

CAROLINAS' MULTI-DISTRICT PETS

History, Policies, & Procedures

History

Over the years, Carolinas' PETS has become a model and is looked upon very favorably by Rotary International leadership.

It is important that new members of the committee realize the history and some of the decisions that have been made over the years. Any of these decisions may be changed at any time, but this document is to help everyone know what prior committees decided.

Beginning in 1985, several of the Districts in North Carolina and South Carolina met jointly for the Presidents-Elect Training. Since 1992, the registration has been centralized and a general chairman and registration chairman are selected by the committee to assist with the overall management of the seminar. Since 1998, our committee voted to standardize several components of the training manual in order to provide consistency between the districts on topics such as Leadership, Membership, and The Rotary Foundation. We retained one section of the manual for each individual district's materials.

Policies

1. The Planning Committee is composed of seventeen people. They are the District Governor and the District Governor-Elect from the seven districts participating in the seminar and three leadership/event management positions, one of whom would serve as a General Chairman. Among overall duties, these positions fulfill specific roles with arrangements, registration, training leaders, and keynote speakers. The leadership positions are confirmed annually at PETS to serve for the subsequent year.
2. All the work of the committee is to support the seven DGEs and to assure the success of their year.
3. The dates and location of the event are scheduled at least four years in advance. The schedule for the coming years is:
4.

2010	March 18-20	Sheraton Four Seasons
2011	March 17-19	Sheraton Four Seasons
2012	March 15-17	Sheraton Four Seasons
2013	March 21-23	Sheraton Four Seasons
2014	March 20-22	Sheraton Four Seasons
5. The expenses of the District Governor, the District Governor-Elect, the District Governor Nominee, and those individuals invited to assist with specific duties such as Discussion Leaders or Sergeant at Arms are included in the "overhead expense" of the event. All persons beyond the Planning Committee members are expected to share a room with another committee member or staff person.
6. Expenses incurred as a result of not sharing a room are paid for by that person (or the district) at the time of the event.

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7. The final accounting for each year's event allows for a return of all excess receipts, if chosen by committee. These funds received beyond expenses incurred may be returned to the districts based upon an allocation determined as follows: Registration fees generated by each district divided by the total registration fees generated by all districts. Any excess receipts deemed to be returned under this policy shall be remitted to each district before June 30th. In the event that the event has more expenses than receipts, this event, too, shall be remedied by June 30th through an allocation process dunning each district.
8. Excess funds collected for the event are retained by Carolinas' PETS for restricted use for future events. These funds received beyond expenses incurred may be returned to the districts based upon an allocation determined as follows: Registration fees generated by each district divided by the total registration fees generated by all districts. If an annual seminar has more expenses than receipts, the reserve funds shall be used to offset the loss.
9. Any fees not collected from individual participants by the date of the event are immediately the responsibility of the respective district. A detailed summary of these unpaid charges are made available to each DGE before the event. Subsequent to the event another accounting of the outstanding district debt is sent to the DGEs within approximately thirty to sixty days.
10. Each district contributes \$500 per year toward the event. This contribution helps maintain the lowest possible fee structure as well as buffer the event against unusually high travel expenses for much sought after speakers. The contribution can be waived by the committee should the funds not be needed. In the event a new district is approved for membership in Carolinas' PETS they will be expected to provide a \$1,000 membership fee and commit to remaining part of Carolinas' PETS for at least three years.
11. The expenses of any other individuals invited by specific districts are paid for by the respective district by the time of the event. Examples are: Assistant District Governors, District Treasurers, and training assistants.
12. While the spouses of the committee members are welcome to attend and assist, spouses of the presidents-elect are not encouraged to attend. Fees due to lodging & meals needs for spouses must be prepaid.
13. A limited, invitation-only dinner is held on Thursday evening for the committee, speakers, and their partners.
14. The hotel requires a rooming list at least thirty days prior to the event. Any registrations received after the deadline are not guaranteed a room in the main hotel. Arrangements will be made to house the overflow participants as close to the main facility as possible.

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15. District Governor Nominees, a critical component of next year's committee are expected to be present during the entire event. A separate session is held on Friday afternoon and Saturday morning for the DGNs during the discussion sessions for the presidents-elect. This session is to review expectations and responsibilities for their year as Governor-Elect, as Governor and the Carolinas' PETS operating procedures. As the DGN's partner is encouraged to participate with the DGN in the orientation sessions, there are no fees associated with the DGN partner.
16. Effective in 2002, a Financial Review Committee was established to reviews the receipts and disbursements, accounting and record-keeping practices, and financial reporting for the event. This committee serves in lieu of an official audit preformed by a Certified Public Accountant, yet performs a similar function. This committee is to meet each year after the event and forward a report for review at to the annual meeting.

Procedures

1. The committee for the coming year event meets in June of each year to review prior year results, suggest changes to the curriculum and confirm plans & fees for the coming year. In addition, the three-person executive committee meets as often as needed to ensure that all planning details are accomplished on a timely basis.
2. The current District Governor-Elect at the beginning of his/her term and no later than September, collects the names and addresses of Club presidents-elect and forwards the list to the Registration Chairman by October 1st. This procedure is now carried out through district web site data collection. The success of email broadcasts as well as the registration brochure mailing is dependent upon the accuracy of ALL the PE's data in the on-line database.
3. The Registration brochure generally is mailed by November 1st to all club presidents-elect by the Registration Chairman according to the data provided by each district's on-line database.
4. The DGEs have a brief meeting at Zone Institute to review the status of the planning details such as primary speakers and confirming availability of all discussion leaders and other staff members.
5. The president nominee of Rotary International is invited as a speaker as soon as his or her selection is made by Rotary International.
6. The District Governor-Elect is responsible for the follow-up and encouragement of his presidents-elect to attend. The DGE should contact all his/her presidents-elect by individual letter prior to December 1st to confirm required attendance and verify receipt of registration materials. Note: Email has proven NOT to be a good tool to encourage participation. The use of postal mail to welcome the participants and personal telephone calls to the PEs not yet registered have been the most effective tools.

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7. The Registration Chairman provides immediate email confirmations and receipts to all participants registering through the website. In some cases, the Registration Chairman emails the same documents to those participants who register via postal mail. Otherwise, the Registration Chairman mails a registration confirmation letter to participants for whom there is no readily available email address; generally on a weekly basis.
8. The Registration Chairman provides a daily update to the DGEs via the Carolinas' PETS web site reporting the participants as they register. The DGE should continually follow-up with those not yet registered beginning prior to the registration deadline.
9. The committee holds a conference call approximately thirty days prior to the event to confirm all details and status.
10. These Policies and Procedures are reviewed and appropriate changes made at the annual meeting of the committee (typically May or June).

Presented to Committee on May 19, 2009

Approved by Committee on June 4, 2009