

PEACH STATE MULTI-DISTRICT PETS

History, Policies, & Procedures

January 2006

History:

Peach State PETS began its organizational activity with a group visit to the Carolinas' PETS in Greensboro, NC in March, 2002. The generosity and openness was overwhelming and their offer to help us get started was eagerly accepted.

We owe a great deal of gratitude to Past Rotary International Director David Roper, D-6910 for his encouragement and support in bringing the three districts together for the first Georgia Multi District PETS.

March, 2003 marked the beginning of Peach State PETS (formerly known as Georgia Multi-District PETS) It was held in Macon and was successful – thanks to the leadership of the first Multi-District PETS Chair, Kay Miller, D-6910.

Although, the first year proved to be successful there were yet many details to work out. The facility was not quite right and the accommodations were remote from the meeting site which created some interesting challenges.

March, 2004 saw the second such event at the same site as before. The effectiveness of the training was much improved - - but more work was needed on the details and the site was now considered to be unsatisfactory.

March, 2005 saw a new beginning at the Conference Center in Peachtree City. Everything was now under one roof and we had the experience of the two preceding years. Attendance was much better and the training was more effective.

Peach State PETS was now institutionalized and would be built into the training agenda. The assistance we received from Carolinas' PETS was terrific and cannot be properly noted in these few words. Of course, by now we are a part of PETS Alliance which also has played a role in our success.

Purpose:

Peach State PETS for Rotary Districts 6900, 6910 and 6920 exists to provide optimum training for the individual Club Presidents-elect and Club Presidents-nominee and others

that may be in the line of Succession to prepare them for their role as President in the respective districts through a organized training venue which shall include exposure to leaders on the international level.

Authority:

According to the guidelines of Rotary International (RI Manual of Procedures, page 42, 2004 edition) the Governor-elect of the respective year is responsible for the PETS program. It is the responsibility of the District Governor of the respective year to support the Governor-elect in this endeavor.

Although the District Governor is the sole representative of Rotary International in the District and must authorize the spending of district funds, it is essential that the District Governor have the opportunity to be involved in the planning and the operation of Peach State PETS.

Policies:

The Organizational Structure of Peach State PETS shall be as follows:

The Executive Committee:

- Governor from each district
- Governor-elect from each district
- Governor-nominee from each district
- One Past District Governor from each district
- One District Trainer from each district

The Chairperson, selected from the three Past District Governors will serve a two (2) year term. The Executive committee will vote at the conclusion of Peach State PETS each even year to determine the Chairperson to begin their term effective the odd year. This allows continuity among the Chairpersons.

The three (3) Past District Governor's will be appointed by the District Governor-elect from the respective districts to serve a minimum of three (3) years. The District Governor-elect from the respective districts will fill any vacancy that may occur before the three (3) year term.

The Governor-nominee from each district is the only non-voting member of the The Executive Committee.

The Executive Committee is to support the District Governors-elect by organizing and implementing the operation of the Peach State PETS.

The dates, location, and speakers of the event should be scheduled at a minimum of two years in advance with approval by two-thirds vote from the Executive Committee on the date and location.

It is mandatory from Rotary International that President-elects attend (Manual of Procedure, Page 4, 2004) Presidents-elect Training. The Peach State PETS Executive Committee strongly recommends that Presidents-nominee attend.

The Peach State PETS Chair or Co-Chair should attend the PETS Alliance at Rotary International in July. They should be reimbursed no more than \$1000.00 each year to attend the PETS Alliance.

Any changes to the Peach State PETS Policy and Procedures will require approval by two-thirds vote from the Peach State PETS Executive Committee.

Operating Guidelines:

Peach State PETS should be self-sustaining and funded by registration fees of the Presidents-elect and Presidents-nominee who attend.

A 20% reserve should be maintained which is based on the prior year's budget. Excess funds over 20% should be returned to the three districts by June 30th following Peach State PETS. The refund per district will be determined by the historical data of number of participants attending Peach State PETS and pro-rated accordingly. Peach State PETS should not be considered a venue for generating revenue.

Each participant is to pay by credit card only and register via the Peach State PETS Website.

The expenses, not to exceed 25 Rotarians per District, from the following designations:

District Directors, District Presenters, Assistant Governors

will include Registration and Meals. The District Governors-elect will provide the Peach State PETS Chairperson the appropriate names that will be comped no later than October

1 of the preceding year of Peach State PETS. The District Governor-elect will determine if any of the above mentioned 25 will receive the President' manual.

Rooms for Executive Committee will be reimbursed \$50.00 per night – this would encourage the committee to share a room to keep operating costs down.

Expenses incurred as a result of not sharing a room are paid for by that person at the time of the event unless that person is a District Governor, District Governor-elect, or District Governor-nominee which will be reimbursed by Peach State PETS.

The expenses of any other individuals participants invited by specific districts are paid for by the respective district by the time of the event.

Speakers will be reimbursed for their lodging, transportation, and registration expenses. They must submit a detailed expense report for reimbursement to the Peach State PETS Chairperson.

While the spouses of the committee members are welcome to attend and assist, spouses of the Presidents-elect are not encouraged to attend. Spouses are required to register if they participate in Peach State PETS or pay the costs of meals they attend at the time of the event.

The hotel requires a deadline; 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.

An Audit Committee will review the receipts and disbursements, accounting and record-keeping practices, and financial reporting for the event. This committee serves in lieu of an official audit performed by a Certified Public Accountant, yet performs a similar function. This committee is to meet each year after the event and forward a report to the committee.

Procedures:

The Executive Committee will meet on the final day of the Peach State PETS to review the venue, recommend changes to the curriculum and confirm a date for the next Executive Committee meeting.

The President-nominee of Rotary International is invited as the Friday opening speaker as soon as his or her selection is made by Rotary International.

The Registration Chairman provides a weekly update to the District Governors-elect and District Governors-nominee reporting the participants as they register. It is the responsibility of the District Governors-elect and District Governors-nominee to ensure that the President-elects and Presidents-nominee register.

The District Governors-elect are to provide the Executive Committee the names of Discussions Presenters. The Executive Committee will vote to determine who the Presenters will be.

All Discussions Presenters must attend "Train the Trainers" in order to present. The Train the Trainer Chair will be a Past District Governor elected by the Executive Committee. The Train the Trainers event will be in January that precedes Peach State PETS and will be held at the Peach State PETS location.

Discussion Presenters should know that it is an honor to be selected. Discussion Presenters will be reimbursed for their ground transportation (standard amount allowed by the IRS) and meals. An expense report should be submitted to the Peach State PETS Chair for reimbursement.

Materials:

Tab 3 is the responsibility of each District Governor Elect. They should be responsible for the inclusion in the manual.

The District Governor-elect will provide the number of Presidents Manuals required for their district. This list will be given to the Peach State PETS Chairperson. The Manual of Procedure (MOP) can be ordered through Rotary International by the Presidents. It will not be included in the Presidents' Manual due to costs. Also, the only two miscellaneous items to be included in the books are: The Presidential Citation and a Quick Reference Guide to the Foundation.

Vendors are by invitation only. Peach State PETS reserves the right to charge a fee to Vendors.

