exists, it may use the respective emblem but only in conjunction with reference to the district and its number, as shown in the "Voice and Visual Identity Guidelines."

18. Rotaract club members shall be entitled to use and display the Rotaract name and logo in an appropriate and dignified manner during their period of membership in a Rotaract club and shall relinquish such entitlement upon termination of membership in a Rotaract club or upon the termination of the Rotaract club.

19. A Rotaract club may be terminated:

    a) By Rotary International, with or without the consent, approval or concurrence of the sponsor Rotary club, for:

        1) failure to function in accordance with its constitution
        2) initiating, or maintaining, or retaining in its membership an individual who initiates or maintains litigation against a Rotary district, Rotary International, or The Rotary Foundation, including their directors, trustees, officers, and employees, or
        3) or for other cause

    b) By its sponsor Rotary club, after consultation with the governor and the district Rotaract representative, or

c) By the Rotaract club itself upon its own determination.

20. Upon termination of a Rotaract club, all rights and privileges relating to the name and logo shall be relinquished by the club and by its members individually and collectively. The Rotaract club shall relinquish all financial assets to the sponsor Rotary club.

21. As a matter of policy, the Board does not recognize the right of any individual or organization except RI to circularize Rotaract clubs for any commercial purpose, except in the case of Rotaractors who are responsible for organizing Rotaract club, district and multidistrict meetings and only within the districts directly involved.

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

23. Rotaract organization beyond the club level:

a) A district with two or more Rotaract clubs must elect a district Rotaract representative from among their membership. The method of election shall be determined by the Rotaract membership and approved by the district Rotaract committee and district governor in advance of elections. The district Rotaract representative must have served as a Rotaract club president or as a member of the district Rotaract committee for one full term before taking office.

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

c) The district Rotaract representative will be guided and counseled by the Rotary governor and should work with the district Rotaract committee and other appropriate Rotary district committees.

d) The district Rotaract representative in conjunction with other district leaders, should:

1) Develop and distribute a district Rotaract newsletter
2) Support and implement leadership training
3) Conduct Rotaract promotion and extension activities throughout the district
4) Plan and implement service activities (if approved by three-fourths of the Rotaract clubs in the district)
5) Provide advice and support to Rotaract clubs in implementing their projects
6) Help coordinate joint Rotary-Rotaract activities in the district
7) Coordinate public relations activities for Rotaract at the district level
8) Plan and implement a training session for Rotaract club officers in the district

e) All election disputes shall be resolved locally by the district governor based on district policy in consultation with the district Rotaract chair. RI will not intervene.

24. Rotaract meetings beyond the club level:

a) No meeting of members of Rotaract clubs beyond the club level shall have any legislative authority nor shall be so organized as to give the appearance of having such authority. Nevertheless, such a meeting may include ideas which might be of value as advisory observations to those involved at the district or other levels of Rotaract administration.

b) At a district Rotaract meeting, a three-fourths majority of the Rotaract clubs in a district may vote to undertake a district service project and to establish a district Rotaract service fund to raise funds for this project. Contributions to such a fund must be voluntary. Such a project and service fund must be approved by the governor, and specific plans and instructions for the administration of the district project and use of the fund must also have the approval of the governor and three-fourths of the Rotaract clubs in the district. The governor must appoint a district fund committee to be responsible for collecting and administering the district fund, such committee to be composed of at least one Rotaractor and one Rotarian from the district Rotaract committee. The district service fund must be kept in a bank account which clearly indicates that the fund is the property of the district Rotaract organization and not the personal property of any individual Rotaractor or Rotaract club.

c) All district Rotaract activities shall be financed by the Rotaract clubs in the district. No expenses of district Rotaract club meetings shall be paid by Rotary International. The cost of such meetings shall be minimal and within the financial means of those participating.

25. Rotaract activities beyond the district level

a) Rotaract Multidistrict Service Projects. Rotaract-sponsored service projects involving clubs in two or more districts may be implemented provided that such projects

1) are, in nature and scope, within the capability of the clubs and Rotaractors in the districts to undertake successfully without interfering with or detracting from the scope and effectiveness of club activities;
2) shall not be undertaken initially unless each district Rotaract representative concerned has agreed to such a joint project and then, only after approval of two-thirds of the clubs in each district;
3) shall be undertaken with the approval of the governors concerned;
4) shall be under the direct supervision of the district Rotaract representatives concerned; the custody of all funds contributed or collected for such projects shall be the responsibility of the district representatives concerned, through a committee of Rotaractors from within the districts involved, who may be appointed to assist in administering any such project and related funds;
5) shall be undertaken only after the district Rotaract representatives have jointly secured in advance the authorization of the general secretary, acting on behalf of the Board, to undertake the project;

6) shall involve the participation by Rotaract clubs and/or individual Rotaractors on a voluntary basis, clearly presented as such; the cost of participation by a club or individual Rotaractor, if any, should be kept to a minimum, and not be implicitly or directly made an obligation in the form of a per capita tax, or assessment or otherwise;

b) Rotaract Multidistrict Information Organizations. Districts may develop a multidistrict organization for the purpose of disseminating information and facilitating communication between Rotaract clubs in the districts concerned, provided that

1) there is no objection by the governors of each of the districts concerned;
2) authorization is secured from the general secretary, acting on behalf of the RI Board of Directors, to develop and maintain such an organization;
3) the organization complies with RI policy or is subject to termination of its status by the general secretary on behalf of the RI Board of Directors;
4) each member district is represented by its district Rotaract representative. Each district Rotaract representative may appoint a proxy, as needed, to carry out the activities of the multidistrict organization;
5) funds needed to implement the organization's activities (i.e. production and distribution of regional club directories and newsletters, dissemination of Rotaract program information, general correspondence) cannot be made enforceable;
6) the organization has no decision making or legislative powers, except for decisions concerning the activities of the organization
7) the organization shall establish a voting mechanism to be reviewed by the district governors.

c) Multidistrict Rotaract Meetings

1) Meetings of Rotaract club members from more than one district, particularly from districts in more than one country, are to be held under the guidance of the host governor and the district Rotaract committee, and in conjunction with the host district Rotaract representative. Such meetings are subject to the advance approval of the governors of the districts involved. Invitations to governors to hold multidistrict Rotaract meetings must be accompanied by:

a) information including the date, location, purpose, facilities, program and participants of the proposed meeting;
b) a copy of the anticipated meeting budget with assurance that the sponsors are in a position to and will assume complete responsibility for contractual and financial obligations inherent in the meeting;
c) assurance that the planning and implementation of the proposed meeting will be carried out under the direct supervision of Rotaractors and Rotarians;

2) The host club or district must maintain liability insurance for multidistrict Rotaract meetings with coverage and limits appropriate for the geographic location. Evidence of such coverage must be provided to RI or the governor of any participating district upon request.

3) The district Rotaract representative shall inform the RI director(s) for the zone(s).

26. Leadership Training

a) An effective Rotaract club depends on the guidance, support, and active participation of the sponsor Rotary club(s). Rotarians should be involved in the training of Rotaractors, Rotaract club officers, directors, and committee chairs. Sponsor Rotary clubs

- Should pay for and strongly encourage the attendance of club officers, directors, and committee chairs at all relevant and necessary district-level training meetings
- Should appoint Rotarian mentors to Rotaractors in their sponsored Rotaract clubs
- Should promote multidistrict and international training opportunities for Rotaractors, including the Rotaract Preconvention Meeting

b) An effective Rotaract club also depends on the support of the Rotary district. The district Rotaract representative, in conjunction with the district Rotaract committee chair, the district trainer, the district governor-elect, and the district governor, shall promote Rotaract training needs during planning for district leadership seminars, Rotaract training seminars, and other district events. The district should conduct training of Rotaract leadership in conjunction with presidents-elect training seminars (PETS) and club officer training. The district Rotaract representative should organize a Rotaract district conference to promote service, increase international understanding, enhance professional development, and build friendship and connection. Where possible, the Rotaract district conference should occur in conjunction with the Rotary district conference and include at least one joint session.

The chair of the district Rotaract committee and the district Rotaract representative shall facilitate a one to two-day leadership training seminar for all incoming Rotaract club officers, directors, and committee chairs.

c) The Rotaract Preconvention Meeting brings Rotaractors together to inspire and inform them to develop strong clubs and districts, build international friendships, and enhance the connections between Rotaract and Rotary at an international level. Through a variety of sessions, the preconvention meeting:

- Provides training, encouragement, and motivation to incoming district Rotaract representatives to advance Rotaract in their districts
- Facilitates sharing between Rotarians and Rotaractors, including past club presidents, district Rotaract representatives, and multidistrict leaders as well as those new to Rotaract
- Invites all Rotaractors to grow as leaders and to strengthen their connection to Rotary

Rotary districts shall pay for the attendance of district Rotaract representatives at district, multidistrict, or international leadership training meetings. District governors are encouraged to defray all or part of the costs associated with the attendance of district Rotaract representatives-elect at the Rotaract Preconvention Meeting.

27. Financing the cost of the Rotaract program:

a) All sponsor Rotary clubs must pay a certification fee of US$50 for new Rotaract clubs.

b) Individual Rotaractors shall pay annual membership fees to their Rotaract club to cover the cost of club administration.

c) Any fees, dues or assessments on the membership of any Rotaract club shall be nominal and shall be only for the purpose of covering the cost of administering the club; funds for activities and projects undertaken by Rotaract clubs shall be raised by such clubs apart from such fees, dues or assessments and shall be placed into a separate account. A thorough audit by a qualified person shall be made once each year of all the club's financial transactions.

d) It is the responsibility of the Rotaract club to raise the funds necessary to carry out the program of the club.

e) Rotaract clubs should not make general solicitations for financial assistance from Rotary clubs or from other Rotaract clubs. Sponsor clubs may provide financial support when mutually agreed upon.

f) Contributions to fund district Rotaract service projects must be voluntary and cannot be made enforceable upon the individual Rotaractor or Rotaract club.

g) No part of the expenses of meetings of Rotaract clubs or groups of Rotaract clubs shall be paid by Rotary International, with the exception of the annual Rotaract Preconvention Meeting.

h) Rotary clubs and Rotary district conferences inviting members or Rotaract clubs to participate in the programs of such clubs and conferences should subscribe to sufficient trip, accident and liability insurance to protect the Rotary club or district conference against any possible legal or moral obligation and liability.

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

28. As a matter of principle, Rotaract clubs are not authorized to assume membership in or merge with other organizations regardless of the purpose of such organizations.

29. Rotaract club presidents shall submit updated membership lists to RI each year no later than 30 September and 31 March through Member Access. These lists shall include the names, e-mail addresses, and gender of each Rotaractor in the club. Rotaract clubs that do not submit updated contact lists to RI in a two-year period will be terminated. *(January 2016 Mtg., Bd. Dec. 119)*

Source: January 1968 Mtg., Bd. Dec. 150; *Amended by* January 1969 Mtg., Bd. Dec. 155; January 1971 Mtg., Bd. Dec. 106; January 1971 Mtg., Bd. Dec.164; January 1973 Mtg., Bd. Dec. 172; January 1973 Mtg., Bd. Dec.176; January 1976 Mtg., Bd. Dec. 171; January 1976 Mtg., Bd. Dec. 174; February 1981 Mtg., Bd. Dec. 304; February 1981 Mtg., Bd. Dec. 307; May 1988 Mtg., Bd. Dec. 387; May 1988 Mtg., Bd. Dec. 388; May 1988 Mtg., Bd. Dec. 392; May 1988 Mtg., Bd. Dec. 393; May 1988 Mtg., Bd. Dec. 402; June 1990 Mtg., Bd. Dec. 295; May 1991 Mtg., Bd. Dec. 375; March 1992 Mtg., Bd. Dec. 229; March 1992 Mtg., Bd. Dec. 236; October 1998 Mtg., Bd. Dec. 92; August 2000 Mtg., Bd. Dec. 72; February 2004 Mtg., Bd. Dec. 182; June 2004 Mtg., Bd. Dec. 236; November 2006 Mtg., Bd. Dec. 74; November 2007 Mtg., Bd. Dec. 65; June 2009 Mtg., Bd. Dec. 217; June 2010 Mtg., Bd. Dec. 214; January 2011 Mtg., Bd. Dec. 132; September 2011 Mtg., Bd. Dec. 91; January 2012 Mtg., Bd. Dec. 187; October 2012 Mtg., Bd. Dec. 92; October 2013 Mtg., Bd. Dec. 63; January 2015 Mtg., Bd. Dec. 136; May 2015 Mtg., Bd. Dec. 166; January 2016 Mtg., Bd. Dec. 119

41.020.1. Key Messages for the Rotaract Program

a) Promote Rotaract to maintain the continuity and growth of the program by using publications, video, the Internet, club presentations, district meetings, and other methods.
b) Establish strong relationships between Rotaract clubs and their sponsor Rotary clubs. Involve Rotaractors in the life of the district, including regular meetings with sponsor Rotary clubs, attendance at district events, and working together on service projects. Welcome requests from Rotaractors for Rotarians to be involved in Rotaract activities.
c) Create and help maintain strong, motivated Rotaract club membership with a diversity of ages between 18 and 30.
d) Increase the capacity of Rotaract clubs to provide service through cooperation with the family of Rotary. Work together with Rotary, Interact, other Rotaract clubs, and groups such as RYLA participants and Rotary Foundation scholars on projects and activities.
e) Provide training opportunities to Rotaract club officers and district Rotaract representatives.
f) Develop future leaders through Rotaract. Mentor Rotaractors to increase their professional and leadership skills and encourage high ethical standards.
g) Recognize clubs and individuals at the district level that have made outstanding service contributions through Rotaract or have strengthened the Rotary-Rotaract relationship.
h) Welcome former Rotaractors into Rotary clubs. Create and maintain a district Rotaract alumni program in support of this effort. *(June 2010 Mtg., Bd. Dec. 213)*

Source: June 2010 Mtg., Bd. Dec. 213

41.020.2. Secretariat Service to Rotaract Clubs

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

1) Provide each district Rotaract representative with a free subscription to a Rotary World Magazine Press magazine.

2) Provide the "Worldwide Rotaract Directory," that includes an accurate list of the names and contact information of all district Rotaract representatives, on an annual basis to all Rotaract clubs, district Rotaract representatives, and district Rotaract committee chairs. *(June 2010 Mtg., Bd. Dec. 214)*

Source: June 1988 Mtg., Bd. Dec. 389; October 1998 Mtg., Bd. Dec. 93; *Amended by* June 2010 Mtg., Bd. Dec. 214

41.020.3. RI Certification of Rotaract Clubs

The general secretary processes certification of Rotaract clubs. The signature of the district governor is required as a prerequisite to certification. It is recommended, but not mandated, that new Rotaract clubs have a minimum of 15 charter members. *(June 2010 Mtg., Bd. Dec. 214)*

Source: October 1998 Mtg., Bd. Dec. 92; June 2010 Mtg., Bd. Dec. 214

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

Source: November 1982 Mtg., Bd. Dec. 153

41.020.5. World Rotaract Week
The week including 13 March shall be designated World Rotaract Week. *(June 2010 Mtg., Bd. Dec. 214)*

Source: May 1991 Mtg., Bd. Dec. 375; March 1992 Mtg., Bd. Dec. 233; November 1992 Mtg., Bd. Dec. 92; June 2010 Mtg., Bd. Dec. 214

41.020.6. Rotaract Motto
"Fellowship Through Service" shall be the motto for appropriate use by Rotaract clubs and their members. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1977 Mtg., Bd. Dec. 155

41.020.7. Foundation Scholars as Guest Rotaract Club Members
All Rotary Foundation Scholars who are within the age guidelines adopted by the Board for the Rotaract program shall be eligible for guest Rotaract club membership during the period of their study in another country. *(June 1998 Mtg., Bd. Dec. 348)*

Source: March 1992 Mtg., Bd. Dec. 235

41.020.8. Rotaractors at Conventions
There shall be provision for participation by registered Rotaractors at the international conventions, including opportunities for attendance at all plenary, ticketed and discussion group sessions.

As a part of the official program of the convention, there should be a Rotaract preconvention meeting prior to the commencement of the convention, to be arranged and implemented by RI and to include discussion of issues identified by the RI Rotaract Committee as important to Rotaractors. The preconvention meeting shall be conducted in accordance with RI policy regarding convention operations and procedures. The general secretary should ensure that Rotaractors have opportunities to participate in the development of the Rotaract preconvention meeting program. The preconvention meeting shall include a separate district Rotaract representative training session. *(October 2012 Mtg., Bd. Dec. 92)*

Source: May 1988 Mtg., Bd. Dec. 391; March 1997 Mtg., Bd. Dec. 238; November 2000 Mtg., Bd. Dec. 136; November 2002 Mtg., Bd. Dec. 112; *Amended by* March 2005 Mtg., Bd. Dec. 214; June 2010 Mtg., Bd. Dec. 214; October 2012 Mtg., Bd. Dec. 92

41.020.9. RI Representation at Regional Meetings
When appointed by the president, a current or past officer and a staff person should attend regional Rotaract meetings on a periodic basis, at a cost not to exceed US$15,000 annually. *(June 2010 Mtg., Bd. Dec. 214)*

Source: July 1996 Mtg., Bd. Dec. 25; *Amended by* June 2010 Mtg., Bd. Dec. 214

41.020.10. INTEROTA

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

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

a) written approval of the host governor(s) and the RI director for the region
b) information including the date, location, facilities, program, bidding process, and participants
c) a copy of the anticipated meeting budget with assurance that the sponsors are in a position to and will assume complete responsibility for contractual and financial obligations inherent in the meeting
d) assurance that the planning and implementation of the proposed meeting will be carried out under the direct supervision of Rotaractors or Rotarians

The host district(s) must maintain liability insurance for INTEROTA with coverage and limits appropriate for the geographic location. Evidence of such coverage must be provided to RI or the governor of any participating district upon request. *(January 2015 Mtg., Bd. Dec. 136)*

Source: March 1997 Mtg., Bd. Dec. 238; *Amended by* June 2010 Mtg., Bd. Dec. 214; January 2015 Mtg., Bd. Dec. 136. *Affirmed by* February 2000 Mtg., Bd. Dec. 306

41.020.11. Composition of RI Rotaract Committee

The RI Rotaract Committee is a standing committee of RI, with six Rotarians and a minimum of three Rotaract members. Ideally, membership should be composed of the same number of Rotaractors and Rotarians with representation from the following countries and geographic areas based on the prevalence of Rotaract membership in these areas:

South Asia (Zones 4, 5, and 6)
Europe (Zones 11-19, and 20B)
Latin America (Zones 21A, and 22-23)
East Asia and Pacific (Zones 1-3, 7-9, and 10)
US/Canada/Caribbean (Zones 21B, 24-34)
Africa (Zone 20A)

If there are not enough members to allow for one member from each area, committee members should represent the first four regions as there are a higher number of Rotaract clubs in these regions.

Recommendations for potential committee members should be sought from the current RI Rotaract Committee and the chairs of each Rotaract Multidistrict Information

Organization. RI presidents are requested to consider the Rotaract experience for potential members of the committee. *(June 2010 Mtg., Bd. Dec. 214)*

Source: November 2007 Mtg., Bd. Dec. 65; *Amended by* June 2010 Mtg., Bd. Dec. 214

Cross References

33.060.4. Interact and Rotaract Marks

41.030. Rotary Community Corps (RCC)

This is a structured program of Rotary International, formerly known as the Rotary Village Corps, adopted by the Board in 1986.

Note: The Board regularly reviews and amends, as necessary, the "Rotary Community Corps Statement of Policy" and "Standard Rotary Community Corps."

The Rotary Community Corps (RCC) "Statement of Policy" is as follows:

1. The Rotary Community Corps program was developed and created by and is an activity of Rotary International, and the authority for the establishment and enforcement of the organizational requirements and standards of procedure, and for the protection and preservation of the Rotary Community Corps name and emblem is retained by Rotary International.

2. The purpose of the Rotary Community Corps Program is to empower communities to address their needs by developing and participating in sustainable service initiatives.

3. The goals of the Rotary Community Corps (RCC) Program are:

   a) To develop partnerships between Rotarians and non-Rotarians in a joint effort to enhance their community

   b) To support community members who proactively address community needs, recognizing their unique ability to identify the most pressing concerns and suitable methods of implementation

   c) To promote sustainable solutions to community needs by engaging a broader segment of the community in developing and implementing focused service projects

4. Rotary Community Corps Activities and Projects

   a) Rotary Community Corps are strongly encouraged to engage in activities and projects that are chosen based on thorough assessment of the community's specific needs, ensuring that they are carried out in accordance with all applicable local and national rules and regulations.

   b) Each corps shall undertake among its activities at least two major projects annually.

c) Each corps shall be responsible for planning, organizing, financing and conducting its own activities. The corps shall not solicit or accept more than occasional or incidental financial assistance from its sponsoring Rotary club(s), nor shall it make general solicitations from other Rotary clubs or other Rotary Community Corps. It shall not solicit financial assistance from individuals, businesses, or organizations in the community without prior approval from the sponsoring Rotary club(s). Any net proceeds from the corps' projects or activities shall be expended for the service projects used to pay project expenses of the corps.

5. Rotary Community Corps (RCC) Sponsorship

a) The sponsorship of each Rotary Community Corps shall be one or more local Rotary clubs which, through a committee of Rotarians, shall provide regular counsel on activities, programs, and policies of the corps.

b) Rotary Community Corps shall not be sponsored by Rotary clubs outside the boundaries of the district in which they are located.

6. Membership in Rotary Community Corps (RCC)

a) The membership of each corps should consist of adults with good character and the desire and capacity to contribute toward enhancement of the community, with conderation given to those with leadership potential. Membership shall be open to any person living, working, or studying in or near the Corps' community.

b) All members of the Rotary Community Corps, by their acceptance of membership and continuation thereof, accept the policies and guidelines of the program as explained herein, and agree to comply with and be bound by these policies.

c) Selection of members of each corps shall be determined by the corps in consultation with the sponsoring Rotary club(s).

d) Membership may be terminated upon failure to continue to meet qualifications of membership, or for cause, as determined by the corps by vote of no less than two-thirds of all members in good standing.

e) Any fees, dues or assessments to be paid by the membership of the corps shall be nominal and for the sole purpose of meeting administrative costs. Corps should enlist a qualified person to conduct an audit of all financial transactions once a year, the results of which should be reported to members of the corps and to the sponsoring Rotary club(s).

7. Rotary Community Corps (RCC) Leadership Group

a) Rotary Community Corps are encouraged to establish a leadership group, in consultation with the sponsoring Rotary club(s), comprised of members in good standing and elected by a simple majority of the corps. The term of office shall be one year unless otherwise determined by the corps and sponsoring club(s).

b) The leadership group shall elect from amongst themselves one individual to represent the corps in any business with the sponsoring Rotary club(s) or the public. This representative may appoint such committees as deemed necessary to carry out tasks, which shall exist until completion of duties, discharge by the representative, or upon the end of the representative's term. Committees for administration, vocational service, community service, and finance are recommended for each corps.

8. The role of district governors with regards to Rotary Community Corps

a) Governors and governors-elect should communicate the value of the RCC Program at club and district meetings and encourage RCC projects within their communities.

b) All governors are encouraged to appoint a district Rotary Community Corps committee.

The role and responsibilities of this committee are to:

i. Promote understanding of and participation in the RCC program through regular contact with clubs in the district and through district meetings
ii. Assist clubs establishing RCCs
iii. Encourage clubs to register their RCC projects on ProjectLINK

iv. Identify successful RCC projects for promotion via the district website, governor's monthly newsletter, and RI publications
v. Maintain records of RCC status and activities in the district, and report periodically to the governor and Secretariat

c) Governors are requested to hold leadership camps or meetings for Rotary Community Corps leaders at no expense to RI, to train them in leadership techniques, public speaking, communication, planning and implementing RCC projects, and other needs to foster the goals of the Rotary Community Corps Program.

d) Governors are requested to include in the District Governor Report to RI, a list of all active Rotary Community Corps in the district as part of this report; this should include major projects of active Rotary Community Corps, as well as Rotary club sponsors. *(May 2011 Mtg., Bd. Dec. 205)*

Source: January 1986 Mtg., Bd. Dec. 180; October-November 1986 Mtg., Bd. Dec. E-21; October-November 1986 Mtg., Bd. Dec., E-24; October-November 1986 Mtg., Bd. Dec. E-25; October-November 1986 Mtg., Bd. Dec. E-26; May 1989 Mtg., Bd. Dec. 327; April 1991 Mtg., Bd. Dec. 279; April 1991 Mtg., Bd. Dec. 281; April 1991 Mtg., Bd. Dec. 285; November 1991 Mtg., Bd. Dec. 124; June 2010 Mtg., Bd. Dec. 222; May 2011 Mtg., Bd. Dec. 205

41.030.1. Key Messages for the Rotary Community Corps Program

Rotary clubs and districts should implement the following strategies in support of Rotary Community Corps:

1) Promote Rotary Community Corps as a viable service program that can positively impact communities. Use publications, video, the Internet, club presentations, and other methods.

2) Suggest and encourage the formation of Rotary Community Corps in underrepresented areas to expand the scope of the Rotary Community Corps program.
3) Establish strong relationships between Rotary Community Corps and their sponsor Rotary clubs. Suggest that Rotary clubs appoint a Rotary Community Corps committee.
4) Advise Rotary Community Corps to select sustainable activities and projects that are based on thorough assessment of the community's specific needs and utilize the skills of the corps members.
5) Encourage Rotary Community Corps to practice good project management to ensure long-term project success.
6) Encourage Rotary Community Corps to develop relationships with NGOs, community organizations, and local government for collaboration and support on community development initiatives when appropriate. *(June 2010 Mtg., Bd. Dec. 222)*

Source: June 2010 Mtg., Bd. Dec. 222

41.030.2. RI Secretariat Service to Rotary Community Corps
The general secretary charters new Rotary Community Corps, produces program publications, and distributes annual communications to all sponsor Rotary clubs and district Rotary Community Corps chairs. *(June 2010 Mtg., Bd. Dec. 222)*

Source: June 2010 Mtg., Bd. Dec. 222

41.030.3. RI Certification of Rotary Community Corps
The general secretary processes certification of Rotary Community Corps. The signature of the district governor is required as a prerequisite to certification. It is recommended, but not mandated, that new Rotary Community Corps have a minimum of 10 charter members. *(June 2010 Mtg., Bd. Dec. 222)*

Source: June 2010 Mtg., Bd. Dec. 222

41.040. Rotary Friendship Exchange

This is a structured program of Rotary International, adopted by the Board in 1988.

Note: The Board regularly reviews and, as necessary, amends the "Rotary Friendship Exchange Guidelines," which are as follows:

Rotary Friendship Exchanges give participating Rotarians and their families the opportunity to host and visit one another internationally. The goal of an exchange is for participants to make new connections and friendships, and, when possible, to build a foundation for collaborative service projects.

Rotary Friendship Exchanges have the following characteristics:
They are reciprocal
They are funded entirely by the participants
They may include individual Rotarians, couples, families, or groups, depending on the preferences of the participants

District governors from participating districts appoint a district Friendship Exchange chair, who is responsible for helping interested participants coordinate exchanges through an email contact list of chairs from around the world. This list is posted on the RI website for Rotarians to use. *(May 2014 Mtg., Bd. Dec. 144)*

Source: June 1983 Mtg., Bd. Dec. 357; October-November 1986 Mtg., Bd. Dec. 162; July 1988 Mtg., Bd. Dec. 48; June 2010 Mtg., Bd. Dec. 182; May 2014 Mtg., Bd. Dec. 144

41.050. Rotary Youth Leadership Awards

This is a structured program of Rotary International, adopted by the Board in 1971.
The RYLA program is a tool for the leadership development of Interactors, Rotaractors, and Rotarians, as well as for youth in general. *(June 2001 Mtg., Bd. Dec. 310)*

Source: February 2001 Mtg., Bd. Dec. 227

41.050.1. Purpose

The Board has adopted a Rotary Youth Leadership Awards program to offer Rotarians a special opportunity to personally participate in developing qualities of leadership, good citizenship, and personal development in the young people of their communities. RYLA programs are conducted at the club, district, or multidistrict level. *(June 2001 Mtg., Bd. Dec. 310)*

Source: April 1971 Mtg., Bd. Dec. 256; May-June 1982 Mtg., Bd. Dec. 395; A*mended by* November 1995 Mtg., Bd. Dec. 95; July 1998 Mtg., Bd. Dec. 37

41.050.2. Objectives

The objectives of a Rotary Youth Leadership Awards program have been identified as follows:

1) to demonstrate further Rotary respect and concern for youth;
2) to encourage and assist selected youth leaders and potential leaders in responsible and effective voluntary youth leadership by providing them with a training experience;
3) to encourage continued and stronger leadership of youth by youth;
4) to publicly recognize the high qualities of many young people who are rendering service to their communities as youth leaders.

Consideration should be given to the extent to which this purpose can be achieved by the district through whatever type of program is developed. *(June 2001 Mtg., Bd. Dec. 310)*

Source: May-June 1982 Mtg., Bd. Dec. 395

41.050.3. Core Curriculum

All RYLA programs should include a core curriculum which includes the following topics:

1) The fundamentals of leadership
2) The ethics of positive leadership
3) The importance of communication skills in effective leadership
4) Problem solving and conflict management

5) What is Rotary and what does it do for the local community
6) Building self confidence and self esteem
7) The elements of community and global citizenship

while reflecting issues of local relevance and be carried out in a manner appropriate to local customs. *(June 2001 Mtg., Bd. Dec. 310)*

Source: February 1996 Mtg., Bd. Dec. 218

41.050.4. Publicizing RYLA Programs

The general secretary shall make Rotarians aware, through RI's RYLA publications, that RYLA programs can be targeted to limited age groups such as 14-18 year olds and 19-30 year olds in order to address varying needs and maturity levels. The general secretary shall also emphasize the different types of RYLA events, through RI's RYLA publications, highlighting the strength in the diversity of RYLA events at the international, multidistrict, district, multi-club and club levels. Clubs and districts are encouraged to consider inviting economically and socially disadvantaged youth with leadership potential to participate in their RYLA programs. *(February 1999 Mtg., Bd. Dec. 196)*

Source: July 1998 Mtg., Bd. Dec. 37

41.050.5. Activities for Rotarians Involved in RYLA

Rotarians involved in RYLA are encouraged to:

a. make contact with each other, share information, and visit each others' RYLA events;

b. organize RYLA events at the multidistrict and/or international levels;

c. place information about their RYLA events on the internet, including key training materials;

d. invite RYLA participants who may not have easy access to leadership development opportunities, including candidates from other organizations;

e. provide continuity to the participants of their RYLA events by including them in the development of future RYLA events and encouraging them to become involved in mentoring. *(June 2001 Mtg., Bd. Dec. 310)*

Source: February 2001 Mtg., Bd. Dec. 227

41.050.6. RYLA Seminars and Programs

RYLA seminars should be established to facilitate the exchange of information between Rotarians involved in RYLA, possibly at the zone level. In addition, governors and Directors are encouraged to include RYLA in the programs of the district training assembly, the district conference, and Rotary institutes. *(June 2001 Mtg., Bd. Dec. 310)*

Source: February 2001 Mtg., Bd. Dec. 227

41.050.7. RYLA Planning Workshops

The Board encourages development of multidistrict, regional, or zone-level RYLA planning workshops to share information about successful RYLA programming among district RYLA chairs, district RYLA committee members, and other Rotarians interested in RYLA. *(May 2003 Mtg., Bd. Dec. 324)*

Source: February 2003 Mtg., Bd. Dec. 238

Cross References

2.100. Youth Protection

41.060. Youth Exchange

Youth Exchange is a structured program of Rotary International, adopted by the Board in 1974. Note: The Board regularly reviews and amends, where necessary, these policies.

The Rotary Youth Exchange program provides young people with the opportunity to meet individuals from other countries, experience new cultures and to learn first-hand about all aspects of life in another country. Host clubs, host families, and entire communities are enriched by extended, friendly contact with someone from a different culture. The program instills in young people the concept of international understanding and goodwill.

The Board of Directors of Rotary International has established policies to assist clubs and districts in implementing Youth Exchange activities effectively and responsibly. These policies pertain to all types of exchanges, including Long-term, and Short-term exchanges unless otherwise indicated.

Any other provisions consistent with these policies and which are deemed necessary or convenient for the operation of an exchange program may be adopted by the clubs or districts concerned.

By mutual consent of the parties concerned, any of the volunteer responsibilities indicated below may be assigned to someone other than the party specified. *(October 2012 Mtg., Bd. Dec. 96)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* November 2002 Mtg., Bd. Dec. 99; January 2009 Mtg., Bd. Dec. 152; October 2012 Mtg., Bd. Dec. 96

41.060.1. District Governor Authority

Each governor has the responsibility for the supervision and control of the Youth Exchange program within the district. The district Youth Exchange officers, or committees, are under the supervision of their respective governors and should report to them.

Governors are encouraged to use the period between their nomination and assuming office to learn as much as possible about the Youth Exchange program in the district and the qualifications and skills of those who administer it. *(January 2009 Mtg., Bd. Dec. 152)*

Source: October-November 1977 Mtg., Bd. Dec. 159; *Amended by* May 1979 Mtg., Bd. Dec. 355; March 1997 Mtg., Bd. Dec. 275

41.060.2. District Certification Program

The general secretary shall administer and maintain a district certification program. All club and district Youth Exchange programs shall comply with RI youth protection policies and other requirements set forth by the general secretary in order to be certified. In order to participate in the Youth Exchange program a district must be certified by the general secretary.

The certification process requires all district Youth Exchange programs to provide RI with evidence that they have adopted the certification requirements in their Long-term and Short-term exchange programs (including any tours or camps).

The general secretary may grant waivers to districts that have implemented alternative policy and alternative procedures that meet the intent of RI policy in instances when RI policy or certification requirements are contrary to local law and customs. If local circumstances are such that a district cannot meet any of the requirements, districts must provide the general secretary evidence of the specific circumstances that prohibit compliance and a written explanation of alternative procedures that maintain the intent of the policy or requirements. The general secretary will evaluate and determine whether the alternatives posited by districts meet the intent of the policy, and may bring matters to the Board should circumstances warrant.

Other certification policies include:

A. Certification of Districts for Sending Students Only

In circumstances where districts may only wish to send Youth Exchange students without serving as hosts for inbound students, the general secretary may waive certification requirements related to hosting inbound students in these districts.

B. Certification of Multi-country Districts

In circumstances in multi-country districts where not all countries within the district wish to participate in the Youth Exchange program, the general secretary may waive certification requirements for non-participating countries in these districts.

C. Certification and Multidistrict Youth Exchange Activities

The general secretary may remove a district from a multidistrict Youth Exchange activity upon notice that they have failed to comply with the district certification program with or without the consent of the district governor. *(October 2012 Mtg., Bd. Dec. 96)*

Source: November 2004 Mtg., Bd. Dec. 108; *Amended by* November 2006 Mtg., Bd. Dec. 72; February 2007 Mtg., Bd. Dec. 163; June 2007 Mtg., Bd. Dec. 274; November 2007 Mtg., Bd. Dec. 32; January 2009 Mtg., Bd. Dec. 152; October 2012 Mtg., Bd. Dec. 96

41.060.3. Incorporation

Districts must establish a corporation or similar formal legal entity that includes the district Youth Exchange program. This requirement may be met by incorporating the district Youth Exchange program, a group of programs that includes Youth Exchange, or the district as a whole in accordance with *Rotary Code of Policies* 17.020.

Districts may also meet this requirement by affiliation with an incorporated multidistrict Youth Exchange program for the districts' activities that are conducted within the scope of the multidistrict program. *(January 2009 Mtg., Bd. Dec. 152)*

Source: February 2007 Mtg., Bd. Dec. 163

41.060.4. General Liability Insurance

Districts must secure general liability insurance for the district Youth Exchange program with coverage and limits appropriate for their geographic location. Clubs and districts are strongly encouraged to consult legal counsel regarding liability issues before undertaking Youth Exchange activities.

Youth Exchange programs in districts located entirely within the United States meet this requirement through participation in the U.S. Rotary Club and District General Liability Insurance Program.

The general secretary is authorized to grant an exception to the general liability insurance requirement for a period of not longer than five years to districts where it has been demonstrated that such insurance is not available. *(January 2009 Mtg., Bd. Dec. 152)*

Source: February 2007 Mtg., Bd. Dec. 163; June 2008 Mtg., Bd. Dec. 253; *Amended by* January 2009 Mtg., Bd. Dec. 152

41.060.5. District Youth Exchange Finances

It is essential to maintain a separate bank account for district Rotary Youth Exchange activities and to have the chair of the district Youth Exchange committee and a member of the district finance committee, or their proxies, as signatories. The district Youth Exchange committee shall prepare and submit a budget to the governor and the district finance committee for approval. The district Youth Exchange Committee and district treasurer shall prepare and distribute a financial report on Youth Exchange to the district governor on a semi-annual basis. (*January 2015 Mtg., Bd. Dec. 118*)

Source: June 1992 Mtg., Bd. Dec. 328, Appendix G; *Amended by* May 2003 Mtg., Bd. Dec. 325 November 2009 Mtg., Bd. Dec. 56; October 2014 Mtg., Bd. Dec. 38; January 2015 Mtg., Bd. Dec. 118

41.060.6. Reporting to Rotary International

Districts must provide to RI a copy of the Guarantee Form of the standard Youth Exchange applications for each inbound student hosted by the district prior to the beginning of an exchange.

All serious incidents, including but not limited to, accidents, death, early returns, and crimes, and any allegations of abuse or harassment shall be reported by the district to RI within 72 hours of the time a district officer learns of the incident. Districts must identify a person within the district who will be responsible for reporting to RI. *(January 2009 Mtg., Bd. Dec. 152)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* February 2007 Mtg., Bd. Dec. 163

41.060.7. Types of Exchanges

The Youth Exchange program includes two distinct program types:

A. Long-term Exchange Program

These exchanges are open to students aged 15 to 19 years old, though may extend beyond 19 years of age with the agreement of partner districts and clubs, in accordance with local laws. Long-term exchanges should be for one academic year but may be extended to include part or all of the holiday periods immediately preceding and immediately following the academic year. During this time the student lives with more than one family in the host country and is required to attend school in the host country.

Students must have more than one host family; three successive host families is preferable.

Parents of outbound students shall not be required to host inbound students. However, parents of outbound students may volunteer to host or may be asked to assist in finding suitable host families.

The sending and host club must select an individual Rotarian counselor for each student to be in regular contact with the student and to serve as a liaison between the student and the club, the student's parents or guardians, host family and community at large. The club counselor must not be a member of the student's host family and must be trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.

The host club should provide for all educational expenses, arrange an appropriate academic program, and provide a program of orientation and continued contacts to familiarize the student with the host community.

The host club or district should provide a modest monthly allowance for the student in an amount to be jointly determined by the parties concerned. Where meals eaten at school are not otherwise provided for, the monthly allowance should be sufficient to include the cost of such meals.

The sending and host club or district should require, at a minimum, quarterly reports from the students. This report should include information on their current hosts, feelings, concerns, ideas and suggestions regarding their exchange experience thus far. The designated Youth Exchange officer should review the reports carefully and, when necessary, take action to respond to any irregularities reported by the students.

B. Short-term Exchange Program

These exchanges are open to students aged 15 to 19 years old, though may extend beyond 19 years of age with the agreement of partner districts and clubs, in accordance with local laws. The length of the exchange varies from several days to several weeks. They often take place when school is not in session and usually do not include an academic program. Short-term exchanges generally involve a homestay experience with a family in the host country, but may be organized as international youth camps or tours that bring together students from many countries.

It is recognized that many successful exchanges are made for less than a full academic year and that in the interest of international understanding and goodwill, not all programs need be reciprocal.

For Short-term exchange homestay programs, one family is usually sufficient.

The sending and host club must select an individual Rotarian counselor for each student to be in regular contact with the student and to serve as a liaison between the student and the club, the student's parents or guardians, host family and community at large. The club counselor must not be a member of the student's host family and must be trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.

The host club should also provide a program of orientation and continued contact to familiarize the student with the host community. *(October 2012 Mtg., Bd. Dec. 96)*

Source: March 1997 Mtg., Bd. Dec. 235; March 1997 Mtg., Bd. Dec. 275; *Amended by* November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg. Bd. Dec. 108; June 2006 Mtg., Bd. Dec. 248; November 2007 Mtg., Bd. Dec. 64; January 2009 Mtg., Bd. Dec. 152; June 2009 Mtg., Bd. Dec. 241; October 2012 Mtg., Bd. Dec. 96

41.060.8. Eligibility

Participants in the Long-term and Short-term programs should be between the ages of 15 and 19 at the beginning of the exchange unless the laws and regulations of a specific country deem otherwise, or an older age range is mutually agreed upon by the participating clubs and districts.

Youth Exchange welcomes any young people, including sons and daughters of Rotarians, who meet the requirements of the program and who are recommended and sponsored by a Rotarian, a club, or a district. They should be above average in their schoolwork, preferably in the upper third of their school class. *(October 2012 Mtg., Bd. Dec. 96)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* November 2002 Mtg., Bd. Dec. 99; January 2009 Mtg., Bd. Dec. 152; October 2012 Mtg., Bd. Dec. 96

41.060.9. Application

Candidates of ages acceptable to both sending and host districts and according to the laws and regulations of both countries must submit a written application and must undergo a selection process including personal interviews with the applicant and the applicant's parents or legal guardians at the club level and at the district level.

Clubs and districts are encouraged to use the standard Youth Exchange applications which can be obtained from the Secretariat. *(January 2009 Mtg., Bd. Dec. 152)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg. Bd. Dec. 108; January 2009 Mtg., Bd. Dec. 152

41.060.10. Selection and Placement

Selection procedures should occur in a similarly thorough manner for all exchange types.

The sending district is responsible for ensuring that each student is accepted and hosted by a club in a partner district. Districts are urged to utilize agreements with their exchange partners to establish exchange activities to ensure that all expectations of the exchange relationship are met, such as certification of exchange partners, logistics, and student selection and orientation.

All individuals involved in the exchange, including students and their parents or legal guardians, host family members and Rotarian counselors, must agree in writing to all the requirements of the program as determined by the sending and host clubs or districts. Student travel itineraries must be agreed upon by the students' parents or legal guardians and the host club or district. *(October 2012 Mtg., Bd. Dec. 96)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg. Bd. Dec. 108; January 2009 Mtg., Bd. Dec. 152; October 2012 Mtg., Bd. Dec. 96

41.060.11. Travel Insurance for Rotary Youth Exchange Students

Evidence of student travel insurance coverage shall be submitted to, received by, and accepted by the host district prior to the student's departure from home. As the host Rotary district must be in a position to arrange immediate and emergency medical attention when it is needed, the host district must be satisfied that the insurance coverage carried by the student is with a responsible insurance company which will ensure that any service providers receive complete and prompt payment.

The parent or legal guardian of the Youth Exchange student is responsible for the payment of all medical and accident costs. The parent or legal guardian of each student shall provide travel insurance, including, but not limited to, medical and dental coverage for accidental injury and illness, accidental death, dismemberment, and disability benefits (also known as capital benefits), repatriation of remains, emergency evacuation, 24-hour emergency assistance services, and personal legal liability. Such amounts shall not be less than the following minimum limits and benefits per student:

a) Provide coverage on a 24-hour basis from the time the student leaves their home until they return home inclusive of any personal travel before and/or after the agreed exchange period

b) Be valid in all countries in which travel will take place with the exception of student's home country

c) 24-hour emergency assistance services

d) US$1,000,000 for expenses related to injury or illness such as hospital, doctors/physicians, dentist, ambulance or other usual and customary medical services

e) US$100,000 for accidental death, dismemberment, or disability

f) US$50,000 for necessary emergency transport or evacuation of student in the event of severe illness or bodily injury

g) US$50,000 for repatriation of student's remains or cremation expenses in the event of the death of the student

h) US$50,000 for necessary emergency transport or evacuation of student in the event of a non-medical emergency, including due to a political crisis or a natural disaster

i) US$500,000 for personal legal liability for liability arising from the student's actions or omissions that cause bodily injury to a third party or damage to a third party's property.

The parent or legal guardian should also consider obtaining the following additional travel insurance coverage options:

a) Emergency Visitation. Provides reimbursement for emergency visitation expenses for the cost of reasonable transport and accommodation incurred by any one close relative or friend to travel to, travel with, remain with, or escort the student as a result of serious injury, illness, or death of the student

b) Trip Cancellation or Curtailment. Provides reimbursement for trip cancellation or curtailment expenses provides coverage for travel expenses incurred because of an unexpected cancellation due to injury or illness

c) Property Coverage. Provides reimbursement for personal property losses, including student's loss of money or for theft or total loss of property such as baggage

d) Kidnap & Extortion coverage. Provides access to trained specialists that respond to incidents of kidnap or threats to kill, injure, or kidnap a student where ransom is demanded and pays for costs of ransom.
Where it is a statutory or legal requirement for travel insurance to be purchased in the host country, such insurance shall be in accordance with these limits and benefits. In all other cases dual insurance should be avoided unless agreed to by all parties.

Clubs and districts are strongly encouraged to consult insurance counsel for advice on obtaining liability insurance and other coverage and should be fully informed about government's policies and regulations regarding foreign students, including insurance coverage requirements.

Participation in extreme sports, such as hang gliding, rock climbing, and bungee jumping, is discouraged. If students are allowed to participate in extreme sports, these activities should be undertaken with the host districts' and parent or legal guardian's written permission, and additional adequate insurance should be obtained. *(January 2012 Mtg., Bd. Dec. 189)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* June 2004 Mtg., Bd. Dec. 260; March 2005 Mtg., Bd. Dec. 218; November 2007 Mtg., Bd. Dec. 64; January 2009 Mtg., Bd. Dec. 152; January 2012 Mtg., Bd. Dec. 189

41.060.12. Travel by Youth Exchange Students

Youth Exchange students may undertake approved travel with host parents or for Rotary club or district events. The host district shall obtain written permission from the parents or guardians of students for travel outside their local community as defined by the host district in advance.

For all other travel, host districts must ensure that parents or legal guardians are provided with specific details about the program, location, travel itineraries, sleeping accommodations, and contact information. Tours and travel operated by or on behalf of host districts are subject to the Rotary Code of Policies section 2.100.4. *(June 2010 Mtg., Bd. Dec. 210)*

Source: June 2010 Mtg., Bd. Dec. 210

41.060.13. Preparation

The parents or legal guardians of the student are responsible for providing appropriate clothing and round-trip transportation to and from the host district.

Parents or guardians of outbound students shall be provided itemized invoices outlining how funds paid to participate in Youth Exchange are used. Copies of these invoices should also be provided to the sending Rotary club.

The student and the prospective host family should communicate with each other before the student leaves home.

The host and sending club or districts must provide students with a list of individuals to contact in the case of a problem or emergency. This list must include the name and contact information for the student's Rotarian counselor, host club president, host district chair, host governor, sending district chair, sending governor, sending club president and two non-Rotarian resource persons (one male and one female). This list must also include local resources for medical, dental and mental health care and law enforcement professionals. Where available, this list should also include local resources, suicide prevention hotlines, rape crisis hotlines, and local child protection agencies. *(November 2009 Mtg., Bd. Dec. 56)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* November 2004 Mtg., Bd. Dec. 108; January 2009 Mtg., Bd. Dec. 152; November 2009 Mtg., Bd. Dec. 56

41.060.14. Orientation

The sending club or district must organize a mandatory orientation for students and their parents or legal guardians prior to departure. This orientation must inform the participants about the rules, procedures and expectations associated with the Youth Exchange program and should include a briefing about the local Rotary club and its activities.

The sending club or district must provide abuse prevention and awareness training for both students and parents or legal guardians.

The host club or district must also provide an orientation program for inbound students. This must include guidance for students should they encounter any aspects of neglect, physical, sexual, or emotional abuse, and contact information for local resources and their appointed counselors.

Because local laws and customs in one country may differ greatly from those in others, orientation for students must include information on local laws and customs, which may apply to young people. *(January 2009 Mtg., Bd. Dec. 152)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg. Bd. Dec. 108; June 2005 Mtg., Bd. Dec. 271; January 2009 Mtg., Bd. Dec. 152

41.060.15. Student Responsibilities

Students should display comportment at all times reflecting credit on self, the home country, and Rotary and should respect each other and act responsibly, befitting their role in the program.

Students should strive to adapt to the way of life, including language acquisition, of the host country and host family members should assist students to ease that transition.

Students should not under any circumstances be permitted to operate or drive a motorized vehicle of any kind during the exchange, nor to own a motorized vehicle in the host country.

Students should undertake no travel outside the immediate area of the community in which the host club is located without the consent of the students' parents or legal guardians and of the participating clubs or districts.

Students should accept the supervision and authority of the host family and the host club or district during the exchange. *(January 2009 Mtg., Bd. Dec. 152)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg. Bd. Dec. 108; January 2009 Mtg., Bd. Dec. 152

41.060.16. Student Debriefing

Due to the likely effects of reverse culture shock, following their return, students and their parents or legal guardians should be encouraged to attend a debriefing meeting for the purpose of assisting them to transition to their home, school, and community environment. *(January 2009 Mtg., Bd. Dec. 152)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* November 2007 Mtg., Bd. Dec. 64; January 2009 Mtg., Bd. Dec. 152

41.060.17. Volunteer Selection and Screening

Careful selection of all individuals involved in Youth Exchange should be of paramount concern and be done with the utmost care and consideration.

All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, must be interviewed to determine suitability to work with youth, complete and sign a Youth

Volunteer Agreement, and agree to undergo background checks, including law enforcement public record checks and a reference check.

The host club or district must conscientiously screen and select host families on the basis of a written application, background checks for all adults in the home, including law enforcement public record checks and reference checks, personal interview, and home visits.

Any participant who does not comply with the requirements of the program should be removed from participation in the program. In the case of adult volunteers (both Rotarian and non-Rotarian), those who have not complied with program requirements will be permanently removed from involvement with youth in a Rotary context. *(January 2009 Mtg., Bd. Dec. 152)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* November 2004 Mtg. Bd. Dec. 108; February 2007 Mtg., Bd. Dec. 163; November 2007 Mtg., Bd. Dec. 64; June 2006 Mtg., Bd. Dec. 248; January 2009 Mtg., Bd. Dec. 152

41.060.18. Volunteer Training

All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, must receive training that includes information on program administration and rules and abuse and harassment awareness and prevention. *(January 2009 Mtg., Bd. Dec. 152)*

Source: February 2007 Mtg., Bd. Dec. 163; *Amended by* January 2009 Mtg., Bd. Dec. 152

41.060.19. Host Family Rules and Expectations

The host family should provide room and board for the student and exercise appropriate supervisory and parental responsibility to ensure the student's well-being. *(January 2009 Mtg., Bd. Dec. 152)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* January 2009 Mtg., Bd. Dec. 152

41.060.20. Early Returns

Any participant who does not comply with the requirements of the program should be removed from participation in the program. In the case of students, the host and sending clubs and districts, host families and the student's parents or legal guardians, must be fully informed prior to the student being sent home. Such decision requires the agreement of the host and sending districts. The student should be returned home at the earliest practical time by a route agreed upon between the parents or legal guardians and the sending district. In the event of an impasse, districts may appoint an independent Rotarian to serve as a mediator. *(January 2009 Mtg., Bd. Dec. 152)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* January 2009 Mtg., Bd. Dec. 152

41.060.21. Youth Exchange Alumni

Districts and clubs are encouraged to establish Youth Exchange alumni groups. *(January 2009 Mtg., Bd. Dec. 152)*

Source: October 1998 Mtg., Bd. Dec. 97

41.060.22. Multidistrict Youth Exchange Program

It is recognized that there may be instances where two or more districts wish to cooperate in jointly undertaking Youth Exchange. The Board has no objection to such cooperative effort, provided any activity or project is not undertaken unless two-thirds of the clubs in each such district have first approved participation. Furthermore, the governors of the respective districts shall secure in advance specific authorization of the general secretary acting on behalf of the Board.

Each governor has the responsibility for the supervision and control of the Youth Exchange Program within the district. Multidistrict activities shall be administered by a committee composed of current district Youth Exchange chairs and other officers appointed by the respective governors of participating districts. Such a multidistrict committee is responsible for reporting in writing not less often than annually on its work and finances to all governors in the participating districts. *(January 2009 Mtg., Bd. Dec. 152)*

Source: May 1979 Mtg., Bd. Dec. 355; *Amended by* November 2001 Mtg., Bd. Dec. 45; January 2009 Mtg., Bd. Dec. 152

41.060.23. International Travel by Youth

No individual Rotarian, club, or district shall undertake an alternative program structure to send minors abroad that circumvents RI youth protection policies, the foregoing Youth Exchange policy, or the immigration and travel policies of any nation or government.

No individual Rotarian, club, or district shall assist or cooperate in sending a young person abroad on an international travel activity unless careful plans are made in advance covering every aspect of the proposed trip, including approval from the district youth protection officer and district Youth Exchange chair. In districts without a youth protection officer, the district governor and the district Youth Exchange committee chair must approve the arrangements.

No club should provide an identification card, letter of introduction, request for assistance or other credential or document intended to identify or introduce a young person to a club or clubs in another country, unless complete mutual agreement has been reached in advance with respect to the hospitality or assistance to be provided by the host club.

No club is obliged to provide hospitality or assistance to any young person from another country, despite any documented or claimed sponsorship of a Rotary club, unless the host club has specifically agreed in advance to provide such hospitality or assistance. *(June 2009 Mtg., Bd. Dec. 242)*

Source: May 1979 Mtg., Bd. Dec. 355; *Amended by* January 2009 Mtg., Bd. Dec. 152; June 2009 Mtg., Bd. Dec. 242

41.060.24. Involvement by Persons With Disabilities

The Board encourages the involvement of people with disabilities in Youth Exchange programs and other youth projects where and when this is possible and agreed upon between the sending and host clubs or districts.

The Board recommends that governors appoint one member of their district Youth Exchange committee to be responsible for encouraging and aiding in the participation of people with disabilities in Long-term and Short-term exchanges. *(October 2012 Mtg., Bd. Dec. 96)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* January 2009 Mtg., Bd. Dec. 152; October 2012 Mtg., Bd. Dec. 96

41.060.25. Paid Wages for Youth Exchange Students

Employment regulations in various countries make it impractical for clubs and districts to engage in any international exchange programs in which participants are paid wages. However, individual Rotarians may provide support to other organizations that are properly equipped to undertake this type of the international exchange of youth. *(January 2009 Mtg., Bd. Dec. 152)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* January 2009 Mtg., Bd. Dec. 152

41.060.26. Youth Exchange Committee

The president may appoint annually a Youth Exchange committee to advise the Board on all aspects of the Youth Exchange program and to develop program content for the annual Youth Exchange Officers preconvention meeting. *(June 2010 Mtg., Bd. Dec. 182)*

Source: June 2001 Mtg., Bd. Dec. 393; *Amended by* June 2010 Mtg., Bd. Dec. 182

41.060.27. District Youth Exchange Committee Chair and Multidistrict Officer List

The general secretary shall publish annually a list of all Youth Exchange officers or district Youth Exchange committee chairs serving one district, more than one district, or all the districts in one country. This list is to include district specific notes relating to alternative policy which has been reviewed by the general secretary and determined to meet the intent of RI policy. This list will exclude districts that have not met district certification requirements. This list shall be revised and distributed annually to governors and to those who are included in the list. *(June 2009 Mtg., Bd. Dec. 217)*

Source: May 1979 Mtg., Bd. Dec. 355; March 1997 Mtg., Bd. Dec. 275; November 2004 Mtg. Bd. Dec. 108; June 2009 Mtg., Bd. Dec. 217

41.060.28. Youth Exchange Officers Preconvention Meeting

The annual Youth Exchange officers preconvention meeting, as part of the official convention program, should be conducted in accordance with RI policy regarding convention operations and procedures. The general secretary is requested to provide staff support for such meeting. *(January 2009 Mtg., Bd. Dec. 152)*

Source: June 1976 Mtg., Bd. Dec. 50; November 1978 Mtg., Bd. Dec. 150; November 1990 Mtg., Bd. Dec. 91

41.060.29. Officer and Staff Attendance at Youth Exchange Regional Meetings

A current or past RI officer selected by the president and a staff person should attend regional meetings of Youth Exchange officers on a periodic basis. *(January 2009 Mtg., Bd. Dec. 152)*

Source: November 1994 Mtg., Bd. Dec. 75; *Amended by* November 2004 Mtg., Bd. Dec. 108

Cross References

2.100. Youth Protection
8.060. New Generations Service Exchange
17.020. Incorporation of Districts
21.030. Youth Exchange Committees and Officers
31.090.12. Multidistrict Youth Exchange

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Article 42. Global Networking Groups

42.010. Rotary Fellowships
42.020. Rotarian Action Groups
42.030. Incorporation Guidelines For Global Networking Groups

42.010. Rotary Fellowships

42.010.1. Terms of Fellowships

A Rotary fellowship is a group of Rotarians who unite themselves to pursue a vocational or recreational activity. The primary purpose of a fellowship shall be to further friendship and fellowship for those who share a common interest. Fellowship activities must be conducted independently of RI, but must be in harmony with RI policy, including the use of the Rotary Marks. Fellowships may not be used to promote religious beliefs, political issues, or other organizations. Recognition of a fellowship by RI in no way implies legal, financial or other obligation or responsibility on the part of RI, or any district or club. A fellowship may not act on behalf of RI, or represent or imply that it has authority to act on behalf of RI. A fellowship is not an agency of RI. Fellowships must be self-sustaining financially, administratively, and otherwise. Fellowships may not exist or function in any country in violation of the laws of such country. Individual Rotary Fellowships are not covered by RI insurance and are encouraged to assess their own risk and secure coverage as appropriate. *(June 2005 Mtg., Bd. Dec. 302)*

Source: January 1966 Mtg., Bd. Dec. 168; November 1999 Mtg., Bd. Dec. 172; *Amended by* June 2001 Mtg., Bd. Dec. 394; May 2003 Mtg., Bd. Dec. 381; March 2005 Mtg., Bd. Dec. 205; June 2005 Mtg., Bd. Dec. 302

42.010.2. Organization and Membership

A fellowship shall have a governing document (charter, constitution, bylaws or similar document) which must be consistent with RI policy. All governing documents, and amendments thereto, must be reviewed and approved by the general secretary in consultation with the Global Networking Groups Committee. A fellowship shall be organized with at least three officers, one of whom shall be the chair (president or other administrative head). The chair must be an active Rotarian. A fellowship's membership shall be open to all Rotarians, family members of Rotarians, program participants and alumni. *(October 2015 Mtg., Bd. Dec. 58)*

Source: March 1994 Mtg., Bd. Dec. 169; May 2003 Mtg., Bd. Dec. 381; *Amended by* October 2003 Mtg., Bd. Dec. 85; March 2005 Mtg., Bd. Dec. 205; June 2005 Mtg., Bd. Dec. 302; May 2015 Mtg., Bd. Dec. 184; October 2015 Mtg., Bd. Dec. 58

42.010.3. Criteria for Recognition as a Rotary Fellowship

All fellowships are subject to approval by the general secretary, acting on behalf of the Board, for recognition. The general secretary shall consult with the Global Networking Groups Committee on these decisions. Fellowships formed to promote, participate or be involved in religious or political activities, deal with subjects that negatively affect health or safety, or are not in accord with the Object of Rotary or the overall policy and program of Rotary International shall not be recognized.

To be recognized as a fellowship, a fellowship must:

1) Be a group of Rotarians representing at least three countries who share a common interest in a specific worthwhile activity which advances the Object of Rotary. The Board may reduce or waive the number of countries represented

2) Be organized in accordance with RI policy

3) Not duplicate the purposes of an existing fellowship, unless approved by the Board.

Groups that are denied recognition may not reapply for a period of two years from the date of such denial. *(October 2015 Mtg., Bd. Dec. 58)*

Source: November 1997 Mtg., Bd. Dec. 141; August 1999 Mtg., Bd. Dec. 66; November 2002 Mtg., Bd. Dec. 101; May 2003 Mtg., Bd. Dec. 381; March 2005 Mtg., Bd. Dec. 205; *Amended by* June 2005 Mtg., Bd. Dec. 302; October 2013 Mtg., Bd. Dec. 43; October 2015 Mtg., Bd. Dec. 58. *See also* November 1996 Mtg., Bd. Dec. 106

42.010.4. Termination of Recognition

The Board may terminate a fellowship's recognition by RI, with or without the consent of the fellowship's officers or members, for failure to function in accordance with RI policy. Failure to respond to communications from the general secretary for a one-year period may result in termination of recognition of the fellowship.

To maintain its status as a fellowship, a fellowship must

1) Function in accordance with its recognized purpose and in accordance with RI policy

2) Publish a newsletter (which may be distributed solely by electronic means) for members of the fellowship in good standing, at least once during each Rotary year, and file the newsletter and other important fellowship communications and documents with the general secretary

3) Hold an annual forum by way of a newsletter, annual meeting, or other activity appropriate to the fellowship, through which fellowship members in good standing can interact

4) Respond to inquiries from members, potential members, and the general secretary

5) Submit an annual report of activities, including cost of membership dues and a financial statement showing revenues and expenditures during the past Rotary year, and a statement of funds on hand at the time of the report to its members with a copy to the general secretary by 1 October in each year. *(November 2006 Mtg., Bd. Dec. 35)*

Source: November 1989 Mtg., Bd. Dec. 96; October 2003 Mtg., Bd. Dec. 85; *Amended* by May 2003 Mtg., Bd. Dec. 381; November 2004 Mtg., Bd. Dec. 58; March 2005 Mtg., Bd. Dec. 205; June 2005 Mtg., Bd. Dec. 302; November 2006 Mtg., Bd. Dec. 35

42.010.5. Services and Suspension

The general secretary may suspend services provided to a fellowship, with or without the consent of the fellowship's officers or members, for failure to function in accordance with RI policy. These services include use of the Rotary Marks; listing in the *Official Directory*, program publications, and on the RI website; and provision of a booth and meeting room at the International Convention, on a space available basis. *(May 2012 Mtg., Bd. Dec. 244)*

Source: June 2004 Mtg., Bd. Dec. 257; *Amended by* June 2005 Mtg., Bd. Dec. 302; May 2012 Mtg., Bd. Dec. 244

42.010.6. Incorporation of Fellowships

Fellowships are encouraged to incorporate. The advisability of incorporation is a matter the members should determine in light of the fellowship's activities. Applications for incorporation must be submitted to and approved by the general secretary. The articles of incorporation, or equivalent corporate document, of a fellowship must include a statement to the effect that the fellowship is not an activity or agency of RI. *(June 2005 Mtg., Bd. Dec. 302)*

Source: January 1976 Mtg., Bd. Dec. 161; *Amended by* May 2003 Mtg., Bd. Dec. 381; March 2005 Mtg., Bd. Dec. 205; June 2005 Mtg., Bd. Dec. 302

42.010.7. Fellowships at RI Conventions

An annual joint meeting of all fellowships should be held immediately preceding or during the convention. An annual general meeting of each fellowship should be held immediately preceding or during the convention. Fellowships are encouraged to arrange pre- and post-Convention activities in connection with the convention each year. The convention committee should assist in organizing such convention-related events and publicizing fellowship activities at the convention. RI will provide gratis booth space and meeting space for Rotary Fellowships in good standing, where possible, with the provisions that no fundraising may take place. *(May 2012 Mtg., Bd. Dec. 277)*

Source: January 1970 Mtg., Bd. Dec. 129; January 1973 Mtg., Bd. Dec. 168; June 2004 Mtg., Bd. Dec. 257; *Amended by* May 2003 Mtg., Bd. Dec. 381; January 2012 Mtg., Bd. Dec. 201; May 2012 Mtg., Bd. Dec. 244; May 2012 Mtg., Bd. Dec. 277

42.010.8. Fellowship Information in the *Official Directory*

The name, address and website of each fellowship, and the name, contact information and classification of the chair of each fellowship, shall be listed in the *Official Directory* each year, provided that such information is submitted by the date set by the general secretary. No further descriptive information shall be included. *(May 2003 Mtg., Bd. Dec. 381)*

Source: January 1986 Mtg., Bd. Dec. 193; *Amended by* May 2003 Mtg., Bd. Dec. 381

42.010.9. Promotion of Fellowships

Clubs and districts are encouraged to promote fellowships, especially during June, Rotary Fellowships Month. Governors are encouraged to promote fellowship activities in monthly letters and to report at the district training assembly or district conference on progress in fellowship activities for the year. Fellowships are encouraged to hold recognition days to increase interest in their activities and in Rotary in general, and to maintain websites that promote their activities and inform their members. *(May 2003 Mtg., Bd. Dec. 381)*

Source: January 1970 Mtg., Bd. Dec. 129; *Amended by* May 2003 Mtg., Bd. Dec. 381

42.010.10. Statement in Publications

Fellowship newsletters, publications, brochures, and websites must prominently display the statement "This fellowship is not an agency of, or controlled by, Rotary International" or similar language approved by the general secretary. Following is an approved example of how such language may be incorporated into a statement describing the fellowship.

"The International Golfing Fellowship of Rotarians is a group of Rotarians dedicated to promoting golfing as an opportunity for fellowship. This fellowship operates in accordance with Rotary International policy, but is not an agency of, or controlled by, Rotary International." *(June 2005 Mtg., Bd. Dec. 302)*

Source: May 2003 Mtg., Bd. Dec. 381; *Amended by* June 2005 Mtg., Bd. Dec. 302

42.010.11. Agreements with Other Parties

Any agreement between a fellowship and other parties must clearly state that the fellowship is not an agency of, or controlled by Rotary International, an Illinois corporation, and that Rotary International is not liable for the activities of the fellowship. Any such agreement must also clearly state that Rotary International is not a party to the agreement, and that Rotary International is not liable for the performance of, or any obligation under, the agreement.

A fellowship may not enter into cooperative relationships with other organizations on behalf of RI. *(June 2005 Mtg., Bd. Dec. 302)*

Source: March 2005 Mtg., Bd. Dec. 205; June 2005 Mtg., Bd. Dec. 302

42.010.12. Fellowship Dues

Fellowship dues must be of a reasonable amount and limited to that necessary to cover administrative costs. Each fellowship shall disclose how dues are used in their governing documents, and on their membership application materials. *(June 2005 Mtg., Bd. Dec. 302)*

Source: June 2004 Mtg., Bd. Dec. 257; *Amended by* June 2005 Mtg., Bd. Dec. 302

42.010.13. Fellowships and Other Organizations

In order to ensure coordination and cooperation with Rotary entities that may be involved in similar activities and avoid conflicts of interest, Rotary Fellowships approaching other organizations for funds in excess of US$25,000 or other cooperative relationships shall

notify the general secretary in advance of any applications. This provision also applies to funds that will be disbursed to a third party organization working with the group. *(June 2005 Mtg., Bd. Dec. 302)*

Source: June 2004 Mtg., Bd. Dec. 258; *Amended by* March 2005 Mtg., Bd. Dec. 205; June 2005 Mtg., Bd. Dec. 302

42.010.14. Fellowship Circularization Policy

A Rotary Fellowship desiring to request the cooperation of districts, clubs or Rotarians outside of its own membership in connection with any matter whatsoever, by any means, including telemarketing, shall first submit its purpose and plans to the governor or governors of the involved area and secure his, her, or their approval.

A Rotary Fellowship(s) engaging in these types of activities must comply with RI policy for use of the Rotary Marks, including use of proper identification and qualifying language regarding the Rotary Fellowship(s).

No Rotary Fellowship shall solicit financial assistance or participation in commercial ventures from any Rotary district or club or from individual Rotarians other than its own members unless and until it first secures authorization from the Board. No Rotary Fellowship shall solicit funds on websites, with the exception of membership dues.

Even within the limits described above, it is not permissible for a Rotarian to circularize other fellowship members on matters affecting his or her individual business interests. *(November 2007 Mtg., Bd. Dec. 32)*

Source: March 2005 Mtg., Bd. Dec. 205; *Amended by* June 2005 Mtg., Bd. Dec. 302; November 2005 Mtg., Bd. Dec. 38; November 2007 Mtg., Bd. Dec. 32

42.010.15. Policy Compliance

Fellowships that are not in compliance with RI policy are subject to termination of their fellowship status.

The general secretary may, acting on behalf of the Board, terminate a Rotary Fellowship when a group has not communicated with the general secretary for a one-year period, as required by the Rotary Code of Policies, or in cases where the group has decided to voluntarily disband. Disbanded fellowships should donate any remaining funds to The Rotary Foundation. (*June 2008 Mtg., Bd. Dec. 227)*

Source: June 2005 Mtg., Bd. Dec. 302; November 2005 Mtg., Bd. Dec. 78; January 2008 Mtg., Bd. Dec. 164

42.010.16. Youth Protection

Rotary Fellowships must protect the safety and wellbeing of all youth participating in their activities and comply with Rotary International's youth protection policies. *(May 2015 Mtg., Bd. Dec. 184)*

Source: May 2015 Mtg., Bd. Dec. 184

42.020. Rotarian Action Groups

42.020.1. Purpose and Membership

A Rotarian Action Group shall be an association of Rotarians, family members of Rotarians, program participants and alumni who have as their purpose the advancement of the Object of Rotary by providing assistance and support to Rotary clubs, districts, and multidistricts in planning and implementing large-scale, community development and humanitarian service projects. *(January 2016 Mtg., Bd. Dec. 123)*

Source: June 2005 Mtg., Bd. Dec. 302; *Amended by* January 2011 Mtg., Bd. Dec. 137; September 2011 Mtg., Bd. Dec. 88; May 2014 Mtg., Bd. Dec. 143; January 2016 Mtg., Bd. Dec. 123

42.020.2. Relationship with Rotary International

Rotarian Action Groups are a resource to Rotary clubs and districts in their specialty. Rotarian Action Group activities must be in harmony with RI policy. Rotarian Action Groups may not be used to promote religious beliefs, political issues, or other non-Rotary organizations, or for the sole purpose of advocacy. Recognition of a Rotarian Action Group by RI in no way implies legal, financial or other obligation or responsibility on the

part of RI, or any district or club. A Rotarian Action Group may not act on behalf of RI, or represent or imply that it has authority to act on behalf of RI. A Rotarian Action Group is not an agency of RI. Rotarian Action Groups must be self-sustaining financially, administratively, and otherwise. Rotarian Action Groups may not exist or function in any country in violation of the laws of such country.

The RI president shall appoint a Global Networking Groups Committee to oversee the operations of all Global Networking Groups. The members of the committee shall serve staggered three-year terms, subject to reappointment, but not permitted to serve more than five years. A past director shall serve as chair, and other members shall include one second-year RI director, two Rotarian Action Group representatives, one Rotary Fellowships representative, one vocational service representative, and one trustee. Past RI presidents are not eligible to serve. This committee will consider requests from Rotarian Action Groups for alternative funding models for referral to the RI Board.

Individual Rotarian Action Groups are not covered by RI insurance and are encouraged to assess their own risk and secure coverage as appropriate. *(January 2016 Mtg., Bd. Dec. 123)*

Source: June 2005 Mtg., Bd. Dec. 302; *Amended by* November 2006 Mtg., Bd. Dec. 75; January 2011 Mtg., Bd. Dec. 137; October 2015 Mtg., Bd. Dec. 58; January 2016 Mtg., Bd. Dec. 123

42.020.3. Governance

Rotarian Action Groups must adhere to standard bylaws as approved by the Board. Rotarian Action Groups shall be governed by a board of directors with at least five members. Each officer and director must be an active Rotarian. *(May 2014 Mtg., Bd. Dec. 143)*

Source: November 2006 Mtg., Bd. Dec. 75; *Amended by* January 2011 Mtg., Bd. Dec. 137

42.020.4. Obtaining Recognition as a Rotarian Action Group

All prospective Rotarian Action Groups must apply for recognition by the Board.

To apply to become a Rotarian Action Group, the group must

1) Secure at least 25 prospective members representing at least five countries and three zones, who share a common interest in a specific worthwhile service activity that advances the Object of Rotary.

2) Complete an application, including an action plan that outlines how the group plans to accomplish its service goals, what types of projects it intends to promote or conduct, and the expertise its founding members have in the subject

3) Be organized in accordance with RI policy

4) Complement the service activities of Rotarians, clubs and districts and not conflict with the purposes of an existing Rotarian Action Group, RI program or Rotary Foundation program

Groups that are denied recognition may not reapply for a period of one year from the date of such denial. *(January 2011 Mtg., Bd. Dec. 137)*

Source: June 2005 Mtg., Bd. Dec. 302; *Amended by* November 2006 Mtg., Bd. Dec. 75; January 2011 Mtg., Bd. Dec. 137

42.020.5 Maintaining Status as a Rotarian Action Group
To maintain its status as a Rotarian Action Group, a group must:

1) Function in accordance with its recognized purpose and in accordance with RI policy

2) Regularly collaborate with clubs, districts, and multidistricts on international service projects in their area of specialty

3) Distribute print or electronic newsletters to all members of the Rotarian Action Group in good standing, at least three times during each Rotary year, and file the newsletter and other important communications and documents with the general secretary

4) Hold an annual forum by way of a newsletter, annual meeting, or other activity appropriate to the group, through which members in good standing can interact

5) Respond to inquiries from members, potential members, and the general secretary

6) Submit an annual report of activities to its members with a copy to the general secretary by 1 October each year, including a summary of service activities demonstrating the action group's involvement in at least three large-scale projects, with budget and a description of beneficiaries, organizations involved and project outcomes. Additionally, the report should include incorporation status, a financial statement showing beginning balances, revenues and expenditures during the previous Rotary year, and a statement of funds on hand at the time of the report. Groups' annual reports shall be reviewed by the general secretary to determine whether they are maintaining the criteria for recognition. *(January 2016 Mtg., Bd. Dec. 123)*

Source: June 2005 Mtg., Bd. Dec. 302; *Amended by* January 2011 Mtg., Bd. Dec. 137; January 2016 Mtg., Bd. Dec. 123

42.020.6. Rotarian Action Group Communication Policies

1. Websites
Rotarian Action Groups are encouraged to maintain websites that promote their activities and inform their members. Groups in formation that have not yet received recognition from the Board may organize a website to seek potential members, as long as the website clearly states that the group is not a Rotarian Action Group, and does not use the Rotary Marks. Groups in formation that are denied recognition must disable these websites upon notification of the Board's decision.

2. Contact with clubs and districts
Rotarian Action Groups may contact district governors and district governors-elect. Rotarian Action Groups may contact clubs only when a district governor grants express

permission. This permission must be renewed annually with the change in district leadership.

3. Compliance with Rotary Marks policies
Rotarian Action Groups' communications must comply with RI policy for use of the Rotary Marks, including use of proper identification and qualifying language.

4. Conflicts of interest
It is not permissible for a member of a Rotarian Action Group to circularize on matters affecting his or her individual business interests.

5. Statement in communications and publications
Rotarian Action Groups' communications (electronic and print), publications, and websites must prominently display the statement "This Rotarian Action Group is not an agency of, or controlled by, Rotary International" or similar language approved by the general secretary. This language must also be prominently included in any communications to, or agreements with, outside parties.

Following is an approved example of how such language may be incorporated into a statement describing a Rotarian Action Group.

"The Rotarian Action Group for Urban Concerns is a group of Rotarians whose purpose is to mobilize Rotarians and provide global leadership to address issues such as crime, unemployment, substance abuse, and homelessness. This Rotarian Action Group operates in accordance with Rotary International policy, but is not an agency of, or controlled by, Rotary International." *(January 2012 Mtg., Bd. Dec. 191)*

Source: June 2005 Mtg., Bd. Dec. 302; *Amended by* November 2006 Mtg., Bd. Dec. 75; January 2011 Mtg., Bd. Dec. 137; September 2011 Mtg., Bd. Dec. 88; January 2012 Mtg., Bd. Dec. 191

42.020.7. Promotion of Rotarian Action Groups
Rotarian Action Groups shall work through the existing structure of clubs, districts, and multidistricts to support their service projects. Rotarian Action Groups may list club, district, and multidistrict projects on their websites seeking financial support and provide direction on how individuals and/or organizations may contribute to those entities directly.

District governors and club presidents are encouraged to facilitate collaboration opportunities between clubs and Rotarian Action Groups on projects and activities pertaining to the groups' respective areas of specialty.

Governors shall be trained at the RI Assembly in the purpose, operation, composition, and targeted expertise of Rotarian Action Groups. This should include how to use Rotarian Action Groups to assist clubs and districts in supporting RI strategic plan priorities. *(January 2016 Mtg., Bd. Dec. 123)*

Source: June 2005 Mtg., Bd. Dec. 302; *Amended by* January 2011 Mtg., Bd. Dec. 137; September 2011 Mtg., Bd. Dec. 88; January 2016 Mtg., Bd. Dec. 123

42.020.8. Independent Review of Financial Statements

Rotarian Action Groups with annual gross receipts or expenditures of more than US$25,000 or equivalent are required to provide an annual financial statement and report that has been independently reviewed by a qualified accountant or by an action group audit committee, as may be decided by the membership. This report is to be provided to the membership with a copy to the general secretary by 1 October in each year.

If an audit committee approach is selected, the committee must

a) Be composed of at least three members who are not current officers
b) Be composed of active Rotarians
c) Have at least one member who is a past governor
d) Have at least one member with accounting and audit experience
e) Be selected by the group at its annual meeting in accordance with the procedures established by the group. *(January 2011 Mtg., Bd. Dec. 137)*

Source: June 2005 Mtg., Bd. Dec. 302; *Amended by* November 2006 Mtg., Bd. Dec. 75; November 2007 Mtg., Bd. Dec. 69; January 2011 Mtg., Bd. Dec. 137

42.020.9. Services

Services include use of the Rotary Marks; listing of up to three officers in the *Official Directory*, program publications, and on the RI website; and priority access to booth space and meeting space at the International Convention at no cost, on a space available basis with the provisions that no requests for financial support be allowed and no sales of products or merchandise be allowed from these areas. *(January 2012 Mtg., Bd. Dec. 201)*

Source: June 2005 Mtg., Bd. Dec. 302; *Amended by* January 2011 Mtg., Bd. Dec. 137; September 2011 Mtg., Bd. Dec. 88; January 2012 Mtg., Bd. Dec. 201

42.020.10. Suspension and Termination of Recognition

The general secretary may suspend services provided to a Rotarian Action Group, with or without the consent of the group's officers or members, for failure to function in accordance with RI policy.

The Board may terminate a group's recognition by RI, with or without the consent of the group's officers or members, for failure to function in accordance with RI policy. Groups that are terminated may not reapply for a period of two years from the date of termination. The general secretary may, acting on behalf of the Board, terminate a Rotarian Action Group when a group has not communicated with the general secretary for a one-year period, as required by RI policy, or in cases where the group has decided to voluntarily disband.

Rotary International may notify district governors of terminations or suspensions as appropriate. *(January 2011 Mtg., Bd. Dec. 137)*

Source: June 2005 Mtg., Bd. Dec. 302; November 2005 Mtg., Bd. Dec. 78; January 2011 Mtg., Bd. Dec. 137

42.020.11. Rotarian Action Group Dues and Fundraising

Rotarian Action Group dues must be of a reasonable amount and each group shall disclose how dues are used in their governing documents, and on their membership application materials. Rotarian Action Groups shall prepare and circulate a statement of income and expenses annually to their members as provided in 42.020.8.

Rotarian Action Groups may have paid staff. Groups may pay staff salaries only through membership dues or through project administrative fees paid as part of a grant.

Rotarian Action Groups may solicit funds, including on their websites, from individuals and/or organizations, provided that donations are for the purpose of supporting:

--a Rotary club, district, or multidistrict for a project
--The Rotary Foundation
--a separate implementing organization working with Rotary clubs on a project (provided there is no conflict of interest between the Rotarian Action Group, its officers and/or directors, and the entity receiving the funds)

Rotarian Action Groups may solicit and hold donations for the groups listed above in an amount not to exceed US$50,000. *(January 2016 Mtg., Bd. Dec. 123)*

Source: June 2005 Mtg., Bd. Dec. 302; *Amended by* January 2011 Mtg., Bd. Dec. 137; September 2011 Mtg., Bd. Dec. 88; January 2016 Mtg., Bd. Dec. 123

42.020.12. Rotarian Action Groups and Other Organizations

1. RI/TRF No Contact List

Rotarian Action Groups may not contact any organizations on the "no contact list," as defined in 35.010.3. without the express written consent of the general secretary.

2. Grant-seeking policy

Rotarian Action Groups approaching other organizations for funds in excess of US$25,000 shall first provide a draft copy to the general secretary and obtain express approval prior to submitting any formal applications. This provision also applies to funds that will be disbursed to a third party organization working with the group.

3. Cooperative relationship policy

Rotarian Action Groups approaching other organizations with the intention of establishing formal, written cooperative relationships or other agreements shall first provide a draft copy to the general secretary and obtain express approval in advance of any formal action. *(January 2011 Mtg., Bd. Dec. 137)*

Source: June 2005 Mtg., Bd. Dec. 302; *Amended by* November 2006 Mtg., Bd. Dec. 75; February 2007 Mtg., Bd. Dec. 159; January 2011 Mtg., Bd. Dec. 137

42.020.13. Incorporation of Rotarian Action Groups

The advisability of incorporation is a matter the members of a Rotarian Action Group should determine in light of their activities. Applications for incorporation must be submitted to the general secretary for review prior to submission. The articles of

incorporation, or equivalent corporate document, of a Rotarian Action Group must include a statement to the effect that the group is not an activity or agency of RI and must be in accordance with RI policy. *(January 2011 Mtg., Bd. Dec. 137)*

Source: June 2005 Mtg., Bd. Dec. 302; *Amended by* November 2006 Mtg., Bd. Dec. 75; January 2011 Mtg., Bd. Dec. 137

42.020.14. Establishment of Charitable Entities and Organizations
Rotarian Action Groups may not establish their own foundations, trusts, or other similar charitable entities. Rotarian Action Groups may not establish other organizations, for example an implementing organization, to circumvent any of the policies listed above. *(January 2011 Mtg., Bd. Dec. 137)*

Source: January 2011 Mtg., Bd. Dec. 137

42.020.15. Youth Protection
Rotarian Action Groups must protect the safety and wellbeing of all youth participating in their activities and comply with Rotary International's youth protection policies. *(May 2014 Mtg., Bd. Dec. 143)*

Source: May 2014 Mtg., Bd. Dec. 143

Cross References

2.100. Youth Protection

42.030. Incorporation Guidelines For Global Networking Groups
The following recommended guidelines apply to all Global Networking Groups that choose to incorporate:

1. The name of the incorporated Global Networking Group shall be the same as the name approved by the RI Board

2. The corporation shall be a not-for-profit entity, and it shall pay no dividend and no part of its money, property or other assets shall be distributed to its members, directors, or officers

3. Where any provision of the corporate documents of the incorporated Global Networking Group is not in conformity with the constitution, bylaws, or policies of RI, the terms of the constitution, bylaws, or policies of RI shall prevail at all times

4. All members of the Global Networking Group shall be members of the incorporated entity

5. The initial membership of the Global Networking Group shall be the members of the Global Networking Group as of the time of the incorporation. The addition or removal of a member from a Global Networking Group pursuant to the Global Networking Group's governing document shall immediately and automatically result in a corresponding change in the membership of the corporation

6. Only Rotarians, spouses of Rotarians, and Rotaractors may be members of the incorporated entity

7. The Global Networking Group corporation shall immediately and automatically cease operations and begin dissolution upon directive of the RI Board or upon the approval of the members of the corporation. The chair shall provide the Board notice of a decision by the Global Networking Group to dissolve the corporation, and shall provide a final report upon the completion of the dissolution process

8. The board of directors and officers of the Global Networking Group corporation shall be limited to Rotarians, spouses of Rotarians or Rotaractors who are members of the Global Networking Group

9. The number and terms of the directors shall be as required by local law and as provided for by the incorporated Global Networking Group's corporate documents

10. There shall be at least three officers of the Global Networking Group, one of whom shall be the chair (president or other administrative head). The chair must be an active Rotarian. The current chair shall be the highest officer of the incorporated Global Networking Group and shall serve as chair of the board of directors. The Global Networking Group may elect such other officers as required by local law and as provided for in its corporate documents

11. The chair shall report annually to the members on the status of the Global Networking Group incorporation

12. The Global Networking Group is not an activity or agency of RI. (*February 2006 Mtg., Bd. Dec. 137)*

Source: November 2005 Mtg., Bd. Dec. 76

Cross References

31.090.2. General Secretary Authority to Incorporate Global Networking Groups

Article 43. RI Awards

43.010. Presidential Citation
43.020. "Avenues of Service Citation"
43.030. Service Above Self Award
43.040. Significant Achievement Awards Program
43.050. RI Award of Honor
43.060. Rotary Membership Development Award
43.070. Membership Development Innovation Recognition
43.080. Club Builder Award
43.090. Rotarian Spouse/Partner Service Award
43.100. Rotary Alumni Global Service Award
43.110. Rotary Award for Excellence in Service to Humanity
43.120. Alumni Association of the Year Award

43.010. Presidential Citation

The purpose of this award is to recognize Rotary clubs who achieve well-balanced service and fellowship in support of organizational priorities. The criteria for the Presidential Citation shall be based on the priorities and goals of the strategic plan, include relevant Rotary Foundation goals, and remain consistent for three years. There will be a separate section for each president to personalize. A modified version of the Presidential Citation shall be made available for Interact Clubs and Rotaract Clubs. *(May 2011 Mtg., Bd. Dec. 215)*

Source: May 2011 Mtg., Bd. Dec. 215

43.020. "Avenues of Service Citation"

The "Avenues of Service Citation for Individual Rotarians" has been established as a way to recognize the grass-roots efforts of individual Rotarians.

The following are not eligible for this award:

Present, past or incoming RI President
Present, past, or incoming RI directors
Present, past,or incoming general secretary
Present, incoming or immediate past governors
Current club presidents
Present, past, or incoming president, immediate past president, vice-president, or honorary treasurer of RIBI. *(June 2010 Mtg., Bd. Dec. 223)*

Source: July 1997 Mtg., Bd. Dec. 52; *Amended by* June 1998 Mtg., Bd. Dec. 347; June 2001 Mtg., Bd. Dec. 389; June 2010 Mtg., Bd. Dec. 223

43.030. Service Above Self Award

The purpose of this award is to recognize exemplary humanitarian service in any form and at any level by those who might otherwise go unrecognized. Candidates shall be considered based solely on the humanitarian Rotary services they have rendered. Personal financial contributions to Rotary, its Foundation or any individual project are not relevant considerations for this award. Names of the winners of the award shall be included on the RI website.

Eligibility

Any active Rotarian in good standing may be nominated, except the following:

District Governor
District Governor-elect
Immediate Past District Governor
RI Director
RI Director-elect
Past RI Director
RI President
RI President-elect
Past RI President
Foundation Trustee
Incoming Foundation Trustee
Past Foundation Trustee

It is not possible to nominate one's self for the award. In addition, nominees must not be the spouse, lineal descendant (child or grandchild), a spouse of a lineal descendant or an ancestor (parent or grandparent) of the nominator. An individual may only receive the award once.

Criteria

Nominees must be Rotarians in good standing. They must have demonstrated exemplary humanitarian service, in any form and at any level, with an emphasis on personal volunteer efforts and active involvement in helping others through Rotary. The award will not be given solely in recognition of one's performance in an elected or appointed Rotary assignment. Nominees' service through Rotary must be on a continuing basis.

Only current or immediate past district governors, and current and past RI directors may submit nominations. Any eligible nominator may nominate one candidate per district but no more than three candidates worldwide for the award in any given year. RI's current special representatives to non-districted Rotary clubs may also nominate a maximum of three Rotarians per year belonging to the clubs they serve.

The current governor of the nominee's district must be notified of the nomination, if he or she is not the person submitting the nomination.

Up to 150 recipients will be selected each year. It is possible that there will be fewer than 150 recipients selected. No more than one recipient will be selected from a given district each year.

Nominations must be limited to the space provided on the prescribed form and must include a clear description of the nominee's service rendered through Rotary. Additional information will not be considered by the selection committee.

The award shall consist of a lapel pin and plaque. *(October 2015 Mtg., Bd. Dec. 61)*

Source: March 1992 Mtg., Bd. Dec. 184; *Amended by* February 1995 Mtg., Bd. Dec. 171; February 1996 Mtg., Bd. Dec. 217; June 1998 Mtg., Bd. Dec. 347; October 1998 Mtg., Bd. Dec. 68; November 1999 Mtg., Bd. Dec. 131; June 2001 Mtg., Bd. Dec. 389; November 2001 Mtg., Bd. Dec. 72; February 2002 Mtg., Bd. Dec. 176; February 2003 Mtg., Bd. Dec. 228; November 2004 Mtg., Bd. Dec. 107; November 2006 Mtg., Bd. Dec. 77; February 2007 Mtg., Bd. Dec. 204; November 2008 Mtg., Bd. Dec. 66; November 2009 Mtg., Bd. Dec. 58; January 2015 Mtg., Bd. Dec. 141; October 2015 Mtg., Bd. Dec. 61

Cross References

31.090.3. GS Authority to Rescind Service Above Self Award

43.040. Significant Achievement Awards Program

The significant achievement awards program shall be a presidential recognition program, effective 1 July 1991. The citation program is designed to give district recognition to club activity that addresses a significant problem or need. It is the purpose of the award to encourage new projects on the part of every club and to promote an increased awareness of the importance of exemplary club efforts. The criteria for selection of significant achievement awards are found on the Significant Achievement Awards Nomination Form that has been approved for use by the RI Board. *(June 1998 Mtg., Bd. Dec. 348)*

Source: July 1991 Mtg., Bd. Dec. 22

43.050. RI Award of Honor

The RI Award of Honor may be granted to deserving individuals including heads of state. Up to five awards may be granted each Rotary year by the president. The president shall report to the Board the name of the individual to whom he plans to grant an award at least 14 days prior to granting the award. If a director voices any objection within seven days of notification, consideration of such award shall be delayed until the next Board meeting. *(June 2005 Mtg., Bd. Dec. 300)*

Source: November 1996 Mtg., Bd. Dec. 53. *Amended by* February 1999 Mtg., Bd. Dec. 189; June 2001 Mtg., Bd. Dec. 387; May 2003 Mtg., Bd. Dec. 325; June 2005 Mtg., Bd. Dec. 300. *See also* July 1990 Mtg., Bd. Dec. 4

43.060. Rotary Membership Development Award

The purpose of this award is to recognize individual Rotarians, clubs, districts, regions, and zones for activities proven to increase membership.

Eligibility and Selection Procedure

Recipients must be active Rotarians and clubs in good standing. RI will calculate eligibility based on membership numbers in the Rotary global database.

Criteria

Membership growth categories for recognition shall be broadly defined as:
Chartering new clubs
Setting and achieving goals
Sponsoring and referring new members
Admitting new members

Retaining members
Overall membership growth and growth to established membership thresholds
Improving gender balance
Realigning member age distribution
Improving length of time in Rotary prior to termination

Term of Achievement
Membership achievements shall be measured at 1 July of each year against the official 1 July membership start figures.

Recognition Items
Recognition shall be based on the level of achievement and include wearable items, display items, electronic badges for online posting, and recognition events during International Assembly and Convention. Publicity of award winners shall appear minimally on the RI website and in *The Rotarian* and other regional magazines where appropriate.

Recognition items for individuals shall be delivered to clubs for presentation during club meetings or events. Recognition items for clubs shall be delivered to district governors for presentation during official visits or district events. Recognition items for district and regional leaders shall be delivered to directors for presentation at district or zone events. *(May 2014 Mtg., Bd. Dec. 157)*

Source: June 1997 Mtg., Bd. Dec. 303; May 2014 Mtg., Bd. Dec. 157. *See also* March 1997 Mtg., Bd. Dec. 266. *Affirmed by* July 2002 Mtg., Bd. Dec. 30

43.070. Membership Development Innovation Recognition

The purpose of this program is to provide a means for district, regional, and zone leaders to recognize a proactive, creative, long-term strategy supporting membership development. Any current volunteer leader can download and complete a writeable certificate to recognize any individual, club, or district any time of year for an innovative idea or accomplishment in membership development. These innovations and accomplishments can be informed by, but will not be verified by, RI global database information or calculations. *(May 2014 Mtg., Bd. Dec. 157)*

Source: March 2005 Mtg., Bd. Dec. 233; *Amended by* May 2014 Mtg., Bd. Dec. 157

43.080. Club Builder Award

The purpose of this award is to recognize Rotarians who have made a significant impact in supporting and strengthening their Rotary clubs.

Eligibility
Candidates must be active Rotarians in good standing, with at least five years of membership.

The following officers are ineligible for this award:

Current club presidents
Current, incoming, or immediate past governors
Current, past, or incoming RI directors

Criteria
Candidates must have achieved the following:
1. personally recruited at least five members who are still active Rotarians at the time of nomination;
2. participated in Rotary training in their club;
3. participated in at least one meaningful club-level vocational service project;
4. attended at least two district meetings in the three years prior to submission of the nomination.

Selection Procedure
Eligible candidates must be recommended by three past club presidents of their own club (or of their prior club if they are members of a new club that has been in existence for less than three years). District governors should form a selection committee of three past governors to select the winners.

Current district governors may grant up to ten Club Builder Awards to deserving Rotarians in their district. RI will send blank certificates signed by the president of Rotary International to each district governor in June (one month before the year begins). After an award has been made, the name of the winner should be published in the zone level newsletter and/or governor's monthly letter. *(September 2011 Mtg., Bd. Dec. 92)*

Source: January 2010 Mtg., Bd. Dec. 147; November 2010 Mtg., Bd. Dec. 78; *Amended by* September 2011 Mtg., Bd. Dec. 92

43.090. Rotarian Spouse/Partner Service Award

The purpose of this award is to recognize spouses and partners of Rotarians who have demonstrated exemplary humanitarian service through Rotary.

Eligibility
Any non-Rotarian spouse or partner of an active Rotarian in good standing may be nominated. An individual may only receive the award once.

Spouses and partners of current RI officers, immediate past district governors, current directors, current trustees and the RI president are ineligible for this award.

It is not possible to nominate one's own spouse or partner for the award. In addition, the nominee may not be a lineal descendant (child or grandchild), a spouse or partner of a lineal descendant, or an ancestor (parent or grandparent) of the nominator.

Criteria
Candidates shall be considered based solely on the humanitarian service they have rendered through Rotary, with an emphasis on personal volunteer efforts and active involvement in helping others. Personal financial contributions to Rotary, its Foundation or any individual project are not relevant considerations for this award.

Nomination and Selection Procedure
District governors may nominate one eligible candidate from their district for this award each year. RI's current special representatives to non-districted Rotary clubs may also each submit one nomination per year. Nominations must arrive at RI World Headquarters by the deadline stated in the nomination form.

Up to 100 recipients will be selected each year by a selection officer appointed by the RI president. It is possible that there will be fewer than 100 recipients selected.

Nominations must be limited to the space provided on the prescribed form and must include a clear description of the nominee's service rendered through Rotary. Additional information will not be considered.

The award shall consist of a plaque and letter of commendation signed by the RI president. Names of the winners of the award shall be included on the RI website. *(January 2012 Mtg., Bd. Dec. 184)*

Source: January 2012 Mtg., Bd. Dec. 184

43.100. Rotary Alumni Global Service Award

The purpose of Rotary Alumni Global Service Award is to honor an outstanding Rotary Alumnus whose career and activities illustrate the impact of Rotary's programs on their service to humanity. For the award, Rotarians should consider individuals whose service activities and professional achievements are of an extraordinary nature. The ideal candidate's service and professional career would go beyond the local community to touch the lives of people at the international level.

The Rotary Alumni Global Service Award is given to a single individual. All Rotary alumni are eligible for the award. *(January 2016 Mtg., Bd. Dec. 101)*

Source: October 2014 Mtg., Bd. Dec. 65; *Amended by* January 2016 Mtg., Bd. Dec. 101

43.100.1. Selection Criteria

1. Candidates must have demonstrated the social benefits of Rotary's programs through extraordinary service activities and professional achievements.

2. Candidates must have achieved distinction in their profession or vocation.

3. Candidates must have performed sustainable service impacting the international community. *(October 2014 Mtg., Bd. Dec. 65)*

Source: October 2014 Mtg., Bd. Dec. 65

43.100.2. Eligibility Criteria

1. Candidates must accept the award in person at the Rotary International Convention, with exception being granted in special circumstances.

2. An individual may receive an award only once.

3. Individuals may not be nominated for, or receive an award, posthumously.

4. Current and past RI Directors and Foundation Trustees shall be ineligible to receive the award. *(January 2016 Mtg., Bd. Dec. 124)*

Source: October 2014 Mtg., Bd. Dec. 65; January 2016 Mtg., Bd. Dec. 124

43.100.3. Nomination of Candidates

1. All district governors are eligible to nominate one candidate annually for the zone level competition.

2. Nominations must be made on the prescribed form with a clear description of the candidate's achievements that would qualify him/her for this award; supplementary documentation or material is highly desirable.

3. The regional Rotary Foundation coordinator (RRFC) shall be responsible for the nomination process for their zone/region and should notify district governors of the zone level deadline and procedures. All three regional coordinators should be involved in the nomination process.

4. Each RRFC may nominate one candidate annually from the zone/region for which he or she is responsible for the international competition.

5. Nominations must be received at RI World Headquarters by 30 June for the following year's award. *(October 2014 Mtg., Bd. Dec. 65)*

Source: October 2014 Mtg., Bd. Dec. 65

43.100.4. Selection Process

1. The general secretary will review all nominations to assure candidates meet the eligibility criteria and forward them to the Joint Committee on Alumni Relations for consideration.

2. The Joint Committee on Alumni Relations will review all eligible nominations and recommend one winner and one alternate winner of the Rotary Alumni Global Service Award to be presented to the Board and Trustees at their joint meeting in October for selection.

3. The recipient of the award and the nominating district governor and RRFC will be notified about winning the award immediately after the October Joint meeting of Directors and Trustees. Upon written acceptance of the award (including a commitment to receive the award in person at the Rotary International Convention), the winner will be announced to the other nominating district governors and regional coordinators, and to the general public, as appropriate.

4. Presentation of the award will be made jointly by the trustee chairman and RI president during a plenary session at the Rotary International Convention. *(January 2016 Mtg., Bd. Dec. 101)*

Source: October 2014 Mtg., Bd. Dec. 65; Amended by January 2016 Mtg., Bd. Dec. 101

43.100.5. Involvement of Rotary Alumni Global Service Award Recipients in Rotary Activities

Rotary Institute conveners and regional coordinators are encouraged to invite Award recipients to speak at the Rotary Institute as appropriate and if practicable.

Governors and Governors-elect of those districts where Award recipients reside are encouraged to invite the recipients to the district conference as appropriate and if practicable.

Presidents of Rotary clubs where Award recipients reside are encouraged to grant honorary membership to Rotary Alumni Global Service Award recipients who are not Rotarians and to invite them to club events whenever possible.

Past Award recipients may be invited to participate in RI Conventions whenever appropriate and practical. *(January 2016 Mtg., Bd. Dec. 101)*

Source: October 2014 Mtg., Bd. Dec. 65; *Amended by* January 2016 Mtg., Bd. Dec. 101

43.110. Rotary Award for Excellence in Service to Humanity

The purpose of this award is to recognize non-Rotarians who have demonstrated exemplary humanitarian service consistent with Rotary's ideals, and who might otherwise go unrecognized.

Eligibility

Only non-Rotarians may be nominated for this award. The nominee may not be a spouse, partner, lineal descendant (child or grandchild), a spouse or partner of a lineal descendant, or an ancestor (parent or grandparent) of a Rotarian.

An individual may only receive the award once. The awardee will be selected by a committee of the district's five most recent past governors. The award is limited to one per district.

Criteria

A current district governor may grant only one Rotary Award for Excellence in Service to Humanity award to a deserving non-Rotarian in the district. Governors may order certificates from Rotary International free of charge. *(January 2015 Mtg., Bd. Dec. 140)*

Source: January 2015 Mtg., Bd. Dec. 140

43.120. Alumni Association of the Year Award

The purpose of the Rotary Alumni Association of the Year Award is to recognize an alumni association that has increased awareness of the significant role alumni play in Rotary and demonstrated a lasting impact on Rotary programs. Winning associations receive a plaque or banner, recognition in Rotary media, and the opportunity to present their association's work at a significant Rotary event. *(October 2014 Mtg., Bd. Dec. 65)*

Source: October 2014 Mtg., Bd. Dec. 65

43.120.1. Award Eligibility

The alumni association must:

a) Be formally chartered by Rotary International
b) Be up-to-date in responding to all requests for information from RI, such as surveys and current officers
c) Enhance the awareness of the value of alumni within Rotary
d) Involve a majority of association members
e) Complete a project or activity over the past twelve months that has impact on either a local or international community
f) Have an online presence through social media, such as Facebook, LinkedIn, or other site
g) Demonstrate collaboration between Rotarians and alumni
h) Support the Object of Rotary and Service Above Self *(October 2014 Mtg., Bd. Dec. 65)*

Source: October 2014 Mtg., Bd. Dec. 65

43.120.2. Nomination Procedure

At the beginning of the Rotary year, the regional Rotary Foundation coordinator (RRFC) chooses and announces a zone/regional selection committee to receive and evaluate all entries. All three regional coordinators should be ex officio members of this committee.

The zone/regional selection committee should choose the association in the zone/region to receive the award before 15 June. The selected association should be recognized as their zone/regional winner.

The RRFC must fill out and submit the official nomination form to RI World Headquarters by 30 June for the following year's award. Each RRFC may submit one association from their zone/region.

The Joint Committee on Alumni Relations will review all nominations and recommend one winner of the Alumni Association of the Year Award to be presented to the Board and Trustees at their joint meeting in October for selection. *(October 2014 Mtg., Bd. Dec. 65)*

Source: October 2014 Mtg., Bd. Dec. 65

CHAPTER VI

COMMUNICATIONS

Articles

48. Official Language and Translation
49. Membership Communications
50. Public Relations and Information
51. Publications
52. Audio/Visual/Electronic Communications
53. Other Communications

Article 48. Official Language and Translation

48.010. RI Official Language
48.020. Translation of Rotary Literature

48.010. RI Official Language

English is the only official language of RI. *(June 2010 Mtg., Bd. Dec. 182)*

Source: May 1954 Mtg., Bd. Dec. 206; January 1973 Mtg., Bd. Dec. 109; *Amended by* June 2010 Mtg., Bd. Dec. 182. *Affirmed by* June 1998 Mtg., Bd. Dec. 387; November 1999 Mtg., Bd. Dec. 224

48.010.1. Standard Common Second Language

The Board has elected not to adopt an advocacy position in the promotion of a standard common second language. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1960 Mtg. Bd. Dec. E-16; November 1996 Mtg., Bd. Dec. 148

48.020. Translation of Rotary Literature

The policy of RI concerning publication of Rotary literature in languages other than English, the official language of RI, is:

1) RI will provide translated versions of essential club and district information in Japanese, Portuguese, Spanish, French, German, Korean, Italian, Swedish and Hindi.

2) RI will provide translated versions of essential club and district information in Mandarin Chinese with the understanding that the level of support will be determined by need and available Rotary resources, as determined by the general secretary.

3) All RI publications shall be revised in English and other languages on a staggered, triennial basis, with those publications affected most by the Council on Legislation to be revised after the Council. The general secretary will be authorized to make exceptions to this policy, as necessary. Recent changes in Board policy will be shared with club and district leaders via the RI website and *Rotary Leader*;

4) A district or group of districts in which the Rotarians speak a language(s) other than those listed above may, on a voluntary basis, translate, print and distribute essential club information to the clubs in their district(s). Publications translated by volunteers shall not be considered official RI translations.

The Board has approved a plan for a project for translation of publications by volunteers and recommends that language groups other than those listed above participate in the ongoing Translation Project under which RI reimburses for the printing and distribution of publications translated by volunteers. *(October 2014 Mtg., Bd. Dec. 93)*

Source: November 1999 Mtg., Bd. Dec. 224; February 2000 Mtg., Bd. Dec. 346; *Amended by* November 2007 Mtg., Bd. Dec. 117; June 2010 Mtg., Bd. Dec. 182; October 2014 Mtg., Bd. Dec. 93. *See also* April 2000 Trustees Mtg., Dec. 135

48.020.1. Role of General Secretary in Translations of Rotary Literature

The translation and printing of Rotary literature shall be under the direct supervision of the general secretary, who is authorized to approve translations on behalf of the Board and, to modify the text of translations of Rotary literature, where it appears necessary or advisable to make publications generally more useful to clubs. The distribution of Rotary literature to clubs shall be made by the Secretariat. *(June 2002 Mtg., Bd. Dec. 245)*

Source: April 1930 Mtg., Bd. Dec. IV(p); January 1958 Mtg., Bd. Dec. 142; November 1997 Mtg., Bd. Dec. 108

48.020.2. Use of Rotarian Volunteers in Translating

The general secretary shall develop a database of Rotarians who are able to interpret and translate into many languages. In selecting Rotarians to interpret/translate, the general secretary shall ensure that they first provide a sample of their work. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1997 Mtg., Bd. Dec. 185

48.020.3. Translation of Regional Magazines

Regional magazines shall take financial responsibility for translation of materials into their language from the English text provided by *The Rotarian* magazine at no cost to RI. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October-November 1986 Mtg., Bd. Dec. 188

48.020.4. Translation of Constitutional Documents of Rotary International

A note shall be included in all editions of the *Manual of Procedure* in languages other than English preceding the section that includes the constitutional documents, to indicate: a) that in the event of any question arising regarding the meaning or interpretation of any provision of the constitutional documents, the English-language text of these documents is the official text; b) that each governor has a copy of the English-language edition of the

Manual of Procedure, including the constitutional documents; and c) that a copy of the constitutional documents in English may be obtained by ordering an English-language edition of the *Manual of Procedure*. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1976 Mtg., Bd. Dec. 80

48.020.5. Translation of Name "Rotary Club of"

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

Source: January 1955 Mtg., Bd. Dec. E-6

Cross References

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

Article 49. Membership Communications

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

49.010. Official Notices

Official notices shall be transmitted to clubs and districts via the RI website, whenever feasible. Such notification will satisfy the requirements of the RI Bylaws. *(October 2015 Mtg., Bd. Dec. 37)*

Source: November 1994 Mtg., Bd. Dec. 116; *Amended by* June 2010 Mtg., Bd. Dec. 182; October 2015 Mtg., Bd. Dec. 37

49.020. Board Minutes

The minutes of Board meetings shall be posted on the RI website. *(May 2011 Mtg., Bd. Dec. 252)*

Source: May 2011 Mtg., Bd. Dec. 252

49.020.1. Confidentiality of Board Minutes and Reports

Any and all reports to a Board meeting or to a RI committee meeting, as well as discussions during those meetings and notes taken during those meetings, contain proprietary and confidential information. *(May 2011 Mtg., Bd. Dec. 252)*

Source: November 1997 Mtg., Bd. Dec. 104

49.030. *Official Directory*

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

Source: January 1954 Mtg., Bd. Dec. 141

49.030.1. Distribution of *Official Directory*

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

Source: April 1971 Mtg., Bd. Dec. 286

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

Source: June 1997 Mtg., Bd. Dec. 317

Cross References

11.010.1. Approval for Clubs to Solicit Cooperation, Financial Aid, or Participation
11.010.6. Use of Official Directories for Commercial Purposes or Circularization
41.010.4. Interact Club Designations in Official Directory
41.020.4. Rotaract Club Designations in Official Directory

49.040. Manual of Procedure

The English edition of the *Manual of Procedure* shall be revised and published within six months of the adjournment of the Council. The editions in other languages shall be revised and published as soon thereafter as possible. *(November 1999 Mtg., Bd. Dec. 201)*

Source: October-November 1977 Mtg., Bd. Dec. 177. *Amended by* February 1999 Mtg., Bd. Dec. 208; November 1999 Mtg., Bd. Dec. 201

49.050. Constitutional Documents

The revised English edition of the constitutional documents should be mailed to all districts within two months of adjournment of the Council. Adopted enactments should be reproduced exactly as adopted by the Council and only modified as necessary to give full effect to all adopted enactments. *(November 2007 Mtg., Bd. Dec. 32)*

Source: February 1999 Mtg., Bd. Dec. 208; June 2007 Mtg., Bd. Dec. 255

49.060. Codification of Policies

The *Rotary Code of Policies* is a reference manual, in subject order, of all policy decisions still in force that were made by Conventions, Councils on Legislation, the Board, the Trustees and to a limited extent, the general secretary. All general and permanent policies of the Board shall be incorporated into the Code.

The Code will be maintained and kept up to date by the general secretary. The general secretary, at the conclusion of each Board meeting, shall review the decisions passed at that meeting and prepare a report listing those decisions taken by the Board that should be added to the Code. This report shall be submitted to the Executive Committee of the Board at its next meeting. The general secretary shall update the *Rotary Code of Policies* after each Board meeting for distribution in loose-leaf form to the Board and appropriate RI staff, and publication on the RI website.

Any section or subsection of the Code that is based on a Board decision that is 30 years old, and that has not been subsequently amended, shall be reviewed by the Board at its last meeting of each year to see whether it should be retained in the Code.

The general secretary shall have the authority to revise the numbering, arrangement, headings, and cross-references contained in the *Rotary Code of Policies* as may be required from time to time.

The general secretary is requested to place a statement in future editions of the *Manual of Procedure* that the white pages are for purposes of explanation and serve as guidelines in interpreting RI policy as found in the constitutional documents of RI and the *Rotary Code of Policies.*

The *Rotary Code of Policies* shall be issued only in English at this time.

The general and permanent policies of The Rotary Foundation shall be placed in a separate volume of the *Rotary Code of Policies* known as "The Rotary Foundation Code of Policies." *(May 2012 Mtg., Bd. Dec. 245)*

Source: March 1993 Mtg., Bd. Dec. 150; June 1998 Mtg., Bd. Dec. 348; October 1998 Mtg., Bd. Dec. 83; February 1999 Mtg., Bd. Dec. 196; February 1999 Mtg., Bd. Dec. 197; June 1999 Mtg., Bd. Dec. 297; February 2000 Mtg., Bd. Dec. 299; May 2003 Mtg., Bd. Dec. 325; *Amended by* May 2011 Mtg., Bd. Dec. 252; January 2012 Mtg., Bd. Dec. 158; May 2012 Mtg., Bd. Dec. 245

Article 50. Public Relations and Information

50.010. Purpose of RI Public Relations
50.020. Public Relations Guidelines for Pro Bono Relationships with Corporate Entities
50.030. Rotary Public Image Coordinators

50.010. Purpose of RI Public Relations

The purpose of Rotary's public relations program is to foster understanding, appreciation, and support for the programs and Object of Rotary. The program should promote awareness among all Rotarians that good publicity, favorable public relations and a positive image are desirable and essential goals for Rotary if it is to achieve that purpose and broaden Rotary's service to humanity. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May-June 1958 Mtg., Bd. Dec. 202; October-November 1983 Mtg., Bd. Dec. 124

50.020. Public Relations Guidelines for Pro Bono Relationships with Corporate Entities

The Board has set forth the following public relations guidelines to effectively manage a pro bono relationship with a corporate entity to safeguard the integrity and reputation of RI/TRF, while allowing public relations opportunities for all parties to the agreement.

Definition of Pro Bono Public Relations Relationship

Pro bono relationships do not involve compensation. Predetermined "out-of-pocket" costs are agreed to in advance of securing pro bono assistance. A pro bono public relations relationship involves a private communications agency supplying promotional work without compensation. In turn, RI/TRF agrees to publicize the pro bono relationship as appropriate in RI/TRF's sole discretion.

Establishment of Relationship

When an appropriate corporate entity that may provide pro bono public relations services to RI has been identified, such entity shall be referred to the general secretary for immediate review to ensure that RI/TRF's credibility remain intact, and that current Rotary publicity initiatives will be enhanced. The review will include, but not be limited to, the following elements:

1) Shared mission/interest: A review of the corporation's policies and positions on issues relevant to RI/TRF will be assessed to ensure that no conflict of interest exists with the Object of Rotary.

2) Background search: An extensive news search of the corporation and back review of annual reports will be researched to study current and past media placements.

Upon completion of the satisfactory review, the general secretary will negotiate a pro bono agreement with the corporate entity. Terms of the agreement will include, but not be limited to, the following:

1) Message development: Standing key messages exist within RI/TRF. Altering or adapting these messages must gain approval by the general secretary to deter the release of misinformation to the general public and RI membership.

2) RI Spokespeople: The general secretary in consultation with the RI president and/or Trustee chair, will designate appropriate RI/TRF spokespeople for all events and interviews, a RI/TRF spokesperson must be incorporated into all media interviews, either live or by telephone. RI will approve all media interviews related to the pro bono relationship.

3) Editorial Review: RI/TRF staff retains full editorial review of all material released by the corporate entity. This activity will ensure the release of factual information to the media, general public and membership audiences of the corporate entity and RI/TRF. These Guidelines do not authorize corporate entity to reproduce any of the ROTARY Marks for any purpose without the prior written, express consent of RI/TRF except as expressly set forth herein.

4) Media placement: All press releases, media advisories and media placements must be reviewed by RI to ensure accuracy and proper RI/TRF mention and copies of the media placements provided to RI.

5) Placement in RI/TRF publications: Efforts will be made to ensure proper recognition of the pro bono services donated by the corporate entity in Rotary publications including but not limited to: *The Rotarian, Rotary Leader,* and the RI website.

6) Photo credit/video credit: All material provided by RI/TRF must be credited to Rotary International and include appropriate copyright information, if owned by RI. Appropriate copyright notice would be : "© 2000 Rotary International."

7) RI/TRF name and logo requirements: "ROTARY," "ROTARY INTERNATIONAL," "ROTARY INTERNATIONAL and Design" (the Rotary Emblem), "THE ROTARY FOUNDATION," "THE ROTARY FOUNDATION OF ROTARY INTERNATIONAL and Design" (the Rotary Foundation Logo), "TRF," among numerous other marks (collectively referred to as the "ROTARY Marks"), are the intellectual property of RI and/or TRF. Usage of the RI/TRF name and logos will adhere to guidelines concerning reproduction of the ROTARY Marks or guidelines concerning use of the ROTARY Marks by other organizations as amended from time to time and/or any other relevant policies, guidelines, and/or decisions governing use of the ROTARY Marks, circularization, solicitation, and/or sponsorship, as promulgated by the RI Board of Directors.

Once final, the agreement will be submitted for appropriate review consistent with the RI contract review policy.

Maintenance

The general secretary, through Public Relations and Marketing, will provide continued monitoring of the pro bono public relations services to ensure that all elements of the approved contract are maintained to RI's satisfaction. Adjustments to or additions to key messages and media placement activities will need prior approval from the general secretary. The general secretary will update the Board of Directors on a quarterly basis on the results of the agreement. RI/TRF retains the right to terminate the agreement at any time. *(October 2013 Mtg., Bd. Dec. 30)*

Source: May 2000 Mtg., Bd. Dec. 441; *Amended by* November 2000 Mtg., Bd. Dec. 108; May 2003 Mtg., Bd. Dec. 325; June 2010 Mtg., Bd. Dec. 182; May 2011 Mtg., Bd. Dec. 252; January 2012 Mtg., Bd. Dec. 158; October 2013 Mtg., Bd. Dec. 30

50.030. Rotary Public Image Coordinators

Purpose

The purpose of the Rotary public image coordinators is to provide enhanced information and assistance from RI to the clubs and districts in the area of public relations. They will assist clubs and districts to tell Rotary's success stories to all media, local government leaders, communities, civic leaders, and similar entities. They are to serve as trainers, motivators, coaches, counselors, and resource persons for the club and district leaders in their assigned regions. They also are to be available for assistance at Rotary institutes, GETS, and other zone level meetings.

Functions

The Rotary public image coordinators are to be trained and knowledgeable about RI and club and district level public relations, and they are to perform the following functions through the planning and conducting of district and regional seminars and workshops with the assistance and support of district leaders:

1. Inform and motivate Rotarians about RI's public relations efforts
2. Promote the use of RI public relations grants
3. Encourage stronger club level public relations efforts
4. Promote the RI Strategic Plan priorities of advancing internal and external recognition and public image of RI
5. Serve as member of the GETS training team when invited by GETS convener
6. Promote the use of Rotary's visual identity assets
7. Highlight alumni to enhance Rotary's public image
8. Help achieve the annual priorities and goals approved by the Board

The Rotary public image coordinators also will serve as an important source of RI public relations information for clubs and districts and as a vital link between the Secretariat and the Rotarians in their assigned regions.

The Rotary public image coordinators also will confer and cooperate with the RI director, RC and the RRFC for their assigned regions with the goal of enhancing both RI and TRF through the strengthening of clubs and districts.

Training

Newly appointed Rotary public image coordinators will attend a joint training institute that includes Rotary coordinators, endowment/major gifts advisers and regional Rotary Foundation coordinators as scheduled. *(October 2015 Mtg., Bd. Dec. 37)*

Source: January 2011 Mtg., Bd. Dec. 163; *Amended by* September 2011 Mtg., Bd. Dec. 111; January 2012 Mtg., Bd. Dec. 158; October 2013 Mtg., Bd. Dec. 64; October 2014 Mtg., Bd. Dec. 74; January 2015 Mtg., Bd. Dec. 135; October 2015 Mtg., Bd. Dec. 37

Cross References

26.040.5. Regional Leaders Training Institute (RLTI)
57.100. RI Convention Public Relations

Article 51. Publications

51.010. Official Magazine
51.020. Rotary Regional Magazines
51.030. Guidelines for New Publications
51.040. *Rotary Leader*

51.010. Official Magazine

51.010.1. Board Authority to Publish a Magazine
The Board has authorized a publication containing articles and news matters of general interest to clubs and individual Rotarians. *(June 1998 Mtg., Bd. Dec. 348)*

Source: Ballot By Mail No. 6, 1910-1911

51.010.2. Official Magazine To Be Named "*The Rotarian*"
The official magazine of RI shall be named *The Rotarian*. *(June 1998 Mtg., Bd. Dec. 348)*

Source: August 1912 Mtg.

51.010.3. Goals of the Official Magazine
The Rotarian utilizes its broad policy directive to delineate and work to achieve the following goals:

1) To provide a channel of communication to disseminate and support the theme and philosophy of the president and special programs approved by the Board.

2) To promote and report on the major meetings of RI and the various official Rotary weeks and months.

3) To serve as an educational and program resource tool for clubs and district leaders.

4) To help build service by motivating and inspiring Rotarians through reportage of outstanding examples of activity in the five Avenues of Service by clubs and Rotarians around the world.

5) To help build international fellowship by providing Rotarians with regular and effective contact with the wide world of Rotary which lies beyond their individual clubs and by informing Rotarians of the accomplishments of their fellow Rotarians.

6) To provide a forum in which the views and concerns of Rotarians--both on Rotary and non-Rotary topics of significance--can serve to challenge, develop, and strengthen their beliefs in Rotary. In addition, to broaden the horizons of Rotarians and other readers by focusing attention upon the problems of the cultural, ethical, and moral framework within which Rotary works and serves, with the understanding that there will be no comments published, no matter by whom submitted, which might reasonably be expected by the

editors to be offensive to the citizens of any nationality or be adverse to the best interests of any country.

7) To help strengthen the fabric of society by treating family-life topics, including helpful art-of-living resources, which are of interest to the official magazine's prime audience, Rotarians and their families.

8) To provide comprehensive and effective leadership in maintaining a network of Rotary communication around the world through cooperation with Rotary regional magazines, district publications, and club bulletins.

9) To illuminate and enhance the image of RI by publishing a high-quality magazine which informs and educates non-Rotarians about Rotary ideals and activities.

10) To generate reader interest by producing a magazine which is attractive, lively, topical, and relevant to Rotarians and their lives--and, therefore, in a position to compete successfully with the many demands upon readers' time. *(June 2010 Mtg., Bd. Dec. 223)*

Source: February 1977 Mtg., Bd. Dec. 272; May 1986 Mtg., Bd. Dec. 288; *Amended by* June 2010 Mtg., Bd. Dec. 223

51.010.4. Content of the *The Rotarian* Magazine devoted to The Rotary Foundation
The general secretary shall ensure that in each edition of the magazine, a minimum of four pages shall be devoted to The Rotary Foundation, exclusive of the November (Foundation Month) issue. *(November 2002 Mtg., Bd. Dec. 55)*

Source: July 2002 Mtg., Bd. Dec. 12

51.010.5. Official Magazine Advertising Policy
The Board has adopted the following:

ADVERTISING POLICY OF THE OFFICIAL MAGAZINE

I) *General Policy*

a. The magazine shall actively solicit high-grade advertising from reputable advertisers of worthy goods and services.

b. Cautious judgment be exercised in the acceptance of advertising, to the end that there will be in the magazine no advertising which is offensive to good morals or decency, or that promises something different form what the advertiser will deliver.

c. The Board, the general secretary acting on its behalf, is responsible for administering this policy and making the final decision on questions of advertising acceptance.

d. It is recognized that Rotarians are of necessity in competition with each other in their business and professional interests and that such competition should not be the basis for rejection of legitimate advertising.

e. RI does not endorse any advertiser and does not assume financial responsibility or obligation in connection with advertised goods and services.

II) *Standard for Acceptance*

a. The value of goods or services offered must be reasonably stated and product, service, copy, and illustration must be acceptable by the standards of aesthetics and good taste one would expect in a prestige magazine.

b. The decision on the acceptability of advertising for any commodity or service can be influenced by the opinions of recognized trade or professional groups and credit agencies.

III) *Free Advertising*

a) Free advertising space shall be available only to RI.

IV) *Use of Rotary Emblem, Personal Rotary Affiliation, Rotary Club Supplies*

a. The general regulations of RI concerning use of the Rotary emblem also apply to advertising.

b. Mention of an advertiser's personal Rotary affiliation shall not be permitted in such advertising.

c. When the advertisement of a dealer in club supplies is received, it must be determined that the products being distributed are made by franchised manufacturers. In the case of a manufacturer's advertisement, it must be determined that such person is manufacturing under a license granted by RI.

d. The Board shall develop and periodically review categories of acceptable and unacceptable advertising to guide the general secretary in administering this policy.

e. Vendors who seek to customize merchandise that is in competition with merchandise provided by official licensees must apply for a license from RI when seeking to sell such merchandise through advertising in the Rotary World Magazine Press. Alternatively, vendors seeking to advertise in the Rotary World Magazine Press to sell goods which may be customized and which may compete with officially licensed products shall be required to use the following disclaimer in any of their advertising, "Not licensed to reproduce the Rotary Marks," or other such disclaimer as the general secretary finds appropriate. The general secretary reserves the right to determine which advertisements shall require a disclaimer.

Customized, competing goods are any goods that directly compete with goods offered by Rotary International's officially licensed vendors ("Licensed Products"). A complete list of Licensed Products is available on RI's website, www.rotary.org.

The general secretary reserves the right to determine which goods compete with Licensed Products.

V) *Unacceptable Advertising*

a) Each case is to be decided on its merits. The following types of advertising are not acceptable:

1) Fraudulent or misleading advertising; false, unwarranted or exaggerated claims; vulgar, suggestive or offensive copy; and "bait" advertising where the reader is denied a fair opportunity to purchase the products or services advertised on the terms indicated

2) Advertising which attacks competitors unfairly or disparages their products, services or methods

3) Supports the use of addictive or harmful products and activities including but not limited to tobacco, weapons or other armaments, or medical advertising of products containing habit forming or dangerous drugs; contraceptive devices; medical advertising which, in the opinion of the publisher, would be offensive to readers and adjacent advertisers

4) Advertising by clubs which solicits donations from other clubs or Rotarians, or is otherwise contrary to RI's solicitation and/or circularization policies

5) Advertising for raffles or lotteries that may be contrary to law

6) Advertising that targets Rotarians or Rotary Entities for donations, while not prohibiting open calls for donations

7) Conflicts with Rotary's ethical and humanitarian values or is otherwise not in accord with the Object of Rotary

8) Undermines internationally recognized standards for human rights

9) Unfairly discriminates based on race, ethnicity, gender, language, religion, political or other opinion, national or social origin, property, or birth or other status

10) Promotes a particular political or religious viewpoint

11) Advertising by clubs or Rotarians offering to act as intermediaries for other Rotarians in making business contacts

12) Advertising which too closely resembles the magazine's editorial content. (Any advertisement which, in the opinion of the publisher, may be mistaken for editorial content will be labeled "advertisement.")

13) Weaken the autonomy, independence, reputation, or financial integrity of Rotary International or The Rotary Foundation

14) Advertising from organizations that seek donations from Rotarians for their own humanitarian and educational programs. *(January 2008 Mtg., Bd. Dec. 203)*

Source: October-November 1980 Mtg., Bd. Dec. 203; November 1994 Mtg., Bd. Dec. 65; October 2003 Mtg., Bd. Dec. 49; June 2004 Mtg., Bd. Dec. 236; *Amended by* May 2003 Mtg., Bd. Dec. 325; January 2008 Mtg., Bd. Dec. 203

51.010.6. Advertising Content of *The Rotarian*
The advertising content of *The Rotarian* should not exceed 35% of pages on an annual basis. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1979 Mtg., Bd. Dec. 238

51.010.7. RI Cause-Related Marketing Policy
The Board has approved the following cause-related marketing policy:

RI CAUSE RELATED MARKETING POLICY

A) An advertiser may say that proceeds from any product, service, program or activity advertised will be contributed to a specific activity or project of a Rotary club, Rotary district, or to RI or the Rotary Foundation of RI. The subject of an advertisement may be identified as being sponsored by a Rotary club or Rotary district, or other Rotary related entity, implying where the proceeds will be directed.

B) An advertiser cannot say that proceeds from any product, service, program, or activity advertised will be contributed to any specific or general project, activity, movement or organization other than those specifically allowed in paragraph 1, above.

C) An advertiser specifying the contribution of any portion of its proceeds as set out in paragraph 1 above must, upon request by RI:

i) provide a written report certified and verified by a certified public or chartered accountant reflecting both the relevant gross annual sales for the relevant year and itemizing the advertised contributions;

ii) keep accurate records of its relevant sales and permit RI, upon reasonable notice and during normal business hours, to inspect and audit said books from time to time for the purpose of verifying the accuracy of contributions and reports made under these paragraphs. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1996 Mtg., Bd. Dec. 73

51.010.8. Subscription Price for *The Rotarian*
The annual subscription price for *The Rotarian* shall be US$12. The subscription fee for international subscribers shall be US$24 annually. The mandatory magazine subscription rate for Canadian Rotarians is US$16 annually. *(January 2009 Mtg., Bd. Dec. 132)*

Source: February 2001 Mtg., Bd. Dec. 274; January 2008 Mtg., Bd. Dec. 200; November 2008 Mtg., Bd. Dec. 109; January 2009 Mtg., Bd. Dec. 132

51.010.9. Gratis Subscription to the Official Magazine for Surviving Spouse of a Past RI General Officer
The general secretary shall ensure that the surviving spouse of a past general officer shall continue to receive *The Rotarian* magazine for their lifetime, or until such time as he or she requests that the subscription be cancelled. *(November 2000 Mtg., Bd. Dec. 111)*

Source: August 2000 Mtg., Bd. Dec. 45

51.010.10. Gratis Subscription to the Official Magazine for Governors-elect
Each governor-elect in the districts outside North America shall receive a gratis subscription to the official magazine commencing six months prior to his or her assuming office as governor whether or not they are a current subscriber to the official magazine. *(May 2003 Mtg., Bd. Dec. 325)*

Source: January 1976 Mtg., Bd. Dec. E-14; *Amended by* May 2003 Mtg., Bd. Dec. 325

51.010.11. Canadian Supplement to *The Rotarian*
The general secretary shall manage, publish, and circulate an eight-page quarterly supplement for Canadian subscribers to *The Rotarian* called "Rotary Canada" to focus on activities of Canadian Rotarians.

The director from Canada or the most recent director from Canada in Zone 24 is requested to annually appoint a five person Canadian editorial advisory committee to represent Canadian Rotarians on the content of the supplement.

The general secretary is requested to invite the chair of the Canadian Supplement Editorial Advisory Committee to meetings of the regional magazine editors. (*January 2009 Mtg., Bd. Dec. 132)*

Source: November 2008 Mtg., Bd. Dec. 109; January 2009 Mtg., Bd. Dec. 132

Cross References

31.030.9. Magazine Subscription Requirements
31.060.5. Adjustment of Advertising Rates for The Rotarian

51.020. Rotary Regional Magazines

The Rotarian magazine and the licensed regional magazines shall be recognized collectively as the "Rotary World Magazine Press" ("RWMP"). RI Bylaws section 20.030. provides that each member of a club subscribe to a Rotary World Magazine Press publication. (*June 2010 Mtg., Bd. Dec. 182*)

Source: November 2002 Mtg., Bd. Dec. 145; *Amended by* January 2009 Mtg., Bd. Dec. 132; June 2010 Mtg., Bd. Dec. 182

51.020.1. Rotary Regional Magazine Criteria
A Rotary regional magazine exists to advance the Object of Rotary in all its aspects. A Rotary publication that meets the following criteria may be recognized as a Rotary regional magazine (including both the print and any electronic versions):

1. The magazine serves an area of more than one district or country.

2. All aspects of the publication of the magazine are under the direct supervision of an advisory board (see section 51.020.4. Guidelines for Rotary Regional Magazine Licensing).

3. The editorial content of the magazine is in harmony with RI policy, and at least 50 percent of the editorial content covers Rotary or Rotary-related subjects.

4. In addition to local or regional news, the magazine carries information about RI and publishes such topics and specific text as RI may request.

5. The magazine is published at least six times a year and shall be a minimum of twenty-four (24) pages per issue.

6. The overall appearance of the magazine is attractive and in keeping with the dignity and nature of Rotary, and adheres to the RI Board guidelines for reproduction of the Rotary Marks.

7. The magazine's circulation reaches a majority of the Rotarians in the area it serves, in order to maintain the magazine's purpose and economic viability.

8. The magazine is adequately financed without financial responsibility by RI.

9. The magazine adheres to RI's reporting requirements, as set forth in the license agreement with RI.

10. The magazine has entered into a license agreement with RI for the publication and distribution of a magazine using the Rotary Marks and circularizing the membership.

11. The magazine shall assume responsibility for serving as the basic means of communication between RI and club members/subscribers in the region in replacing *The Rotarian*.

12. The regional magazine editors are responsible for the conduct of their respective magazines within the context of these guidelines.

13. The monthly mandatory material supplied by RI, or regionally prepared material conveying the same general theme and information, must be used by the RI-licensed Rotary regional magazines.

14. Licensed regional magazines are required to publish mandatory material, as set forth in the license agreement with RI;

15. Before a new magazine may be considered for licensing, it must complete a two-year pilot program. Except for exempt language groups, as determined by RI, during the first year, subscriptions to the magazine shall be a second subscription in addition to the required subscription to *The Rotarian*. During the second year, members may choose between the two magazines to meet the magazine subscription requirement;

16. Only licensed Rotary regional magazines shall receive RI support and services;

17. *The Rotarian* and the regional magazines shall continue to exchange quality editorial material and photographs to effectively emphasize the internationality of the magazines *(May 2015 Mtg., Bd. Dec. 195)*

Source: July 1977 Mtg., Bd. Dec. 60; *Amended by* October 1988 Mtg., Bd. Dec. 127; February 2002 Mtg., Bd. Dec. 217; May 2003 Mtg., Bd. Dec. 325; November 2004 Mtg., Bd. Dec. 140; November 2005 Mtg., Bd. Dec. 109; January 2009 Mtg., Bd. Dec. 193; June 2010 Mtg., Bd. Dec. 182; November 2010 Mtg., Bd. Dec. 100; January 2011 Mtg., Bd. Dec. 117; September 2011 Mtg., Bd. Dec. 34; May 2015 Mtg., Bd. Dec. 195

51.020.2. Rotary World Magazine Press Editors Seminar

RI will conduct the Rotary World Magazine Press Editors Seminar every two years. While RI will pay hotel and meal costs, the participating editors and representation will be responsible for their own transportation costs.

Regional zone editors meetings in the alternate year shall be encouraged, at no cost to RI. *(October 2012 Mtg., Bd. Dec. 37)*

Source: January-February 1986 Mtg., Bd. Dec. 209; November 2004 Mtg., Bd. Dec. 140; *Amended by* November 2010 Mtg., Bd. Dec. 100; May 2012 Mtg., Bd. Dec. 291

51.020.3. Licensing of Rotary Regional Magazines

Each Rotary regional magazine must be licensed by RI to ensure that it meets RI specifications as outlined in the *Manual of Procedure* and Rotary Code section 51.020.4. Status will be evaluated by the Communications Committee and recommended to and granted by the Board. The general secretary shall review all licensed regional magazines to determine their adherence to editorial guidelines and compliance with the terms of their license agreement. Each regional magazine must enter into a license agreement with RI for publication of a magazine using the Rotary Marks and circularizing the membership. Operation of such a publication not under license by RI is not permitted. *(May 2014 Mtg., Bd. Dec. 163)*

Source: July 1998 Mtg., Bd. Dec. 43; June 2004 Mtg., Bd. Dec. 284; November 2004 Mtg., Bd. Dec. 58; *Amended by* November 2004 Mtg., Bd. Dec. 140; November 2005 Mtg., Bd. Dec. 109; June 2010 Mtg., Bd. Dec. 182; November 2010 Mtg., Bd. Dec. 100; May 2014 Mtg., Bd. Dec. 163

51.020.4. Guidelines for Rotary Regional Magazine Licensing

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

a) Qualifications

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

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

advisory board must meet at least once a year. The advisory board shall fairly and equally represent the region it serves.

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

i) The editors and advisory boards of regional magazines shall ensure adherence to RI policy on political and religious matters and strive to promote the Rotary principle of welcoming men and women of all races, nations, religious faiths, vocations, and political persuasions to membership.

ii) Regional magazines shall not express an editorial opinion on any pending controversial public measure.

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

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

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

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

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

b) Procedures

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

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

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

4. Recognizing that Rotarians must subscribe to either *The Rotarian* or one of the regional magazines (RI Bylaws section 20.030.), licensed magazines of the Rotary World Magazine Press (RWMP) are required to bill separately for the regional magazine subscription, making clear that any other services or products they offer are optional, and because these other services and/or products are not covered by the terms of the license agreement with RI.

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

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

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

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

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

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

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

vii) a report of advertising policy and rates;

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

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

6. Failure to comply with the terms of the license agreement with RI will result in probation and/or termination, at RI's discretion, in accordance with the terms of the license agreement with RI. *(May 2015 Mtg., Bd. Dec. 195)*

Source: February 1999 Mtg., Bd. Dec. 259; *Amended by* February 2002 Mtg., Bd. Dec. 217; November 2004 Mtg., Bd. Dec. 140; November 2005 Mtg., Bd. Dec. 109; January 2009 Mtg., Bd. Dec. 193; June 2010 Mtg., Bd. Dec. 182; November 2010 Mtg., Bd. Dec. 100; January 2011 Mtg., Bd. Dec. 117; May 2011 Mtg., Bd. Dec. 247; September 2011 Mtg., Bd. Dec. 34; May 2014 Mtg., Bd. Dec. 163; May 2015 Mtg., Bd. Dec. 195

51.020.5. Required Subscription

RI Bylaws Article 20.030.1. require that each member of a club not located in the United States or Canada and each member of an e-club shall become a paid subscriber to the official magazine of RI or to a Rotary magazine *approved and prescribed* for that club by the board. A district that contends that the magazine that is approved and prescribed by the board for its country or geographic area does not meet its needs may appeal to the board to have its approved and prescribed magazine changed by submitting to the general secretary a written resolution that is approved by two-thirds of the district's member clubs and endorsed by at least three of the district's current governor, governor-elect, governor nominee and immediate past governor. Such resolution should:

1. State the reasons why the board's approved and prescribed magazine for that country/region does not meet the needs of that district.
2. State what steps have been taken by the district to resolve the issue directly with the prescribed regional magazine.
3. State the response and outcome of each step cited in point 2, above.
4. Indicate an alternate choice of licensed magazine.
5. State why the desired alternate choice of licensed magazine would better suit its needs.
6. State the circulation/number of subscribers that would be affected.

Upon receipt of such resolution, the general secretary will forward a copy to the potentially impacted magazine (to both the publisher and the advisory board chair) and solicit its response within sixty (60) days. Thereafter, the resolution will be researched and considered by the general secretary. At the general secretary's discretion, once sufficient information has been gathered and if a meritorious case exists, the general secretary will bring the matter to the board for its consideration. The board, in deciding the issue, will consider the information included in the resolution and supporting materials, the response (if timely received) from the impacted magazine, the impact such a change would have on the existing approved and prescribed magazine, the ability and willingness of the proposed new licensed magazine to handle the increased subscription, the political climate in the region and any other facts or circumstances that may be relevant. *(May 2015 Mtg., Bd. Dec. 195)*

Source: May 2015 Mtg., Bd. Dec. 195

51.020.6. Provisional Status for Rotary Related Magazines

If a Rotary related magazine serves a specific language community located within only one district but shows potential for growth to additional districts, it may apply for a two-year provisional status upon entering into an agreement with RI. *(May 2015 Mtg., Bd. Dec. 195)*

Source: November 2002 Mtg., Bd. Dec. 145; *Amended by* November 2004 Mtg., Bd. Dec. 140; June 2010 Mtg., Bd. Dec. 182; November 2010 Mtg., Bd. Dec. 100; May 2015 Mtg., Bd. Dec. 195

51.020.7. Report of Exceptions to Subscription Requirement

The general secretary shall provide the RI Board with a status report on countries exempted from magazine subscriptions every three years, in accordance with RI Bylaws section 20.030.2. *(June 2007 Mtg., Bd. Dec. 226)*

Source: February 2007 Mtg., Bd. Dec. 205

Cross References

2.010.1. Rotary Clubs Failure to Function
19.010.5. Governors' Responsibilities to Rotary World Magazine Press
31.030.9. Magazine Subscription Requirements
48.020.3. Translation of Regional Magazines
57.080. Regional Magazine Editors Attendance at Convention
60.020.1. Regional Magazine Editors

51.030. Guidelines for New Publications

Any proposal for a new RI publication must be submitted to the Board through the general secretary. The general secretary shall be charged with the responsibility of developing publications that will meet a real need and be cost effective. The following information should be available for a new publication:

1. Purpose of publications (including the origin, such as Board decisions);

2. The audience to be reached;

3. The intended life-span of the publication;

4. Anticipated demand;

5. Consequences of not producing the publication;

6. Practicality and appropriateness of format/medium as it relates to ease the production, revision, etc.;

7. Coverage of other publications (redundancy);

8. Impact on inventories at the international offices;

9. Cost of the publication;

10. Comprehensive budget to carry the cost of the publication, if approved;

11. Feasibility of offering new publication by electronic methods. *(February 2002 Mtg., Bd. Dec. 216)*

Source: March 1994 Mtg., Bd. Dec. 198; *Amended by* February 2002 Mtg., Bd. Dec. 216

51.040. *Rotary Leader*

Rotary Leader shall be a bimonthly electronic publication with information and guidance to help club and district officers.

Focus will be given to the areas emphasized in the RI Strategic Plan. Editorial content will support the goals of supporting and strengthening clubs, focusing and increasing humanitarian service, and enhancing public image and awareness.

RI Directors, Foundation Trustees, Rotary coordinators, regional Rotary Foundation coordinators, district governors, and club presidents will receive *Rotary Leader* automatically. Other Rotarians may subscribe to this free publication at any time. Incoming and past club and district officers, assistant governors, committee chairs, and those considering taking on a leadership role will be particularly encouraged to subscribe.

Rotary Leader will be published in eight languages – English, French, German, Italian, Japanese, Korean, Portuguese and Spanish. *(June 2010 Mtg., Bd. Dec. 182)*

Source: June 2010 Mtg., Bd. Dec. 182

Cross References

49.010. Official Notices on RI Website

Article 52. Audio/Visual/Electronic Communications

52.010. Audiovisuals
52.020. Internet and Electronic Communications

52.010. Audiovisuals

52.010.1. Rotary Information on Video
The general secretary shall produce videos on the programs and activities of RI and its Foundation, as appropriate, such videos to be as international in content as possible. *(May 2003 Mtg., Bd. Dec. 325)*

Source: March 1993 Mtg., Bd. Dec. 194; *Amended by* May 2003 Mtg., Bd. Dec. 325

52.020. Internet and Electronic Communications

52.020.1. Guidelines for Rotary Club, District, and other Rotary Entity Electronic Publications
a) A Rotary Entity's website is a "publication," just as a Rotary Entity's newsletter is a "publication." The primary purpose of any Rotary publication, printed or electronic, is to advance the Object of Rotary.

b) Content and design of such publications should be under the direct supervision of the publishing entity's highest officer, whether it be the Rotary club president, governor, or Fellowship chair, and must conform to current RI policies as set forth in the *Manual of Procedure*. (Of particular note are those policies pertaining to Rotary Mark and Emblem usage and those prohibiting circularization.) In particular, whenever the name "Rotary," the Rotary Emblem or other of the Rotary Marks are used, Rotary Entities should use the further identifier of the name of the Rotary Entity involved. When selecting a domain name that includes the word "Rotary," Rotary Entities should also include further identifying language of the name of the Rotary Entity and not solely the word, "Rotary." (See section 33.040.6.) (Proper naming examples are, "www.AnytownRotaryClub.org," "www.rotarydistrict0000.org, "www.AnytownRotaryVillage.org, and "www.Rotary[Insert Name of Rotary Entity Here].org." Examples of generic, improper naming examples that only use "Rotary" by itself or refer to RI and not a specific Rotary Entity would be "www.rotaryvillage.org," "www.rotarian.org," "www.RIactivity.org" and www.rotarywomen.org.) Rotary International accepts no responsibility for the content of any non-RI publication.

c) Rotary International maintains a site on the World Wide Web (www.rotary.org) to provide Rotarians with timely and accurate information about the programs of Rotary International and The Rotary Foundation. Editors of Rotary publications in all media are encouraged to use this information in their respective Rotary organs, provided they adhere to the copyright policies posted on the RI site. Furthermore Rotarians in charge of club, district, and other Rotary Entity websites shall, when feasible, include a link to the RI website for the benefit of those wishing to learn more about Rotary.

d) Top Level Domain ("TLD") and Domain Name Registration and Maintenance Policy

I. Purpose of Policy
The purpose of this policy is to define the TLD and domain name registration policy for Rotary International. It should also serve as a guide to Secretariat Staff as various departments take advantage of the Internet to promote Rotary International and its programs and to Rotary Entities seeking to purchase domain names as they establish websites to advance the Object of Rotary.

II. TLDs and Domain Names Reserved for the Exclusive Use of Rotary International and The Rotary Foundation

A. TLDs and Domain Names
Rotary International reserves the following of the Rotary Marks for the exclusive use of Rotary International and The Rotary Foundation as TLDs or domain names (the below to include the plural, as well as the singular uses thereof):

a) interact
b) interactclub
c) interactive
d) paulharris
e) paulharrisfellow
f) polioplus
g) RI
h) rotaract
i) rotaractclub
j) rotarian
k) rotary
l) rotaryclub
m) rotaryfoundation
n) rotaryinternational
o) rotaryintl
p) therotarian
q) therotaryfoundation
r) TRF
s) serviceaboveself

To the extent possible, each Rotary Mark should be maintained as a domain name (in conjunction with each major TLD such as .com, .org, .net, .info, .biz and others, as they become available), a TLD or other major identifier of Rotary on the Internet.

B. Country Code Domains
"ROTARY" should also be protected in conjunction with country code ("cc") domains as much as possible based on the following order of priority:

a. Any domain name and/or country mandated by the RI Board or TRF Trustees.
b. Countries in which RI has an international office.
c. Countries in which RI is scheduled to hold an upcoming Convention and/or the home countries of elected and/or nominated RI presidents.

d. Countries in which there have historically been or in which RI is currently having problems, either because of those who infringe RI's marks or because other individuals, companies or organizations have filed numerous applications for same or similar marks requiring RI to file oppositions against these applications.
e. Countries in which RI has either a significant number of licensees or major licensees.
f. Countries in which RI has established a prominent presence, either because of large numbers of Rotarians or countries in which RI and/or the programs of RI are very active.

Rotarians, Rotary clubs, Rotary districts and other Rotary Entities are asked to support this Policy and transfer ownership rights in any of the above designated TLDs and/or domain names they may currently own to RI, at RI's request. Due to budget limitations, cc level domain names featuring any of the Rotary Marks other than ROTARY are not in line for purchase at this time, but this is subject to change at any time at the discretion of the general secretary.

C. Other TLDs and Domains

1. The general secretary shall determine whether there are any TLDs or domain names, other than those set forth above, which it would be in RI's best interest to protect and maintain for its exclusive use and/or benefit.

2. The general secretary shall determine whether and when the use of any of the Rotary Marks in a TLD or domain name by a Rotary Entity does not comply with Board policy or for an individual, company or organization not affiliated with RI constitutes infringement and shall pursue the matter accordingly.

III. Registration and Maintenance of TLDs and Domain Names

The general secretary shall purchase TLDs and domain names meeting the current goals of TLD and domain name protection, listing Rotary International as the owner. The Intellectual Property Section of the Legal Department shall handle the registration, renewal and maintenance of TLDs and domain names for Rotary International and The Rotary Foundation, with technical and substantive support from IS, Communications and CDA, as necessary.

IV. Rotary Clubs, Rotary Districts and Other Rotary Entities

A. Rotary clubs, Rotary districts, other Rotary Entities and individual Rotarians should be advised that RI reserves the right to request that TLDs and domain names featuring any of the Rotary Marks be assigned to RI now and in the future, pursuant to this policy.

B. Rotary clubs, districts, other Rotary Entities and individual Rotarians are encouraged to purchase domain names that comply with the RI Board policy concerning the use of the Rotary Marks as outlined in the Rotary International *Manual of Procedure* and *Rotary Code of Policies*. Rotary Entities are encouraged, before registering domain names, to check with their CDA representative to ensure their proposed domain name complies with Board policy for use of the Rotary Marks.

C. The purchase and/or administration of any TLDs which may become available using any of the Rotary Marks is reserved exclusively for RI.

D. The general secretary may require a disclaimer that limits RI's liability to be placed on websites of Rotary Entities.

E. The general secretary reserves the right to take any necessary action against any Rotary club, district or other Rotary Entity or individual Rotarian or group of Rotarians whose actions are not consistent with RI Board policy concerning the use of the Rotary Marks. *(June 2007 Mtg., Bd. Dec. 226)*

Source: November 1999 Mtg., Bd. Dec. 230; *Amended by* February 2003 Mtg., Bd. Dec. 225; October 2003 Mtg., Bd. Dec. 78; November 2006 Mtg., Bd. Dec. 35; June 2007 Mtg., Bd. Dec. 226

52.020.2. RI's Website

The general secretary shall maintain the RI website at the www.rotary.org. address on behalf of the Board. The website shall include information pertinent to the programs and activities of Rotary International and The Rotary Foundation as well as applications to assist Rotary clubs and districts in doing their Rotary business online including such things as membership updates, Foundation donations, purchasing of Rotary products, etc. The general secretary shall provide or make accommodation for reasonable space (up to 10 pages each) for the president and the president-elect to communicate with the Rotary world as an integrated part of RI's website. *(May 2011 Mtg., Bd. Dec. 252)*

Source: February 2002 Mtg., Bd. Dec. 216

52.020.3. RI Web Language-based Communities

RI Web language communities will be developed and maintained in Japanese, Portuguese, Spanish, French, German, Korean, Italian and Swedish.

RI Web language communities are the only official language websites of Rotary International. *(February 2006 Mtg., Bd. Dec. 137)*

Source: November 1999 Mtg., Bd. Dec. 226; May 2000 Mtg., Bd. Dec. 436. *Affirmed by* August 2000 Mtg., Bd. Dec. 85. *Amended by* February 2001 Mtg., Bd. Dec. 275; November 2005 Mtg., Bd. Dec. 107; February 2006 Mtg., Bd. Dec. 137

52.020.4. Social Business Strategy

Rotary will increasingly use digital social strategies to engage Rotarians, the "family of Rotary," and the general public. The tools we choose to implement will be worthy of Rotarians' trust. These tools will make it easier for Rotarians to build and deepen relationships with one another and to discuss and collaborate on Rotary-related business. We will encourage the use of social technologies consistent with these goals and development of new technologies where gaps exist. *(May 2012 Mtg., Bd. Dec. 244)*

Source: January 2012 Mtg., Bd. Dec. 223

Cross References

33.040.3. Use of Rotary Marks by RI Officers in Publications
33.040.4. Use of Rotary Marks on Websites of RI Officers
33.040.5. Use of Name "Rotary," by Clubs and District Foundations
33.040.13. Use of the Word "Rotarian" in Club Publications

Article 53. Other Communications

53.010. Rotary International Archives
53.020. Rose Parade Float

53.010. Rotary International Archives

An archives will be maintained containing materials in any format that have long- term historical value documenting the work of Rotary. All materials and objects shall be accepted and processed under procedures and policies adopted by Rotary International. *(May 2011 Mtg., Bd. Dec. 252)*

Source: May 2011 Mtg., Bd. Dec. 252

53.020. Rose Parade Float

The Board looks with favor on continually having a float in the Tournament of Roses parade, and has authorized the solicitation of clubs within Canada and the United States of America for voluntary contributions to fund the construction and promotion (fund-raising and publicity) of the float on the condition that the project shall be self-supporting, and all accounting and records of contributions shall be handled by the Rotary Rose Parade Float Committee, Inc.

As an exception to its policy regarding the circularization of Rotary clubs, the general secretary shall annually provide to the Rotary Rose Parade Float Committee, Inc. an electronic mailing list of Rotary club presidents and presidents-elect and RI district governors in the United States and Canada to be used by that committee only for Rose Parade float fundraising purposes, provided that the committee enters into an agreement with RI that includes:

a. a provision allowing the committee to circularize Rotary clubs and districts up to three times annually in connection with its Rose Parade float fundraising efforts;

b. a provision that the committee's Rose Parade float and all of its promotional materials, printed and electronic, must comply with Board policies regarding the use of the Rotary Marks, including the provisions of RI's licensing system;

c. a provision that all communications with RI about this matter should be directed to the general secretary;

d. a provision that all of the committee's promotional materials, printed and electronic, must contain the disclaimer, "This is not a project of Rotary International;"

e. provisions addressing nondisclosure, confidentiality, appropriate insurance and indemnity as deemed necessary by the general secretary;

f. acknowledgment that the RI Board may cancel the agreement without cause provided it gives notice on or before 31 January of any given year. *(January 2011 Mtg., Bd. Dec. 164)*

Source: January-February, 1989 Mtg., Bd. Dec. 235; January 2008 Mtg., Bd. Dec. 157; *Amended by* June 2009 Mtg., Bd. Dec. 217; January 2011 Mtg., Bd. Dec. 164. *See also* November 1997 Mtg., Bd. Dec. 150

53.020.1. Solicitation for the Rotary Float in the Tournament of Roses Parade

The Rotary Float committee in California, USA shall ensure that any communication it sends to Rotarians or clubs in the United Sates and Canada soliciting contributions to help defray the costs of a float in the annual Tournament of Roses Parade shall prominently include this statement: "This is not a project of Rotary International" and shall not contain a picture or message from the president without his or her prior approval. *(June 1998 Mtg., Bd. Dec. 348)*

Source: April 1991 Mtg., Bd. Dec. 304

CHAPTER VII

MEETINGS

Articles

57. International Convention
58. International Assembly
59. Council on Legislation
60. Institutes
61. General Policies Relating to RI Meetings

Article 57. International Convention

57.010. Purpose
57.020. Host Organization Committee
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57.040. Site Selection
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57.120. Program Features
57.130. Role of Paid Official Participants and Spouses
57.140. Role of General Secretary for International Conventions
57.150. Post-Convention Activities
57.160. Miscellaneous International Convention Matters

57.010. Purpose

The primary purpose of the annual convention of Rotary International is to stimulate, inspire, and inform all Rotarians at an international level, as well as serve as a forum for advancing the strategic goals of the association. The annual convention also is the annual business meeting of the association. *(January 2012 Mtg., Bd. Dec. 201)*

Source: May 1991 Mtg., Bd. Dec. 342; *Amended by* November 2007 Mtg., Bd. Dec. 87; January 2012 Mtg., Bd. Dec. 201

57.020. Host Organization Committee

57.020.1. Definition of "Host Area"

The Board will define an area consisting of one or more districts, which shall be considered as the host area. *(January 2012 Mtg., Bd. Dec. 201)*

Source: February 1981 Mtg., Bd. Dec. 292; *Amended by* November 2007 Mtg., Bd. Dec. 87

57.020.2. Host Organization Advised of Guidelines
Before selection of a venue, the potential host organization shall be advised of Rotary convention site guidelines and required to accept them in principle. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May-June 1977 Mtg., Bd. Dec. 362

57.020.3. Relationship of the Host Organization to RI
The host organization cooperates with the Board and the convention committee to assist with the convention program and to provide hospitality for attendees. The general secretary, acting through the convention manager, serves as liaison between the host organization and the convention committee and Board. The general secretary, who is responsible for the operational aspects of Convention management, fulfills these responsibilities through the convention manager with the advice and cooperation of the host organization.

The above statement shall be provided to all host organization committees for their information and guidance in connection with plans for the convention. *(January 2012 Mtg., Bd. Dec. 201)*

Source: February 1977 Mtg., Bd. Dec. 233; *Amended by* November 2007 Mtg., Bd. Dec. 87

57.020.4. Host Organization and Convention Committee
The host organization shall be responsible to the convention committee, which will approve and direct its actions as necessary. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May-June 1977 Mtg., Bd. Dec. 362

57.020.5. RI Director Serving as Convention Host Organization Committee Chair
An RI director who is also the chair or member of a convention host organization committee shall not participate in the discussion or vote on RI convention-related items considered by the Board. *(January 2016 Mtg., Bd. Dec. 104)*

Source: October 2015 Mtg., Bd. Dec. 67

Cross References

72.040.1. Special Events Insurance

57.030. Guidelines

A manual for the general guidance of the convention committee has been approved and is revised from time to time by the Board and distributed as detailed in the manual for conventions. Such manual includes Board policy governing Conventions. The general secretary is requested to bring to the Board's attention any necessary changes to the manual. Each Convention committee is likewise requested to include in its final report any recommended changes to the manual. *(January 2012 Mtg., Bd. Dec. 201)*

Source: May 1991 Mtg., Bd. Dec. 342; *Amended by* January 2012 Bd. Dec. 201

57.040. Site Selection

57.040.1. Convention in Successively Different Locations

The international convention shall not be held in any one country for more than one consecutive year. If possible, Conventions should be held successively in different parts of the world, with the qualification that cost factors be given careful consideration. The eastern and western regions of the United States, as divided by the Mississippi River, are to be considered two distinct regions for this site selection purpose. *(November 2007 Mtg., Bd. Dec. 87)*

Source: January 1938 Mtg., Bd. Dec. 77; Conv. Res. 64-42; *Amended by* June 2007 Mtg., Bd. Dec. 289; November 2007 Mtg., Bd. Dec. 87

57.040.2. Minimum Standards For Convention

The Board will consider a proposal only if the general secretary has explicitly confirmed that the city currently meets all of the requirements for holding a convention. If the general secretary and/or Rotary senior leader involved in the site inspection reports that a city does not meet all of the critical site specification criteria as described in the current *Manual for Conventions* and the Board proceeds to select that city, the Board shall provide an explanation of how any deficiencies will be addressed in its respective Board decision. The general secretary shall inform the Board of potential sites which vary slightly from the standards, or preferred criteria, when such variances would not inhibit the full capability of a city to hold a convention. Should no city be certified by the general secretary from among those submitting invitations, the Board will postpone any selection until a city has been so certified or solicit proposals from another group of cities. International conventions shall not be allocated to cities that do not have sufficient and proper facilities. *(January 2011 Mtg., Bd. Dec. 150)*

Source: June 1977 Mtg., Bd. Dec. 362; November 1991 Mtg., Bd. Dec. 98; October 1998 Mtg., Bd. Dec. 124; *Amended by* June 2007 Mtg., Bd. Dec. 289; January 2011 Mtg., Bd. Dec. 150

57.040.3. Cost Control Measures in Convention Site Selection

To control Convention expenses, negotiations to reduce costs in the following areas may be conducted before the selection of the convention city: housing, meeting places, and other facilities. The number of official meals should be limited as much as possible. Any gratis items to be offered, including complimentary hotel rooms for various officers, should be established. *(January 2012 Mtg., Bd. Dec. 201)*

Source: May-June 1977 Mtg., Bd. Dec. 362; *Amended by* January 2012 Mtg., Bd. Dec. 201

57.040.4. Funding of Convention Meeting Space

When considering districts' invitations to hold conventions in their cities, RI will expect the city to provide without expense to RI a suitable and convenient auditorium for the convention's general sessions and additional meeting places for other sessions. No district of any city should have to pay rental or other expenses for convention venues for RI's use. Rather, the city shall furnish such facilities, or the city government, tourist association, chamber of commerce, or a similar group of business people should provide any necessary funds for such a meeting place. *(November 2007 Mtg., Bd. Dec. 87)*

Source: July 1932 Mtg., Bd. Dec. IX(f). *Amended by* January 1966 Mtg., Bd. Dec. 153; February 2004 Mtg., Bd. Dec. 190; November 2007 Mtg., Bd. Dec. 87

57.040.5. Convention Cancellation
The general secretary shall continue to monitor factors which could interrupt International Conventions and make contracts, wherever possible, in such a way as to minimize any liability to RI in the event of any interruption in plans for a Convention. *(June 1998 Mtg., Bd. Dec. 348)*

Source: February-March 1987 Mtg., Bd. Dec. 264

57.040.6. Procedures for Selecting RI Convention Sites
Procedures have been established for the selection of sites to hold RI's annual convention and are detailed in the Manual for Conventions. No city can host a convention sooner than every 20 years. The board will select finalist for inspection after which a city will be selected for the specific year. The convention should not be held during the last half of June, effective 2015. *(January 2012 Mtg., Bd. Dec. 201)*

Source: June 2002 Mtg., Bd. Dec. 266; June 2007 Mtg., Bd. Dec. 252; January 2012 Mtg., Bd. Dec. 201

57.040.7. Changing Location of Convention Site
Having selected a convention city, the general secretary will update future Boards on the progress being made with several cities and districts scheduled to host conventions in future years. The general secretary will alert the Board to any serious problems encountered in convention planning.

In the event information is received which indicates that the location of a meeting which has already been determined has become inaccessible, the Board shall consider changing such location. *(June 2002 Mtg., Bd. Dec. 266)*

Source: October 1998 Mtg., Bd. Dec. 124; February 1981 Mtg., Bd. Dec. 273; *Amended by* June 2002 Mtg., Bd. Dec. 266

57.050. Attendance

57.050.1. Guidelines for Convention Registration
Registration at RI Conventions shall be open to

- Rotarians
- Rotaractors
- Interactors
- Youth Exchange students
- Foundation scholars
- non-Rotarian Rotary alumni
- Rotary club/district employees
- Spouses of deceased Rotarians

Any other person who wishes to register for a RI Convention may do so as the paid guest of a qualified accompanying convention registrant. All convention registrants shall pay the corresponding convention registration fees established by the Board. Spouses of deceased Rotary Senior Leaders who are not Rotarians themselves shall be allowed to

register independently for the conventions instead of as the guests of Rotarians. In addition, all spouses of deceased Rotary Senior Leaders, whether Rotarians or not, should be accorded the same privileges at RI conventions that would have been available to their spouses. *(October 2015 Mtg., Bd. Dec. 62)*

Source: June 2006 Mtg., Bd. Dec. 251; June 2007 Mtg., Bd. Dec. 289; *Amended by* November 2006 Mtg., Bd. Dec. 35; November 2007 Mtg., Bd. Dec. 87; January 2012 Mtg., Bd. Dec. 201; May 2012 Mtg., Bd. Dec. 244; October 2014 Mtg., Bd. Dec. 38; May 2015 Mtg., Bd. Dec. 166; October 2015 Mtg., Bd. Dec. 62

57.050.2. Official Participants Attendance

The following persons are official participants at the convention at no cost to RI or its foundation.

- Directors nominee and spouse
- Past RI directors and spouse
- Past TRF trustees and spouse
- Past general secretaries and spouse
- Current district governor and spouse
- Current district governor-elect and spouse
- Current RI/TRF committee chairs and spouse
- Spouses of deceased Rotary senior leaders
- Officers and officers-nominee of RIBI

(May 2012 Mtg., Bd. Dec. 244)

Source: January 2012 Mtg., Bd. Dec. 201; May 2012 Mtg., Bd. Dec. 244

57.050.3. One-day Registration Fees

RI shall only entertain requests to offer one-day registration fees where plenary hall capacity permits. *(June 2007 Mtg., Bd. Dec. 289)*

Source: June 2007 Mtg., Bd. Dec. 289

57.050.4. Convention Registration and Exhibitor's Policy

Paying RI licensed vendors, host business expo exhibitors, and organizations with which RI has a formal cooperative relationship will be provided up to six complimentary House of Friendship access badges per booth for booth staff. Any additional badges will be available for US$50 per badge if requested before the March pre-registration deadline. All badges requested after the March pre-registration deadline shall be available on-site for US$100 per badge.

RI projects and Global Networking Groups exhibitors that do not pay a booth rental fee may obtain House of Friendship access badges for their booth staff for US$50 per badge if requested before the March pre-registration deadline. All badges requested after the March pre-registration deadline shall be issued on-site for US$100 per badge.

The Host Organization Committee (HOC) may obtain a reasonable quantity as determined by the convention manager of complimentary House of Friendship access badges and set up wristbands for its volunteers, entertainers, and convention service vendors to adequately support on-site HOC convention responsibilities, if requested

before the March pre-registration deadline. All badges requested after the March pre-registration deadline shall be available on-site for US$100 per badge. RI shall provide the wristbands and the badges to the HOC which will distribute them according to its needs and in compliance with RI policy. Any exhibitor who wishes to attend a plenary session, workshop, or other official convention event may do so after registering at the corresponding convention registration fee established by the Board.

The general secretary may allow exceptions to the above policy as he deems appropriate. *(January 2016 Mtg., Bd. Dec. 127)*

Source: June 2006 Mtg., Bd. Dec. 251; *Amended by* November 2009 Mtg., Bd. Dec. 69; January 2010 Mtg., Bd. Dec. 117; January 2016 Mtg., Bd. Dec. 127

57.050.5. Badge Information
At all RI meetings, all name badges shall include the classification of Rotarians. *(November 2008 Mtg., Bd. Dec. 81)*

Source: November 2008 Mtg., Bd. Dec. 81

57.050.6. Attendance by non-Rotarians
Notwithstanding the provisions of section 57.050.1., the Board may authorize other categories of non-Rotarian individuals to register for an RI convention. For example, these registrants may include representatives of partnering organizations and sponsors.

With the approval of the president, the HOC may invite non-Rotarian individuals to visit the House of Friendship with a reduced registration fee or at no fee. Such individuals shall provide information necessary for credentialing, but shall not be considered convention attendees as described in RI Bylaws section 9.070. *(October 2015 Mtg., Bd. Dec. 62)*

Source: October 2015 Mtg., Bd. Dec. 62

Cross References

37.010.3. RIBI Officers' Attendance at International Assembly and Convention
57.080. Regional Magazine Editors Attendance
57.110.4. Convention Attendance Expenses Paid by RI

57.060. Housing

57.060.1. Housing Distance From Convention Site
Wherever possible, an effort should be made to avoid housing Convention attendees at distances requiring more than 45 minutes traveling time to reach the center of Convention activity. *(November 1999 Mtg., Bd. Dec. 197)*

Source: May-June 1977 Mtg., Bd. Dec. 362. *Amended by* November 1999 Mtg., Bd. Dec. 197

57.060.2. Registration/Housing Forms

Official Convention registration/housing forms shall be distributed one year in advance at the preceding Convention, and ten months in advance by mail. Only properly completed official convention forms bearing a Rotarian signature received by the published deadline will be honored (except those forms received on line/electronically). Travel agents shall follow RI Convention housing procedures. *(January 2012 Mtg., Bd. Dec. 201)*

Source: May-June 1976 Mtg., Bd. Dec. 278; January-February 1986 Mtg., Bd. Dec. 166. *Amended by* November 1999 Mtg., Bd. Dec. 197; June 2002 Mtg., Bd. Dec. 266; November 2007 Mtg., Bd. Dec. 87; January 2012 Mtg., Bd. Dec. 201

57.060.3. Hotel Guaranty Deposits

Official Convention housing forms shall state that hotel deposits will not be refunded if cancellation is made after the hotel cancellation deadline. *(November 1999 Mtg., Bd. Dec. 197)*

Source: November 1999 Mtg., Bd. Dec. 197

57.070. Sergeants-at-Arms at the Convention

The role and responsibilities of the RI sergeant-at-arms leadership at the International Convention are detailed in the *Manual for Conventions. (January 2012 Mtg., Bd. Dec. 201)*

57.070.1. Costs of Sergeants-at-Arms at the International Convention

The expenses of sergeants-at-arms leadership at the International Convention should be paid by RI in accordance with the RI Travel Policy. The International Convention sergeants-at-arms budget shall typically include the expenses of one chief sergeant-at-arms; ten assistant chief sergeants-at-arms; ten deputy sergeants-at-arms.

However, in the case of conventions in excess of 20,000 registrants, the general secretary, working with the convention chief sergeant, may authorize more sergeants to be funded by the convention budget. The number of deputy sergeants-at-arms should be increased, at cost to RI, by a ratio of one sergeant-at-arms per every 1000 attendees for all international conventions with a pre-registered attendance number greater than 22,000 people up to a maximum of 13 additional sergeants-at-arms. Expenses shall include transportation to and from the convention, accommodations, meals, registration fees and incidentals for the chief sergeant-at-arms and assistant chief sergeants-at-arms, and their spouses while serving as sergeant-at-arms. Expenses for the deputy sergeants-at-arms shall include accommodations, meals, incidentals and registration fee. *(January 2012 Mtg., Bd. Dec. 201)*

Source: June 2001 Mtg., Bd. Dec. 405; November 2007 Mtg., Bd. Dec. 86; *Amended by* November 2007 Mtg., Bd. Dec. 87; November 2010 Mtg., Bd. Dec. 81; January 2012 Mtg., Bd. Dec. 201

Cross References

61.010. Manuals for Sergeants-at-Arms

57.080. Regional Magazine Editors Attendance

57.080.1. Registration Fee Waiver for Regional Editors
The registration fee for Rotary regional magazine editors attending International Conventions shall be waived as these editors will attend as media instead of as regular convention attendees. *(June 2007 Mtg., Bd. Dec. 289)*

Source: February-March 1985 Mtg., Bd. Dec. 246; *Amended by* June 2007 Mtg., Bd. Dec. 289

57.090. International Convention Committee

57.090.1. Appointment and Qualifications of Convention Committee Chair
The president, in consultation with the president to serve during the year of the convention, shall appoint the chair of the convention committee. The chair of the convention committee shall be a past director. The chair shall have knowledge of and experience in planning Rotary International Conventions and shall not be a member of or adviser to the Host Organization Committee. *(October 2015 Mtg., Bd. Dec. Bd. Dec. 67)*

Source: January 1966 Mtg., Bd. Dec. 90; May-June 1977 Mtg., Bd. Dec. 362; *Amended by* November 1999 Mtg., Bd. Dec. 197; February 2007 Mtg., Bd. Dec. 166; October 2015 Mtg., Bd. Dec. 67

57.090.2. Continuity of Convention Committee
The chair of a Convention Committee may attend meetings of the prior year's Convention Committee as an observer. Such future chair shall attend the convention preceding the convention for which such chair has been appointed to serve at Rotary International's expense; and meet with the president-nominee and host organization representatives 28-30 months prior to the convention for which such chair has been appointed. *(January 2012 Mtg., Bd. Dec. 201)*

Source: November 1976 Mtg., Bd. Dec. 122; July 1991 Mtg., Bd. Dec. 39; *Amended by* November 1999 Mtg., Bd. Dec. 197; January 2012 Mtg., Bd. Dec. 201

57.090.3. Duties of Convention Committee
The Convention Committee shall assist the president in planning and implementing the program of the convention and shall establish an attendance target for promotional purposes, but not for budgeting purposes. This should be done in close association with the general secretary and the Host Organization, who are responsible to the Convention Committee. The Convention Committee will advise, receive instructions from, and work with the president of the relevant year to include such president's desires and ideas in the program format. The final authority will be the Board. The members of the Convention Committee will be official participants of the convention. *(October 2015 Mtg., Bd. Dec. 65)*

Source: May-June 1977 Mtg., Bd. Dec. 362; *Amended by* November 1999 Mtg., Bd. Dec. 197; July 2007 Mtg., Bd. Dec. 15; November 2007 Mtg., Bd. Dec. 87; October 2015 Mtg., Bd. Dec. 65

57.090.4. Convention Committee Meeting at Prior Convention
As a standard practice for Conventions, the International Convention Committee shall hold a brief meeting following the convention held immediately prior to the convention year for which they are planning. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May-June 1986 Mtg., Bd. Dec. 45

57.100. Public Relations

57.100.1. Importance of Public Relations
The general secretary, in cooperation with Host Organization, shall endeavor to provide qualified local public relations support, approximately three months before the convention through the duration of the convention. *(November 1999 Mtg., Bd. Dec. 197)*

Source: May-June 1981 Mtg., Bd. Dec. 406; *Amended by* November 1999 Mtg., Bd. Dec. 197

57.100.2. Financing for Convention Publicity
Convention public relations activity should be financed within the RI annual budget. *(November 1999 Mtg., Bd. Dec. 197)*

Source: October-November 1980 Mtg., Bd. Dec. 156; *Amended by* November 1999 Mtg., Bd. Dec. 197

57.100.3. Convention Press Bureau
The Convention provides a significant opportunity to publicize Rotary and provide Rotarians attending the meeting with valuable encouragement and guidance for their club and district public relations activities. The general secretary, depending on the circumstances in each country hosting the convention, shall assign sufficient staff for press work at each Convention. *(November 1999 Mtg., Bd. Dec. 197)*

Source: November 1987 Mtg., Bd. Dec. 153; *Amended by* November 1999 Mtg., Bd. Dec. 197

57.110. Finances

57.110.1. Convention Budget
The convention budget shall be prepared on realistic cost and revenue figures based upon the following regional convention attendance estimates, effective with the 2018 RI Convention:

- Asia: 25,000
- North America: 17,000
- Europe: 17,000
- Australia: 17,000
- South America: 14,000
- Africa: 10,000

(October 2015 Mtg., Bd. Dec. 65)

Source: February 1988 Mtg., Bd. Dec. 318; January 2010 Mtg., Bd. Dec. 151; *Amended by* November 1999 Mtg., Bd. Dec. 197; October 2015 Mtg., Bd. Dec. 65

57.110.2. Board Review of Budget for Ensuing Convention

The general secretary shall report promptly to the Board any and all known or expected significant variances in budgeted income and expense. *(November 2007 Mtg., Bd. Dec. 87)*

Source: February 1988 Mtg., Bd. Dec. 273; *Amended by* May 2003 Mtg., Bd. Dec. 325; November 2007 Mtg., Bd. Dec. 87

57.110.3. Convention to Be Self-Supporting

The Convention budget shall be balanced. Therefore the costs associated with the holding of the annual Rotary International Convention shall be covered by the revenue collected from registration fees, booth rental, ticket sales, sponsorship and other acceptable means of revenue. *(October 2015 Mtg., Bd. Dec. 66)*

Source: November 1999 Mtg., Bd. Dec. 197; *Amended by* October 2015 Mtg., Bd. Dec. 66; *Affirmed by* March 2005 Mtg., Bd. Dec. 258

57.110.4. Convention Attendance Expenses Paid by RI

a) The convention budget shall cover the expenses of the following persons attending the convention of Rotary International and as such be designated official participants:
   - President and spouse (to be funded by the current year convention budget)
   - General secretary and spouse (to be funded by the current year convention budget)
   - Sergeants-at-arms and spouses (includes chief and assistant chief SAAs) (to be funded by the current year convention budget)
   - Following year convention chief sergeant-at-arms (to be funded by the following year convention budget)
   - Future Year Convention Committee Chair (to be funded by the current year convention budget)
   - Deputy sergeants-at-arms (hotel, registration fee, and meals only)
   - Current year Convention Committee and spouses (to be funded by the current year convention budget)
   - Secretariat staff as assigned by the general secretary to support the convention activities
   - Any person assigned by the president or the Board to a place on the program of the convention, but who is not included in the above, may have his/her expenses paid by RI with the approval of the president

b) The Rotary Foundation shall pay the expenses of the following persons attending the convention of Rotary International:
   - Trustee chair and spouse
   - Trustee chair's aide and spouse
   - Trustees and spouses
   - Incoming trustees and spouses
   - Trustee chair-elect's aide and spouse
   - Secretariat staff as assigned by the general secretary to other Foundation functions held in conjunction with the convention

c) RI shall pay the expenses of the following persons attending the convention of Rotary International from the appropriate budget:

- President's aide and spouse
- President-elect and spouse
- President-elect's aide and spouse
- President-nominee and spouse
- President-nominee's aide and spouse
- Directors and spouses
- Directors-elect and spouses
- Past Presidents (non-trustee) and spouses
- Secretariat staff as assigned by the general secretary to other organizational functions held in conjunction with the convention
- Current year's President's immediate family, provided that the expenses of no more than 20 such members are paid by RI over a two-year period for the same officer serving first as president-elect and then as president at two consecutive conventions
- Following year's President-elect's immediate family, provided that the expenses of no more than 20 such members are paid by RI over a two-year period for the same officer serving first as president-elect and then as president at two consecutive conventions *(January 2012 Mtg., Bd. Dec. 201)*

Source: November 2007 Mtg., Bd. Dec. 87; *Amended by* November 2008 Mtg., Bd. Dec. 29; January 2012 Mtg., Bd. Dec. 201

57.110.5. Convention Expenses Not Covered in Convention Budget

The following convention expenses not covered in the Rotary International convention budget shall be covered in the appropriate Rotary International or Rotary Foundation budgets:

a) International Institute
b) Production of the *Convention Proceedings*
c) Pre-convention events of The Rotary Foundation (expenses to be borne by the budget of The Rotary Foundation)
d) The convention balloting and credentialing process
e) Press center and media relations
f) Youth Exchange preconvention meeting expenses
g) Rotaract preconvention meeting expenses *(January 2015 Mtg., Bd. Dec. 117)*

Source: November 1999 Mtg., Bd. Dec. 197; *Amended by* November 2007 Mtg., Bd. Dec. 87; January 2012 Mtg., Bd. Dec. 201; January 2012 Mtg., Bd. Dec. 227; October 2014 Mtg., Bd. Dec. 70. *See also* August 2000 Mtg., Bd. Dec. 89

57.110.6. Registration Fees for Preconvention Meetings

When determining registration fees for preconvention meetings, the president, convention chair, and general secretary for that year's convention, in consultation with the trustee chair for TRF events, may determine a) if attendees may register for stand alone preconvention meetings without registering for the convention, b) if an additional fee will apply, or c) if all convention registrants will be eligible to attend preconvention meetings gratis. This may vary from year to year, and among preconventions in a single year. *(January 2011 Mtg., Bd. Dec. 152)*

Source: January 2011 Mtg., Bd. Dec. 152

57.120. Program Features

In the selection of program features and convention speakers, consideration should be given to their worldwide publicity value as well as to the practicality of subject matter and its relationship to the work of clubs and RI's aims. *(January 2012 Mtg., Bd. Dec. 201)*

Source: January 1973 Mtg., Bd. Dec. 169; *Amended by* November 1999 Mtg., Bd. Dec. 197; January 2012 Mtg., Bd. Dec. 201

57.120.1. Plenary Sessions

All plenary sessions should be directed to achieve the purposes stated in Rotary Code section 57.010. Speakers should be knowledgeable regarding Rotary and speak on subjects related to Rotary. Major speakers should be advised to relate their topics to Rotary, especially if they are non-Rotarians. Plenary presentations shall be consistent with the RI Strategic Plan. Speakers should be secured as early as feasible, preferably one year prior to the convention for promotional purposes. *(January 2012 Mtg., Bd. Dec. 201)*

Source: May-June 1977 Mtg., Bd. Dec. 362; *Amended by* November 1999 Mtg., Bd. Dec. 197; November 2007 Mtg., Bd. Dec. 87; January 2011 Mtg., Bd. Dec. 127

57.120.2. Program Elements

a) Workshop on The Rotary Foundation

A workshop on The Rotary Foundation shall be convened during the course of the International Convention.

b) Report of Balloting Arrangements Committee

The report of the balloting arrangements committee to the convention shall be in summary form. At the time of presentation, the chair of the committee shall announce that copies of the detailed report will be available immediately following the plenary session at which the summary report is given.

c) Workshops for Club Presidents-Elect and Membership

Each RI Convention shall offer a workshop for club presidents-elect and a workshop regarding membership so that these benefits of attending an RI Convention can be promoted early during the Rotary year. *(January 2012 Mtg., Bd. Dec. 201)*

Source: November 1979 Mtg., Bd. Dec. 232; June 2007 Mtg., Bd. Dec. 289; January 2012 Mtg., Bd. Dec. 201

57.120.3. Other Activities

a) Unofficial Affiliate Events

Unofficial Affiliate Events (UAEs) may be held in competition with host events.

The president shall not be expected to attend affiliate events due to considerable duties at Conventions. The president may send a current director as a representative to any such event. *(June 2008 Mtg., Bd. Dec. 227)*

Source: November 1990 Mtg., Bd. Dec. 88; *Amended by* January 2008 Mtg., Bd. Dec. 167; June 2008 Mtg., Bd. Dec. 227

b) Rotary Fellowship Activities

See Section 42.010.

57.120.4. Simultaneous Interpretation

While the official language of RI is English, the Convention Committee shall provide simultaneous interpretation for five Rotary languages: French, Japanese, Korean, Portuguese, and Spanish, and any additional languages that are appropriate for the host country. The Convention Committee shall determine the initial interpretation languages that should be included in the final budget recommendation. The Convention Committee may also provide simultaneous interpretation if the registration numbers at the first registration deadline warrant adding such simultaneous interpretation and if space and budgetary constraints allow RI to do so.

The provision of simultaneous interpretation and the translation of printed matter in languages at convention ancillary meetings shall be determined by the RI president, based on recommendations from the general secretary in consultation with the convention chair. These recommendations will be based upon the location of the convention and the

pre-registered attendance by language. Ancillary meetings are defined as official pre- or post convention meetings but do not include the International Institute. *(November 2008 Mtg., Bd. Dec. 83)*

Source: November 2002 Mtg., Bd. Dec. 112; *Amended by* June 2007 Mtg., Bd. Dec. 289; November 2007 Mtg., Bd. Dec. 87; November 2008 Mtg., Bd. Dec. 83

57.120.5. Convention Exhibit Space

Booth space is provided at the International Convention for the core groups as detailed below:

a. Club and District Projects Exhibitions: A special area will be provided to exhibit exemplary projects, with the provisions that no requests for financial support be allowed and no sales of products or merchandise be allowed from this area.

b. Global Networking Groups
See Sections 42.010. and 42.020.

c. Licensed Rotary Emblem Merchandise Vendors

d. Secretariat Services: Booth space will be allocated to the RI Secretariat for providing resources and information on RI and TRF programs and emphases

e. General Services: Appropriate display areas may be provided to those vendors or entities that have entered into an agreement and/or contract with RI requiring them to provide a service to convention attendees, or specifically allowing them to make use of exhibit space at the International Convention

f. Non-Rotary Organizations
See Section 57.120.6. (January 2012 Mtg., Bd. Dec. 201)

Source: November 1990 Mtg., Bd. Dec. 89; February 2004 Mtg., Bd. Dec. 190; *Amended by* November 1999 Mtg., Bd. Dec. 197; November 2006 Mtg., Bd. Dec. 35; November 2007 Mtg., Bd. Dec. 87; January 2012 Mtg., Bd. Dec. 201

57.120.6. Guidelines for Non-Rotary Organizations Exhibiting at Convention

RI provides space at conventions for exhibiting Rotary service projects and fellowship activities, and official licensee merchandise. As space permits, RI shall also make available to RI/TRF partners, UN agencies and other key international organizations with which RI has official status the opportunity to exhibit at conventions, provided that

a) the agreement between the partner and RI/TRF includes the opportunity to exhibit

b) the organization's exhibit will not involve fund-raising or on-site sales

Preference shall be given to strategic partners. Project partners with a direct affiliation to a Rotary club or district may apply for space through the Club and District Project Exhibition. Organizations exhibiting at the RI Convention shall pay a rental fee for the space provided of 50% of the rental fees charged to RI's licensed vendors of RI merchandise. This policy shall be applied to RI presidential conferences, when space permits.

RI/TRF partners, UN agencies and other key international organizations with which RI has official status that have purchased booth space will be provided up to six complimentary registration badges per booth allowing full access to all convention events on the same basis as other paid registrants. Representatives from these organizations who are Rotarians shall register for the convention and pay the corresponding convention registration fees established by the Board. *(January 2012 Mtg., Bd. Dec. 201)*

Source: June 2001 Mtg., Bd Dec. 404; November 2006 Mtg., Bd. Dec. 93; *Amended by* February 2004 Mtg., Bd. Dec. 190; November 2007 Mtg., Bd. Dec. 87; January 2009 Mtg., Bd. Dec. 132; May 2011 Mtg., Bd. Dec. 206; January 2012 Mtg., Bd. Dec. 201

57.120.7. Materials Language Support

The convention program and transport guide shall be provided in English, French, Japanese, Korean, Portuguese, and Spanish.

All other convention publications will be provided in English with additional languages to be determined based upon the proposed audience. The program book may also be offered in additional languages if the pre-registered attendance of the associated language group is equal to or greater than 5% of the total pre-registered convention attendance and the increased costs are within budgetary constraints.

Depending on the convention location and attendance by language, additional languages for convention printed materials or publications will be determined by the RI president, based on recommendations from the general secretary in consultation with the convention chair. *(November 2007 Mtg., Bd. Dec. 87)*

Source: November 2002 Mtg., Bd. Dec. 112; *Amended by* November 2007 Mtg., Bd. Dec. 87

57.120.8. Formal Introductions

Current and incoming members of the Board, with their spouses, shall be introduced during the RI Convention. Past presidents, with their spouses, shall be introduced during one of the plenary sessions of each RI Convention. Current and incoming Trustees of

The Rotary Foundation, with their spouses, shall be introduced at one of the plenary sessions of each RI Convention. *(January 2012 Mtg., Bd. Dec. 201)*

Source: November 2005 Mtg., Bd. Dec. 94; *Amended by* February 2007 Mtg., Bd. Dec. 166; January 2012 Mtg., Bd. Dec. 201

57.120.9. Reserved Seating

Reserved seats at convention plenary sessions will be held in accordance with Board-approved protocol (*RCP 26.060, RCP 61.040*). Reserved seating is customarily provided for each member of the immediate family of the Rotarian entitled to sit in the reserved section, except in the case of voting delegates.

Except for those seats permanently reserved, any unused reserved seats are opened for general seating five minutes before each session commences. Permanently reserved seats are for

- RI president, president-elect, and president-nominee and their spouses and families
- Past, present, and incoming RI directors and their spouses or guests
- Past, present, and incoming trustees and their spouses or guests
- Past RI presidents and their spouses or guests
- Past and present general secretaries and their spouses or guests
- Aides to the RI president, the RI president-elect, and the RI president-nominee and their spouses or guests
- Spouses of deceased past general officers of RI and their guests
- RIBI officers and their spouses or guests
- International Convention Committee members and their spouses or guests
- Chief sergeant-at-arms and spouse or guest
- Future ICC members and their spouses or guests
- Convention Promotion Committee members and their spouses or guests
- Arch C. Klumph Society members
- Level 4 Major Donors
- Credentialed external and Rotary media
- Others whom the RI president, ICC chair, or sergeant at arms consider appropriate

At the convention, reserved group seating will not be provided for district governors, governors-elect, past governors, RI and Rotary Foundation committee members, advisers, representatives, training leaders, group and regional leaders (including Rotary coordinators, Rotary public image coordinators, and regional Rotary Foundation coordinators). At the convention, reserved seating for the voting delegates will be provided at appropriate plenary sessions. *(October 2013 Mtg., Bd. Dec. 53)*

Source: November 2007 Mtg., Bd. Dec. 87; *Amended by* November 2010 Mtg., Bd. Dec. 38; May 2011 Mtg., Bd. Dec. 182; January 2012 Mtg., Bd. Dec. 201; October 2013 Mtg., Bd. Dec. 53

Cross References

34.040.2. Event Specific Uses of the Rotary Marks
34.050.1. Accurate Reproduction of the Rotary Marks on Merchandise
41.020.8. Rotaractors at Conventions

57.130. Role of Paid Official Participants and Spouses

The official participants represent RI or its Foundation in their official capacity at assigned events; participate in plenary sessions, workshops or forums and, as assigned, as speakers, moderators or panelists; participate in pre-convention meetings such as the International Institute, Youth Exchange Officers, Rotaract, and any other approved pre-convention activities; participate in RI luncheons, dinners and other social events; attend meetings which may be held during the convention; and discharge such other responsibilities as the president, president-elect, trustee chair, or Board may assign.

Spouses of official participants at the convention shall participate in: plenary sessions of the convention; formal luncheons and dinners; discussion workshops and forums regarding RI programs and initiatives; and the International Institute. *(May 2015 Mtg., Bd. Dec. 166)*

Source: November 1994 Mtg., Bd. Dec. 97; *Amended by* February 2004 Mtg., Bd. Dec. 190; November 2007 Mtg., Bd. Dec. 87; May 2015 Mtg., Bd. Dec. 166

57.130.1. Board Members as Club Delegates to Convention

As a matter of principle, a member of the Board should not serve as a club delegate in the International Convention and thus deprive the convention of additional, independent thinking and contributions and also deprive other qualified Rotarians of the privilege of serving in this capacity. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1959 Mtg., Bd. Dec. 94

57.140. Role of General Secretary for International Conventions

Prior to the appointment of the Convention Committee, the general secretary will act as the liaison to the president and the RI Board in all matters concerning the convention and shall act as liaison for the host organization and host city municipal officials. During this period, the general secretary will act as the principal contact to the host organization.

As soon as feasible after the Board has determined the city in which the convention is to be held, the general secretary shall proceed to the city selected and negotiate contracts for RI with the close cooperation of the host organization and the city administration or private parties, for a sufficient hotel room block to guarantee accommodations for the probable attendance. The general secretary shall meet with the board of directors of the host organization and carefully review with it all convention organization plans.

In fulfilling responsibilities for the International Convention, the general secretary is responsible for all logistical, programmatic and administrative duties related to the International Convention and approved adjunct meetings. Responsibilities are detailed in the Manual for the International Convention. *(January 2012 Mtg., Bd. Dec. 201)*

Source: June 2007 Mtg., Bd. Dec. 289; January 2012 Mtg., Bd. Dec. 201

57.150. Post-Convention Activities

57.150.1. *Convention Proceedings*
The *Convention Proceedings* shall contain a record of the proceedings of the convention, the annual report of the general secretary, the annual report of the treasurer, and the report of the Trustees of The Rotary Foundation.

The *Convention Proceedings* shall be made available in an electronic version. Gratis copies shall be sent only to governors, governors-elect, present and past RI officers, and current RI committee members upon request.

The *Convention Proceedings* shall be preserved in the RI archives, along with a video of all plenary sessions. *(May 2012 Mtg., Bd. Dec. 244)*

Source: January 1964 Mtg., Bd. Dec. 137. *Amended by* May-June 1987 Mtg., Bd. Dec. 394; January 2012 Mtg., Bd. Dec. 227; May 2012 Mtg., Bd. Dec. 244. *See also* August 2000 Mtg., Bd. Dec. 89

57.160. Miscellaneous International Convention Matters

57.160.1. Solicitation of Sponsors for RI Conventions
The RI Board has authorized the solicitation of sponsors for RI Conventions by both RI and Host Organizations, subject to the approval, on a case by case basis, of the general secretary in consultation with the RI president and in compliance with existing Board policy, the "Guidelines for Sponsorship of RI Meetings, Events, Projects and Programs" (Code 36.010.), the "RI and TRF Guidelines for Use of the Rotary Marks by Sponsors and Cooperating Organizations" (Code 33.030.15.), the "RI Emblem Use Guidelines for Rotary Clubs, Rotary Districts and Other Rotary Entities for Sponsorship and Cooperative Relationship Purposes" (Code 11.020.4.) and the *RI Manual for Conventions*. *(February 1999 Mtg., Bd. Dec. 196)*

Source: October 1998 Mtg., Bd. Dec. 86

57.160.2. Convention Logo
No convention logo shall contain the trademark of another entity. Only one official logo shall be approved for each convention. Any variations from the approved convention logo must be approved by the RI president for the year of the convention on an individual basis. *(January 2009 Mtg., Bd. Dec. 164)*

Source: June 2007 Mtg., Bd. Dec. 289; *Amended by* November 2007 Mtg., Bd. Dec. 87; January 2009 Mtg., Bd. Dec. 164

Article 58. International Assembly

58.010. Guidelines and Minimum Standards
58.020. Scheduling
58.030. International Assembly Committee
58.040. Attendance and Participants' Responsibilities
58.050. Training, Programs and Sessions
58.060. Publications
58.070. Finances

58.010. Guidelines and Minimum Standards

The general secretary shall maintain a manual for the International Assembly based on current RI policies and procedures for the International Assembly.

The general secretary shall review the International Assembly manual annually and provide suggested revisions to the Board, if required.

The general secretary is authorized to revise the *Manual for the International Assembly* as needed, provided that all proposed changes are distributed to the Board for review one month before they take effect, and that any proposed changes objected to by a director be reviewed by the Board at its next meeting.

It is understood that the general secretary may authorize variances from these standards in certain circumstances. *(January 2013 Mtg. Bd. Dec. 140)*

Source: November 1987 Mtg., Bd. Dec. 76; *Amended by* May 2000 Mtg., Bd. Dec. 412; June 2007 Mtg., Bd. Dec. 290; January 2012 Mtg., Bd. Dec. 201; January 2013 Mtg., Bd. Dec. 140

58.020. Scheduling

The general secretary is requested to book dates at least five years in advance for future International Assemblies at a suitable venue. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January-February 1989 Mtg., Bd. Dec. 193

58.030. International Assembly Committee

The president shall appoint an annual International Assembly Committee of members selected by the president-elect to assist in planning and implementing the overall operations of the International Assembly. *(May 2000 Mtg., Bd.. Dec. 412)*

Source: November 1990 Mtg., Bd. Dec. 106; *Amended by* May 2000 mtg., Bd. Dec. 412

58.040. Attendance and Participants' Responsibilities

58.040.1. Guidelines for Attendance

The International Assembly is a special purpose meeting. Therefore, attendance is restricted to participants and their spouses. The president-elect is authorized to determine whether persons other than participants and their spouses, for whom special requests are made to attend the assembly, also may accompany designated participants. *(June 2004 Mtg., Bd. Dec. 236)*

Source: January 1975 Mtg., Bd. Dec. 96; *Amended by* May 2000 Mtg., Bd. Dec. 412; February 2004 Mtg., Bd. Dec. 189; June 2004 Mtg., Bd. Dec. 236. *Affirmed by* October 2003 Mtg., Bd. Dec. 61

58.040.2. Delineation of General Responsibilities

The roles and responsibilities of the RI volunteer leadership for the following positions at the International Assembly are detailed in the *Manual for the International Assembly.*

- Directors
- Directors-elect
- Past Presidents
- International Assembly Moderator
- International Assembly Assistant Moderator
- Chief Sergeant-at-Arms
- Sergeant-at-arms and Spouses
- First Aid Officer
- Spouses of President, President-elect, President-nominee, Directors, Directors-elect, Trustees of The Rotary Foundation, Incoming Trustees, RIBI Vice President, RIBI Vice President-elect, Past Presidents, and RI Training Leaders
- Training Leaders
- Seminar Trainers *(January 2012 Mtg., Bd. Dec. 201)*

Source: January 2012 Mtg., Bd. Dec. 201

58.040.3. Sergeants-at-Arms Appointment Rotation Schedule for International Assembly

The appointment of the sergeants-at-arms for the International Assembly shall be on a rotation schedule with the following guideline:

The chief sergeant at the assembly shall have been one of the sergeants appointed to serve at the immediate past assembly. *(May 2003 Mtg., Bd. Dec. 390)*

Source: June 2001 Mtg., Bd. Dec. 405; *Amended by* May 2003 Mtg., Bd. Dec. 390

58.040.4. Presiding Duties of President and President-elect

The president and president-elect shall demonstrate their commitment to the importance of the International Assembly by sharing the presiding functions at each plenary session of the International Assembly. However, the president-elect may appoint additional presiders for plenary sessions and major activities at the International Assembly. *(May 2000 Mtg., Bd. Dec. 412)*

Source: November 1997 Mtg., Bd. Dec. 107; July 1991 Mtg., Bd. Dec. 40; August 1999 Mtg., Bd. Dec. 72; *Amended by* May 2000 Mtg., Bd. Dec. 412

58.040.5. President-elect as Chair
The president-elect shall be the chair of the International Assembly committee, or any other committee or group assigned to plan, design, prepare or implement the International Assembly. *(May 2000 Mtg., Bd. Dec. 412)*

Source: July 1991 Mtg., Bd. Dec. 40; *Amended by* May 2000 Mtg., Bd. Dec. 412. *See also* COL 98-120

58.040.6. Appointment of Assembly Moderator
The International Assembly moderator in any year shall be appointed by the president-nominee who will be in charge of that year's International Assembly. *(May 2000 Mtg., Bd. Dec. 412)*

Source: October 1998 Mtg., Bd. Dec. 104; *Amended by* May 2000 Mtg., Bd. Dec. 412

58.040.7. Selection Criteria of Assembly Leadership Roles
Several leadership roles are selected annually by the president-elect. The qualifications are detailed in the Manual for the International Assembly for the following:

- International Assembly Moderator
- International Assembly Assistant Moderator
- Chief Sergeant-at-Arms
- Sergeant-at-arms and Spouses
- First Aid Officer
- Training Leaders, in consultation with the president and moderator
- Seminar Trainers, in consultation with the moderator

(January 2012 Mtg., Bd. Dec. 201)

Source: January 2012 Mtg., Bd. Dec. 201

58.040.8. Spouse Discussion Session Leaders
Prior to conducting spouse discussion sessions, spouses who will lead such sessions should receive appropriate orientation in facilitating the sessions. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1996 Mtg., Bd. Dec. 306(4)

58.040.9. Role of the General Secretary
In fulfilling responsibilities for the International Assembly, the general secretary is responsible for all logistical, programmatic and administrative duties related to the International Assembly, Leaders' Seminar and approved adjunct meetings. Responsibilities are detailed in the *Manual for the International Assembly*. *(January 2012 Mtg., Bd. Dec. 201)*

Source: February 2006 Mtg., Bd. Dec. 171; January 2012 Mtg., Bd. Dec. 201

58.040.10. Children at Assembly

The attendance of children at the International Assembly is strongly discouraged. Under special circumstances, when the presence of children could be justified, a request for permission may be made in writing, well in advance of the International Assembly, to the president-elect. Such permission may be granted at the sole discretion of the president-elect. *(February 2004 Mtg., Bd. Dec. 189)*

Source: November 1990 Mtg., Bd. Dec. 105; *Amended by* May 2000 Mtg., Bd. Dec. 412; February 2004 Mtg., Bd. Dec. 189

58.040.11. Regional Magazine Editors

Rotary International regional magazine editors are recognized as official participants of the International Assembly, at no cost to RI, with rights to be observers at plenary sessions, appropriate luncheons and dinners, receptions, and other social occasions. *(February 2003 Mtg., Bd. Dec. 194)*

Source: June 1995 Mtg., Bd. Dec. 274

58.040.12. Observers at International Assembly

Current and past district governors and their guests should be permitted to attend the plenary sessions as observers to the extent that space is available.

The general secretary shall permit up to 200 current and past district governors and their guests to attend the International Assembly as observers and shall continue accepting registrations for observers until the available space, as determined by the general secretary, is filled. A registration fee will be determined by the general secretary on an annual basis to ensure that observer participation is revenue neutral for the event. *(January 2013 Mtg., Bd. Dec. 155)*

Source: May 2011 Mtg., Bd. Dec. 219; *Amended by* January 2013 Mtg., Bd. Dec. 155

Cross References

61.010. Manuals for Sergeants-at-Arms

58.050. Training, Programs and Sessions

The instructional and informational programs shall be approved by the president-elect, as recommended by the International Assembly moderator. Plenary presentations shall be consistent with the RI Strategic Plan. *(January 2012 Mtg., Bd. Dec. 201)*

Source: July 1991 Mtg., Bd. Dec. 40; *Amended by* May 2000 Mtg., Bd. Dec. 412; January 2011 Mtg., Bd. Dec. 127; January 2012 Mtg., Bd. Dec. 201

58.050.1. Suggested Assembly Program Content

The Board has adopted suggested International Assembly program content to be addressed within a five-day training agenda. The following are recommended topics:

a) Annual goals and message of the president-elect
b) Successful Service Projects
c) Sustaining and Growing Rotary's Membership Base

d) Administration Requirements of RI (including billing cycles, dues payment, and termination procedures)
e) The Rotary Foundation
f) Public Relations
g) Vocational service, with a special emphasis on ethics
h) Membership development (beginning in 2015)

The following topics are required:

a) Sexual abuse and harassment prevention in the context of Rotary youth programs
b) Rotary Marks, including ownership, reproduction and the licensing thereof. *(October 2013 Mtg., Bd. Dec. 57)*

Source: June 1996 Mtg., Bd. Dec. 301; July 1999 Mtg., Bd. Dec. 29; November 1999 Mtg., Bd. Dec. 213; November 2004 Mtg., Bd. Dec. 108; *Amended by* March 2005 Mtg., Bd. Dec. 178; June 2008 Mtg., Bd. Dec. 255; September 2011 Mtg., Bd. Dec. 34; May 2012 Mtg., Bd. Dec. 298; October 2013 Mtg., Bd. Dec. 57

58.050.2. Simultaneous Interpretation/Language Support
The International Assembly shall be conducted primarily in English with simultaneous interpretation provided during plenary sessions in Chinese, French, Italian, Japanese, Korean, Portuguese, and Spanish. Discussion sessions at the International Assembly will be held in English, French, Japanese, Korean, Portuguese, and Spanish. *(January 2015 Mtg., Bd. Dec. 142)*

Source: November 1990 Mtg., Bd. Dec. 103; *Amended by* May 2000 Mtg., Bd. Dec. 412; June 2006 Mtg., Bd. Dec. 254; January 2015 Mtg., Bd. Dec. 142

58.050.3. Spouses Program
The Board recommends that the International Assembly include an informative program for spouses of governors-elect. The spouse program should be complementary to the program developed for governors-elect by featuring similar content, yet should be tailored to address an audience with varying degrees of Rotary knowledge and experience.

A pin has been developed to recognize spouse program facilitators. *(January 2013 Mtg., Bd. Dec. 140)*

Source: November 2008 Mtg., Bd. Dec. 82; October 2012 Mtg., Bd. Dec. 100

58.050.4. Participants in Governor-elect Sessions
Participation in governor-elect discussion sessions is limited to training leaders, governors-elect, and assigned Secretariat staff. No spouses or other personnel are to be admitted to the sessions without the express written consent of the president-elect. *(January 2012 Mtg., Bd. Dec. 201)*

Source: June 1996 Mtg., Bd. Dec. 306; *Amended by* May 2000, Bd. Dec. 412; February 2004 Mtg., Bd. Dec. 189; January 2012 Mtg., Bd. Dec. 201

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

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

Source: November 2005 Mtg., Bd. Dec. 94; *Amended by* January 2012 Mtg., Bd. Dec. 201

Cross References

34.030.7. Promotion of Licensees: Training at International Assembly

58.060. Publications

58.060.1. Assembly Materials Provided to Governors-elect
All assembly publications and materials shall be provided to the governors-elect at the International Assembly in English, French, Japanese, Korean, Spanish, and Portuguese. Specific content-related materials will be provided to the governors-elect in Italian. All publications must have the prior approval of the assembly moderator, and the concurrence of the president-elect. *(June 2006 Mtg., Bd. Dec. 254)*

Source: July 1991 Mtg., Bd. Dec. 40; *Amended by* May 2000 Mtg., Bd. Dec. 412; June 2006 Mtg., Bd. Dec. 254

58.070. Finances

58.070.1. International Assembly Attendance Expenses Paid by RI
RI or The Rotary Foundation shall pay the expenses of the official participants to the International Assembly defined below in accordance with the RI Travel Policy.

1. Official participants for the International Assembly whose expenses are paid by RI include:

a) President and spouse
b) Aide to the president and spouse
c) President-elect and spouse
d) Aide to the president-elect and spouse
e) President-nominee and spouse
f) Aide to the president-nominee and spouse
g) Directors and spouses
h) Directors-elect and spouses
i) General Secretary and spouse
j) Past presidents of RI and spouses
k) Governors-elect and spouses
l) Moderator and spouse
m) Assistant moderator and spouse
n) Trainers

o) Training leaders and spouses
p) RI Districting Committee
q) Song leader and spouse*
r) First Aid Officer
s) Accompanist and spouse*
t) Sergeants-at-arms and spouses (including Chief Sergeant-at-arms)
u) Convention chairs and spouses (for following two conventions)
v) Secretariat staff as the general secretary in consultation with the president and president-elect deem necessary
w) Any person assigned by the president-elect to a place on the program of the Assembly, but who is not included in the above list
x) Any person approved by the president-elect to attend the assembly in a supporting role as an official participant, in lieu of a spouse.

*provided the spouse has an identified role at the International Assembly that serves a bona fide business purpose for Rotary International.

2. Official participants for the International Assembly whose expenses are paid by The Rotary Foundation include:

a) Trustees and incoming trustees and spouses
b) Aides to the trustee chairman and trustee chairman-elect and spouses
c) Secretariat staff as the general secretary in consultation with the president and president-elect deems necessary

3. Those participants officially authorized to attend the International Assembly as an official participant at no cost to Rotary International or its Foundation include:

a) Directors-nominee and spouses
b) Officers and officers-nominee of the General Council of RIBI and spouses
c) Chairs of committees of Rotary International and its Foundation and spouses
d) Past general secretaries and spouses
e) International Convention Host Organization chair and select Host Organization members (Current fiscal year and following fiscal year)
f) Regional magazine editors
g) Past general officers of RI as observers
h) Current and past officers of RI as observers
i) Any exhibit personnel for exhibits as approved by the president-elect for a space the Assembly venue
j) Any person assigned by the president-elect to a place on the program of the Assembly, but who is not included in the above list *(May 2014 Mtg., Bd. Dec. 113)*

Source: May-June Mtg. 1947, Bd. Dec. 285; *Amended by* May 2000 Mtg., Bd. Dec. 412; June 2007 Mtg., Bd. Dec. 290; November 2008 Mtg., Bd. Dec. 29; June 2009 Mtg., Bd. Dec. 254; January 2011 Mtg., Bd. Dec. 137; January 2011 Mtg., Bd. Dec. 147; May 2014 Mtg., Bd. Dec. 113

58.070.2. Payment for International Assembly Attendance in Restricted Currency Countries

Insofar as practicable, all expenses of governors-elect in attending the international assembly from restricted currency countries shall be paid by RI from such funds. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1968 Mtg., Bd. Dec. 177

58.070.3. Payment for Governors Serving a Second Term

A past governor who has been selected to fill a vacancy in the office of governor shall receive, at RI's expense, one to two days of intensive training at the most cost effective location. A past governor who has been selected to serve a second term shall be invited, along with his or her spouse, to attend the International Assembly for a second time at the expense of RI only with the consent of the President-elect.

A past governor who has been selected to serve temporarily or to complete a term of office as governor shall be provided strong support from Secretariat staff. *(January 2011 Mtg., Bd. Dec. 149)*

Source: May 1988 Mtg., Bd. Dec. 377; *Amended by* February 2004 Mtg., Bd. Dec. 189; January 2011 Mtg., Bd. Dec. 149. *Affirmed by* July 1998 Mtg., Bd. Dec. 47

58.070.4. Reimbursement of Expenses for Spouses of Governors-elect

RI will pay all expenses of governors-elect spouses who choose to attend the International Assembly provided that the spouse attends all mandatory sessions unless specifically excused by the president-elect. *(February 2004 Mtg., Bd. Dec. 189)*

Source: August 1999 Mtg., Bd. Dec. 73; COL 98-222; *Amended by* May 2000 Mtg., Bd. Dec. 412; February 2004 Mtg., Bd. Dec. 189

58.070.5. Costs of Sergeants-At-Arms at the International Assembly

The expenses of sergeants-at-arms at the International Assembly should be paid by RI in accordance with the RI Travel Policy.

The International Assembly Budget shall include the expenses of:

a) One Chief Sergeant-at-arms and spouse
b) Eight Sergeants-at-arms and spouses

Expenses shall include transportation to and from the assembly, accommodations, meals, and incidentals for the sergeants-at-arms and spouses while serving as sergeants-at-arms. The assignment dates for the chief sergeant-at-arms should commence two days prior to the major arrival day of the International Assembly. The assignment dates for the sergeants-at-arms should commence one day prior to the major arrival day of the International Assembly. *(June 2010 Mtg., Bd. Dec. 231)*

Source: May 1979 Mtg., Bd. Dec. 342; *Amended by* May 2000 Mtg., Bd. Dec. 412; June 2001 Mtg., Bd. Dec. 405; February 2004 Mtg., Bd. Dec. 189; June 2010 Mtg., Bd. Dec. 231

58.070.6. Solicitation of Funds
The Rotary Foundation is the only entity permitted to solicit funds during an International Assembly. *(June 2007 Mtg., Bd. Dec. 290)*

Source: November 1994 Mtg., Bd. Dec. 96; *Amended by* June 2007 Mtg., Bd. Dec. 290

58.070.7. RI Reimbursement of Expenses of International Assembly Participants
The payment of the expenses of the designated official participants and others in attending the International Assembly is authorized only on the basis of attendance for the entire period of the assembly, unless specifically excused by the president-elect. *(June 2007 Mtg., Bd. Dec. 290)*

Source: July 1998 Mtg., Bd. Dec. 47; *Amended by* May 2000 Mtg., Bd. Dec. 412; June 2007 Mtg., Bd. Dec. 290

58.070.8. Responsibility of the President-elect for the International Assembly Budget
The president-elect shall have responsibility for the budget for the International Assembly in accordance with RI policy and as approved by the Board. Under the direction of the president-elect, the general secretary shall authorize assembly expenditures up to the budgetary limits established by the Board. Requests for any additional funding for the International Assembly shall be submitted by the president-elect to the Board for its approval. *(May 2000 Mtg., Bd. Dec. 412)*

Source: May 2000 Mtg., Bd. Dec. 412

58.070.9. Costs for First Aid Officer at International Assembly
The expenses of the first aid officer at the International Assembly shall be paid by RI in accordance with the RI Travel Policy. The International Assembly budget shall include the expenses of one first aid officer. Expenses shall include transportation to and from the assembly, accommodations, meals, and incidentals for the first aid officer. *(February 2004 Mtg., Bd. Dec. 189)*

Source: June 2001 Mtg., Bd. Dec. 405; *Amended by* February 2004 Mtg., Bd. Dec. 189

58.070.10. Observers at the International Assembly
The observers, official participants, who attend the International Assembly at no cost to Rotary International or its Foundation shall be charged a registration fee to cover the administrative expenses involved in their attendance, except the regional magazine editors whose registration fee will be waived. *(June 2007 Mtg., Bd. Dec. 290)*

Source: June 2007 Mtg., Bd. Dec. 290

Article 59. Council On Legislation

59.010. Guidelines and Site Selection
59.020. Proposed Legislation
59.030. Participants
59.040. District Representatives
59.050. Credentials Committee
59.055. Sergeants-at-Arms
59.060. Proceedings and Functions
59.070. Finances
59.080. Support Staff
59.090. Responsibilities of the General Secretary
59.100. Post-Council Activities

59.010. Guidelines and Site Selection

59.010.1. Manual for the Council on Legislation
The Board shall approve and revise from time to time a manual for the Council on Legislation.

The general secretary is authorized to revise the *Manual for the Council on Legislation* as needed, provided that all proposed changes are distributed to the Board for review one month before they take effect, and that any proposed changes objected to by a director shall be reviewed by the Board at its next meeting. *(January 2013 Mtg., Bd. Dec. 140)*

Source: November 1987 Mtg., Bd. Dec. 76; October 2012 Mtg., Bd. Dec. 106; January 2013 Mtg., Bd. Dec. 140

59.010.2. Hotel Facilities at Council
Arrangements shall be made for a single hotel adequate to house all participants. Meeting and dining facilities should be located in the same accommodations. *(May 2003 Mtg., Bd. Dec. 325)*

Source: February 1984 Mtg., Bd. Dec. 210; *Amended by* May 2003 Mtg., Bd. Dec. 325

59.010.3. Date and Time of Council on Legislation
The Board shall determine the specific date and time of the meeting based upon various factors, including the dates of the annual convention, major holidays and the availability of appropriate venues. *(February 2003 Mtg., Bd. Dec. 221)*

Source: February 2003 Mtg., Bd. Dec. 221

59.010.4. Site Selection
The general secretary shall seek to complete the entire process of site visits, site selection, and contract negotiation during the first year of the three-year Council cycle. The venue should be contracted a minimum of 12 months prior to the commencement of the Council. *(February 2003 Mtg., Bd. Dec. 221)*

Source: February 2003 Mtg., Bd. Dec. 221

59.010.5. Council Information on RI Website
The names and districts of all Council representatives shall be placed on the RI website. In addition, the general secretary shall place Council instructional materials on the RI website as appropriate. *(November 1999 Mtg., Bd. Dec. 201)*

Source: November 1999 Mtg., Bd. Dec. 201

59.020. Proposed Legislation

59.020.1. Publishing Proposed Legislation
English shall be the official language of the Council and all enactments and resolutions as proposed and adopted shall be as written in the English language. The general secretary shall print a booklet of proposed legislation in English. As feasible, legislation deemed regular shall be published in English, French, Japanese, Korean, Portuguese, and Spanish, as shall be those non-legislative publications distributed prior to the Council.

In preparing the booklet of proposed legislation for consideration at the Council, the general secretary shall include reference to the month and year in which action was taken to propose such legislation.

The booklet should contain all duly proposed legislation except legislation that has been deemed defective, and that the Board has directed not be transmitted to the Council in accordance with RI Bylaws sections 7.037. and 7.050.

The financial impact, if any, of all legislation shall be contained in the booklet along with the purpose and effect statement. *(June 2009 Mtg., Bd. Dec. 217)*

Source: January 1941 Mtg., Bd. Dec. 101; June 1958 Mtg., Bd. Dec. 38; *Amended by* February 1999 Mtg., Bd. Dec. 203; August 2000 Mtg., Bd. Dec. 50; November 2002 Mtg., Bd. Dec. 112; November 2004 Mtg., Bd. Dec. 58; November 2005 Mtg., Bd. Dec. 67; June 2007 Mtg., Bd. Dec. 226; June 2009 Mtg., Bd. Dec. 217

59.020.2. District Endorsed or Proposed Legislation
All districts should forward to the general secretary all legislation proposed or endorsed at a district conference or district resolutions meeting within 45 days of the conclusion of the conference. Districts should also forward to the general secretary all legislation submitted through a ballot-by-mail within 45 days of the date fixed by the governor for receipt of the ballots.

Clubs without a district may submit proposed legislation for endorsement to the district that would represent the club as provided in RI Bylaws section 8.010.1. *(June 2013 Mtg., Bd. Dec. 196)*

Source: February 2006 Mtg., Bd. Dec. 144; June 2008 Mtg., Bd. Dec. 236; *Amended by* June 2013 Mtg., Bd. Dec. 196

59.020.3. District Committee to Prepare and Review Legislation
Governors are encouraged, in preparation for the next Council on Legislation, to appoint a small committee of Rotarians, preferably with past Council experience, to prepare and review legislation originating in the district and to assist and inform Rotarians about such legislation. The district representative to the next Council should be appointed a member of the committee as soon as elected. *(November 1999 Mtg., Bd. Dec. 201)*

Source: March 1997 Mtg., Bd. Dec. 220. *Amended by* November 1999 Mtg., Bd. Dec 201.

59.020.4. Club Review of Proposed Legislation
As part of the legislative process of RI, clubs are free to contact other clubs to discuss proposed legislation. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May-June 1976 Mtg., Bd. Dec. 238

59.020.5. Financial Impact Statement
The general secretary shall prepare a financial impact statement for all proposals that, in the opinion of the general secretary, have a significant financial impact if the proposed legislation is adopted. In drafting financial impact statements, the general secretary should consult with the Constitution and Bylaws Committee, including attending the Committee's meetings as appropriate, to ensure that financial impact statements are written with a complete understanding of the proposed legislation. *(November 2005 Mtg., Bd. Dec. 67)*

Source: March 1993 Mtg., Bd. Dec. 148; June 1996 Mtg., Bd. Dec. 280; February 1999 Mtg., Bd. Dec. 202. *Amended by* November 1999 Mtg., Bd. Dec 201; November 2005 Mtg., Bd. Dec. 67

59.020.6. Impact of Legislation on RI Strategic Plan
The Strategic Planning Committee should review any relevant proposed resolutions and enactments and advise the Board as to whether such resolutions and enactments could impact the RI Strategic Plan. The Board should advise the Council regarding the possible impact of proposed resolutions and enactments on the RI Strategic Plan. *(May 2011 Mtg., Bd. Dec. 188)*

Source: May 2011 Mtg., Bd. Dec. 188

59.020.7. Board Consideration of Proposed Legislation from a Previous Council
With respect to proposed legislation offered by the Board at the instruction of a previous Council, the Board shall take steps to make clear that it is offering such proposed legislation in compliance with such instruction. *(November 1999 Mtg., Bd. Dec. 201)*

Source: January 1969 Mtg., Bd. Dec. 85. *Amended by* February 1999 Mtg., Bd. Dec. 205; November 1999 Mtg., Bd. Dec 201.

59.020.8. Board Consideration of Proposed Legislation from a RI Committee
Where applicable, the Board may choose to indicate that a proposal originated with a RI committee.

For the purposes of 59.020.7 and 59.020.8., the Board may choose to have the legislation presented by a member of the Constitution and Bylaws Committee, or a current or former

member of a committee involved in drafting the legislation. *(November 1999 Mtg., Bd. Dec. 201)*

Source: February 1999 Mtg., Bd. Dec. 205; A*mended by* November 1999 Mtg., Bd. Dec 201

59.020.9. Board Council on Legislation Advisory Committee

The president shall annually appoint a committee of three to five members of the Board to advise the Board on Council matters, including proposed legislation, roles and responsibilities at the Council, and, in the year of the Council, statements of support and opposition for consideration by the Board. In addition, in the year of the Council, a Rotarian experienced in Council matters may be designated by the president to assist the Board with Council procedures and the Board's role at the Council. *(June 2001 Mtg., Bd. Dec. 331)*

Source: November 1999 Mtg., Bd. Dec. 201; *Amended by* November 2000 Mtg., Bd. Dec. 127; June 2001 Mtg., Bd. Dec. 331

59.020.10. Statements of Support and Opposition

A club, a district conference, the general council or the conference of RIBI, the Council on Legislation or the Board may provide a statement commenting on any item of legislation (whether enactment or resolution) proposed to a Council on Legislation. Such statements, which may be in support of, in opposition to or as a comment on proposed legislation, must be limited to one page, that is, one side of a sheet of normal business stationery. Such statements, if submitted to the general secretary no later than two months prior to the opening of the next Council, shall be transmitted by the general secretary to all members of that Council. Where statements of support or opposition are substantially similar, the general secretary shall only transmit to Council members the first received. *(January 2010 Mtg., Bd. Dec. 117)*

Source: February 1995 Mtg., Bd. Dec. 164. *Amended by* February 1999 Mtg., Bd. Dec. 204; November 1999 Mtg., Bd. Dec 201; November 2009 Mtg., Bd. Dec. 36

59.020.11. Technical Legislation

The Constitution and Bylaws Committee shall determine which pieces of legislation shall be considered "technical legislation." All "technical legislation" shall be placed in one area of the legislation books produced for the Council. The Board shall request some other presenter, such as a member of the Constitution and Bylaws Committee, to move all Board-proposed legislation deemed "technical" in nature. *(March 2005 Mtg., Bd. Dec. 196)*

Source: March 1997 Mtg., Bd. Dec. 224; November 1999 Mtg., Bd. Dec. 201; *Amended by* March 2005 Mtg., Bd. Dec. 196

59.020.12. Similar Legislation

Where there are substantially similar items of legislation, the Board – on the advice of the Constitution and Bylaws Committee – shall direct the general secretary to submit to the Council alternate legislation pursuant to RI bylaws section 7.050.1., and to note in the book of proposed legislation that the items of legislation are substantially similar to the alternate legislation. *(November 2005 Mtg., Bd. Dec. 38)*

Source: June 2005 Mtg., Bd. Dec. 288

59.020.13. Defective Legislation
The Constitution and Bylaws Committee and general secretary should not devote undue time and attention to any proposed legislation that involves fundamental and extensive amendments to the constitutional documents until such time as the proposer has exerted reasonable efforts to draft the proposed legislation so that it is not defective. *(June 2007 Mtg., Bd. Dec. 226)*

Source: February 1999 Mtg., Bd. Dec. 200. *Amended by* November 1999 Mtg., Bd. Dec. 201; June 2007 Mtg., Bd. Dec. 226

59.030. Participants

59.030.1. Board of Directors
A director's primary responsibility is as a member of the Board. *See section 28.005. (November 1999 Mtg., Bd. Dec. 201)*

Source: January 1959 Mtg., Bd. Dec. 94

59.030.2. Council Officers and Members-at-Large
Council officers (chair, vice chair, and parliamentarian) and the members-at-large, if appointed, shall be announced by the president-elect by January of the year prior to the Council. *(June 2010 Mtg., Bd. Dec. 182)*

Source: November 1999 Mtg., Bd. Dec. 201; *Amended by* June 2010 Mtg., Bd. Dec. 182

59.030.3. Council Trainer
A Council trainer will be appointed for each meeting of the Council on Legislation to provide consistent training for delegates. *(January 2012 Mtg., Bd. Dec. 159)*

Source: January 2010 Mtg., Bd. Dec. 124

59.040. District Representatives

59.040.1. Communications Concerning Qualifications of Representatives
The general secretary, through appropriate publications of RI and otherwise, shall call to the attention of governors and clubs the stated duties and qualifications of a representative of clubs in the Council on Legislation, as provided in the RI Bylaws. The importance of clubs electing the most qualified Rotarians as the representatives of such clubs in the Council should be stressed. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1976 Mtg., Bd. Dec. 86

59.040.2. Selection of Representatives
Each district is encouraged to select as its representative to the Council the best-qualified eligible Rotarian available for such service who is well-informed about current Rotary policies, procedures and programs. While it is the right of the clubs in each district to elect whom they will, it is stressed that representatives to the Council should be elected on the basis of their ability to carry out the representatives' defined duties and not on the basis of their personal popularity within the district, and that the role of representative

should be viewed as a serious and responsible position and not simply a perquisite of having served as governor. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1994 Mtg., Bd. Dec. 58. *Amended by* March 1997 Mtg., Bd. Dec. 222. *See also* May-June 1967 Mtg., Bd. Dec. 32; January 1972 Mtg., Bd. Dec. 85(b); October-November 1980 Mtg., Bd. Dec. 75; February 1987 Mtg., Bd. Dec. 259(b); February 1988 Mtg., Bd. Dec. 235

59.040.3. Training of District Representatives

To ensure full participation in the Council on Legislation proceedings, all district representatives shall participate in online training prior to attending the Council on Legislation. All representatives are also required to attend training provided at the zone institutes in the year of the Council regarding the operation and procedures of the Council. Representatives who do not complete the online training as well as the training at the zone institute shall not be funded by Rotary to attend the Council on Legislation, unless excused by the Council on Legislation chairman. *(May 2014 Mtg., Bd. Dec. 126)*

Source: May 2014 Mtg., Bd. Dec. 126

Cross References

31.040.1. Selection of Council Representative in Ballot-By-Mail

59.050. Credentials Committee

The president is requested to appoint members of the Council on Legislation Credentials Committee at least six months prior to the scheduled convening of the Council and to appoint only members of the Council as members of the Committee. There shall be a maximum of six members of the Credentials Committee, in addition to a chair. *(October 2015 Mtg., Bd. Dec. 43)*

Source: February 1999 Mtg., Bd. Dec. 201. *Amended by* November 1999 Mtg., Bd. Dec. 201; October 2015 Mtg., Bd. Dec. 43

59.055. Sergeants-at-Arms

There should be a minimum of ten sergeants-at-arms at the Council, in addition to the chief sergeant. There should be at least one sergeant for each language for which simultaneous interpretation is provided at the Council. *(May 2014 Mtg., Bd. Dec. 128)*

Source: November 1999 Mtg., Bd. Dec. 201; *Amended by* November 2004 Mtg., Bd. Dec. 99; May 2014 Mtg., Bd. Dec. 128

59.055.1. Role of Sergeants-at-Arms at the Council on Legislation

The criteria for selection and responsibilities of the RI sergeant-at-arms leadership for the Council on Legislation is defined in the Manual for the Council on Legislation. *(May 2014 Mtg., Bd. Dec. 128)*

Source: June 2001 Mtg., Bd. Dec. 405; *Amended by* January 2012 Mtg., Bd. Dec. 159; May 2014 Mtg., Bd. Dec. 128

Cross References

61.010. Manuals for Sergeants-at-Arms

59.060. Proceedings and Functions

59.060.1. Scheduling Council Proceedings
To the extent possible, the days and hours of the meeting should be planned and maintained so that representatives are not called upon to carry out their responsibilities under conditions of excessive fatigue or other discomfort which might reduce the effectiveness with which they represent the clubs in their respective districts. At a minimum, all Councils should be scheduled to allow for five full days to consider proposed legislation. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May-June 1982 Mtg., Bd. Dec. 21. *Amended by* November 1999 Mtg., Bd. Dec 201

59.060.2. Debate Procedures at Council
The Council chair and officials should arrange that matters of importance be given adequate time for debate in the Council's sessions. As feasible, debate should alternate between those supporting and those opposing the motion before the Council. *(June 1998 Mtg., Bd. Dec. 348)*

Source: February-March 1987 Mtg., Bd. Dec. 257

59.060.3. Council on Legislation Rules of Procedure
The Rules of Procedure of the Council on Legislation shall be published in the *Manual of Procedure* exactly as adopted by the previous Council, modified only as necessary to be consistent with the changes to the constitutional documents made by the Council. If any such modifications are necessary, a notation as to the necessary changes should be included. The Rules of Procedure, as recommended by the Council Operations Committee in accordance with RI Bylaws section 8.130.1., shall be sent to members of the Council two months prior to the Council. *(November 2005 Mtg., Bd. Dec. 38)*

Source: February 1999 Mtg., Bd. Dec. 207; June 2005 Mtg., Bd. Dec. 289

59.060.4. Electronic Vote Counting at Council
The general secretary should implement electronic voting at all Councils where it can be obtained at a reasonable cost. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1996 Mtg., Bd. Dec. 279

59.060.5. Pre-Council Workshop
The Council leadership shall plan for a workshop for Council members on the afternoon prior to the convening of the Council. *(November 1999 Mtg., Bd. Dec. 201)*

Source: June 1996 Mtg., Bd. Dec. 277; November 1999 Mtg., Bd. Dec. 201

59.060.6. Fellowship Activities During the Council
An informal arrival reception for members of the Council may be held on the evening prior to the convening of the Council. A fellowship dinner may be held during the Council meeting—preferably on the evening of the second day of the Council. *(June 2010 Mtg., Bd. Dec. 204)*

Source: June 1996 Mtg., Bd. Dec. 276; *Amended by* June 2010 Mtg., Bd. Dec. 204

59.060.7. Simultaneous Interpretation/Language Support
The Council shall be conducted in English, with simultaneous interpretation provided during plenary sessions in Chinese, French, Japanese, Korean, Portuguese, and Spanish. The general secretary, with the concurrence of the president, may choose other languages for simultaneous interpretation. *(January 2015 Mtg., Bd. Dec. 142)*

Source: November 2002 Mtg., Bd. Dec. 112; February 2003 Mtg., Bd. Dec. 221; *Amended by* January 2015 Mtg., Bd. Dec. 142

59.060.8. Assistance from Local Rotarians
The Council on Legislation does not operate with the assistance of a host organization. It is recommended, however, that the Council chair and Council Operations Committee review whether assistance could be rendered by Rotarians residing or working near the site. *(January 2012 Mtg., Bd. Dec. 159)*

Source: February 2003 Mtg., Bd. Dec. 221

59.060.9. Official Participant Seating
At the Council on Legislation, the representatives will be seated in the sections closest to the presenter, accommodating all representatives before other official participants are seated. The Council chair has the authority to make appropriate operational changes to the Council seating assignments as needed. *(May 2011 Mtg., Bd. Dec. 182)*

Source: November 2007 Mtg., Bd. Dec. 87; *Amended by* May 2011 Mtg., Bd. Dec. 182

59.070. Finances

The general secretary shall prepare a budget for each Council for review by the Board. In preparing such budget, the general secretary shall take into consideration paid attendance and reimbursable expenses. *(February 2003 Mtg., Bd. Dec. 221)*

Source: February 2003 Mtg., Bd. Dec. 221

59.070.1. Expenses of Representatives
RI shall provide representatives reimbursement for the following expenses:

1. Round-trip airfare
2. Room and meals
3. Inoculations up to a maximum of US$150
4. Necessary visa expenses
5. Representatives' forced overnight or extended travel delay expenses of 10 hours or more

Representatives who do not complete online training prior to attending the Council and who do not attend training provided at the zone institute in the year of the Council shall not be funded by Rotary to attend the Council and shall be responsible for the aforementioned expenses, unless excused by the Council chairman, as stated in Rotary Code section 59.040.3.

The general secretary shall set the day and time for the major arrival date for representatives. The general secretary shall take into consideration registration, any pre-Council workshop, and any other relevant factors when setting the date and time. The general secretary has the discretion to apply these guidelines in a fair and reasonable manner. *(May 2014 Mtg., Bd. Dec. 126)*

Source: November 1997 Mtg., Bd. Dec. 202; February 2003 Mtg., Bd. Dec. 221; May 2014 Mtg., Bd. Dec. 126. *Affirmed by* November 1999 Mtg., Bd. Dec 198

59.070.2. Expenses of Non-voting Members

RI shall pay the travel, lodging and meal expenses in attending the Council for the following members:

(a) The president, president-elect, other directors, and the general secretary
(b) Past presidents of RI, except those whose expenses are paid from The Rotary Foundation funds
(c) Chair, vice-chair and parliamentarian of the Council
(d) Constitution and Bylaws Committee as members of the Council Operations Committee
(e) Trustee representative
(f) Up to three members-at-large. *(February 2003 Mtg., Bd. Dec. 221)*

Source: February 2003 Mtg., Bd. Dec. 221

59.070.3. Expenses of Observers, COL Participants, and Staff

RI shall pay the travel, lodging and meal expenses in attending the Council for the following additional persons:

(a) Directors-elect (including president-nominee)
(b) Directors-nominee
(c) Sergeants-at-arms
(d) Council trainer
(e) Member of the Constitution and Bylaws Committee whose term of office commences on 1 July following the Council
(f) Aide to the president (if needed)
(g) Such members of the Secretariat staff as the general secretary may deem necessary for service at the Council, within the provisions therefor in the budget. *(May 2014 Mtg., Bd. Dec. 128)*

Source: February 2003 Mtg., Bd. Dec. 221; *Amended by* November 2004 Mtg., Bd. Dec. 99; June 2005 Mtg., Bd. Dec. 291; February 2007 Mtg., Bd. Dec. 139; June 2007 Mtg., Bd. Dec. 226; June 2008 Mtg., Bd. Dec. 227; June 2009 Mtg., Bd. Dec. 276; June 2010 Mtg., Bd. Dec. 182; May 2014 Mtg., Bd. Dec. 128

59.070.4. Expenses of Incoming Members of the Constitution and Bylaws Committee to Attend Council and Committee Meetings

RI shall pay the following travel, lodging and meal expenses related to the holding of the Council:

(a) The incoming member of the Constitution and Bylaws Committee whose term of office commences on 1 July in the year of the Council shall be invited to attend as an observer at the last meeting of such committee prior to the 1 July appointment. Such attendance will be at RI expense.

(b) The member of the Constitution and Bylaws Committee whose term of office shall commence immediately following the year of the Council shall be invited to attend both the pre- and post- Council Operations Committee meetings, and the Council as an observer at RI expense. *(November 1999 Mtg., Bd. Dec. 201)*

Source: February 1988 Mtg., Bd. Dec. 236. *Amended by* November 1999 Mtg., Bd. Dec 201

59.070.5. Expenses of Sergeants-At-Arms at the Council on Legislation
The expenses of sergeants-at-arms at the Council on Legislation shall be paid by RI in accordance with the RI Travel Policy.

The Council on Legislation sergeants-at-arms budget shall include the expenses of:
a) one chief sergeant-at-arms;
b) a minimum of ten sergeants-at-arms

While serving in the capacity as a sergeant-at-arms, covered expenses should be the same as the representatives to the Council. *(June 2008 Mtg., Bd. Dec. 227)*

Source: June 2001 Mtg., Bd. Dec. 405; *Amended by* February 2003 Mtg., Bd. Dec. 221; November 2004 Mtg., Bd. Dec. 99

59.080. Support Staff

In order to assure the effective functioning of the Council on Legislation, the general secretary should be afforded discretion in determining the number of staff to be present at the Council and in requisitioning adequate support equipment to be available for the use of staff at the Council. *(February 1999 Mtg., Bd. Dec, 206*

Source: February 1999 Mtg., Bd. Dec. 206

59.090. Responsibilities of the General Secretary

The general secretary shall oversee various responsibilities as detailed in the *Manual for the Council on Legislation*. *(January 2012 Mtg., Bd. Dec. 159)*

Source: February 2003 Mtg., Bd. Dec. 221; *Amended by* January 2012 Mtg., Bd. Dec. 159

Cross References

31.040.2. Examining Proposed Legislation

59.100. Post-Council Activities

59.100.1. Club Review of Council Action
As part of the legislative process of RI, clubs are free to contact other clubs to discuss the action of the Council on items of proposed legislation. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May-June 1976 Mtg., Bd. Dec. 238

59.100.2. Post-Council Distribution of Documents
The revised English Constitutional Documents should be mailed to all districts within two months of the adjournment of the Council. *(November 1999 Mtg., Bd. Dec. 201)*

Source: November 1999 Mtg., Bd. Dec. 201

Cross References

49.040. Manual of Procedure

Article 60. Institutes

60.010. International Institute
60.020. Participants at International Institutes
60.030. International Institute Program
60.040. International Institute Finances
60.050. Rotary Institutes

60.010. International Institute

Upon the recommendation of the president-elect and with RI Board approval, an International Institute may be held in conjunction with the International Convention, provided that a suitable venue can be contracted. *(October 2014 Mtg., Bd. Dec. 38)*

Source: October-November 1977 Mtg., Bd. Dec. 148; October-November 1981 Mtg., Bd. Dec. 92; November 2000 Mtg., Bd. Dec. 111; *Amended by* January 2013 Mtg., Bd. Dec. 166

60.010.1. Past Officers Reunion Meeting

Past officers may organize a reunion meeting in conjunction with the International Assembly or the International Convention when an International Institute is not held. RI may send up to two e-mails to all past RI officers on behalf of the organizers of the reunion meeting. These unofficial events may be publicized on the RI website. *(January 2012 Mtg., Bd. Dec. 159)*

Source: November 2005 Mtg., Bd. Dec. 89; November 2008 Mtg., Bd. Dec. 31; *Amended by* January 2012 Mtg., Bd. Dec. 159

60.020. Participants at International Institutes

60.020.1. Eligible Participants

Those eligible to attend the institute are past, current, and incoming officers of RI (including reported governors-nominee), current RI committee members, and Rotary coordinators, Rotary public image coordinators, regional Rotary Foundation coordinators and endowment/major gifts advisers. Spouses and/or guests of those Rotarians eligible to attend the institute shall be permitted to register on the same form as an eligible Rotarian. *(October 2014 Mtg., Bd. Dec. 38)*

Amended by July 2003 Mtg., Bd. Dec. 22; February 2004 Mtg., Bd. Dec. 195; June 2004 Mtg., Bd. Dec. 236; January 2012 Mtg., Bd. Dec. 159; October 2014 Mtg., Bd. Dec. 38

60.020.2. Regional Magazine Editors

Rotary International regional magazine editors shall be recognized as official participants of International Institutes, with rights to be observers at plenary sessions, appropriate luncheons and dinners, receptions, and other social occasions. Other than registration fees, which shall be waived, there will be no associated cost to RI. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1995 Mtg., Bd. Dec. 274

60.030. International Institute Program

The International Institute program shall be developed by the International Institute Committee and conducted under the supervision and guidance of the president. Plenary presentations and discussion sessions shall be consistent with the RI Strategic Plan. *(January 2012 Mtg., Bd. Dec. 159)*

Source: October-November 1977 Mtg., Bd. Dec. 148; January 2011 Mtg., Bd. Dec. 127; January 2012 Mtg., Bd. Dec. 159

60.040. International Institute Finances

60.040.1. Registration Fees

International Institute registration fees will be determined annually based on the projected per-attendee cost of conducting an International Institute. Registration fees for senior leaders will be waived, and Rotary will budget appropriately to cover these costs. *(January 2012 Mtg., Bd. Dec. 203)*

Source: January 2012 Mtg., Bd. Dec. 203

60.040.2. Support from Private and Corporate Sponsors

The International Institute may, with the permission of the president, solicit and/or receive financial support from private or corporate sponsors. *(January 2012 Mtg., Bd. Dec. 159)*

Source: November 1994 Mtg., Bd. Dec. 99; January 2012 Mtg., Bd. Dec. 159

60.050. Rotary Institutes

The Board of Directors of Rotary International has strongly affirmed the value of annual informational meetings of past, current and incoming RI officers in RI zones. The general secretary shall provide assistance and training for institute conveners.

The Board has adopted the following "Requirements for Rotary Institutes," which the general secretary shall annually provide to institute conveners and chairs. The Board shall review these guidelines on a triennial basis. *(June 2010 Mtg., Bd. Dec. 182)*

Source: April 1991 Mtg., Bd. Dec. 265; *Amended by* February 1995 Mtg., Bd. Dec. 183; June 1996 Mtg., Bd. Dec. 290; August 1999 Mtg., Bd. Dec. 43; June 2007 Mtg., Bd. Dec. 226; January 2010 Mtg., Bd. Dec. 124; June 2010 Mtg., Bd. Dec. 182

A. Definitions

Institute: An annual informational meeting, with no administrative responsibility or authority, of all past, current and incoming RI officers in one or more zones (or sections of zones), as authorized by the president.

Convener: A current, incoming, or past RI director, appointed by the president nominee, preferably for no more than two consecutive years, to have charge of an institute.

Foundation Representative: A current or incoming trustee appointed by the chair of the Foundation Trustees, with the concurrence of the president, to assist an institute in promoting The Rotary

Foundation. Such appointment shall take into consideration the most cost-effective measures.

Institute Chair: A past RI officer appointed by the convener to organize an institute. *(June 2010 Mtg., Bd. Dec. 248)*

Source: April 1991 Mtg., Bd. Dec. 265; *Amended by* June 1996 Mtg., Bd. Dec. 290; January 2010 Mtg., Bd. Dec. 124; June 2010 Mtg., Bd. Dec. 248

B. Purpose

The purpose of institutes is to provide:

1. current, incoming, and past RI officers with updates on RI and Rotary Foundation policies and programs;
2. a forum for Rotary leaders to make comments and recommendations to the Board of Directors;
3. fellowship and a participative learning experience that will help inspire current, incoming, and past governors to continuing leadership and service. *(June 2010 Mtg., Bd. Dec. 248)*

Source: June 2010 Mtg., Bd. Dec. 248

C. Participants

Attendance at each institute shall be limited to past, current and incoming RI officers and their guests, though

1. others may be invited by the conveners or may attend at the request of the president or the general secretary;

2. host Rotarians and other local persons may assist the convener in administering the institute;

3. local Rotarians may be invited to attend as observers a special event at the institute, such as an address by the president or president-elect;

4. the RI president and president-elect are encouraged to participate in some institutes each year in order to enhance their knowledge and experience of the world of Rotary, and to provide opportunities for Rotary leaders at the zone level to gain greater knowledge and insight into the current and future directions of Rotary. In order to conserve institute and RI funds and to project the current president's theme, it is suggested that *either* the president *or* the president-elect attend each institute, but both should not attend together. It is, however, recognized that, given their many duties and commitments, the president or president-elect may only be able to attend portions of institutes;

5. The roles of spouses of directors and incoming directors, trustees and incoming trustees of The Rotary Foundation, and the general secretary shall be to

   a. represent RI or its Foundation in their official capacity at assigned events
   b. attend and participate in plenary sessions, workshops, forums, and meetings

c. attend and participate in all spouse program events such as plenary sessions or discussions, possibly as speakers, moderators, panelists, presenters or facilitators, at the discretion of the convener
d. serve as hosts to other spouses of official participants
e. attend and participate in official luncheons and dinner
f. attend official social events as representatives of RI or its Foundation

6. Rotary leaders eligible to participate in Rotary institutes are encouraged to attend, at no cost to RI, institutes organized in adjacent zones or sections within the same zone in order to increase communication and the flow of Rotary information within and across zones.

7. Past district governors residing in the zone should be provided opportunities to make meaningful contributions to the Institute and participate in the program as speakers, panelists, discussion leaders, and members of the committees for the institute, as a means of developing future leaders in Rotary at the zone and international levels;

8. the attendance of a representative of Rotary's Foundation is highly desirable in achieving the objectives of The Rotary Foundation and updating the knowledge of past, present, and incoming officers, and toward this end,

a. conveners are requested to consider providing lodging, meals and other local expenses for Foundation representatives and spouses from institute or other funds. The Foundation will pay all transportation costs and will pay the above expenses should the institute not pay them, provided that the convener inform the representative before the latter's departure for the institute that the institute will not bear such expenses;

b. conveners of institutes should provide in the institute agenda an opportunity for the Foundation representative to deliver a major address on the Foundation and to have another opportunity to update participants on Foundation programs, objectives, finances, and problems and to respond to participants' questions. *(January 2012 Mtg., Bd. Dec. 159)*

Source: April 1991 Mtg., Bd. Dec. 265; *Amended by* March 1993 Mtg., Bd. Dec. 188; May 1993 Mtg., Bd. Dec. 225; March 1994 Mtg., Bd. Dec. 164; February 1995 Mtg., Bd. Dec. 183; July 1995 Mtg., Bd. Dec. 32; June 1996 Mtg., Bd. Dec. 290; April 1999 Trustees Mtg., Dec. 129; February 2000 Mtg., Bd. Dec. 298; November 2000 Mtg., Bd. Dec. 114; February 2002 Mtg., Bd. Dec. 197; November 2009 Mtg., Bd. Dec. 44; June 2010 Mtg., Bd. Dec. 248; January 2012 Mtg., Bd. Dec. 159

D. Organization

1. The president-nominee is authorized by the Board to act on its behalf to approve the sites and dates of Rotary institutes. No action should be taken by potential conveners to secure institute dates or locations until they are formally appointed by the president-nominee. Conveners are required to obtain such approval before committing to a time and location. When there is no president-nominee yet declared, the Executive Committee of the Board is authorized to appoint conveners and approve institute dates and locations. The general secretary shall advise all current and future conveners of Rotary institutes to make every effort to ensure that the meeting does not conflict with any other institute in the region or major religious holiday celebrated in that zone.

2. The organization and program of each institute shall be directed by the convener, who is the president's representative to the institute and who remains responsible to the president for the conduct of the institute;

3. The convener, while retaining complete control of the agenda, program, and finances of the institute, shall appoint a

   a. chair, who is responsible for the arrangements for and organization of the institute meeting;

   b. treasurer, who should be a past RI officer, responsible to the convener and the zone for the preparation of the institute budget, use and disbursement of the funds;

4. In order to promote the best attendance and participation at reasonable expense, institutes should not be planned for areas exceeding the equivalent of four zones.

5. RI directors, directors-elect, directors-nominee, other conveners, and their respective Institute planning committees are encouraged to visit, at their own expense, other Rotary Institutes to obtain ideas on more meaningful engagement of past governors in Rotary Institutes;

6. Rotary institutes, presidential conferences, and district conferences may be held in conjunction with each other or simultaneously at the same venue provided that:

   a. separate budgets and separate registration fees are established and maintained for each meeting;
   b. funds will be maintained separately for each meeting;
   c. prior consent is obtained from the governor where the district conference will be held and from the convener of the Rotary institute to be held. *(January 2012 Mtg., Bd. Dec. 159)*

Source: April 1991 Mtg., Bd. Dec. 265; *Amended by* March 1994 Mtg., Bd. Dec. 164; February 1995 Mtg., Bd. Dec. 183; June 1996 Mtg., Bd. Dec. 290; July 1998 Mtg., Bd. Dec. 27; July 1999 Mtg., Bd. Dec. 23; November 1999 Mtg., Bd. Dec. 185; March 2005 Mtg., Bd. Dec. 229; January 2010 Mtg., Bd. Dec. 124; June 2010 Mtg., Bd. Dec. 182; June 2010 Mtg., Bd. Dec. 248; January 2012 Mtg., Bd. Dec. 159

E. Program

1. Institutes shall normally last two to three days, not counting the time for any separate sessions or seminars, and be held at times that are reasonably convenient for younger participants;

2. Conveners must not allow speeches and presentations to take up most of the program time at institutes but rather plan ample time (approximately 40-50 percent) for the exchange of views among participants through panels, question and answer sessions, group discussions and the like;

3. Conveners shall, when convenient, arrange an intercity meeting for institute participants and local Rotarians;

4. Conveners may, as appropriate, avail themselves of the assistance of any RI and TRF staff assigned to the institute by the general secretary for information and participation to support pre-institute or institute programs. Where possible, the assignments should be made from the international office serving the zone.

5. In the year of the Council on Legislation, conveners are requested to:

   a. conduct a training session to last at least one-half day limited to representatives and alternates and conducted by highly experienced Rotarians, to discuss the operation and procedures of the Council, but not the substance of the proposals, with training materials to support such training sessions provided by the general secretary;

   b. schedule a plenary session to discuss the substance of the selected proposals to be considered at the next Council, for the purpose of allowing voting representatives the opportunity to hear the views of Rotarians from their area of the world.

6. The Board recommends including an open forum of least one-hour during the institute program for an exchange of ideas between the participants and Rotary senior leadership.

7. A director, or other representative of the Board, shall present the five-year forecast to each Rotary institute for discussion, pursuant to RI Bylaws section 17.060.4.

8. Each Rotary institute should schedule a status report on PolioPlus until polio eradication is achieved. *(January 2010 Mtg., Bd. Dec. 248)*

Source: April 1991 Mtg., Bd. Dec. 265; *Amended by* March 1992 Mtg., Bd. Dec. 212; March 1993 Mtg., Bd. Dec. 188; November 1999 Mtg., Bd. Dec. 201; June 1999 Mtg., Bd. Dec. 310; August 1999 Mtg., Bd. Dec. 43; November 2004 Mtg., Bd. Dec. 58; March 2005 Mtg., Bd. Dec. 230; June 2005 Mtg., Bd. Dec. 292; November 2005 Mtg., Bd. Dec. 38; June 2007 Mtg., Bd. Dec. 226; November 2008 Mtg., Bd. Dec. 31; June 2009 Mtg., Bd. Dec. 237; January 2010 Mtg., Bd. Dec. 159; June 2010 Mtg., Bd. Dec. 248

F. Promotion

RI directors-elect, directors-nominee and their respective Institute planning committees, should consider promoting

1. emerging information about RI and our Rotary Foundation;
2. fellowship opportunities, especially re-connecting with one's governor-class;
3. opportunities to interact with senior Rotary leaders regarding Rotary policies. *(June 2010 Mtg., Bd. Dec. 248)*

Source: June 2010 Mtg., Bd. Dec. 248

G. Adjunct Meetings

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

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

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

   c. not duplicate the program at the International Assembly;

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

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

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

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

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

a) Tables and chairs for participants set-up in a "U" shape (group size of no more than 25-30 governors-elect)
b) Podium or table for training leader
c) LCD projector, laptop computer, or overhead projector
d) Flipchart stand, paper, and markers *(January 2013 Mtg., Bd. Dec. 154)*

Source: April 1991 Mtg., Bd. Dec. 265; March 1992 Mtg., Bd. Dec. 212; *Amended by* March 1993 Mtg., Bd. Dec. 188; February 1995 Mtg., Bd. Dec. 183; August 1999 Mtg., Bd. Dec. 43; November 1999 Mtg., Bd. Dec. 214; February 2000 Mtg., Bd. Dec. 298; October 2003; Mtg., Bd. Dec. 117; November 2004 Mtg., Bd. Dec. 52; January 2008 Mtg., Bd. Dec. 174; January 2012 Mtg., Bd. Dec. 159; January 2013 Mtg., Bd. Dec. 154

H. Finances

1. Each institute shall be financially self-supporting through registration fees and voluntary donations (including goods and services) or sponsorships in accordance with RI Guidelines. Funds raised for the institute shall only be spent on institute-related expenses;

2. Adjunct meetings shall also be self-supporting through registration fees;

3. Districts and clubs (and non-participating Rotarians) shall not be required to pay any institute expenses, except for the costs of their governor and incoming governor (and other future RI officers at the discretion of districts and clubs), or as sponsors in accordance with RI Guidelines;

4. The convener shall make every effort to contain costs by

a. securing reasonably priced facilities and accommodations;
b. minimizing the number and cost of social functions;
c. minimizing the cost of speakers and any others invited from outside Rotary or the zone;
d. offering lower-cost or hosted lodging in the area, corporate sponsorships, and/or increased flexibility for meal options.

5. Rotary International provides adequate general liability (also known as public liability and third-party liability) insurance coverage for each institute. Coverage is limited to policy terms and excludes institute activities such as fireworks displays, motor racing events, and use of airplanes and watercraft to name a few. Coverage terms and limitations may change annually. Please contact RI Risk Management for additional information;

6. After all expenses have been paid, any surplus balance shall, in cooperation with the convener and the treasurer of the next institute, be carried forward for the sole use of that and future institutes.

7. No financial guarantee for Rotary institute conveners is appropriate or necessary.

8. RI will reimburse the transportation expenses incurred by conveners for travel to the institute site on up to two occasions, if necessary, for preparation and planning purposes. Conveners are encouraged to make these trips in conjunction with other Rotary travel, whenever possible, for economic reasons.

9. RI will reimburse the transportation expenses incurred by conveners, and their spouses when accompanying them, to attend Rotary institutes, in accordance with RI's established travel policy.

10. Rotary institutes are expected to cover all other expenses incurred by the conveners and their spouses attending their institute. Nevertheless**,** any such other expenses associated with the Rotary institute at which the director serves as convener that are not covered by the institute budget, including spouse expenses when accompanied by proper business purpose documentation, shall be reimbursed to the extent of the director's allocation available pursuant to the "Policy for Expenses of General Officers" under section 69.040.1. of the *Rotary Code of Policies*.

11. Expenses of Directors and spouses for attending institutes other than those in which the director serves as convener will be reimbursed where such expenses are in furtherance of the business purposes of RI to the extent of the director's allocation available pursuant to the "Policy for Expenses of General Officers" under section 69.040.1. of the *Rotary Code of Policies*.

12. An advance of US$1,000 may be made for each institute when requested by a convener, such advance to be refunded on completion of the institute. *(January 2012 Mtg., Bd. Dec. 159)*

Source: July 1987 Mtg., Bd. Dec. 55; May 1989 Mtg., Bd. Dec. 362; April 1991 Mtg., Bd. Dec. 265; *Amended by* March 1993 Mtg., Bd. Dec. 188; March 1994 Mtg., Bd. Dec. 164; February 1995 Mtg., Bd. Dec. 183; February 1996 Mtg., Bd. Dec. 247; June 1996 Mtg., Bd. Dec. 290; March 1997 Mtg., Bd. Dec. 202; November 1997 Mtg., Bd. Dec. 198; November 1999 Mtg., Bd. Dec. 251; February 2001 Mtg., Bd. Dec. 202; June 2002 Mtg., Bd. Dec. 273; May 2003 Mtg., Bd. Dec. 361; October 2003 Mtg., Bd. Dec. 117; June 2010 Mtg., Bd. Dec. 248

I. Reports

1. Each convener shall, within ninety days after the conclusion of an institute, send to the general secretary of RI, the convener of the following institute, and to each governor within that zone(s) a complete financial statement, certified by the chair and treasurer of the institute, detailing all revenues and expenses of the institute. The financial statement shall include any surplus balance received from the prior year's institute and any surplus balance carried forward to the following year's institute. Failure to comply with the requirement to distribute a complete financial statement, after having been notified by the general secretary, shall result in the convener being ineligible to receive any additional expense reimbursements from RI, whether or not such expenses are associated with the institute, and ineligible to receive any RI volunteer appointment or assignment, or any Rotary Foundation appointment or assignment, until the completed financial statement is distributed in accordance with this policy. In the case of extraordinary circumstances, an extension not exceeding thirty days may be granted by the president;

2. The general secretary shall distribute copies of the institute financial statements submitted by each convener to the Board prior to its final meeting each year. The general secretary shall provide a status report regarding past due institute financial reports to the treasurer and the chair of the RI Audit Committee in April of each year. *(June 2007 Mtg., Bd. Dec. 226)*

Source: March 1993 Mtg., Bd. Dec. 188; *Amended by* November 2000 Mtg., Bd. Dec. 175; June 2001 Mtg., Bd. Dec. 444; November 2001 Mtg., Bd. Dec. 45; November 2002 Mtg., Bd. Dec. 169; March 2005 Mtg., Bd. Dec. 230; June 2007 Mtg., Bd. Dec. 226

Cross References

19.040.6. Reimbursement of Expenses for Governors-Elect Attendance at GETS
72.010.1. Risk Management for Rotary Institutes

Article 61. General Policies of RI Meetings

61.010. Manuals for Sergeants-at-Arms
61.020. Sergeant-at-Arms Committee
61.030. Sergeants-at-Arms Leadership Candidate Book
61.040. Recommended Protocol at RI Meetings

61.010. Manuals for Sergeants-at-Arms

Manuals for the general guidance of the International Assembly, International Convention, and Council on Legislation sergeants-at-arms have been prepared and are revised from time to time by the Board. Such manuals include Board policy governing sergeants-at-arms. The general secretary is authorized to update the manuals as needed, provided that all proposed changes are distributed to the Board for review one month before they take effect, and that any proposed changes objected to by a director be reveiwed by the Board at its next meeting. Each sergeants-at-arms committee is likewise requested to include in its final report any recommended changes to the manuals. *(October 2013 Mtg., Bd. Dec. 30)*

Source: June 2001 Mtg., Bd. Dec. 405; *Amended by* January 2012 Mtg., Bd. Dec. 159; June 2013 Mtg., Bd. Dec. 234

61.020. Sergeant-at-Arms Committee

The RI Board has approved the establishment of a Sergeant-at-Arms Committee every three years, such committee to be appointed by the RI president who serves during a Council on Legislation year. The committee shall meet at the Council on Legislation. *(June 2013 Mtg., Bd. Dec. 234)*

Source: June 2013 Mtg., Bd. Dec. 234

61.030. Sergeants-at-Arms Leadership Candidate Book

The sergeants-at-arms Leadership Candidate Book contains a listing of those Rotarians with sufficient experience as sergeants-at-arms at RI meetings to serve in the sergeants-at-arms Leadership of the International Convention, International Assembly, and Council on Legislation as developed by the Sergeants-at-arms Academy in 1997 and updated in 1999 and 2001. This list should be updated on an annual basis as necessary. *(June 2001 Mtg., Bd. Dec. 405)*

Source: June 2001 Mtg., Bd. Dec. 405

61.040. Recommended Protocol at RI Meetings

At the RI Convention, International Assembly, and Council on Legislation the recommended Rotary protocol may be modified as deemed necessary by the physical constraints of the space and the program itself. *(September 2011 Mtg., Bd. Dec. 34)*

Source: November 2007 Mtg., Bd. Dec. 87; *Amended by* May 2011 Mtg., Bd. Dec. 182; September 2011 Mtg., Bd. Dec. 34

CHAPTER VIII

FINANCES

Articles

66. General Finance Provisions
67. Audits
68. Budgets
69. Expenses and Reimbursements
70. Investments
71. Revenues
72. Risk Management and Insurance

Article 66. General Finance Provisions

66.010. Annual Report
66.020. Audited Financial Statements
66.030. Banking Procedures
66.040. Fiscal Agents
66.050. Emergencies
66.060. Contracts
66.070. One Rotary Center Real Estate Management Policy
66.080. Administrative Services Agreement between RI and TRF

66.010. Annual Report

The general secretary is requested to produce an annual report covering the accomplishments, administration, programs and finances of RI, including its Foundation, in English, Spanish, Portuguese, Japanese, French, German, Italian, Korean, and Swedish. *(May 2000 Mtg., Bd. Dec. 439)*

Source: February 1988 Mtg., Bd. Dec. 280; *Amended by* May 2000 Mtg., Bd. Dec. 439

66.020. Audited Financial Statements

Audited financial statements shall be published in English and made available on the RI website. Additional copies of the audited financial statements shall be available to all Rotarians upon request. *(January 2013 Mtg., Bd. Dec. 141)*

Source: November 1990 Mtg., Bd. Dec. 199; *Amended by* May 2000 Mtg., Bd. Dec. 439; June 2001 Mtg., Bd. Dec. 310; January 2013 Mtg., Bd. Dec. 141

66.030. Banking Procedures

66.030.1. Resolutions on Financial Accounts and Services
The Board regularly reviews and amends, where necessary, the "Resolutions on Financial Accounts and Services." *(January 2016 Mtg., Bd. Dec. 143)*

Source: June 1997 Mtg., Bd. Dec. 401; Amended by August 1999 Mtg., Bd. Dec. 117; November 2007 Mtg., Bd. Dec. 129; January 2011 Mtg., Bd. Dec. 170; January 2012 Mtg., Bd. Dec. 230; January 2013 Mtg., Bd. Dec. 180; July 2014 Mtg., Bd. Dec. 23; January 2016 Mtg., Bd. Dec. 143

66.030.2. Exchange Rates for Payments to RI
RI will establish the rates for conversion of payments to RI, from currencies other than U.S. dollars, into U.S. dollars for each six-month period beginning 1 July and 1 January. When the value of a currency fluctuates three percent or more in relation to the U.S. dollar from the prior month, the general secretary, acting for the Board, may adjust the exchange rates as he deems appropriate. *(October 2003 Mtg., Bd. Dec. 133)*

Source: February 1977 Mtg., Bd. Dec. 314; *Amended by* October 2003 Mtg., Bd. Dec. 133

66.040. Fiscal Agents

66.040.1. Audits of Fiscal Agents
Audits of RI fiscal agents shall be conducted by local public accounting firms. *(June 1998 Mtg., Bd. Dec. 348)*

Source: March 1994 Mtg., Bd. Dec. 208

66.040.2. Term of Appointment of Fiscal Agents
The office of a fiscal agent shall be for a period of two Rotary years with the provision that the fiscal agent may be reappointed on a biennial basis for a period not to exceed six years, unless the Board for practical reasons specifically approves otherwise. The fiscal agent shall countersign a copy of the letter of appointment specifying his term. *(June 2013 Mtg., Bd. Dec. 246)*

Source: February 1980 Mtg., Bd. Dec. 310; *Amended by* June 2013 Mtg., Bd. Dec. 246

Cross References

31.060.3. Fiscal Agent Systems

66.050. Emergencies

The general secretary is authorized to act on behalf of the Board in making arrangements in emergency situations, by doing whatever may appear necessary to safeguard the funds and financial obligations of RI. Such action shall only be undertaken after prior consultation with the treasurer and/or the chair of the finance committee whenever feasible. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1940 Mtg., Bd. Dec. E58. Amended by July 1976 Mtg., Bd. Dec. 78

66.060. Contracts

The general secretary shall establish and maintain a policy for the review of contracts. The general secretary shall review contracts in accordance with the financial parameters established in the RI Policy on Contracts.

The RI Board shall be advised of any contracts executed on behalf of RI that obligate RI to make payments in an estimated or actual amount of US$500,000 or higher. (*September 2011 Mtg., Bd. Dec. 34*)

Source: November 2007 Mtg., Bd. Dec. 51; May 2011 Mtg., Bd. Dec. 192; September 2011 Mtg., Bd. Dec. 34

66.070. One Rotary Center Real Estate Management Policy

The Board has adopted a "One Rotary Center Real Estate Management Policy." (*November 2001 Mtg., Bd. Dec. 45)*

Source: June 2001 Mtg., Bd. Dec. 439; *Amended by* February 2002 Mtg., Bd. Dec. 229; June 2002 Mtg., Bd. Dec. 303

66.080. Administrative Services Agreement between RI and TRF

The general secretary shall ensure that the renewal of the Administrative Services Agreement between RI and TRF occurs at least triennially. *(January 2016 Mtg., Bd. Dec. 104)*

Source: October 2015 Mtg., Bd. Dec. 87

Cross References

31.060. General Secretary's Responsibility for Finance Matters

Article 67. Audits

67.010. Internal Audit System
67.020. Guidelines for Appointment and Evaluation of the Independent Auditor

67.010. Internal Audit System

The Auditing Services Charter shall be as follows:

A. Policy Statement

It is the policy of Rotary International to maintain a comprehensive program of internal auditing as an overall control measure and as a service to the senior leadership and management of the organization.

B. Mission and Scope of Work

The mission of Auditing Services is to provide independent, objective assurance services and may provide consulting services to help improve the operations of the Secretariat of Rotary International (hereinafter the "Secretariat"). Auditing Services helps the Secretariat achieve the mission of Rotary International by bringing a systematic, disciplined approach to evaluate and advise management on improving the effectiveness of control systems, risk management, and/or governance processes.

The scope of work of Auditing Services is to assist in determining whether the Secretariat's governance, and risk management practices and internal control structure as designed and represented by management, are adequate and functioning in a manner to reasonably assure that

1. Risks (strategic, financial, operational, compliance and other) are appropriately identified and managed
2. Interaction with the various internal governance and risk management groups occurs as needed
3. Resources are acquired economically, used efficiently, and adequately protected
4. Operations, programs, plans, and objectives are achieved effectively, efficiently, economically, and safely
5. Significant financial, managerial, and operating information is accurate, reliable, and timely
6. The Secretariat and employees' actions are in compliance with policies, standards, procedures, and applicable laws and regulations
7. Quality and continuous improvement are considered in existing control processes
8. Significant legislative or regulatory issues are recognized and addressed appropriately
9. Opportunities for improving control, accountability, and image are identified

C. Responsibility

In general, all members of the Secretariat staff are responsible for the Secretariat's internal control structure. Specifically:

1. The general secretary is responsible for the establishment and maintenance of effective risk management practices and a positive control environment by providing leadership, direction and oversight to the senior managers who control and manage the business operations of the Secretariat. The general secretary also provides direction to the general auditor in carrying out Board policy regarding the internal audit program.

2. Senior and operational managers are responsible for the design, implementation, and mainte-nance of specific internal control practices and procedures within their areas of supervision. These managers are also responsible for providing to the general auditor, upon request, full and unrestricted access to all activities, records, and personnel.

3. The general auditor is responsible to senior leadership and management for the following:

a. Evaluates and assesses the adequacy, efficiency, and effectiveness of the Secretariat's control systems, risk management, and/or governance processes

b. Contributes to the organization's ongoing effectiveness

c. Reports of significant issues related to the processes for controlling the activities of the Secretariat, including potential improvements to those processes

d. Information on the status and results of the annual audit plan and the sufficiency of Auditing Services resources

4. Auditing Services has responsibility to

a. Annually develop a flexible audit plan taking into account any risks or control concerns identified by senior management and leadership, as well as projected benefits and costs of each planned engagement

The plan is reviewed with the general secretary and Audit Committee for necessary revisions and approval by no later than 30 June of each year. The approved plan shall be reviewed with the RI Operations Review Committee at the next scheduled meetings.

b. Implement the approved annual audit plan including any special tasks, projects, or consulting engagements requested and/or approved by the general secretary, the Audit Committee, and/or the RI Operations Review Committee

c. As requested, in consultation with the Audit Committee chair, assist in the investigation of significant suspected fraudulent activities within the Secretariat and notify the general secretary, the Audit Committee, and/or the RI Operations Review Committee of the results

d. Consider the scope of work of the external auditors and other third parties, as appropriate, for the purpose of providing optimal audit coverage to the Secretariat

e. Receive, evaluate, and respond to requests from the president and the president-elect, the Board of Directors acting collectively, the Audit Committee, the Trustees of The Rotary Foundation acting collectively, the RI Finance Committee, the RI Operations Review Committee, and the general secretary

f. Review the audit charter annually with the general secretary and the RI Audit Committee for necessary updates and revisions

D. Independence
To provide for the independence of Auditing Services, its personnel report functionally to the RI Board through the RI Audit Committee and administratively to the general secretary. The general secretary shall counsel the RI Audit Committee chair regarding the potential removal or replacement of the general auditor.

E. Authority
As necessary to accomplish its responsibilities, Auditing Services shall

1. Have access to all records, property, and personnel
2. Have access to the general secretary, the RI Audit Committee, and the RI Operations Review Committee
3. Be provided with and allocate adequate resources, determine scopes of work, and apply the techniques required to accomplish audit objectives
4. Obtain the necessary assistance of applicable Secretariat personnel where performing audits, investigations, or special projects, as well as other specialized services from within or outside the Secretariat

Auditing Services is not authorized to
1. Perform any operational duties for the Secretariat
2. Initiate or approve accounting transactions external to Auditing Services
3. Direct the activities of any Secretariat employee not employed by Auditing Services, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the internal auditors

F. Reports of Auditing Services
Auditing Services will complete fair, factual, and balanced reports summarizing the activities and observations of each audit and/or project. Individual audit reports shall detail the audit objectives and scope; observations, conditions, and applicable recommendations; and management responses and action plans. Executive summaries of audit reports may be prepared for certain audiences. Special project and consulting engagement reports may deviate from this format depending upon the circumstances.

The general secretary and affected operational management should be given ample opportunity to review the report prior to final distribution. This review should provide an opportunity to correct errors, omissions, misunderstandings, or other inaccuracies and provide suggestions. The general secretary and management have no authority to change any aspect of the audit report. If a difference of opinion exists, the general secretary or management may submit a formal statement with the response in the audit report.

At a minimum, audit report distribution should comply with the following guidelines:

1. Audit Reports
Final audit reports will include reportable observations, as defined by Auditing Services, and will be distributed to the following:

a. Audit Committee members
b. RI Operations Review Committee members
c. President and president-elect

d. General secretary
e. All general managers and affected operational management
f. TRF Trustee Committee chair
g. External audit firm engagement partner and/or manager

2. Executive Summaries
Executive summaries of final audit reports will be distributed to the following:
a. All other RI Directors
b. All other TRF Trustees

3. Other Observations for Improvement Opportunities
Final audit observations that are not considered reportable, as defined by Auditing Services, will be reported in a separate communication to affected management as determined by the general auditor.

4. Special Project and Consulting Engagement Reports
The general auditor will consult with the general secretary and/or RI Audit Committee chair to determine distribution of individual reports on special projects and consulting engagements.

G. Standards of Audit Practice
Auditing Services will meet or exceed the International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors. *(May 2014 Mtg., Bd. Dec. 171)*

Source: July 1997 Mtg., Bd. Dec. 87; February 2004 Mtg., Bd. Dec. 216. *Affirmed by* June 1998 Mtg., Bd. Dec. 402. *Amended by* June 1999 Mtg., Bd. Dec. 346; May 2003 Mtg., Bd. Dec. 325; November 2004 Mtg., Bd. Dec. 162; June 2007 Mtg., Bd. Dec. 226; November 2009 Mtg., Bd. Dec. 102; June 2010 Mtg., Bd. Dec. 265; October 2013 Mtg., Bd. Dec. 30; May 2014 Mtg., Bd. Dec. 171

Cross References

30.070.2. Meetings of the Finance Committee

67.020. Guidelines for Appointment and Evaluation of the Independent Auditor

The RI Board of Directors is responsible for appointment and evaluation of the independent auditor. The Audit Committee assists the Board in executing this responsibility by

- defining and communicating performance expectations;
- monitoring and assessing performance;
- making recommendations to the Board regarding services, fees and appointment; and
- overseeing any competitive selection process.

The Audit Committee is to communicate with the Trustee Chairman regarding any appointment or evaluation of the independent auditor.

The Audit Committee will monitor and evaluate the performance of the independent auditor as outlined in the "Annual Performance Assessment" as defined in these guidelines. Each year, the Audit Committee will document and communicate its assessment to the Board and the Trustee Chairman, and make recommendations to the Board as necessary. Recommendations may

include conducting a competitive selection based on serious and/or ongoing performance deficiencies. The Audit Committee will solicit and consider input from management.

In general, unless circumstances dictate otherwise, the Audit Committee, on behalf of the Board and Trustees, will formally consider and conduct a comprehensive review for the selection of its independent auditor based on competitive proposals at least once every seven (7) years. The Audit Committee will solicit and consider input from management.

A. Annual Performance Assessment

The general secretary will distribute evaluation criteria and related materials for use in monitoring and evaluating the performance of the independent auditor during the year. This information will be distributed prior to the start of the significant audit services (e.g. typically in January or February) to the following:

- Members of the Audit Committee
- General Secretary
- Other Secretariat Managers as deemed necessary

At the conclusion of the audit services (e.g. October), the general secretary will solicit evaluation feedback from the noted Rotary leaders and managers. The evaluation and feedback will be reported to the Audit Committee at its subsequent meeting (typically, February). Evaluation criteria should remain fairly constant from year to year to allow evaluation of performance trends over time. Examples of potential performance evaluation criteria include, but are not limited to:

- Audit plan expected and actual results
- Quality of audit services
- Timeliness of audit and deliverables
- Audit fees (actual versus agreed)
- Independence
- Understanding of Rotary
- Type, frequency and quality of information and communication
- Availability and transparency

The Audit Committee should discuss with the independent auditor (in closed session if necessary):

- Questions or concerns regarding performance of the independent auditor during the prior fiscal year and/or the overall relationship
- Performance expectations
- The proposed audit plan, scope, and fees for the next annual audit(s)
- Questions or concerns of the independent auditors

The Audit Committee will communicate the results of its deliberations regarding the independent auditor's performance and proposals to the Board through its meeting minutes/report to the Board. The Audit Committee will make specific recommendations, if any, to the Board concerning acceptance of the independent auditor's proposal for the next fiscal year. The Audit Committee may make other recommendations to the Board, including competitive bidding of these services. If competitive bidding is recommended, the Trustee Chairman should be notified.

The Audit Committee's deliberations will include consideration of the annual evaluation survey results. Throughout the year, the Audit Committee should have complete, direct, and open access to the independent auditor. The general secretary will assist and facilitate this access.

Discussion of the independent auditor's performance may be placed on the agenda of any Audit Committee meeting.

If necessary, the independent auditor's performance may be reviewed between regularly scheduled committee meetings. Either the Audit Committee chairman or management may initiate this review. The chairman should determine the best approach to conduct the review. The results of any review should be documented and communicated.

B. Competitive Selection

The Audit Committee will oversee the process of competitive selection of the independent auditor. The Audit Committee will solicit and consider input from management.

The general secretary will coordinate the competitive selection process in consultation with the Audit Committee. The general manager of The Rotary Foundation, or his designee, will be included in correspondence with management, and will be invited to participate in any management group involved in the selection process.

Specific selection procedures will be defined in detail at the time the actual selection process begins. Generally, the process should include the following:

1. Establish selection process procedures and timeline
2. Define service requirements
3. Select evaluation group(s) and communicate responsibilities
4. Establish audit firm evaluation criteria and scoring methodology
5. Research audit firms and develop audit firm selection universe
6. Prepare and distribute request for proposal package
7. Evaluate proposals based on established criteria
8. Select audit firm(s)
9. Request/receive oral presentations from selected audit firms
10. Final evaluation and selection (*June 2010 Mtg., Bd. Dec. 265*)

Source: February 2007 Mtg., Bd. Dec. 208; *Amended by* June 2010 Mtg., Bd. Dec. 265

Article 68. Budgets

68.010. Budget Review Process
68.020. Authority to Exceed RI Budget
68.030. Capital Expenditures

68.010. Budget Review Process

Financial statements must be produced on a timely basis for adequate review by the Board. The budget review process shall also include review of the original Board approved budget for the year, and a budget variance review system. Such a system shall provide the president and the general secretary with an explanation of any actual or anticipated variance along with an indication of appropriate corrective action taken or to be taken. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May 1989 Mtg., Bd. Dec. 370

68.010.1. President-elect Responsibility for Budget Preparation

The president-elect of RI shall participate in the preparation of the RI budget for the year he or she is president. *(October 2015 Mtg., Bd. Dec. 85)*

Source: November 1997 Mtg., Bd. Dec. 107; *Amended by* October 2015 Mtg., Bd. Dec. 85

68.010.2. General Secretary Responsibility for Budget Preparation and Implementation

a) The general secretary has full responsibility to manage and control the RI budget preparation process and the implementation of the approved budget and Board-authorized variances

b) The general secretary has full responsibility and authority to regularly review and monitor, throughout the fiscal year, actual results at a detailed level against the approved budget, including authorized variances approved by the Board, and the reallocation of budgeted spend during the year pursuant to the secretariat policy on budget reallocation that will be reviewed from time to time by the Finance Committee

c) All budgeted spend is to be managed at a cost center level

d) Available budgeted spend from cost centers may be made available for activities in other cost centers with advance written approval by the general secretary

e) All financial transactions are to be properly accounted for in compliance with the organization's chart of accounts and cost centers

f) The general secretary is authorized to take whatever steps are needed to exercise his authority in the implementation of this policy

g) The general secretary shall recognize the priority of integrating the budget process with the Secretariat Strategic Plan and shall maintain accountability for budgets through the staff evaluation process. *(October 2015 Mtg., Bd. Dec. 85)*

Source: June 1998 Mtg., Bd. Dec. 393; November 2001 Mtg., Bd. Dec. 147; *Amended by* October 2015 Mtg., Bd. Dec. 85

68.010.3. Chief Financial Officer Responsibility for Budget Preparation
The Chief Financial Officer has financial and operational authority over the budget process and the utilization of funds at RI, under the direction of the general secretary. *(February 1999 Mtg., Bd. Dec. 196)*

Source: June 1998 Mtg., Bd. Dec. 393

68.010.4. Authority over International Office Financial Matters
The Chief Financial Officer shall have line reporting authority over the RI International Offices regarding financial matters. *(January 2013 Mtg., Bd. Dec. 141)*

Source: November 1997 Mtg., Bd. Dec. 208; *Amended by* January 2013 Mtg., Bd. Dec. 141

68.010.5. Financial Impact of Board Agenda Items
Advance memorandum items presented for RI Board consideration which have any financial impact on the capital or operating budgets of RI must be submitted to Financial Services through the Chief Financial Officer no later than 30 days prior to the Board meeting for analysis of that impact. Those items presented after the 30-day deadline will be deferred to the next meeting unless the president, in consultation with the Executive Committee, agrees to their presentation at the current meeting. *(October 2013 Mtg., Bd. Dec. 30)*

Source: October 1998 Mtg., Bd. Dec. 170; *Amended by* October 2013 Mtg., Bd. Dec. 30

68.010.6. Annual Budgeting for Dues Revenue
For all RI budgets, the anticipated dues revenue shall be based on the number of dues-paying Rotarians at the time of the 1 January (six months prior to the budget year) club invoices. *(October 2014 Mtg., Bd. Dec. 105)*

Source: November 2002 Mtg., Bd. Dec. 184; *Amended by* October 2014 Mtg., Bd. Dec. 105

Cross References

30.070.1. Finance Committee Responsibilities

68.020. Authority to Exceed RI Budget
The general secretary has the authority to pay the outstanding obligations of Rotary International, even though in excess of the appropriated budget, for any fiscal year, provided that the general secretary and treasurer report to the president and the Board at each meeting any expected or projected material deviation from the budget. *(January 2013 Mtg., Bd. Dec. 141)*

Source: April 1991 Mtg., Bd. Dec. 317; *Amended by* May 2003 Mtg., Bd. Dec. 325; January 2013 Mtg., Bd. Dec. 141

68.030. Capital Expenditures
Note: The Board regularly reviews and amends, where necessary, the "RI Policy on Financing Capital Expenditures and Projects," which is as follows:

A. Purpose

The purpose of this policy is to identify those circumstances under which financing capital projects or equipment with debt or through capital leases is appropriate. The policy also establishes limits for the level of permitted indebtedness and capital leases and stipulates the approvals required to incur debt or enter into a capital lease.

B. Scope

This policy applies to the financing of Rotary International's capital expenditures and projects.

C. Policy

1. The incurrence of debt will be considered under the following circumstances:

   a) If spending available cash on capital project(s) will impede the organization's ability to attain or maintain RI's general surplus reserve policy, and

   b) The project being financed is expected to generate incremental income in future years that can be used to offset future debt payments.

2. The entering into a capital lease will be considered under the following circumstances:

   a) The equipment being acquired is of a nature that technological advances will make the equipment obsolete over relatively short periods of time, and

   b) The effective lease rate is less than the expected rate of return on investments over the term of the lease.

3. The amount of permitted debt plus capital leases is subject to the following:

   a) Total debt and capital leases shall not exceed 15% of RI's unrestricted net assets.

   b) Income available for debt service should be equal to or greater than two times the annual debt service (principle and interest) and lease payments. Income available for debt service equals revenues less adjusted operating expenses. Adjusted operating expense equals operating expenses less depreciation, amortization, interest expense, and any extraordinary items.

D. Authority

The Board must approve any incurrence of debt. The general secretary may approve capital leases in amounts not to exceed $100,000 in any fiscal year. Amounts in excess of $100,000 in any fiscal year must be approved by the Board. *(January 2013 Mtg., Bd. Dec. 141)*

Source: June 1996 Mtg., Bd. Dec. 341; Amended by June 2008 Mtg., Bd. Dec. 290; January 2013 Mtg., Bd. Dec. 141

68.030.1. Threshold for Capital Items

The general secretary is authorized, after prior consultation with the treasurer or the chair of the RI Finance Committee, to adjust the capitalization threshold as appropriate. *(June 2007 Mtg., Bd. Dec. 315)*

Source: June 2007 Mtg., Bd. Dec. 315

Cross References

30.050.3. Liaison Directors' Expenses
30.110. Committee Finances
40.030. New Structured Programs

Article 69. Expenses and Reimbursements

69.010. Approval of Disbursements
69.020. Travel
69.030. Rotary Funding for Governors
69.040. General Officers' Expenses
69.050. Officer Expenses
69.060. Miscellaneous Financial Matters

69.010. Approval of Disbursements

All disbursements generated by volunteers, including the office of president, shall be subject to post-disbursement approval by the Treasurer, or his/her designate. The Treasurer shall report to the Board on all substantive expenditures that have not been made in accordance with the approved budget or in compliance with the policies adopted from time to time by the Board. *(June 1998 Mtg., Bd. Dec. 348)*

Source: March 1992 Mtg., Bd. Dec. 249

69.020. Travel

69.020.1. RI Travel Expenses

RI is committed to Rotarians worldwide to use their per capita dues and contributions wisely by ensuring that those traveling at the expense of RI and its Foundation do so at the least expensive available cost, consistent with good service and RI's travel policy. All individuals traveling at RI expense are encouraged to conserve the funds of the organization. *(June 1998 Mtg., Bd. Dec. 348)*

Source: March 1990 Mtg., Bd. Dec. 191; July 1996 Mtg., Bd. Dec. 35

69.020.2. Official RI Expense Statement

All Rotarians and staff must use the official RI Expense Statement for travel expense reimbursements. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1997 Mtg., Bd. Dec. 211

69.020.3. Duties and Obligations

Any person whose attendance at a meeting, event or other activity is fully or partially funded by RI, including Rotarians, their spouses and others, shall fulfill their duties and obligations for the meeting, event or activity as set forth in the RI constitutional documents, the *Rotary Code of Policies* or official program for the meeting, event or activity. Funded travelers who fail to fulfill their duties and responsibilities shall not be reimbursed by RI for any expenses associated with the travel and shall return to RI all amounts paid to them or on their behalf by RI in connection with the travel. The general secretary shall report any failure to comply with the requirements of this policy to the RI Audit Committee. *(June 2009 Mtg., Bd. Dec. 276)*

Source: June 2009 Mtg., Bd. Dec. 276

69.020.4. Travel Operations Management Plan
The Board regularly reviews and amends, where necessary, the "RI Travel Management Plan." *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1996 Mtg., Bd. Dec. 159

69.020.5. Rotary International Travel Service (RITS) Travel Policy
The Board regularly reviews and amends, where necessary, the RI Travel Service (RITS) Travel Policy. *(April 2016 Mtg., Bd. Dec. 162)*

Source: November 1995 Mtg., Bd. Dec. 154; *Amended* by June 2001 Mtg., Bd. Dec. 314; June 2001 Mtg., Bd. Dec. 315; November 2002 Mtg., Bd. Dec. 65; May 2003 Mtg., Bd. Dec. 420; July 2004 Mtg., Bd. Dec. 16; March 2005 Mtg., Bd. Dec. 253; November 2006 Mtg., Bd. Dec. 127; June 2007 Mtg., Bd. Dec. 256; June 2008 Mtg., Bd. Dec. 248; June 2009 Mtg., Bd. Dec. 276; November 2010 Mtg., Bd. Dec. 110; June 2013 Mtg., Bd. Dec. 212; April 2016 Mtg., Bd. Dec. 162

69.020.6. Personal Travel
The main purpose of the RI travel service (RITS) is to provide the best possible services to those who travel on Rotary-funded assignments. Non-funded travel arrangements are the personal responsibility of the individual travelers. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1997 Mtg., Bd. Dec. 189 pt. 3b

69.020.7. RI Travel Service (RITS) Relationship with a General Contractor
RI travel service (RITS) will have a contractual relationship with one general contractor agency--and through it with as many subordinate accredited international travel agencies as are necessary. Such agency shall provide the best possible cost-effective service to all of the Rotary world in accord with the RI travel policy. *(June 1998 Mtg., Bd. Dec. 348)*

Source: March 1990 Mtg., Bd. Dec. 191

69.020.8. Exceptions to RITS Travel Policy
The purpose of the Rotary International Travel Service is to offer air routings and provide associated travel services that facilitate the Rotary assignment of the proposed trip. As such, it is expected the Rotary funded travelers will accept routings and fares that the travel staff determine to be the most logical as per the written travel policy.

Exceptions to the policy may be applied for in writing to the general secretary. Examples of exceptions that may not be applied for include:

1) the selection of specific airlines for frequent flyer benefits where Rotary has the opportunity to take advantage of lower fare or incentive programs on other airlines;

2) the selection of specific airlines where Rotary needs to fulfill its contractual commitments with its preferred airlines;

3) the selection of full economy/coach class fares (for the benefit of personal first or business class upgrades), where lower discount fares may be available; noting no change to the current travel policy for those entitled to business class where business class is not available. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1997 Mtg., Bd. Dec. 189

69.020.9. Local Purchase Expense Reimbursement

Reimbursement to Rotarians for locally purchased airline tickets authorized by RITS is to be processed upon submission of applicable receipts on an official Rotary International expense statement to the Finance Department or to the appropriate Rotary international office or fiscal agent. The submission of the required documentation may not occur prior to the commencement of travel. *(November 2006 Mtg., Bd. Dec. 35)*

Source: November 1997 Mtg., Bd. Dec. 189; *Amended by* November 2006 Mtg., Bd. Dec. 35

69.020.10. RI Staff Travel

The Board has adopted a "RI Staff Travel Policy" that applies to all Rotary International and Rotary Foundation employees who are authorized to travel on behalf of the organization. Unless there are significant cost implications to changes in this policy, the general secretary shall be authorized to revise the RI Staff Travel Policy as circumstances require. *(November 2002 Mtg., Bd. Dec. 55)*

Source: May 2000 Mtg., Bd. Dec. 462; June 2002 Mtg., Bd. Dec. 255

69.020.11. Spouse Travel Reimbursements

The Board has adopted the RI Policy Regarding Spouse Travel Expense Reimbursements. Under this policy, Rotary will reimburse Rotary spouse travel only if the function of the travel serves a bona fide business purpose for Rotary International and the amounts requested for reimbursement are substantiated by utilizing a RI "Document of Reimbursable Activities of Spouse." Rotarians and spouses who fail to fulfill these requirements shall not be reimbursed by RI for any expenses associated with the travel and shall return to RI all amounts paid to them or on their behalf to RI in connection with the travel. Persons who travel at RI expense may be subject to income taxes on the value of the travel if the travel is not for a bona fide business purpose for RI. *(June 2009 Mtg., Bd. Dec. 276)*

Source: February 1998 Mtg., Bd. Dec. 313; May 2003 Mtg., Bd. Dec. 325; June 2009 Mtg., Bd. Dec. 276; *Amended by* November 2006 Mtg., Bd. Dec. 35

69.020.12. Master Account Billing Procedures

For all individuals traveling at RI expense, the general secretary shall limit the use of master account billing procedures to the costs of the hotel room and tax only. All other individual business expenses will be reimbursed according to the standard reimbursement procedures.

However at the International Assembly, Council on Legislation and other official RI meetings where meal plans are contracted to be paid by RI or its Foundation, the costs of that meal plan, applicable tax and service charges shall be charged to the master account billing. *(June 2007 Mtg., Bd. Dec. 290)*

Source: November 1999 Mtg., Bd. Dec. 251; *Amended by* June 2007 Mtg., Bd. Dec. 290

69.020.13. Meal Expense Reimbursement Limit
The Board recommends

1. a per diem meal expense reimbursement limit of US$50 per person for all those on RI-funded travel
2. that expenses for meals outside of One Rotary Center should not be claimed when RI provides meal coupons. *(January 2009 Mtg., Bd. Dec. 132)*

Source: November 2008 Mtg., Bd. Dec. 50

69.020.14. Group Travel by Officers and Board of Directors
Whenever current or incoming Directors travel as a group, they shall travel in more than one group, each group to be transported separately. Except when the president deems it to be not practicable, he shall not be transported together with the president-elect or the vice-president. *(August 1999 Mtg., Bd. Dec. 47)*

Source: May 1978 Mtg., Bd. Dec. 10; August 1999 Mtg., Bd. Dec. 47

Cross References

72.010.2. Risk Management for Travel Operations

69.030. Rotary Funding for Governors

69.030.1. Rotary Funding for Governors
Governors are provided with funding to partially offset their expenses related to club visits, training, and office expenses. These funds are used to carry out governor duties and responsibilities in accordance with Rotary and Board policies. *(October 2013 Mtg., Bd. Dec. 62)*

Source: January-February 1989 Mtg., Bd. Dec. 248, App. D; *Amended by* October 2013 Mtg., Bd. Dec. 62

69.030.2. Governors' Reimbursable Expenses
Governors shall be reimbursed for reasonable and necessary expenses in carrying out their responsibilities as a governor up to the amount of their district's total funding amount designated by RI to their year of service as a governor. *(October 2013 Mtg., Bd. Dec. 62)*

Source: October 2013 Mtg., Bd. Dec. 62

69.030.3. Schedule of Reimbursement to Governors
Reimbursements paid to governors will be disbursed in local currency when RI holds that currency. When RI does not hold the governor's local currency, RI will select a reasonable, cost-effective alternate currency. All disbursements are subject to random audit. Payment is either made directly to the district governor or may be paid to the district. Reimbursements to governors shall be administered as follows, and reviewed regularly:

a) 70% of the budget available to governors will be mailed in the first week of July (the general secretary is authorized to disburse less than 70% of the budget available to governors if he considers this necessary to maintain appropriate controls and stewardship over large total allocation amounts)

b) prior to the disbursement of additional funds, there must be received
1. expense reports documenting the use of the initial 70%
2. expense reports documenting the use of up to the remaining 30%

c) expense reports must be submitted no later than 31 July following the governor's year of service, with proper documentation, in order to receive further reimbursement of up to the remaining 30% of the budget amount

d) upon receipt of a petition explaining extenuating circumstances, the general secretary, acting on behalf of the Board, may extend the deadline noted in point c) above to no later than 30 September

e) governors must fully document the use of the initial 70% allocation advance and return any unsubstantiated or unused funds to RI no later than 30 September following the governor's year of service; governors with amounts not substantiated or repaid to RI will be added to the List of Rotarians with Outstanding Obligations to RI and reported to the RI Audit Committee

f) reimbursement is capped at 100%

g) training on this policy is to be included as a part of the district governor training at the International Assembly. *(October 2013 Mtg., Bd. Dec. 62)*

Source: June 1998 Mtg., Bd. Dec. 396; June 2005 Mtg., Bd. Dec. 329. *Amended by* November 1999 Mtg., Bd. Dec. 203; February 2000 Mtg., Bd. Dec. 335; May 2000 Mtg., Bd. Dec. 398; June 2001 Mtg., Bd. Dec. 447; November 2001 Mtg., Bd. Dec. 55; May 2003 Mtg., Bd. Dec. 409; November 2005 Mtg., Bd. Dec. 38; June 2006 Mtg., Bd. Dec. 270; June 2007 Mtg., Bd. Dec. 226; June 2007 Mtg., Bd. Dec. 318; November 2007 Mtg., Bd. Dec. 32; June 2008 Mtg., Bd. Dec. 269; October 2013 Mtg., Bd. Dec. 62

69.030.4. Procedure for Revising Governors' Budgets

For the purpose of establishing a procedure for the handling of revisions in appropriations for governors, it is agreed that:

a) in the general administration budget for each year, there shall be included in the total amount appropriated for governors a reserve to provide for all revisions in the appropriations for individual districts;

b) the general secretary is authorized to make such revisions in the appropriations for governors as may be necessary due to districting or changes in the number of clubs in any district;

c) the general secretary shall be authorized to make decisions on behalf of the Board relative to increases in governors' budgets, when, in the opinion of the general secretary, all or part of such increase requested by the governor is justified and reasonable;

d) the general secretary shall be authorized to make decisions on behalf of the Board relative to reimbursement of governors for expenses incurred in excess of their budgets, when, in the opinion of the general secretary, all or part of such reimbursement as may be requested by a governor is justified and reasonable

e) all actions taken by the general secretary in accordance with these procedures shall be reported to the Board. *(June 1998 Mtg., Bd. Dec. 348)*

Source: April-May 1948 Mtg., Bd. Dec. 212; January 1967 Mtg., Bd. Dec. 192

69.030.5. Exchange Rate Fluctuations

Governor's budgets will be recalculated to the extent the US exchange rate increases or declines against local currency by three percent or more between the rate in effect 1 July and the rate at which the budget was originally prepared to offset the increase or decline. The revised budget, reflected in US dollars, will then become final and not subject to further change due to subsequent exchange rate fluctuations. *(June 2006 Mtg., Bd. Dec. 270)*

Source: June 1987 Mtg., Bd. Dec. 410; *Amended by* June 2006 Mtg., Bd. Dec. 270

69.030.6. Special Factors in Rotary Funding for Governors

Districts with multiple countries, multiple languages, large geographical distances, and/or large numbers of clubs may warrant additional financial resources to be added to Rotary Funding for Governors. *(October 2013 Mtg., Bd. Dec. 62)*

Source: June 2005 Mtg., Bd. Dec. 313; *Amended by* October 2013 Mtg., Bd. Dec. 62

69.030.7. Failure to Report on Finances

The financial statement as described in RI Bylaws section 15.060.4. shall include all monies received by the governor. The governor shall also send a copy of his/her financial report to the general secretary within three months of the completion of the governor's year in office with proof that the report has been independently reviewed and provided to each club for discussion at a district meeting in accordance with RI Bylaws section 15.060.4.

Failure to comply with the requirement to distribute a complete financial statement to the clubs and the general secretary, and to present the statement for discussion and adoption at a district meeting, shall result in the governor being ineligible to receive:

–any additional expense reimbursements from RI
–any RI volunteer appointment or assignment
–any Rotary Foundation appointment or assignment
–any RI or Rotary Foundation award

until the completed financial statement is distributed to both the clubs and the general secretary and discussed and adopted at a district meeting. *(October 2015 Mtg., Bd. Dec. 82)*

Source: October 2015 Mtg., Bd. Dec. 82

Cross References

18.040. Extension to Non-Rotary Countries and Geographical Areas
19.050. Vacancies in the Office of Governor or Governor-elect: Training
31.060.8. Revising Rotary Funding for District Governors
58.070.1. International Assembly Attendance Expenses Paid by RI
58.070.2. Payment for International Assembly Attendance in Restricted Currency Countries
58.070.3. Payment for Governors Serving a Second Term

69.040. General Officers' Expenses

69.040.1. Policy for Expenses of General Officers

All reimbursements shall be for reasonable expenses in furtherance of the business purposes of RI. The general secretary shall ensure that RI maintains consistent enforcement of the existing reimbursement policies, particularly with respect to documentation. This includes monitoring so that no personal expenses are reimbursed. Persons who travel at RI expense may be subject to income taxes on the value of the travel if the travel is not for a bona fide business purpose of RI. The general secretary shall report any failure to comply with the requirements of this policy to the RI Audit Committee.

A. Annual Expense Allocation (Not Taxable Reimbursement to the Recipient):

Directors (excluding the president and the president-elect) may be reimbursed for expenses of up to US$20,000 each year. This amount is known as the annual expense allocation. The president and the president-elect shall not receive the annual expense allocation. Any portion of the annual expense allocation not used by a director in the director's first year on the Board may be accrued and utilized in the second year. No portion of the annual expense allocation may be used by a director following the completion of the director's second year on the Board.

Expenses to be covered by this allocation include:

1. Office expenses associated with officer responsibilities including:

a. Business cards
b. Stationery
c. Postage
d. Multicopying
e. Telephone and FAX costs
f. Office assistance (personnel)
g. Other overhead costs associated with maintaining office

2. Out-of-pocket expenses associated with director visits to clubs and other travels reasonably associated with his position, including spouse expenses when accompanied by proper business purpose documentation:

a. Transportation costs
b. Hotel

c. Meals and reasonable incidentals

3. Cost of director attendance at presidential conferences or other meetings convened by the president, including spouse expenses when accompanied by proper business purpose documentation:

a. Registration fee
b. Transportation
c. Hotel
d. Meals and reasonable incidentals

4. Costs associated with the Rotary institute the director is responsible for convening not otherwise covered by RI budget (see Section E) or institute budget, including spouse expenses when accompanied by proper business purpose documentation.

5. Cost of director attendance at not more than one institute where the director does not serve as convener, including spouse expenses when accompanied by proper business purpose documentation:

a. Registration
b. Transportation
c. Hotel
d. Meals and reasonable incidentals

6. Miscellaneous Expenses

a. President's jacket and tie for RI directors, president's jacket and scarf for spouses of RI directors
b. Directors pins
c. RI videos or publications
d. Airline upgrades
e. Vaccination and preventive medical costs associated with required RI travel
f. Costs of establishing and maintaining a director website

7. Other reasonable Rotary business expenses not detailed above but within the officer's allocated amounts may be approved by the executive committee and reported to the Board at its next meeting. Any officers seeking reimbursements for business expenses beyond the authorized allocation amounts shall seek the authorization of the Board. *(June 2009 Mtg., Bd. Dec. 276)*

Source: June 1997 Mtg., Bd. Dec. 393; *Amended by* June 1999 Mtg., Bd. Dec. 348; August 1999 Mtg., Bd. Dec. 48; August 1999 Mtg., Bd. Dec. 50; November 1999 Mtg., Bd. Dec. 251; July 2000 Mtg., Bd. Dec. 28; June 2002 Mtg., Bd. Dec. 293; November 2004 Mtg., Bd. Dec. 158; November 2004 Mtg., Bd. Dec. 160; June 2008 Mtg., Bd. Dec. 232; June 2009 Mtg., Bd. Dec. 235; June 2009 Mtg., Bd. Dec. 276

B. Other Reimbursable Expenses Over and Above the Annual Expense Allocation (Not Taxable Reimbursement to the Recipient)

In addition to the above-mentioned reimbursable expenses, RI business related expenses incurred by the president and president-elect while traveling on RI business and business

related expenses incurred by directors associated with meetings in which officer attendance is mandatory (board meetings, International Assembly, International Convention and other meetings as designated by the president) may be submitted on expense statements with proper documentation for reimbursement. Reimbursement for expenses associated with mandatory meetings shall be limited to:

1. Ground transportation
2. Airport taxes
3. Meals en route or not provided for group or otherwise charged to hotel master account
4. Laundry and reasonable incidentals
5. One airline club membership
6. Other customary and reasonable Rotary travel expenses associated with these meetings
7. All meals while on RI business
8. Spouse expenses for this travel where authorized and where accompanied by proper business purpose documentation *(November 2004 Mtg., Bd. Dec. 158)*

Source: June 1997 Mtg., Bd. Dec. 393; *Amended by* June 1999 Mtg., Bd. Dec. 348; June 2002 Mtg., Bd. Dec. 293; November 2004 Mtg., Bd. Dec. 158

C. Other Reimbursable Expenses Over and Above the Annual Expense Allocation (Reported as Taxable to the Recipient)

Co-payments (deductible) required under officer travel medical insurance *(November 2004 Mtg., Bd. Dec. 158)*

Source: June 1997 Mtg., Bd. Dec. 393; *Amended by* June 2002 Mtg., Bd. Dec. 293; November 2004 Mtg., Bd. Dec. 158

D. Other Reimbursable Expenses for the President and the President-elect (Taxable Reimbursement to the Recipient)

The president and president-elect are provided with the use of a condominium while in Evanston (see Section G). However, they maintain their principal residence while in office and also incur other extraordinary expenses while traveling on official RI business. The president and president-elect shall be reimbursed to cover the following annual costs for the officer and spouse:

1. Costs of maintaining their principal residences, limited to residence insurance, property taxes, utilities, security, lawn care, periodic cleaning, automobile insurance and related vehicle taxes (not to exceed US$35,000)
2. Formalwear and luggage (not to exceed US$3,500)
3. Personal expenses incurred while traveling on RI business (not to exceed US$1,500)
4. Tax advice and preparation (not to exceed US$3,000)
5. Executive physicals (not to exceed US$1,000)
6. Cost of secondary health care coverage (not to exceed US$5,500)
7. Maintenance of club memberships (not to exceed US$750)
8. Employee portion of medical/dental insurance co-payments (deductible) required under RI employee health insurance program, and co-payments (deductible) required under officer travel medical insurance (not to exceed US$14,000)

9. Any taxes payable by the recipient with respect to the expenses reimbursed in this section (tax rate not to exceed 46%) *(January 2011 Mtg., Bd. Dec. 172)*

Source: November 2004 Mtg., Bd. Dec. 158; *Amended by* June 2005 Mtg., Bd. Dec. 330; February 2006 Mtg., Bd. Dec. 207; January 2011 Mtg., Bd. Dec. 172

E. Rotary Institutes

RI will reimburse the transportation expenses incurred by conveners for travel to the institute site on two occasions for planning purposes, and also the transportation expenses incurred by conveners, and their spouses when accompanying them, to attend Rotary institutes, in accordance with RI's established travel policy. Rotary institutes are expected to pay all other expenses incurred by the conveners and their spouses attending their institute. Upon request, RI will advance US$1,000 to the convener to cover his costs—such advance to be refunded on completion of the institute. *(June 1999 Mtg., Bd. Dec. 348)*

Source: May 1989 Mtg., Bd. Dec. 362; February 1996 Mtg., Bd. Dec. 247

F. Items Not Reimbursable by RI

Any item not identified as reimbursable under this policy, shall not be reimbursable, including, but not limited to:

1. Personal toiletries
2. Medical prescriptions or over the counter medications while traveling on RI business
3. Personal services (beauty salon, haircuts, health clubs)
4. Expenses of spouses except as otherwise allowed by this policy
5. Expenses of other family members, including children, except as allowed by Board policy for the President and President-elect at the International Convention
6. Clothing (except for Presidents' jacket, tie and accessories)
7. Luggage
8. Video rentals
9. Non-Rotary business-related entertainment
10. Personal telephone, fax and e-mail *(June 2002 Mtg., Bd. Dec. 293)*

Source: June 1997 Mtg., Bd. Dec. 393; *Amended by* June 1999 Mtg., Bd. Dec. 348; June 2002 Mtg., Bd. Dec. 293

G. Expenses of President and President-Elect While in Evanston, Use of Condominium and Trips to their Permanent Residence

The president and president-elect are provided with the use of a condominium while in Evanston. The president and president-elect shall be reimbursed for all meals for themselves and their spouses while in Evanston, as well as grocery expenses. The value of the condominium and the meal and grocery expenses of the president and president-elect while in Evanston and the transportation costs for trips to their permanent residence may be taxable to them under United States tax law depending upon factors unique to each president and president-elect. The general secretary shall retain an outside tax consultant to meet annually with the president, president-elect and president-nominee to evaluate the relevant factors and determine whether these items will be taxable. If it is determined

that these values are taxable to the president and/or the president-elect, RI shall reimburse any taxes payable. *(June 2005 Mtg., Bd. Dec. 330)*

Source: June 2002 Mtg., Bd. Dec. 293; *Amended by* November 2004 Mtg., Bd. Dec. 158; June 2005 Mtg., Bd. Dec. 330

H. Master Account

The general secretary shall limit the use of master account billing procedures to the costs of the hotel room and tax only. All other business expenses will be reimbursed according to the standard reimbursement procedures for RI directors. *(November 2001 Mtg., Bd. Dec. 146)*

Source: August 1999 Mtg., Bd. Dec. 48; *Amended by* November 2001 Mtg., Bd. Dec. 146

I. Reimbursement Procedures

All requests for reimbursement of expenses or payment of credit card bills shall be substantiated utilizing a RI expense statement form and must be approved by the chief financial officer, subject to review by the general secretary and the RI treasurer. All expenses in excess of US$75 must be substantiated with a receipt. *(November 2002 Mtg., Bd. Dec. 177)*

Source: November 2001 Mtg., Bd. Dec. 146; *Amended by* June 2002 Mtg., Bd. Dec. 293

J. Advances

Advances are generally not provided to RI officers. Any advances that are approved shall be provided within 30 days of when an expense is to be paid or incurred. All expenses that are not substantiated, utilizing a RI expense statement form, within 60 days of when they are paid or incurred should be placed on the officer's personal account for collection. If these funds are not collected within 120 days of when they were expended or incurred, they should be reported as taxable to the recipient on the relevant form, and the individual should receive appropriate tax reporting statements which give notice that the payments are taxable. Notification that the payments are taxable to the recipient shall not discharge the amount owed to RI by the recipient. *(November 2004 Mtg., Bd. Dec. 158)*

Source: November 1999 Mtg., Bd. Dec. 251; *Amended by* June 2002 Mtg., Bd. Dec. 293; November 2004 Mtg., Bd. Dec. 158

K. Rotary International Policy Statement Prohibiting Personal Use of RI-owned Automobiles

The following policy governs the use by any individual of any RI-owned or leased vehicle:

1. Any individual provided with a RI-owned automobile shall use such vehicle for use in connection with RI's trade or business;

2. When the vehicle is not in use for RI trade or business, it is to be kept on RI's business premises, unless it is temporarily located elsewhere, for example, for maintenance or because of a mechanical failure;

3. No individual may use the vehicle for personal purposes, except for de minimus personal use;

4. RI reasonably believes that, except for de minimus use, neither an employee, nor any individual whose use would be taxable to the employee, may use the vehicle for any personal purpose.

The general secretary will develop procedures and documentation for those using such RI-owned vehicles to substantiate that the use of such vehicles meets the preceding conditions. *(August 1999 Mtg., Bd. Dec. 53)*

Source: August 1999 Mtg., Bd. Dec. 53

L. RI Corporate Credit Cards

The president, president-elect, and president-nominee shall be the only volunteers who are issued RI corporate credit cards for use in paying for business expenses during their years in office. Upon request, the spouses of such volunteers shall also be issued corporate credit cards for paying for business expenses. All credit card charges shall be placed on the volunteer's personal account for collection. However, any charge that is substantiated by properly completing a RI expense statement form (and attaching necessary documentary evidence, including all hotel bills and credit card receipts, and a statement of the business purpose of all expenses) within 60 days of the charge will be removed from the volunteer's personal account. Any charge that is not substantiated within 60 days and that is not paid back to RI within 120 days of the charge should be reported as taxable to the volunteer on the appropriate tax reporting forms. Notification that a payment is taxable to the volunteer shall not discharge the amount owed to RI by the volunteer. The general secretary shall notify the volunteer by letter when an amount owed has not been paid after 90 days of the charge. If unsubstantiated expenses are not repaid within 120 days of the charge, the general secretary shall cancel the volunteer's credit card.

The executive committee shall review any expenditures made with the RI corporate credit cards that are not provided for in the guidelines noted in the RI Policy on Reimbursable Expenses for Directors for RI. Corporate cards used for personal items or in conflict with the above procedures may be cancelled. *(November 2004 Mtg., Bd. Dec. 158)*

Source: August 1999 Mtg., Bd. Dec. 54; *Amended by* November 2002 Mtg., Bd. Dec. 177; November 2004 Mtg., Bd. Dec. 158

M. Acknowledgment of Obligations

Each director will annually acknowledge that he or she is familiar with and will abide by the requirements of the RI travel policies. *(June 2009 Mtg., Bd. Dec. 276)*

Source: June 2009 Mtg., Bd. Dec. 276

N. Interpretation

The executive committee may make interim decisions as to the interpretation of this policy. Any interim decision made by the executive committee shall be reported to the

Board at its next meeting. The Board shall make all final decisions regarding the interpretation of this policy. *(June 2002 Mtg., Bd. Dec. 293)*

Source: June 2002 Mtg., Bd. Dec. 293

69.040.2. Reimbursement of Spouse Expenses at Board Meetings

Spouses of directors will not be funded to attend RI Board meetings except for those held in conjunction with the International Assembly and the International Convention. *(June 2010 Mtg., Bd. Dec. 182)*

Source: January 2010 Mtg., Bd. Dec. 167

69.040.3. Reimbursement of Expenses to Rotary General Officers

All Rotary-related expenditures made by the president or president-elect should be made using funds from budgeted line items. RI shall reimburse all budgeted Rotary-related business expenses incurred by the president, president-elect, or president-nominee. All requests from the president, president-elect, president-nominee and Directors for reimbursement of expenses or payment of credit card bills must be substantiated by utilizing a RI expense statement form and must be approved by the chief financial officer and are subject to review by the RI Treasurer. All expenses in excess of US$75 must be substantiated with a receipt. *(November 2004 Mtg., Bd. Dec. 58)*

Source: November 2001 Mtg., Bd. Dec. 146; June 2002 Mtg. Bd. Dec. 294; *Amended by* June 2002 Mtg., Bd. Dec. 292; November 2002 Mtg., Bd. Dec. 177; November 2004 Mtg., Bd. Dec. 58

69.040.4. Disclosure of Payments to RI General Officers

Any payments provided to Rotary senior leaders, other than reasonable, documented expenditures reimbursable pursuant to the expense reimbursement policy established by the Board, shall be disclosed on an annual basis to Rotarians through publication in the Rotary World Magazine Press, and as a separate line item for each officer in RI's annual report. *(June 2006 Mtg., Bd. Dec. 220)*

Source: June 2001 Mtg., Bd. Dec. 371; February 2003 Mtg., Bd. Dec. 287; *Amended by* November 2004 Mtg., Bd. Dec. 58; June 2006 Mtg., Bd. Dec. 220

69.040.5. Use of Rotary Credit Cards by Senior Leaders

The Board recommends that all Rotary senior leaders from countries with credit card programs use Rotary credit cards to pay for all RI reimbursable expenses. *(June 2009 Mtg., Bd. Dec. 217)*

Source: November 2004 Mtg., Bd. Dec. 151

Cross References

27.070. President's Finances
29.010.4. President-elect's Travel Expenses
29.020.2. President-nominee Expenses

69.050. Officer Expenses

69.050.1. Expenses for Individuals Accompanying the President
It shall be at the discretion of the president as to who should accompany him or her at any stage of his travels throughout the Rotary world and how the expenses of such persons should be met. *(June 1998 Mtg., Bd. Dec. 348)*

Source: February 1995 Mtg., Bd. Dec. 140

69.050.2. Expenses for Club and District Visits
Clubs and districts are reminded that if they invite RI General Officers to an event, those clubs and districts should expect to pay the reasonable travel, lodging and meal expenses of these officers. *(June 1998 Mtg., Bd. Dec. 348)*

Source: March 1993 Mtg., Bd. Dec. 189; July 1991 Mtg., Bd. Dec. 2

69.050.3. Reimbursement to Present and Past RI Officers for Unbudgeted Expenses
The expenses of officers of RI in the performance of their duties are reimbursable by RI to the extent of budget appropriations for such expenses. The expenses for past officers as they may relate to RI committees or in other activities for which provision is made in the RI budget are also reimbursable. No other payments to present or past officers will be provided. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1954 Mtg., Bd. Dec. 159

69.060. Miscellaneous Financial Matters

69.060.1. Contributions to and Support for Other Organizations
The funds of RI have been provided by its member clubs exclusively for its own purposes and, therefore, contributions cannot be made for activities of other organizations. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1955 Mtg., Bd. Dec. 87

69.060.2. Funding for the Paul P. Harris Memorial Building
Financial support shall be provided for the maintenance of the Paul P. Harris Memorial Building in Wallingford, Vermont, USA, based upon documented expenses from District 7870, and not to exceed US$5,000 annually. *(November 2007 Mtg., Bd. Dec. 32)*

Source: March 1994 Mtg., Bd. Dec. 212; *Amended by* June 2007 Mtg., Bd. Dec. 271

69.060.3. Substantiation of Reimbursement of Reimbursable Expenses
All requests for reimbursement of business expenses shall be submitted on a RI expense statement within 60 days of when the expenses were incurred. All expenses in excess of US$75 must be substantiated with a receipt. Expense statements received after 60 days will not be reimbursed unless authorized by the general secretary in exceptional cases where circumstances warrant such action. *(November 2004 Mtg., Bd. Dec. 159)*

Source: February 1999 Mtg., Bd. Dec. 272; *Amended by* November 2004 Mtg., Bd. Dec. 159

Cross References

35.080. Invitations for RI to Attend Meetings of Other Organizations
36.020.3. Support for RI Representatives to UN
48.020. Translation Expenses
51.020.2. Financial Support for Rotary World Magazine Press Editors Seminar
51.030. Guidelines for New Publications
57.110. Convention Finances
58.070. International Assembly Finances
59.070. Council on Legislation Finances
60.020.1. Regional Magazine Editors' Expenses at International Institute
60.040. International Institute Finances
60.050. Expenses for Rotary Institute

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Article 70. Investments

70.010. Investment Policy Statement – Rotary International General Surplus Fund
70.020. General Surplus Reserve Policy
70.030. Foreign Currency Management Policy
70.040. Restricted Currencies
70.050. Budgeted Investment Earnings and Investment Earnings Reserve

70.010. Investment Policy Statement – Rotary International General Surplus Fund

70.010.1. Objectives of the General Surplus Fund

The primary objective of the General Surplus Fund, hereinafter referred to as "the Fund," is to provide for the long-term financial security of Rotary International ("RI"). The Fund includes Rotary International's (1) unrestricted cash, plus (2) marketable securities, plus (or minus) (3) any receivable (or payable) from (or to) The Rotary Foundation.

Other objectives for the marketable securities portion of the Fund include (1) meeting RI's financial goal of maintaining a reserve, (2) providing investment earnings to supplement revenue from other sources so that RI can meet operating expenses if need be and produce a balanced budget, and (3) provide liquidity, if needed, for working capital purposes.

RI's unrestricted cash is used for working capital purposes and resides in bank accounts throughout the world. RI's primary source of working capital is held at its main operating bank in the U.S. Specific investment guidelines for unrestricted and restricted cash are found in Rotary Code section 70.010.17. *(June 2010 Mtg., Bd. Dec. 260)*

Source: November 1996, Mtg., Bd. Dec. 151. *Amended by* June 2002 Mtg., Bd. Dec. 302; November 2002 Mtg., Bd. Dec. 183; June 2010 Mtg., Bd. Dec. 260

70.010.2. Delegation of Responsibilities

The Board of Directors of RI (the "Board") is responsible for setting overall investment policy, including the investment objectives and asset allocation strategy, and for approving any changes to this Investment Policy Statement (IPS).

The RI Finance Committee is responsible for recommending investment policies and for monitoring the performance of investment managers. The Foundation's Investment Committee (IC) acts in a consultative capacity for the RI Finance Committee with respect to RI investment matters. The Chair of the RI Finance Committee and a member of the RI Finance Committee appointed by the Chair will attend meetings of the IC when investment matters affecting RI are discussed. The RI Finance Committee attendees have voting rights with respect to appointments and terminations of investment managers utilized by RI and other matters that impact RI's investment portfolio.

The general secretary is responsible for the daily operation of and compliance with the IPS on behalf of the Board. Such daily operations and compliance shall include the implementation of the Board decisions, and termination and hiring of investment managers, with approval of the Investment Committee.

The investment consultant is responsible for developing and recommending asset allocation strategies, monitoring the Fund's investments, researching and recommending investment vehicles and managers to members of the RI Finance Committee and the investment staff, and providing timely investment reports to the RI Finance Committee and the investment staff. The investment consultant also has been appointed to implement the direct hedge fund program in accordance with the investment preferences outlined in Rotary Code of Policies section 70.010.16.

The investment managers appointed to execute the policy will invest the Fund in accordance with the Fund's investment guidelines and the managers' judgments concerning relative investment values within their specific investment universe. *(January 2012 Mtg., Bd. Dec. 158)*

Source: November 1996 Mtg., Bd. Dec. 151; *Amended by* June 2001 Mtg., Bd. Dec. 430; May 2003 Mtg., Bd. Dec. 324; November 2009 Mtg., Bd. Dec. 98; June 2010 Mtg., Bd. Dec. 260; January 2012 Mtg., Bd. Dec. 158

70.010.3. Statement of Investment Goals and Objectives

This statement of investment goals and objectives expresses the Fund's position regarding risk tolerance and the asset allocation of the Fund; sets forth an appropriate set of goals and objectives for the Fund's assets; and defines parameters within which the investment managers may formulate and execute their investment decisions.

The investment objective of the Fund is to generate sufficient earnings to enable RI to balance its annual budget, while mitigating downside risk. Other investment objectives are to preserve the capital allocated to the operating reserve and provide liquidity when operating cash is insufficient to cover operating expenses.

Given that investment earnings are likely to be greater to or less than those budgeted, the RI Board established an Investment Earnings Reserve into which excess earnings are transferred or from which investment earnings shortfalls are funded. *(See Rotary Code of Policies sections 70.020. and 70.050.)*

The performance objective of the Fund is to achieve a rate of return consistent with the expected return of the target allocation found in Rotary Code of Policies section 70.010.14. Over a three- to five-year period, the rate of return earned by the Fund should exceed the annualized total return of the custom index or "Policy Index" on a net-of-fee basis.

The Policy Index is defined by the following indices and allocated based on the target allocation:

Index	Asset Class/Strategy
MSCI ACWI IMI	Global Equities
Dow Jones US Total Stock Market	US Equities
MSCI ACWI IMI ex US	Non-US Equities
BC Aggregate	Core Fixed Income
50% BC Global Agg/25% BC HY/25% JPM EMBI+	Non-Core Fixed Income
60% MSCI World/40% BC Global Aggregate	Global Asset Allocation

Index	Asset Class/Strategy
50% BC TIPS; 30% DJ UBS Commodities Index; 20% MSCI ACWI IMI	Real Assets
Credit Suisse Hedge Fund Index	Hedge Funds

For performance evaluation purposes, all rates of return will be examined on a net-of-fee basis.

Total portfolio risk exposure and risk-adjusted returns will be regularly evaluated and compared with other comparable total funds. The risk exposure for the overall Fund should generally rank in the midrange (25th to 75th percentile) of comparable total funds. Risk-adjusted returns are expected to consistently rank favorably relative to comparable funds.

Normally, results are evaluated over a three-to-five year time horizon. However, shorter-term results will be regularly reviewed and earlier action taken as required. *(October 2014 Mtg., Bd. Dec. 98)*

Source: June 2010 Mtg., Bd. Dec. 260; *Amended by* June 2013 Mtg., Bd. Dec. 249; October 2014 Mtg., Bd. Dec. 98

70.010.4. General Investment Guidelines

Overall Fund structure targets and permissible ranges for eligible asset classes are detailed in Rotary Code of Policies section 70.010.14. Performance objectives for investment managers are included in Rotary Code of Policies section 70.010.15. Rotary Code of Policies section 70.010.16. contains the investment preferences for the Direct Hedge Fund Portfolio. The investment managers should determine that the securities to be purchased are consistent with the guidelines expressed in this Investment Policy Statement and suitable for this Fund.

Full discretion, within the parameters of this IPS, is granted to the investment managers regarding the asset allocation, the selection of securities, and the timing of transactions. All investments will be made in accordance with a pre-approved investment management agreement that outlines the limitation of the investable securities. The investment manager is responsible for making an independent analysis of each security and its appropriateness as an investment for this Fund. *(October 2014 Mtg., Bd. Dec. 98)*

Source: June 2010 Mtg., Bd. Dec. 260; *Amended by* October 2014 Mtg., Bd. Dec. 98

70.010.5. Investment Guidelines

U.S. Equity Investment Mandates

U.S. equity holdings consist of equity securities of companies that are listed on U.S. registered exchanges or actively traded in the over-the counter market. The market capitalization of securities should be largely consistent with securities held in appropriate indices. American Depository Receipts (ADRs), which are U.S. dollar denominated foreign securities traded on the U.S. stock exchanges (e.g., Reuters, Nestle, Sony) may be held by each U.S. equity manager in proportions which each investment manager shall deem appropriate.

Non- U.S. Equity Investment Mandates
Non-U.S. equity securities can be accessed through local markets or American Depository Receipts (ADRs). The investment manager may hedge currency exposure through the use of derivative instruments. Emerging markets equity is permitted and should be largely consistent with a pre-approved benchmark.

Global Equity Investment Mandates
The intent of these strategies is to give managers the flexibility to invest across global equity markets based on the manager's view of opportunities. Managers should invest within the context of controlled risk and added return.

Equity holdings consist of equity securities of companies that are listed on registered local exchanges or actively traded in the over-the counter market. The manager may hedge currency exposure through the use of derivative instruments. Emerging markets equity is permitted with a pre-approved benchmark.

Core Fixed Income Investment Mandates
Eligible securities are broad fixed income securities publicly traded in respective domestic markets and may include, but are not limited to, U.S. government and agency obligations, mortgage backed securities, corporate bonds, debentures, and commercial paper. This mandate should be largely U.S. fixed income securities, with the minimum quality rating of the overall weighted average quality AA or higher. The duration of the portfolio should be largely consistent with appropriate indices. Unless otherwise agreed to, the duration of the portfolio must be within 20% of the appropriate benchmark.

Compliance with classifications provided by rating agencies (Moody's, S&P, and Fitch) is not sufficient for an issue to be deemed an appropriate investment. The investment manager is responsible for making an independent analysis of the credit-worthiness of securities and their appropriateness as an investment for this Fund.

Non Core Fixed Income Investment Mandates
Eligible securities are broad fixed income securities publicly traded in respective domestic markets and may include, but are not limited to, U.S. government and agency obligations, global high yield, global credit and emerging market debt. Guidance on overall average quality of the non-core fixed income is B or higher. The duration of the portfolio should be largely consistent with appropriate indices. Unless otherwise agreed to, the duration of the portfolio must be within 20% of the appropriate benchmark.

Compliance with classifications provided by rating agencies (Moody's, S&P, and Fitch) is not sufficient for an issue to be deemed an appropriate investment. The investment manager is responsible for making an independent analysis of the credit-worthiness of securities and their appropriateness as an investment for this Fund.

Global Asset Allocation Managers
The intent of these strategies is to give investment managers the ability to invest across traditional and non-traditional asset classes in order to further diversify the Fund, control risk and add return.

It is understood that securities, strategies, constraints and investments that are declared ineligible for inclusion within other investment mandates may be included in these portfolios. The otherwise restricted investments may be allowed within the Alternatives category to allow for positions that, on an aggregate basis, offer attractive risk-adjusted return benefits to the overall Fund. The investment managers should determine that the securities to be purchased and the strategies to be utilized are suitable for this account.

The majority of the assets will be invested in global equity and fixed income mandates that shall comply with the above listed guidelines for those asset classes.

Derivatives are permitted in this portfolio, but are limited in use relative to the Derivatives Policy herein, unless approved in writing by the Board.

From time to time, these strategies may make additional diversifying investments in other asset classes or securities such as hedge funds, commodities, etc. The Board shall approve any such investment prior to implementation and shall restrict these investments to specific investment managers.

Hedge Fund Managers
The overall goal of the hedge fund program is to provide a diversified investment, which over a full market cycle, will be competitive with similar strategies while exhibiting relatively low correlations to equity and fixed income markets. The optimal risk mitigation technique is investing in a diversified pool of strategies and managers. Hedge Funds include a broad array of strategies, which utilize both liquid and illiquid securities. Hedge Funds have the ability to sell securities short as well as purchase long securities. They may also use options, futures, swaps and other derivatives within their portfolio. The Fund will invest primarily in direct investments consistent with the investment preferences in Rotary Code of Policies section 70.010.16.. The hedge fund program shall be monitored regularly by the Investment Committee in order to determine that it is providing the expected level of diversification and return to the overall Fund.

Real Assets
Real Assets are permissible as a long-term inflation hedge. Real Assets also create current income as well as the potential for capital appreciation. The Real Assets allocation will be invested in liquid strategies that may include commodities, inflation linked bonds, and global natural resource stocks. The asset allocation should seek broad diversification across sub-asset classes.

The RI Finance Committee in conjunction with The Rotary Foundation's Investment Committee will review the appropriateness of these strategies through an investment manager search and due diligence process and then on an as needed basis. Provisions, including liquidity and transparency, shall be reviewed and mandates will be deemed appropriate for the Fund's assets on an individual basis. *(October 2014 Mtg., Bd. Dec. 98)*

Source: June 2010 Mtg., Bd. Dec. 260; January 2012 Mtg., Bd. Dec. 158; June 2013 Mtg., Bd. Dec. 249; *Amended by* October 2014 Mtg., Bd. Dec. 98

70.010.6. Derivatives Policy

Derivative instruments are permitted only as specified in this Investment Policy Statement. Where appropriate, investment managers may use derivative securities for the following reasons:

1. *Hedging*. To the extent that the portfolio is exposed to clearly defined risks and there are derivative contracts (i.e. futures and options) that can be used to reduce those risks and achieve other portfolio structural objectives, the investment managers are permitted to use such derivatives for hedging purposes.

2. *Creation of Market Exposures.* Investment managers are permitted to use derivatives to replicate the risk/return profile of an asset or asset class provided that the guidelines for the investment manager allow for such exposures to be created with the underlying assets themselves.

3. *Management of Country and Asset Allocation Exposure.* Investment managers charged with tactically changing the exposure of their portfolio to different countries and/or asset classes are permitted to use derivative contracts for these purposes.

Non-U.S. equity and global bond managers may enter into forward exchange contracts on currency provided that the use of such contracts is designed to dampen portfolio volatility rather than lever portfolio risk exposure. Currency contracts may be utilized to either hedge the portfolios currency risk exposure or in the settlement of securities transactions.

Non-U.S. equity and global bond managers may employ an active currency management program and deal in futures and options within the discipline of that currency management program. The use of futures and options to establish a leveraged position is prohibited.

By way of amplification, it is noted that the following two uses of derivatives are prohibited for the financial assets unless provided an exemption from the Board:

1. *Leverage.* Derivatives shall not be used to magnify overall portfolio exposure to an asset, asset class, interest rate, or any other financial variable beyond that which would be allowed by a portfolio's investment guidelines if derivatives were not used.

2. *Unrelated Speculation.* Derivatives shall not be used to create exposures to securities, currencies, indices, or any other financial variable unless such exposures would be allowed by a portfolio's investment guidelines if created with non-derivative securities. *(June 2010 Mtg., Bd. Dec. 260)*

Source: June 2010 Mtg., Bd. Dec. 260

70.010.7. Rebalancing Policy

The Fund will be rebalanced by the general secretary any time an asset class reaches the minimum or maximum allocation specified above. Routine cash flows will be used to maintain the allocation as close as practical to the target allocations. If routine cash flows are insufficient to maintain the allocation within the permissible ranges as of any calendar quarter-end, balances will be transferred as necessary between asset classes to bring the allocation back within the permissible ranges. *(June 2010 Mtg., Bd. Dec. 260)*

Source: June 2010 Mtg., Bd. Dec. 260

70.010.8. Diversification

The Fund is to be broadly diversified so as to limit the impact of large losses in individual investments of the Fund.

Total assets managed by any single manager should not exceed 15% of total investments for Rotary International and The Rotary Foundation at the time of purchase, and should not exceed 20% of total investments for Rotary International and The Rotary Foundation at any time. *(October 2014 Mtg., Bd. Dec. 98)*

Source: November 1996 Mtg., Bd. Dec. 151; *Amended by* May 2003 Mtg., Bd. Dec. 426; June 2010 Mtg., Bd. Dec. 260; October 2014 Mtg., Bd. Dec. 98

70.010.9. Liquidity Needs

Liquidity needs will first be met from unrestricted cash. Should there be insufficient unrestricted cash, the general secretary shall arrange for cash withdrawals from investments to meet spending needs. The source of funds for these withdrawals will be based on rebalancing and cost considerations. *(June 2010 Mtg., Bd. Dec. 260)*

Source: June 2010 Mtg., Bd. Dec. 260

70.010.10. Proxy Voting

The Board has delegated investment management responsibilities to various independent investment managers. The Board delegates the full responsibility to vote proxies to these investment managers and expects each investment manager to vote all proxies prudently and in the interest of the Fund. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1996 Mtg., Bd. Dec. 151

70.010.11. Securities Lending

For funds managed in a separate account format, the Fund may not participate in securities lending unless approved by the Board, based on recommendations from the general secretary, or the investment consultant. Any authorization for securities lending in separate accounts must be reported as an information item at the next Board meeting. Commingled funds and mutual funds are exempt from this restriction. *(June 2010 Mtg., Bd. Dec. 260)*

Source: June 2010 Mtg., Bd. Dec. 260

70.010.12. Commingled Funds or Institutional Mutual Funds

In recognition of the benefits of commingled funds as investment vehicles (i.e., the ability to diversify more extensively than in a small, direct investment account and the lower costs which can be associated with these funds) these funds may, from time to time, be utilized. The Board recognizes that it cannot give specific policy directives to a fund whose policies are already established. *(June 2010 Mtg., Bd. Dec. 260)*

Source: June 2010 Mtg., Bd. Dec. 260

70.010.13. Control Procedures

Standards of Conduct for Investment Managers and Advisors

The expected standards of conduct for investment managers and advisors are derived from the CFA Institute Code of Ethics and Standards of Professional Conduct.

Conflict of Interests on Investments and Restrictions on Investments

It is the policy of the RI Board that general officers shall act in a manner consistent with their responsibilities to Rotary International and avoid circumstances in which their financial or other ties to outside persons or entities could present an actual, potential, or the appearance of a conflict of interest or impair the reputation of Rotary International.

Review of Investment Objectives

The achievement of investment objectives will be reviewed on an annual basis. This review will focus on the continued feasibility of achieving the objectives and the continued appropriateness of the Investment Policy Statement. It is not expected that the Investment Policy Statement will change frequently; in particular, short-term changes in the financial markets should generally not require an adjustment in the Investment Policy Statement.

Review of Investment Managers

The RI Finance Committee will review results of all managers at least semi-annually. With a perspective toward three-year and five-year time horizons, the RI Finance Committee will evaluate whether each manager has

1. Performed satisfactorily when compared with the specific objectives for its portfolio
2. Produced results that compare favorably to other investment management organizations managing similar portfolios
3. Exceeded the returns of appropriate market indices
4. Made portfolio management decisions that were reasonable and effective in view of capital market developments
5. Adhered to the relevant policies and objectives

Among the events that the RI Finance Committee will examine closely in its review of investment managers are

1. Poor results relative to objectives over a fairly short period of time (e.g., one year)
2. Poor absolute performance over a three-to-five year period
3. The departure of one or more key investment professionals
4. Violation of an investment guideline
5. Material changes in the manager's organization, such as philosophical and personnel changes, acquisitions or losses of major accounts, a change in ownership or control of the investment management organization, etc.

The RI Finance Committee will evaluate investment managers and events in light of the current situation and other related factors.

In those situations in which RI is utilizing the same managers as TRF, the manager reviews will be done in conjunction with the Foundation's Investment Committee.

Review of Investment Consultant
A formal written evaluation of Rotary's investment consultant will be conducted every five years, unless circumstances dictate the need for a more frequent evaluation. This evaluation will be conducted in accordance with Rotary's Policy for Investment Consultant Evaluation. (See *Rotary Code of Policies* section 70.010.18.)

Reporting Requirements
Within six weeks after the end of each calendar quarter, the general secretary and/or the Fund's investment consultant will prepare a report containing information on the investment performance of the Fund in total and for each manager.

Each active investment manager will be required to submit a quarterly report within six weeks after the end of each calendar quarter containing the following information:

1. Review of investment performance (net of fees) for the quarter, fiscal year-to-date (June 30) and since-inception of the account with comments on any policy or strategy changes, which contributed either positively or negatively to that performance
2. The usage of securities lending, if any
3. Where appropriate, the use of any derivative product during the quarter, including information concerning the rationale behind the position and the size of the transaction
4. Comments on any material change in personnel, investment strategy or other pertinent information potentially affecting performance
5. List of the securities in the portfolio at the end of the quarter

On an annual basis, the investment manager will provide Part II of the Form ADV for the most recent year. *(January 2012 Mtg., Bd. Dec. 158)*

Source: November 1996 Mtg., Bd. Dec. 151; *Amended by* June 2001 Mtg., Bd. Dec. 430; June 2010 Mtg., Bd. Dec. 260; January 2012 Mtg., Bd. Dec. 158

70.010.14. Strategic Asset Allocation
Over the long-term, the asset allocation policy will be the key determinant of the returns generated by the Fund and the associated volatility of returns. Based on the Fund's objectives, circumstances, and spending policy, the Board has developed the following asset mix guidelines:

	Percent of Total Fund		
	Minimum	Target	Maximum
Equity			
U.S. Equities	8%	10%	13%
Non-U.S. Equities	8%	11%	13%
Global Equities*	17%	21%	25%
Total Equity	35%	42%	48%
Fixed Income			
Core Fixed Income	0%	5%	10%
Non-Core Fixed Income	5%	10%	15%

	Percent of Total Fund		
Total Fixed Income	10%	15%	25%
Global Asset Allocation	12%	18%	24%
Alternative Assets			
Real Assets	10%	15%	20%
Hedge Funds	7%	10%	13%
Total Alternative Assets	15%	25%	35%
Cash	0%	0%	15%
Total	100%		

*includes emerging markets

From time to time, the General Fund may have short-term liquidity needs. The general secretary will manage liquidity and maintain market exposure through investments largely consistent with the Asset Allocation Policy. However, there may be periods where cash position exceeds the long-term target rate of 0%; to manage liquidity, there is a range of 0% to 15% allocation to cash. *(October 2014 Mtg., Bd. Dec. 98)*

Source: June 2001 Mtg., Bd. Dec. 430; *Amended by* May 2003 Mtg., Bd. Dec. 426; November 2008 Mtg., Bd. Dec. 113; June 2010 Mtg., Bd. Dec. 260; May 2011 Mtg., Bd. Dec. 255; May 2014 Mtg., Bd. Dec. 166; October 2014 Mtg., Bd. Dec. 98

70.010.15. Performance Measurement Standards

The following performance measurement standards should be followed over an annualized three-to-five-year period, on a net-of-fee basis:

U.S. Equity Performance Measurement Standards

All Cap Growth Equity

- exceed the rate of return of the Russell 3000 Growth Index over a full market cycle
- rank in the upper 50 percent of the consultant's all cap growth equity manager universe

All Cap Value Equity

- exceed the rate of return of the Russell 3000 Value Index over a full market cycle
- rank in the upper 50 percent of the consultant's all cap value equity manager universe

S/Mid Cap Core Equity

- exceed the rate of return of the Russell 2000 Index over a full market cycle
- rank in the upper 50 percent of the consultant's small cap core equity manager universe

Non-U.S. Equity Performance Measurement Standards

- exceed the rate of return of the MSCI ACWI ex-U.S. Index over a full market cycle
- rank in the upper half of the consultant's non-U.S. equity manager universe

Global Equity Performance Measurement Standards

- exceed the rate of return of the MSCI ACWI IMI Index over a full market cycle
- rank in the upper half of the consultant's global equity manager universe

Emerging Markets Performance Measurement Standards

- exceed the rate of return of the MSCI Emerging Markets Small Cap Index over a full market cycle
- rank in the upper half of the consultant's emerging market equity manager universe

Fixed Income Performance Measurement Standards

Core Bonds

- provide a return that ranges between, but may exceed, Treasury Bills and the Barclays Capital Aggregate Bond Index over a full market cycle
- rank in the upper third of the consultant's intermediate core fixed income manager universe

Non-Core Bonds

- exceed the rate of return of the customized benchmark* over a full market cycle
  * 50% Barclays Capital Aggregate / 25% JP Morgan EMBI + / 25% Barclays Capital HY -2% Issuer Cap
- rank in the upper third of the consultant's core fixed income manager universe

Hedge Fund Performance Measurement Standards

- exceed the rate of return of the Credit Suisse Hedge Fund Index over a full market cycle

Real Asset Fund Performance Measurement Standards

Wellington Diversified Inflation Hedges

- exceed the rate of return of the customized benchmark* over a full market cycle
  * 55% MSCI Global Natural Resources Equity / 20% BC US TIPS 1-10 Yr / 25% GSCI Commodity
- rank in the upper 50 percent of the consultant's real assets equity manager universe

PIMCO All Asset Fund

- exceed the rate of return of the customized benchmark* over a full market cycle
  * 40% BC Agg / 30% BC US TIPS / 10% S&P 500 / 10% BC HY / 10% JPM EMBI+
- rank in the upper 50 percent of the consultant's real assets equity manager universe

Global Balanced Asset Allocation Fund Performance Measurement Standards

GMO Global Balanced Asset Allocation

- exceed the rate of return of the customized benchmark* over a full market cycle
  * 65% MSCI ACWI / 35% BC Aggregate.

BlackRock Global Asset Allocation

- exceed the rate of return of the customized benchmark* over a full market cycle
  *60% MSCI World / 40% CITI WGBI

(October 2014 Mtg., Bd. Dec. 98)

Source: June 2010 Mtg., Bd. Dec. 260; January 2012 Mtg., Bd. Dec. 158; October 2014 Mtg., Bd. Dec. 98

70.010.16. Investment Preferences for Direct Hedge Fund Portfolio

Goals and Objectives

The goals of the hedge fund assets are

1. Diversify risk exposures in the overall General Fund portfolio
2. Dampen the volatility of the overall General Fund portfolio
3. Achieve attractive long-term risk-adjusted return in a variety of capital market conditions

Delegation of Responsibilities

The investment consultant has discretion to select the allocation exposure, set strategic targets and hire and terminate investment managers within the preferences defined herein. The investment consultant will communicate to the Investment Committee and general secretary its decisions as soon as practicable.

Investment Guidelines

1. The hedge fund allocation shall be invested in a broad range of direct investment strategies including, but not limited to equity-linked, credit-linked, event driven, multi-strategy and macro strategies among others. Investments will be made via commingled vehicles. The investment consultant will only invest in direct strategies that are consistent with the intent of these preferences.

2. The target allocation and ranges for each hedge fund strategy are

	Hedge Fund Portfolio Allocations		
	Minimum	Target	Maximum
Global Macro	8%	10%	20%
Credit Linked	10%	15%	30%
Equity Linked	15%	25%	35%
Event Driven	15%	25%	35%
Multi Strategy	0%	25%	30%

The target allocation will be reviewed at least annually with the Investment Committee, with periodic changes being implemented by the investment consultant. Any changes or modifications made to the allocation, exposure, target or ranges shall be communicated with the general secretary and the Investment Committee as soon as practicable.

3. All strategies shall be reviewed within the portfolio context. This is meant to ensure that redundancy and overlap of exposures are limited.

4. No aggregate investment with any direct hedge fund manager can represent more than 5% of the General Fund. Additionally, manager exposure shall be limited to no more than 25% of the total hedge fund allocation.

5. Certain strategies may have an initial lock-up on investments of one to three years. In building and maintaining the allocation, the investment consultant shall strive to limit lock-ups where possible.

6. All investments must have a mechanism for liquidity/exit. Minimum acceptable standards may include quarterly distributions or fees for early redemptions. In certain cases, this liquidity may be available once a lock-up period has ended. *(October 2014 Mtg., Bd. Dec. 98)*

Source: October 2014 Mtg., Bd. Dec. 98

70.010.17. Rotary International General Surplus Fund Investment Guidelines For Cash

Scope

These investment guidelines extend the Statements of Investment Policy for the Rotary International General Surplus Fund (the Fund) and apply specifically to Rotary International's unrestricted and restricted cash.

Distinction of Responsibilities

Treasury and Investment Services will oversee the investments in accordance with these guidelines.

Maturities

1. As the assets in this fund represent the temporary investment of operating funds of Rotary International, a substantial portion of the portfolio will consist of overnight and other very short-term investments.

2. A maximum of 25% of the portfolio may be invested in securities or instruments which have a maturity date exceeding 181 days from the date of purchase.

3. A minimum of 5% of the portfolio should be available each business day. This may be satisfied by maturities or demand features.

4. The weighted average maturity of the portfolio will be limited to 90 days.

5. Floating rate instruments and variable rate instruments must have interest rate resets or potential reset frequencies of 90 days or less, and an expected final maturity or weighted average life not exceeding 18 months from the date of purchase.

6. The maturity of a security or instrument shall mean the date when final payment is due. Instruments, which have a variable/floating rate of interest, shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate or the period until the principal amount can be recovered through demand.

Diversification Requirements

1. Safety of principal, liquidity and marketability should be prime considerations in the selection of individual securities.

2. The total holdings of any one issue may not exceed 10% of the market value of the portfolio, with the following exceptions:
   a) Sovereign debt issues of AAA/Aaa rated countries and agencies thereof;
   b) Diversified money market funds;
   c) Savings accounts at Rotary International's operating banks;
   d) Fixed term deposits at Rotary International's operating banks.

3. With the exception of sovereign debt issues of AAA/Aaa rated countries and agencies thereof, total holdings of any one industry may not exceed 25% of the market value of the portfolio.

4. All diversification requirements apply at the time of purchase.

Investment Criteria

1. Sovereign debt issues of AAA/Aaa rated countries or agencies thereof.

2. Savings accounts, bankers' acceptances, fixed term deposits offered by the bank where the funds are on deposit.

3. With respect to commercial paper and other short-term obligations, investments and reinvestments shall be limited to obligations rated (or issued by an issuer that has been rated) at the time of purchase in a "Tier One" ratings category by the nationally recognized statistical rating organizations ("NRSROs") followed by the credit committee of the bank where the funds are on deposit.

4. With respect to bonds and other long-term obligations, investment and reinvestment shall be limited to obligations rated at the time of purchase in one of the three highest ratings by the NRSROs followed by the credit committee of the bank where the funds are on deposit.

5. Repurchase agreements 100% collateralized with direct sovereign debt securities of AAA/Aaa rated countries.

6. Money market funds adhering to the quality guideline described above.

Note that if a security held in the fund is downgraded to a quality not permitted herein after purchase, the fund may continue to hold the security if Treasury and Investment Services reasonably believes that the security will mature at par value. *(October 2013 Mtg., Bd. Dec. 30)*

Source: June 2010 Mtg., Bd. Dec. 260; *Amended by* October 2013 Mtg., Bd. Dec. 30

70.010.18. Policy for Investment Consultant Evaluation

A formal written evaluation of Rotary's investment consultant will be conducted every five years, unless circumstances dictate the need for a more frequent evaluation. Such circumstances include (but are not limited to) arising conflicts of interest, consultant staffing instability or failure to meet Rotary's changing needs. The consultant will be evaluated based on the

1. Value added through the consultant's recommendations on

   Asset allocation. Specifically, to what extent did the consultant's recommendations on asset allocation strategies maximize investment return while minimizing risk. This criterion will be evaluated by comparing the benchmark returns and standard deviations of those returns of each fund (Annual Fund, Endowment Fund, PolioPlus Fund, Rotary Foundation (Canada), General Fund, Retirement Fund) at the inception of the relationship to the benchmark returns and standard deviations of those returns of each fund as recommended by the consultant.

   Investment managers. Specifically, to what extent did each fund outperform their stated benchmarks over a full market cycle.

   Investment policy and manager guidelines. Specifically, to what extent did the policies and guidelines recommended by the consultant stipulate appropriate levels of authority, controls, and reporting, such that the Trustees and Directors were able to fulfill their fiduciary duties with respect to the funds.

   Investment manager terminations. Specifically, to what extent did the investment consultant evaluate current investment managers in a timely manner and recommend termination as needed.
2. Quality and accuracy of quarterly investment reports, including performance measurement.
3. Ability to provide specialized studies and reports on specific investment matters.
4. Stability, depth and competency of the firm as well as the individuals staff interacts with on a daily basis.
5. Ability to work and communicate with staff and various committees, as well as responsiveness of the investment consultant.
6. Minimal, if any, conflicts of interest.
7. Experience in working with organizations similar to Rotary.
8. Peer ratings as published in industry periodicals, or otherwise provided by research organizations.
9. Fee structure.
10. Initiative in bringing forward new ideas and keeping Rotary informed of trends in endowment and foundation investment management.

Proposals from other investment consulting firms will be solicited once every ten years to ensure services provided by consultant are competitive in scope and price. The firm retained as Rotary's investment consultant will be granted a five-year contract. *(October 2014 Mtg., Bd. Dec. 98)*

Source: June 2010 Mtg., Bd. Dec. 260; October 2014 Mtg., Bd. Dec. 98

70.020. General Surplus Reserve Policy

Rotary International's general surplus reserve policy is to maintain a reserve at an amount equal to Board-designated funds, plus 85% of the highest level of annual expenses during the most recent three-year period excluding expenditures funded from the general surplus fund and the self-financing expenditures on the annual convention and the Council on Legislation. Board-designated funds are defined as the sum of the convention expense reserve (see section 57.110.3), plus the investment earnings reserve (see section 70.050.), plus any other reserves so designated by the Board. These funds shall be so designated in Rotary International's financial statements. *(June 2013 Mtg., Bd. Dec. 196)*

Source: June 2002 Mtg., Bd. Dec. 302; November 2002 Mtg., Bd. Dec. 183. *Amended by* May 2003 Mtg., Bd. Dec. 325; November 2004 Mtg., Bd. Dec. 155; June 2008 Mtg., Bd. Dec. 290; June 2013 Mtg., Bd. Dec. 196

70.030. Foreign Currency Management Policy

RI has adopted a "Foreign Currency Management Policy" as follows:

1.0 Purpose

1.1 To mitigate foreign exchange exposure wherever possible in order to reduce the unexpected increases and decreases to earnings that are caused by significant fluctuations in currency rates.

2.0 Definition of Exposures

2.1 *Transaction* - transaction exposure is the exposure of balance sheet accounts such as accounts receivable or accounts payable to a change in foreign exchange rates between the time a transaction is booked and the time it is paid. An example of transaction exposure is scholarship payments that are booked at the RI rate when committed, and then charged at the RI rate in effect when the payments are made.

2.2 *Translation* - exposure that arises due to the need to translate foreign financial statements into U.S. dollars. Currency exchange rates from the prior quarter are compared to those of the current quarter and the change in value is applied to the balances held at quarter-end. Month-end non-U.S. investment balances and bank balances are translated.

2.3 *Economic exposure - anticipated* - exposure of anticipated cash flows to unexpected rate changes in the future. An example would be the transfer of funds between the international offices and World Headquarters.

2.4 *Internal exposure* - an intra-company exposure resulting from the use of the RI exchange rate instead of the actual exchange rate. Examples are dues paid in local currency at the prior

month's RI rate but booked at the current month's RI rate, or program-related expenses paid in local currency and booked at the budgeted RI rate, but paid at the prevailing market rate.

3.0 Goals

3.1 Minimize the need to enter into foreign exchange contracts by effectively managing cash on a global basis.

3.2 Minimize the risk of loss rather than maximizing opportunities for gain that arise from foreign exchange exposures.

3.3 Minimize the transaction costs associated with a foreign exchange risk management program.

4.0 Responsibility

4.1 Centralized control and direction of foreign exchange activities are necessary to ensure an efficient approach to controlling Rotary's worldwide exposures in various foreign currencies. Accordingly, overall responsibility for management of Rotary's exposures will reside in the Treasury Department at World Headquarters.

5.0 Authority to Hedge Foreign Currency Exposure

5.1 The Manager, Treasury Department, acting in concert with either the Chief Financial Officer or the Director of Treasury and Investment Services, is authorized to enter into contracts in accordance with this policy to hedge Rotary's foreign currency exposure.

6.0 Policy

6.1 All local currency inflows will be netted against expected local currency outflows. Any net excess currency will be transferred from the local bank
account into another currency that is needed. Currency should be maintained in local bank accounts only if: (1) required to meet near-term local Foundation program expenses or operational expenses of the international offices, or (2) currency restrictions prohibit the transfer of funds.

6.2 Due to the risks associated with using forecasted numbers, anticipated exposures such as expected transfers from the international offices, will not be hedged 100% unless hedged through the use of foreign currency options. In general, Rotary will attempt to hedge up to 75% of an identified foreign exchange exposure, any particular transaction, or a series of related transactions which have an impact on the Statement of Activities, or cash flow.

6.3 Translation exposure may be hedged but only if the funds will not be utilized locally and currency restrictions prohibit the transfer of funds.

6.4 Any action taken to protect against foreign exchange risk must be economically justified.

6.5 Hedging techniques will be applied only to offset or eliminate an actual or anticipated exposure and not to create a speculative exposure that did not previously exist.

6.6 Foreign exchange instruments that can be used to hedge Rotary's currency exposure include forward contracts, foreign currency options, and combinations thereof.

6.7 To control counter-party risk, Rotary can enter into foreign exchange contracts to hedge Rotary's currency exposure only with financial institutions that have public debt ratings of A or better from either Moody's or Standard and Poor's.

6.8 Financial instruments may be used to cover future periods of 1 to 365 days (12 months). Any use of financial instruments beyond 12 months from the date of execution of the financial instrument must have prior approval from the Chief Financial Officer.

6.9 It is the responsibility of the Manager, Treasury Department, to maintain exact records of all foreign exchange transactions. Further, it is his or her responsibility to document all transactions and to inform all departments that have a requirement to record or need to know of such transactions.

7.0 Procedures

Global Cash Management:
7.1 Excess Pounds Sterling received from RIBI or the Rotary Foundation of the United Kingdom will be transferred to World Headquarters at least quarterly.

7.2 Excess Japanese Yen will be transferred to World Headquarters at least monthly.

7.3 Excess Korean Won will be transferred at least bi-monthly.

7.4 Excess Euros will be transferred to World Headquarters at least quarterly.

7.5 Excess Canadian Dollars will be transferred to World Headquarters at least quarterly.

7.6 Other local currency balances will be monitored on a regular basis. The Treasury Department will instruct international offices and fiscal agents to transfer excess funds.

7.7 The above cash management procedures can be modified as needed.

Foreign Exchange hedging:
7.8 In executing this policy, the Director of Treasury and Investment Services, and the Manager, Treasury Department, will analyze each exposure to be hedged and will utilize their technical expertise and prudent judgment in determining the following:

- when to place the hedge
- what percentage of the exposure to hedge
- whether the entire desired hedge percentage should be placed at one time, or over a period of time
- what type of hedging vehicle to utilize
- when to unwind the hedge, if appropriate
- how far into the future the hedge should be placed

7.9 The appropriate hedging strategy will be based on:
- time horizon until exposure is recognized
- volatility of the currency
- expectation of future exchange rates
- acceptance range for currency fluctuations
- Rotary's aversion to risk
- reliability of the data used
- cost

7.10 In contemplating the placement of a hedge, Treasury will review the accounting treatment with the Controller prior to entering into a hedging contract. This will assure that there are no unfavorable accounting impacts encountered with the hedge.

7.11 The Treasury Department may seek bids for any hedging contract where the U.S. Dollar equivalent is less than $1,000,000. All contracts where the U.S. Dollar equivalent is $1,000,000 or more must be competitively bid. In so doing, the lowest cost option for Rotary will be selected.

7.12 On an ongoing basis, the Director of Investment and Treasury and the Manager, Treasury Department, will continue to review Rotary's business operations with the goal of identifying foreign exchange exposures. From there, a hedging strategy, if appropriate, will be formulated.

GLOSSARY

Economic exposure - This exposure refers to potential real economic loss due to currency rate fluctuations. It includes translation exposure and transaction exposures in a pure account sense, as defined by FASB #52, as well as exposures not highlighted in the financial statements. This would include commitments of Rotary not yet recognized as transactions under FASB #52. Also, economic exposure includes future anticipated cashflows such as contributions and dues. Such exposures may be subjected to real economic loss should foreign currency values decline. However, because these exposures are projected, traditional accounting statements do not recognize their existence. Hedges of economic exposure are typically recognized on accounting statements and therefore may impact the Statement of Activity while not being offset by underlying exposures.

Foreign exchange rates - the equivalent number of units of one currency per unit of a different currency. There are two ways to quote foreign exchange rates: the U.S. dollar equivalent of a unit of the foreign currency, or the amount of the foreign currency per U.S. dollar.

Hedging - refers to the reduction or elimination of risk through the use of forwards, futures or options. Hedging may entail giving up some opportunity gain in order to reduce risk.

Hedging vehicles:

• *forward contracts* - A forward contract is a contractual obligation to buy or sell a specific amount of foreign currency at a specific price for delivery at a future date. The forward contract price (rate) is determined by the interest rate differential between the two currencies involved. Forward rates are quoted at a premium or discount to the spot or current rate depending on the interest differential rate between the currencies involved.

• *options* - A currency option is the right, but not the obligation, to buy or sell a predetermined amount of currency, at a specific exchange rate for a specific date. An up-front fee, the premium, is paid for this right. A PUT is the right, but not the obligation, to SELL a currency at a predetermined rate. A CALL is the right, but not the obligation, to BUY a currency at a predetermined rate.

Spot rate - current market rate of currency.
Transaction exposure - arises whenever a company commits to pay or receive funds in a currency other than its functional currency.

Translation exposure - the risk that financial statements of overseas units will gain or lose value because of exchange rate movements when translated into the currency of the parent company upon consolidation. *(October 2013 Mtg., Bd. Dec. 30)*

Source: June 1998 Mtg., Bd. Dec. 395; *Amended by* May 2003 Mtg., Bd. Dec. 325; November 2004 Mtg., Bd. Dec. 58; June 2009 Mtg., Bd. Dec. 272; October 2013 Mtg., Bd. Dec. 30

70.040. Restricted Currencies

It is the policy of RI to minimize funds in countries where the transfer and investment of RI funds are restricted. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1985 Mtg., Bd. Dec. 112; February-March 1987 Mtg., Bd. Dec. 315

70.040.1. Protection of Deposits in Restricted Currency Countries

The general secretary should take appropriate action to protect the US$ value of deposits in restricted currency countries. The general secretary shall expedite the transfer of restricted funds to RI's World Headquarters, and in the interim, utilize the funds for local expenditures wherever possible. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January-February 1989 Mtg., Bd. Dec. 265

70.040.2. TRF's Use of RI Restricted Funds

RI restricted funds shall be used for Foundation programs in restricted currency countries. In such cases, RI shall receive US$ credit for the use of such funds. *(June 1998 Mtg., Bd. Dec. 348)*

Source: April 1991 Mtg., Bd. Dec. 314

Cross References

58.070.2. Payment for International Assembly Attendance in Restricted Currency Countries

70.050. Budgeted Investment Earnings and Investment Earnings Reserve

The investment rate of return assumption used for the budget and five-year financial forecast will be determined annually based on the status of the investment earnings reserve and current financial market conditions. The RI Board has established an investment earnings reserve. If in any year investment earnings are less than budgeted investment earnings, any shortfall will be funded from the investment earnings reserve fund as a transfer of Board-designated funds. If in any year investment earnings are greater than the budgeted investment earnings, that excess will be transferred to the investment earnings reserve fund, subject to a maximum reserve of US$12 million. Any transfer from the investment earnings reserve is to provide for any shortfall in investment earnings and is not for the use of additional general operating expenses. *(June 2009 Mtg., Bd. Dec. 271)*

Source: June 2002 Mtg., Bd. Dec. 302; June 2004 Mtg., Bd. Dec. 298; *Amended by* November 2004 Mtg., Bd. Dec. 58; November 2007 Mtg., Bd. Dec. 121; June 2009 Mtg., Bd. Dec. 271

Article 71. Revenues

71.010. Per Capita Dues
71.020. Licensing
71.030. Invoices
71.040. Publications

71.010. Per Capita Dues

There is no exception to the constitutional requirement for uniform per capita dues. All payments to RI shall be at the current rate of exchange as determined by RI for each semiannual period. *(June 1998 Mtg., Bd. Dec. 348)*

Source: April 1991 Mtg., Bd. Dec. 315

71.010.1. Standardized Membership Reporting and Billing

There shall be standardized reporting requirements for all RI International Offices and RIBI. The general secretary shall implement standardized membership reporting and billing for semiannual dues for all Rotary clubs. *(February 1999 Mtg., Bd. Dec. 196)*

Source: October 1998 Mtg., Bd. Dec. 130

71.010.2. Revisions to Club Membership Lists

Clubs are required to report their new and terminated members to RI within thirty (30) days. Clubs are obligated to fulfill the entire financial responsibility of its new members, which includes the full amount of any pro-rata dues and all semiannual dues payments that fall within 180 days of a Rotarian's admittance date. The general secretary will accept membership updates via paper or electronic means and will deem the act of submitting membership updates as certifying the current club membership list. The general secretary will deem the membership list in its database as of 1 July and 1 January as the certified membership list. *(January 2014 Mtg., Bd. Dec. 96)*

Source: November 2007 Mtg., Bd. Dec. 97; *Amended by* January 2014 Mtg., Bd. Dec. 96

Cross References

9.020. Clubs in Arrears to RI
18.040.5. Minimum Number of Charter Members

71.020. Licensing

(See also Article 34 "Licensing")

71.020.1. Licensee Royalties

The Board strongly supports the protection of the Rotary name and emblem from unauthorized commercial use. The general secretary is requested to take whatever steps are necessary to ensure continual compliance with RI's licensing agreements, which assure the maximum receipt of revenues to RI. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1990 Mtg., Bd. Dec. 194

71.020.2. Review of Policy on Royalties from Sale of RI-Emblem Merchandise
The general secretary will establish and monitor annual licensing targets and budgets, and make regular reports to the Board on progress in this area. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1993 Mtg., Bd. Dec. 93, pt. 1e; November 1996 Mtg., Bd. Dec. 69

71.020.3. Royalties on Rotary Emblem Merchandise to the PolioPlus Fund
Any royalty fees received by Rotary International for the sale of items that promote the PolioPlus campaign will be transferred to the Foundation's PolioPlus Fund. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1987 Mtg., Bd. Dec. 49

71.020.4. Royalties on Rotary Emblem Merchandise to The Rotary Foundation Annual Fund
Any royalty fees received by Rotary International for the sale of items under the Type 4C license will be transferred to the Foundation's Annual Fund. *(February 2007 Mtg., Bd. Dec. 157)*

Source: February 2007 Mtg., Bd. Dec. 157

Cross References

34.020. Granting of an RI License

71.030. Invoices

All RI invoices from World Headquarters will be billed only in US dollars. RI invoices billed from RI international offices will be billed in the currency of the club's country. *(June 1999 Mtg., Bd. Dec. 298)*

Source: November 1990 Mtg., Bd. Dec. 196. *Amended by* June 1999 Mtg., Bd. Dec. 298

71.040. Publications

71.040.1. Rates for Advertising in *The Rotarian* Magazine
The Board shall approve the advertising rates for *The Rotarian* magazine. *(June 1998 Mtg., Bd. Dec. 348)*

Source: October 1993 Mtg., Bd. Dec. 108

Cross References

51.010.5. Official Magazine Advertising Policy

Article 72. Risk Management and Insurance

72.010. Risk Management
72.020. Liability Coverage for RI Directors and Officers
72.030. RI Travel Medical
72.040. RI Meetings and Programs
72.050. Club and District Liability Insurance

72.010. Risk Management

72.010.1. Risk Management Guidelines for Rotary Institutes

1. Before entering into any contracts or other formal agreements to secure meeting accommodations and services, the convener should have legal or insurance counsel review any sections referring to indemnification and liability for injury or damage to the persons and property of others.

2. Any requests from a venue or service provider to provide indemnity from RI for our acts should be carefully reviewed. One concern is RI's responsibility for physical damage to buildings at the venue due to negligence on the part of RI or an institute participant. RI's liability could potentially result in a multi-million dollar expense if not addressed. If possible, RI's responsibility for such damage should be limited in the contract to an amount not greater than $5 million and the venue's insurer should agree to provide a waiver of their subrogation rights. This is not unreasonable given that RI is paying a fee for use of the venue and this fee indirectly funds the cost of their insurance.

3. Service providers should be required to provide evidence of the insurance coverage they maintain and, ideally, this requirement should be specified in any contracts with them. This practice is commonplace in the USA and is becoming more widely used outside the USA in recent years.

4. Another potential source of catastrophic risk exposure is the area of transportation. Whenever possible, institute organizers should have participants purchase transportation services directly from the providers. If this is not possible for a particular institute, ensure that there are formal contracts in place for all transportation service providers that include an indemnity provision and insurance requirements. In addition, insurance certificates should be requested and carefully reviewed.

5. Institute organizers should carefully review any required rules or operating procedures that are required by venue management. These rules will often provide information on laws in the country which may be pertinent to institute participants or may be a great resource for "best practices" in that particular facility for safety and risk management. It is in the best interests of Rotary for institute organizers to understand the venue's rules and ensure that our organization does not introduce hazards in the course of our event. It should also be noted that venues may be able to assess fines or other penalties to organizations violating their requirements.

6. In the event that the institute plans to pay the expenses of institute speakers or other participants residing outside the host country, the issue of travel medical and accident insurance should be addressed. Many standard medical insurance plans do not fully respond to costs incurred outside one's home country, and it is rare for any plan to include medical evacuation and repatriation benefits. Evacuations can involve the need for medical personnel while in transit and private aircraft or other specialized equipment, which may cost tens of thousands of dollars. *(June 2002 Mtg., Bd. Dec. 273)*

Source: June 1997 Mtg., Bd. Dec. 329; *Amended by* June 2002 Mtg., Bd. Dec. 273

72.010.2. Risk Management for Travel Operations
Whenever general officers, incoming general officers and senior staff personnel of RI travel as a group, by air or ground transportation, they shall travel in more than one group, each group to be transported separately. The president and general secretary are authorized to approve exceptions to this policy as appropriate after consideration of the risks involved to the organization. *(June 1998 Mtg., Bd. Dec. 348)*

Source: July 1978 Mtg., Bd. Dec. 10. *Affirmed by* November 1997 Mtg., Bd. Dec. 191

72.020. Liability Coverage for RI Directors and Officers

The general secretary shall obtain liability insurance for general officers of RI. *(June 2007 Mtg., Bd. Dec. 226)*

Source: March 1983 Mtg., Bd. Dec. 222

Cross Reference

28.100. Indemnification of RI Directors and Officers

72.030. RI Travel Medical

72.030.1. Travel-Related Insurance Funded by RI
The Board has outlined RI's strategy for travel accident insurance available to RI travelers. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1997 Mtg. Bd. Dec. 191

72.030.2. International Assembly Travel Medical Insurance
RI shall obtain travel medical insurance coverage for those official participants in the International Assembly not otherwise insured by RI, The Rotary Foundation or RIBI. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1996 Mtg., Bd. Dec. 112

72.030.3. Travel Medical Insurance for RI Directors
The general secretary is authorized to obtain travel medical insurance for directors (and their spouses when accompanying them). *(June 1998 Mtg., Bd. Dec. 348)*

Source: May 1991 Mtg., Bd. Dec. 382

72.030.4. Payment of Travel Medical Insurance for Past RI Presidents

RI will provide travel medical insurance coverage for past presidents of RI who are not current Trustees of The Rotary Foundation, similar to coverage provided for directors and incoming directors, when past presidents are traveling on Rotary business at RI expense. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1997 Mtg., Bd. Dec. 402

72.040. RI Meetings and Programs

72.040.1. Special Events Insurance

RI shall purchase a separate Special Events Insurance policy to provide liability coverage for major meetings held by RI. General liability insurance coverage shall be provided for all future convention Host Organizations for their activities and events during the time of the conventions, subject to the terms and conditions of a Special Events insurance policy, under the condition that RI has the opportunity to review and approve all contracts executed by the Host Organizations and that full cooperation will be provided in submitting detailed underwriting information to RI and its carriers. *(June 1998 Mtg., Bd. Dec. 348)*

Source: November 1996 Mtg., Bd. Dec. 163

72.040.2. Insurance for Rotary Institutes

Rotary International provides adequate liability insurance coverage for each institute, under the condition that RI has the opportunity to review and approve all contracts executed by the convener or his delegate, and that full cooperation will be provided in submitting detailed underwriting information to RI and its insurance carriers on a timely basis. *(June 1998 Mtg., Bd. Dec. 348)*

Source: March 1997 Mtg., Bd. Dec. 202

72.050. Club and District Liability Insurance

72.050.1. Maintenance of Liability Insurance

Each club shall maintain liability insurance for its activities as appropriate for its geographic region. *(November 2000 Mtg., Bd. Dec. 178)*

Source: November 2000 Mtg., Bd. Dec. 178

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

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

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

3) Each club covered by this policy will be billed annually an amount sufficient to pay for the insurance coverage and related administrative expenses. The amount billed each club will be based on membership statistics stated in the semiannual club invoices. The general secretary may vary the amount billed to clubs in different areas within these regions based on independent actuarial studies.

4) The general secretary will develop appropriate policies and procedures for implementing and administering the policy, including mechanisms for communicating with clubs and districts regarding their participation. *(January 2015 Mtg., Bd. Dec. 117)*

Source: November 2000 Mtg., Bd. Dec. 178; November 2002 Mtg., Bd. Dec. 178. *Amended by* February 2001 Mtg., Bd. Dec. 282; November 2009 Mtg., Bd. Dec. 99; January 2015 Mtg., Bd. Dec. 117

Cross References

41.010. Travel Insurance for Interactors
41.060.4. Youth Exchange General Liability Insurance
41.060.11 Travel Insurance for Rotary Youth Exchange Students

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