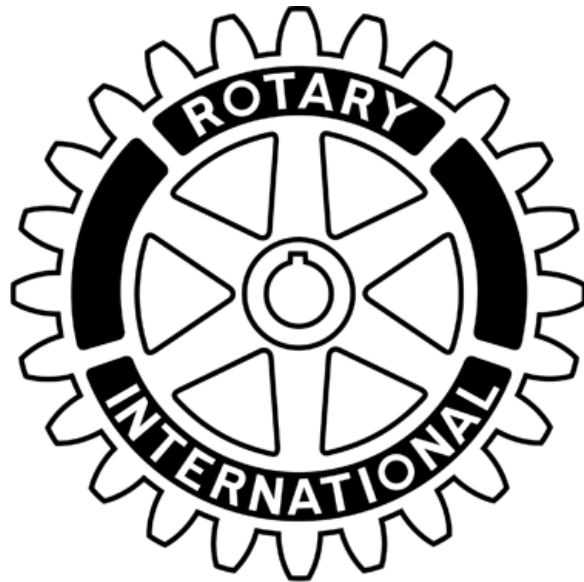


ROTARY INTERNATIONAL

DISTRICT 6710



OPERATIONS MANUAL

(Revised April 19, 2008)

**ROTARY INTERNATIONAL
DISTRICT 6710**

OPERATIONS MANUAL

- PART I - DISTRICT ADMINISTRATION**
PART II - BRIEF HISTORY OF THE DISTRICT
PART III - REGULAR RESOLUTIONS & CURRENT REVISIONS

**FIRST EDITION, APRIL, 1981
REVISED AND UPDATED TO APRIL 19, 2008**

**ROY H. OWSLEY, PDG
ORIGINAL COMPILER AND EDITOR**

**REVISIONS BY APPOINTMENT OF
DISTRICT GOVERNORS**

MERRITT H. BLOW (1980-81)

RICHARD D. (DICK) HARLAN (1985-86)

A.G. "SPITZ" SPIZZIRRI (1988-89)

MILES BAILEY (1989-90)

ANNE ROBERTSON (1995-96)

JO DUKE (2000-01)

LORETTA WILLIAMS (2001-02)

ROGER NEWELL (2002-03)

ROBERT "BOB" BOUDREAU (2004-2005)

DAVID "DAVE" WELLER (2007-2008)

FOREWORD

This District Operations Manual is intended to be guidelines for officers and committees of Rotary District 6710. It was authored and compiled by PDG Roy H. Owsley at the request of and in cooperation with then District Governor Merritt Blow.

At the request of both Governor Merritt and Past Governor Roy, an Editorial Board to review and pass judgment on the proposed manual was created by a resolution unanimously adopted at the 1981 District Conference. That board was comprised of six Past District Governors (James S. Owen, as chairman, Uhel Barrickman, John Ewing, Owen Pillans, Thomas L. Riley, and T. K. Stone) plus District Governor Merritt Blow and District Governor Nominee “Bill” Robertson.

The above named editorial board met at Elizabethtown on April 24, 1981. After approving certain changes, all of which were concurred in by the author and compiler, the Board voted unanimously to approve the manual for release “as an official publication of District 671 of Rotary International”. As so edited and revised, it was published at the expense of the District surplus funds account in accordance with the provisions of the above-mentioned resolution adopted at the 1981 District Conference.

On April 25, 1986, at the College of Governors Breakfast, held during our District 671 Conference ‘86, the Past District Governors were informed that an updated version was being compiled by the author and compiler PDG Roy Owsley at the request of Governor Dick Harlan to be edited by DGN Phillips, PDG Jim Owen, and PDG Tom Riley.

In the Spring of 1990, following the 1989 Council on Legislation, Governor A. G. “Spitz” Spizzirri and DGN Miles Bailey requested PDGs Joe M. Phillips, Jim Owen and Uhel Barrickman to streamline and bring up to date the District 671 Operations Manual and Fact Book effective 1 July, 1991.

Following the 1995 Council on Legislation and the revised numerical Designations of Districts, Governor Anne Robertson requested the District Operations Manual and Fact Book Revision Committee to update the text to comply with all of the enactments passed at that council. This edition is that result - District 6710 Operations Manual and Fact Book. The Committee for this revision was Miles Bailey, PDG, Chair, Uhel Barrickman, PDG, Guy Hisle, PDG, Anne Robertson, DG and A. G. “Spitz” Spizziri, PDG.

In July 2000 DG Mary Jo Duke appointed PDG Miles Bailey, PDG Anne Robertson, and PDG Joe M. Phillips, Chair, to a District Operations Manual and Fact Book Revision Committee. Since there was to be a Council on Legislation convened in April 2001 it was decided that this committee should delay its work until after the Council business was finalized in order to bring this revision into compliance with the governing documents of Rotary International. In July 2001, Governor Loretta Williams reappointed the committee. Committee reappointed by Governor Roger Newell in July 2002.

Governor Bob Boudreau appointed PDGs Tom Lett, Jerry Parker, and Barry K. Holder, Chairman, to the 2004-05 Operations Manual Review Committee. The following edition is the result of the work of this committee.

In 2007-08 Governor Dave Weller reappointed PDG Tom Lett the 2007 Delegate to the COL, replaced PDG Jerry Parker (Deceased) with Assistant Governor Bill Dexter and ask PDG Barry K. Holder to continue as Chairman of the District Operations Manual Review Committee. He then recommended that DGE Terry Shockley and that DGN Chuck Cicchella sit in on the deliberations as observers since the revisions made would have an impact on their years of service. This 2008 edition is the product of the Committee.

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PART I

DISTRICT ADMINISTRATION

THE DISTRICT GOVERNOR

- 1.1 Status. The District Governor is the only administrative officer of RI in the district. The District Governor functions under the general control and supervision of the Board of Rotary International and is nominated by the clubs of the District but elected by the RI Convention. The term of office begins on 1 July and continues for one year, or until a successor shall have been elected and qualified. The Nominating Committee for District Governor method for selection of a District Governor nominee as spelled out in the RI By-Laws dealing with Districts shall be followed carefully.
- 1.2 Qualifications. The District Governor must be a qualified member of a functioning Rotary club in the District and must have been a member of one or more Rotary clubs for a total of at least seven years at the time of taking office as District Governor and must have served as President of a club for a full term and must have attended the International assembly. The Governor must possess all the other qualifications specified in the RI By-Laws.
- 1.3 Duties. The duties of a District Governor are basic and personal. *They are specified in the By-Laws of Rotary International.* The District Governor always retains (for the duration of the term) primary responsibility for the performance of these duties. It is recognized, however, that no one can adequately perform the duties of the Governor without the assistance of Rotarians throughout the District, working through a carefully organized and administered “District structure” (treated in this manual under the heading of DISTRICT ORGANIZATION)
- 1.3.1 Publication of District Directory. Publish a District Directory of the names and addresses of the various committee members within the District.
- 1.3.2 Publication of Monthly Newsletter. Publish a monthly newsletter for distribution to the president and leaders of each club in the District.
- 1.4 Expenses. Rotary International reimburses each District Governor for necessary and reasonable expense in carrying on the work of the district, in accordance with the policies of the RI Board and within the budget adopted by the board for the district concerned (the allocation). This allocation is intended to cover the following authorized items of expense:
1. such part-time clerical and stenographic assistance as may be necessary;
 2. publication of a printed monthly newsletter or email to the president and leaders of each club in the District;
 3. postage on general correspondence as required;

4. such stationery and office supplies as may be required by the Governor;
5. telephone, fax, and computer services as may be necessary;
6. travel and per diem costs in accordance with established policies pertinent thereto in making one official visit to each club in the district, in arranging for and conducting the District Conference, and arranging for and attending the District Assembly (RI does not pay any expenses for travel by a District Governor outside the District, except expenses of the Governor Elect to the International Assembly,)

District Governors are encouraged to make more than one visit to weak clubs in their Districts. If such additional visits are needed but cannot be undertaken within the District Governor's budget, or in the event additional funds are necessary for activities related to other Rotary programs, such as Interact and Rotaract not provided for in the original budget, such additional expenses are reimbursable provided requests for such additional funds are submitted to the Board through the General Secretary by the District Governor and approved in advance of such expenses being incurred.

Reimbursement of traveling expenses incurred by the Governor in connection with the organization of new clubs and presentation of charters is not provided for under the foregoing allocations in the Governor's budget but is otherwise provided for by RI before incurring expenses in excess of one-half of the charter fee in connection with the organization of a new club and the presentation of its charter, the Governor should confer with the Secretariat to ascertain if funds are available.

The funds of RI shall not be used for any expenditures in connection with District Committees.

RI payments to District Governors for reimbursement of actual expenses are made in two installments. The first, representing 70 percent of the RI Board of Directors' approved budget, is disbursed 1 August during the term of office. The second, representing up to the final 10 percent of the budget, is payable by RI on or after 1 May during the term of office. This payment is not automatic. It is contingent upon RI's receipt of a signed expense statement, outlining those reimbursable expenses actually incurred to date, and an estimate of expenses for the remainder of the fiscal year. If the Governor will not be claiming the final 10% reimbursement, it will still be necessary to furnish an expense statement accounting for the 90% which has already been reimbursed. Accordingly, it is very important that the District Governor keep a good and complete set of records for each budgeted classification of expenses and be familiar with all related RI instructions and requirements. It is also important that the District Finance Committee be informed on these matters in order to draw a proper line of demarcation between expenses that are chargeable to RI and those that need to be provided for in the District Budget.

- 1.5 District Records, Files, Funds, and Year-End Reports. The outgoing Governor is requested, and expected to: (1) pass onto his successor full information about the condition of the clubs in the district with recommended action for strengthening weak clubs; (2) turn over to the incoming Governor all district files and the District Record Book, if any, plus all audio-

visual programs which are District property; (3) advise the incoming Governor of all appointments that have been made in accordance with Exhibit 1 of this Manual; (4) furnish the financial reports and make the transfer of year-end District funds as specified in this manual in the sections relating to district funds and financial administration and; (5) the outgoing Governor also should see to it that the Annual Information Return (Form 990) to the Internal Revenue Service is properly and promptly prepared and filed even though it may be signed by the District Treasurer.

- 1.6 Governor's Relationships with DGE. Although the District Governor-Elect, with only one exception*, has no powers vested in the office by either the RI Constitution or By-Laws or by any District Resolution, the DGE is entitled to certain special courtesies and considerations as a kind of "heir-apparent" to the office of District Governor.

The RI Board encourages District Governors to "devote time to the orientation, education and motivation" of their DGEs. It also recommends that the DGE be given specific responsibilities by the District Governor in connection with District committees or District organization during the year immediately preceding the electee's year of office as District Governor. RI imposes two important duties on the persons selected to become District Governor, which are set out in 1.7.1 below.

*This exception is contained in the By-Laws of Rotary International. It authorizes the RI Board to approve advance planning of a District Conference, including selection of a site, for the year in which the DGE is to serve as Governor by agreement between the DGE (not the incumbent DG) and a majority of those persons who will serve as club presidents during the same year.

- 1.6.1 Duties Prescribed by RI. The first of these duties is to submit to Rotary International, through its General Secretary, a signed statement "that the DGN understands clearly the qualification, duties and responsibilities of the office of District Governor as listed therein, and the DGN is qualified for the office of District Governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully". A second duty imposed by RI is that of attending for its full duration the International Assembly preceding 1 July of the Rotary year for which the DGE has been nominated and elected to serve as District Governor (see RI By-Laws). Failure to meet either of these two requirements will disqualify a DGN for presentation to the RI Convention for election as District Governor.
- 1.6.2 Qualifications of DGN. No Rotarian should be proposed for the office of District Governor who does not fully meet the requirements set out in the By-Laws of Rotary International.
- 1.6.3 Selection of District Governor Nominee. A District Governor Nominee shall be nominated by the District at least fifteen months before selection by the International Convention. Each year a District Nominating Committee shall be established and function as follows:
1. The District Governor is authorized to appoint a Primary Committee composed of three experienced Rotarians of District 6710, one of whom must be a Past District Governor, with no two being members of the same club. The appointment of this

- committee should take place in time to become effective the beginning of each Rotary year.
2. This Primary Committee shall meet and function prior to October of each year. It shall propose the names of seven Rotarians of the District from the following categories:
 - A. A combination of four incumbent club presidents or club secretaries.
 - B. Three Past District Governors living in the District and they shall not have served as such during for one year preceding their appointment to the Committee.
 - C. Not more than one member of the Nominating Committee can be chosen from any one club.
 3. These seven Rotarians chosen as outlined above shall constitute the District Nominating Committee. Should a vacancy occur on this Committee, it shall be filled by appointment by the Primary Nominating Committee.
 4. The District Governor shall publish in the Governors Monthly Newsletter to Club Presidents and Secretaries during the months of October and November the names of this Nominating Committee. The District Governor shall also notify all clubs in District 6710 that any club desiring to present the name of one of its members for consideration by the District Nominating Committee shall, not later than December 15, certify by Resolution on the proper form designated by R.I. of the club to the Chairman of the Nominating Committee the name of the proposed candidate. At the same time the club submits the name of its candidate for District Governor Nominee Elect of District 6710, it shall submit a statement of pertinent information on the candidate's qualifications and accomplishments including the candidate's record in Rotary and community service.
 5. The District Nominating Committee shall meet not later than January 15 (or at least sixty days before the District Conference) to select its choice as District Governor Nominee, and shall submit to the District Governor at least sixty days before the District Conference its s election. In making its s election for District Governor Nominee, the Nominating Committee shall not be limited to those names submitted by the clubs of the District.
 6. The District Governor shall use his monthly Newsletter to notify all clubs of the choice of the Nominating Committee.
 7. If the Nominating Committee cannot agree upon a candidate, the District Governor Nominee shall be selected in a ballot by mail as provided in the By-Laws of Rotary International from among those candidates suggested to the Nominating Committee.
 8. The action of the District Nominating Committee does not preclude any club in the District from proposing independently of the Nominating Committee actions a challenge candidate for District Governor Nominee whose name had previously been

duly suggested to the Nominating Committee. If any club chooses to do this, it must advise the District Governor by Resolution of the club of this choice at least thirty (30) days prior to the date of the Annual District Conference.

9. If there be more than one (1) candidate, the District Governor shall then follow Rotary International By-Laws in holding an election.
10. Should the District Governor Nominee for any Rotary year be obligated for any reason to resign before being elected at the International Convention, or become disqualified for the position of District Governor before being so elected at the International Convention, the same Nominating Committee as provided in this Resolution shall be reactivated on the instruction of the District Governor at that time and be charged with seeking out and proposing the best available candidate to fill such vacancy. The District Governor at that time shall inform all the clubs in the District and request their suggestions for candidates in the same manner as already provided. The closing date for receiving such suggestions and for the Nominating Committee to report its selection shall be determined by the District Governor at that time, who shall then arrange for an election by mail ballot in the event that nominations are received from clubs in addition to that of the Nominating Committee. Such mail ballot shall be conducted in accordance with the current Manual of procedure of Rotary International.
11. Should the manner for the selection of the District Governor Nominee be changed or revoked in any respect by the Council on Legislation of Rotary International in the future, this Section and Paragraph shall automatically be amended to conform with the By-Laws of Rotary International for the selection of a District Governor Nominee as they exist each year hereafter.

The District Governor Elect's duties with respect to the planning and conduct of the District Assembly are treated in Section 8.1 of this manual.

DISTRICT ORGANIZATION

- 2.1 Basic Premises. A District Organization does not relieve the Governor of any responsibility; it does permit substantially better administration of the program of Rotary in the District.

It is the direct responsibility of the Governor that any District organization, or committee thereof is established within such limitations as may be allowed by R.I.

Any District organization should be as simple as possible, yet comprehensive enough to be effective.

Any organization created by a District Governor is a personal organization designed to assist in serving the needs of the District, to the best advantage of the District. As such, any committee or any member thereof may be relieved of responsibility at any time, at the discretion of the Governor. To the extent that good administration permits, various

district committees will be given definite responsibilities which they may discharge as they see fit. In such discharge of duty, they are acting as representatives of the Governor, acting for and in the Governor's stead. All such committees are responsible to the Governor for their actions and not the District.*

THE DISTRICT GOVERNOR IS THE ONLY OFFICER AND REPRESENTATIVE OF ROTARY INTERNATIONAL WITHIN THE DISTRICT AND THE ADMINISTRATIVE OFFICER THEREOF. THE GOVERNOR REGARDLESS OF ANY DISTRICT ORGANIZATION WHICH EXISTS OR MAY BE FORMED, REMAINS PERSONALLY RESPONSIBLE FOR ALL DISTRICT AFFAIRS AND FOR THE CONDUCT OF ALL DISTRICT COMMITTEES.

A District organization may not interfere with a club president. It is to assist and suggest only. The club president and his board of directors remain wholly responsible for the activities of that club; so long as a club operates within the Constitution and By-Laws of RI, no one may interfere, not even the Governor. The club president and his board of directors are responsible only to the Governor in the capacity as RI Representative for District affairs.

Since the district organization is formed by the Governor, it may be modified at any time at the discretion of the Governor.*

*This sentence however, applies only to so much of the District Organization as is formed by the District Governor. It is not applicable to the functioning and duties of the District Finance Committee (whose members serve as trustees to manage surplus funds of District 6710), as it has a direct responsibility to the clubs of the district, for the proper investment and administration of any District surplus funds.

2.2 College of Governors. Unless one asks to be excused, every Past District Governor shall be a member of the College of Governors. The College represents a collection of distinguished Rotarians of vast experience who continue their availability for service as required, either collectively or individually. The College and its members have no standing duties as such, but await the call of the Governor. The President of the College is the Past District Governor two years out of office; the secretary is the PDG one year out of office. It is recommended that The College of Governors convene twice each Rotary year.

2.3 District Secretary.

2.3.1 Duties.

- (A) compiles list of attendees at District meetings (assemblies, conferences, forums, etc.) and assists the Governor in preparing reports.
- (B) handles correspondence as directed, keeps records, compiles minutes of District meetings, and performs related secretarial duties.

2.3.2 Appointment and Term of Office. The District Secretary is appointed by the Governor for a term to coincide with that of the Governor. For their mutual convenience, the District Secretary should reside in the same community as the District Governor.

2.4 District Parliamentarian. Each District Governor-Elect shall appoint a qualified and knowledgeable Rotarian who is serving, or has served, as District Parliamentarian.

The Parliamentarian is responsible for proper interpretation and application of the RI Manual of Procedure and the District Operations Manual and is expected to render decisions based on these documents when called upon by the District Governor and all other Rotarians requesting such information and must stand ready to provide advice and counsel at all conferences, assemblies, seminars, and committee meetings and to render judgment as required.

2.5 Assistant Governors. AGs are charged with the responsibility to assist club presidents and other officers. Each AG serves a group of clubs as determined by the Governor and assists clubs and the Governor as the Governor directs. Appointments are for a term coinciding with that of the Governor. No Assistant Governor shall serve more than three one-year terms. RI recommends that an AG be a club Past President. (For further information, see the Manual of Procedure, Role of the Assistant Governor.) The number of areas is at the discretion of the District Governor.

2.6 District Conference Officials and Committees.

2.6.1 Conference Chairman. The general chairman for discharge of the duties of the host club, selected by the Governor. For further information, see the District Conference Manual or the R.I. Manual of Procedure.

2.6.2 Conference Secretary. Where possible, the assignment of the Conference Secretary's duties to the District Secretary is the best practice. However, geographical separation of the Governor, the host club, the conference site and the District Secretary may make this impractical. (RI provides a series of pamphlets for the planning and conduct of a District Conference.)

Duties. The Conference Secretary: (1) cooperates with the District Governor in making plans for the conference; (2) records the conference proceedings and; (3) prepares a written report of the proceedings of the conference, signs the report with the Governor and assures that three copies go to the General Secretary of RI and one to the secretary of each club in the District.

Appointment. The Conference Secretary is appointed by the Governor after consultation with the president of the host club.

2.6.3 Sergeant-at-Arms. Appointed by the Governor, usually after consultation with Conference Chairman, with duties as those ordinarily pertaining to the office during a District Conference.

- 2.6.4 Resolutions Committee. A committee of three Rotarians to prepare, receive and present resolutions at a District Conference. This is generally referred to as the District Resolutions Committee.
- 2.6.5 Election Committee. A committee of three Rotarians appointed by the Governor to prepare, distribute, collect and count ballots for any elections conducted at a district conference.
- 2.6.6 Credentials Committee. A committee of three Rotarians who receive, examine, and authenticate credentials for the election(s) at the District Conference. They shall prepare authentic lists of electors and, where appropriate, issue identification to electors. When requested, they shall identify electors for voting purposes. The committee shall have full authority to determine whether credentials are acceptable, subject only to appeal to the conference assemblage. The committee is appointed by the Governor.

2.7 District Administrative and Service Committees.

2.7.1 General. There are no provisions regarding District committees other than those relating to the nomination and election of a District Governor Nominee are contained in either the RI Constitution or the By-Laws. But numerous publications approved by the RI Board stress the importance of District committees comprised of or at least chaired by experienced Rotarians. And the annual editions of the Governor's Training Manual contain specific suggestions for establishing a district committee organization. Other RI Publications, notably the Rotary Foundation Handbook, provides that each District Governor shall appoint certain committees, with suggestions as to subcommittees and qualifications of appointees. In general, however, the RI Policy is that the District Committee organization should be kept flexible and should be only as extensive as the District Governor deems necessary. For this reason, and also because the RI Publications relating to particular District Committees are changed from time to time, no attempt is made here to identify those prescribed or suggested by Rotary International that should be named each year. Instead, there is a chart on page 30 listing all committees that are functioning in District 6710 and that are a part of the District organization. It shows the following with respect to each such committee:

- A) Size (i.e., the number of members, including the chairman) with an asterisk (*) indicating that this size is optional with the appointing authority. If no asterisk appears, the committee size is fixed by some RI Directive or by decision of the District Governor. B) Appointing authority (i.e., by whom the members are appointed). C) How many members are appointed each Rotary year. D) Term of office (stated in Rotary years, with all terms beginning July 1 following appointment, unless same is made to fill an unexpired term). E) How the chairman is selected. (Refer to General Notes to Exhibit 1.)

- 2.7.2 Committee Functions. For the past several years it has been practice in District 6710 to publish an annual District Directory. This includes a listing of all committees functioning on a year-round basis, with names, addresses and telephone numbers of all their members.
- 2.7.3 Committee Meeting Location(s). In so far as practicable, an effort should be made to schedule committee meetings in a location central to all participants.

DISTRICT FUNDS

- 3.1 Annual Club Per Capita Levy. For the past several years, each club in the District has been paying District Dues to the General Fund and the Scholarship Fund, and the District Youth Exchange Program. These dues are payable for each and every active member on the rolls of the club as of July 1 of the Rotary year. District dues are presently \$25.00 per member and shall remain same until changed by a proposed budget by the incoming club presidents. Only incoming club presidents or their designated representatives can make changes at a District Assembly. The final ratification will then be made by the duly elected delegates to the Annual District Conference.

The payment of the per capita levy is mandatory on all clubs of a district, and the RI Board of Directors shall, upon receipt of certification from the District Governor that a club has failed for more than six months to pay such levy, suspend the services of the association to the club while the levy remains unpaid.

- 3.2 Classification of District Funds. All receipts from the annual per capita contribution for the Scholarship Fund, as well as all interest earned from investments of such receipts and all other receipts from whatever source that are so specified, shall be credited to the District Scholarship Fund and paid over to the Rotary District 671 Foundation, a nonprofit corporation chartered in April of 1983 to administer and implement said fund. All other "District funds", as that term is hereinafter defined, are allocable to the District General Fund. Expenditures out of the latter are authorized in the District's Annual General Fund Budget. The term "District funds" covers all funds belonging to or received by the District, or by any officer or committee on its behalf, except only: (1) payments made by RI directly to the District Governor as reimbursement for necessary expenses contemplated by the RI Budget; (2) funds belonging to or held by the Rotary District 671 Foundation and Youth Programs; and (3) event-generated receipts, such as registration fees and ticket sales for District conferences or assemblies, used to help defray the total costs of such events (unless the amount of such event-generated receipts should exceed the total cost of the event involved, in which case the net profit would revert to the District and be credited to the District General Fund).

All District funds received during a particular Rotary year may be referred to as current funds, as that term is used in this manual. The term "surplus" or "surplus funds" shall be deemed to include, without limitation, all funds belonging to the District at the end of any Rotary year which have been carried over, or accumulated from prior years whether in the form of cash or investments, plus any unspent and uncommitted balance of

District funds then in the custody of or due from the outgoing Governor or the District Treasurer. Surplus funds shall be those funds that have not been budgeted. Once surplus funds have been budgeted, they no longer remain surplus funds.

Once a budget is duly adopted by the incoming presidents or the representative of the incoming president elect at the Assembly, monies appropriated therein for a given Rotary year become the sole responsibility of the District Governor when the District Governor assumes office on July 1. Any monies appropriated from surplus funds for the budget for a given Rotary year shall be transferred to the District Governor on July 1 by the Finance Committee.

ORGANIZATION FOR DISTRICT FINANCE ADMINISTRATION

- 4.1 General. The Governor, the District Treasurer and the District Finance Committee all are involved in the administration and management of the District's finances that are not the responsibility of the Rotary District 671 Foundation. The Governor has complete authority in the expenditure of all District funds except as otherwise expressly provided in this manual or by one or more District resolutions and, generally speaking, must personally authorize and account for all expenditures made from current funds as provided for in the annual District budget for the General Fund. The District Treasurer must sign all checks alone or jointly with the District Governor and has custody of all such funds. The District Finance Committee, however, has responsibility for the management of any District surplus funds of whatever nature as to investment and safekeeping, and no expenditures shall be made by the District Governor from District funds not provided for in the approved budget for his year, unless same be first expressly approved in writing by the District Finance Committee. And, finally, the annual District budget is developed by the Finance Committee in cooperation with the District Governor and the District Governor Elect.
- 4.2 District Treasurer. The District Treasurer, who must be an active Rotarian in the District, is appointed by the Governor for a term coinciding with that of the Governor. Although not required, it generally is desirable that the District Finance Committee be advised. The District Treasurer should reside in the same general area as the District Governor and should be bonded at the expense of the District in an amount determined by the District Governor and the Finance Committee.
- 4.2.1 Traditional Functions. The District Treasurers traditionally have been assigned the following functions: (1) billing for and collecting district per capita dues and other accounts payable; (2) depositing all current year's district receipts in a bank selected by the Governor; (3) issuing checks for payment of all properly presented bills and vouchers (usually only when and as authorized by the Governor); (4) doing the accounting and bookkeeping work involved in maintaining the District's bank account(s) and in keeping a proper set of financial records covering both receipts and expenditures, broken down by budgetary (or otherwise prescribed) classifications; (5) making such financial reports as the Governor or the District Finance Committee may need to properly perform their respective duties and

functions with respect to District funds; (6) assisting the District Governor in the preparation of the latter's year-end report on the status of the General Fund, the Scholarship Fund, and the Youth Exchange Fund.

4.2.2 Filing of IRS Form 990. In recent years, outgoing District Governors or their District Treasurers have been filing an information return (Form 990) with the Internal Revenue Service as of the end of the Rotary year. (The filing deadline is November 15.) This appears to be a proper and desirable practice, even if no such return is requested or required by the IRS. Regardless of whether the return is signed by the District Governor or the District Treasurer, it is, of course, the latter's duty to provide the necessary data and to participate in the preparation of the return. It is recommended that a copy of the proposed return be furnished to the chairman of the District Finance Committee for review before it is mailed to the Internal Revenue Service.

4.3* District Finance Committee. This committee will be comprised of seven (7) members. These members will be: three (3) Past District Governors, of which one will be appointed each year by the sitting District Governor for a three-year term; the sitting or present District Governor; the immediate Past District Governor; the District Governor-Elect; and the District Governor-Nominee. The three (3) Past District Governors will have voice and voting rights and the other four (4) shall have voice only with no vote.

The District Finance Committee will appoint from its membership a Chairperson to serve as Chairperson for a one-year term. The District Committee will also appoint a Fund Manager who will have voice but no vote at the Finance Committee meetings. This Fund Manager will have signatory rights for District funds.

* Resolution adopted at the District Conference in Frankfort, April 16, 2004.

4.3.1 Functions of District Finance Committee (General). The principal functions of the Finance Committee are to serve as trustees for the management of the District's surplus funds, to develop and present the annual District budget, to do (or arrange for) an annual audit of the District funds, and to advise the District Governor from time to time, as needed or requested, concerning the appropriateness of proposed expenditures, the proper budgetary classifications of receipts and expenditures, or other matters pertaining to District finances. For several years, it has been the policy of the Finance Committee to maintain a balance of surplus funds that approximate the total of the annual District Budget. These funds are maintained for use in the event of an emergency and the interest earned may be added to the surplus funds or included in annual budget.

4.3.2 District Finance Committee May Maintain Separate Bank Account. If need be, the District Finance Committee may open additional accounts, each known as the "RI District 6710 Surplus Funds Account" to which any receipts classifiable as District surplus funds may be deposited pending: (a) transfer to current District funds pursuant to provisions made in the District's budget for the Rotary year involved, or (b) investment in United States Treasury Bills or Notes, in bank (or

savings and loan association) certificates of deposit, or in some other securities fully guaranteed by the FDIC. All checks drawn against such bank account shall be signed by the Chairman of the District Finance Committee, who shall be bonded at District expense in an amount determined by the other members of the Committee and the District Governor. Should the Committee chairman be absent from the District, or otherwise unable to perform the duties as chairman for a period of 10 days, the District Governor with the concurrence of the other members of the Finance Committee shall appoint a temporary chairman to serve until: (a) the regular chairman resumes his committee duties, or (b) a successor is appointed and qualified.

4.3.3 Additional Powers and Duties of District Finance Committee:

- (1) The District Finance Committee shall receive from the predecessor committee a full and complete financial report, and any unappropriated and uninvested funds on hand shall be turned over to the new committee as soon after July 1 as an audit of the funds can be made.
- (2) The District Finance Committee shall keep a complete record of its transactions.
- (3) Upon receipt by the District Finance Committee of the outgoing Governor's Year-End Financial Report and the related funds belonging to the District, it shall have an audit of the books and records involved made by a CPA, or a firm of CPAs, unless said Year-End Financial Report is supported by a complete list of all receipts and all expenditures reflected therein, so itemized and classified as to convince the members of the Committee that such an independent audit is unnecessary. The cost, if needed, shall be paid from surplus District funds under the committee's control or otherwise as the committee and the incumbent District Governor may agree. The Governor must provide an audited annual statement of the District Finances to each club in the District within three months of the completion of the Governor's year in office. This audited annual statement shall also be presented, discussed (if need be) and formally adopted by the following District Conference. (RI Bylaws 15.060.04)

4.3.4 Spending of Surplus Funds. After consultation with the District Governor and District Governor-Elect, the Finance Committee may expend surplus (unbudgeted) funds for District needs arising after the development of the budget, provided the surplus fund may not be depleted by more than 10% in any one year or to an amount less than the approximate total of the annual District Budget.

4.3.5 Intermediate Meeting with District Governor. It is recommended that the Finance Committee meet with the District Governor and District Treasurer no less than twice during the Rotary year for a report on the financial condition of the District.

THE ANNUAL BUDGET

- 5.1 Annual District Budget. The Budget should show all major items of anticipated receipts and all budgeted expenditures separated as between the General Fund, the Scholarship Fund, Youth Exchange Assessment and the Annual District Conference.
- 5.1.1 Receipts. The annual receipts for each fund normally consist largely, if not entirely, of the expected collections from per capita dues, but occasionally there will be some miscellaneous receipts. In addition, the budget may provide for one or more transfers from District “surplus funds” to “current funds” to balance the General Fund budget for the Rotary year.
- 5.1.2 General Fund Expenditures. A study of District budgets and expenditures for each of the past several Rotary years shows that all General Fund expenses logically can be included under one or more of the following classifications:
1. District Conference
 2. District Assembly and PETS
 3. Other District Meetings, Institutes, etc.
 4. International Assembly (for spouse of DGE)
 5. RI Convention Attendance (DG, DGE & spouses)
 6. RI Zone Institute (DG, DGE & spouses)
 7. Council on Legislation (year Council meets)
 8. Assistant Governor’s Expense
 9. District Plaques and Awards
 10. Gifts (incl. PDG pin or ring)
 11. Group Study Exchange
 12. District Committee’s Expenses
 13. DG's Office & Travel Expenses (not paid by RI)
 14. DGE’s Organizational Expenses
 15. DGN Training Expenses
 16. Other (not allocated)
 17. Contingency Fund
 18. Any other category which identifies a specific event or special category
- The correct practice of collecting District Dues for the Scholarship Fund is to transfer them over to the Rotary District 671 Foundation as soon as practicable following their receipt by the District Governor (or District Treasurer). Dues collected for Youth Exchange shall be handled in a similar manner with payment to the Youth Exchange Committee.
- 5.1.3 Preparation and Adoption of Budget. In formulating and preparing an Annual District Budget for submission to the District Assembly, the Finance Committee shall include for consultation, in addition to the District Governor, the District Governor Elect. (It is suggested that the DGN be invited to sit in on this meeting in an ex-officio capacity.) Should the District Governor or District Governor Elect

object to the Finance Committee's proposed budget, then each shall be allowed to submit a minority budget to the District Assembly along with the Finance Committee's budget recognizing, however, that the incoming Presidents or their representatives have full and absolute authority to adopt, reject or amend any budget presented or to prepare one of their own.

The budget and the related per capita District dues must be approved by a vote of at least three-fourths (3/4) of the incoming club presidents or their representatives in attendance at the District Assembly, or Assemblies, provided that if the incoming club presidents or their representatives shall fail to approve a new budget, the finally approved budget (and the per capita dues, if any) for the current Rotary year shall remain in full force and effect during the new Rotary year.

- 5.2 DGE Should Be Familiar With The Budget Before Assuming The Office Of Governor. Each incoming Governor must conform with the District budget for the year and has participated actively in its preparation. It is highly important that the DGE be familiar with the classes of expenditures covered by the budget and the amount appropriated before completing the District organization and other plans for the upcoming year. It is strongly recommended that each DGE seek the advice of the out-going Governor and the chairman of the then current Finance Committee about the provisions of the District funds budgeted for the ensuing year and about past financial practices and ongoing commitments relating to District funds.

RECOMMENDED FINANCIAL PROCEDURES AND PRACTICES FOR GOVERNOR AND TREASURER

- 6.1 Bank Account(s) For Current District Funds. It is both the prerogative and the responsibility of the incumbent District Governor to select the bank, or banks, in which current District funds are to be deposited (for checking and/or savings account purposes) during term of office. The general practice has been for the District Governor to select a bank located in the city of residence.

In any event, a separate bank account, or accounts, should be opened by the incoming District Governor in the name of the District (that is, "Rotary International District 6710"). An appropriate checkbook should be provided by the bank, with the checks and stubs being serially numbered and imprinted with the name of the account and the name and address of the District Governor and/or the District Treasurer.

The past practice in the District has been for the District Treasurer alone to be the authorized signer of District checks, but it would be perfectly proper for the District Governor to decide to have all checks co-signed by both. Such a decision, of course, should be made at or before the time the account is opened

- 6.2 Regular District Accounts vs. Other District Accounts. A careful distinction should be made between District General Fund receipts and those allocable to the District 671

Foundation Scholarship Fund, and the Youth Exchange Fund, although this does not make it necessary to have more than one District bank account. All that is necessary is that sufficient records be kept to make both receipts and expenditures easily allocable on an ongoing basis among the funds. And at the end of each Rotary year, the District's financial statement should specify the appropriate allocations of cash and other assets (or liabilities) as between the General Fund and the other Funds.

6.2.1 Signatory Rights. Each District Fund Account must give an annual report of the beginning funds and the year-end remaining balances with a financial statement that shows expenditures for that year to the District Finance Committee two weeks before the opening session of the annual District 6710 Conference. The sitting District Governor has signatory rights on each and every District 6710 Fund Account.

It is especially important that the corpus in the Scholarship Fund be readily ascertainable at any given time.

6.3 RI Funds and District Funds. It is not necessary that separate accounts be opened and maintained for RI funds and District funds. It is only necessary that a careful and accurate record be kept of expenditures from each source.

It is to be expected that all classes of allowable expenses provided for in the District Governor's allotment of funds by Rotary International will be treated by the District Governor as a Rotary International rather than as a District expense as long as there is any unexpended balance in the total RI allotment for the year. In other words, the District Governor is expected to make a good faith effort to live within the budget set by Rotary International before using any District budgeted funds for any of the items covered in the District Governor's RI budget.

6.4 Accounting and Bookkeeping. All past District Governors appear to have used the cash basis in connection with their accounting of District funds. And there does not now appear to be any good reason for changing to the accrual method. All that is necessary is a complete list of all cash receipts and expenditures supported by invoices and receipts with running totals and balances so that the District Governor or Treasurer, or anybody else who needs to know, may quickly determine at any given time the overall state of the District's finances and how the various classes of receipts and expenditures to that date compare with the budgeted amounts for the Rotary year.

(A major consideration in the keeping of District financial records by the District Governor and his Treasurer is to be certain these will facilitate the preparation of a complete, accurate and detailed financial report at year-end.)

6.5 Always Pay By Check. District expenses should be paid by check, not cash, whenever and wherever possible. Even in a case where it is necessary for the District Governor or the authorized representative to pay cash for something that constitutes a legitimate District expense, the Governor should be reimbursed by a District check that specified on the "For" line the item(s) for which the cash was paid. This practice, if carefully followed, assures the existence of an unbroken "audit trail" of District expenditures, not only as to amounts but

also as to the character and object of each expenditure. This is highly desirable for budgetary control and financial reporting purposes.

6.6 Always Keep Copies Of Paid Bills And Invoices. Suppliers and vendors should be encouraged to bill or invoice to “Rotary International District 6710” rather than to the District Governor per se or any individual representing the Governor. All such bills or invoices should have the approval of the District Governor before they are paid by District check. And the original, or at least a copy, of each such bill or invoice should be kept on file with the number of the District check by which it was paid noted thereon.

6.7 Club District Dues. Notices to clubs for District Dues should be sent on or about June 15 (but not before that date). Such notices shall be either a form letter or a specially prepared billing (if you have, or plan to have, a supply of District bill forms printed). The amount is payable on July 1, the beginning of new fiscal year.

The District dues notices generally are addressed to the club secretary (instead of to the club president or treasurer), although it would be permissible, and possibly more effective, to send delinquent notices to the club president. In any event, the notice should clearly indicate whether the club’s check for District Dues should be mailed to the District Governor or the District Treasurer. (The general practice over the years has been to have such checks sent directly to the District Treasurer, if for no other reason than that it saves the Governor a lot of time and inconvenience.) In any event, too, it is important for the District Governor to have at all times an updated list of District Dues payments (by clubs, dates and amounts). The mere mention by the Governor in the meeting with the club president and secretary at an official visit that the club's District Dues have not been paid usually results in immediate payment.

6.8 Advances To DGE & DGN. The approach to the problem of financing justifiable organizational expenses of the DGE & DGN that are not reimbursable by RI. A sufficient amount is provided by the Governor for the DGE & DGN to travel and attend training classes.

6.9 Format of Year-End Financial Summary. The outgoing District Governor and Treasurer are to be accorded considerable freedom of choice in the planning and preparation of their year-end financial statement, but they will be expected, in any event, to give enough detail to provide a clear and complete picture of all District receipts and expenditures for the Rotary year covered and the District’s net worth at the end of the year. In addition, an accompanying itemized statement of all event-generated receipts (such as conference or assembly registration fees or ticket sales) is highly desirable. And it is especially desirable that the year-end financial report include a Financial Summary.

6.10 Standard Requirements For Travel Expense Reports. All traveling expense reimbursement requests should specify the dates, destinations and mode of transportation used. They should cover only actual costs and should be supported by the originals or copies of all invoices or receipted bills involved. Actual transportation costs for other than travel by personally owned automobile shall be reimbursed provided they do not exceed that of the lowest available air fare. For travel by personally owned automobile, the District

presently will allow the R.I. approved rate. Other actual and necessary expenses shall be reimbursed subject to any dollar amount limitation fixed by District Resolution or Budget (or by the District Governor). Such other expenses shall be those reasonable and necessary for the Rotarian's trip and may include but not be limited to event registration fees, hotel accommodations, meals and for members of a Rotarian's family who accompany the Governor unless expressly provided otherwise in the approved District Budget for the Rotary year involved.

DISTRICT CONFERENCE

See Section 8.4 of this manual for initial action on Conference selection of dates and location.

- 7.1 General A Conference of Rotarians in the clubs of District 6710 shall be held each year at such time and place as shall be selected by the then District Governor Elect and which was approved by a majority of the then club presidents or their representatives, provided that the dates selected are not in conflict with those of the District Assembly, the International Assembly, the Council on Legislation or the International Convention. It should be scheduled, if feasible, for that part of the Rotary year (usually the second half) when the Governor has completed all official visits to the clubs.

Every effort should be made to avoid major conflicts. The time and place of the District Conference is selected at least one year in advance of the Conference. The host club chosen should appoint all necessary and appropriate committees. The Governor shall appoint the Conference Chairman and Conference Secretary. All committees under the direction of the Conference Chairman should prepare a proposed budget as early as possible and present it to the Governor for approval or amendment.

- 7.2 Purpose. The purpose of the District Conference is to further the programs of Rotary through fellowship, inspirational addresses, and the discussion of matters pertaining to the clubs in the District and RI generally. The Conference gives consideration to any special matters submitted to it by the RI Board or matters originating within the District.

“The Conference is not a legislative body as far as RI is concerned. However, it is a legislative body as far as the District is concerned. It is required to submit to the RI Council on Legislation any proposed enactment(s) submitted by any club in the District with a statement of the District position as to whether the District does or does not endorse the enactment. The Conference elects a delegate to The Council on Legislation by majority vote of electors only (See 7.5.3)”.

- 7.3 Conference Program. Each edition of the RI District Governor's Training Manual contains a section on the District Conference, including a suggested “model program”. The suggestions furnished by RI usually are readily adaptable to the needs and program opportunities unique to this District. Other ideas and suggestions should be solicited early in each Rotary year from clubs and individual Rotarians in the District. The goal always

should be a balanced program—“something for everyone”. The planning and development of the Program of the District Conference is the responsibility of the Governor and the Governor alone should retain complete control of the Program.

7.3.1 Representative of the RI President. The President of Rotary International always sends a personal representative to the District Conference. This representative is expected to appear two or three times on the formal Conference Program in addition to being introduced (along with the spouse) at one or more other sessions. It is traditional in this District for the Governor to designate one of the Past District Governors to take care of all details in connection with arrangements for the President's representative and to act as an aide during the Conference. It also is traditional for the District to select an appropriate (non-monetary) gift for the President's representative and spouse and to have this presented at the banquet or some other prominent session during the Conference. RI pays the travel expenses of the President's representative and spouse to the District Conference, but it is expected that the District will assume their hotel bill and other expenses during their attendance at the Conference.

7.4 General Rules Of Procedure At The District Conference. All Conference procedure shall be in accordance with the By-Laws of Rotary International.

7.4.1 Rules Of Order. Robert's Rules of Order shall be the Parliamentary authority for all matters of procedure not specifically covered in the By-Laws of Rotary International or by this manual.

7.4.2 The Order Of Business. The order of business as shown on the Conference Program shall be the one which shall be adhered. New business will be in order in each session when specified, or, at the conclusion of a regular program session.

7.4.3 Electors. Each club in a District shall select, certify and send to its annual District Conference one elector for every 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the most recent semiannual payment to RI preceding the convening of the Conference. Notwithstanding the foregoing, each club in the District, which has no outstanding indebtedness to RI for more than six months preceding that in which the conference is held, shall be entitled to at least one elector. Each elector shall be a member of the club. An elector must be present at the District Conference to vote.

7.4.4 Voters. Each active member in good standing of a member club in this District who is present and registered at the Conference shall be entitled to vote upon all questions and matters properly presented except as stated in the last sentence of this paragraph. Any voter shall have the right to demand a poll upon any question presented. Only electors present may vote in the election for the representative of the clubs of the District on the Council on Legislation and for the selection of District Governor Nominee in the case of a contest.

7.5 Resolutions. Resolutions proposed for adoption at a District Conference are classifiable as either regular or special.

7.5.1 Regular. Regular Resolutions are those which:

1. alter, supersede, suspend or conflict with any provision of these rules;
2. obligate any club in a financial way;
3. are to continue in effectiveness after the end of the Rotary year;
4. are directed to the Board of Directors of RI;
5. propose changes in RI Constitutional documents; or
6. propose changes in RI By-Laws.

7.5.2 Special. Special resolutions are those which are:

1. purely of a complimentary nature, or
2. memorials to deceased Rotarians.

7.5.3 Who May Propose. Regular resolutions may be proposed by any club or by the Resolutions Committee. Special Resolutions may be proposed by either of these or by any active Rotarian in the District.

7.5.4 Passage. The By-Laws of RI contain certain provisions regarding voting at District Conferences. Where not in conflict with the By-Laws, Resolutions shall be passed by voting as follows:

1. Regular Resolutions which are submitted in writing by a club and copies furnished the Governor and the Chairman of the District Resolutions Committee 60 days prior to the opening of the District Conference may be adopted by a majority vote of the qualified voters present and voting.
2. Regular Resolutions which are submitted in writing by the District Resolutions Committee and furnished in duplicate to the Conference Secretary not later than 4:00 p.m. on the first business day of the Conference may be adopted by a two-thirds majority of the qualified voters present and voting.
3. Other Regular Resolutions may be presented in writing from the floor at any time, but, when so presented, shall require the unanimous consent of those qualified voters present and voting.
4. Special Resolutions may be presented in writing at any time and may be adopted by majority vote of the qualified voters present and voting.

DISTRICT ASSEMBLY

8.1 General. For the purpose of providing Rotary instruction, information, inspiration and coordination of District activities, an Assembly of all incoming club presidents and

secretaries and other such chairmen or Rotarians as may be designated by RI or the Governor should be held each year after the International Assembly and between 1 March and 1 July.

The Assembly will be considered the official business meeting of the club officers of District 6710. All entertainment and recreation activities should be omitted from the program of the District Assembly. All items of business presented or caused to be presented by the Governor will be considered. The Assembly will also approve an annual budget and authorize the District Governor Elect or the District Treasurer to ask each club for its apportioned share of the budget.

The Governor, in planning and conducting the PETS and the Assembly, shall consult with the incoming Governor. The latter shall have a definite part in the program. In fact, the RI Manual of Procedure provides that, "Beginning in the Rotary year 1984-85, the District Governor Elect shall plan and conduct the PETS and the District Assembly in cooperation with the District Governor". The incumbent Governor, however, presides at the Assembly.

Requirement in the Manual of Procedure. Incoming presidents and secretaries, before accepting office, should be requested by their respective clubs to pledge themselves to attend the PETS and the District Assembly. It is recommended that their expenses be paid by their respective clubs or the District. The Standard Club Constitution provides that "if for good reason," and in special circumstances, the elected club president cannot attend the District Assembly, the president should send a designated representative from the club whose duty it shall be to report back to the president. If a club president-elect finds it necessary to designate such a replacement, the Governor should be notified immediately.

- 8.2 Report of PETS and District Assembly . Immediately after the Assembly, the District Governor should fill out three copies of the Report of District Assembly, sending one copy to RI, one copy to the Incoming District Governor, and retaining one copy for the files. No stenographic Report of the District Assembly is necessary and no funds are provided by RI for that purpose.
- 8.3 Payment of Expenses The personal traveling expenses which the District Governor incurs for trips to attend the District Assembly as District Governor Elect and to prepare for and attend the District Assembly and District Conference as District Governor are chargeable to the RI District Governor's budget. RI also pays directly the expense of the representative of the President of RI to the District Conference from an appropriation apart from the Governor's budget. These are the only expenses which RI assumes in connection with the District Assembly and District Conference. All other expenses incident to the District Assembly are payable from: (1) the appropriation in the approved District Budget for the Rotary year; (2) registration fees; or (3) as otherwise contributed for by the clubs of the District.
- 8.4 Conference Location and Date. If the dates and place for the next District Conference were not set at the last District Conference, the Incoming District Governor should discuss the District Conference with the presidents-elect attending PETS and the District

Assembly. They should explore the best possible site for the Conference and the most acceptable time. If possible, they should set the place and date. The importance of clubs promoting attendance at the District Conference cannot be over-emphasized.

- 8.5 Attendance and Participation for Club President-Elects. Attendance and maximum participation in the District Conference, District Assembly & PETS is mandatory for all incoming Presidents. Attendance and participation in those important events are strongly encouraged for all other Rotary leaders. (See Paragraph 8.1, Requirement in the Manual of Procedure, for special circumstances.)

R.I. CONSTITUTION & BYLAWS

- 9.1 Adoption. All clubs within the District are urged to adopt the R.I. Constitution & Bylaws.

ROTARY DISTRICT 671 FOUNDATION

- 10.1 General. The Rotary District 671 Foundation was established in 1983 pursuant to a District Resolution. It is a nonprofit corporation formed under Kentucky law and exempt from taxation under section 501(c)(3) of the Internal Revenue Code and is established to administer a District 671 Scholarship Fund and such other charitable, educational or eleemosynary institutions or projects as may be sponsored or approved by District.
- 10.2 Administration. The membership of the corporation consists of the District's College of Governors. The corporation is administered by an eight-member Board of Trustees. The members are appointed by the District Governor, with the approval of the College of Governors, for staggered terms of four years each. Each District Governor appoints two members each year. No member may succeed himself but may be reappointed after a one-year lay-off. No officer, Director or member of the corporation receives any compensation for his services but may be reimbursed for necessary and reasonable expenses.
- 10.3 Funding. Any unspent balance in the General Fund at the end of the year shall be paid over to the District 671 Foundation. In addition, all annual per capita dues earmarked for the District's "Scholarship Fund" are paid over to the Foundation by the District Governor and/or Treasurer as they are received from the clubs. Dual signatures are required on District Foundation bank accounts.
- 10.4 Scholarships. Only interest earned on the corpus is used for annual scholarships of no less than \$1,000.00 each for students residing in District 6710 and having attended any secondary school in Kentucky. In addition, they must attend a Kentucky College or University.

DISTRICT SPEECH CONTEST

- 11.1 General. Each year the President of Rotary International selects a theme for the year. In 1994 the District initiated a district speech contest for high school students throughout the District. The contestants are required to orient their speech to focus on the President's theme. Each club is asked to solicit contestants from their service area, conduct a club contest, and award a prize to the winner (approximately \$100.00 value). The club winners from each AG area compete in an area contest, hosted by one of the clubs in their area and the winner receives a prize (approximately \$100.00 value). The Eastern, Central and Western regions of the District hold a "Run-off" to select their top winners. These three winners appear at the District Conference. The District winner receives a prize of \$1,000.00. Second and third prizes are also awarded at the District competition. All prize moneys past the Club level are paid by the District. For specific amounts, contact the District Speech Contest Chairman. The Sponsoring Club will pay for any reasonable and necessary expenses incurred by the contestant and up to two guests.
- 11.2 Objectives. The goal is to involve many young people of the District in an interesting and challenging opportunity and provide a way for the youth and their families to learn about Rotary. It is not limited solely to youth from non-Rotarian families.

RELATIONSHIP OF DISTRICT MANUAL TO RI CONSTITUTIONAL DOCUMENTS

- 12.1 RI Documents Supreme. Nothing in this manual is intended to modify or conflict with the Manual of Procedure of Rotary International. If any such conflict occurs or is shown, the RI documents will, of course, override.

RI COUNCIL ON LEGISLATION

- 13.1 General. The Council on Legislation is the legislative body of Rotary International. At present it meets every three years. Each time the Council is to meet, the clubs in each district elect a representative (Voting Delegate) and an Alternate. Each such representative must be a past District Governor and must be an active member of a club. The selection takes place at the District Conference two years preceding the Rotary year in which the Council will meet based upon the recommendation of a District Council on Legislation Delegate Nominating Committee, consisting of the last three delegates to the Council, with the Chairman being the most recent Delegate to the Council. The election must conform to the requirements set out in the RI By-Laws, 13.020.
- 13.2 Duties of Representatives. The duties of the District Representative to the Council on Legislation are specifically set forth in the RI By-Laws, as follows: (1) discuss proposed legislation at the District Conference and/or other meetings; (2) know the existing Rotary attitudes within the District; (3) give critical consideration to all enactments and resolutions presented to the Council and effectively communicate and debate the District's view to the Council; (4) act as an objective legislator of RI; (5) attend the

meeting of the Council for its full duration and; (6) report on the deliberations of the Council to the clubs of the District following the meeting of the Council.

- 13.3 Finances. Each year every club pays additional dues to RI of U.S. \$1.00 for each of its members to provide for the expenses of the Council meeting. After the expenses of the representatives have been paid, any sums remaining may be used to defray the administrative expenses of the Council. The RI Board will provide to all clubs an accounting of all receipts and expenditures related to the Council. In this District it is common practice to include in the budget for the year of the Council meeting an amount to pay the necessary expenses of the Voting Delegate that are not covered by RI.

DISTRICT COMMITTEES

Name of Committee	No. of Members	No Appt. Each Year	Term Yrs.	Appointing Authority For Next Year	See Exhibit 1 Page 24
1. DISTRICT RESOLUTIONS	3	3		DGE	*
2. DISTRICT FINANCE	3	1	3	DG	C
3. DISTRICT AWARDS	4	4		DGE	
4. EXTENSION	3	1	3	DG	
5. PRIMARY NOIMNNATING	3	3		DG	
6. NOMINATING	7	7			D
7. CLUB MEMBERSHIP DEV.	*			DGE	
8. CLUB SERVICE	4	4		DGE	
9. COMMUNITY SERVICE	5	5		DGE	
10. VOCATIONAL SERVICE	4	4		DGE	
11. INTERNATIONAL SERVICE	4	4		DGE	E
12. INTL. YOUTH EXCHANGE	6	2	3	DG(CHR ONLY)	
13. FRIENDSHIP EXCHANGE	6	2	3	DG	
14. ROTARY FOUNDATION	9	9	1	DG	F
15. AMBASSADORIAL SCHOL	8	2	4	DG	*
16. GROUP STUDY EXCHANGE	*	*	3	DG	*
17. GSE PAIRING	4	4		DG	J
18. TRF ALUMNI	6	2	3	DG	
19. ROTARY INFORMATION	*	*	1	DGE	
20. PR & PUBLICITY	*	*	1	DGE	
21. R.I. CONVENTION PROMO	7	7	1	DGE	
22. INTERACT/ROTARACT	*	S		DGE	
23. DIST. CONFERENCE PROMO	*	*	1	DGE	
24. SPEECH CONTEST	*	*		DGE	I
25. DISTRICT FOUNDATION	8	2	4	DG	K
26. OPS MANUAL REVIEW	3		3	DGE	L
27. TRF SCHL ORIENTATION	1	1		DG	N
28. TRF GRANTS	9	3	3	DGE	O
29. TRF ANNUAL GIVING	6	2	3	DGE	P
30. TRF PERMANENT FUND					
31. MAJOR GIFTS	3	1		DGE	
32. WORLD COMM SVC	7			DGE	

* Committees that were previously listed as Notations A, B, G, H and M are no longer in existence and as such have been removed from this listing.

EXHIBIT 1

NOTES

GENERAL NOTE: All appointments which are effective at the start of the next Rotary year should be made by 1 January, earlier if practicable.

NOTE C: The member serving in his/her third year is Chair.

NOTE D: The Primary Nominating Committee selects the District Nominating Committee as specified in Section 1.6.3 (2) of this manual.

NOTE E: This committee has a Chair appointed by the DGE. The other three members are the respective Chairs of the International Service sub-committees listed herein: World Community Service & Fellowship, International Youth Exchange, and Family Friendship Exchange.

NOTE F: The committee is comprised of a Chair appointed by the DG and the Chairs of the Rotary Foundation sub-committees herein listed: Rotary Foundation Educational Awards, Group Study Exchange, GSE Pairings, Rotary Foundation Grants Committee, Rotary Foundation Annual Giving, Rotary Foundation Permanent Fund and/or Major Gifts and the Foundation Alumni Committee.

NOTE I: Chair is DGE automatically.

NOTE J: DG appoints the Chair. DG, DGE, and GSE Chair are automatic members.

NOTE K: DG appoints two each year who must be confirmed by the Trustees. Term is four years, Trustees elect their own officers; all appointees must be PDGs.

NOTE L: Committee is active every third year following the Council on Legislation. District resolutions are brought up to date in this Manual at that time.

NOTE N: A representative of the Rotary Foundation Ambassadorial Scholarship Sub-Committee will conduct this orientation.

NOTE O: Membership of 9 should be composed of three PDGs and six Past Presidents.

NOTE P: Two appointments each year - one Past President and one PDG.

PART II

BRIEF HISTORY OF DISTRICT 6710

The first Rotary District to which Kentucky clubs were assigned was District 6, established in 1915-16. It embraced all of the four states of Arkansas, Kentucky, Mississippi and Tennessee. In 1917-18, the territorial limits of District 6 were changed to remove Mississippi. In 1922-23, District 23 was formed including in its territory all of Kentucky, all of Tennessee except the county of Shelby and a part of Virginia (that portion west of the eastern boundaries of the counties of Tazewell, Smyth and Washington).

In 1925-26, Kentucky was made a District by itself (18). This arrangement continued until 1937, when the annual Conference of District 18, held at Lexington, voted to divide Kentucky into two Districts. W. L. Matthews, of Bowling Green, was elected Governor of the new 161st District embracing Western Kentucky clubs and O. O. (June) Thompson, of Newport, was elected Governor of the new District 162 (Eastern Kentucky). Territory then assigned to District 161 included that portion of the state west of the western boundaries of the counties of Boone, Grant, Scott, Fayette, Jessamine, Garrard, Lincoln, Pulaski, and McCreary counties.

During the Rotary year 1942-43 a slight change was made in the territorial limits of District 161 by reassigning Woodford County to District 162. That change was effective January 1, 1943.

In 1949-50, District 233 was created and all the territory previously embraced by District 161 was assigned thereto. There were no boundary changes.

In 1957-58, District 671 was formed encompassing the territory previously assigned to District 233. There have been no subsequent changes in its territorial limits.

As of July 1, 1991, all existing Districts had a zero (0) added to their District number. Hence, 671 became 6710.

PAST DISTRICT GOVERNORS FROM ROTARY CLUBS NOW IN DISTRICT 6710

DISTRICT 6 - ARKANSAS, KENTUCKY, MISSISSIPPI and TENNESSEE

Robert A. McDonell, Louisville	1915-16*
James H. Allison, Nashville, TN	1916-17*
James F. Finlay, Chattanooga, TN	1917-18*

DISTRICT 13 — KENTUCKY AND TENNESSEE

Joseph W. Porter (Lexington)	1918-19*
I. L. Graves, Knoxville, TN	1919-20*
Charles W. Bailey, Clarksville, TN	1920-21*
T. Graham Hall, Nashville, TN	1921-22*

DISTRICT 23 - KENTUCKY, TENNESSEE and VIRGINIA (partial)

James H. Richmond, Louisville	1922-23*
Will F. Mather, Jr., Nashville, TN	1923-24*
Will J. Craig, Bowling Green	1924-25*

DISTRICT 18 - ALL OF KENTUCKY

Robert Kelly, Covington	1925-26*
George E. Tomlinson, Winchester	1926-27*
Coleman Taylor, Russellville	1927-28*
Robert A. Cochran, Maysville	1928-29*
William Bourne, Murray (died before taking office)	1929-30*
J. Murray Hill, Bowling Green	1929-30*
John T. Metcalfe, Louisville	1930-31 *
Harry V. McChestney, Frankfort	1931-32*
Charles T. Turck, Danville	1932-33*
Prentiss M. Terry, Louisville	1933-34*
Bart N. Peak, Lexington	1934-35*
J. Guthrie Coke, Auburn	1935-36*
Thomas B. Talbott, Danville	1936-37*

DISTRICT 161 - WEST KENTUCKY

W. L. Matthews, Bowling Green	1937-38*
Lawrence W. Hager, Owensboro (Augusta)	1938-39*
Eugene E. Pendergrass, Louisville	1939-40*
O. L. McElroy, Eminence (Gladys)	1940-41*
Henry A. Taylor, Henderson	1941-42*
Fidella Edwards, Glasgow	1942-43*
Henry C. Taylor, Elizabethtown	1943-44*
Walter I. Munday, Hopkinsville	1944-45*
John A. Whitaker, Russellville	1945-46*
H. L. Smith, Paducah (Tat)	1946-47*
Ralph E. Hill, Louisville	1947-48*
E. M. Josey, Frankfort	1948-49*

DISTRICT 233 - WEST KENTUCKY

Mark Cunningham, Princeton	1949-50*
Sewell C. Harlan, Glasgow	1950-51*
Hecht S. Lackey, Henderson (Rebecca)	1951-52*
Talton K. Stone, Carrollton (Pauline)	1952-53*
Dr. Ralph H. Woods, Murray	1953-54*
Ernest L. Vogt, Louisville	1954-55*
Harry W. Roberts, Jr., Clinton (Boots*)	1955-56*
William S. Snyder, Jr., Frankfort	1956-57*

DISTRICT 671 - WEST KENTUCKY

Orrin Nat Dortch, Paducah (Jesse)	1957-58*
W. T. Forsee, Owenton	1958-59*
Thomas C. Laswell, Jr., Owensboro (Evelyn)	1959-60*
W. T. Isaac, Danville (Mae Elizabeth)	1960-61*
James Harned, Dawson Springs (Martha)	1961-62*
Tom Duncan Reed, Springfield (Ruth)	1962-63+
Martin Ceder, Middletown	1963-64*
Granville Clark, Russellville (Mary)	1964-65*
Waylon Rayburn, Murray	1965-66*
Herbert F. Hoffman, Henderson (Jane)	1966-67
Ward C. Sumpter, Bowling Green (Irene)	1967-68*
Dr. LaVerne M. Roach, Frankfort (Margaret)	1968-69*
Nat Ryan Hughes, Murray (Imogene*)	1969-70*
Thomas E. Bolton, Jeffersontown (Mary Judy)	1970-71*
Uhel O. Barrickman, Glasgow (Ann)	1971-72*
Tom Duncan Reed, Springfield (Ruth)	1972-73+
Dr. W. H. Rush, Frankfort (Martha)	1973-74*
Dr. Roy H. Owsley Louisville (Dorothy)	1974-75*
James R. "Buck" Rash, Jr., Henderson (Anne*)	1975-76*
John H. Ewing, Jr., Greensburg (Vivian*)	1976-77*
Dr. James S. Owen, Elizabethtown (Nancy Lea)	1977-78*
Owen O. Pillans, St. Matthews (Doris*)	1978-79*
Dr. Thomas L. Riley Hopkinsville (Margaret)	1979-80*
Merritt Blow, Buechel (Edythe*)	1980-81
Bill Robertson, Fulton (Anne)	1981-82
Tom D. Isaac, (Judy)	1982-83
Carroll Knicely, Glasgow (Evelyn)	1983-84*
Wilson Gantt, Murray (Virginia)	1984-85*
Dick Harlan, Elizabethtown (Bonnie*)	1985-86*
Joe M. Phillips, Franklin (Marian)	1986-87
Barry K. Holder, Frankfort (Helen)	1987-88
A. G. Spizzirri, Louisville (Mary*)	1988-89*
Miles A. Bailey, South Louisville/Okolona	1989-90
Dr. Len Sherrill, Frankfort (Joyce*)	1990-91

DISTRICT 6710 - WEST KENTUCKY

A. Guy Hisle, Owensboro (LeGrand)	1991-92
Loring H. Click, Princeton (Agnes*)	1992-93*
William B. Bellis, Louisville, (Andrea)	1993-94
Steven B. Shultz, LaGrange (Carol)	1994-95
Anne Robertson, Fulton (Bill)	1995-96
Jack J. Early, St. Matthews (Nancye)	1996-97
William J. Parker, Bowling Green (Jane)	1997-98*
Tom Diener, East Louisville Sunrise (Carolyn)	1998-99
Tom Lett, Henderson (Libby)	1999-00
Mary Jo Duke, Clinton (Joe)	2000-01
Loretta Williams, Daviess County	2001-02
Roger Newell, Southwest Louisville (Beverly)	2002-03
Bill Miller, Frankfort (Paula)	2003-04
Bob Boudreau, Prospect/Goshen (Cecile)	2004-05
Hugh McShane, Prospect/Goshen (Priscilla)	2005-06
Kay Sharon, Elizabethtown	2006-07
Dave Weller, Frankfort (Vicki)	2007-08

**PAST DISTRICT GOVERNOR'S FROM OTHER DISTRICTS NOW RESIDING
IN DISTRICT 6710**

Kenneth H. Meredith, East Louisville/Sunrise (Ruth), District 6740	1967-68*
Ralph Tesseneer, Campbellsville (Laura), District 6740	1975-76
Larry Robinson, Hodgenville (Sheryl), District 6950	1991-92

* Deceased

+Tom Duncan Reed served as Director, Rotary International, from 1984-1986

CLUBS IN DISTRICT 6710

Clubs in Alphabetical Order

Clubs	Charter Date	Clubs	Charter Date
Auburn	06/06/28	Henderson	12/01/17
Bardstown	01/21/80	Hickman	04/19/94
Bedford	03/26/47	Hodgenville	04/30/29
Bowling Green	11/01/20	Hopkinsville	12/01/20
Bowling Green A.M.	02/23/85	Horse Cave	03/31/38
Brandenburg	03/26/40	Jeffersontown	03/03/53
Buechel/Fern Creek	02/29/08	LaGrange	06/12/25
Cadiz	05/23/66	Lawrenceburg	09/28/35
Campbellsville	09/18/37	Lebanon	09/18/23
Carrollton	06/02/26	Louisville	07/23/12
Central City	05/08/28	Madisonville	06/18/45
Clinton	06/17/46	Marshall County	04/01/47
Columbia	11/30/35	Mayfield	04/27/25
Danville	12/04/26	Murray	04/16/24
Daviess County	06/29/88	Owensboro	09/01/15
Dawson Springs	11/29/46	Owenton	09/08/25
East Louisville/Sunrise	09/06/84	Paducah	02/01/15
Elizabethtown	02/23/35	Princeton	05/29/40
Elkton	02/14/24	Prospect/Goshen	02/09/95
Eminence	08/22/28	Radcliff	03/14/75
Frankfort	12/19/22	Russellville	04/05/23
Frankfort Capital/Sunrise	04/06/04	Scottsville	04/09/30
Franklin	05/01/22	Shelbyville	06/08/27
Fulton	03/05/24	South Louisville/Okolona	12/30/63
Glasgow	06/13/28	South Oldham	11/29/94
Grayson County	01/31/38	Southwest Louisville	06/12/40
Greensburg	04/12/39	Springfield	10/30/31
Hardin County A.M.	10/28/87	St. Matthews	04/21/41
Hardinsburg	02/21/40	Union County	05/16/02
Harrodsburg	11/06/23		

Clubs Listed in Order of Charter Dates

Clubs	Charter Date	Clubs	Charter Date
Louisville	07/23/12		
Paducah	02/01/15	Campbellsville	09/18/37
Owensboro	09/01/15	Grayson County	01/31/38
Henderson	12/01/17	Horse Cave	03/31/38
Bowling Green	11/01/20	Greensburg	04/12/39
Hopkinsville	12/01/20	Hardinsburg	02/21/40
Franklin	05/01/22	Brandenburg	03/26/40
Frankfort	12/19/22	Princeton	05/29/40
Russellville	04/05/23	Southwest Louisville	06/12/40
Lebanon	09/18/23	St. Matthews	04/21/41
Harrodsburg	11/06/23	Madisonville	06/18/45
Elkton	02/14/24	Clinton	06/17/46
Fulton	03/05/24	Dawson Springs	11/29/46
Murray	04/16/24	Bedford	03/26/47
Mayfield	04/27/25	Marshall County	04/01/47
LaGrange	06/12/25	Jeffersontown	03/03/53
Owenton	09/08/25	South Louisville/Okolona	12/30/63
Carrollton	06/02/26	Cadiz	05/23/66
Danville	12/04/26	Radcliff	03/14/75
Shelbyville	06/08/27	Bardstown	01/21/80
Central City	05/08/28	East Louisville/Sunrise	09/06/84*
Auburn	06/06/28	Bowling Green A.M.	02/23/85
Glasgow	06/13/28	Hardin County A.M.	10/28/87
Eminence	08/22/28	Daviess County	06/29/88**
Hodgenville	04/30/29	Hickman	04/19/94
Scottsville	04/09/30	South Oldham	11/29/94
Springfield	10/30/31	Prospect/Goshen	02/09/95
Elizabethtown	02/23/35	Union County	05/16/02
Lawrenceburg	09/28/35	Frankfort Capital Sunrise	04/06/04***
Columbia	11/30/35	Buechel/Fern Creek	02/29/08****

- * Formerly Hurstbourne Sunrise
- ** Formerly Owensboro Breakfast
- *** Formerly Frankfort Capital City
- **** Formerly Separate Clubs

PART III

TO THE

ROTARY DISTRICT 6710 OPERATIONS MANUAL

CURRENT REVISIONS & REGULAR RESOLUTIONS (AS OF APRIL 19, 2008)

Rotary Year 2003-2004

1. This includes language adopted by a Proposed Resolution submitted by the Rotary Club of Southwest Louisville and approved by the electors assembled at the District Conference, held in Frankfort on April 16, 2004. (Re: Sections 4.3 & 6.2.1).

Rotary Year 2004-2005

2. There were no new proposed Regular Resolutions pertaining to District Operations submitted by any of the clubs in the District as of February 15, 2005, the deadline date set by the Governor.

Rotary Year 2005-2006

3. This includes language adopted by the proposed resolution submitted by the 2005-2006 District Governor, Hugh R. McShane. It was raised without opposition by the delegates present at the District Conference in Louisville on April 28, 2006. (Re: Section 3.3)

Rotary Year 2006-2007

4. There were no Regular or Special Resolutions proposed in the Rotary Year 2006-2007 by any of the clubs in District 6710 as of February 15, 2007, the deadline date set by the Governor.

Rotary Year 2007-2008

5. There were several proposed revisions to our District Operations Manual, both by the Governor and our Delegate to the Council on Legislation. They are as follows:
 - A. Refer to Committee Meeting Locations (2.7.3).
 - B. Refer to Annual Club Per Capita Levy (3.1).
 - C. Refer to Classification of District Funds. The word 'Programs' was added (3.2).
 - D. Refer to Standard Requirements for Travel Expense Report. Revised to read R.I. Approved Rate (6.10).
 - E. Refer to Attendance and Participation For Club President-Elects. The word 'mandatory' is added and a provision made for special circumstances (8.5 & 8.1).

- F. Refer to District Speech Contest. General. The words ‘District Speech Contest Chairman. The Sponsoring Club will pay for any reasonable and necessary expenses incurred by the contestant and up to two guests.’ were added (11.1).
- G. Refer to R.I. Council on Legislation. Based on R.I.’s recommendations to all districts worldwide, the following language was adopted: Upon recommendation of a District Council on Legislation Delegate Nominating Committee consisting of the last three delegates to the Council, with the Chairman being the most recent delegate to the Council. The election must conform to the requirements set out in the R.I. bylaws 13.020 (13.1) .