

CHAPTER III – DISTRICTS

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ARTICLE 17. ROTARY DISTRICTS

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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 Board. The purpose of a district is to strengthen and support clubs. Districts are not required to complete a particular service project or program. *(April 2018 Mtg., Bd. Dec. 160)*

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; September 2016 Mtg., Bd. Dec. 74; April 2018 Mtg., Bd. Dec. 160

17.010.2. Authority to Act

Districts are authorized to act only on their own behalf. A district does not have the authority to act, negotiate, or contract on behalf of Rotary International or The Rotary Foundation. *(April 2018 Mtg., Bd. Dec. 160)*

Source: September 2016 Mtg., Bd. Dec. 74;

Amended by April 2018 Mtg., Bd. Dec. 160

17.010.3. Size of the District

Because districts that have a large membership base are more effective than districts with fewer clubs and Rotarians, the Board encourages all districts to strive to have at least 75 clubs and 2,700 members.

Larger districts have:

- A larger pool of qualified Rotarians from which to select governors, assistant governors, and other district leaders
- More resources for carrying out large-scale, sustainable service projects
- Greater potential for raising Rotary's visibility
- Larger and more dynamic district conferences and meetings
- More effective learning events for club and district leaders

(April 2024 Mtg., Bd. Dec. 119)

Source: November 1997 Mtg., Bd. Dec. 173;

Amended by February 1999 Mtg., Bd. Dec. 246; August 1999 Mtg., Bd. Dec. 80; January 2015 Mtg., Bd. Dec. 118; April 2018 Mtg., Bd. Dec. 160; April 2024 Mtg., Bd. Dec. 119

17.010.4. Establishment of Districts Within Zones

At its first meeting of each year, the RI Board establishes Rotary's zones and any needed adjustments to the zone sections, for that year. *(April 2018 Mtg., Bd. Dec. 160)*

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

Amended by April 2018 Mtg., Bd. Dec. 160

17.010.5. Districting

Through districting, the Board redraws district boundaries, either by dividing districts, by realigning clubs within districts, or by consolidating districts.

1. As stated in RI Bylaws section 15.010.1, the Board may change the boundaries of a district with fewer than 20 clubs or 1,100 Rotarians or merge clubs in these districts with adjacent districts, or divide a district with more than 100 clubs or 5,400 Rotarians.
2. All districts are bound by RI Bylaws 15.010. to accept clubs from districts with fewer than 20 clubs or 1,100 Rotarians whose boundaries are redrawn.
3. District governors use the District Reorganization Form, available from the general secretary, to propose districting changes.
4. When districts are consolidated or divided, all of the affected districts' future governors who have already been selected (elected, nominated, or designated) are offered the opportunity to serve in the newly merged or divided district, although some may not serve during their originally selected term.
5. In districts with 1,100 or more Rotarians or fewer than 20 clubs, the governor(s) of the existing district(s) must share the districting proposal with the clubs. Clubs have 30 days from receipt of the proposal to discuss and vote on the proposal. If a majority of clubs in a district with 1,100 or more Rotarians or fewer than 20 clubs reject the proposal it does not move forward. Each districting proposal includes certification that the majority of clubs in the district(s) did not reject the proposal and signatures of the current and future elected governors.
6. The districting committee evaluates districting proposals and sends its recommendation to the Board.

7. The District Reorganization Form asks for:
 - a. The proposal
 - b. Description of the new district boundaries
 - c. Suggestions for the new district numbers. Consolidated or divided districts must have new numbers to ensure the accuracy of Rotary reports and historical archives. The consolidated district may not use the number of either of the merged districts. The Board ultimately assigns new district numbers.
 - d. The desired effective date of the change
 - e. The current and future district leadership plans for the affected districts, including the number of assistant governors and number of clubs assigned to each
8. The general secretary will provide the following data to the districting committee for each districting proposal:
 - a. The affected districts' membership history, based on 1 July invoices for the past five years
 - b. A list of the affected districts' clubs, including their charter date and membership as of their most recent club invoice; the list will highlight the number and percentage of clubs with fewer than 20 members and clubs chartered in the past three years.

(October 2022 Mtg., Bd. Dec. 30)

Source: April 2018 Mtg., Bd. Dec. 150:

Amended by October 2022 Mtg., Bd. Dec. 30

17.010.6. Districting Criteria

The procedures for districting shall be as follows:

1. Districting decisions are based on the official membership of the district as of 1 July or 1 January, whichever is the most recent at the time of the Board meeting.
2. Districting proposals may consider geographical boundaries, potential for district growth, and cultural, economic, language, and other relevant factors
3. New districts should:
 - a. Have at least 60 clubs or 2,100 members
 - b. Have demonstrated potential for growth to at least 75 clubs and 2,700 members within 10 years, based on their five-year membership history
 - c. Have at least 90 percent of its clubs be clubs that were chartered at least three years before the date of the proposal
 - d. Have more than 20 members in at least 80 percent of their clubs
4. For districts that have 1,200 members or fewer:

- The districting committee will request an annual membership development plan from the district and share district consolidation information.
 - The director and the district's governor-elect, governor-nominee, and governor-nominee-designate will receive copies of all correspondence about the district's size and will be asked to work together on increasing membership.
5. Where district boundaries remain the same and the district boundary description changes involve only changes to the names of states, provinces, etc., the general secretary is authorized to approve the changes on behalf of the Board.
 6. The general secretary is authorized to act on behalf of the Board to approve district boundary changes that involve the transfer of up to 10 clubs, or of an area where there is no Rotary club, from one district to another. The current governors of the districts that are involved must agree to the change.

The approved boundary modification will take effect the next 1 July. (*October 2019 Mtg., Bd. Dec. 29*)

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; September 2016 Mtg., Bd. Dec. 28; January 2017 Mtg., Bd. Dec. 130; April 2018 Mtg., Bd. Dec. 160; October 2018 Mtg., Bd. Dec. 63; October 2019 Mtg., Bd. Dec. 29

17.010.7. 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 learning events, 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 by the Districting Committee. In the second year of the districts' additionally-supported status the Districting Committee will recommend to the Board whether to extend or remove 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. (*April 2024 Mtg., Bd. Dec. 119*)

Source: May 2011 Mtg., Bd. Dec. 235;

Amended by January 2012 Mtg., Bd. Dec. 210; January 2015 Mtg., Bd. Dec. 118; April 2019 Mtg., Bd. Dec. 161; April 2024 Mtg., Bd. Dec. 119

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 chair 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;

Amended by 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., Bd. Dec. 14*)

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

Amended by July 2016 Mtg., Bd. Dec. 14

Cross-References

21.010. *Guidelines for Multidistrict Activities, Projects and Organizations*

32.050.1. *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:

1. Common terminology such as “assistant governor,” “district learning facilitator,” “district committees,” and “club leadership plan”
2. Defined responsibilities and duties for assistant governors, district learning facilitators, district committee members, and club leadership
3. District committees that ensure continuity of leadership within the district
4. A clear statement of the duties and responsibilities that the governor cannot delegate

5. 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:

1. emphasize the importance of membership attraction and engagement
2. motivate Rotarians to participate in club and district activities and projects through attendance at specific events
3. encourage participation in the programs of The Rotary Foundation, and financial support of the Foundation through Foundation recognition programs
4. recognize the work of *individual* Rotarians, through personal recognition
5. plan for the future of the district
6. address the long-term development of the clubs in the district through the Club Leadership Plan
7. undertake the duties set forth in section 16.030. of the RI Bylaws

A District Leadership Plan must address the following issues:

1. 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.)
2. How the assistant governors will be trained
3. What committees the district will need
4. Communication procedures between the governor, assistant governors and the district committees
5. How the district will provide for continuity in leadership through the use of assistant governors
6. How the district will provide for continuity within committees as appropriate or necessary
7. Methodology used to appoint and/or remove assistant governors
8. 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:

1. District's strategic plan

2. District appointments that last more than one year
3. District service projects that last more than one year.

(April 2023 Mtg., Bd. Dec. 106)

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; October 2018 Mtg., Bd. Dec. 57; January 2020 Mtg., Bd. Dec. 85.; April 2023 Mtg., Bd. Dec. 106

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 to motivate and support a group of designated clubs to thrive. Duties for assistant governors may include the following:

1. Visit each club regularly to discuss the club activities, resources, and opportunities
2. Support clubs in setting and achieving goals, finding solutions to challenges, resolving conflicts, and meeting their district and RI administrative requirements
3. Serve as a liaison between clubs and district committees
4. Assess clubs' ability to thrive and mentor club leaders on strategies to make their club successful
5. Encourage clubs' involvement in district activities and committees
6. Keep the governor informed on progress of the clubs
7. Stay up to date on Rotary initiatives
8. Share status of clubs with successor
9. In collaboration with the district membership committee and district Rotaract representative, assist in promoting, organizing, establishing, and supporting new and different types of clubs

Minimum criteria in selecting assistant governors include:

1. active member in good standing in a club in the district for at least three years
2. served as president of a club for a full term, or as a charter president for at least six months

Additional criteria in selecting assistant governors should include:

1. knowledge of clubs, district and Rotary including relevant policies and Rotary's online tools
2. demonstrated leadership skills and qualities including, listening, communication, motivation, accessibility, integrity and being proactive
3. regular participation in district events

Assistant governors may be appointed on an annual basis for a one-year term, subject to reappointment for a total of three years.

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

Districts are responsible for determining any financial support provided to assistant governors.

In collaboration with the district membership committee and district Rotaract representative, assist in promoting, organizing, establishing, and supporting new and different types of clubs. (*October 2024 Mtg., Bd. Dec. 52*)

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; October 2018 Mtg., Bd. Dec. 57; January 2020 Mtg., Bd. Dec. 85; October 2024 Mtg., Bd. Dec. 52

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.

The following district committees shall be appointed:

- Finance
- Membership
- Public Image
- Rotary Foundation
- Learning

The following district committees may be appointed:

- Alumni
- Community Service
- Convention Promotion
- District Conference
- Diversity, Equity, and Inclusion
- Interact
- International Service
- Rotaract
- Rotary Friendship Exchange

- Rotary Youth Leadership Awards
- Youth Exchange

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 Rotary or Rotaract club in the district. District governors are strongly encouraged to appoint Rotaractors to every district committee.

Learning and Development Requirements:

District committee chairs shall attend the district team learning seminar prior to serving as chair. Committee members should participate in district learning events as outlined in Sections 20.060. 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.

(October 2024 Mtg., Bd. Dec. 22)

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; June 2017 Mtg., Bd. Dec. 181; October 2018 Mtg., Bd. Dec. 57; April 2019 Mtg., Bd. Dec. 163; October 2019 Mtg., Bd. Dec. 57; April 2020 Mtg., Bd. Dec. 127; June 2021 Mtg., Bd. Dec. 184; April 2023 Mtg., Bd. Dec. 106; January 2024 Mtg. Bd. Dec. 76; April 2024 Mtg., Bd. Dec. 119; October 2024 Mtg., Bd. Dec. 22

17.030.2.1. 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 and Rotaractors 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 approval at a meeting of incoming club presidents.
 - 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.

(April 2020 Mtg., Bd. Dec. 127)

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

Amended by June 2007 Mtg., Bd. Dec. 226; January 2015 Mtg., Bd. Dec. 118; June 2017 Mtg., Bd. Dec. 149;
April 2020 Mtg., Bd. Dec. 127

17.030.2.2. Membership Committee

1. Purpose: Under the direction of the governor, the committee will identify, promote and implement membership strategies that will result in membership development and growth, and the formation and support of new Rotary and Rotaract clubs within the district.
2. Additional Qualifications of Members:
 - a. The chair must have significant knowledge of, commitment to, and experience with membership attraction and engagement activities.
 - b. Preference should be given to Rotarians and Rotaractors who have been successful in inviting new members to join Rotary or Rotaract, implementing membership programs and who are members of clubs that have diversified membership.
 - c. Consideration should be given to those who have served as chairs of club committee(s) related to membership.
 - d. Preference should be given to individuals who have been active and successful in establishing and nurturing new clubs.
3. Duties and Responsibilities:

- a. Assist club membership committee chairs in carrying out their responsibilities of attracting new members and engaging existing members.
 - b. Manage prospective members assigned to the district for follow-up on My Rotary.
 - c. Assist in organizing, establishing and supporting new and different types of clubs, where Rotary is currently not present, as well as in areas where Rotary is already active.
 - d. Communicate committee progress, challenges and opportunities with your Rotary coordinator and district governor on a regular basis.
 - e. Organize prospective member events in the district to help attract new members to existing or new Rotary and Rotaract clubs
4. Appointment and Preparation of Chair: To be effective, the district membership 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 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 following 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. The chair shall attend a learning event conducted by the Rotary coordinator as appropriate.

District Membership Subcommittees

Subcommittees shall be appointed to manage the following membership growth operations:

- Member Attraction
- Member Engagement
- New Club Development

The governor-elect in consultation with the District Membership Chair shall appoint members for the open chair positions of the district membership subcommittees for their year in office. It is recommended that subcommittee chairs serve three-year terms to help ensure continuity.

I. District Membership Attraction Subcommittee Chair and District Membership Attraction Subcommittee

Purpose: The district membership attraction subcommittee chair is responsible for leading the district membership attraction subcommittee. The district membership attraction subcommittee is responsible for building relationships with new prospective members who want to join a Rotary or Rotaract club.

Duties and Responsibilities: The membership attraction subcommittee shall:

1. Work with clubs to leverage flexibility, including club types, formats, and innovative club models to effectively meet the needs of prospective members.
2. Help clubs identify audiences that are not currently engaged with Rotary and work with the district public image committee to reach out to them.
3. Organize prospective member events in the district to help attract new members to Rotary and Rotaract clubs.
4. Assist clubs in identifying and building relationships with community organizations and businesses whose constituents could benefit from club membership.

II. District Membership Engagement Subcommittee Chair and District Membership Engagement Subcommittee

Purpose: The district membership engagement subcommittee chair is responsible for leading the district membership engagement subcommittee. The district membership engagement subcommittee is responsible for recommending and promoting resources and activities that improve the club experience to engage members and participants.

Duties and Responsibilities: The membership engagement subcommittee shall:

1. Work with clubs to leverage flexibility, including club types, formats, and innovative club models to effectively meet their members' needs.
2. Encourage clubs to regularly solicit member feedback on the club experience and operations, and assist clubs in making adjustments based on results.
3. Promote Rotary's programmatic offerings as a way for members to derive additional value out of their membership.
4. Assist clubs in identifying and building relationships with community organizations and businesses that could benefit from engagement with Rotary.

III. District New Club Development Subcommittee Chair and District New Club Development Subcommittee

Purpose: The district new club development subcommittee chair is responsible for leading the district new club development subcommittee. The district new club development subcommittee is responsible for identifying opportunities to develop new clubs and nurture any new clubs formed so they can provide an excellent club experience.

Duties and Responsibilities: The new club development subcommittee shall:

1. Identify opportunities for new clubs, where Rotary is currently not present, as well as in areas where Rotary is already active.

2. Leverage flexibility, including club types, formats, and innovative club models, to effectively meet the needs of the community.
3. Work with the membership attraction subcommittee and district public image committee to find potential charter members for new Rotary and Rotaract clubs.
4. Work with the district learning committee membership engagement subcommittee to provide new clubs with orientation to Rotary and ongoing support to ensure their sustainability.

(April 2025 Mtg., Bd. Dec. 136)

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; June 2017 Mtg., Bd. Dec. 181; October 2019 Mtg., Bd. Dec. 29; October 2018 Mtg., Bd. Dec. 57; January 2020 Mtg. Bd. Dec. 85; April 2020 Mtg., Bd. Dec. 127; June 2020 Mtg., Bd. Dec. 190; April 2024 Mtg., Bd. Dec. 119; April 2025 Mtg., Bd. Dec. 136

17.030.2.3. 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 and Rotaractors 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 and Rotaractors with media, public image or marketing skills.
3. **Duties and Responsibilities:**
 - a. Encourage 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.
 - f. Share RI public image materials with clubs.
 - g. Seek opportunities to speak to individual clubs about the importance of club public image.

4. **Additional Learning Requirements:** In addition to the chair, as many committee members as possible should attend a learning event conducted by the Rotary Public Image Coordinator as appropriate.

(April 2024 Mtg., Bd. Dec. 119)

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

Amended by January 2015 Mtg., Bd. Dec. 118; April 2020 Mtg., Bd. Dec. 127; April 2024 Mtg., Bd. Dec. 119

17.030.2.4. Rotary Foundation Committee

Policy pertaining to the district Rotary Foundation committee is determined by the Trustees of The Rotary Foundation as outlined in Article 25 of the *Rotary Foundation Code of Policies*. *(October 2019 Mtg., Bd. Dec. 29)*

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

Amended by October 2019 Mtg., Bd. Dec. 29

17.030.2.5. Learning Committee

1. **Purpose:** The committee is responsible for supporting the governor and governor-elect in training club and district leaders and overseeing the overall learning plan for the district.
2. **Additional Qualifications of Members:** Preference should be given to Rotarians and Rotaractors with learning and development, education or facilitation experience.
3. **Duties and Responsibilities:**
 - a. Assist the convener, usually the governor or governor-elect, of each learning meeting in the district, including Rotary required learning.
 - b. Under the direction of the meeting's convener, the committee is responsible for one or more of the following aspects:
 - i. Program content (in accordance with board-recommended curricula)
 - ii. Conducting sessions
 - iii. Identification of speakers and other volunteers
 - iv. Preparing Rotary International Learning Facilitators
 - v. Program evaluation
 - vi. Logistics
 - vii. Marketing to target audiences
 - c. If the district is part of a multidistrict PETS, work in accordance with the policies and procedures of that multidistrict PETS.

(October 2023 Mtg., Bd. Dec. 24)

Source: June 2004 Mtg., Bd. Dec. 269;

Amended by January 2015 Mtg., Bd. Dec. 118; September 2017 Mtg., Bd. Dec. 51; October 2019 Mtg., Bd. Dec. 44; April 2020 Mtg., Bd. Dec. 127; April 2023 Mtg., Bd. Dec. 106

17.030.2.6. Alumni Committee

1. Purpose: This committee identifies ways in which clubs and the district can offer meaningful opportunities for alumni to engage with Rotary to support Rotary's fundraising, membership, and service.
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 programs committees (e.g. Interact, Rotaract, RYLA, Rotary Youth Exchange), 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. Lead cross-promotion efforts between programs and promote service opportunities.
 - c. Create awareness of how to work with alumni to maintain their relationship with Rotary.
 - d. Encourage alumni to report their data to RI and work with fellow district chairs to ensure program participants are properly reported to RI.
 - e. Abide by privacy and youth protection policies and local law.
 - f. Support and coordinate alumni events and associations, where appropriate.

(April 2020 Mtg., Bd. Dec. 127)

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

Amended by June 2017 Mtg., Bd. Dec. 181; October 2019 Mtg., Bd. Dec. 29; April 2020 Mtg., Bd. Dec. 127

17.030.2.7. Community Service Committee

1. Purpose: This committee promotes programs, activities, and resources related to community, vocational, and youth service and offers additional support for Rotary, Rotaract and Interact clubs.
2. Additional qualifications: Preference should be given to Rotarians and Rotaractors with experience in planning and implementing local, sustainable service efforts of varied sizes.
3. Duties and Responsibilities:
 - a. help identify new trends, issues or problems within the district that clubs may want to address

- b. 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
- c. encourage and assist club Community Service chairs in carrying out their responsibilities
- d. encourage clubs to organize a Rotary Community Corps (RCC) if appropriate, and encourage district-level RCC meetings to exchange project development ideas
- e. maintain intercommittee communication with other district committees
- f. 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
- g. identify areas for cooperation between club Community Service projects and local non-Rotary service organizations, by sharing information and helping clubs to set goals
- h. 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
- i. organize exhibits of outstanding Community Service projects at district and zone meetings
- j. organize district-wide Community Service activities.
- k. promote resources for service and engagement, inclusive of Rotary Fellowships and Rotary Action Groups.
- l. facilitate district recognition for clubs and/or individuals who advance the principles of Rotary, including vocational service and empowering and engaging young people.

(April 2020 Mtg., Bd. Dec. 127)

Source: June 1990 Mtg., Bd. Dec. 260; June 2017 Mtg., Bd. Dec. 181;

Amended by April 2020 Mtg., Bd. Dec. 127

17.030.2.8. 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 and Rotaractors 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

(April 2020 Mtg., Bd. Dec. 127)

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

Amended by January 2015 Mtg., Bd. Dec. 118; April 2020 Mtg., Bd. Dec. 127

17.030.2.9. 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 and Rotaractors 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:
 - i. new Rotarians and Rotaractors;
 - ii. all members of newly-organized clubs in the district; and
 - iii. 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. Provide relevant, motivational, and informative programs

(April 2020 Mtg., Bd. Dec. 127)

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

Amended by January 2015 Mtg., Bd. Dec. 118; September 2017 Mtg., Bd. Dec. 51; April 2020 Mtg., Bd. Dec. 127

17.030.2.10. District Diversity, Equity, and Inclusion Committee

1. Purpose: The district diversity, equity and inclusion committee should support member, club, and district efforts to grow and diversify our membership and participation and

promote diversity, equity and inclusion practices and policies for members, participants and the community.

2. **Additional Qualifications of Members:** The committee members should reflect the diversity of the district and include members of Rotary and Rotaract clubs and participants. It is preferred that members have one or more of the following qualities:
 - a. Experience leading diversity, equity, and inclusion activities
 - b. Professional diversity, equity, and inclusion experience or education
 - c. Lived diversity, equity, and inclusion experience
3. **Duties and Responsibilities:**
 - a. Provide diversity, equity, and inclusion education in cooperation with the district learning committee.
 - b. Evaluate district policies and guidelines using a diversity, equity and inclusion lens and recommend changes to increase the diversity, equity and inclusion of those policies and guidelines.
 - c. Advise district leadership on creating a welcoming district culture.
4. **Additional Learning Requirements:** The chair and members should complete the diversity, equity and inclusion courses offered by Rotary.
5. **Appointment of Chair:** To be effective, the district diversity, equity and inclusion 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 diversity, equity and inclusion 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 following 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.

(April 2024 Mtg., Bd. Dec. 119)

Source: June 2021 Mtg., Bd. Dec. 184;

Amended by November 2021 Mtg., Bd. Dec. 34; April 2023 Mtg., Bd. Dec. 106; April 2024 Mtg., Bd. Dec. 119

17.030.2.11. Interact Committee

1. **Purpose:** The district Interact committee, composed of Rotarians, Rotaractors, and Interactors, promotes and supports the activities of Interact clubs.
2. **Additional Qualifications of Members:** Preference should be given to those who have club-level experience with Interact, Interact adviser, Interact alumni, and Interact members with leadership potential. Participation of Interactors is contingent upon receiving prior approval from a parent/guardian. Where feasible and practicable there

should be provision for continuity of membership by appointing one or more members for a second term.

3. Duties and Responsibilities:
 - a. Coordinate districtwide activities related to Interact.
 - b. Promote program participation through regular contact with assistant governors and clubs.
 - c. Promote Interact by inviting participants to speak at events and encourage clubs to get involved.
 - d. Support the organization of new Interact clubs.
 - e. Provide support to Interact club advisors, including youth protection.
 - f. Oversee other administrative functions of Interact clubs within the district.
 - g. Liaise with other youth-serving district committees (i.e. RYLA and Youth Exchange) to encourage participation and collaboration in all youth programs and to strengthen youth protection district wide.
4. Appointment of Chair: The district Interact committee chair (a Rotarian or Rotaractor), appointed by the governor, and the district Interact representative (an Interactor), elected by the Interact clubs in the district (as described in section 41.010), should serve as co-chairs of this committee. It is highly recommended that districts use a leadership succession plan, consulting all members of the committee as well as the governor-elect and governor-nominee, to draw from the expertise of experienced committee members and develop leaders within the committee. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from their predecessors.

(February 2022 Mtg., Bd. Dec. 103)

Source: May 1967 Mtg., Bd. Dec. 253; April 2020 Mtg., Bd. Dec. 127; February 2022 Mtg., Bd. Dec. 103

17.030.2.12. International Service Committee

1. *Purpose:* The district International Service committee supports clubs with their international service projects and helps enhance the quality of the district's humanitarian efforts by identifying resources and experts to advise on international service projects and global grants.
2. *Additional Qualifications of Members:* Preference should be given to members who are past district governors, past regional Rotary Foundation coordinators, past assistant regional Rotary Foundation coordinators, and those with experience with international service projects.
3. *Duties and Responsibilities:*
 - a. 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.

- b. 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.
 - c. Collaborate with district Rotaract representatives, Rotary Action Groups, The Rotary Foundation Cadre of Technical Advisers, and other experts interested in assisting with project and global grant applications.
4. *Appointment of Chair:* 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, to serve a term of three years without reappointment limits.

(April 2020 Mtg., Bd. Dec. 127)

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; October 2018 Mtg., Bd. Dec. 34; October 2019 Mtg., Bd. Dec. 57; April 2020 Mtg., Bd. Dec. 127

17.030.2.13. Rotaract Committee

1. **Purpose:** The district Rotaract committee, composed of equal numbers of Rotarians and Rotaractors, supports Rotaract clubs in the district.
2. **Additional Qualifications of Members:** The district Rotaract representative must be a member of this committee. Preference should be given to those who have club-level experience with Rotaract, Rotaract alumni, and Rotaract members with leadership potential. Where feasible and practicable there should be provision for continuity of membership by appointing one or more members for a second term.
3. **Duties and Responsibilities:**
 - a. Collaborate on districtwide activities related to Rotaract including joint activities between Rotary and Rotaract clubs.
 - b. Promote engagement through regular contact with the Rotaract clubs.
 - c. Promote Rotaract by inviting Rotaractors to speak at events, partner on service projects, and attend joint leadership and professional development learning events.
 - d. Support the organization of new Rotaract clubs.
 - e. Provide support to Rotaract club officers and advisors.

- f. Oversee other administrative functions of Rotaract clubs within the district.
- 4. Appointment of Chair: For the District Rotaract Committee, it is recommended that the district Rotaract representative be appointed as the chair.

(October 2024 Mtg., Bd. Dec. 33)

Source: June 2009 Mtg., Bd. Dec. 217;

Amended by October 2019 Mtg., Bd. Dec. 57; April 2020 Mtg., Bd. Dec. 127; April 2024 Mtg., Bd. Dec. 119;
October 2024 Mtg., Bd. Dec. 33

17.030.2.14. Rotary Friendship Exchange Committee

1. Purpose: To promote Rotary Friendship Exchange as an opportunity to increase international understand, cultural immersion, professional development, international service and introduce participants to Rotary.
2. Additional Qualifications of Members: Preference should be given to those with general knowledge of Rotary and a strong enthusiasm for the Rotary Friendship Exchange program, intercultural understanding, professional development, vocational exchange, international service, and cultural immersion. Ability to communicate in English and previous experience working with adult international exchanges should also be regarded as positive attributes.
3. Duties and Responsibilities:
 - a. Coordinate districtwide activities related to Rotary Friendship Exchange.
 - b. Promote program participation.
 - c. Cultivate relationships with other participating districts to encourage exchange opportunities.
 - d. Coordinate reciprocal international exchanges around one of the following themes: cultural, vocational, service.
 - e. Prepare and submit a budget to the governor and the district finance committee for approval to ensure that no personal financial profit is being made from Rotary Friendship Exchange activities.
 - f. Submit a report with exchange summaries to the general secretary after the completion of each exchange.
4. Appointment of Chair: The district governor should appoint an individual with experience participating in international exchange programs for adults to lead the Rotary Friendship Exchange committee. Ideal candidates should have experience in international exchanges both as a participant and as a host.

(April 2020 Mtg., Bd. Dec. 127)

Source: April 2020 Mtg., Bd. Dec. 127

17.030.2.15. Rotary Youth Leadership Awards Committee

1. Purpose: The district Rotary Youth Leadership Awards committee oversees promotes and supports the activities of Rotary Youth Leadership Awards (RYLA) in the district.
2. Additional Qualifications of Members: Preference should be given to those who have general knowledge of Rotary and/or experience with Rotary Youth Leadership Awards, a strong enthusiasm for youth and young adult leadership development, RYLA alumni, and current youth program participants. Participation of minors is contingent upon receiving prior approval from a parent/guardian.
3. Duties and Responsibilities:
 - a. Coordinate districtwide activities related to Rotary Youth Leadership Awards.
 - b. Promote program participation through regular contact with assistant governors and clubs.
 - c. Promote Rotary Youth Leadership Awards by encouraging members to get involved.
 - d. Engage RYLA alumni by asking them to speak at RYLA events, attend club meetings, and participate in Rotary service.
 - e. Cultivate community partnerships and leverage community leaders as speakers, facilitators, or trainers.
 - f. Support RYLAs across the district in upholding Rotary's youth protection policies
4. Appointment of Chair: Governors are strongly encouraged to observe a three-year limitation on the consecutive length of service of the district RYLA chair. Because of the special knowledge and experience that administering youth programs requires, it is highly recommended that districts use a leadership succession plan, consulting all members of the committee as well as the governor-elect and governor-nominee, to draw from the expertise of experienced committee members and develop leaders within the committee. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from their predecessors.

(January 2021 Mtg., Bd. Dec. 84)

Source: April 2020 Mtg., Bd. Dec. 127;

Amended by January 2021 Mtg., Bd. Dec. 84

17.030.2.16. District Youth Exchange Committee

1. Purpose: To promote Youth Exchange as an opportunity for the development of international understanding.
2. Additional Qualifications of Members: Preference should be given to those with general knowledge of Rotary and a strong enthusiasm for the Youth Exchange program. Ability to communicate in English and attendance at a Youth Exchange conference beyond the district level should also be regarded as positive attributes. 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.

3. Duties and Responsibilities:
 - a. Coordinate districtwide activities related to Youth Exchange.
 - b. Promote program participation through regular contact with assistant governors and clubs.
 - c. Promote Youth Exchange by encouraging members to get involved.
 - d. Prepare and submit a budget to the governor and the district finance committee for approval to ensure that no personal financial profit is being made from Youth Exchange activities.
4. Appointment of Chair: Governors are strongly encouraged to observe a three-year limitation on the consecutive length of service of the district Youth Exchange chair. Because of the special knowledge and experience that administering youth programs requires, it is highly recommended that districts use a leadership succession plan, consulting all members of the committee as well as the governor-elect and governor-nominee, to draw from the expertise of experienced committee members and develop leaders within the committee. A minimum experience of three years in a key position on the district Youth Exchange committee is also strongly encouraged for established Youth Exchange program. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from their predecessors.

To be effective, the district Youth Exchange committee must have continuity of leadership; therefore, effective 1 July 2024, the committee chair shall be appointed for no longer than a single 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 maximum three-year term of the district Youth Exchange 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 following 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. The general secretary shall provide district governors-elect with information about this policy annually, and provide guidance to district Youth Exchange committees on how to establish and maintain an effective succession plan.

(November 2021 Mtg., Bd. Dec. 38)

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; April 2020 Mtg., Bd. Dec. 12; November 2021 Mtg., Bd. Dec. 38

- 17.030.3. Additional Committees
- 17.030.3.1. District Rules and Procedures Committee

Rotary International Code of Policies
June 2025

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

17.040. District-Level Elections

17.040.1. Guidelines for District-Level Elections

The governor shall send the current election guidelines found in Rotary Code section 26.060.4., as well as the following list of election guidelines to all clubs at the time of the official call for nominations:

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

(January 2017 Mtg., Bd. Dec. 86)

Source: June 2001 Mtg., Bd. Dec. 325;

Amended by November 2004 Mtg., Bd. Dec. 59; January 2015 Mtg., Bd. Dec. 118; January 2017 Mtg., Bd. Dec. 86

17.040.2. Term Limit for Membership on Nominating Committee for Governor

The terms of reference for district nominating committees should specify that there should be no fewer than three members of the nominating committee and members should serve for no more than three one-year terms when a district has adopted a procedure for selecting members on the nominating committee for governor under RI Bylaws section 12.030.1.

(January 2017 Mtg., Bd. Dec. 86)

Source: September 2016 Mtg., Bd. Dec. 73

Amended by January 2017 Mtg., Bd. Dec. 86

17.040.3. 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

17.040.4. Voting Strength

At least 15 days prior to the voting, the district governor will inform each club how many votes it is entitled to in accordance with the RI Bylaws. This list shall also include new clubs, whose voting strength shall be based on the number of charter members, and clubs reinstated

after generation of the most recent invoice, whose voting strength shall be based on the number of members with which they are reinstated. (*January 2018 Mtg., Bd. Dec. 73*)

Source: July 2010 Mtg., Bd. Dec. 21;

Amended by January 2015 Mtg., Bd. Dec. 118; January 2018 Mtg., Bd. Dec. 73

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

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 Advisor – 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. 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;

Amended by November 2004 Mtg., Bd. Dec. 59; January 2015 Mtg., Bd. Dec. 118

18.020.2. 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

18.020.3. 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

Amended by November 2002 Mtg., Bd. Dec. 55

18.020.4. Minimum Number of Members in Sponsor Clubs

Both Rotary and Rotaract clubs may sponsor a new Rotary club. *(January 2023 Mtg., Bd. Dec. 73)*

Source: November 1997 Mtg., Bd. Dec. 168;

Amended by November 2004 Mtg., Bd. Dec. 59; November 2004 Mtg., Bd. Dec. 62; November 2021 Mtg., Bd. Dec. 58; January 2023 Mtg., Bd. Dec. 73

18.020.5. 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

18.020.6. 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

18.020.7. 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

18.020.8. Falsified Membership List

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

1. withhold admission of the new club;
2. 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;
3. 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 community leaders in businesses, professions and occupations 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.

(October 2019 Mtg., Bd. Dec. 29)

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; October 2019 Mtg., Bd. Dec. 29

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; June 1998 Mtg., Bd. Dec. 348

Cross-References

32.030.1. *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. Learning and Preparation
- 19.050. Vacancies in the Office of Governor or Governor-Elect: Learning Seminars
- 19.060. Past Governors
- 19.070. Relationship Between District Governors and Regional Leaders

19.010. Governor's Specific Duties and Responsibilities

19.010.1. Authority to Act

Governors are authorized to act only as set forth in the RI Constitution and Bylaws and the *Rotary Code of Policies*. Governors may not represent that they have authority to negotiate or contract on behalf of RI and/or The Rotary Foundation. (*September 2016 Mtg., Bd. Dec. 74*)

Source: September 2016 Mtg., Bd. Dec. 74

19.010.2. Governors' Responsibilities to Club-level Learning Events

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

1. Club leaders attend district learning events 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; April 2024 Mtg., Bd. Dec. 119

19.010.3. Governors' Responsibilities to *Rotary* Magazine and Regional Magazines

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 2019 Mtg., Bd. Dec. 80*)

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; October 2018 Mtg., Bd. Dec. 68

- 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

- 19.010.5. **Governors' Responsibilities for Strategic Planning**
Governors will conduct, implement, or review district strategic planning in consultation with the governor-elect and governor-nominee. (*September 2016 Mtg., Bd. Dec. 49*)

Source: September 2016 Mtg., Bd. Dec. 49

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 learning seminar
8. attend learning seminar on 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

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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.

(April 2024 Mtg., Bd. Dec. 119)

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; September 2020 Mtg., Bd. Dec. 23; April 2024 Mtg., Bd. Dec. 119

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:

1. verify that each candidate meets the formal requirements for nomination, in accordance with RI Bylaws sections 16.010. and 16.020.
2. clarify the specific duties of a governor, including the knowledge, experience, time, and fiscal resources required to fulfill them
3. allow an overall summary of each candidate's qualifications and suitability
4. 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, occupational, and professional activities
4. most significant honors or achievements in civic and public service activities.

(October 2019 Mtg., Bd. Dec. 29)

Source: February-March 1987 Mtg., Bd. Dec. 250;

Amended by January 2015 Mtg., Bd. Dec. 118; October 2019 Mtg., Bd. Dec. 29

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. Learning and Preparation

19.040.1. Leadership Learning Cycle

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

1. Governor-nominee learning seminar (GNLS) in conjunction with Rotary institutes
2. Governor-elect learning seminar (GELS) in conjunction with Rotary institutes
3. International Assembly
4. District Team Learning Seminar
5. Presidents-elect training seminar
6. District Training Assembly

(*January 2024 Mtg. Bd. Dec. 76*)

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; September 2017 Mtg., Bd. Dec. 51; October 2018 Mtg., Bd. Dec. 57; January 2020 Mtg. Bd. Dec. 85; January 2024 Mtg., Bd. Dec. 76

19.040.2. Governor-nominee Learning at Rotary Institutes

Rotary institute conveners are requested to provide comprehensive governor-nominee learning seminar to meet the unique needs of the governors-nominee in their zones and to enhance the continuity of leadership within the districts. Such event shall not duplicate the learning event for governors-elect.

Rotary International will subsidize the cost of governor-nominee attending GNLS.

Each convener shall designate one individual (preferably someone who has been a Rotary International Learning Facilitator) who shall oversee governor-nominee learning to be funded by RI.

Rotary institute conveners are requested to hold governor-elect learning seminars and governor-nominee learning seminars on a date early enough in the Rotary year to provide sufficient time for governors-elect and governors-nominee to plan and prepare for their role at the International Assembly. Should a zone note convene an institute in a particular year, the director responsible for that zone must still arrange for governor-nominee learning as outlined below.

Governor-nominee learning should cover

- Governor-nominee responsibilities
- Assessing your district
- Creating a calendar
- Financial management
- Convening learning events and district conference

(April 2024 Mtg., Bd. Dec. 119)

Source: February 2003 Mtg., Bd. Dec. 281;

Amended by November 2007 Mtg., Bd. Dec. 112; January 2015 Mtg., Bd. Dec. 118; September 2016 Mtg., Bd. Dec. 50; June 2017 Mtg., Bd. Dec. 182; January 2020 Mtg., Bd. Dec. 85; April 2023 Mtg., Bd. Dec. 106; May 2023 Mtg., Bd. Dec. 143; January 2024 Mtg. Bd. Dec. 76; April 2024 Mtg., Bd. Dec. 119

19.040.3. Meeting of Governors-nominee and Governors-elect

Governors-nominee and governors-elect should meet jointly to learn about

- Succession planning
- District leadership plan
- Strategic planning;
- Communication

(January 2020 Mtg., Bd. Dec. 85)

Source: June 2017 Mtg., Bd. Dec. 182

19.040.4. 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 learning opportunities as provided by the general secretary. *(April 2024 Mtg., Bd. Dec. 119)*

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

Amended by April 2024 Mtg., Bd. Dec. 119

19.040.5. Zone Level Governor-elect Learning Seminar (GELS)

The Board has adopted a two-day learning 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 learning seminar (GELS).

Conveners will certify to the president-elect that the RI GELS curriculum will be followed to ensure that all governors-elect are given consistent training before attending the International Assembly. Should a zone not convene an institute in a particular year, the director responsible for that zone must still arrange for governor-elect learning as outlined below.

The following topics will be addressed:

1. Role and Responsibilities
2. Membership Development
3. Developing Effective Leaders
4. Public Image (including Branding and Rotary Marks policies)
5. The Rotary Foundation
6. Your Support from Rotary
7. International Assembly Preview

The convener will schedule enough time to ensure appropriate coverage of each subject.

Additionally, each GELS 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.”

Governor-elect learning will not include district organization. (*April 2024 Mtg., Bd. Dec. 119*)

Source: June 1999 Mtg., Bd. Dec. 311; November 1999 Mtg., Bd. Dec. 213; June 2004 Mtg., Bd. Dec. 270; April 2024 Mtg., Bd. Dec. 119

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; June 2017 Mtg., Bd. Dec. 182; June 2017 Mtg., Bd. Dec. 182. **See Also** June 1999 Trustees Mtg., Dec. 204; January 2017 Mtg., Bd. Dec. 86; April 2020 Mtg., Bd. Dec. 127; May 2023 Mtg., Bd. Dec. 143; January 2024 Mtg., Bd. Dec. 76

19.040.6. Governor-elect Mandatory Attendance at GELS

Attendance at the governors-elect learning seminar (GELS) shall be mandatory for governors-elect. Governors-elect are required to attend the GELS for the zone in which they were elected and in which they will serve. The convener may excuse attendance at GELS in

extenuating and mitigating circumstances, with the provision that the governor-elect shall attend alternate learning opportunities as provided by the general secretary. (*January 2024 Mtg. Bd. Dec. 76*)

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; January 2024 Mtg., Bd. Dec. 76

19.040.7. GELS Team

The Rotarians who conduct sessions at the governors-elect learning seminar will be referred to as the GELS team.

The GELS team leader must

1. be a recent Rotary International Learning Facilitator (preferably within the last 3-5 years)
2. coordinate the GELS team members
3. coordinate learning for the GELS team members prior to GELS
4. distribute the GELS materials to the governors-elect, if necessary
5. monitor attendance of governors-elect and report it to RI

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

1. GELS team leader
2. GELS facilitator
3. Regional Rotary Foundation coordinator
4. Rotary coordinator
5. Rotary public image coordinator

The GELS team leader and general facilitator must be appointed by the president for the class of governors being developed, upon recommendation by the convener. Exceptions can be made if there is no recent Rotary International Learning Facilitator for the zone.

1. Conveners may appoint additional team members if necessary. Additional facilitators will not be funded.
2. The selected regional Rotary Foundation coordinator, Rotary coordinator and Rotary public image coordinator shall give informational presentations as assigned by the GELS team leader.
3. All member(s) of the team should have extensive experience facilitating.
4. All GNLS and GELS facilitators shall participate in a Train-the-Trainer session (to include a practice session with feedback) before conducting the live event at GNLS and GELS.

(*April 2024 Mtg., Bd. Dec. 119*)

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; November 2021 Mtg., Bd. Dec. 56; February 2022 Mtg., Bd. Dec. 76; April 2023 Mtg. Bd. Dec. 106; January 2024 Mtg., Bd. Dec. 76; April 2024 Mtg., Bd. Dec. 119

19.040.8. Reimbursement of Expenses for GELS Team Members

The GELS team leader and funded facilitator will be reimbursed for their participation in GELS, for the actual cost of three nights' hotel, three days' meals, GELS registration fees, roundtrip transportation to and from the event, and photocopies of GELS 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. (*April 2024 Mtg., Bd. Dec. 119*)

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; January 2024 Mtg. Bd. Dec. 76; April 2024 Mtg., Bd. Dec. 119

19.040.9. Evaluation of GELS

The general secretary shall communicate learning event expectations effectively to all governors-elect at least 60 days prior to their attendance at GELS. Governors-elect shall complete an evaluation immediately following the meeting. The GELS team shall be asked to complete an evaluation that addresses the success of the session, support from RI, logistical issues, as well as recommendations on how it might be improved in the future. (*April 2024 Mtg., Bd. Dec. 119*)

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; January 2024 Mtg. Bd. Dec. 76; April 2024 Mtg., Bd. Dec. 119

19.040.10. 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

19.040.11. 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

19.040.12. Simultaneous Interpretation at Learning Events

Simultaneous interpretation shall be funded at Governors-elect learning seminars and Governors-nominee learning seminars, as requested by the convener. The general secretary shall budget annually for this purpose. *(January 2024 Mtg., Bd. Dec. 76)*

Source: January 2020 Mtg., Bd. Dec. 112;
Amended by April 2020 Mtg., Bd. Dec. 127; January 2024 Mtg., Bd. Dec. 76

19.040.13. Club and District Flexible Approach

The Board recommends that clubs and districts adopt a flexible approach through use of a blended (the combination of online and in-person) learning.

Those conducting any Rotary learning events should encourage their participants to complete relevant online courses in the Rotary Learning Center to ensure all learners receive consistent messaging and can begin at the same level of basic knowledge;

Key leadership roles, including club presidents, district governors, and district membership chairs, should complete the relevant online courses for their roles. *(April 2024 Mtg., Bd. Dec. 119)*

Source: October 2020 Mtg., Bd. Dec. 52
Amended by November 2020 Mtg., Bd. Dec. 58; April 2024 Mtg., Bd. Dec. 119

19.050. Vacancies in the Office of Governor or Governor-Elect: Learning Seminars

The following policy governs the filling of a vacancy in the office of governor or governor-elect:

- 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

- 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, a make-up session as determined by the general secretary

(April 2024 Mtg., Bd. Dec. 119)

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
April 2024 Mtg., Bd. Dec. 119

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, developing incoming Governors, promoting the convention, and providing direct assistance to weaker clubs. *(April 2024 Mtg., Bd. Dec. 119)*

Source: February 1977 Mtg., Bd. Dec. 262;

Amended by January 2015 Mtg., Bd. Dec. 118; April 2024 Mtg., Bd. Dec. 119

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

19.070. Relationship Between District Governors and Regional Leaders

District governors and their district teams are directly supported by and have the resource of Regional Leaders (Regional Rotary Foundation Coordinators, Rotary Coordinators, Rotary Public Image Coordinators, and Endowment/Major Gifts Advisers and End Polio Now Coordinators) and their assistants to further success in their districts. District leaders partner with regional leaders to support and execute Rotary's strategic plan, align all corporate communications and goals, and deliver quality, individualized team learning opportunities at their events. District governors and their district chairs are encouraged to develop a strong

working relationship with their regional team by exchanging strategies, sharing goals, and planning together to further the success of their district.

Governors and their district teams also connect and interact with their regional leaders by using their experience and knowledge in the districts they serve to:

Support and Strengthen Clubs

- Create new clubs
- Engage current members to continue participating in club activities
- Promote member diversity, club innovation, and flexibility
- Develop strategies to attract new members
- Enhance the value of membership for current members

Focus on and Increase Humanitarian Service

- Continue discussion of polio eradication in a meaningful way
- Grow participation in effective Foundation grants and programs
- Increase giving to the Annual Fund
- Discuss giving a major gift
- Inspire Rotarians to leave a legacy by creating an endowment

Enhance Public Image and Awareness

- Share the approved Rotary brand, positioning, and visual identity
- Spread club awareness and a positive public image in local communities
- Foster effective communication among clubs, potential members, and their communities

(April 2024 Mtg., Bd. Dec. 119)

Source: June 2018 Mtg., Bd. Dec. 172;

Amended by October 2022 Mtg., Bd. Dec. 29; April 2024 Mtg. Bd. Dec. 119

Cross-References

17.030.1. *Assistant Governors*

ARTICLE 20. DISTRICT MEETINGS

- 20.005. Location of 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 Team Learning Seminar
- 20.090. District Vibrant Club Workshop

20.005. Location of District Meetings

District meetings should, when possible, be held within the district boundaries so as to limit costs to participants. (*April 2018 Mtg., Bd. Dec. 135*)

Source: January 2018 Mtg., Bd. Dec. 80
Amended by April 2018 Mtg., Bd. Dec. 135

20.010. District Conference Overview

The purpose of the district conference is to bring together members and community leaders in the district to inspire greater involvement with Rotary, strengthen existing relationships, and to showcase the impact and outreach of Rotary in the world. (*April 2020 Mtg., Bd. Dec. 142*)

Source: June 2010 Mtg., Bd. Dec. 249;
Amended by January 2015 Mtg., Bd. Dec. 118; April 2020 Mtg., Bd. Dec. 142

20.020. District Conference Program

20.020.1. Requirements for the District Conference

The district conference must

1. 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
2. approve the per capita levy, if not approved previously at the district training assembly or district presidents-elect training seminar
3. elect the member of the nominating committee for the RI Board of Directors, as appropriate

4. elect the district's Council representative during the Rotary year two years prior to the Council on Legislation, if the district chooses not to utilize the nominating committee procedure.

(October 2019 Mtg., Bd. Dec. 29)

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; September 2016 Mtg., Bd. Dec. 28; October 2019 Mtg., Bd. Dec. 29

20.020.2. Role and Responsibilities of the Governor

To achieve a successful district conference the governor will

1. be responsible for the planning, organizing and conducting of the conference
2. develop a comprehensive and well-balanced program within the Board-recommended guidelines
3. ensure maximum representation from every club in the district by involving them in conference programs and activities
4. 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
5. invite representatives of the local community to participate in the program
6. make a special effort to have the entire membership of all newly organized clubs attend the conference

If a president's representative is assigned, the district governor will also

1. contact president's representative in advance of conference to discuss the background, strengths and challenges of the district
2. ensure that hospitality and courtesy appropriate to the RI president is given to the president's representative and his/her partner and fully engage the participation of both individuals throughout the conference program
3. engage the president's representative and partner, in local projects, club activities, and fundraising efforts that may coincide during the time they are in the district, if possible
4. appoint an aide to the president's representative
5. as instructed, provide candid, confidential feedback on the effectiveness and engagement of the president's representative and partner in a timely manner following the conclusion of the conference

(June 2021 Mtg., Bd. Dec. 178)

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; October 2019 Mtg., Bd. Dec. 44.
See Also March 1992 Mtg., Bd. Dec. 215; June 2021 Mtg., Bd. Dec. 178

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, relevant language abilities, the expertise of the individual in specific areas where the district requires additional support, 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. President's representatives shall not be appointed to more than one conference per Rotary year unless the appointments serve a legitimate business purpose and are authorized as an exception by the president, for report to the Executive Committee at their next meeting. (*January 2023 Mtg., Bd. Dec. 68*)

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; April 2019 Mtg., Bd. Dec. 140; June 2021 Mtg., Bd. Dec. 178; January 2023 Mtg., Bd. Dec. 68

20.030.2. Role of the President's Representative at Conference

In representing the RI president and partner, the president's representative shall

1. communicate with host districts in advance of conference to learn about district background, strengths, and challenges
2. complete all required learning in advance of the conference, including but not limited to all modules assigned to representatives in the Learning Center
3. review all background information and data about the host district provided and available prior to arrival at the district
4. meet personally, and engage with, as many Rotarians and partners as possible before, during and after during the conference
5. inspire and motivate district conference participants through formal presentations and participation in all aspects of the conference
6. stress the importance of membership attraction, retention and engagement
7. promote the programs and development of The Rotary Foundation
8. attend all scheduled district conference meetings
9. as organized by the district, participate in local projects, club activities, and fundraising efforts that may coincide with the conference
10. refrain from involvement in district disputes

(May 2024 Mtg., Bd. Dec. 171)

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; October 2019 Mtg., Bd. Dec. 44; June 2021 Mtg., Bd. Dec. 178; April 2024 Mtg., Bd. Dec. 119; May 2024 Mtg., Bd. Dec. 171

20.030.3. The Role of President's Representatives' Partners

The partners of president's representatives are invited to join the president's representatives on their assignments, but their attendance is not required. In representing the RI president and partner, the president's representative's partner shall:

1. Promote the ideals and programs of Rotary
2. complete any required learning in advance of the conference
3. meet personally, and engage with, as many Rotarians and partners as possible before, during and after during the conference
4. inspire and motivate district conference participants during the activities of the conference, including attendance at partners' meetings, social gatherings, and plenary sessions as organized by the district

(April 2024 Mtg., Bd. Dec. 119)

Source: November 1999 Mtg., Bd. Dec. 207;

Amended by February 2003 Mtg., Bd. Dec. 275; October 2019 Mtg., Bd. Dec. 44; June 2021 Mtg., Bd. Dec. 178; April 2024 Mtg., Bd. Dec. 119

20.030.4. President's Representative Feedback

The president's representative shall provide candid feedback on the assignment promptly following the conference as instructed by the office of the president. *(June 2021 Mtg., Bd. Dec. 178)*

Source: February-March 1983 Mtg., Bd. Dec. 240; July 1991 Mtg., Bd. Dec. 47; June 2021 Mtg., Bd. Dec. 178

20.030.5. Expenses of President's Representative

Rotary International will pay eligible travel expenses of the president's representative and partner to a district conference that are directly tied to the assignment and would not have been incurred otherwise. Eligible program expenses are limited to transportation expenses to and from the conference (including ground transportation expenses to and from the airport), visa fees, forced overnight hotel expenses, and airline baggage fees. All other expenses, including meal expenses while traveling, will be at no cost to Rotary International. The district conference shall assume the hotel and other conference expenses of the president's representative and partner during their attendance at the conference.

RI will not fund the expenses of a president's representative to a district conference where the average conference attendance in the previous three years was less than 200 or when the scheduled conference program is not more than one day. *(October 2024 Mtg., Bd. Dec. 35)*

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; April 2019 Mtg., Bd. Dec. 140; October 2019 Mtg., Bd. Dec. 35; October 2019 Mtg., Bd. Dec. 44; October 2024 Mtg., Bd. Dec. 35

20.040. 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: February 1980 Mtg., Bd. Dec. 275

Amended by May 2011 Mtg., Bd. Dec. 182

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;

Amended by 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;

Amended by 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 learning event:

- RI message
- Roles and responsibilities
- Policies and procedures
- Selecting and developing 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 learning event 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 what they receive at PETS.)

(October 2024 Mtg., Bd. Dec. 22)

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; April 2024 Mtg., Bd. Dec. 119; October 2024 Mtg., Bd. Dec. 22

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 learning facilitator 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. *(April 2023 Mtg., Bd. Dec. 106)*

Source: November 1999 Mtg., Bd. Dec. 218;
Amended by June 2013 Mtg., Bd. Dec. 196

20.060.6. Attendance at District Training Assembly

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.

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 message
- 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

(October 2024 Mtg., Bd. Dec. 22)

Source: November 1999 Mtg., Bd. Dec. 218;

Amended by November 2005 Mtg., Bd. Dec. 104; January 2015 Mtg., Bd. Dec. 118; October 2024 Mtg., Bd. Dec. 22

20.070.3. Participants

All club presidents-elect in the district shall attend the PETS as required by Article 11, Section 5 of the Standard Rotary Club Constitution. Other participants should include the governor-elect, assistant governors, and the district learning facilitator.

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 learning facilitator shall work with the governor-elect in developing learning materials and conducting the sessions for the PETS Seminar Leadership Team. *(April 2023 Mtg., Bd. Dec. 106)*

Source: July 1997 Mtg., Bd. Dec. 59;

Amended by November 1999 Mtg., Bd. Dec. 218; November 2004 Mtg., Bd. Dec. 58; April 2023 Mtg., Bd. Dec. 106

20.070.4. PETS Leaders

The governor-elect is responsible for the PETS. The district learning facilitator 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. *(April 2023 Mtg., Bd. Dec. 106)*

Source: November 1999 Mtg., Bd. Dec. 218; November 2001 Mtg., Bd. Dec. 43; January 2015 Mtg., Bd. Dec. 118; April 2023 Mtg., Bd. Dec. 106

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.

Districts are encouraged to conduct learning events of Rotaract club presidents-elect in conjunction with presidents-elect training seminars (PETS) and club officer learning events where appropriate. (*April 2024 Mtg., Bd. Dec. 119*)

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; January 2018 Mtg., Bd. Dec. 103; April 2024 Mtg., Bd. Dec. 119

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.

1. 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.

2. Administration

The governors-elect are responsible for developing and approving the final program and selecting the Rotary International Learning Facilitator and plenary speakers. The district learning facilitator, or a designee selected or approved by the governor-elect, is responsible for planning and conducting 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.

3. 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.

4. 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 2024 Mtg. Bd. Dec. 76)

Source: July 1997 Mtg., Bd. Dec. 59; **Affirmed by** November 2002 Mtg., Bd. Dec. 142

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.; April 2023 Mtg., Bd. Dec. 106; January 2024 Mtg. Bd. Dec. 76

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; June 1998 Mtg. Bd. Dec. 348

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 Committees

20.080. District Team Learning Seminar

20.080.1. District Team Learning Seminar Purpose

The purpose of the district team learning 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.

(January 2024 Mtg., Bd. Dec. 76)

Source: November 2005 Mtg., Bd. Dec. 104

Amended by January 2024 Mtg., Bd. Dec. 76

20.080.2. District Team Learning Seminar Participants

Participants in the District Team Learning Seminar shall include those appointed by the governor-elect to serve as assistant governors, and as district committee chairs and members, including the district Rotaract representative, in the next Rotary year. *(January 2024 Mtg. Bd. Dec. 76)*

Source: November 1999 Mtg., Bd. Dec. 218;

Amended by January 2018 Mtg., Bd. Dec. 103; October 2019 Mtg., Bd. Dec. 57; January 2024 Mtg. Bd. Dec. 76

20.080.3. District Team Learning Seminar Components

To achieve the stated purpose of the program, the following components will be included in the district team Learning seminar:

- RI message
- 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

(October 2024 Mtg., Bd. Dec. 22)

Source: November 1999 Mtg., Bd. Dec. 218;

Amended by November 2005 Mtg., Bd. Dec. 104; January 2015 Mtg., Bd. Dec. 118; January 2024 Mtg. Bd. Dec. 76; October 2024 Mtg., Bd. Dec. 22

20.080.4. District Team Learning Seminar Time Frame

One full-day District Team Learning Seminar should be held following the International Assembly and before PETS. *(January 2024 Mtg. Bd. Dec. 76)*

Source: November 1999 Mtg., Bd. Dec. 218;

Amended by November 2007 Mtg., Bd. Dec. 113; January 2015 Mtg., Bd. Dec. 118; January 2024 Mtg. Bd. Dec. 76

20.080.5. District Team Learning Seminar Leaders

The governor-elect is responsible for the overall program of the District Team Learning Seminar. The district learning facilitator is responsible for planning and conducting the Seminar. The Seminar leadership team shall include qualified past governors. *(January 2024 Mtg., Bd. Dec. 76)*

Source: November 1999 Mtg., Bd. Dec. 218;

Amended by November 2004 Mtg., Bd. Dec. 59; April 2023 Mtg. Bd. Dec. 106; January 2024 Mtg. Bd. Dec. 76

20.090. District Vibrant Club Workshop

20.090.1. District Vibrant Club Workshop Purpose

The purpose of the district Vibrant Club Workshop is to inspire Rotarians to support and engage in activities that are in line with Rotary's Strategic Plan. (*January 2020 Mtg., Bd. Dec. 85*)

Source: November 2005 Mtg., Bd. Dec. 104;

Amended by October 2018 Mtg., Bd. Dec. 57; January 2020 Mtg., Bd. Dec. 85

20.090.2. District Vibrant Club Workshop Participants

Participants in the District Vibrant Club Workshop shall include club leaders and all interested Rotarians. (*January 2020 Mtg., Bd. Dec. 85*)

Source: July 2002 Mtg., Bd. Dec. 26;

Amended by October 2018 Mtg., Bd. Dec. 57; January 2020 Mtg., Bd. Dec. 85

20.090.3. District Vibrant Club Workshop Components

To achieve the stated purpose of the program, the district Vibrant Club Workshop will include topics relevant to Rotary's current Strategic Plan including membership, public image, and The Rotary Foundation. (*January 2020 Mtg., Bd. Dec. 85*)

Source: July 2002 Mtg., Bd. Dec. 26;

Amended by October 2018 Mtg., Bd. Dec. 57; January 2020 Mtg., Bd. Dec. 85

20.090.4. District Vibrant Club Workshop Time Frame

One half-day District Vibrant Club Workshop should be held annually. (*January 2020 Mtg., Bd. Dec. 85*)

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; October 2018 Mtg., Bd. Dec. 57; January 2020 Mtg., Bd. Dec. 85

20.090.5. District Vibrant Club Workshop Leaders

The governor is responsible for the overall program. The district learning facilitator is responsible for planning and conducting the seminar in consultation with the district membership committee chair, district public image committee chair, and district Rotary Foundation committee chair. Districts are encouraged to seek input from the Regional Rotary Foundation Coordinator, Rotary Coordinator, Rotary Public Image Coordinator, and Endowment/Major Gifts Adviser. (*April 2023 Mtg., Bd. Dec. 106*)

Source: July 2002 Mtg., Bd. Dec. 26;

Amended by November 2002 Mtg., Bd. Dec. 55; October 2018 Mtg., Bd. Dec. 57; January 2020 Mtg., Bd. Dec. 85; April 2023 Mtg., Bd. Dec. 106

ARTICLE 21. MULTIDISTRICT ACTIVITIES

- 21.010.** Guidelines for Multidistrict Activities, Projects, and Organizations
21.020. Intercountry Committees

21.010. Guidelines for Multidistrict Activities, Projects, and Organizations

Service activities, projects and organizations involving clubs in two or more districts are encouraged, subject to the following:

Multidistrict activities, projects and organizations:

- 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
- 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.
- 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 34.040.7., point 9 for a further definition of “full control of a Rotary Entity.”)
- 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
- shall adhere to all applicable RI policies, including RI’s circularization policy and policies for use of the Rotary Marks.
- 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.

This policy does not include projects involving cooperation between districts partnering for an international service project.

Multidistrict PETS organizations are exempt from these Multidistrict Guidelines. Rather, they are to be governed by the Multidistrict PETS Guidelines.

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.

Local approval of a multidistrict activity, project or organization in no way implies legal, financial or other obligation or responsibility on the part of RI. A multidistrict organization may not act on behalf of RI, or represent or imply that it has authority to act on behalf of RI. A multidistrict organization is not an agency of RI. Multidistrict organizations must be self-sustaining financially, administratively, and otherwise.

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. *(October 2022 Mtg., Bd. Dec. 30)*

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; September 2016 Mtg., Bd. Dec. 74; January 2017 Mtg., Bd. Dec. 87; January 2019 Mtg., Bd. Dec. 80.

See Also May-June 1988 Mtg., Bd. Dec. 356; October 2022 Mtg., Bd. Dec. 30)

Cross-References

11.010.2. Multidistrict Activities – Approval to Solicit Cooperation

20.070.6. Multidistrict PETS Guidelines

34.040.7. Requests for Exception to Guidelines for Use of “Rotary” Name

21.020. Intercountry Committees

Intercountry committees promote relationships between two or more international districts or two or more countries to increase fellowship and intercultural understanding among the people of various nations, foster stronger ties between members, clubs, and districts from different countries, and establish networks across borders, continents, and oceans.

While only districts may form and join intercountry committees, individual Rotarians, their partners, Rotaractors, and Rotary and Rotaract clubs may participate in their activities. *(October 2019 Mtg., Bd. Dec. 45)*

Source: June 2007 Mtg., Bd. Dec. 281;

Amended by October 2019 Mtg., Bd. Dec. 45

21.020.1. Activities of Intercountry Committees

Recommended activities for Intercountry Committee participants include but are not limited to: visiting each other's countries and homes, strengthening friendships and projects so formed by encouraging clubs and districts to connect with clubs and districts in other countries, and contributing to world peace.

Intercountry Committees may also:

- exchange best practices for sponsoring new clubs
- develop a twin club relationship between clubs in participating countries
- conduct Friendship Exchanges between the two countries
- initiate or carry out International Service projects
- initiate or carry out Vocational Service projects

(October 2024 Mtg., Bd. Dec. 22)

Source: June 2007 Mtg., Bd. Dec. 281;

Amended by September 2011 Mtg., Bd. Dec. 34; October 2019 Mtg., Bd. Dec. 45; October 2024 Mtg., Bd. Dec. 22

21.020.2. Establishing an Intercountry Committee

Intercountry Committees can be national or sub-national relationships between two countries. National intercountry committees require the consensus of all districts in a country. Sub-national intercountry committees require the consensus of all districts participating in the relationship. An established Intercountry Committee shall inform the Executive Council of its formation.

1. Establishing a national Intercountry Committee

To form an Intercountry Committee between two or more countries, approval from all of the countries' district governors must be obtained. District governors from a given country who wish to delegate decision-making authority for establishing new national Intercountry Committees may do so with unanimous consent of all district governors in the country.

Interested Rotarians in each country should form a planning committee to establish an Intercountry Committee. The responsibilities of the planning committee include obtaining approval to organize an Intercountry Committee from each district's governor, electing an Intercountry Committee chair to lead the relationship, identifying potential projects, and activities for the ICC participants to undertake, and organizing a planning meeting. The name of an intercountry committee shall be taken from the names of the participating countries. (Refer to the Brand Center for guidance on using a geographic identifier as part of the Intercountry Committee's name or branding.) Should a district decide to leave the relationship, the relationship shall evolve into a subnational Intercountry Committee.

2. Establishing a subnational Intercountry Committee

To form a subnational Intercountry Committee between two or more districts, approval from all of the district governors must be obtained.

Interested Rotarians in each district should form a planning committee to establish a district-level Intercountry Committee. The responsibilities of the planning committee include obtaining approval to organize a subnational Intercountry Committee from each participating district governor, electing an Intercountry Committee chair to lead the relationship, inviting club presidents from each district to participate, identifying potential projects and activities for ICC participants to undertake, and organizing a planning meeting. The name of a subnational Intercountry Committee shall be taken from the names of the participating districts. (Refer to the Brand Center for guidance on using a geographic identifier as part of the Intercountry Committee's name or branding.) Should a district decide to leave the relationship, the name of the ICC shall be updated to reflect the remaining participants.

(June 2022 Mtg., Bd. Dec. 159)

Source: June 1994 Mtg., Bd. Dec. 248;

Amended by June 2007 Mtg., Bd. Dec. 281; October 2019 Mtg., Bd. Dec. 45; June 2022 Mtg., Bd. Dec. 159

21.020.3. Governance

An Intercountry Committee is led by an Intercountry Committee chair, elected from participating districts for a three-year term. Intercountry Committees must abide by the rules governing organizations in their country and shall have officers including a chair, secretary, and treasurer. The chair should serve for three years while the other leaders should rotate on an annual basis. *(October 2019 Mtg., Bd. Dec. 45)*

Source: June 2007 Mtg., Bd. Dec. 281;

Amended by May 2015 Mtg., Bd. Dec. 178; October 2019 Mtg., Bd. Dec. 45

21.020.4. Relationships with District

Intercountry Committees are encouraged to collaborate with the district governors of participating districts as well as their district international service committees, if one is appointed.

Intercountry committee chairs may contact district governors, district governors-elect, and district international service committee chairs in their country regarding the formation of a new ICC or to annually invite participation in an existing ICC relationship. *(September 2020 Mtg., Bd. Dec. 36)*

Source: June 2007 Mtg., Bd. Dec. 281;

Amended by October 2019 Mtg., Bd. Dec. 45; September 2020 Mtg., Bd. Dec. 36

21.020.5. ICC Executive Council

The ICC Executive Council is a resource for districts and countries wishing to form a new Intercountry Committee. The Executive Council collects and shares best practices for forming Intercountry Committees and subsequent projects and activities. The Executive Council maintains a list of Intercountry Committee Chairs and active Intercountry Committees, made available through its website.

The Executive Council is led by a president, secretary and treasurer, elected by reported Intercountry Committee chairs. The president of the executive council serves a three-year term, acts as the liaison between intercountry committees and Rotary International and submits an annual report to RI in July each year. The annual report shall include contact information for Intercountry Committee chairs, a list of Intercountry Committee relationships, and a summary of major projects and activities. Failure to submit an annual report by 1 August will result in termination of the president's term and will require the Executive Council members to elect a new president. The Executive Council may collect modest optional fees from established ICCs to cover website expenses. The Executive Council may not create additional governance or leadership positions for individual Intercountry Committees, nor does it have authority to approve or decline the formation of new ICCs. *(October 2019 Mtg., Bd. Dec. 45)*

Source: June 2007 Mtg., Bd. Dec. 281;
Amended by October 2019 Mtg., Bd. Dec. 45

21.020.6. Relationship with Rotary International

Establishing an Intercountry Committee in no way implies legal, financial or other obligation or responsibility on the part of RI, or any district or club. An Intercountry Committee may not act on behalf of RI, or represent or imply that it has authority to act on behalf of RI. An Intercountry Committee is not an agency of RI. Intercountry Committees

must be self-sustaining financially, administratively, and otherwise. Intercountry Committees may not exist or function in any country in violation of the laws of such country. *(October 2019 Mtg., Bd. Dec. 45)*

Source: January 1938 Mtg., Bd. Dec. 105;
Amended by October 2019 Mtg., Bd. Dec. 45

21.020.7. Finances

Intercountry Committees shall function without financial support from Rotary International. Modest optional fees may be collected from participating districts to cover operating costs of an Intercountry Committee. The fees may be used for administrative purposes or to support humanitarian projects and cannot be used to offset travel or other expenses incurred by an individual as a result of participating in activities organized by an Intercountry Committee or the Executive Council. If an Intercountry Committee or the Executive Council elects to collect fees, the Intercountry Committee's leadership or Executive Council's leadership shall prepare a budget of estimated income and estimated expenditures for the year at the beginning of each fiscal year. All bills shall be paid by the treasurer, or other

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authorized officer, only after approval by two other officers. An annual financial review by a qualified person shall be made of all the Intercountry Committee's and Executive Council's financial transactions and be shared with all participating districts. (*October 2019 Mtg., Bd. Dec. 45*)

Source: June 2007 Mtg., Bd. Dec. 281;

Amended by October 2019 Mtg., Bd. Dec. 45
