

AMENDMENTS TO DISTRICT MANUAL OF PROCEDURE
DISTRICT 6800 ROTARY INTERNATIONAL

regarding districts to be found in Article XII of the Bylaws of Rotary International.

The Rotary International Manual of Procedure is the basic guide for Rotary Administration. This Manual includes the text of the Constitution and Bylaws of Rotary International as well as the text of the Standard Rotary Club Constitution and Club Bylaws as recommended by the Board of Rotary International.

The Manual is also a compilation of the policies and procedures which have developed over the years and which interpret or supplement the above-mentioned fundamental laws of Rotary. There is an entire section of district administration and specific information.

The details of district operation, however, are left to the discretion of each district. It is intended that this District Manual of Procedure set forth the standard practices and procedures which have been developed within District 6800 and under which the District will continue to operate unless or until amended as prescribed herein.

October 1, 1980

ARTICLE I – DISTRICT ORGANIZATION

SECTION 1 - DISTRICT GOVERNOR. The District Governor shall be the administrative officer of the District as provided by the Bylaws of Rotary International.

SECTION 2 - DISTRICT FINANCE AND ADVISORY COMMITTEE. The District Finance and Advisory Committee shall consist of the five most recent District Governors and the Assistant Governors. The chairman of then committee shall be the immediate Past District Governor or the first governor preceding him who is able to serve. The quorum at the meeting will be based on the attendance of the five past district governors only. For the purposes of the quorum, assistant governors will not be included.

A. The District Finance and Advisory Committee shall serve as the Nominating Committee for District Governor as provided in the Bylaws of Rotary International Article XII Section 7, (e). It is to be noted that the committee is charged with the duty to seek out and propose the best available candidate for District Governor Nominee and is not limited to the names submitted by the clubs in district. Notwithstanding any nomination made by the District Nominating Committee, any club in the district may propose a candidate for District Governor.

B. The District Finance and Advisory Committee shall also serve, without objection by the clubs, as the nominating committee to choose the District Nominees, who must be past or present officers of Rotary International, for representative or alternate representative to the Council on Legislation. Notwithstanding any nomination made by the District Nominating Committee, any

club may propose a candidate for these offices in the same manner as is provided for proposing a candidate for governor nominee.

C. The District Finance and Advisory Committee shall exercise general supervision over all district funds. The committee will assist the District Governor and Governor Nominee in preparing the district budget, and shall approve the budget prior to the presentation of the budget for the approval of the club presidents at the District Assembly.

D. The District Finance and Advisory Committee will meet on call by the Chairman of the committee at least four times during the Rotary year, preferably on a quarterly basis. In the event the Chairman does not call a meeting of the committee for a quarter of the Rotary year, the District Governor may call a meeting for that quarter.

E. DISTRICT TRUSTEE - The District Trustee shall be the custodian of the endowment and reserve funds of the District, shall invest these funds in a prudent manner, and report on the financial conditions of the District at the Annual District Conference. These funds shall be deposited in one or more accounts designated Rotary International, District 6800, _____ Trustee, and earnings or principal of the endowment fund may be expended only on the recommendation of the District Finance and Advisory Committee and the approval of two-thirds of the clubs. Every year spend 5% of the value of the account for a three year average at the end of the preceding three year, if available or those that are available if less than three, on RYLA *sometimes referred to as Rotary Youth Leadership Conference, until such time as the expenditure for the RYLA is changed by order to the F & A Committee duly approved by the clubs as provided in the Manual of Procedures. Expenditures from the reserve fund shall be made at the discretion and direction of the District Finance and Advisory Committee. It is required that the District Trustee is bonded or the subject accounts be appropriately insured.

SECTION 3 – District Committees and officers appointed by the District Governor
- The District Governor shall appoint committees and officers considered necessary for the effective operation of the district during his/her term of office. These officers shall include a District Secretary or a Secretary -Treasurer.

ARTICLE II – DISTRICT FINANCES

SECTION I - DISTRICT FINANCES -The District Governor shall be responsible for the funds provided by Rotary International and the funds contributed by the clubs in the district during his/her term of office. Such funds are to be deposited in an account designated as District 6800 - Rotary International.

A. All checks drawn on the above account shall be co signed by the District Governor and the District Secretary or Secretary-Treasurer.

- B. Any funds in excess of \$500 remaining in this account at the end of the Rotary year shall be forwarded to the District Trustee for deposit in the reserve account.
 - I. Within three months following the end of his/her term, the District Governor shall submit an accounting approved by the District Secretary or Secretary-Treasurer to his/her successor, to the Chairman of the District Finance Committee, and to the District Trustee. This accounting shall also be presented, discussed (if need be) and formally adopted by the following District Conference.

SECTION II - DISTRICT BUDGET - The District budget, which is to be prepared by the District Governor and the Governor Nominee, and which has been approved by the District Finance and Advisory Committee and the incoming club presidents at the District Assembly, shall include the following items:

- A. District Governor's attendance at Rotary International Convention - It is expected that the District Governor will attend a Rotary International convention, preferably the convention held just prior to his/her taking office. The budget will provide a reasonable expense allowance, giving due consideration to the extraordinary cost of overseas travel, but with the provision that it may not be a sound practice to send a delegate to conventions held in distant cities.
- B. District Governor Nominee's attendance at Rotary International Assembly - It is expected and required that the Governor Nominee will attend the International Assembly and that Rotary International will pay the associated expenses. It is recommended and is desirable that the DGN's partner will also attend the assembly with him/her, and that portion of the partner's expense not refunded or reimbursed by Rotary International be provided for in the District Budget.
- C. The Rotary International Zone Conference Institute - It is expected that the District Governor, Governor Nominee, District Trainer (now required by RI) and their spouses will attend the annual zone meeting. A reasonable allowance should be budgeted for this item of expense.

ARTICLE III -- GEOGRAPHIC DIVISIONS

SECTION 1 - For purposes of administration, the clubs in the district are divided into the following geographical areas or divisions:

- A. MISSISSIPPI EAST: Aberdeen, Amory, Baldwyn, Booneville, Corinth, Fulton, Holly Springs, Houston, Iuka, New Albany, Ripley, Tupelo, West Point.
- B. MISSISSIPPI CENTRAL: Batesville, Bruce, Calhoun City, Como, Grenada, Hernando, Olive Branch, Oxford, Pontotoc, Sardis, Senatobia, Southaven, Water Valley.
- C. MISSISSIPPI WEST: Charleston, Clarksdale, Cleveland, Drew-Ruleville, Quitman County, Robinsonville, Sumner, and Tunica.

D. TENNESSEE: Bartlett, Collierville, Germantown, Memphis, Memphis Central, Memphis East, and Millington-North Shelby County.

Representatives from these areas, formerly known as Area Representatives, are now referred to as Assistant Governors under the new RI Plan as adopted by the District Conference at Tupelo, Mississippi, May of 1997.2

SECTION 2 - NOMINATIONS FOR DISTRICT GOVERNOR - If there is an outstanding nominee available, due consideration shall be given to the selection of a nominee from each of the geographical areas by rotation, and in the following order: East, Tennessee, Central, and West.

- A. If, in the opinion of the District Finance and Advisory Committee, there is no suitable nominee available from the geographical area whose turn it is, nominations will then be considered from the next area in the rotation.
- B. Should the nominee be chosen under the provisions of (a) above, the nominees from the area(s) which missed a turn in the rotation will be considered for the following year, and the order of rotation will be changed.

ARTICLE IV - AMENDMENTS

SECTION 1 - The Manual of Procedure may be amended by two-thirds vote of the Rotarians at the District Conference on resolutions originating as follows:

- A. **By Clubs** - Any club may submit a resolution to amend the District Manual of Procedure. Such a resolution must be passed by the club at a regular meeting, be signed by the club president and club secretary, and be mailed to the District Governor at least 60 days prior to the date of the District Conference
- B. **By the District Finance and Advisory Committee**, under the same time limitation as above.

SECTION 2 - PROCEDURE - The District Governor shall forward any proposals or resolutions to amend these rules to each club not less than 30 days prior to the District Conference.

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District Approval, Clarksdale, Mississippi - April 24, 1981

As Amended, Oxford, MS, May 30, 1992

As Amended, Oxford, MS, April 29, 2000

[In Article III Millington and Rosedale are omitted as they returned their charter]

As amended, Memphis, TN April 22, 2005

(In article III Drew-Ruleville is combined because these two clubs joined and formed one club in 2005).