

GUIDELINES
for
SHOW ME ROTARY LEADERSHIP INSTITUTE PLANNING COUNCIL

as revised on November 2, 2002

1. Name The committee is known as the Show Me Rotary Leadership Institute Planning Council and is referred to herein as the Council.

2. Purpose and Mission The purpose of the Council is to implement the Mission of the Show Me Rotary Leadership Institute, which is to: “Motivate and educate incoming presidents, secretaries and other officers to provide leadership at the club level”.

3. Membership. The Council is composed of twenty-seven regular members (nine members from each of the three districts) plus the ex-officio members listed in Section 4. The nine representatives from each district are: the district governor, the district governor elect, the immediate past district governor (or the most recent past district governor who is available to serve), and six Rotarians appointed for staggered terms of three years each, The representatives appointed by each of the respective district governors for membership on the Council must be either past district governors or past club presidents. At least two of the representatives from each district must be past club presidents who have not served as District Governor

4. Ex-Officio Members All current and past directors of Rotary International who are members of Missouri Show Me Rotary Clubs are ex-officio members of the Council. The immediate past president of the Council is also an ex-officio member, as are any officers of the Council, who are not regular members. The historian, Chair of SET and Chair of Show Me Link, if not regular members are ex-officio. Ex-officio members have voting and all other privileges of regular membership.

5. Appointments The district governors appoint district representatives for membership on the Council (except for those who are members by virtue of being district governors, district governors elect, or immediate past district governors) for their respective district. Prior to April 1 each governor appoints two representatives for a term of three years to replace the members from his/her district whose terms are expiring on April 30. The district governors are also responsible for filling the unexpired terms of any vacancies on the Council for their respective districts. Once a Rotarian has served a full three year term as an appointive member (as distinguished from serving as a member due to his/her position as district governor, governor elect, or immediate past governor), he/she is not eligible for reappointment for the following year.

6. Meetings The Council holds regular meetings each year in June, September, November, January, and immediately preceding and following the Show Me Rotary Leadership Institute. The president, with the advice and consent of the Council, establishes the times and places of the regular meetings. The president, two other officers, or four members of the Council may call special meetings.

The president is responsible for preparing an agenda for each meeting and sending it to each member of the Council seven days prior to the meeting. District governors elect shall have a permanent item on the agenda placed before the start of committee reports and business items.

7. Officers The Council offices are 1) President, 2) President Elect who also serves as Vice President, 3) Secretary, and 4) Treasurer. Past district governors or past club presidents are eligible to serve as officers of the Council without being appointed members of the Council.

8. Committees The standing committees are: PET Workshops, SET Workshops, Program (Update and General Sessions), Food and Facilities, Publicity and Printing, Registration, Evaluation, Audit, Nominations, Sergeant at Arms, and Executive. Special or ad hoc committees may be appointed as needed.

9. Committee Members and Chairpersons The Council president, with the advice & consent of the Council, assigns members to all committees and appoints chairpersons, with the exception of the Executive and Nominations committees. The president elect's proposed appointments should be furnished to Council members early enough for review by the Council during the January meeting. Those appointments, if approved, become effective on May 1.

10. Executive Committee The Executive Committee, chaired by the president, is composed of the following: the four officers of the Council, immediate past president, and the three district governors elect. The committee meets at the call of the president when decisions must be made between the scheduled Council meetings and it is, in opinion of the president, impractical to call a special meeting of the Council. Electronic meetings may be held.

11. Election of Officers Officers for the subsequent year are to be elected during the January meeting of the Council. A nominating committee consisting of the two most recent past presidents of the Council with the immediate past president serving as chair and the three district governors is responsible for recommending a slate of officers for the subsequent year. The Committee's recommendations must be furnished to each member of the Council 30 days prior to the January meeting. Additional nominations may be made from the floor at that meeting.

12. President and/or President elect to vacate appointed position If the President and/or President elect are serving in a three-year appointed position, they shall vacate the appointed position upon assuming the elected position.

13. External advisory committee When deemed necessary by the president or suggested by a majority of Council members at a regular meeting, an Advisory Committee will be appointed. The committee will be composed of three Rotarians from each district who have attended a Show Me Rotary as club presidents elect, and an equal number of past district governors, from each district, who are not members of the Council. The respective district governors will select the district members.

14. Finances The Show Me Rotary meetings, and the activities of the Council, are self-sustaining through registration fees and sales of materials. Districts are not expected to provide financial support in the absence of an emergency. Districts are expected, however, to collect registration fees for the club presidents elect in their districts regardless of their attendance at Show Me Rotary. This is done to encourage attendance, pay for materials furnished all presidents elect and provide the Council with a known amount of revenues. The Council should maintain a reserve balance of not less than one-third of one year's nor more two-thirds of one year's anticipated expenses.

15 Records and Funds The Council maintains its own records and funds. Regular reports are made to the members of the Council and a review of the financial records is conducted on an annual basis.

16. Fiscal Year The fiscal year of the Council begins on July 1 and ends on June 30.

17. Amendment of Guidelines Notice of intent to amend or repeal the guidelines and the recommended changes must be furnished to all Council members at least fourteen days prior to the Council meeting at which the changes are to be considered. Approval of such changes

requires the affirmative votes of two-thirds of the members present at the meeting, and the approval of two of the three current district governors.

18. Formal Review In the Rotary year following the meeting of each Council on Legislation, the president shall appoint a committee to review the guidelines and recommend changes or additions.

19. Multi-district Activities The Council operates within the guidelines for Rotary multidistrict activities prescribed by the Directors of Rotary International in the current *Manual of Procedure* including the provisions for districts entering into such agreements or withdrawing from them.

Certificate of Adoption

I, Terry Brown, certify that I am the Secretary of the Show Me Rotary Leadership Institute Planning Council and that the foregoing guidelines were properly approved and adopted at a meeting of the Council on November 2, 2002.

Terry L. Brown, Secretary

date

I, Luther H. Thompson, certify that I am the President of the Show Me Rotary Leadership Institute Planning Council and that the foregoing guidelines were properly approved and adopted at a meeting of the Council on November 2, 2002

Luther H. Thompson, President

date