



**Policy Manual**  
**For**  
**Rotary International District 6910,**  
**Inc.**



# **TABLE OF CONTENTS**

<b>1. PURPOSE .....</b>	<b>6</b>
<b>2. ORGANIZATIONAL STRUCTURE OF DISTRICT .....</b>	<b>6</b>
<b>a. ADMINISTRATION.....</b>	<b>7</b>
• <b>Corporation .....</b>	<b>7</b>
• <b>Board of Directors .....</b>	<b>7</b>
a. Number of Directors.....	7
b. Composition of Board of Directors.....	7
c. Chief Executive Officer and Chair of Board of Directors....	8
d. Compensation.....	8
e. Quorum and Action of Board.....	8
f. Powers.....	8
• <b>Policy Manual.....</b>	<b>8</b>
• <b>Affiliated Corporations.....</b>	<b>8</b>
• <b>Officers .....</b>	<b>9</b>
a. District Governor.....	10
b. District Governor-Elect.....	11
c. District Governor-Nominee.....	11
d. Assistant Governors.....	11
e. District Secretary.....	13
f. District Treasurer.....	15
g. Assistant District Treasurer.....	17
h. District Parliamentarian.....	17
i. Other Officers.....	18
• <b>Non-Officers.....</b>	<b>18</b>
a. District Trainer/PeachState PETS Representative.....	19
1. Vice Chair for District Training.....	20
2. Rotary Leadership Institute Chair.....	20
3. Virtual Training Chair.....	20
4. Technology Chair.....	20
5. Logistics Chair.....	20
6. Training Seminars.....	20
▪ District Club President-Elects Training Seminar.....	20
▪ District Leadership Education/Development Seminar.....	21
▪ District Rotary Leadership Institute.....	22
▪ District Rotary Foundation Seminar.....	23
▪ District Membership Development and Retention Seminar...	23

b.	District Representative to RI Council on Legislation.....	23
c.	District Financial Overview.....	24
d.	District Chaplain.....	25
e.	District Historian.....	25
f.	District Conference Chair.....	25
g.	District Chair for Awards .....	25
h.	District Staff.....	25
•	<b>Board of Trustees.....</b>	<b>26</b>
•	<b>Committees.....</b>	<b>26</b>
a.	District Governor Nominating Committee.....	26
b.	RI Director Nominating Committee.....	27
c.	District Finance Committee.....	27
d.	Other Committees.....	31
<b>b.</b>	<b>Public Relations.....</b>	<b>31</b>
•	Continuing Member Education	
•	District Technology/Web Site	
•	Publicity (Billboard/Print/Radio/Television)	
•	District Newsletter – Rotations	
•	On-to-Rotary International Convention	
•	District Logo	
<b>c.</b>	<b>Membership Development and Retention.....</b>	<b>31</b>
•	Extension	
•	Orientation	
•	Recruiting/Sponsoring New Members	
•	Retention	
•	Family of Rotary	
<b>d.</b>	<b>Service Projects.....</b>	<b>32</b>
<b>Community Service.....</b>		<b>32</b>
•	C.A.R.T.	
•	Disaster Relief Plans and Responses	
•	Environmental/Water Conservation Projects	
•	Health and Hunger	
•	Literacy and Numeracy Projects	
•	Sweat Equity Projects	
•	Family Month	
•	Jean Harris Award for Volunteer Service	

	<b>International Service</b> .....	32
	<ul style="list-style-type: none"> <li>• World Community Service Projects (Non-TRF Funded)</li> <li>• Rotary Friendship Exchanges</li> <li>• Promotion of World Understanding Month</li> <li>• Promotion of World Understanding and Peace Day</li> <li>• Promotion of Rotary Recreational and Vocational Fellowships</li> <li>• Promotion of Fellowship Month</li> </ul>	
	<b>Vocational Services</b> .....	33
	<ul style="list-style-type: none"> <li>• W. Lee Arrendale Vocational Excellence Award</li> <li>• Ethics</li> <li>• Robert S. Stubbs II Guardian of Ethics Award</li> <li>• 4-Way Test</li> <li>• Vocational Site Visits</li> <li>• Vocational Service Month</li> <li>• Vocational Service Projects</li> </ul>	
	<b>Youth (New Generations) Services</b> .....	34
	<ul style="list-style-type: none"> <li>• Rotary Youth Leadership Awards (R.Y.L.A.)</li> <li>• Interact</li> <li>• Rotaract</li> <li>• Youthact</li> <li>• Youth Exchange</li> <li>• AIDS Awareness</li> <li>• New Generations Month</li> <li>• Activities Involving Youth with Disabilities</li> </ul>	
	<b>Georgia Rotary Student Program (G.R.S.P.)</b> .....	34
	<ul style="list-style-type: none"> <li>• Oslo/Norway Scholarship</li> <li>• Germany Scholarship</li> </ul>	
e.	<b>The Rotary Foundation</b> .....	35
	<ul style="list-style-type: none"> <li>• Major Gifts/Permanent Fund.....</li> <li>• Annual Programs Fund..... <ul style="list-style-type: none"> <li>○ Paul Harris Society.....</li> </ul> </li> <li>• International Service..... <ul style="list-style-type: none"> <li>○ World Community Service Projects.....</li> <li>○ Scholarships..... <ul style="list-style-type: none"> <li>▪ Ambassadorial Scholarships.....</li> <li>▪ Cultural Scholarships.....</li> <li>▪ World Peace Scholarships.....</li> <li>▪ Rotary Peace and Conflict Studies Program.....</li> <li>▪ Rotary Grants for University Teachers.....</li> </ul> </li> </ul> </li> </ul>	37 37 37 37 37 37 37 37 37

○ Group Study Exchange.....	37
○ Foundation Alumni.....	38
• Grants.....	38
<b>3. DISTRICT CONFERENCE.....</b>	<b>38</b>
a. District Conference Committee.....	38
b. District Conference Finances.....	39
c. Elections.....	39
d. Plenary Sessions.....	40
e. District Resolutions.....	41
○ General Resolutions.....	41
○ Emergency Resolutions.....	41
○ Conference Resolutions.....	41
<b>4. DISTRICT DUES.....</b>	<b>42</b>
<b>5. LIABILITY INSURANCE AND BONDS.....</b>	<b>42</b>
<b>6. PAST DISTRICT GOVERNORS.....</b>	<b>42</b>
<b>7. POLICY MANUAL CHANGES.....</b>	<b>42</b>
<b>8. APPENDIX</b>	
• District Logo.....	44
• District 6910 Governor Candidate Information Sheet.....	45
• Rotarian Sponsor Pin.....	47
• W. Lee Arrendale Award for Vocational Excellence.....	50
• W. Lee Arrendale Award for Vocational Excellence Nomination Form.....	51
• Robert S. Stubbs II Guardian of Ethics Award.....	52
• Robert S. Stubbs II Guardian of Ethics Award Nomination Form.....	53
• Jean Harris Volunteer of the Year Nomination Form.....	55

## 1. PURPOSE

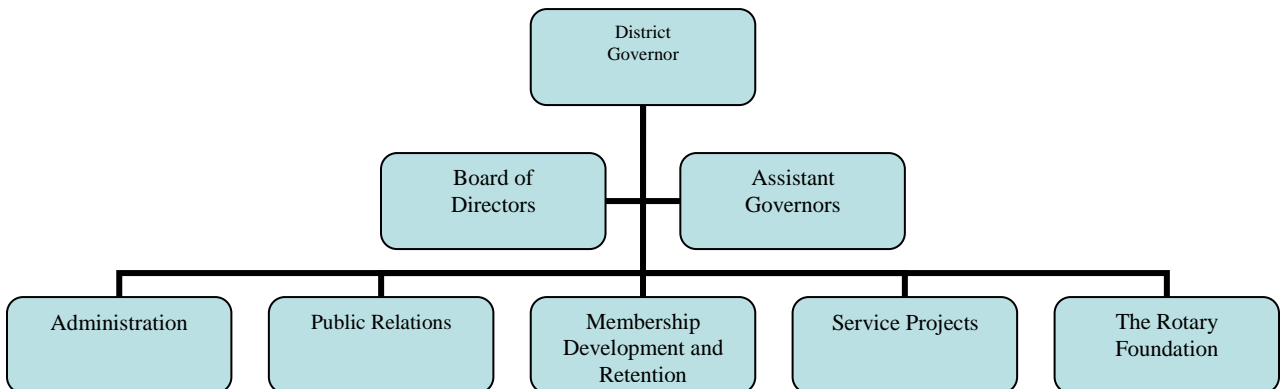
The Rotary International District 6910, Inc. Policy Manual provides guidance to the Directors, Officers and Committee Chairs of the District and aids Rotary Club Presidents in better understanding the functions, nature and supportive role of the District to the Rotary Clubs within the District. Pronouns of the masculine gender shall include feminine.

The Rotary International District 6910, Inc. Policy Manual shall be read and interpreted in conjunction with the Articles of Incorporation and By-Laws for Rotary International District 6910, Inc. and with the Constitution, By-Laws and Manual of Procedure for Rotary International.

## 2. ORGANIZATIONAL STRUCTURE OF DISTRICT

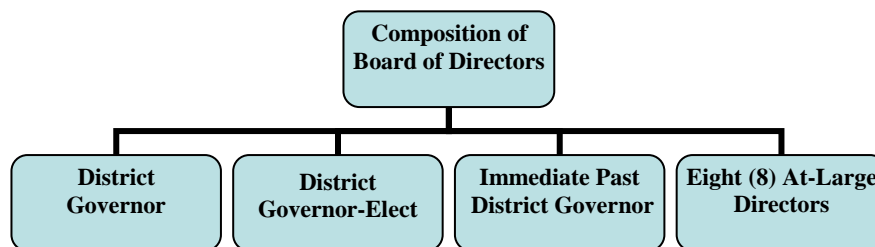
Rotary International District 6910, Inc. shall be organized and operated as a corporation pursuant to the laws of the State of Georgia and in conformity with the Articles of Incorporation and the By-Laws for the District and the policies of Rotary International.

The District shall have a Board of Directors, Officers and Chairs of Committees and Sub-Committees which shall be organized under Avenues of Service as follows:



### a. ADMINISTRATION:

- **CORPORATION:** Rotary International District 6910, Inc. was incorporated in 2006. The corporation shall, in all respects, be and remain subject to Rotary International policy, to the extent permitted by law. In the event of a conflict between the District Articles of Incorporation, the District By-Laws and this District Policy Manual, the District Articles of Incorporation shall prevail. The District Corporation shall not attempt to exercise any powers, duties or authority vested in or delegated to the Clubs, the District Governor or any other Rotarian pursuant to Rotary International policy.
- **BOARD OF DIRECTORS:** The business and affairs of the District Corporation shall be managed by a Board of Directors which shall consist of the District Governor, the District Governor-Elect, the Immediate Past District Governor, and eight (8) At-Large Directors elected by the District's Clubs.



The number of Directors, their qualifications, their terms of office, their duties and responsibilities, their frequency and location of meetings, and vacancies and removal from office shall be as set forth in the District By-Laws.

**a. Number of Directors:** The initial District By-Laws provide that the District Board shall consist of at least eleven Directors, unless the clubs approve a smaller number; the Board may increase the number of Directors. Any increase or decrease in the number of Directors shall be effective the first day of the following Rotary Year.

**b. Composition of Board of Directors:** The District Governor, the District Governor-Elect and the Immediate Past District Governor shall always be Directors of the District Corporation. The other Directors shall be elected by the Clubs in accordance with the District By-Laws. Only Rotarians may serve as Directors or Officers of the District Corporation.

**c. Chief Executive Officer and Chair of Board of Directors:** The District Governor shall be the Chief Executive Officer of the District Corporation and the Chair of its Board of Directors.

**d. Compensation:** No Director shall receive compensation for his/her service as a Director; however, the Board may authorize reimbursement for actual expenses incurred by a Director in the performance of his/her duties.

**e. Quorum and Action of Board.** A majority of the Directors shall constitute a quorum for the transaction of business. Every action taken by a majority of the Directors present at a meeting at which a quorum is present shall be the action of the Board, unless a greater vote is required by law, the Articles of Incorporation, the By-Laws or Rotary International policy. The Directors may take any action without a meeting which they could take at a meeting by obtaining the written approval of two-thirds (2/3) of the entire board, provided that all Directors are notified of the proposed action. Any action so approved shall have the same effect as though taken at a meeting of the Directors.

**f. Powers.** The Board shall have the power to: (a) exercise all powers, duties and authority vested in or delegated to the corporation, the district or the board, unless approval of the clubs is required by law, the Articles of Incorporation, the By-Laws or Rotary International policy; and (b) declare a vacancy on the board in the event that a director dies, resigns, expresses his/her unwillingness to serve, becomes disqualified to serve, or is absent from two consecutive meetings of the Board. Notwithstanding the foregoing, the Board shall not attempt to exercise any powers, duties or authority vested in or delegated to the Clubs, the District Governor or any other Rotarian pursuant to Rotary International policy.

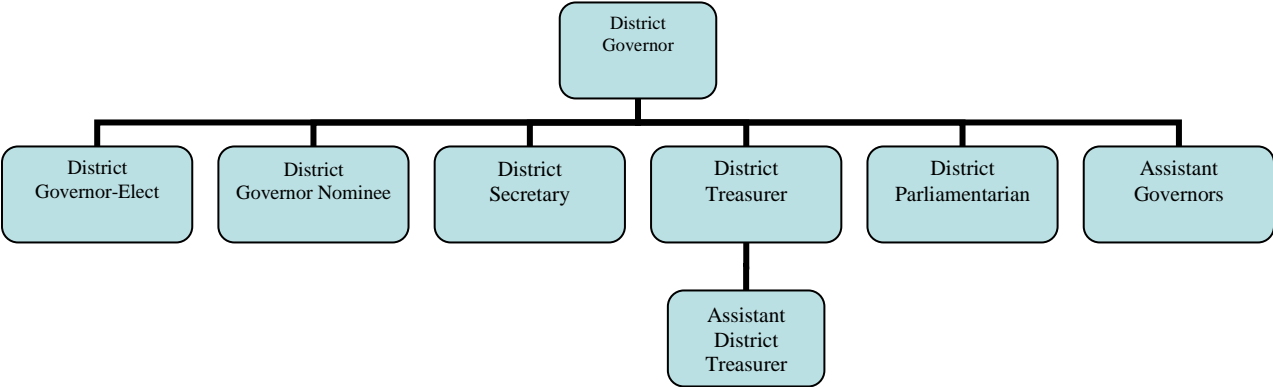
- **Policy Manual.** The board may adopt policies and procedures for the efficient operation of the district, which shall be consistent with the Articles of Incorporation, the By-Laws and Rotary International policy. The Clubs may adopt policies and procedures which may not be changed by the Board. The Board shall publish all policies and procedures adopted by the Board and the Clubs. Such publication shall be known as the District 6910 Policy Manual (“the District Policy Manual”).
- **Affiliated Corporations.** If permitted by the Articles of Incorporation or By-laws of 6910 Realty, Inc., or 6910 Charities, Inc., the Board may elect and remove the Directors and Officers of said corporations, and adopt policies and procedures for the operation thereof which shall be binding on said corporations, including, but not limited to, policies which establish or limit the number, terms, duties, powers, and manner of election, appointment and removal of the directors and officers thereof. Directors of the District may also serve as Directors and Officers of said affiliated corporations. Notwithstanding the foregoing, if permitted by the articles of incorporation or bylaws of said corporations, the clubs may adopt policies and procedures for



the operation of said corporations which are binding on said corporations and the directors of the district.

- **OFFICERS**

Officers of the District, and of the Corporation, shall consist of the District Governor, the District Governor-elect, the District Governor-Nominee, the Assistant District Governors, the District Secretary, the District Treasurer, the Assistant District Treasurer, the District Parliamentarian, and such other officers as the board may from time to time elect. The officers may be referred to as “District Governor”, “District Secretary”, etc. Only Rotarians may serve as officers of the corporation. Except for the District Governor and the District Governor-Elect, officers need not be directors. No person may hold more than one office in the corporation. The qualifications for District Governor, District Governor-Elect and District Governor-Nominee are established by Rotary International policy. Only Rotarians who have served as president of a Rotary club (any club in Rotary International) may serve as an Assistant District Governor or District Secretary. Only Rotarians who have served as President or Treasurer of a Rotary club (any club in Rotary International) may serve as District Treasurer or Assistant District Treasurer.



- **Enumeration. Election, Appointment and Term.** The District Governor, District Governor-Elect and District Governor-Nominee shall be elected in accordance with Rotary International policy. The Assistant District Governors, the District Secretary, the District Treasurer and the District Parliamentarian shall be appointed by the District Governor. The Assistant District Treasurer shall be appointed by the District Governor-Elect. Other officers may be elected at any time by the board. Each officer shall serve for one year. Except for the District Governor and the District Governor-Elect, officers may be appointed or elected to successive terms.
- **Removal and Vacancy.** Except for the District Governor, the District Governor-Elect and the District Governor-Nominee, an officer may be

removed, with or without cause, in the same manner as the officer was appointed or elected. The District Governor and the District Governor-Elect may be removed only in accordance with Rotary International policy. If an officer is appointed or elected to fill a vacancy, the officer shall serve for the remainder of the unexpired term.

- **Duties.** In addition to the normal duties of the officers as below, the officers shall perform all other duties required of them by the District Policy Manual and/or assigned to them by the District Governor or the Board of Directors.

**a. DISTRICT GOVERNOR**

The District Governor is the only Officer of Rotary International in the District. The District Governor is nominated by the Clubs in the District, interviewed by and recommended by the District Governor Nominating Committee, affirmed by qualified electors at the annual District Conference, and elected by the Convention of Rotary International. The minimum qualifications for the office are set forth by the Constitution and By-Laws of Rotary International. The District Governor is responsible to Rotary International and must carry out the duties as prescribed in the current Manual of Procedure of Rotary International as well as those set forth by the Board of Directors of Rotary International. The District Governor's term shall commence on July 1<sup>st</sup> and continue for one year or until a successor shall have been elected and qualified. The District Governor shall be the chief executive officer of the corporation and the chair of its board. The District Governor shall manage and supervise the administration, operations, policies and financial affairs of the corporation, and shall perform all duties and responsibilities of a District Governor of Rotary International. The District Governor shall report annually to the clubs on the status of the incorporated district. The District Governor shall have the authority to employ, terminate and supervise all employees, independent contractors and agents of the corporation, but shall consult with the District Governor-Elect, the District Governor-Nominee and the District Secretary prior to employing or terminating an employee, independent contractor or agent. The District Governor shall be a voting member of the District Finance Committee and a nonvoting member of all other District Committees. The District Governor shall sign all contracts and other documents on behalf of the corporation, and preside at (or appoint a presiding officer for) all meetings of the district and the board. All decisions of the District Governor shall be binding upon all other officers.

**b. DISTRICT GOVERNOR-ELECT**

Refers to the person nominated by the District Conference to serve as District Governor in the year immediately following the current District Governor's term. The duties and responsibilities of the District Governor-

Elect are detailed in Rotary International's publications, and the District Governor-Elect shall perform all duties and responsibilities of a District Governor-Elect of Rotary International. As soon as possible after he/she becomes District Governor-Elect, he/she will appoint, for his/her term of office, a District Secretary, District Treasurer, Assistant Governors and Committee Chairs for the purpose of insuring continuity of actions. He/she shall also be a voting member of those District committees covered specifically by this Policy Manual and an ex-officio, non-voting member of all other District Committees. The District Governor-Elect shall preside at all meetings of the district and the board in the absence of the District Governor or other presiding officer, and perform such other duties as may be required or deemed advisable by the Board or the District Governor.

**c. DISTRICT GOVERNOR-NOMINEE**

Refers to the person nominated by the District Conference to serve as Governor in the year following the District Governor-Elect.

**d. ASSISTANT DISTRICT GOVERNORS**

- Unless this Policy Manual provides otherwise, District 6910 shall be governed by the Rotary International District Leadership Plan which provides for the appointment of Assistant District Governors. If Rotary International requires District approval to modify the District 6910 Leadership Plan, the District Board of Directors shall have the authority to act for the District in such matters. Assistant District Governors shall be District Officers, but shall not be officers of Rotary International.
- The District Governor-Elect shall provide adequate training for the Assistant District Governors prior to the District L.E.A.D.S. and, if possible, prior to President-Elect Training Seminar (P.E.T.S.). Assistant District Governors are expected to attend P.E.T.S. and the District L.E.A.D.S. The District may reimburse Assistant District Governors for travel, supplies, postage and other expenses which are budgeted and paid in keeping with the District's financial policy.
- The District Governor shall establish Areas within the District and shall assign Clubs to them. The District Governor shall appoint an Assistant District Governor for each Area. Assistant District Governors must be a Past Club President. The District may establish a nominating procedure for Assistant District Governors, but the District Governor shall make the final decision on appointments. Assistant District Governors may serve successive terms, but it is recommended

that they serve no more than three years. Past District Governors should not serve as Assistant District Governors.

- The Assistant District Governors shall perform all duties and have all responsibilities of an Assistant District Governor in accordance with Rotary International policy, and perform such other duties as may be required by the Board or the District Governor, provided that the District Governor may not delegate any duties and responsibilities required of him/her as an officer of Rotary International.
- Assistant District Governors shall provide general support and information for the Clubs assigned to them. They shall conduct a Club assembly with each of their Clubs at least one time during the Rotary Year. The District Governor may delegate other duties and responsibilities to the Assistant District Governors.
- All Assistant District Governors are responsible for providing the following support to the Clubs which they have been assigned:
  - Meet with and assist the incoming Club Presidents before the beginning of the Rotary Year to discuss the Club's goals and to review the Planning Guide for Effective Rotary Clubs and "Club Failure to Function."
  - Attend each Club Assembly associated with the District Governor's Official Visit.
  - Visit each club regularly, preferably monthly with a minimum of one visit each quarter of the Rotary Year, and meet with the Club President and other club leadership to discuss the business of the club and resources available to them.
  - Assist club leaders in scheduling and planning for the District Governor's Official Visit.
  - Keep the District Governor posted on the progress of the clubs, suggest ways to enhance Rotary development and address problems.
  - Encourage clubs to follow through on requests and recommendations of the District Governor.
  - Monitor each club's performance with respect to service projects.
  - Identify and encourage the development of future district leaders.

- In order to fully meet these responsibilities, all Assistant District Governors are expected to:
  - Attend the District Team Training Seminar
  - Attend the P.E.T.S. and District L.E.A.D.S.
  - Advise the incoming District Governor on District Committee selections
  - Attend and actively promote attendance at the District Conference and other District meetings.
  - Participate in Rotary Foundation programs, annual and special giving events, and other special assignments as necessary.

**e. DISTRICT SECRETARY**

- The District Governor may appoint a well-qualified Rotarian who has previously served as Club President to serve as the District Secretary. The term of office shall be one year. However, a District Governor may re-appoint the District Secretary from the preceding term if he/she so desires for an additional year, but in no case shall the total tenure exceed three (3) consecutive years. The District Secretary's duties shall be set forth by the District Governor and may include such assignments as:
  - The secretary shall keep the minutes of the meetings of the clubs and the board, keep the corporate seal and affix it on all documents as necessary, cause notice of meetings of the clubs and the board to be sent, and perform such other duties as may be required by the board or the governor.
  - Answer all correspondence written to him, or directed to him by the District Governor.
  - Maintain a file of all official correspondence by the District Governor.
  - Maintain the official District Records, except Financial Records which are kept by the Treasurer.
  - Prepare rosters, including names, addresses and telephone numbers of the following officers of each Club: President, Secretary, President-Elect and President-Nominee. A roster shall also be prepared including names, addresses and telephone numbers of Assistant District Governors, District Committee Chairs, District Secretary,

District Treasurer, District Governor-Elect, District Governor-Nominee, Past District Governors and any other officers of the District or of Rotary International that the District Governor may decide to include.

- Prepare a mailing list, and automate the list if practical.
- Compile, publish and mail the monthly membership and attendance report of the District to Rotary International.
- Compile, publish and mail the monthly membership and attendance report of the District to the District Governor for inclusion in the District Newsletter.
- Serve as a member of the District Finance Committee.
- Keep a file of termination notices, new member notices, and change-in-record notices.
- Assist and act as Recording Secretary for such District meetings, conferences and assemblies as the District Governor deems appropriate and submit various required reports of such meetings to Rotary International.
- Conduct a Secretary training session at the District Leadership Education and Development Seminar (L.E.A.D.S.), formerly known as District Assembly.
- Provide notice to Clubs of the District Governor's official visit schedule and any changes.
- Provide two copies of the District Newsletter to Rotary International each month and a copy to the President of Rotary International in July only.
- The District may employ an Executive Secretary to whom some of the above functions may be delegated. In addition, the District Governor may assign other District Officers some of these duties.

#### **f. DISTRICT TREASURER**

- The District Governor shall appoint a District Treasurer who has previously served as a Club President or Club Treasurer. The term of office shall be one (1) year, however, a District Governor may

reappoint the District Treasurer from the preceding term if he/she so desires for an additional year, but in no case shall the total tenure exceed three (3) consecutive years. Alternatively, the District Governor-Elect may appoint an Assistant District Treasurer to later advance to the position of District Treasurer as the District Governor takes office. The District Treasurer, the Assistant District Treasurer, if appointed, and the District Conference Treasurer shall all be insured in an amount determined by the District Finance Committee, but not less than \$40,000.00, and the premium shall be paid from District funds. In the event the District Treasurer cannot complete his/her term of office, the Assistant District Treasurer shall perform all functions of the office until such time as a new District Treasurer can be appointed.

- The District Treasurer shall be the chief financial officer of the District Corporation, and shall assist the District Governor and the Board with the management of the financial affairs of the District. The District Treasurer shall receive and deposit in appropriate accounts all monies of the corporation, disburse funds in accordance with the budget and the financial policies of the district, keep proper books of account, prepare an annual budget, prepare a statement of income and expenditures to be presented at the District Conference, and perform such other duties as may be required by the Board or the District Governor.
- The District Treasurer's duties and procedures are as follows:
- Maintain business checking account at a local banking institution.
- Maintain such records and accounts as may be necessary to show the receipts, expenditures and financial condition of the District and perform all other duties connected with this office.
- Serve as a member of the District Finance Committee.
- Other duties as assigned by the District Governor.
- Procedures as needed, or may be designed, by the District Governor and District Treasurer to the District Office staff:
- Make deposits to the checking account upon receipt of dues payments from Clubs, at least weekly, when checks have been received.
- Prepare checks for payment/reimbursement of expense items, upon receipt of invoices and/or reimbursement vouchers which have been initially approved by the District Governor, dated and coded by the District per pre-assigned account codes on the budget. Maintain

supporting details for disbursements in internal files and mark invoices upon payment. Payments in excess of any account budget may only be made with prior specific written approval of the District Governor, who shall first gain the approval of the District Finance Committee.

- Monthly:
  - Prepare bank reconciliation to insure proper balance is maintained in the checking account records.
  - Carry out collection follow-up by mailing statements within thirty (30) days of the original invoice, if payment has not been received. Stamp a copy of the original invoice “PAST DUE” and mail to appropriate Clubs in lieu of a formal statement. Subsequent follow-up should be done by phone. All collection efforts are to be documented. Copy of all Past Due statements should be forwarded to the District Governor.
- Quarterly:
  - Prepare financial statements, with account numbering systems, detailing actual receipts and disbursements to date compared to budgeted receipts and disbursements.
- Semi-Annually:
  - Prepare and mail invoices to all Clubs in the District for District dues as soon as possible after July 1<sup>st</sup> and January 1<sup>st</sup>, based on Club membership as of those dates, to be payable by August 1<sup>st</sup> and February 1<sup>st</sup>.
- Annually:
  - As soon as practical after June 30<sup>th</sup>, submit all books, records, paid invoices and financial information to the District Financial Over-viewer for the year-end overview of the financial records. Provide follow-up to insure IRS reporting for non-profit organizations (Form 990) is completed. If not, engage others or prepare the return.
  - In addition to the amounts budgeted each year by the District to cover expenses of the District Governor, Rotary International provides an expense allowance, which is based on a projection of expenses provided by the District Governor-Elect to Rotary International. Upon receipt of these funds by the District Governor, the funds shall be forwarded to the District Treasurer for deposit in the District account. For reimbursement for expenses,



the District Governor shall then submit all reports for expenses associated with conducting the affairs of the office to the District Treasurer of Rotary International District 6910.

**g. ASSISTANT DISTRICT TREASURER**

The Assistant District Treasurer shall assist the District Treasurer with the management of the financial affairs of the District as may be required by the Board, the District Governor, the District Governor-Elect or the District Treasurer, including serving as Treasurer for the affiliated corporations 6910 Realty, Inc. and 6910 Charities, Inc.

**h. DISTRICT PARLIAMENTARIAN**

The District Governor shall appoint a qualified Rotarian to serve as District Parliamentarian who shall:

- Serve as an authority on parliamentary procedure and the District Policy Manual, and rule on parliamentary issues when advice is sought by the District Governor or other presiding officer.
- Advise the District Conference Elections and Credentials Committee.
- Ensure the Clubs are kept informed of all their voting rights and duties.
- At least fifteen (15) days prior to the District Conference, the Club Presidents shall be informed of resolutions involving changes to the District Policy Manual and other matters requiring vote by the Club Electors at the District Conference, and any other matters expected to come to the floor of the District Conference for vote.
- If there is not District Resolutions Chair, assist Clubs and the District Officers in preparing resolutions and other matters to be presented to the District Conference.
- Maintain a neutral attitude and position.
- Attend the District L.E.A.D.S. and the District Conference.
- The District Parliamentarian may serve successive terms, but shall have no vote on any District Committee.

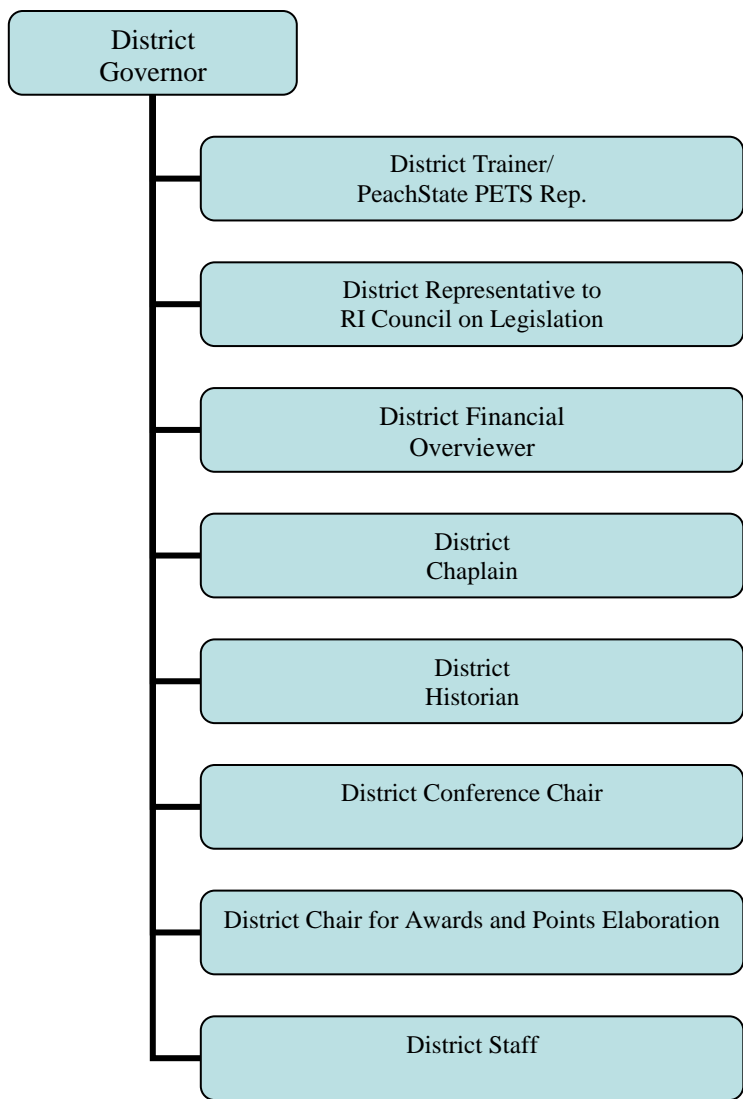
**i. OTHER OFFICERS**

The Board may elect such other officers as the business and affairs of the corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as may be determined by the board.

- **NON-OFFICERS**

**Non-Officers** of the District shall consist of the District Trainer/PeachState PETS Representative, District Representative to the Rotary International Council on Legislation, District Financial Over-viewer, District Building/Office Committee Chair, District Chaplain, District Historian, District Conference Chair, District Chair for Awards/Points Elaboration, and the District Staff.

The District Trainer/PeachState PETS Representative shall coordinate all of the training sessions for the District, including coordinating Rotary Orientation/Training Programs for new Rotarians in consultation with the District Chair for Membership Development and Retention.



**a. DISTRICT TRAINER/PEACHSTATE PETS REPRESENTATIVE**

The District Trainer shall have primary responsibility for designing, managing and facilitating all District level training programs, including, but not limited to,

- President-Elects Training Seminars (P.E.T.S.),
- Assistant Governor's/District Chair's Training,
- Leaders Education and Development Seminar (L.E.A.D.S.),

- Rotary Foundation Seminar,
- Membership Development Seminar,
- Rotary Leadership Institute, and

any other training programs and/or seminars requested by the District Governor. Additionally, the District Trainer shall ensure that each training venue is the best possible considering the available budget and team. The District Trainer shall have supervisory responsibility for all training agendas, all presenters, and all caterers.

The District Trainer shall simultaneously serve as the District's Representative to the PeachState P.E.T.S. Executive Committee.

The District Trainer, with the concurrence of the District Governor, shall appoint a District Training Committee comprised of the following positions:

- i. **VICE CHAIR FOR DISTRICT TRAINING:** The Vice Chair shall help train discussion leaders and presenters for all training events. The Vice Chair shall lead the President-Nominee training sessions with the District Governor Nominee at President-Elects Training Seminar.
- ii. **ROTARY LEADERSHIP INSTITUTE CHAIR:** The Rotary Leadership Institute (RLI) Chair shall be responsible for coordinating Phases I, II and III of this leadership training program under the guidance of the District Trainer and the District Governor.
- iii. **VIRTUAL TRAINING CHAIR:** The Virtual Training Chair shall be responsible for coordinating educational tools to be placed on the District web-site for Rotary clubs to utilize for their members' benefit.
- iv. **TECHNOLOGY CHAIR:** The Technology Chair shall be responsible for coordinating educational tools and registrations for training events on the District web-site.
- v. **LOGISTICS CHAIR:** The Logistics Chair shall be responsible for taking care of locating training venues, set-up, signage, Sergeant-at-Arms role, and other duties as requested by the District Trainer, e.g., assisting in selection of caterers.
- vi. **TRAINING SEMINARS:** Under the supervision of the District Trainer, the following training opportunities shall be offered to Rotarians in Rotary International District 6910:

- **DISTRICT 6910 CLUB PRESIDENT-ELECT'S TRAINING SEMINAR**

The District Governor-Elect, along with the District Trainer, shall schedule and conduct a Training Seminar for Club President-Elects, ideally no later than two months following the International Assembly. The location of the President-Elects Training Seminar (P.E.T.S.) will be determined by the District Governor-Elect. The

District's P.E.T.S. may be held in conjunction with other Rotary International Districts' P.E.T.S. All President-Elects must attend this seminar. The District Governor-Elect may appoint a Training Seminar Committee. All reasonable costs of the P.E.T.S. are to be defrayed by each Rotary Club or covered by registration fees.

- **DISTRICT 6910 LEADERSHIP EDUCATION AND DEVELOPMENT SEMINAR (L.E.A.D.S. – formerly known as District Assembly)**

The District Governor-Elect, in conjunction with the District Trainer, shall schedule and conduct the District Leadership Education and Development Seminar (L.E.A.D.S.). The District L.E.A.D.S. is held to provide motivation, inspiration, Rotary knowledge and instruction in administrative duties so that in-coming Presidents, Club Secretaries, Club Treasurers and other Club leaders as the District Governor-Elect may designate may receive a greater understanding of their responsibilities and opportunities for service.

The goal of this training is to provide as much knowledge as possible in as little time as available – with enthusiasm and dedication – so that clubs will have a great year with:

- increased attendance,
- better projects,
- more involvement of members, and
- a greater appreciation of the tremendous opportunity we are given as Rotarians.

L.E.A.D.S. also is an opportunity for club leaders to meet with district leaders (District Governor-Elect, Assistant Governors, and District Committees) who will support club projects and activities.

The District L.E.A.D.S. ideally will be held after both the International Assembly and the President-Elects Training Seminar and conducted in the month of April, but no later than May 1<sup>st</sup>. All President-Elects must attend the District L.E.A.D.S. If for good reason the President-Elect cannot attend, he/she shall send a designated representative from his Club whose duty it shall be to report back to him. In-coming Club Secretaries are strongly encouraged to attend the District L.E.A.D.S.

An amount of money will be designated in the District Budget for the District L.E.A.D.S. Any cost above that amount must be covered by registration fees. Rotary Clubs are encouraged to defray the cost of attendance of their key officers and directors at the District L.E.A.D.S.

- **DISTRICT 6910 ROTARY LEADERSHIP INSTITUTE**

The Rotary Leadership Institute (R.L.I.) is a grassroots training program begun in New Jersey in 1992 by Club Rotarians. Its purpose is to help future club leaders prepare for their club and community leadership role through a quality training and educational experience. The RLI has spread to many countries and districts because local clubs recognize the importance of training future leaders.

The Rotary Leadership Institute offers a three phase leadership development program that must be taken in sequence (Phase 1, Phase 2 then Phase 3), with Graduate and Discussion Leader level courses being offered to graduates of Phase 3 by invitation only. The courses are designed to provide Rotary knowledge and to develop leadership skills for voluntary organizations.

- **DISTRICT 6910 ROTARY FOUNDATION SEMINAR**

The purpose of The Rotary Foundation Seminar is to motivate Rotarians to support and participate in Rotary Foundation programs by:

- emphasizing the benefits of participating in Foundation programs to Rotary Clubs and Rotarians,
- outlining basic Rotary Foundation programs and policies,
- up-dating Rotarians on changes in Rotary Foundation programs or policies and outline goals for the up-coming year,
- recognizing individuals and clubs in the District for outstanding contributions to The Rotary Foundation, and
- answering questions about Rotary Foundation programs and activities.

**DISTRICT 6910 MEMBERSHIP DEVELOPMENT AND RETENTION SEMINAR**

The purpose of the Membership Development and Retention Seminar is to explore, investigate and discuss strategies to increase membership and find ways to effectively attract professional men and women into our clubs by:

- motivating and educating membership that it is every Rotarian's responsibility to sponsor worthy and capable members into our clubs,

- impressing upon our membership that attracting more minds to find clever ideas for service and more hands to transform these ideas into results will strengthen Rotary,
- promoting a long term strategy for membership development and retention as part of the new Club Leadership Plan, and
- instilling in every Club President the obligation to lead the existing members towards challenging goals of membership.

**b. DISTRICT REPRESENTATIVE TO ROTARY INTERNATIONAL COUNCIL ON LEGISLATION**

- The Council on Legislation is the legislative body of Rotary International which has the authority to amend the constructional documents of Rotary International.
- The Council meets every three (3) years at a time and place designated by the Rotary International Board of Directors.
- Each District shall be represented by a Rotarian who has served a full term as an officer of Rotary International (or is the current Governor or Governor-Elect under special circumstances). Such Representative shall be a member in good standing of a Rotary Club in the District represented.
- To qualify for service at the council, a Representative must furnish a statement that the Rotarian understands clearly the qualifications, duties and responsibilities of a District Representative to the Council on Legislation, is qualified, willing and able to assume those duties and responsibilities and to perform them faithfully, and will attend the meeting of the Council for its full duration.
- The Clubs in the District shall elect a Rotarian to represent them at each council. The election usually takes place at the District Conference held in the Rotary Year immediately prior to the Rotary Year in which the council meeting is to take place.
- An Alternate District Representative also is chosen at that time to serve in case the District Representative cannot attend.
- Any Rotary Club may nominate from its membership a qualified candidate to represent the Clubs of the District. Each elector at the District Conference is entitled to one vote in the election of the District Representative. The candidate receiving the highest number of votes becomes the District Representative of the Clubs in the District. The one who receives the second highest number is declared the Alternate District Representative. If neither the District Representative nor the Alternate District Representative elected by

the Clubs is able to serve, the District Governor may appoint another qualified Rotarian from the District to serve.

- The District Representative's expenses not covered by Rotary International shall be budgeted by the District Finance Committee.
- The District Representative, during the year between his/her election and the convening of the Council on Legislation, will meet with as many Clubs as possible to inform them of and discuss with them all pending legislation. The District Representative, after the Council on Legislation is over, must submit a written report available to the next District L.E.A.D.S. or District Conference.
- Legislation may be proposed by a Club, a District Conference, the Rotary International Board, the Council, or the General Counsel or the Conference of Rotary International in Great Britain and Ireland. When a Rotary Club proposes legislation, the matter must have been submitted by the Club's Board of Directors to the membership for adoption. It is then forwarded to the District Governor with a letter signed by the President and Secretary of the Club certifying that it has been adopted, and asking for District consideration. When a District proposes legislation and/or considers Club-approved legislation, it should be done at a District Conference or through a ballot-by-mail of the Clubs.
- To be duly proposed, each item of legislation must be delivered to the General Secretary of Rotary International in writing no later than June 30<sup>th</sup> in the year preceding the Council. In addition, legislation proposed by a Club must meet the by-laws requirements regarding District review.
- All Club approved legislation should be delivered to the District Governor no later than fifteen (15) days prior to the first day of the applicable District Conference where the legislation is to be considered. Other than the fifteen (15) day requirement, all other provisions of the District's *District Resolutions* requirements shall be in effect, including the suspension of Rules.

**c. DISTRICT FINANCIAL OVERVIEWER**

The District Governor, the District Governor-Elect and the Chairman of the Finance Committee shall appoint the District Financial Over-viewer, who shall be an accountant by profession. He/she cannot be currently serving the District in any of the above offices or as a member of the District Finance Committee. He/she will overview the records of the District Treasurer for the immediately preceding Rotary year by August 15<sup>th</sup> to insure that the records are being maintained according to acceptable and understandable methods. He/she will also overview the District Conference account and any other accounts designed by the District Finance Committee. He/she is not expected to perform an audit, compilation or review or prepare financial statements.



**d. DISTRICT CHAPLAIN**

The District Chaplain shall perform non-denominational ministerial tasks at the direction of the District Governor, as well as serve as Chair of the Family of Rotary Committee under the District Chair for Membership.

**e. DISTRICT HISTORIAN**

The District Historian shall research and record the history of District 6910, and shall provide assistance to the various clubs in their efforts to research and record the clubs' histories.

**f. DISTRICT CONFERENCE CHAIR**

The District Conference Chair shall assist the District Governor in the conduct of the annual District Conference which shall be held between the dates for L.E.A.D.S. and the Rotary International Convention. The District Conference Chair shall follow such directions as provided for within the Rotary International Manual of Procedure, this Policy Manual and those provided by the District Governor. The District Conference Chair shall appoint as many various committee chairs as he/she shall so determine to ensure the conduct of the District Conference.

**g. DISTRICT CHAIR FOR AWARDS**

The District Chair for Awards and Points Elaboration shall assist the District Governor in developing and promulgating to the various clubs the requirements and methodology to be employed in awarding competition points for the various awards to be presented at the District Conference. The Chair shall ensure that all information regarding the various awards and points elaboration are disseminated to the various clubs not later than July 1<sup>st</sup> of each Rotary Year.

**h. DISTRICT STAFF**

The District Governor shall be authorized to hire personnel to assist in the carrying out of the various administrative functions of the District Office. The District Staff shall be supervised by the District Secretary and ultimately responsible to the District Governor. The District Staff shall perform all duties and responsibilities as assigned to him/her/them by the District Governor and/or the District Secretary. Additionally, with the consent of the District Governor, the District Staff may assist other District level leaders with their administrative functions as time and resources permit.

- **BOARD OF TRUSTEES:**

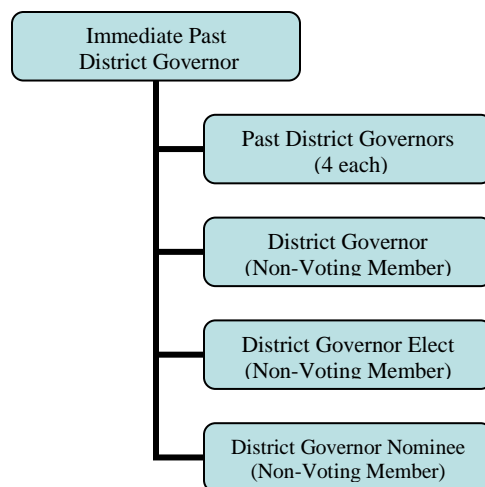
Previously a District Board of Trustees existed whose role was to promote continuity, effectiveness and enhanced communications in District 6910. With the incorporation of the District and adoption of the District By-Laws, the need for a District Board of Trustees no longer exists, hence the District Board of Trustees is abolished with adoption of this District Policy Manual

- **COMMITTEES** for the District Administration Avenue of Service shall be:

- a. DISTRICT GOVERNOR NOMINATING COMMITTEE**

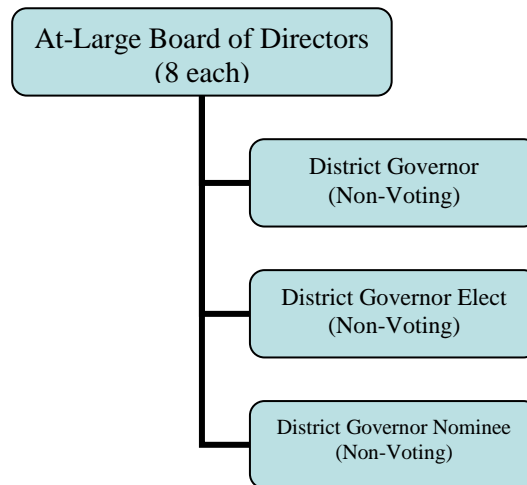
The District Governor Nominating Committee shall be charged with the duty to seek out and propose the best available candidate for District Governor-Nominee Designate in accordance with the Rotary International By-Laws. The District Governor Nominating Committee shall consist of the past five (5) District Governors who are active members of their clubs and who are willing and able to serve. The Immediate Past District Governor shall serve as Chair; and the non-voting members shall be the District Governor, District Governor-Elect and District Governor-Nominee. Where a Past District Governor is unable or declines to serve, the next most recent Past District Governor shall serve.

The Immediate Past District Governor shall have the freedom to supplement the Rotary International Nomination District Governor Nomination Form with other local forms to facilitate the work of the committee, such as the District 6910 Governor Candidate Information Sheet found as an Appendix in this District Policy Manual.



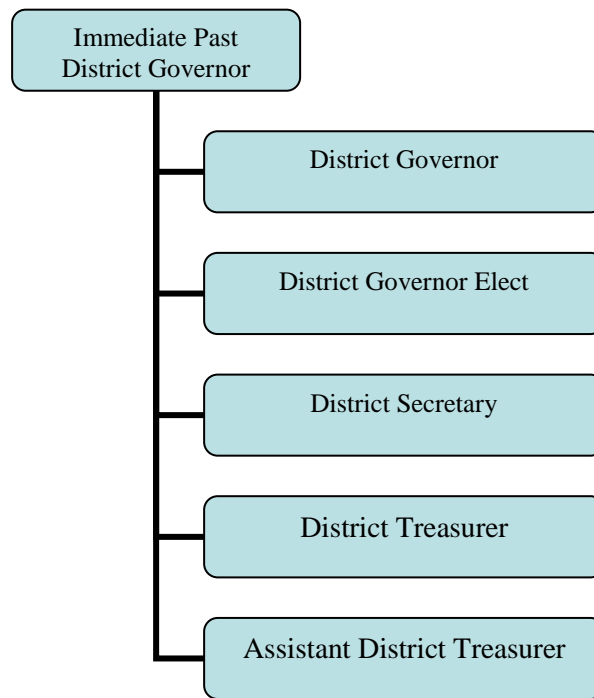
**b. ROTARY INTERNATIONAL DIRECTOR NOMINATING COMMITTEE**

The Rotary International Director Nominating Committee shall consist of the eight At-Large Board of Directors of the Corporation. The Board shall elect the chair of the committee. Members of this committee shall not be eligible for nomination by the committee or their clubs for director. The District Governor, District Governor-Elect and District Governor-Nominee shall be nonvoting members of the committee.



**c. DISTRICT FINANCE COMMITTEE**

The District Finance Committee shall consist of the Immediate Past District Governor who shall serve as Chair, the District Governor, the District Governor-Elect, the District Secretary, the District Treasurer and the Assistant District Treasurer.



The duties and responsibilities of the District Finance Committee shall be as set forth below:

1. The District Governor-Elect will prepare the upcoming year's budget. The proposed budget will then be presented to the District Finance Committee before either P.E.T.S. or District L.E.A.D.S. for review, revision and/or acceptance prior to submission to the Club President-Elects. The budget will then be presented to the Club President-Elects for adoption during either P.E.T.S. or District L.E.A.D.S. A copy of the accepted budget, along with the past year's budget and actual-to-date, should be forwarded to the President-Elects at least two (2) weeks prior to either P.E.T.S. or District L.E.A.D.S.
2. To oversee the administration of the District funds, and be the only authority to approve disbursements not authorized by the budget or by existing resolution or by action of the District Conference Committee.
3. The Chair of the District Finance Committee shall order the overview of the records of the District Treasurer as of June 30<sup>th</sup> of the current year, including the financial records of the last District Conference,

such overview to be completed no later than October 1<sup>st</sup> following the District Conference.

4. Meet as often as necessary or expedient, or at the calling of any member of the Finance Committee.
5. Unless otherwise provided, review and approve the District Liability Insurance from year to year.
6. The following guidelines apply to the budget's income, expenditures, disbursements and reimbursable expenses:

A. **DUES:** Each Rotary Club shall contribute an amount per member per year for District expenses and the amount shall be determined at P.E.T.S. or the District L.E.A.D.S. by approval of three-fourths (3/4) of the President-Elect's attending and voting. This amount shall be payable semi-annually by August 1<sup>st</sup> and February 1<sup>st</sup>, based on Club membership as of July 1<sup>st</sup> and January 1<sup>st</sup>, respectively. District dues for newly formed clubs will be charged in the same manner as they are charged RI dues.

B. **RESERVE FUNDS:** The District Finance Committee will maintain an adequate reserve balance in the District fund.

- i. As recommended by Rotary International Policy, the District will maintain the equivalent of the current year's revenue from Dues in "Designated Surplus" to be passed to the following District Governor each year.
- ii. Each year's finances should at a minimum break even on its operations. It is the District Governor's responsibility to produce a positive Income Statement each year and to maintain the "Designated Surplus."
- iii. District Conference budget and financial activities should be kept separately from the District budget. The District Conference budget shall at least break even and preferably make a small profit. Should the District Conference lose money, the District budget will make up the difference; however, the District Governor and the District Conference Committee should not use "Designated Surplus" funds to finance the District Conference.
- iv. Money should not be returned to the Clubs.

- v. The District Governor and the District Conference Chairman should accept the responsibility for insuring that the line budget items are adhered to within reasonable tolerance. However, should one line item be significantly under spent, with the approval of the District Finance Committee, those funds may be used in other expense accounts, assuming the annual budget is balanced or will produce an excess of revenues over expenses.
- A. **REIMBURSABLE EXPENSES FOR THE DISTRICT GOVERNOR** include expenses not covered by Rotary International, such as budgeted expenses for attendance of the District Governor and his/her spouse to the Rotary International Convention, Zone Institute, District functions, and other area meetings, and other funds deemed necessary and proper to assist the District Governor to entertain visiting Rotary dignitaries and to perform other District functions as described in this manual.
- B. **REIMBURSABLE EXPENSES FOR THE DISTRICT GOVERNOR-ELECT** include expenses such as budgeted expense for attendance of the District Governor-Elect and his/her spouse at the International Convention, International Assembly, the Zone Institute, District functions, and other area meetings, and budget expenses for administrative expenses in preparing for his/her term as District Governor.
- C. **REIMBURSABLE EXPENSES FOR THE DISTRICT GOVERNOR-NOMINEE** include expenses such as budgeted expense for attendance of the District Governor-Nominee and his/her spouse at the Zone Institute, District functions, and other area meetings, and budget expenses for administrative expenses in preparing for his/her term as District Governor.
- D. **REIMBURSABLE EXPENSES FOR THE DISTRICT GOVERNOR-NOMINEE DESIGNATE** include budgeted expenses for administrative expenses in preparing for his/her term as District Governor.
- E. **MILEAGE REIMBURSEMENT:** For the District Governor, the District Governor-Elect and the District Governor-Nominee, the I.R.S. standard mileage rate shall be used for reimbursement for use of personal automobile, within the limits of the general expense accounts set in the District budget.

F. **OTHER DISTRICT OFFICIALS** are expected to pay their own expenses. However, when specifically approved in advance as a part of the District budget, other District Officials may receive reimbursement for such expenses (e.g., Assistant District Governors and others so designated by the District Governor).

d. **OTHER COMMITTEES**

The governor and governor-elect shall appoint all committees and persons required or permitted by Rotary International. The governor shall appoint all committees and persons required by the district policy manual, unless appointment is delegated to another Rotarian. The governor may appoint and the board may elect other committees and persons deemed necessary to accomplish the purposes and objectives of the district.

b. **PUBLIC RELATIONS**

There shall be a District Chair for Public Relations who shall be responsible for developing and implementing plans to provide Rotarians and the public with information about Rotary, its history, object and scope, and to promote the District's service projects and activities.

Responsible to the District Chair for Public Relations shall be Committee Chairs for such areas as:

- Continuing Member Education
- District Technology/Web Site
- Publicity (Billboards/Print/Radio/Television)
- District Newsletter – Rotations
- On-to-Rotary International Convention

Additionally, there shall be a logo for Rotary International District 6910, and a depiction of the said logo shall appear in the appendix of this District Policy Manual.

c. **MEMBERSHIP DEVELOPMENT AND RETENTION**

There shall be a District Chair for Membership Development and Retention who shall be responsible for Extension, Orientation, Sponsorship, Retention, and Family of Rotary.

In fulfilling his/her duties, the District Chair for Membership Development and Retention shall:

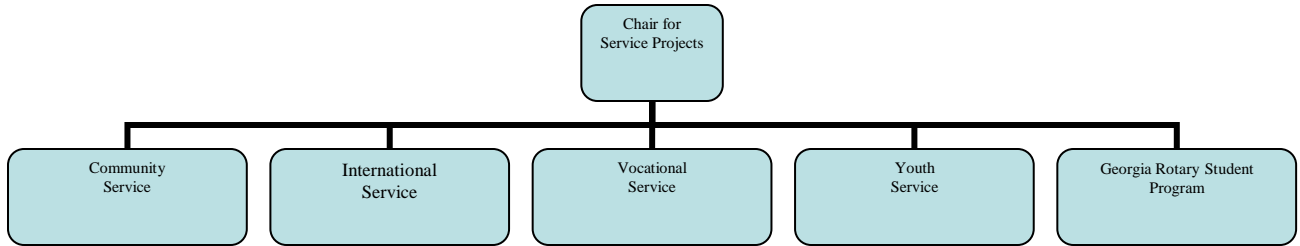
- Plan, market and conduct a District Membership Seminar in consultation with the District Governor and District Trainer.

- Work with the District Governor and Club Leaders to ensure that the District achieves its membership goals.
- Coordinate district wide membership development activities.
- Encourage clubs to participate in Rotary International or Presidential Membership Development Recognition programs.
- Maintain communication with other district committees to coordinate activities that will aid membership development efforts.
- Identify committee members to all clubs and indicate that members of the committee are available to help them.
- Encourage clubs to develop and implement an effective membership sponsorship plan.
- Visit clubs to speak about successful membership development activities and share information on successful activities.
- Encourage clubs to promote the Family of Rotary in efforts to pursue the first Object of Rotary – “to encourage and foster the development of acquaintance as an opportunity for service.” The Family of Rotary will encourage clubs to care for Rotarians, their families and members of the larger Rotary family, thereby strengthening clubs and instilling a sense of integrity, tolerance and unselfishness in the next generation.
- Demonstrate commitment to family and community through projects, activities, and events in celebration of Family Month during the month of December.
- Encourage clubs to increase Rotary through Club Extension each year in District 6910.
- Encourage clubs to adopt programs designed to promote retention of members in Rotary International.
- Ensure that each club committee has a copy of the *Membership Development Resource Guide* (417-EN).

**d. SERVICE PROJECTS**

There shall be a District Chair for Service Projects who shall be responsible for Community Service, International Service, Vocational Service, Youth Services and serve as a liaison to the Georgia Rotary Student Program. The District Chair for Service Projects shall be assisted in his/her responsibilities by Committee Chairs as provided for below:





- There shall be a Committee Chair for **COMMUNITY SERVICE** with responsibility for such areas as those listed below:
  - Coins for Alzheimer’s Research Trust (C.A.R.T.)
  - Disaster Relief Plans and Responses
  - Environmental/Water Conservation Projects
  - Health and Hunger
  - Literacy and Numeracy Projects
  - Promotion of “Sweat Equity” Projects by Clubs
  - Others duties as the District Governor or Services Chair may designate.

The Committee Chair for Community Service may be assisted in his/her responsibilities with sub-committee chairs for each area of responsibility listed above.

- There shall be a Committee Chair for **INTERNATIONAL SERVICE** with responsibility for the development of understanding and goodwill among Rotarians and among the people at large.

In fulfilling his/her duties, the Committee Chair for International Service shall have specific responsibilities for:

- Assist in World Community Service projects not involving Rotary Foundation funds.
- Promotion of Rotary Friendship Exchanges
- Promotion of World Understanding Month in February
- Promotion of World Understand and Peace Day on February 23<sup>rd</sup>
- Promotion of Rotary Recreational and Vocational Fellowships
- Promotion of Rotary Fellowship Month in June
- Others duties as the District Governor or Services Chair may designate

- There shall be a Committee Chair for **VOCATIONAL SERVICE** with responsibility for such items as those listed below:
  - Promotion of the W. Lee Arrendale Vocational Excellence Award
  - Promotion of Ethics in all professions and businesses
  - Promotion of the Robert S. Stubbs II Guardian of Ethics Award
  - Promotion of the 4-Way Test
  - Promotion of Vocational Site Visits by Clubs
  - Promotion of Vocational Service Month in October
  - Promotion of Vocational Service projects
  - Others duties as the District Governor may designate

The Committee Chair for Vocational Service may be assisted in his/her responsibilities with sub-committee chairs for each area of responsibility listed above.

- There shall be a Committee Chair for **YOUTH SERVICES (NEW GENERATIONS)** with responsibility for such areas as those listed below:
  - Rotary Youth Leadership Awards (RYLA)
  - Interact
  - Rotaract
  - Youthact
  - Youth Exchange
  - AIDS Awareness
  - Promotion of New Generations Month in September
  - Promotion of activities involving youth with disabilities
  - Others duties as the District Governor may designate

The Committee Chair for Youth Service may be assisted in his/her responsibilities with sub-sub-committee chairs for each area of responsibility listed above.

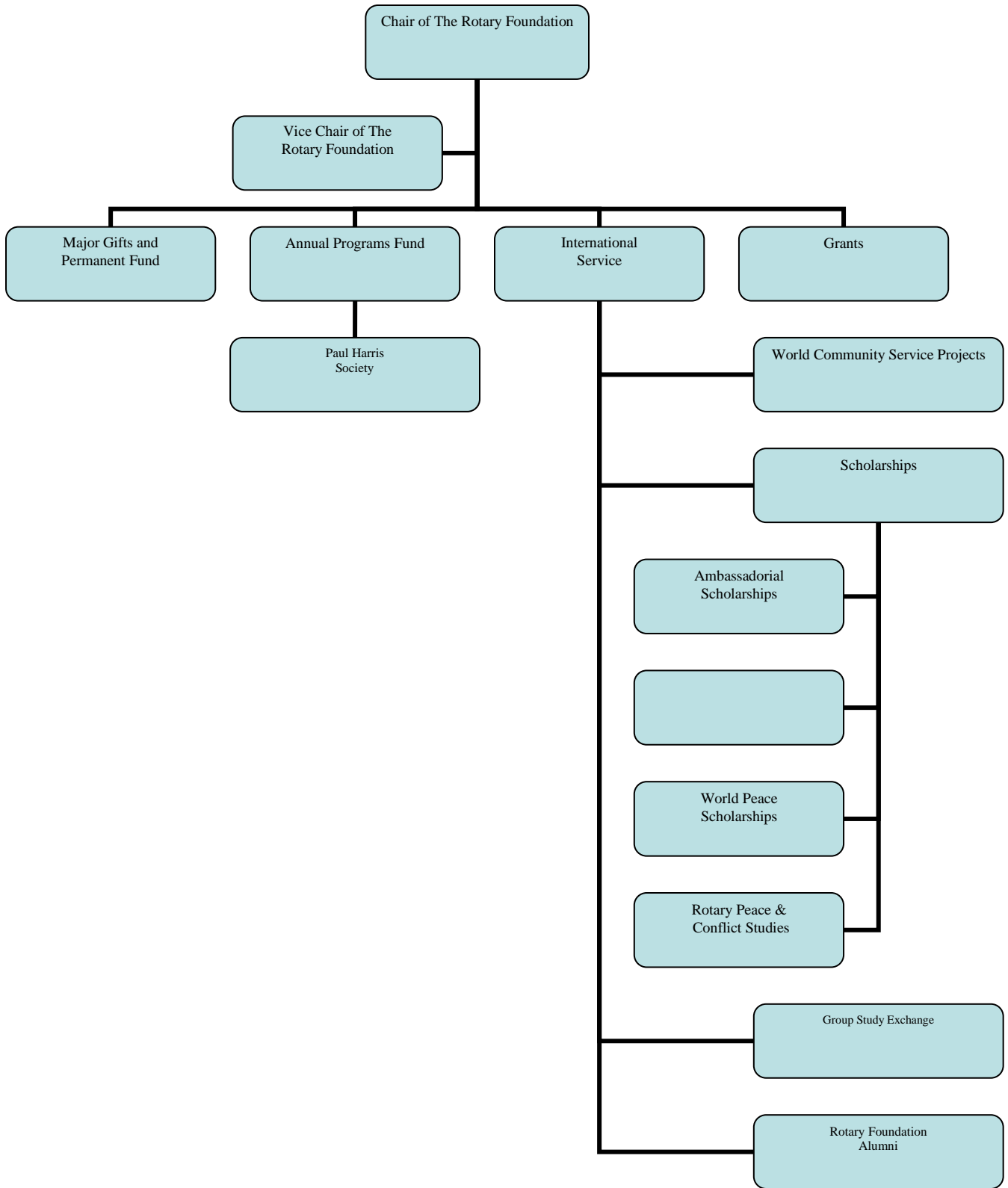
- Additionally, the District Chair for Service Projects shall also serve as a liaison from the District to the **GEORGIA ROTARY STUDENT PROGRAM** through the Officers, Directors and Trustees of the Georgia Rotary Student Program.
  - Rotary International District 6910, Inc. supports the Georgia Rotary Student Program (GRSP).
  - District 6910 may adopt recognition programs to promote financial support for the Georgia Rotary Student Program by Rotary Clubs and

Rotarians alike, e.g., Georgia Rotary Student Program Sustaining Member stickers for Rotarians' name badges, and Georgia Rotary Student Program \$100.00 Per Capita patches for clubs' banners.

- To assure continuity with District 6910 projects and programs, any changes in Georgia Rotary Student Program assessments and fundraising must be approved by District 6910 leadership prior to implementation (said District Leadership consisting of the District Governor, the District Governor-Elect, the District Governor-Nominee and the two Immediate Past District Governors at the time of request for change and approval by the District Governor).
- A G.R.S.P. District Chair, Directors, and Line Trustees shall be appointed by the District Governor to maintain continuity in the overall plan for District 6910 leadership.
- The District Chair for Service Projects may be assisted in his/her responsibilities with sub-committee chairs to assist with the nomination of Georgia student candidates for the **Oslo/Norway Scholarship** and the **Germany Scholarship** which are offered as reciprocal scholarships to Georgia students in appreciation for the Georgia Rotary Student Scholarship Programs being offered to international students.

#### e. **THE ROTARY FOUNDATION**

The District Governor shall appoint a Past District Governor or a knowledgeable Rotarian from the District to serve a three-year term as District Chair for The Rotary Foundation. . The term for the Chair shall not to exceed three years. The Rotary Foundation Chair shall assist the District Governor in the promotion of the objectives of The Rotary Foundation, coordinate the work of The Rotary Foundation committees in the District as directed by the District Governor, and serve as the liaison between The Rotary Foundation of Rotary International and the Rotary Clubs in the District. Each year, the District Governor-Elect shall determine the organization of the sub-committees for his/her year as he/she feels necessary. Specifically, he/she may combine and consolidate the committees to assist in the management and motivation of the Foundation activities.



The Chair of the Rotary Foundation Committee may be assisted in his/her responsibilities by a Vice Chair, with duties to be assigned by the Foundation Chair, in addition to several committee chairs as identified below.

- **Major Gifts/Permanent Fund Chair:** Promotes and encourages support for the Foundation Endowment for World Understanding and Peace through outright gifts and planned gifts such as will bequests, life insurance policies, pooled income fund and other life income gifts. In the absence of this sub-committee, the Annual Programs Fund sub-committee should assume these duties.
- **Annual Programs Fund Chair:** Works to educate Clubs about Foundation programs; encourages outright contributions to the Annual Programs Fund of The Rotary Foundation; organizes a corporate matching gift plan; promotes donations of Named Scholarships; stipulates participation in Clubs and District Foundation-related activities; provides copies of Foundation contribution and recognition reports to Clubs. The Annual Programs Fund Chair promotes the EVERY ROTARIAN, EVERY YEAR goal that every Rotarian becomes a \$100.00 per year Rotary Foundation Sustaining Member in addition to becoming involved in a Rotary Foundation project.
- **Paul Harris Society Chair** promotes contributions of \$1,000.00 or more on an annual basis to the Annual Programs Fund of The Rotary Foundation.
- **International Service Chair**
  - **World Community Service Projects:** Assists Rotarians, along with the Grants Chair, in promoting, fostering and managing Club-level and District-level World Community Service Projects involving Rotary Foundation funds.
  - **Scholarships:** Selects the type of scholarships the District will seek (e.g., Ambassadorial Scholarships, Cultural Scholarships, World Peace Scholarships, Rotary Peace and Conflict Studies Programs, and Rotary Grants for University Teachers); assists in distributing application materials; encourages Clubs to find and recommend appropriate candidates; makes the final selection of District candidates; provides orientation training for scholars and Rotarian counselors.
  - **Group Study Exchange:** Assists the District Governor in applying for Group Study Exchange (GSE) awards; selects Group Study Exchange Team Leaders and Team Members; coordinates exchanges with matched District; arranges the itinerary and secures hosts for the visiting Group Study Exchange teams. The District will apply to

Rotary International each year before December 15<sup>th</sup> for a Group Study Exchange Team for the following year, and the District Governor-Elect shall determine the District which we shall seek to be paired. The District shall provide funds in the budget each year to support the out-going and the in-coming Group Study Exchange teams.

- **Rotary Foundation Alumni:** Maintains names and addresses of Foundation alumni (past scholars, Group Study Exchange team members, University Teacher Grant recipients and Rotary Volunteers in Action) for the central office; organizes speakers' lists for Club and District programs; coordinates activities of Foundation Alumni; and assists in the formation of local Rotary Foundation alumni associations;

- **Grants Chair:**

Encourages Clubs to sponsor and administer local and international service projects eligible for grants (e.g., District Simplified Grants, Individual Grants, and Health, Hunger and Humanity (3-H) Grants, etc.) Responsible for administering the Grants Program within the District.

### **3. DISTRICT CONFERENCE**

The annual District Conference furthers the programs of Rotary through fellowship, inspirational addresses and the discussion of matters relating to the affairs of Clubs in the District and Rotary International. The District Governor, the District Conference Committee and Rotary Club Presidents should endeavor to obtain the best attendance at the District Conference. New Rotarians should especially be encouraged to attend the District Conference.

#### **a. DISTRICT CONFERENCE COMMITTEE**

The District Governor, in accordance with recommendations of Rotary International, shall appoint a District Conference Chairman. The District Governor and District Conference Chair will then appoint a Conference Executive Committee consisting of a Chairman of Registrations, Chairman of Arrangements, Conference Treasurer and Past Conference Chairman. They may also appoint other members or committees as they see fit. The Committee shall meet with the District Governor at least nine (9) months prior to the date of the Conference to formulate plans for the Conference. Other meetings shall be at the call of the District Governor or Conference Chair. The Conference Committee shall set registration fees, which are approved by the District Finance Committee.

The District Governor shall take advantage of experience and broad knowledge of the Past District Governors in the District by seeking their advice in District

matters, by using them as speakers throughout the District, by enlisting their help in District activities, and by asking them to give direct assistance to the Clubs in the District.

#### **b. DISTRICT CONFERENCE FINANCES**

An amount of income will be budgeted in the District Budget for the District Conference. Any revenue needs above that amount must be covered by the District Conference Committee by District Conference registration fees. District Conference income may be deposited in a special District Conference checking account. This account may contain monies allocated from the District and monies received from registration.

The District Governor and the District Conference Chair shall prepare a balanced budget to be presented to the District Governor no later than sixty (60) days preceding the Conference. The budget should include any advance from the District. The District Governor must approve the Conference budget prior to any funds being used for the Conference. However, essential expenses may be disbursed by the District Treasurer prior to such approval, if approved by the District Governor.

District Conference funds will be received and disbursed by the Conference Treasurer, when approved and adequately substantiated by the District Governor or the District Conference Chair.

In case of emergency, the District Governor may authorize excess line item expenditures of Conference funds over budgeted line item; however, the total of the excess expenditures for any line item shall not exceed the budget by more than \$500.00 unless off-set by a corresponding decrease in another expense item.

All funds remaining in the District Conference account when all the District Conference account has been closed must be returned to the District general account. The Conference Treasurer shall prepare for the District Finance Committee a complete statement of receipts and disbursements of the District Conference no later than 30 days after the close of the Conference. In the event accounts cannot be closed by that date, open accounts shall be shown as estimates and the final statement shall be issued as soon as possible.

The District Conference account will be automatically overviewed by the District Financial Over-viewer at the same time as the District funds. The Conference Treasurer will be insured (see District Treasurer).

#### **c. ELECTIONS**

The District Conference Chair shall appoint an Election and Credentials Committee. In conjunction with the District Governor and under the supervision of the District Parliamentarian, this committee shall:

Issue credentials for all Club Electors to the District Conference after proper confirmation by each Rotary Club.

Prepare, distribute, collect and count the ballots for such voting at the Conference that may require written ballots.

Report results of voting to the District Governor or Resolutions Chair who is presiding at the legislative session of the Conference.

Maintain at all times a neutral attitude regarding any vote and provide for confidentiality of all voting.

#### **d. PLENARY SESSIONS**

The following rules shall apply to each Plenary Session of the annual District Conference of the District:

**Rules of Governance** - All sessions will be governed by the rules of this Policy Manual, by applicable Rules of Procedure contained in the Rotary International Manual of Procedure as interpreted by the District Parliamentarian, and by *Robert's Rules of Order Newly Revised*, 10<sup>th</sup> edition (2000), or any later edition of said book adopted by the board.

**How to Secure Recognition** – Any person desiring recognition shall stand and, when recognized by the Chair, shall give his/her name in full and the name of his/her Rotary Club.

**Speakers** – No person, excepting those who have been assigned programmed speeches and discussions shall be allowed to speak more than twice on any subject, and not more than three minutes at one time on any subject without unanimous consent of the Conference.

**Who May Vote** – Every member in good standing of a Club in the District present and registered at the Conference shall be entitled to vote upon all questions and matters properly presented except in the selection of the District Governor-Nominee, the selection of the District Representative to the Council on Legislation, and Resolutions affecting the Policy Manual, which votes shall be restricted to Club Electors. Any Elector shall, however, have the right to demand a poll upon any question presented, in which event the voting shall be restricted to the Electors.

**Club Electors** – Each Club, provided it has paid its financial obligations to Rotary International and to the District in total by the opening day of the Conference, shall select one Elector for each twenty-five members or major portion (greater than one-half) thereof as reported in the semi-annual membership report preceding the Conference. Each Club shall be autonomous in its method of selecting its Electors. Procedures for issuing credentials will be handled by the District Conference Elections and Credential Committee.



## **e. DISTRICT RESOLUTIONS**

- **GENERAL RESOLUTIONS**

District Resolutions may be proposed by a Club, by the District Governor, or by the District Governor-Elect. Resolutions are normally considered by a Business Session of the District Conference provided the proposed resolution has been submitted in writing to the District Governor thirty (30) days prior to the District Conference. It is expressly provided that a District Conference may suspend the normal rules, by a two-thirds (2/3) vote of those present, to debate and vote on Resolutions considered timely by the District Conference, provided the Resolutions is presented to the voting body in writing at the Plenary Session prior to the session at which the vote is to be taken.

The District Governor shall submit all of the proposed Resolutions to all the Clubs in writing at least fifteen (15) days prior to the District Conference. In addition, all Resolutions to be considered by the District Conference shall be presented in writing to all Rotarians in attendance at the District Conference at least by the end of the Plenary Session prior to the Business Session at which the vote is to be taken. No amendment may be introduced during the Business Session which would greatly change the intent or purpose of any piece of legislation according to the proposer. An amendment which, according to the proposer, would greatly change the intent or purpose of any piece of legislation, must be submitted in writing to the District Parliamentarian at least twenty-four (24) hours before the business session, announced at a Plenary Session, and posted prominently. Decision shall be by majority vote of those present and voting.

- **EMERGENCY RESOLUTIONS**

If in the opinion of the District Governor, an emergency exists which requires the enactment of a District Resolution for conducting the business of the District, such proposed resolution may be submitted to the Clubs for mail ballot. In such cases, the District Governor shall mail to the Secretaries of each Club in the District a ballot detailing the proposed resolution and stipulating a return date thirty (30) days from the time of mailing of the ballot. A majority of all the Clubs in the District shall be required to support the emergency resolution.

- **CONFERENCE RESOLUTIONS**

Courtesy resolutions, thanking the President's Representatives, the proprietor of meeting place, etc., will not need sixty (60) days notice.

#### **4. DISTRICT DUES**

Annual dues for members of the District is set by the approved budget each year and payable one-half on August 1<sup>st</sup> and one-half on February, based on the Club's membership at July 1<sup>st</sup> and January 1<sup>st</sup>, respectively, of each Rotary Year.

#### **5. LIABILITY INSURANCE AND BONDS**

The District Governor is authorized to contract with any insurance company or agency for, including but not limited to, general liability, fidelity and casualty insurance for this Rotary District, with such limits for such premiums, and upon such terms and conditions as may be approved by the District Finance Committee. Such company or agency shall have no employees or owners who are District 6910 Rotarians. The annual District dues shall be adjusted by an amount approved by the District Finance Committee sufficient to defray any increase in premiums and administrative expenses related to such insurance.

If the District Finance Committee determines that the cost of general liability insurance of this Rotary District becomes excessive and burdensome to the District, all matters concerning the continuance or discontinuance of such insurance shall be submitted to the Club Electors at the next District Conference for disposition.

Interact Clubs, Rotaract Clubs and Rotary Youth Leadership Awards (R.Y.L.A.) participants in the District will be covered by the District's general liability insurance in the same manner and in the same amounts as the Clubs of the District. The costs of which shall be paid from District funds.

To the extent that Rotary International requires Clubs or Districts to purchase mandatory insurance, such requirement shall supersede this section of the Policy Manual.

#### **6. PAST DISTRICT GOVERNORS**

The District Governor shall take advantage of experience and broad knowledge of the Past District Governors in the District by seeking their advice in District matters, by using them as speakers throughout the District, by enlisting their help in District activities, and by asking them to give direct assistance to the Clubs in the District.

#### **7. POLICY MANUAL CHANGES**

Changes to the District Policy Manual may be made by two separate means:

- (a) proposed changes by the Clubs may be made only by Resolution enacted at the District Conference in accordance with procedures established herein; or
- (b) the Board may make changes by motion of any board member at any called board meeting, whether regular or special, provided that notice by publication to the clubs first occurs in the District newsletter "Rotations" followed by a thirty (30) day grace period for clubs to comment and/or object, and if no objections are filed with the

Board at the end of the thirty (30) day grace period, said grace period being measured from the date of publication of the District newsletter, then the proposed change may then be enacted by the Board.

All proposed amendments to the District Policy Manual shall be filed with the Board at least forty-five (45) days prior to a District Conference or Board meeting so that publication to the Clubs may occur in a timely manner.

In the event that any provision of this Policy Manual is now or hereafter in conflict with any requirements of Rotary International, the requirement of Rotary International shall prevail, and this Policy Manual shall be deemed to be amended accordingly.

No part of this District Policy shall supercede any material included in the latest edition of Rotary International's Manual of Procedure.

**LOGO**  
*FOR*  
**ROTARY INTERNATIONAL DISTRICT 6910**

---





## DISTRICT 6910 GOVERNOR CANDIDATE INFORMATION SHEET

NAME \_\_\_\_\_ ROTARY CLUB OF \_\_\_\_\_

<b>ASSISTANT GOVERNOR</b>	Y or N
---------------------------	--------

<b>ADMINISTRATION</b>	
District Chair?	Y or N

<b>MEMBERSHIP</b>	
District Chair?	Y or N
Sponsored a Rotarian in last 3 years?	Y or N

<b>PUBLIC RELATIONS</b>	
District level Chair?	Y or N

<b>ROTARY FOUNDATION</b>	
District level TRF Leadership Role?	Y or N
Major Donor	Y or N
Paul Harris Fellow	Y or N
Paul Harris Society Member	Y or N
Rotary Foundation Sustaining Member	Y or N
Bequest Society Member	Y or N
Benefactor	Y or N

<b>SERVICE</b>	
District level Chair?	Y or N
Georgia Rotary Student Program	Y or N
GRSP Leadership Role?	Y or N
Hue Thomas Fellow?	Y or N
Will Watt Fellow?	Y or N
GRSP Sustaining Member?	Y or N

<b>TRAINING</b>	
District Chair?	Y or N
Leadership Education and Development Seminar	Y or N
How many attended?	_____
Last attended?	_____
Membership Development and Retention Seminar	Y or N
How many attended?	_____
Last attended?	_____
Rotary Foundation Seminar	Y or N
How many attended?	_____
Last attended?	_____
Rotary Leadership Institute	Y or N
Phase completed	1 or 2 or 3



**DISTRICT 6910 GOVERNOR CANDIDATE INFORMATION SHEET  
(Continued)**

NAME \_\_\_\_\_ ROTARY CLUB OF \_\_\_\_\_

<b>DISTRICT CONFERENCE</b>	
How many attended?	_____
Last attended?	_____

<b>ROTARY INTERNATIONAL CONVENTION</b>	
How many attended?	_____
Last attended?	_____

<b>RESUME</b>	
Professional Resume Attached?	Y or N
Rotary International Resume Attached?	Y or N



## *District 6910 “Rotarian Sponsor” Pin*

Rotary International promotes Membership Development and Retention at both the District and Club levels through Rotary International Membership Development and Extension Awards.

Districts are recognized with a District Membership Award from the Rotary International President, as well as mention in *The Rotarian*, for meeting or exceeding their membership goals by May 15<sup>th</sup>.

Clubs are recognized with a RI Membership Development and Extension Award for being:

- The club in the District with the highest percentage growth rate
- The club in the District bringing in the most new members
- The club in the District with the highest percentage retention rate
- Those Club(s) which sponsored new club(s)

While there exists a generic Membership Development and Retention lapel pin, it does not recognize individual Rotarian *accomplishment* in growing Rotary International – it only promotes the concept of Membership Development and Retention in a larger sense.

There have been no permanent recognition programs for individual Rotarians in the Membership Development and Retention arena (although RI recently created a “Rotarian Sponsor” pin simultaneous with District 6910’s creation of a “Rotarian Sponsor” pin).

District 6910 will present it’s “Rotarian Sponsor” lapel pins to all who qualify. Why a “Rotarian Sponsor” lapel pin rather than a “Rotarian Recruiter” lapel pin?

A “Rotarian Recruiter’s” task would be complete once he/she witnessed their new member inducted into a Rotary Club.

But bringing a new member into Rotary does not end with his/her induction. The new Rotarian is expected to undergo an orientation program to ensure that he/she will become an educated, motivated and successful member of Rotary International – and their “Rotarian Sponsor” is expected to play a major role in ensuring a successful transition from new member to new Rotarian.

The District 6910 “Rotarian Sponsor” lapel pin is available in three metallic colors: bronze, silver and gold, and is ¾ inches in size.

The “Rotarian Sponsor” lapel pin is round with a blue-in-color border with the words “Rotarian Sponsor” raised in the blue border. Three human figures with raised arms appear in the center of the pin raising up the Rotary International wheel. This symbolizes individual Rotarians growing Rotary and raising it up for the world to see and notice.

A **BRONZE** “Rotarian Sponsor” lapel pin will be presented to a Rotarian who sponsors a total of three new members into Rotary International.

A **SILVER** “Rotarian Sponsor” lapel pin will be presented to a Rotarian who sponsors a total of six new members into Rotary International.

A **GOLD** “Rotarian Sponsor” lapel pin will be presented to a Rotarian who sponsors a total of nine new members into Rotary International.

The basic “Rotary Sponsor” **BRONZE** level award is deemed attainable by all Rotarians, with the increasing numerical levels for **SILVER** and **GOLD** achievable in growing Rotary International.

Qualifying for this individual Rotarian recognition award is retroactive.

The “Rotarian Sponsor” lapel pin program will be managed at the District level.

Assistant Governors will present Bronze and Silver level “Rotarian Sponsor” lapel pins, and the District Governor and/or District Membership Chair will present the Gold level “Rotarian Sponsor” lapel pin.

To become eligible for receipt of the “Rotarian Sponsor” lapel pin, a Rotarian must submit a list of Rotarians for whom he/she is responsible for sponsoring into Rotary to the District Chair for Membership. The list must be substantially in the following format:

Rotarian Sponsor	Rotarian Sponsored	Year Rotarian Sponsored	Rotary Club Of Sponsored	Still an Active Rotarian?
------------------	--------------------	-------------------------	--------------------------	---------------------------

Verification by the Club Secretary and/or Club President is required to qualify for the award.



# Rotarian Recruiter Pin

---



Gold



Silver



Bronze



Raised Gold



Pantone 286 Rotary Blue



Recessed Gold



## **W. Lee Arrendale Award for Vocational Excellence**

The W. Lee Arrendale Award for Vocational Excellence was implemented by Rotary International District 6910 during Rotary Year 1990-1991 in conjunction with the Rotary Club of Habersham County as part of the District's ongoing efforts in its Vocational Service program.

Mr. Arrendale was a remarkable person who had a tremendous impact on the poultry industry. His work and influence continue to grow, even after his passing. Mr. Arrendale was an effective leader and worker in poultry associations and thereby increased his influence and service to the poultry industry.

Mr. Arrendale's service as a Rotarian and business leader was extensive. He was a charter member of the Rotary Club of Habersham County, and served as President in 1967-68. He was a member of the Club's Board of Directors for many years, and served on most of the Club's committees during the tenure of his membership in the Rotary Club of Habersham County. In his vocation, he served as President of the Georgia Poultry Federation in 1975-76, after many prior years of work. He continued his active support after his presidency and encouraged participation by others, playing a key role in increasing the annual funding of the Federation with substantial benefits to the industry. He also worked for funding of the Extension Four Towers Building at the University to provide for office space, labs and research facilities for the Department of Extension Poultry Science.

Mr. Arrendale served as Chairman of the Georgia Poultry Improvement Association for three consecutive years. He was a leader in the National Poultry Improvement Plan and served as Vice Chairman of the General Conference Committee.

He was a key member of the Board of Directors of the Southeastern Poultry and Egg Association, serving as Secretary-Treasurer, Vice President, and, in 1988, as President of the Association. His experience and guidance brought results in numerous other key positions, including Chairman of the Grow-out Committee of the National Broiler Council, Chairman of the Advisory Committee to the University of Georgia's College of Veterinary Medicine, Chairman of the Southeastern Broiler Committee, Chairman of the Georgia Poultry Night of Kings and many others.

His active leadership extended beyond the poultry industry. He served as Chairman of the State Board of Corrections and on advisory committees to Governors and Commissioners of Agriculture. He was a tenured member of the Habersham County Board of Education and served on advisory boards to at least three colleges. He also served as a member of the Hospital Authority of Habersham County Medical Center.

As evidenced by the foregoing, Mr. Arrendale was a great leader in his vocation and in his community. This award, in memory of Mr. Arrendale, seeks:

- To recognize the importance of service of the individual to society through excellence in one's vocation;
- To promote high ethical standards in the community by recognizing those individuals who most highly exhibit Rotary International's motto of "Service Above Self;"
- To inspire vocational leadership and to recognize and reward achievers in the communities of District 6910; and
- To set an example to others, particularly youth, of the need to pursue and strive for VOCATIONAL EXCELLENCE to the benefit of our fellow man, our vocations, and the community in which we live.

A W. Lee Arrendale Vocational Excellence Nomination Form shall be promulgated to and utilized by all Clubs for District level recognition.



**W. Lee Arrendale Award for Vocational Excellence Nomination Form**

The Rotary Club of \_\_\_\_\_ hereby nominates the person named below for consideration by the selection committee.

Nominee’s Name and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominee’s Occupation \_\_\_\_\_  
Nominee’s approximate age \_\_\_\_\_  
Nominee’s home Rotary Club \_\_\_\_\_

Club President-s Name and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_

Statement of Nominee’s achievements in his/her vocation:

Statement of Nominee’s achievement in the community:

Nominee’s academic achievements:

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Club Secretary or Vocational Service Director

**Due date: January 31, 200\_\_**  
*Mail to:*  
Rotary District 6910  
Post Office Box 7785  
Gainesville, Georgia 30504  
*Facsimile: (770) 538-0287*  
*E-mail: d6910@bellsouth.net*



## **Robert S. Stubbs II Guardian of Ethics Award**

The Robert S. Stubbs II Guardian of Ethics Award was implemented by Rotary International District 6910 during Rotary Year 2007-2008 in conjunction with the Rotary Club of Canton as part of the District's ongoing efforts in its advocacy of ethics in one's vocation and in life.

This award is named in honor and memory of Canton Rotarian Robert S. Stubbs II who died in 2002. Robert (Bob) was always regarded as an ethical attorney by all who knew him. As the number two lawyer in Georgia for ten (10) years as the Executive Assistant State Attorney (1973-1983), Bob oversaw over 60 attorneys who quickly learned that he accepted nothing less than the highest ethical standards. In 1980, he co-authored "Government Ethics and Conflicts of Interest in Georgia" with his wife, Kipling McVay Stubbs. In 1984, he wrote "Honest and Ethics in Government." In 1985, he and Kip presented a two day seminar on Ethics for City and County Attorneys. And in 1991-92, Bob and Kip presented an Ethics program to numerous Rotary Clubs in our District.

As one can readily tell, Robert S. Stubbs II was an ethical man. Throughout his life from a 20 year stint in the United States Marine Corps, retiring as a Lieutenant Colonel and having served in World War II, Korea, Japan and Hawaii, to his long legal career, Bob exemplified the highest of ethical standards in his business and personal dealings which gained him the long lasting admiration of his peers. Bob lived by the 4-Way Test.

Recipients of this award shall be a Rotarian who most closely represents the attributes and passion for ethics that Robert S. Stubbs II so exemplified.

Considerations to be given for recipients of this honor include:

- Contributions made to foster ethical practices;
- Record of achievement through ethical and vocational contributions;
- Exemplifies the tenets of the 4-Way Test;
- Reputation within peer group;
- Reputation outside peer group;
- Community contributions relating to ethics and vocation;
- Other leadership roles – religious, charitable, trade, professional, political, government or military where ethics have been exemplified; and
- Record of personal integrity.

A Robert S. Stubbs II Guardian of Ethics Award Nomination Form shall be promulgated to and utilized by all Clubs for District level recognition.



## ROTARY INTERNATIONAL DISTRICT 6910

---

### THE ROBERT S. STUBBS II GUARDIAN OF ETHICS AWARD

*District Level Nomination Form*

#### **Description**

Awarded annually to an individual Rotarian chosen as the recipient of his/her Rotary Club's Guardian of Ethics Award. Each Rotary Club in District is eligible to nominate a candidate for this award.

The District 6910 Guardian of Ethics Award Selection Committee shall select the club recipient who most closely represents the attributes and passions for ethics that Robert S. Stubbs so exemplified.

The Guardian of Ethics Selection Committee shall be comprised of a Chair, the District Awards Chair, the District Vocational Services Chair and a past recipient, if possible. They shall choose the recipient from the individuals nominated by the Rotary Clubs in District 6910.

#### **Presentation**

The award will be presented at the annual District Conference.

#### **Nomination** *(Please type or print clearly)*

Date: \_\_\_\_\_  
*Month/ Day / Year*

Name of Nominee: \_\_\_\_\_  
*First Name Last Name*



## ROTARY INTERNATIONAL DISTRICT 6910

---

**Name of Nominee:** \_\_\_\_\_

In the space provided, please outline how this nominee exemplifies the attributes and passion for ethics in his or her vocation, business and personal life that Robert S. Stubbs II so exemplified:

- **Contributions made to foster ethical practices:**
  
- **Record of achievement through ethical and vocational contributions:**
  
- **Exemplifies the tenets of the 4-Way Test:**
  
- **Reputation within peer group:**
  
- **Reputation outside group:**
  
- **Community contributions relating to ethics and vocation:**
  
- **Other leadership roles – Religion, charitable, trade, professional, political, government or military where ethics have been exemplified:**
  
- **Record of personal integrity:**

**Attention:** Awards Chairman

**Due Date:-**

*- Page 2 of 2 Pages -*

**Rotary International District 6910  
Jean Harris Volunteer of the Year  
Nomination Form**

**Due: January 31, 2009**

Mail to:  
Jean Harris Chair  
P.O. Box 7785  
Gainesville, Georgia  
30504

Name of Nominee: \_\_\_\_\_

Volunteer Position/Title: \_\_\_\_\_

Name of Agency  
(If applicable): \_\_\_\_\_

Address of Nominee: \_\_\_\_\_

Phone number of Nominee: \_\_\_\_\_

Name of Nominating Club: \_\_\_\_\_

President of Club: \_\_\_\_\_

Phone number and email: \_\_\_\_\_

Please be as specific as possible and limit your entry to the Jean Harris Volunteer of the Year Nomination Form and one (1) additional 8 ½" x 11" page, double-spaced, 11 point type. Any unsolicited materials will be discarded, so, please do not send any videos, newspaper articles, photos etc. with the application. Videos, photos etc. may be requested after the District 6910 Jean Harris Volunteer of the Year Award recipient has been selected. Nominee must be a non-Rotarian, male or female, and nominated for their volunteer efforts only (e.g., not for their noble efforts in a compensated position). Thank you.

---

1. Describe nominee's volunteer efforts to improve conditions in the fields of Health, Education, Economics and/or Personal Development.

2. Describe what community need is addressed by the nominee's efforts/project.

3. Describe what positive effect(s) the nominee's work has had on the community at large?

4. What are the ongoing benefits of the nominee's work?

5. Has the nominee's efforts/project received any recent recognition or awards and if so, cite examples and dates.