

District 6780

Rules of Procedure

1. SELECTION OF DISTRICT GOVERNOR-NOMINEE

1.1 Time of Selection. The district shall select a nominee for governor not later than January of the year which precedes the year in which the nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly. A nominee so elected shall serve a one-year term as governor-elect and assume office on July 1 in the calendar year following election.

1.2 Composition of Nominating Committee. The nominating committee shall consist of five members who possess all the following qualifications:

- Have completed term as a governor of this district by the time the member is to serve on the committee.
- Be an active member of a club in this district at the time of election and throughout service on the committee.
- Not have served more than two consecutive terms on the nominating committee. After the lapse of one year, the Rotarian is eligible again for membership. Membership on the committee by an elected member for any part of the Rotary year whether or not completing the year or attending meeting(s) shall be considered to "have served". An alternate is not considered to "have served" unless the alternate attends a committee meeting in place of a principal.

1.3 Election of members of the Nominating Committee. The nominating committee shall be elected at the district conference which occurs immediately prior to the Rotary year in which the committee is to serve. Voting shall be by electors using a written ballot prepared by the district election committee, one ballot to each qualified elector present and voting. The ballot shall contain the names of all Rotarians meeting the qualifications for the nominating committee unless an eligible Rotarian shall have notified the election committee in writing that consideration is not desired. Each elector will be allowed to vote for five candidates and the five receiving the highest number of votes shall constitute the nominating committee. In the event that the five highest candidates cannot be determined due to ties, selection will be made by giving preference to the tied candidates or candidate who's last nominating committee service has been the most distant. If this action does not break the tie, additional ballots limited to the tied candidates shall be taken until the tie or ties have been broken.

1.4 Alternate Members of Nominating Committee. The nominating committee candidates receiving the sixth, seventh, eighth, etc., highest number of votes shall become the first, second, third, etc., alternates and will take places on the nominating committee in the event of death, resignation, subsequent ineligibility or inability to serve on the part of a principal.

1.5 Lack of Eligible Candidates for Nominating Committee. In the event there are insufficient persons possessing the eligibility specified in Section 1.2 and able and willing to serve before or after the prescribed election, the district governor shall be empowered to appoint one or more past club presidents to the committee provided that, other than not being a past district governor, they possess all other qualifications for membership on the committee and provided that there may not be more than one past president from the same club serving at the same time.

1.6 Committee Selection of District Governor-Nominee. As specified in the Bylaws of Rotary International, the nominating committee shall be charged with the duty to seek out and propose the best available candidate for district governor-nominee. The governor shall invite the clubs to submit their suggestions for nominations for governor. Such suggestions shall be considered by the nominating committee so long as they reach the committee by the date established and announced by the governor. Such announcement shall be made to the clubs in the district at least two months before such suggestions must reach the nominating committee. The announcement shall include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The resolution shall be certified by the club secretary. A club may only suggest one of its own members as a candidate for governor-nominee. Clubs shall be invited to submit suggestions to

the committee of candidates for district governor-nominee by submitting the form "Suggestions to Nominating Committee for District Governor." This form also carries a certification which must be completed by the suggested candidate. After reviewing the forms of each candidate, the committee shall interview the proposed candidate(s) and spouse(s), if feasible. In making its selection, the nominating committee for District Governor-nominee shall not be limited in its selection to those names submitted by clubs. The committee shall make a selection and inform the district governor at least 60 days prior to the date set for the district conference. The district governor shall announce the selection as soon as practical thereafter and set the deadline for any club nomination provided, however, that if no qualified candidate was suggested to the nominating committee other than the person selected by the nominating committee, then the governor shall declare the selection of the nominating committee to be governor-nominee.

1.7 Challenging Candidates As specified in the Bylaws of Rotary International, any club in the district may also propose a challenging candidate for governor-nominee. The challenging candidate must have been duly suggested to the nominating committee. The name of the challenging candidate shall be submitted pursuant to a resolution by the club adopted at a regular meeting. The club must file the resolution with the governor by the date determined by the governor. Such date shall be at least two weeks after publication of the announcement of the selection for governor-nominee by the nominating committee. The governor shall declare the candidate of the district nominating committee to be the governor-nominee where no such challenging nomination has been received by the established date. Such declaration shall be made to all clubs in the district within 15 days of the deadline. If one or more nominations are received from clubs, and prescribed and validated by the procedures in 13.020.9 of the R.I Bylaws including Concurrence of Challenge by 10% of the clubs in the district, election will occur at the district conference in accordance with the provisions of the Bylaws of Rotary International.

1.8 Activities in Support of Candidates for Membership on the Nominating Committee. The election of members of the nominating committee should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. Activities in support of a candidate for membership on the nominating committee should be consistent with the important and serious function of the committee and should not, by implication or otherwise, commit the candidate with respect to individuals to be considered for district governor-nominee. No literature supporting a candidate for nomination committee should be published or distributed.

1.9 Committee Procedures. The district governor shall appoint the chair of the nominating committee. A quorum for all meetings shall be four members. The transaction of all business shall be by majority vote except that in the selection of the committee's nominee for district governor, the votes of at least four members of the committee shall be cast in favor of such nominee.

2. DISTRICT ORGANIZATION

2.1 General. The district governor is the officer of Rotary International functioning in the district. The governor is assisted by other Rotarians in the district, some of whom have duties prescribed by the district to carry out district-instituted activities and others to whom the governor may assign responsibilities or seek advice as the governor sees fit. Neither the district governor, the district governor-elect nor the district governor-nominee shall obligate or commit the clubs in the district to participate in any activities outside the district without first obtaining a positive recommendation from the college of governors. Excluded from this provision are established Rotary International and district programs such as, but not limited to, the Rotary Foundation and the Bomar Interact Foundation. District-generated funds shall not be used in support of non-Rotary activities or organizations.

2.2 College of Governors. Unless one asks to be excused, every past governor who is an active member of a club in the district shall be a member of the college of governors. The college represents a collection of distinguished Rotarians of vast experience who continue their availability

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for service, as required, either collectively or individually. The college and its members have no standing duties (except as may be prescribed elsewhere in these rules (see 2.1, 2.9) but await a call from the governor.

2.3 District Officers. The officers of the district are the district governor, the district secretary and the district treasurer.

2.4 District Governor-Elect and District Governor-Nominee. The district governor-elect shall be assigned the area of responsibility of programs. The district governor-nominee shall be assigned the responsibility of operations.

2.5 District Secretary

2.5.1 Duties. The district secretary:

- a. Serves as custodian of district-owned Rotary decorations, badges and other property.
- b. Orders pin for the outgoing governor and delivers to the immediate past governor for formal presentation to the outgoing governor. (See 3.3.c)
- c. Obtains attendance awards. (See 6.4 and 6.52)
- d. Computes conference attendance points and determines winners. (See 6.5)
- e. Reminds and assists the immediate past governor, or personal friend of the outgoing governor, in the matter of procuring a suitable gift for the outgoing governor. (See 3.3.c)
- f. Assists and advises the credentials committee (See 2.8.6)
- g. Assists and advises the election committee in preparation of election ballots. (See 2.8.5)
- h. Records the proceedings of finance committee meetings and meetings of the college of governors.
- i. Performs duties of secretary of the Bomar Interact Foundation. (See 11)
- j. Obtains appropriate and timely memorials as defined in Section 3.12.
- k. Ensures that contact information for club presidents and club secretaries is reported to Rotary International.
- l. Confirms that all dues have been paid to Rotary International and District 6780.
- m. Confirms that club monthly attendance reports are received by the 15th day of each month.
- n. Serves as Conference Secretary subject to 2.8.2.

2.5.2 Appointment and Term of Office. The district secretary is appointed by the district governor for a term to coincide with that of the governor.

2.6 District Treasurer. An active Rotarian shall be appointed by the district governor to serve as district treasurer for a term to coincide with that of the governor.

2.6.1 Duties. The district treasurer has custody of the district general fund. The district treasurer shall also serve as treasurer of the Bomar Interact Foundation. It is the responsibility of the district treasurer to see that Internal Revenue Form 990 is completed and filed on or before November 1 of each year.

2.7 Assistant Governor.

2.7.1 General Overview. Assistant governors are district appointees selected by the district governor who are responsible for assisting the district governor in the execution of certain tasks and duties; for acting as liaison between clubs and the district governor; for interacting with other assistant governors, committee members and other district leaders and for helping promote Rotary and Rotary Foundation activities and programs within the district. Each assistant governor covers from three to eight clubs. The assistant governor is the official representative of the district governor and shall perform duties as specified in Section 2.6.3. The assistant governor shall not perform any of the duties of the governor's office for which the governor is expected to be personally responsible. The assistant governors should be selected by January 1. Appointments are for terms coinciding with that of the Governor. (Reference Guidelines for the District Leadership Plan and Assistant Governor's Training Manual, 244EN)

2.7.2. Minimum Qualification for Selection.

- a. Must not be a past governor nor have already served three (3) terms as an assistant governor.
- b. Must be a member in good standing of a local club in the district for at least three years.
- c. Must have completed one (1) full term as club president before selection.
- d. Must be a graduate of or enrolled in the district leadership academy to the extent feasible.
- e. Must complete assistant governor training.
- f. Must attend PETS, the district assembly and the district conference immediately preceding the start of the Rotary year when he/she will serve as assistant governor.
- g. Must be willing and have the ability and time to accept responsibilities of assistant governor.
- h. Must have demonstrated outstanding performance at the club and/or district level.
- i. Must have potential for future leadership in the district.

2.7.3 Specific Duties.

- a. Meets with and assists the incoming club presidents in his/her assigned area before the beginning of the Rotary year to discuss club goals and to review the "Summary of Club Plans and Objectives." This should be completed prior to July 1 with a copy of the assigned club's "Summary of Club's Plans and Objectives" sent to the district governor.
- b. Reports to the district governor immediately after each club visit with a written report.
- c. Reviews club budgets, focusing on timely budget preparation and specific allocations for proposed service projects each club's performance with respect to service projects in each avenue of service. Each club's plans and performance in supporting The Rotary Foundation.
- d. Updates the governor on progress within the assigned clubs, including the attendance at local and district meetings, membership net growth and financial status.
- e. Assists the district governor in organizing and strengthening new and existing clubs.
- f. Participates in meetings with district leaders.
- g. Encourages clubs to follow through on request and recommendations of the governor.
- h. Visits each assigned club in his/her area regularly with a minimum of one visit each quarter of the Rotary year.
- i. Holds regular-scheduled meetings (preferably quarterly) with club presidents and secretaries to discuss the clubs' goals, programs and objectives along with resources that are available to them.
- j. Provides (formally and informally) the governor and other district leaders information on clubs progress and concerns.
- k. Works with the governor and other district leaders to develop district goals.
- l. Advises the incoming governor (when asked) on district committee selections.
- m. Suggests ways to advance Rotary and to address organizational concerns.
- n. Promotes attendance at PETS, the district assembly, the district conference and other district meetings.
- o. Identifies potential district officers and encourages them to participate in district activities.
- p. Accepts responsibility for decisions made by district leaders.
- q. Participates in Rotary Foundation programs, annual and special giving events and other special assignments related to The Rotary Foundation in conjunction with the district Rotary Foundation committee.
- r. Assists in the
 - maintenance of all Rotary standards and values.
 - motivation, inspiration and education of all Rotarians in the district.
 - promotion of all Rotary activities and programs.
 - Recommends candidate(s) for the district leadership academy.

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2.8 District Conference Officials and Committees

2.8.1 Conference Chair.

The general chair for discharge of the duties of the host club is selected by the governor with the concurrence of the host club president.

2.8.2 Conference Secretary

2.8.2.1 General. Where possible, the assignment of the conference secretary's duties to the district secretary is usually the best practice. However, geographical separation of the governor, the host club, the conference site and the district secretary may make this impractical.

2.8.2.2 Duties.

- The conference secretary:
- Cooperates with the district governor in making plans for the conference.
 - Records the conference proceedings.
 - Prepares a written report of the proceedings of the conference, signs the report with the governor and assures that three copies go to the General Secretary of Rotary International and one to the secretary of each club in the district.
 - Certifies the election of a district governor-nominee.

2.8.2.3 Appointment. The conference secretary is appointed by the governor after consultation with the president of the host club.

2.8.3 Sergeant-At-Arms. Appointed by the governor, usually after consultation with the conference chair, with duties as those ordinarily pertaining to the office during the district conference.

2.8.4 Resolution Committee. A committee of one or more Rotarians (appointed by the governor) to prepare, receive and present resolutions at the district conference. (See 9.3 and 9.4).

2.8.5 Election Committee. A committee of one or more Rotarians (appointed by the governor) who prepares, distributes, collects and counts ballots for any election conducted at the district conference. (See 2.5.1.k)

2.8.6 Credential Committee. A committee of one or more Rotarians (appointed by the governor) to receive, examine, and authenticate credentials of electors at the district conference. The committee shall prepare authentic lists of electors and, where appropriate, issue identification to electors. When requested, the committee shall identify electors for voting purposes. The committee shall have full authority to determine whether credentials are acceptable subject only to appeal to the conference assemblage.

2.9 Finance Committee.

A committee of three Rotarians appointed by the college of governors from among their members in the manner prescribed below and for the purpose noted.

2.9.1 Election. The college of governors, at its annual meeting at the district conference, shall elect one member to serve for three years and shall fill any unexpired terms. Any vacancy shall be filled at a meeting of the college of governors which follows the occurrence of the vacancy. The senior member in terms of years served in the member's current term on the committee shall be the chair.

2.9.2 Quorum. Those present at a meeting of the college of governors shall constitute a quorum for the election of a member of the finance committee.

2.9.3 Re-election. A member of the finance committee may be re-elected after the lapse of one year following completion of a term of service.

2.9.4 Vacancy. The district governor shall appoint from the college of governors a person to fill any vacancy which occurs between meetings of the college, such persons to serve only to the next meeting of the college of governors.

2.9.5 Ex-officio Members. The district governor, the district governor-elect and the district treasurer are ex-officio members of the finance committee.

2.10 District 6780 Leadership Academy.

District 6780 shall have a District Leadership Academy (DLA) designed to provide intensive training for Rotarians who are thought to have high potential for future leadership positions within the district. The course of training will take the form of an extension course consisting of correspondence lessons and a summary seminar. The academy will be designed and operated by a District Leadership Academy Committee consisting of a chair and six or more additional members. The committee shall consist of past district governors and experienced and knowledgeable Rotarians. There shall be no time limit on how long a committee member may serve, but the infusion of new members on

an irregular basis would be beneficial. The chair of the committee should be a past district governor. In the event there is no past district governor who is willing, able and qualified to serve, the district governor shall be empowered to appoint an experienced and knowledgeable Rotarian as chair. The chair of the committee should serve for at least two years. Replacements shall be appointed by the district governor upon the recommendation of the chair of the committee.

2.11 Other Committees.

2.11.1 Committees Prescribed or Recommended by Rotary International or the Rotary Foundation. These committees include such as Rotary Foundation, membership development, recreational activities and convention. The Rotary Foundation committee usually has several subcommittees. From time to time, Rotary International suggests changes, additions, etc., therefore, these rules are not intended to identify the committees to be named at any particular time.

2.11.2 Size of Committees. The district governor may appoint such committees, other than those prescribed in these Rules, as the governor considers in the best interest of the district. Committees should consist of a chair and at least two members.

2.11.3 Terms of Service. Except for those committees whose terms may be prescribed by Rotary International or The Rotary Foundation or elsewhere in these Rules, terms of service are for the term of the appointing governor. Successive governors who chose to re-appoint the committee should give full consideration to retaining some members of the committee in re-appointment. All governors should consider District Leadership Academy graduates for committee members.

2.11.4 Chair. The chair shall be designated by the governor and such designation shall expire with the governor's term even though the term of committee membership may continue.

3. DISTRICT FINANCES

3.1 Budget Preparation.

The finance committee, cooperating with the incoming district governor, shall prepare a proposed budget for the ensuing Rotary year. The budget shall conform to specifically-authorized provisions of the District Rules of Procedure where such provisions exist and shall be in consonance with the anticipated income for the year. Funds from district reserves may be used to balance the budget if projected expenditures exceed projected revenues. In other areas, the finance committee shall exercise its judgment in consideration of the program of the district governor, past practice of the district and their own experience and discretion.

3.1.1 Committee Budgets. Committees of Rotary District 6780 shall submit itemized budgets to the district finance committee no later than December 31 of the Rotary year. A full financial report shall be provided to the district treasurer no later than August 1 following the end of the Rotary year.

3.1.2 Budget Approval. The proposed budget shall be presented at the District Assembly, or at the Presidents-Elect Training Seminar whenever the District Assembly occurs after the District Conference, for review. The final budget recommended by the finance committee shall be established by resolution at the annual District Conference by a majority of the electors present and voting. Once established, no item of the budget shall be exceeded without the written approval of the chair of the finance committee.

3.1.3 Budget Distribution. The finance committee shall furnish a copy of the approved budget to the incoming district governor, the district governor-elect and the district treasurer by June 1.

3.2 Annual Club Dues to the General Fund.

Each club is to pay a per capita levy to the district general fund for each active member on the roll of the club as of the last meeting in November of each year. Per capita levies to the district general fund shall be determined by the district conference by a majority of the electors present and voting. (Bylaws of Rotary International, Article XV, Section 15.060.2)

3.3 Authorized Use of Fund.

The general fund shall be used to:

- fund expenses of the district conference as determined by the finance committee budget. There may be a registration fee charged to attend the district conference, not to exceed \$25, upon approval of the finance committee.

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- b. cover expenses of the district assembly, district institute, district leadership academy or other similar Rotary International authorized district-wide meetings aside from the district conference. Such covered expenses shall not include the attendees travel expenses to and from the meeting site.
- c. purchase a past district governor's two-tenth's carat diamond pin for the outgoing district governor and a gift from the clubs of the district, the gift not to exceed \$500.
- d. defray convention attendance expenses as authorized by Section 4 of these Rules.
- e. meet the expenses of district committees and officers as authorized.
- f. funds expenses of memorials as defined in Section 3.12.
- g. otherwise finance the development of Rotary within the district as determined by the governor.

3.4 Deposit of Funds.

District funds shall be deposited in a bank account which clearly indicates that the fund is the property of the district and not the personal property of any Rotarian thus protecting the district in the event of the death of such Rotarian. The account shall be known as "The Rotary International District 6780 Fund."

3.5 Disbursement of Funds.

Unless specifically authorized by these rules such as 3.3.c, 3.3.d, 3.9, 6.2, 6.5.2, etc. or by conference resolution, the district treasurer shall disburse funds only upon proper authorization.

3.6 Accounting.

The district treasurer shall make a report on the status of the fund each year to the district conference. The district treasurer shall make a report on the status of the Bomar Interact Foundation fund at the annual meeting.

3.7 Audit.

At the end of the Rotary year, the funds shall be independently reviewed by a qualified accountant. A report of the review of the fund shall be made to each member of the finance committee. The governor shall appoint a Finance Review Committee composed of three past district governors and two members at large to work with the treasurer to review the independent accountant's review. A report of the independent accountant's review of the Bomar Interact Foundation shall be made to each member of the board of directors of the foundation. At the end of the calendar year, the district treasurer shall advise the board of directors of the Bomar Interact Foundation the amount of monies available for scholarship awards. (See 10.4)

3.8 Annual Financial Statement.

The district governor shall supply the reviewed annual statement of the district finances, together with a report of the district finance committee, to each club in the district within three months of the completion of the governor's year of service. This reviewed annual statement and the report of the district finance committee shall also be presented, discussed (if need be) and formally adopted at the following district conference. (See 3.6)

3.9 Bonding.

The district treasurer shall be bonded at the expense of the district at a level to cover the maximum expected size of the fund.

3.10 Disposition of Assets.

Should, at any time, the organization known as District 6780 ever be dissolved, the remaining assets of every kind shall be transferred to and become the property of the Rotary Foundation of Rotary International.

3.11 Control of Funds.

All district funds shall be under the control of two signatories as authorized by the district finance committee.

3.12. Memorials

3.12.1 General. The district shall provide a memorial in the event of the death of a past/ present RI officer, RI officer elect, RI officer nominee or past/present district officer (or one of his/her immediate family) who served/resided in District 6780.

3.12.2 Family Definition. Immediate family is defined as spouse, children, and parents of the deceased.

3.12.3 Memorial Definition. Memorials may consist of a contribution to The Rotary Foundation or the Bomar Interact Foundation as selected by the family of the deceased. Cost of the memorial shall not exceed \$200.00 for a past/present RI officer/officer elect/officer nominee or past/present district officer. Cost for a deceased member of the immediate family shall not exceed \$100.00.

4. OFFICIAL MEETINGS AND REIMBURSEMENTS

4.1 Rotary International Convention

4.11 District Official to Attend. The governor-elect who is scheduled to take office on July 1 immediately following the international convention is expected to attend.

4.12 Substitute Official. No substitute for the governor-elect would be appropriate since no one can secure the knowledge and inspiration in place of another.

4.13 Reimbursement. The governor-elect and spouse shall be reimbursed for their expenses in attending the international convention subject to the following conditions:

- a. The actual transportation costs of the governor elect and spouse shall be reimbursed provided they do not exceed that of the lowest airfare.
- b. The actual lodging cost of the governor-elect and spouse shall be reimbursed provided they do not exceed the cost of lodging assigned by Rotary International and not to exceed five (5) days.
- c. Other actual expenses, within limits authorized by the finance committee, which are in excess of any reimbursement by Rotary International.
- d. Reimbursement shall be made by the district treasurer upon certification by the Rotarian of actual transportation expenses and other expenses subject to the limitation of a. and b. above. "Other expenses" shall be those reasonable and necessary for the Rotarian's trip and may include but not be limited to convention fees, hotel accommodations, meals and incidental costs.

4.2 Rotary Zone Institute

4.21 District Officials to Attend. Three district officials are expected to attend the Rotary zone institute –the district governor, the district governor-elect and the district governor-nominee.

4.22 Reimbursement. These three officials and their spouses shall each be reimbursed for their expenses in attending the Rotary institute not to exceed the amount approved annually by the district finance committee.

4.3 Other Official Meetings

4.31 International Assembly. It shall be the policy of District 6780 to reimburse the district governor-elect and spouse for reasonable meal and transportation expenses in attending the International Assembly above those expenses reimbursed by Rotary International.

4.32 Other RI Functions. It shall be the policy of District 6780 to reimburse members who serve on the Nominating Committee for RI Director, the Nominating Committee for RI President and as District Representative to the Council on Legislation for reasonable expenses in attending these functions above those expenses reimbursed by Rotary International.

5. REPRESENTATIVE ON COUNCIL ON LEGISLATION

5.1 General. Since legislation effecting clubs of the district often contain proposals of vast significance and their study is of great importance, a district representative must be carefully selected. The best qualified person available should be selected to assure thorough study, counsel with clubs and competent representation of the district on the council.

5.2 When elected. The representative and the alternate representative shall be selected in the Rotary year two years preceding that of the council.

5.3 How nominated and elected. The representative and the alternate shall be selected by a nominating committee procedure.

5.4 Composition of a nominating committee. The nominating committee shall consist of five district Rotarians. Any Rotarian who has previously served as a member on the Council, shall, if willing and available, be a member. The district secretary shall determine their availability and

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determine how many others are needed. If there are more than five past council members willing and able to serve, the five with the most recent service shall serve on the Committee. If less than five, every past district governor who is willing and able to serve and who does not wish to be a candidate for representative or alternate shall be listed on a ballot to be subject to election at the district conference.

5.5 Election of Nominating Committee. At the district conference two years before that of the Council, electors shall vote for elective members of the Nominating Committee.

5.6 Selection of a representative and alternative. The Nominating Committee shall meet at the district conference after the election or soon thereafter as the district governor shall determine. The committee may not select a member of the committee or a candidate for the Nominating Committee for representative or alternate.

5.7 Other. Section 1.8 and 1.9 of the Rules of Procedure are applicable also to the selection of a representative and alternate of the Council.

5.8 Challenges. If, within 15 days of the Governor's announcement of the selection of the Council Representative by the Nominating Committee, the club of a challenging candidate submits, pursuant to a resolution by the club adopted at a regular meeting, a challenge, the district governor shall act upon the challenge in the manner prescribed in the proceeding specified in the Rules and R.I Bylaws for challenge to a district governor-nominee. The challenger must have been a candidate eligible for consideration by the nominating committee.

5.9 Obligation of Elected Representative.

- a. Attend the council meeting unless unforeseen circumstances arise.
- b. Attend the Rotary (Zone) Institute at which Council Representatives are afforded training prior to the Council Meeting.
- c. Study proposed legislation thoroughly.
- d. Consult the clubs of the district to obtain their views.
- e. Present an analysis of the significant legislative proposals at a district conference.
- f. Assist the clubs in considering legislation by council, literature and, to the extent possible, presentation of a club program.
- g. Report the council action to the clubs.

6. DISTRICT AWARDS

6.1 Committee. A committee composed of six Rotarians who have a broad perspective of Rotary shall administer the program. At least two members of the committee shall be past district governors. Two members are appointed each year for three-year terms by the district governor. No Rotarian shall be reappointed after serving a full three-year term unless one year shall have intervened. The district governor shall designate the chair, fill unexpired terms and cast a deciding vote where the committee cannot agree on a selection.

6.2 Awards Guidelines. The district awards committee shall publish to the clubs appropriate guidelines for the competition, set deadlines and establish presentation arrangements. Where feasible, awards shall be presented at the district conference.

6.3 Awards of Excellence

6.3.1. General. The awards are made for excellence of projects within the avenues of vocational, community and international service, for overall excellence in club service and for such other achievements as the governor and district awards committee shall consider appropriate and desirable.

6.3.2. Name. The names of the awards are the "Lacy-Bomar Awards" to honor past RI president James L. Lacy of the Rotary Club of Cookeville and to memorialize past RI president James L. Bomar, Jr. of the Rotary Club of Shelbyville.

6.3.3. Awards. The committee may make awards to clubs for first place and for second, third, etc. at its discretion and shall determine the nature of the Award.

6.4 Club Attendance Awards

6.4.1 General. The awards are made to the clubs with the highest monthly average attendance within their membership groups. At the beginning of the designated year, the district awards committee shall examine the ranges of the membership groups and, if appropriate, modify them to provide for more equitable distribution of clubs. Clubs shall be notified of the composition of the membership groups through the Governor's Newsletter or other appropriate means.

6.4.2 Name. The name of the award is the "Miller-Follin District Attendance Award" to memorialize past RI directors G. Webb Follin of the Rotary Club of Shelbyville and Charles H. Miller of the Rotary Club of Knoxville.

6.4.3 Awards. The district committee shall determine the awardees and the nature of the awards.

6.4.4 Basis for Awards. Clubs will be divided into four groups based on their membership as of April 1. Membership groups are as follows:

- a. 30 members or less
- b. 31-50 members
- c. 51-100 members
- d. Over 100 members

The relative standing of the clubs shall be computed by determining the average monthly attendance for one full year based on the twelve (12) monthly attendance reports ending March 31 that are submitted by the clubs to the district governor.

6.5 District Conference Attendance Awards

6.5.1 General. The name of the award is the "William T. Sergeant Attendance Award" to honor past RI vice-president William T. Sergeant of the Rotary Club of Oak Ridge.

6.5.2 Award. One or more awards, as determined by the district awards committee, shall be procured by the district secretary who shall also be charged with making the calculations for the awards.

6.5.3 Basis for Awards. The relative standing of the clubs shall be computed by determining the percentage of membership of the club (except honorary members) attending the district conference and adding to this figure certain bonus points for the number of miles from the club's city to the conference city. The bonus points for mileage shall be:

- 20 miles or less 0 points
- 21-50 miles 25 points
- 51-100 miles 30 points
- 101-175 miles 35 points
- 175 or more miles 40 points

6.5.4 Mileage shall be the number of road miles taken from road maps, AAA offices, public agencies, etc.

6.5.5 Membership shall be the number of members on the club rolls as shown on the attendance reports to the district governor using the last meeting in the month which precedes by two the month in which the conference is held (i.e., for a conference held in April, the number of members on the rolls as of the last week in February shall be used.)

7. JAMES L. BOMAR, JR. INTERACT SCHOLARSHIP AWARD

7.1 General.

An Interact scholarship award program was authorized by Rotary District 6780 at the 1984 district conference.

7.2 Name. The name of the program is the "James L. Bomar, Jr. Interact Scholarship Award," to memorialize James L. Bomar, Jr., president of Rotary International 1979-80.

7.3 Purpose. The purpose of the program is to annually recognize outstanding and worthy Interact members with a scholarship award of a minimum of \$1,000 each.

7.4 Financing. The scholarship awarded under this program shall be funded by earned income from investments of the corpus of the Bomar Interact Foundation. (See 14)

7.5 Administration. A committee on Interact scholarships, composed of five (5) active Rotarians who have a particular interest in the Interact program, shall be appointed by the district governor. At least three members of the committee shall be past district governors. The district

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governor-elect shall be an ex-officio member of the committee. This committee will establish mechanics and funding disbursement methods for this award. Committee responsibilities include publicizing the award program, accepting applications, interviewing candidates, announcing winners and coordinating disbursement of approved award funds.

7.6 Award Guidelines. The recipient(s) of the award(s) will be chosen by interview in accordance with the following:

- a. Must be a senior in high school with a minimum of two years active membership in an Interact club.
- b. Shall have an endorsement from the sponsoring Rotary club and from the high school administration.
- c. Shall have a minimum academic average of B plus for the previous seven (7) academic semesters.
- d. Shall demonstrate knowledge of the contributions of PRIP James L. Bomar, Jr. to District 6780 and to Rotary on the international level.
- e. Criteria:

Decorum	20%
Leadership	25%
Personality	20%
Initiative	25%
Interact activities	10%

7.7 Duplication of Awards. In the event one individual is chosen for both a James L. Bomar, Jr. Interact Scholarship Award and a Fred Brown Award of Merit, the individual shall choose which award he or she wishes to receive.

8. FRED BROWN INTERACT AWARD OF MERIT

8.1. General. The annual Interact award of merit was initiated by Past District Governor Fred Brown, the first district chair for Interact from 1964 to 1968. He organized the first Interact club at Etowah High School.

8.2. Name. The name of the award is the "Fred Brown Interact Award of Merit" to perpetuate the memory of this dedicated Rotarian and his strong leadership and support of the Interact program in District 6780.

8.3. Purpose. The purpose of the award is to recognize an Interact member of District 6780 who has shown outstanding leadership and participation in Interact activities. The scholarship award shall be a minimum of \$1,000. Also, his or her Interact club shall receive a minimum cash award of \$500.

8.4. Financing. The scholarship award together with a trophy/plaque and the club award together with a trophy/plaque under this program shall be funded annually by the district in amounts established by the district finance committee..

8.5. Administration. A three-person screening and interviewing committee will determine the recipient of this award each year. (See 8.6) Members of the screening and interviewing committee will be appointed annually by the district governor from among active Rotarians who have a particular interest in the Interact program. At least one member of the committee shall be a past district governor. The district governor-nominee shall be an ex-officio member of the committee. This committee will establish mechanics and funding disbursement methods for this award. Committee responsibilities include publicizing the award program, accepting applications, interviewing candidates, announcing winners and coordinating disbursement of approved award funds.

8.6. Award Guidelines. The recipient of the award will be chosen by interview in accordance with the following rules:

- a. Must be a senior in high school with a minimum of two years active membership in an Interact club.
- b. Shall have a minimum academic average of B plus for the previous seven (7) semesters.
- c. Shall have an endorsement letter from the sponsoring Rotary club and from the high school administration.
- d. Shall have furnished a documented record of participation and leadership in Interact club activities.
- e. Shall personally appear before the committee at the Interact district conference.

8.7 Duplication of Awards. In the event that one individual is chosen for both a Fred Brown Award of Merit and a James L. Bomar, Jr. Interact Scholarship award, the individual shall choose which award he or she wishes to receive.

9. RESOLUTIONS

9.1 Regular. Regular resolutions are those which:

- a.Alter, supersede, suspend or conflict with any provision of these rules.
- b.Obligate any club in a financial way.
- c.Are to continue in effect after the end of the Rotary year
- d.Are directed to the Board of Directors of Rotary International, or
- e.Propose changes in Rotary International constitutional documents.

9.2 Special. Special resolutions are those which are:

- a.Purely of a complimentary nature or
- b.Memorials to deceased Rotarians.

9.3 Who may propose. Resolutions may be proposed by any active Rotarian in the district, by any club or by the resolution committee.

9.4 Passage. The Bylaws of Rotary International contains certain provisions regarding voting at district conferences. Where not in conflict with the bylaws, resolutions shall be passed by voting as follows:

- a.Regular resolutions which are submitted in writing and copies furnished the governor, the chair of the district resolution committee and each club fifteen (15) days prior to the opening of the district conference may be adopted by a majority vote of the qualified voters present and voting.
- b.Regular resolutions made known to district conferences in a manner prescribed by the governor at least twelve (12) hours prior to the time they are to be considered may be adopted by a vote of two-thirds majority of qualified voters present and voting.
- c.Regular resolutions may be presented in writing or orally from the floor at any time but when so presented require unanimous consent of those qualified voters present and voting.
- d.Special resolutions may be presented orally or in writing at any time and may be adopted by a majority vote of qualified voters present and voting.

10. SEXUAL ABUSE AND HARASSMENT POLICY

10.1 Introduction. Rotary International District 6780 is committed to protecting the interests of all participants in Rotary activities. Rotarians, Rotary staff and volunteers are expected to conduct themselves in a manner that respects the dignity of fellow Rotarians and others taking part in any Rotary program or activity.

The District 6780 Sexual Abuse and Harassment Policy has three purposes:

- 1.To protect the welfare of participants in District 6780 programs and provide a vehicle for participants to report and address complaints of abuse or harassment,
- 2.To protect Rotarians, volunteers and staff within these programs,
- 3.To foster and promote the continued successful development and progress of these programs.

10.2 Policy Statement. District 6780 of Rotary International is committed to creating and maintaining the safest possible environment for all participants in all Rotary activities. District 6780 does not tolerate sexual harassment or abuse of any person. District 6780 has a zero-tolerance policy against sexual abuse and harassment in all Rotary-sponsored programs and activities and expects all Rotarians, volunteers and staff conducting such programs to comply fully with this policy.

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10.3 Statement of Conduct for Working with Youth. Rotary International has adopted a “Statement of Conduct for Working with Youth” and “Guidelines for Sexual Abuse Harassment Prevention” (Rotary International Code of Policies, February 2006, Sections 2.110 and 2.110.2). Rotary District 6780 adopts the “Statement of Conduct” and “Guidelines” as its policy on working with youth and incorporates them into this policy. “It is the duty of all Rotarians, Rotarians’ spouses, partners, family members and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.” This District 6780 policy will conform to Rotary International policy in all respects.

10.4 Tennessee Law. District 6780 will comply with all pertinent provisions of Tennessee law and particularly Tennessee Code, Title 37-5-512, which requires persons who work with children as paid employees or volunteers to complete a criminal history disclosure form and agree to release all records involving the person.

10.5 Scope. This policy and associated procedures will apply to all Rotary District 6780 programs and activities, and the clubs that participate in these programs. These programs include but are not limited to Youth Exchange, Interact, Youthact, RYLA, Rotaract, Group Study Exchange, and Ambassadorial Scholarships. This policy applies to all District 6780 Rotarians, volunteers, staff and host families who are or wish to become involved in district programs, including all persons who reside in the home of a host family of a youth program participant.

10.6 Implementing Procedures.

10.6.1 Role of the District Governor. The ultimate responsibility for the implementation of this policy rests with the district governor. The district governor must deal expeditiously and fairly with allegations of sexual harassment within the district whether or not there has been a written or formal complaint. The district governor must follow the district reporting guidelines.

10.6.2 District Harassment and Abuse Prevention Committee. The district governor shall appoint a District Harassment and Abuse Prevention Committee (DHAPCo) to assist in this responsibility.

- a. The District Harassment and Abuse Prevention Committee (DHAPCo) will:
 - i. Implement and enforce this policy,
 - ii. Disseminate this policy and insure that district committees and Rotary clubs are fully informed about this policy and procedures.
 - iii. Serve as the review body for the investigation and resolution of complaints,
 - iv. Review procedures developed by district committees,
 - v. Make recommendations for policy and procedure revisions as needed.
- b. The committee shall be composed of:
 - Immediate past district governor (ex-officio, Chair)
 - District governor-elect (ex-officio)
 - Past district governor (1) to be appointed by the district governor
 - Assistant governor (1) to be appointed by the district governor
 - Member-at-large (1) to be appointed by the district governor
- c. The committee shall at all times include at least one female and one male member. Decisions and recommendations will be by a vote of the majority.
- d. DHAPCo will work to safeguard the privacy of all persons involved in background checks or in any complaint or allegation of abuse, harassment or neglect to the greatest extent possible and in compliance with state and federal law and this policy.

10.6.3 District Rules and Guidelines for Prevention of Abuse and Harassment. DHAPCo develops and promulgates comprehensive procedures for the prevention, reporting and handling of allegations of harassment and abuse. (See 10.11) In general, all programs are subject to the following rules and guidelines.

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

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

2. Any allegation of abuse must be immediately reported to the appropriate law enforcement agency in accordance with RI and District 6780 zero-tolerance policies. Allegations will be simultaneously reported to DHAPCo.
3. A club must terminate the membership of any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment. (Upon obtaining information that a club has knowingly failed to terminate the membership of such a Rotarian, District 6780 will take steps to have the Rotarian’s membership terminated, including action to terminate the club’s charter for failure to comply).
4. If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of program participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any participant, especially youth, with whom the individual may have future conduct. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with program participants in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to the program participants. A person who is accused but later cleared of charges, may apply to be reinstated to participate in programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

10.7 Rotary Youth Exchange. The policy and procedures specific to Youth Exchange developed by the Ohio-Erie Rotary Youth Exchange Program, Inc. are hereby incorporated into District 6780 Policy and Procedure.

10.8 District Youth Programs Committees. Each District 6780 committee dealing with a youth program will abide by the District 6780 Sexual Harassment and Abuse policies, procedures and Tennessee law. Further each committee shall evaluate its program and develop such additional procedures as it deems necessary to protect the youth in the program. The District Harassment and Abuse Prevention Committee will review these procedures. Every club participating in the youth program must also agree to adopt the District 6780 policies and procedures and follow the committee-recommended guidelines.

10.9 Definitions

Harassment. Types of behavior that constitute harassment include remarks and jokes that are unwelcome or reasonably could be expected to be unwelcome, including jokes based on race, color, national or ethnic origin, age, sex, religion, sexual orientation, disability, or other prohibited grounds; verbal abuse or threats; displaying or distributing racist, pornographic or other offensive material; inappropriate or offensive gestures; and physical abuse and assault. Sexual harassment refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims. Examples of sexual harassment include, but are not limited to sexist jokes; sexual leering or whistling; displaying sexually offensive material; using sexually degrading words to describe a person; sexually suggestive or obscene comments or gestures; unwelcome inquiries or comments about a person’s sex life; unwelcome sexual flirtations, advances or propositions; requests for sexual favors; unwanted touching; verbal abuse or threats of a sexual nature.

Sexual Abuse and Abuse Generally. Sexual abuse refers to engaging in implicit or explicit sexual acts, or forcing or encouraging another person to engage in implicit or explicit sexual acts alone or with another person of any age, whether of the same sex or of the opposite sex. Sexual abuse can also include non-touching offenses such as indecent exposure or exposing a child to sexual or pornographic material. More generally, abuse includes causing physical injury that result in substantial harm or the genuine threat of substantial harm from physical injury, or failing

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to make a reasonable effort to prevent an action by another person that results in such physical injury. Abuse also includes mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development or psychological functioning, and causing or permitting a child to be in a situation in which the child sustains such an injury.

Participant. A "participant," as used in this policy, refers to any individual who participates in any manner in a program, event or activity that is organized or conducted by District 6780 or any Rotary club within District 6780, or in which Rotarians within the district are otherwise involved in their capacity as Rotarians. The term "participant" includes, but is not limited to, persons such as youth, the elderly and the disabled who may be at increased risk of abuse, harassment or neglect.

10.10 Screening Of Rotarians, Volunteers, Staff And Host Families.

10.10.1 Tennessee law requires that paid staff and volunteers working with youth undergo background screening and criminal background checks. Prior to participating in district-sponsored programs involving youth, Rotarians, non-Rotarian volunteers, host families and paid staff must undergo background screening, including such reference, police or criminal record checks as the district may determine from time to time are necessary and appropriate, and must complete all required forms and questionnaires, including all forms required by the agency conducting background screening. Screening and background checks will be conducted annually.

10.10.2 The appropriate district program committee is responsible for fees associated with district-level volunteers and staff. Clubs are responsible for fees associated with club volunteers and host families. In the case of Interact/Rotaract programs at schools, background checks must be conducted by the club if the school does not independently require and conduct an appropriate criminal background check.

10.10.3 All adults, including adult children (over 18 years of age) and members of the extended family who participate in a host family setting must complete required forms and questionnaires and undergo background screening and checks.

10.11 Complaint Reporting And Resolution. Any Rotarian, Rotary staff member or volunteer to whom an incident of abuse or harassment is reported is responsible for following these Allegation Reporting Guidelines.

10.11.1 Complaint Reporting and Investigation. The District Harassment and Abuse Prevention Committee shall be the first point of contact within the district should any Rotary club representative or program volunteer receive a complaint of abuse, harassment or neglect, and is responsible for ensuring that such complaints are dealt with in accordance with applicable law and in accordance with this district's policy, and that the interests of the affected person(s) are protected to the extent possible. DHAPCo shall develop a detailed procedure for handling complaints to ensure prompt and complete investigation with appropriate options for resolution of the complaint depending on the specific facts of the situation.

When addressing an allegation of abuse, harassment or neglect, the most important concern is the safety of the alleged victim. Club or district committee members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigation. Comments made about alleged victims in support of alleged harasser or abusers do not support our statement of conduct or Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged harasser or abuser.

10.11.2 Recommendations. DHAPCo will recommend appropriate, prompt and effective remedial action to the club or district committee in the event it determines, after investigation and based on a preponderance of the evidence, that an allegation of abuse, harassment or neglect is substantiated. Clubs or the district should take no disciplinary action pending the outcome of DHAPCo's investigation and recommendation.

10.11.3 Guidelines for Receiving a Report from an Alleged Victim

- a. Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be

encouraging. Do not express shock, horror or disbelief.

- b. Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to others.
- c. Get the facts, but don't interrogate. Ask the person questions that establish what was done and who did it. Reassure the person that he or she did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the person's story to the proper authorities.
- d. Be non-judgmental and reassure the person. Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the person. Assure the person that the situation was not their fault and that they were brave and mature to come to you.
- e. Record. Keep a written record of the conversation with the person as soon after the report as you can, including the date and time of the conversation. Use the person's words, and record only what has been told to you.

10.11.4 Protect the Individual. Ensure the safety and well-being of the person alleged to have been abused, harassed or neglected. Remove the person from the situation immediately and from all contact with the alleged abuser or harasser. Give reassurance that this is for the person's own safety and is not a punishment or retribution.

10.11.5 Report to Appropriate Law Enforcement Authorities. Immediately report all alleged cases of abuse or harassment to the appropriate law enforcement authorities and to DHAPCo for investigation. District 6780 will cooperate with law enforcement investigations. In most situations, the first Rotary contact should be DHAPCo, which has responsibility for seeking the advice of and interacting with appropriate agencies. All allegations must be reported by DHAPCo to Rotary International within 72 hours.

10.11.6 Avoid Gossip and Blame. Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation. District 6780 maintains the privacy (as distinct from confidentiality) of any accused person.

10.11.7 Do Not Challenge the Alleged Offender. The Rotarian, Rotary staff member or volunteer who receives an allegation of abuse or harassment must not contact the alleged offender. In cases of abuse, interrogation should be left entirely to law enforcement authorities. In cases of non-criminal harassment, DHAPCo is responsible for investigating, and will be in contact with the alleged offender after the alleged victim has been moved to a safe environment.

10.11.8 Follow-Up. After reporting allegations to DHAPCo, follow-up will take place to make sure steps are being taken to address the situation. DHAPCo will conduct an independent and thorough investigation into any claims of sexual abuse or harassment. Any adult against whom an allegation of sexual abuse or harassment is made will be removed from all contact with the alleged victim and other persons potentially at risk until the matter is resolved.

11. JAMES L. BOMAR, JR. ROTARY INTERACT SCHOLARSHIP FOUNDATION, INC. (herein-after called BOMAR INTERACT FOUNDATION)

11.1 Definition. The Bomar Interact Foundation is a legally separate entity within the framework of Rotary District 6780. Chartered by the State of Tennessee on May 3, 1989, the Foundation is administered according to its bylaws.

11.2 Purpose. The primary purpose of the Foundation is to solicit and receive funds from all available sources and to finance scholarships for active members of Interact clubs in District 6780. (See 7.4)

11.3 Selection of Scholarship Recipients. Scholarship recipients are selected by the committee on Interact scholarships. (See 7.5)

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11.4 Administration. The board will authorize the amount of funds available for scholarships. The amount of earned income derived from investment of the corpus determines the amount available for scholarships to be awarded each year. (See 3.6). The district treasurer shall serve as treasurer of the Foundation. No disbursement from the Foundation shall be made except as directed by the board.

12. THE PAUL HARRIS SOCIETY OF DISTRICT 6780

12.1 Definition. The Paul Harris Society is a special district recognition program approved by The Trustees of the Rotary Foundation designed for Rotarians and friends of Rotary who wish to support The Rotary Foundation in a substantial way each year.

12.2 Membership. The Paul Harris Society recognizes Rotarians and friends of the Rotary Foundation who annually contribute \$1,000.00 or more to the Annual Programs Fund.

12.3 Administration. The Paul Harris Society shall be administered by the members of the district Paul Harris Society Subcommittee appointed by the governor to the district Rotary Foundation Committee.

13. RELATIONSHIP OF DISTRICT RULES TO ROTARY INTERNATIONAL CONSTITUTIONAL DOCUMENTS

13.1 Rotary International Documents Supreme. Nothing in these rules is intended to modify or conflict with the Constitution and Bylaws of Rotary International and if any such conflict occurs or is shown, the Rotary International documents will override provision of these rules.

13.2 Conference Voting. Purely for reference purposes, a portion of the Bylaws of Rotary International is quoted.

- a. "Electors. Each club in a district shall select, certify and send to its annual district conference at least one elector. Any club with a

membership of more than 25 shall be entitled to one additional elector for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the date on which the vote is to be held.

However, any club whose membership in RI has been suspended by the board shall not be entitled to any electors. Each elector shall be a member of the club. An elector must be present at the district conference to vote." (RI Bylaws 5.050.1)

- b. "Conference Voting Procedures. Every member in good standing of a club in a district present at the district conference shall be entitled to vote on all matters submitted to a vote at such conference except for the selection of a governor-nominee, election of a member and alternate member of the nominating committee for director, composition and terms of reference of the nominating committee for governor, election of the club representative and alternate representative of the district to the council on legislation, and the decision as to the amount of the per capita levy. However, any elector shall have the right to demand a poll upon any matter presented to the conference. In such case, voting shall be restricted to electors. When voting on the selection of the governor-nominee, electors from a club with more than one elector shall cast all votes for the same candidate." (RI Bylaws 15.050.2)
- c. "Proxies. A club may designate a proxy for its absent elector(s) when the club is located in a country other than that in which its district conference is held. Such club must obtain the consent of the governor for each proxy. The proxy may include a member of its own club or a member of any club in the district in which the club is located. The proxy designation must be certified by the president and secretary of each club. The proxy shall be entitled to vote as proxy for the non-attending elector(s) represented, in addition to any other vote the proxy may have." (RI Bylaws 15.050.3)