



District 6630

MANUAL

OF

PROCEDURES

MOP Adopted by Board on May 14, 2026

Forward

This MOP was updated during the 2025-2026 Rotary Year to address the budget, reimbursement, and general updates. The Bylaw and MOP Review committee consisted of the following members:

Mike Davanzo, PDG, Medina Sunrise – Chair
John Reyes, PDG, Akron – Vice Chair
Toby Butt, Medina Sunrise
Richard Cole, DGN, Port Summit
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Table of Contents

Section I – Awards	7
Awards from Rotary International.....	7
Recognize a Rotarian	7
Avenues of Service Award (district recognition).....	7
Avenues of Service Award (RI recognition)	7
Membership Society.....	7
Rotary Foundation Citation for Meritorious Service (1-30 November).....	7
Rotary Foundation Distinguished Service Award.....	8
Rotary Foundation District Service Award.....	8
Service Above Self Award.....	8
Service Award for a Polio-Free World.....	8
Sylvia Whitlock Leadership Award.....	8
Recognize a Club.....	8
Rotary Club Excellence Award (June 30).....	8
Rotaract Club Excellence Award (June 30).....	8
Interact Club Excellence Award (August 15).....	9
Significant Service Award.....	9
World Interact Week Recognition.....	9
World Rotaract Week Recognition.....	9
Interact Video Awards.....	9
Recognize Non-Rotarians.....	9
Rotary Alumni Association of the Year Award.....	9
Rotary Alumni Global Service Award.....	9
Rotary Award for Excellence in Service to Humanity.....	9
Awards from the District.....	10
A Z Baker.....	10
Michael J. Johns, Sr. Lifetime Achievement Award.....	10
Rotarian of the Year Award.....	10
District Service Above Self Award.....	10
Gary M. Neuman Spouse/Partner Award.....	10
The Richard C. “Dick” Pitcher Award.....	11
Awards Presentations.....	11
Section II – District Committees.....	11
Advisory Council of Past District Governors.....	11
Alumni.....	12
Awards.....	12
Board of Directors and At-Large Members.....	12
Bylaws Review and MOP Revision.....	13
Community Service.....	13
DG Home Club Representative.....	13
District Conference.....	13 & 18

MOP Adopted by Board on May 14, 2026

District Strategic Planning.....	13
Finance.....	13
Foundation.....	13
Foundation Fundraising Subcommittees.....	14
Annual Fund.....	14
Major Gifts.....	14
Paul Harris Society.....	14
Polio-Plus.....	14
District Grants Subcommittee Chair.....	14
The Grants Subcommittee.....	14
Foundation – Grants.....	15
Foundation - Peace Fellows.....	15
Foundation – Stewardship.....	15
Grants- Compliance.....	15
International Service.....	15
LEAD (Leadership, Education, and Development).....	15
Membership.....	16
Nominating Committee (Chair – IPDG) Included in Bylaws.....	16
Presidents-Elect Learning Seminars.....	16
All-Ohio PELS.....	16
Public Image.....	16
Rotaract Committee.....	16
Transition Committee.....	16
Vocational Service.....	17
Youth Protection Committee.....	17
The Youth Services Committee.....	17
Four-Way Test Speech Contest.....	17
Interact.....	17
RYLA (Rotary Youth Leadership Awards).....	17
Youth Exchange.....	17
Youth Exchange – Inbound Students.....	17
Youth Exchange – Outbound Students.....	17
Youth Exchange – Short-Term Students.....	17
Youth Compliance Officer.....	18
Trainer.....	18
Section III - District Conference.....	18
Section IV - District Finances.....	19
Budget.....	19
Budget Surplus.....	19
Reimbursement for Expenses.....	19
Paid Positions.....	19
The District Newsletter Editor.....	19
The District Executive Secretary.....	19
The District Treasurer.....	20
The District Webmaster.....	20

MOP Adopted by Board on May 14, 2026

Section V- District Meetings and Events.....	20
All-Ohio P.E.T.S., Inc. (AOP).....	20
Banner Exchange.....	21
District Awards Program.....	21
District Conference.....	21
District Learning Assembly.....	21
Foundation Event.....	22
Grant Management Seminars.....	22
Governor's Official Visit.....	22
President-Elect Learning Seminars (PELS).....	22
Section VI - District Positions.....	22
Assistant Governors.....	22
Assistant Governor Coordinator.....	23
Council on Legislation/Council on Resolutions Representative.....	23
District Governor (DG).....	24
District Governor-Elect (DGE).....	25
District Governor-Nominee (DGN).....	25
District Governor Nominee-Designate (DGND).....	25
District Foundation Chair.....	26
The District Newsletter Editor.....	26
District Executive Secretary.....	26
District Trainer.....	27
District Treasurer.....	27
District Webmaster.....	28
IPDG (Immediate Past District Governor).....	28
Vice Governor.....	29
Section VII – Specialized Committees and Entities.....	29
Specialized Committees.....	29
Chaplain.....	29
DG Home Club Representative.....	29
Historian.....	29
Insurance Specialist/Risk Management Specialist	29
International Convention Promotion.....	29
Leadership 6630.....	29
Sunshine Committee.....	30
Specialized Entities.....	30
The Disaster Response Team.....	30
Gift of Life Northeast Ohio.....	30
Rotary Action Groups.....	30
Rotary Fellowships.....	30
ShelterBox.....	30
Section VIII - Termination of a Member or Rotaractor for Good Cause.....	31
Section IX - RI Board Discipline, Suspension, or Termination of a Club or Rotaract Club.....	31

MOP Adopted by Board on May 14, 2026

Section X - Miscellaneous Information.....	31
Directory.....	31
Revision of and Approval to Manual of Procedure (MOP).....	31
Committee Structures per District 6630 Bylaws/MOP.....	32
A Snapshot of District Officers and Length of Service per District 6630 Bylaws	33
The Language of Rotary.....	34
Index.....	35

SECTION I – AWARDS

Awards from Rotary International

Rotary celebrates People of Action who are committed to service and whose lives mirror Rotary's values. Rotary International and The Rotary Foundation offer several opportunities to recognize members and other participants for their devotion to service and their commitment to creating lasting change in their communities and around the world. RI sends out announcements at various times for the DG to nominate recipients for various awards, some of whom may be recommended by a Rotary club, District committee, or adviser. Potential nominees should be suggested to the DG. Below is the rotary.org website link to access the forms and information about the awards.

To access the rotary page with all this information, please click on the following link.

<https://my.rotary.org/en/learning-reference/learn-topic/awards>

Recognize a Rotarian

Avenues of Service Award (district recognition).

With an award from their district, clubs can honor a Rotarian or Rotaractor who participates in service activities in one of the five Avenues of Service — club, vocational, community, international, and youth service. Club presidents can nominate. The Nomination period is all year, and the award is an electronic certificate.

Resources: Online [nomination form](#) for club presidents, [Examples of eligible service activities](#) (PDF), [How to write a compelling nomination](#) (PDF)

Avenues of Service Award (RI recognition).

Districts can nominate a member who has performed service in all five Avenues of Service for an award from Rotary International. Nominations are reviewed three times a year in October, April, and July. District Governors may nominate 10 eligible recipients per review period. (30 total annually). The Award type is a pin and crystal award.

Resources: Online [nomination form](#), [How to write a compelling nomination](#) (PDF)

Membership Society –

Rotary recognizes those members who have expanded Rotary's reach by sponsoring 25 or more new members into their own clubs. [Visit the Membership Society Virtual Gallery](#). All Rotarians are eligible. The award type is the Virtual Gallery.

Resources: [Membership Society Frequently Asked Questions](#), [How to add a member](#), [How to manage club members](#), For questions, email riawards@rotary.org

Rotary Foundation Citation for Meritorious Service (1-30 November)

Honors Rotarians and Rotaractors who have been actively involved in service related to The Rotary Foundation. The District Rotary Foundation chair (with endorsement by the governor) can nominate an individual. The Nomination period is 1-30 November. The Award type is an electronic certificate.

Resources: Online [nomination form](#), [Sample presentation remarks](#)

MOP Adopted by Board on May 14, 2026

Rotary Foundation Distinguished Service Award

Honors individual Rotarians and Rotaractors who have demonstrated exemplary service to The Foundation and have received the Citation for Meritorious Service at least four years prior. Any Rotarian or Rotaractor can nominate an individual. The Nomination period: 1-31 January. The award type: pin and crystal award.

Resources: Online [nomination form](#), [How to write a compelling nomination](#) (PDF) [Sample presentation remarks](#).

Rotary Foundation District Service Award

Honors Rotarians and Rotaractors who are making a difference through the Foundation's programs. District governors who receive recommendations from their District Foundation Committee may nominate individuals for this award. The Nomination period: all year (ideally before district conference). Award type: electronic certificate.

Resources: [Rotary Foundation District Service Award template](#) (PDF)

Service Above Self Award

Is a prestigious award for Rotarians and Rotaractors who demonstrate their commitment to helping others by volunteering their time and talents. District Governors can nominate an individual during 1-31 October. The award type is a pin and crystal award.

Resources: Online [nomination form](#), [How to write a compelling nomination](#) (PDF), [Sample presentation remarks](#)

Service Award for a Polio-Free World.

This award honors Rotarians who have made outstanding contributions to our polio eradication efforts. Individuals can be nominated for regional or international service. Any Rotarian can nominate annually: July-1 October, with the nomination deadline as of 1 October. The award type is a framed certificate, plaque.

Resources: Online [nomination form](#)

Sylvia Whitlock Leadership Award

Honors one member annually who is actively working to advance women in Rotary. Any Rotary member can be nominated during the Nomination period: 1-31 August.

Resources: Online [nomination form](#), [Sylvia Whitlock Leadership Award Virtual Gallery](#)

Recognize a Club

Rotary Club Excellence Award (June 30)

The most important award for Rotary clubs. Club officers can report goal achievement. The Award type is an electronic certificate Resources: [Rotary Club Excellence Goals and Instructions](#) (PDF) [Rotary Club Central](#) to learn more about the [Rotary Club Excellence Award](#)

Rotaract Club Excellence Award (June 30)

The most important award for Rotaract clubs. Any Rotaract club officer may report the goal achievement. The reward is a certificate.

Resources: [Rotaract Club Excellence Goals and Instructions](#) (PDF) [Rotary Club Central](#) to Learn more about the [Rotaract Club Excellence Award](#)

MOP Adopted by Board on May 14, 2026

Interact Club Excellence Award (August 15).

The most important award for Interact clubs. Interact club advisors and/or sponsoring Rotary club presidents can report the goal achievement. The award is an electronic certificate.

Resources: [Interact Club Excellence Goals and Instructions \(PDF\)](#) [Interact Club Excellence Award Nomination form](#), [Learn more about the Interact Club Excellence Award](#)

Significant Service Award.

This award recognizes a club whose project has addressed a significant need in its community. The club president can nominate. The nomination period is all year long. The award is an electronic certificate.

Resources: Online [nomination form](#).

World Interact Week Recognition

Recognizes Interact clubs that celebrate the founding of the first club during World Interact Week, which occurs each year during the week that contains 5 November (from Monday to Sunday). Sponsoring Rotary clubs or district Interact chairs can nominate clubs for this award. The Nomination period is all year. The award type is an electronic certificate.

Resources: Customizable [certificate](#) (PDF)

World Rotaract Week Recognition

Recognizes Rotaract clubs that celebrate the founding of the first club during World Rotaract Week, which occurs each year during the week of 13 March (from Monday to Sunday). A sponsoring Rotary club or district Rotaract chairs can nominate. The Nomination period: all year and the Award type: electronic certificate.

Resources: Customizable [certificate](#) (PDF)

Interact Video Awards

Recognizes outstanding videos created by Interactors. Interactors or sponsoring Rotary club members can nominate. The nomination period is 1 October-1 December. The award type is a plaque or certificate.

Resources: [Interact Facebook page](#) [Interact YouTube channel](#)

Recognize Non-Rotarians

Rotary Alumni Association of the Year Award

Recognizes one outstanding alumni association each year for raising awareness of our alumni's impact on our organization. Any member of the Rotary community can nominate during the period of 1 July – 15 September. The award type is a banner, recognition at Rotary convention.

Resources: Online [nomination form](#), [Rotary Alumni Association of the Year Award past recipients](#) (PDF)

Rotary Alumni Global Service Award

Honors one outstanding Rotary alumnus each year for their humanitarian service and professional achievements. Any member of the Rotary community can nominate an individual during the period of 1 July – 15 September. The award is a crystal award, recognition at the Rotary convention.

Resources: Online [nomination form](#), [Rotary Alumni Global Service Award past recipients](#) (PDF)

Rotary Award for Excellence in Service to Humanity

Recognizes non-Rotarians, including partners and spouses of Rotarians, who have demonstrated exemplary humanitarian service through Rotary. The district governor nominates an individual during the

MOP Adopted by Board on May 14, 2026

month of March. The award is a pin and crystal award.

Resources: Online [nomination form](#), [How to write a compelling nomination](#) (PDF). [Sample presentation remarks](#)

Awards from the District

The District Governor has the discretion to establish recognition and awards for clubs, members, and district leaders who provide their time and talent to District activities and for example may take the form of Distinguished Service, Outstanding Leadership, Rotary Unsung Hero, Service to Youth or special Assistant Governor recognitions. The Five major district awards that have been established by tradition and are awarded on an annual basis include:

A Z Baker

This is the District's highest recognition for club performance. This award was established in 1978 at the recommendation of then District Governor James P. Banks to honor the memory of "Mr. Rotary," A.Z. Baker, from the Rotary Club of Cleveland who served as Rotary International President in 1955-1956. The award is based on the criteria established by the District Governor and the aggregate achievement points earned by members' participation in club, district, and RI activities as well as community activities. It is intended to recognize well-rounded clubs and clubs whose members participate at the club level and beyond.

Rotary Leadership Awards that have historically been included with the A.Z. Baker application are the *Training and Educational Club Award* and the *Training and Educational Individual Award* which recognize those who have demonstrated a commitment to the ideals and spirit of Rotary during the Rotary Year through attendance at and support of District educational programs and activities. In addition, the district also may annually honor those Clubs who have participated in a *Literacy* project.

Michael J. Johns, Sr. Lifetime Achievement Award

A long-time member in good standing with Rotary District 6630 who has freely given of himself/herself through mentoring, sharing, and serving Rotary. Potential awardees include a past District, Zone or International officer or committee chair (not necessarily a PDG); a supporter of The Rotary Foundation to the best of their ability (not necessarily financial); and someone who has touched our District in many ways throughout the years.

Rotarian of the Year Award

This award is awarded by the DG to a Rotarian who has stood out in their dedication and commitment to Rotary and has been outstanding in support of the District and its activities. It is usually awarded to a Rotarian who is active at many levels in the organization and shows a true commitment to the ideals and objectives of RI.

District Service Above Self Award

This award is decided by the DG and is presented only to Past District Governors who have demonstrated special dedication and qualities of Service Above Self during that year.

Gary M. Neuman Spouse/Partner Award

Purpose. The District 6630 Rotarian Spouse/Partner Service Award, established in 2016, recognizes

MOP Adopted by Board on May 14, 2026

spouses and partners of Rotarians who have demonstrated exemplary humanitarian service within Rotary District 6630.

Criteria. Candidates are considered based solely on the humanitarian service they have rendered through Rotary District 6630, with an emphasis on personal volunteer efforts and active involvement in helping others. Personal financial contributions to Rotary, its Foundation, or any individual project are NOT relevant considerations for this award.

*****Eligibility.** Any Non-Rotarian spouse or partner of an active Rotarian in good standing may be selected, except for spouses or partners of current and immediate past district governors, current RI directors, current RI trustees, and other RI officers. An individual may receive the award only once. An especially important aspect of this award is that it may be presented posthumously if the spouse/partner has passed during the current Rotary year in which it is being presented.

Selection. One recipient per year will be selected by the sitting District Governor and honored at the District Conference.

The Richard C. “Dick” Pitcher Award

This Award is in honor of Dick Pitcher who was very dedicated to Interact. He went to the Rotary Club of Northampton-Cuyahoga Valley during a blizzard and made a presentation to the Rotary Club. His presentation caused the Northampton Club to focus its concentration on the youth and became very active with Interact. This award is presented to an individual who has shown commitment and involvement in Interact.

Awards Presentations

Awards may be presented at club meetings or events, annual District Conference of Clubs, the year-end District Awards program (which is sometimes combined with the Banner Exchange) or The Foundation Recognition event organized each November. The majority of awards are presented at the District Awards Program (more details in Section V).

SECTION II - DISTRICT COMMITTEES

The following is a list of the committees of the District with a brief explanation of what the committee does and the make-up of the committee. The DG (as a DGE) selects the chairs, and the committee chair selects the members of the committees with the consultation and consent of the DG. There are a few committees where the structure is dictated by the bylaws.

The chairperson of each committee is selected for three one-year terms at the discretion of each District Governor Unless otherwise noted a chairperson may serve three additional one-year terms after a layoff of at least one year.

Advisory Council of Past District Governors

The Advisory Council shall advise and counsel the District Governor as may be requested by the District Governor.

The Advisory Council shall be comprised of all Past District Governors who are members of a District Club. *Ex-officio* members are the District Governor, the District Governor-Elect, District Governor-Nominee, and District Governor Nominee-Designate.

MOP Adopted by Board on May 14, 2026

The Chairperson shall be appointed by the District Governor-Elect for a one-year term, but no person shall serve more than two consecutive one-year terms in that position. The Chairperson shall not simultaneously serve as the Vice Governor and in this leadership role. The Chairperson shall designate a secretary to maintain minutes of meetings of the Council and those minutes shall be circulated to the District Governor and all Past District Governors.

The DGE should set the schedule of meetings, typically four, for his/her DG year in consultation with the Chair. One of these meetings provides for the District Governor-Elect to present to The Advisory Council within thirty (30) days following his/her attendance at the Rotary International Assembly. The DGE and Chair shall determine when PDG spouse/partners shall be invited to attend Advisory Council meetings. The District Governor or the Chair may call special meetings of the Council from time to time.

Alumni

The Alumni Committee works with clubs to develop an action plan for keeping alumni of Rotary Programs e.g., Four-Way Test Speech Contest, RYLA, Interact, Rotaract, Youth Exchange, Ambassadorial, Peace, and Global Scholars, Group Study and Friendship Exchange participants, involved in Rotary activities. The Committee may also:

- Coordinate alumni events and associations.
- Work with other committees to connect alumni with speaking opportunities and identify alumni who are good candidates for membership or Foundation giving.
- Encourage alumni and current program participants to report their data to RI.
- Create awareness of how to maintain relationships with alumni.

Awards

The Awards Committee assists the District Governor with identifying candidates for District Awards and, at the District Governor's invitation, may also suggest candidates for Rotary International Awards.

Board of Directors and At-Large Members

The Board of Directors shall oversee the business and affairs of the District. The Board shall also serve as an informal education and training vehicle for those serving in the positions of District Governor-Elect, District Governor-Nominee, and District Governor Nominee-Designate. A Director must be a member of a Club who has served as President of a Club or in a District leadership role (i.e., District Foundation Chair, Finance Committee Chair, etc.).

The Board shall be appointed by the District Governor and shall be composed of the following voting members: District Governor, the District Governor-Elect, the District Governor-Nominee, the Immediate Past District Governor, the Chair of the Advisory Council of Past District Governors, Assistant Governor Coordinator, and, as non-voting members, the District Executive Secretary, District Treasurer, and the Vice Governor. The District Governor shall also appoint three others on a rotating basis to the Board to serve as At-Large Directors.

The At-Large Directors shall be voting members of the Board and shall serve one-year (renewable) terms. The District Governor shall serve as the Chairperson of the Board and the District Governor-Elect shall serve as Vice Chairperson. Should a Director be ineligible to serve because he or she is no longer an active member of a Club within the District, the ineligible Director shall either voluntarily resign or be removed by a vote of the other Board members.

MOP Adopted by Board on May 14, 2026

Bylaws Review and MOP Revision

The Bylaws Review Committee provides periodic reviews of the District's Bylaws to ensure they are in compliance with Rotary International's constitutional documents: Bylaws, Constitution, Standard Club Constitution, Manual of Procedures and Code of Policies. Such a review is required after each RI Council on Legislation, held every three years, and the Councils on Resolutions, conducted once each of the two preceding years. Other reviews may be initiated as the need is identified. Each Bylaws Review Committee shall include at least one person who served on the previous Bylaws Review Committee for continuity and shall include one person with appropriate legal expertise. At the discretion of the District Governor the chair of this committee may not be limited to a three-year term.

Community Service

The Community Service Chair works with clubs to develop local service projects that address the community's needs; encourages clubs to follow the [lifecycle of a project](#) and use Rotary's online tools for planning, implementing and evaluating; and may also encourage clubs to visit [Rotary Ideas](#) to find project partners and browse [Rotary Showcase](#) for ideas.

District Conference

In Section IV of this document (page 18)

District Strategic Planning

The District Strategic Planning Committee reviews and updates the existing strategic plan. The strategic plan is usually a three-year plan. The Committee shall develop, recommend, and update a strategic plan for consideration by the board and shall survey Rotarians and Clubs not less than every three years in discharge of their duties:

- Assess the goals, objectives, needs and preferences of the District clubs and Rotary members. This may include a review of quantitative historical data and/or a District-wide membership needs assessment.
- Evaluate current District services.
- Develop District strategic goals and action plans.
- Circulate the resulting strategic plan to the clubs and members in a cost-effective and efficient manner, including but not limited to the District website.
- See District Bylaws Article 5.5
- At the discretion of the District Governor the chair of this committee may not be limited to a three-year term.

Finance

See Section VI, this document and
See District Bylaws Article 5.3

Foundation

The Foundation Committee is led by the District Foundation Chair and composed of the Chairs of the subcommittees which have the responsibility for implementing and overseeing the fundraising for and the programs funded by The Rotary Foundation. This Committee is also responsible for education and training associated with Foundation fundraising and programs, including Grant Management and

MOP Adopted by Board on May 14, 2026

Foundation Seminars. The Foundation subcommittees are:

Foundation Fundraising Officers

Annual Fund Officer works with the clubs to encourage Rotarian giving to the annual fund and show the benefits of those contributions.

Major Gifts Officer works with Club Foundation Chairs and individuals to develop Benefactors, Major Donors, and Bequest Society and Arch Klumph Society members.

Paul Harris Society Officer works to develop Paul Harris Society Members.

Polio-Plus Officer works to create awareness of and generate funds for Polio Plus.

District Grants Subcommittee Chair

Chairs the District's subcommittee that promotes, allocates and administers the District's Designated Funds (DDF) from the Rotary Foundation.

- The Chair of the Subcommittee is responsible for: Assisting the District Governor and District Foundation Chair in recruiting members of the Committee.
- Overseeing or taking actions necessary to see that the Committee is fulfilling its responsibilities.
- Preparing the approved Annual Allocation of DDF to the Clubs.
- Making recommendations to the Committee about District Grant and Global Grant policies.
- Arranging for and chairing meetings of the Committee.
- Arranging for and participating in Grants Trainings for the Clubs.
- Assigning Committee members as Assistant Grants Coordinators to assist specific Clubs in the Global Grant project applications and reporting.
- Coordinate with the District International Service Chair to encourage District Clubs' participation in other Clubs' Global Grants where additional funding is needed.
- Work on other District activities as requested by the District Governor.

The Grants Subcommittee

Grants Subcommittee members come from all parts of the District and serve 3-year staggered terms. Members may serve a second set of three years. After a hiatus of one year, the member may be reappointed to the committee. The Grants Subcommittee meets monthly on the day of its choosing.

The Grants Subcommittee has the following functions:

- Allocate the District's available District Designated Funds ("DDF") from The Rotary Foundation to the Clubs based upon the fairest manner possible so as to encourage enhanced contributions to The Rotary Foundation's Annual Program Fund.
- Set policy for awarding DDF to District Grants and for awarding DDF to Global Grants.
- In coordination with the District Stewardship Chair, oversee the administration of the District Grants and Global Grants that are awarded.
- Promote Club use of and provide Training to Club members on use of, application for, administration of, and reporting on District Grants and Global Grants; and

MOP Adopted by Board on May 14, 2026

- Assist the Clubs in applying for District Grants and Global Grants.

Foundation – Grants

All Clubs wishing to receive District Designated Funds must:

- Have at least 2 members who have attended the Grants Management Seminar,
- Have contributed to the annual program fund the per capita amount specified by the Grants Committee,
- Be current in their dues,
- Be current on reporting of ongoing projects,
- Submit a signed MOU and MOU Addendum.

Foundation - Peace Fellows

The committee promotes the program, encourages those who are interested, and offers assistance.

Foundation - Stewardship

The Stewardship Chair is responsible for ensuring the careful management of Rotary Foundation grant funds and for educating Rotarians on proper and effective grant management. It oversees the Memorandum of Understanding process and participates in the Grant Management Seminars. This person is not a member of the Grants Subcommittee, has no voting rights, and attends the Grants Meetings at the pleasure of the District Governor.

Grants- Compliance Committee

The Grants Compliance Committee is comprised of the Foundation Chair, the Grants Committee Chair, the Stewardship Chair, and the Global Grants Chair.

- Reviews/Develops guidelines for the Committee that ensure that RI funds obtained and used by the district would be secure, traceable, and transparent throughout the time they are in district possession.
- Reviews/Develops guidelines to clarify grant request procedures for use by district clubs.
- Reviews and revises documentation and grant application materials for ease of use by district clubs
- Identify necessary adjustments to Grants, Stewardship, or Audit operations or potential compliance issues.

International Service

The International Service Chair encourages clubs to participate in international projects and works with them to identify resources within and beyond the District to develop international projects and design global grants of higher quality and greater scale.

LEAD (Leadership, Education, and Development)

The LEAD Committee shall implement an integrated plan and schedule for leadership and development training for the District. Members must include at a minimum the District Trainer, District Governor-

MOP Adopted by Board on May 14, 2026

Elect, District Governor-Nominee, District Governor-Nominee Designate, and Assistant Governor Coordinator. It is suggested that the chairs of the Membership, Public Image, Leadership 6630, and Grants Committee also be invited to attend.

Membership

The Membership Committee identifies strategies, tools, and techniques to increase membership attraction, new club development, and membership engagement and promotes them to the clubs in the District through learning events and other means to support growth and retention of members. The committee will also work with District and club officers to identify opportunities for new clubs and actively support new club growth.

Nominating Committee (Chair – IPDG) Included in Bylaws

The District Nominating Committee is responsible for seeking and interviewing candidates for District Governor Nominee-Designate and recommending a candidate to the District Governor by January 31st. The Committee is also responsible for affirming a candidate for Vice Governor, based on input from the DGE, to the District Governor. In addition, in the year following the Council on Legislation, the Committee may recommend a candidate for our District's representative to the next Rotary International Council on Legislation at the request of the District Governor. (See Article 14 RI Bylaws for process).

Presidents-Elect Learning Seminars (PELS)

See Section V

All-Ohio (PELS)

See Section V

Public Image

The Public Image Committee develops and implements a strategy for promoting Rotary, its branding, programs, and projects to the public. This includes membership development, youth programs, and Foundation programs. The Committee also provides support to all clubs including Interact and Rotaract in their efforts to engage and inform the public.

Rotaract Committee

This committee encourages and supports Rotaract Clubs. Rotaract clubs bring together people ages 18 and older to exchange ideas with leaders in the community, develop leadership and professional skills, and have fun through service. In communities worldwide, Rotary and Rotaract members work side by side to take action through service. At the discretion of the District Governor, the chair of this committee may not be limited to a three-year term.

Transition Committee

The Transition Committee's purpose is to facilitate the DG chain working together and to assure continuity in leadership of the District. While the District Governor is the sole decision maker in the district, there is also a need for the DG to understand the District and what has transpired in the past. In addition, there are protocols to be followed. The Transition Committee members are the DG, immediate past two DGs, DGE, DGN, and DGND (when chosen). The Chair of the committee is the IPDG.

MOP Adopted by Board on May 14, 2026

Vocational Service

The Vocational Service Committee's role is to encourage members to use their professional skills to support service projects. They may also help identify and form vocational training teams.

Youth Protection Committee

This committee reviews and provides specific policies and procedures that apply to the membership of the District and anyone else acting on behalf of the District when dealing with youth in connection with District authorized activities. The committee members and the chair are appointed by the Governor. The Committee will consist of at least 7 members including the DG, DGE and DGN. Committee members serve at the pleasure of the Governor. Included in the Youth Protection procedures is the requirement to form a standing Review Committee of no less than 5 members, appointed by the Governor and chaired by the District Youth Protection Officer, who will also be a voting member. At the discretion of the District Governor the chair of this committee may not be limited to a three-year term.

Youth Services

The Youth Services Committee is composed of the Chairs for 4-Way Test Speech Contest, Interact, Rotaract, RYLA, and Youth Exchange. At the discretion of the District Governor, the chair of this committee may not be limited to a three-year term.

4-Way Test Speech Contest

This Committee organizes and runs the District 4-Way Test Speech Contest which is held in the spring prior to the District Conference. The winner and two runners-up speak at the District Conference, traditionally at Lunch on Saturday. The winners do receive a monetary award from the District.

Interact

This Committee encourages and supports Clubs sponsoring Interact Clubs for students ages 12-18 which enables them to connect with other young people in their community or school while developing their leadership skills through projects and other activities.

RYLA (Rotary Youth Leadership Awards)

This Committee plans, promotes, and delivers the weeklong leadership development program for students who have just completed their junior year in High School.

Youth Exchange

A general chair oversees the Youth Exchange Program. There are chairs for each of the programs and they work together. These are recapped below and additional information about the programs is listed on the District Web Page.

Youth Exchange – Inbound Students

This program oversees all the incoming students on the long-term exchange. It is also responsible for the host families, certification of families and compliance.

Youth Exchange – Outbound Students

This program oversees all the long-term outbound students including selection, orientation, commissioning, and contact during the year.

Youth Exchange – Short-Term Students

MOP Adopted by Board on May 14, 2026

This program oversees the short-term summer exchange program.

Youth Compliance Officer

The person responsible for compliance with the Rotary and District rules and regulations.

Trainer

The person who orients and gives guidance to exchange students and families.

SECTION III - DISTRICT CONFERENCE

General. Should there be a District Conference, it is recommended that planning for the District Conference begin at least one year in advance of the prospective date for the next District Conference, preferably in the first half of the Rotary year. The District Governor-Elect soon after appointment shall appoint members to a District Conference Committee, including the Conference Chair, Conference Secretary, and such other positions as the District Governor-Elect deems necessary. The Committee shall develop a comprehensive and balanced program that includes innovative, timely, and educational presentations on subjects of Rotary and local interest. See also Rotary International Code of Policies. It is the responsibility of the Conference Chair and the District Governor to be fiscally responsible in conducting and promoting the District Conference and if possible, no additional cost other than conference registration fees and per capita assessment to the District (Four dollars per member).

Purpose. Under the direction of the District Governor, the Committee shall plan, promote, and implement the necessary arrangements to ensure a successful District Conference with maximum attendance.

Composition. Members of the Committee shall be appointed by the District Governor, preferably with skills in the following areas: hospitality, event planning, meeting coordination, public relations, media relations, and marketing.

Responsibilities. The District Governor, in consultation with the Committee shall select the District Conference venue and coordinate all logistics within the District. The projected dates of the District Conference shall not conflict with the dates scheduled for the Rotary Zone Institute, District Learning Assembly, the International Assembly, or the International Convention. The District Learning Assembly may be held in conjunction with the District Conference. The Committee shall create an event budget following the established budget for the District Conference as approved by the Presidents-Elect. A final budget statement will be submitted to the DG and the District Treasurer within 30 days after the final invoice has been received. The District Treasurer will be responsible for all receipts and disbursements related to the District Conference. The Conference Committee, as expeditiously as possible, will either forward receipts to the District Treasurer for deposit or deposit these receipts based on instructions from the District Treasurer. The District Treasurer will make all disbursements relative to the District Conference and only after approved documentation (original invoices, expense reports, etc.) has been submitted. Approval of the expenditures will be the responsibility of the District Governor.

The District Conference Committee shall be responsible for raising any funds beyond the per capita

MOP Adopted by Board on May 14, 2026

assessment necessary to meet the projected expenses of the District Conference.

In the event there is a surplus upon completion of the District Conference, that surplus shall be transferred to the District General Fund and shall be available to the District at the absolute discretion of the District Governor with the advice of the Board.

SECTION IV - DISTRICT FINANCES

Budget

The budget is prepared by the DGE in conjunction with the DGN, the DG, and the District Treasurer. There are items in the budget (PELS and the District Learning Assembly) that the DGN will be doing as a DGE. The budget then goes to the Finance Committee for its approval and discussion. Once the Finance Committee approves the budget, it must go to the Board for approval and discussion. Once the budget is approved by the Board it must be in the hands of the PEs at least one month prior to the Presidents-Elect budget meeting.

The budget, after it is approved by the Presidents-Elect (PEs), becomes effective July 1. During the following Rotary year there is a report to the membership during the business meeting at the District Conference. There are also regular reports to the Board of Directors, Finance Committee, and Advisory Council of Past District Governors.

Budget Surplus

The budget surplus from the prior year, if any, will be added to the reserves in the current year.

Reimbursement for Expenses

Reasonable expenses in furtherance of District programs and projects as reflected in the approved budget will be reimbursed with the approval of the Treasurer in consultation with the DG. Expenses **should** be submitted to the Treasurer within one month of occurrence. All expenses within the fiscal year **must** be submitted by July 31 of the next fiscal year. Anything received after July 31 will not be reimbursed unless specifically approved by the District Governor and approved by the Finance committee and Board of Directors.

Paid Positions

The following positions receive a small stipend from the district. The amount is determined by the DGE in the annual budget, which is approved at the Presidents-Elect budget meeting.

The District Newsletter Editor

The Newsletter Editor is responsible for receiving articles for the newsletter and compiling the newsletter which is sent in electronic form to the membership. At times, the newsletter editor may be asked to send out other information to the membership.

The District Executive Secretary

The District Executive Secretary is responsible for many operations of the District in addition to taking minutes at the various District meetings. There is a line item in the budget to cover office style expenses that are incurred as the result of carrying out the position. The expenses include, but are not limited to paper, envelopes, stamps, ink, etc.

MOP Adopted by Board on May 14, 2026

The cost of attending functions, such as the DLA, PETS, DC where the individual is working throughout the event, is subject to the discretion of the DG. The secretary is generally not reimbursed for mileage and/or food at other meetings. A complete job description is in Section VI District Positions.

The District Treasurer

The District Treasurer is responsible for collecting and depositing dues and all financial transactions of the District. The District Treasurer is also responsible for filing or overseeing the filing of all documents required by law. These documents include, but are not limited to:

- Statement of Continued Existence must be filed every 5 years (current expiration (current expiration 11/17/2031). The current listing is CT Corporation as the District's statutory agent and remains the case.
- Statutory Agent Update when a change is needed due to registered agent possibly moving, leaving the club or District, or passing away.
- Encourage all clubs in the District to timely file 990's.
- Changing check signers with the bank when there is a change in leadership within the District.

There is a line item in the budget to cover office style expenses that are incurred as the result of carrying out the position. This includes, but not limited to paper, envelopes, stamps, ink, etc. The cost of attending functions, such as the DTA, PETS, DC where the individual is working throughout the event is subject to the discretion of the DG. They are generally not reimbursed for mileage and/or food at other meetings. A complete job description is in Section VI District Positions.

The District Webmaster.

The District Governor shall appoint the District Webmaster. The District Webmaster shall maintain and manage the District 6630 Web Site, conduct training on ClubRunner as needed by clubs and maintain the relationship with ClubRunner and manage the contracts.

SECTION V- DISTRICT MEETINGS AND EVENTS

The following are meetings and events that the DG (in some cases along with the DGE) will hold during the Rotary Year:

All-Ohio P.E.T.S., Inc. (AOP)

All Ohio P.E.T.S. Inc (AOP) AOP is a Multi-District Presidents-Elect Learning seminar serving the five Rotary Districts in Ohio. They include Districts 6600, 6630, 6650, 6670 and 6690 represented by their respective District Governors, District Governors-Elect, District Governors-Nominee and District Governors Nominee-Designate. The AOP Board of Trustees is the governing body whose voting members are the five DG's and DGE's from each of the participating Districts and the General Chair of the AOP Steering Committee. They function under the rules of the AOP governance documents and Operations Manual.

The AOP Steering Committee is the organizing arm of the event. The DGEs of the five Districts

MOP Adopted by Board on May 14, 2026

plan the program and each of the five districts has one member, usually the Immediate Past District Governor, chair a portion of the event (General Chair, Facilities, Operations, Program, Registration, Sergeant-At-Arms). These responsibilities rotate each year through the Districts. A careful review of the governance documents and the Operations Manual should be conducted at the beginning of each new Rotary year. Each district is also responsible for providing facilitators and Sergeant-At-Arms assistance for the seminar.

District 6630 AOP Steering Committee: Each year the District Governor, District Governor-Elect, District Governor-Nominee and once elected, the District Governor Nominee-Designate, comprise the District's AOP Steering Committee chaired by the District Governor-Elect. Other roles may be assigned by the DGE for participation (i.e., District Trainer).

Banner Exchange

The banner exchange is the first opportunity for the new DG to set a tone for his/her year. It may include a special recognition for the retiring District Governor. The incoming DG plans the event, including choosing the location, date, and time. It is important to coordinate with the outgoing DG. The outgoing DG and DG's Club president should attend to present the "Home Club of the District Governor" banner to the incoming DG and the incoming DG's club's incoming president. An adequate charge should be collected to cover the expenses.

The banner exchange and awards ceremony may be held concurrently.

The Pin Exchange includes a "new" PDG pin given by the incoming DG to the immediate PDG. Then the DG will take the DGE pin and pin the incoming DGE. The incoming DGE will take his/her DGN pin and pin the incoming DGN. The new theme pins may be at the event to give to the attendees.

District Awards Program

The DG plans the event, picks the location, date, and time. It may not conflict with the Rotary International Convention. If held in conjunction with the Banner Exchange, the DGE, in consultation with the DG, decides the location, date, and time. The DG will decide on the awards program. An adequate charge should be collected to cover the expenses. The cost of the awards is included in the district budget. The DG may opt to present some awards at the District Conference, but the majority are presented at the Awards Program. The awards that are usually presented are listed in the Awards Section of the MOP.

District Conference

See above – Section III (page 18)

District Learning Assembly

The district learning assembly usually follows All-Ohio P.E.L.S. It could be a stand-alone event or in combination with the District Conference. It is designed for all Rotarians and continues the training for the PE and the PE's team. There should be a "curriculum" generated by the DGE and his/her team for all the training.

MOP Adopted by Board on May 14, 2026

Foundation Event

The Foundation event is held after October, and usually, but not always, in November which is Foundation month. The main purpose of this is to recognize those clubs that made significant contributions to The Rotary Foundation during the previous year. The IPDG plans the event, along with the DG and Foundation Committee Chair. The reason for holding this after October is that the awards for clubs from RI are not sent until the end of October or the beginning of November. An adequate charge should be collected to cover the expenses.

Grant Management Seminars

There are usually three of these starting after January. The District Foundation Chair and the Foundation Committee plan the seminars. The purpose of these is to provide training to clubs in order for the clubs to apply for grants. This is in harmony with RI and subject to RI's rules and guidelines. Two members from a Club must attend one of these seminars to be eligible to apply for District and Global grants in the following Rotary year. The cost is normally covered by the district.

Governor's Official Visit

The District Secretary sends an operational statement to the clubs explaining protocol within Rotary. Items to be included:

- Proper introductions when district leadership is visiting a club.
- Proper introductions when district leadership is attending a club's function.

President Elect Learning Seminars (PELS)

Planning for the DGE's PELS begins after the All-Ohio PETS in their DGN year. The intent is for all training activities to build upon one another. The DGE works with the LEAD Committee and the District Trainer to plan the program.

Location and format are decided by the DGE. The DGE may consult with the DG or PDGs for ideas and help in putting a package together. All costs to cover training to be kept within the allotted budget. Traditionally banners and pins are given out at the inductions of the PEs at All-Ohio PELS

SECTION VI - DISTRICT POSITIONS

Per the Bylaws of District 6630, the officers of the district include the District Governor, the District Governor-Elect, the District Governor-Nominee, the Vice Governor, the Assistant Governor Coordinator, the Assistant Governors, the District Executive Secretary, the District Treasurer, and the District Trainer. Included here are the additional positions in the District for which there are position descriptions. The District Governor-Elect should appoint a "vice" officer/chair in preparation for a transition of an officer or committee chair.

Assistant Governors

Assistant governors are appointed by the Governor-Elect and are responsible for assisting the Governor with respect to the administration of designated clubs. Duties for assistant governors may include the following:

- Meet with and assist the current and incoming club presidents to promote, implement, or review annually the Club Leadership Plan and discuss the club and clubs' goals.
- Encourage clubs to enter and monitor their goals in Rotary Club Central

MOP Adopted by Board on May 14, 2026

- Regularly communicate with clubs to discuss activities, resources, and opportunities
- Assist club leaders in scheduling and planning for the Governor's official visit and attend each club with the Governor's official visit.
- Assist in the development of District goals.
- Keep the Governor informed on the progress of the clubs.
- Ensure that clubs update their membership regularly and pay their dues on time.
- Coordinate training at the club level with the appropriate district committee.
- Promote the District Leadership Plan, the Club Leadership Plan and all applicable RI online tools and resources.
- Advise the incoming Governor on District Committee selections.
- Attend and promote attendance at the District Conference and other District and International Meetings.
- Participate in District activities and attend all training seminars.
- Provide recommendations on future assistant governors and committee members.
- Monitor the progress of the assigned clubs toward their goals.
- After a club visit, report your assessment and feedback to the DG and /or Assistant Governor Coordinator through Rotary Club Central. Use this online tool to make sure your clubs are on track with their goals and achievements in areas such as membership, service initiatives, and giving to The Rotary Foundation

Minimum criteria in selecting assistant governors include.

See District 6630 Bylaws Article IV 4.6

Assistant Governor Coordinator

AGC provides training and guidance for AGs and serves as an interface between them and the DG.

Council on Legislation/Council on Resolutions Representative

Every three years, Rotarians meet at the Council on Legislation to review and vote on proposed changes to the legislation that governs Rotary. They consider enactments, which change Rotary's governing documents, and position statements by the RI Board. These members also participate in the Council on Resolutions that meets online every year to vote on proposed resolutions and urgent enactments.

Resolutions are requests to the Board or the Trustees to take an action that is outside the purview of the constitutional documents.

Each Rotary district chooses a Representative to the Rotary Council on Legislation (COL) for a three-year term. These members represent their districts at all three meetings of the Council on Resolutions and at the Council on Legislation. A COL Alternate is chosen during the same selection process as the Representative, serves a corresponding three-year term and is the backup to the COL Representative in the event they find they must step down from their role. If both are unable to serve, the sitting District Governor is authorized to appoint a qualified Rotarian to fill the vacancy.

Duties of a Council representative are as follows:

- Assist clubs in preparing proposed resolutions and enactments.
- Discuss proposed resolutions and enactments at district meetings.
- Be knowledgeable of the attitudes of Rotarians within the district.

MOP Adopted by Board on May 14, 2026

- Give critical consideration to all proposed resolutions and enactments and effectively communicate his or her views on such proposals to the Councils.
- Act as an objective legislator.
- Participate in the Council on Resolutions.
- Attend the Council on Legislation for its full duration; and
- Report on the deliberations of the Councils to his or her clubs following the meetings of the Councils.

District Governor (DG)

The DG is the RI President's official representative in the district. This person is in charge of the entire district and works with the Board and various committees to set goals for the district and to promote the agenda of the RI President. The duties include but are not limited to the following: hold meetings to plan for the District Conference; plan and hold Foundation Event in conjunction with the Foundation Chair and the IPDG; plan and attend all meetings at the district level; visit Clubs and then revisit as needed.

Detailed responsibilities of the DG include but are not limited to

- Strengthening existing clubs.
- Following the District Governor Code of Ethics.
- Fostering continuity by working with past, current, and incoming district leaders.
- Making sure your district leadership team is fulfilling its responsibilities.
- Sharing the status of clubs with the District Governor-Elect before the International Assembly and offering recommendations for strengthening weak clubs.
- Involving the governor-elect by assigning him or her specific responsibilities for committees, administration, or meetings.
- Helping the Governor-Elect plan and prepare for incoming officer training meetings.
- Reporting promptly to RI as required by the RI president or Board.
- Ensuring that district nominations and elections are conducted according to the RI Constitution and Bylaws and other RI policies.
- Transferring district files to the Governor-Elect at the end of your year.
- Encouraging open communication among clubs, as well as between clubs and RI.
- Conducting an agreed upon official visit with each club (may be as multi-club meetings) to raise awareness of important Rotary issues, provide special attention to weak and struggling clubs, motivate club members to participate in service activities, and recognize the contributions of Rotarians Communicating at least monthly with each club president and secretary.
- Conducting district meetings including the district conference, district leadership seminar, and district Rotary Foundation seminar.
- Serving as a spokesperson for your District and RI when appropriate.
- Promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club.
- Following up on clubs' overdue dues payment to RI to ensure that dues are paid by the deadline set by RI.
- Organizing new clubs.
- Regularly inquiring about the activities of Rotarian organizations operating in the District.
- Supporting The Rotary Foundation through fundraising and grant activities
- Performing such other duties as an officer of Rotary.

MOP Adopted by Board on May 14, 2026

- Furthering the Object of Rotary by providing leadership and supervision of the clubs in the District.
- Ensure that the club constitution and bylaws comply with the constitutional documents, especially following councils on legislation.
- Promote the RI strategic place.
- Participate in grant programs of The Rotary Foundation.
- Provide support to assistant governors, if any have been appointed, so that they can further the development of the district and the cohesiveness of the members.

District Governor-Elect (DGE)

The DGE works with DG to compile a list of dates of meetings for which attendance is required and/or encouraged. These meetings will include Finance Committee, Board of Directors, Strategic Planning Committee, Grants, Planning meetings for PELS, All-OHIO, DLA, the DC, Foundation Event, Leadership Development, District Transition Committee, AG Training, the Advisory Council of PDGs, and Membership. The DG may assign the DGE to committees with a specific role or as a general member.

- Develop the budget for his/her DG year in consultation with the District Treasurer
- Take courses for governors-elect in the [Learning Center](#)
- Attend the governors-elect training seminar and [International Assembly](#)
- Conduct training for incoming district leaders and club leaders.
- Continue to plan the district conference.
- Qualify district for Rotary grants and participate in the grant management training.
- Appoint assistant governors and committee chairs.
- Work with the governor and district leaders to create a district strategic plan.

District Governor-Nominee (DGN)

The DGN works with DG and DGE to compile a list of dates of meetings for which attendance is required and/or encouraged. These meetings will include Finance Committee, Board of Directors, Grants, Planning meetings for PETS, All-OHIO, DLA, and the DC, Foundation Event, Leadership Development, District Transition Committee, AG Training, Advisory Council of PDGs and Membership. The governor and governor-elect shall provide the governor-nominee with the opportunity to:

- Request specific responsibilities or assignments in connection with district committees or district organization.
- Attend as an observer any or all district meetings.
- Be part of the organizing committee as an observer.
- Participate in all strategic planning efforts and long-term appointments in the district.

District Governor Nominee-Designate (DGND)

The DGND should be named by the end of the calendar year, and the name must be submitted to RI by the end of the Rotary year. Once named, this person begins the training and acclimation to the office of the Governor as it relates to his/her personal and business life. The DGND is encouraged to attend meetings of the Transition, Board, and Finance Committee Meetings.

District Foundation Chair

Leads the Foundation committee and works with all subcommittee members. This is a three-year term and follows the RI rules. This helps provide continuity of leadership for The Foundation fundraising and grant activities in the District. Under the governor's leadership, the chair works with regional staff and subcommittee chairs to plan, coordinate, and evaluate Foundation activities.

Responsibilities

- Coordinate and promote all district TRF fundraising and program participation.
- Work with the district leadership committee to customize and hold Foundation sessions at the presidents-elect training seminar and district leadership assembly.
- Encourage clubs to offer at least two programs about the Foundation each year, including one in November, The Rotary Foundation Month
- Encourage annual and major gifts to our Foundation.
- Work with the governor on how to distribute the remaining District Designated Fund (DDF) to The Rotary Foundation programs.
- Encourage clubs to set fundraising goals in Rotary Club Central.
- Qualify the district and implement the district Memorandum of Understanding (MOU). Ensure that grant reports are submitted on time.
- Oversee and participate in the grant management seminars and ensure clubs are qualified for Foundation grants.
- Help choose qualified recipients for Foundation awards.

The chair of the district Rotary Foundation committee commits to leading a team of dedicated members who work together to help the governor educate, motivate, and inspire people to participate in our Foundation.

The District Newsletter Editor

The Newsletter editor is responsible for receiving articles for the newsletter and compiling the newsletter which is sent in electronic form to the membership. At times, the newsletter editor may be asked to send out other information to the membership.

District Executive Secretary

The responsibilities of the District Executive Secretary include the following:

- Assist the District Governor with the administrative affairs of the District, keep and publish minutes of the Board meetings, serve as the custodian of District records, assist in the planning of District activities, manage all registration for principal District activities, monitor District membership files, and perform other duties and responsibilities as may be assigned by the District Governor
- May assist the DG in organizing and preparing clubs for the official Governor's visit.
- Supporting clubs in meeting their reporting and related obligations to the District and Rotary International
- Maintain a written job and task description for all operations of the office and provide it to his or her successor.
- Send out all the information to clubs needed for the annual meeting including the previous year's financial review/audit, elector forms, information about the meeting and anything else pertinent for the meeting.
- Send out the proposed DGE budget to the presidents-elect and information concerning the PE

MOP Adopted by Board on May 14, 2026

budget meeting.

The District Executive Secretary may receive compensation for services provided and may be reimbursed for expenses in the performance of District business as approved and in accordance with District Expense Reimbursement Policy. This position may be shared by more than one person.

District Trainer

The responsibility of the District Trainer is to chair the LEAD committee, including the following:

- The training of incoming class of club Presidents.
- The training of the Assistant Governors, in collaboration with the Assistant Governor Coordinator.
- Coordinate training at the club level with the appropriate district committee.
- Promote the District Leadership Plan, the Club Leadership Plan and all applicable RI online tools and resources.
- Attend and promote attendance at the district conference and other district and international meetings.
- Participate in district activities and attend all training seminars.

District Treasurer

The responsibilities of the District Treasurer include the following:

- Serve as custodian of all District funds and be responsible for the billing and collection of all levies.
- Works with the DGE to prepare his/her District budget.
- Backup all records on a monthly basis upon completion of the financials
- Reconcile all checking accounts for the previous month by the 15th of the month.
- Sends the financial reports for the Outbound trust account to the Rotary Youth Exchange committee monthly.
- Review and obtain approval from DG for all expense reports submitted.
- Advise the Governor, in advance, when expenditures or accounts payable appear likely to exceed the budget or cash on hand.
- Prepare all W-2 and 1099 for any employees or independent contractors or vendors that are engaged by the district, in compliance with applicable state and federal laws.
- Following approval of the previous year's financials at the appropriate annual meeting, forwards same to RI as required prior to June 30
- Pay all justifiable bills, maintain complete financial records, and provide variance budget reports to the District Governor and to the funded committees as needed.
- Submit quarterly reports to the District Finance Committee and Board of Directors for their review.
- Prepare and submit reports for an annual financial review.
- Administer a District Office with an address and telephone number known to all; the address, which will be reported to the statutory agent annually, shall be a Post Office box.
- Maintain the District bank account.

All checks and authorization for other disbursements require the District Treasurer's signature, or in the absence of the Treasurer, authorized signers may be the District Governor, the District Governor, the District Executive Secretary, another officer or designee of the Corporation as authorized by the Board. However, any check or authorized disbursement which exceeds two thousand dollars (\$2,000) requires

MOP Adopted by Board on May 14, 2026

the signature of the District Treasurer and one other authorized signer of the District. In no event shall a check or other disbursement payable to an officer be signed by that officer.

The District Treasurer may receive compensation for services provided and may be reimbursed for expenses in the performance of District business as approved by the District Governor and in accordance with the District Expense Reimbursement Policy.

District Webmaster

The District Webmaster shall work in collaboration with the District Governor, District Executive Secretary, and other District committees, as directed by the District Governor. The District Webmaster shall coordinate activities for the dissemination of information about the clubs and their members, as well as provide exposure and promotion of the principles of the District and Rotary International. The DW posts the district directory on the website and updates the information as needed. The DW provides training to clubs as needed.

The District Webmaster may receive compensation for services provided and may be reimbursed for expenses in the performance of District business as approved by the District Governor and in accordance with the District Expense Reimbursement Policy.

IPDG (Immediate Past District Governor)

The IPDG sits on several committees as noted in the Bylaws (Board of Directors and Executive, Finance, Conference, Foundation Celebration committees) and assists as requested by the DG. Key responsibilities:

- Chairs the nominating committee, and recommends Rotarians for specified positions,
- Chairs the transition committee.
- Chairs a rotating position on the ALL-OHIO PELS steering committee.
- Supports the DG and all the DG activities.
- Becomes a member of the Advisory Council of Past District Governors.

Vice Governor

The Vice Governor's role is to attend most of the meetings of the district and to be informed and ready to take the place of the District Governor if the District Governor is not able to fulfill the duties of a District Governor.

The VG is selected in the following manner. The current DGE picks from the PDGs a person who will be willing to step into the position of DG, if needed, and who is willing to attend meetings to keep current with the district affairs. The name of the VG-Elect is shared with and affirmed by the nominating committee. The name of the VG will be announced at the annual meeting.

There is no budget to support the position of the VG.

If the Vice Governor is called upon to assume the duties of the DG and is not able to do that, then the Advisory Council of Past District Governors will select that person.

Section VII – Specialized Committees and Entities

The following is a list of specialized standing committees and entities that operate under a separate structure within the District with a brief explanation of what each does and the corresponding make-up of same, where appropriate. For the standing committee positions the DG (as the DGE) selects the chairs and works with the chair to select the members of the committees if needed or appropriate. For specialized entities, who function under a different structure, reports may be requested by the district governor.

For the specialized standing committees, the normal term limits do not apply to these positions but as with all positions, the DG has the final say as to who remains in each of these specialized committees.

Specialized Committees

Chaplain

Chaplains participate in District events as requested by the District Governor. They usually assist with the Memorial Service/Celebration of Life Service held at District Conference which remembers members, spouse/partners, and friends of Rotary who have passed away during the Rotary year and who the clubs want to remember.

DG Home Club Representative

The DG Home Club Representative is a member of the District Governor's Rotary Club who serves during the DG's year. The DG Home Club Rep supports the DG within his/her club and serves as the interface between the DG's Club and other District leaders. This person may serve as the Chair of the Banner Exchange.

Historian

The District Historian is responsible for maintaining the history of the District. A history of the District since the first Club was chartered in 1911 has been completed.

Insurance Specialist/Risk Management Specialist

The Insurance Specialist, a qualified insurance agent, is a resource for both District and Club leadership regarding insurance requirements and questions. She/he will annually determine if additional coverage is needed beyond that provided by the Rotary International Insurance Program.

International Convention Promotion

The International Convention Promotion Chair works with the Zone Promotion Chair to publicize the upcoming Convention and associated Zone events and encourage Rotarians from the District to attend.

Leadership 6630

Leadership 6630 provides development opportunities for potential future District leaders who have been identified by the DG with support from the IPDG, DGE, DGN, DGND, and/or AG's. These opportunities expose participants to different activities and programs in the District. Unlike other

MOP Adopted by Board on May 14, 2026

District committees, this Committee is based on a calendar year.

The concept is for this program to develop a pool of Rotarians knowledgeable in various Rotary committees and programs from which new committee chairs and members can be selected and begin serving with a substantial background of knowledge of their new position. The program foregoes the normal classroom instruction model in favor of obtaining background knowledge through a comprehensive hands-on approach and personal participation in these programs and committees.

Sunshine Committee

The Sunshine Committee is responsible for reaching out to District Rotarians and their families when they are experiencing a serious illness or loss.

Specialized Entities

The Disaster Response Team

The Disaster Response Chair works with clubs to develop local projects and training while networking with Ohio Voluntary Organizations Active in Disaster (Ohio VOAD) and Emergency Management Agencies (EMAs) to enable our clubs and members to help our neighbors recover from disaster locally. In the event of a disaster, the Disaster Response Chair will act as the lead in recovery and will coordinate with Ohio VOAD and affected EMAs to ensure an effective response that does not interfere with other disaster response activities.

Gift of Life Northeast Ohio The Gift of Life Committee is the local arm of Gift of Life International which arranges life-saving heart surgeries for children in the U.S. and elsewhere. The Committee provides local support for the child and his/her family if surgery is performed in the District. The Committee also assists with projects that establish pediatric heart surgery clinics in developing countries, such as the Vocational Training Team project in Haiti (2012-14).

Rotary Action Groups

Rotary Action Groups are independent, Rotary-affiliated groups made up of people from around the World who are experts in a particular field, such as economic development, peace, addiction prevention, the environment, or water. The DG (as the DGE) may appoint a Rotarian to promote the action groups.

Rotary Fellowships

Rotary Fellowships are international groups that share a common passion. Being part of a fellowship is a fun way to make friends around the world, explore a hobby or profession, and enhance your Rotary experience. The DG (as the DGE) may appoint a Rotarian to promote the fellowships.

ShelterBox

The ShelterBox Committee is responsible for educating our members on ShelterBox's mission and projects and assisting Clubs in participating. ShelterBox provides immediate relief to disaster survivors and is a Rotary Project Partner.

SECTION VIII - TERMINATION OF A MEMBER OR ROTARACTOR FOR GOOD CAUSE

Rotary International recently, and for the first time, obtained the authority to terminate Club Members and Rotaractors (hereinafter “Members”) when these Members cease to have the qualifications for membership. If the Club fails to do so, the RI Board may instruct the Club to terminate membership.

The District has a limited role in this suspension or termination process of a Member. However, the policy and procedure documents governing this process are found at the following.

- [Rotary International Constitution Article 4, Section 2\(a\)](#)
 - [Rotary International Bylaws Article 3 Section 3.060](#)
 - [Rotary International Code of Policies Sections 26.120 and 2.120.2.8](#)
- [In addition, see Rotary District 6630 Bylaws and Article 7.](#)

SECTION IX - RI BOARD DISCIPLINE, SUSPENSION, OR TERMINATION OF A CLUB OR ROTARACT CLUB

Rotary International has the authority in a variety of circumstances to terminate a Rotary Club or a Rotaract Club. The role of the District is limited. The policies and procedures that control this process are found in the following:

- [Rotary International Constitution Article 4, Section 2\(a\)](#)
- [Rotary International Bylaws Article 3 at Section 3.020 et. se q.](#)
- [Rotary International District 6630 Bylaws at Article 8.](#)

SECTION X- MISCELLANEOUS INFORMATION

Directory

The DGE and District Executive Secretary work together to try to get all the information from all the clubs. The DGE also needs to have bios, committee appointments, District calendar, and any other information to the District Webmaster in a timely manner for those parts of the directory.

The most current version is maintained on the District website.

Revision of and Approval of Manual of Procedure (MOP)

Revisions to the MOP are made by the Bylaws and MOP Committee. The revisions are presented at a meeting of the Board of Directors. The Board has the power to approve the revisions without a vote of the membership. Once the Board approves the changes, the MOP is adopted unless a future date is specified.

MOP Adopted by Board on May 14, 2026



COMMITTEE STRUCTURES PER DISTRICT 6630 BYLAWS & MOP

COMMITTEE	TYPE	WHO	TERM
Board of Directors	Chair	DG	
	By Position Voting	DG, DGE, DGN, IPDG, Chair ACPDG, AGC	For the length of that term
	By Position Non-voting	District Executive Secretary, Treasurer, and Vice Governor	For the length of that term
	Appointed by DG-voting	3 at-Large was a past president or served in a District Leadership Role	1 year renewable for three years
Finance	Chair	Not a PDG Committee member who has served for 2 terms May vote to break a tie	Appt annually for not more than an aggregate of 5 yrs.
	By Position Voting	DG, DGE, DGN, IPDG	
	By Position Non-voting	District Executive Secretary, Treasurer, District Vice Governor	
	Appointed by DG-voting	5 at-large 3 yr-terms staggered. May repeat another three yrs.	May not serve longer than 5 years
Nominating	Chair	IPDG	One year
	At least 7 – appointed by DG	No more than two PDGs Not two from same club Not from club of candidate	Need to identify members in the newsletter
Strategic Plan	Chair	DG appointed	
		DG Line, Assistant Governors and Coordinator, the District Trainer, two PDGs, and the Chairs of Foundation, Public Image, Membership, and Finance.	
Advisory Council of PDGs	Chair	Appointed by DG	One year term Not the VG Not more than 2 consecutive yrs.

MOP Adopted by Board on May 14, 2026

COMMITTEE	TYPE	WHO	TERM
	Members	All PDGs who are members of a District Club	If requirements are met
	Ex-officio	DG line	
Executive	Chair	DG	1 year
	Voting members	IPDG, DG, DGE, DGN, VG	If holding one of the said positions
	Ex officio	DGND	
	Others	District Executive Secretary and DT may be invited if needed	

A SNAPSHOT OF DISTRICT OFFICERS AND LENGTH OF OFFICE

It is good practice that the DGE works in concert with the DGN and DGND to select people for positions that will extend beyond the year of the DGE's DGE year. The current DG is also a good resource to the DGE.

Position	How Selected	Comments	Term
DG	Nominating Committee	Moves from DGE	1 year
DGE	Nominating Committee	Moves from DGN	1 year
DGN	Nominating Committee	Has served or will serve as an Assistant Governor, District Officer, or District Committee Chairperson prior to being elevated to the position of District Governor –elect, in addition to the eligibility requirements set forth in section 4.1.	1 year
DVG	Nominating Committee	The DGE selects a PDG to be the VG during the DGE's DGE year. The Nom Comm affirms the choice	1 year
AGC	DG appointed	Was an AG	1 yr. renewable
AGs	DGE picks with DGE	Should not be a PDG	3 one-year terms
Foundation Chair			3 yr term
Executive Secretary	DGE	Is chosen 30 days prior to the IA for the DG year.	3 years and another with one year space
District Treasurer	DGE	Experience with finance	3 yr. term renewable after a 1yr. hiatus
District Trainer	DGN	DGN recommends to the DGE by July 1.	3 One-year terms. May serve again after a 1 yr hiatus

Approved: May 14, 2026, RI District 6630 Board of Directors

THE LANGUAGE OF ROTARY

AG	Assistant Governor (or ADG-Assistant District Governor)
AGC	Assistant Governor Coordinator
ARRFC	Assistant Regional Rotary Foundation Coordinator
COL	Council on Legislation (meets triennially)
COR	Council on Resolutions (meets annually, electronically)
DDF	District Designated Funds
DG	District Governor
DGE	District Governor-Elect
DGN	District Governor Nominee
DGND	District Governor Nominee-Designate
DT	District Trainer
GETS	Governor Training Seminar
GMS	Grants Management Seminar
GSE	Group Study Exchange
MOP	Manual of Procedure (revised every 3 years)
PDG	Past District Governor
PE	President
PETS	Presidents-Elect Training Seminar
PHF	Paul Harris Fellow
PN	President-Nominee
PP	Past President
PPE	Preserve Planet Earth
PPP	POLIOPLUS Partners
PRID	Past Rotary International Director
PRIMC	Past Rotary International Membership Coordinator
PRIP	Past Rotary International President
PRIT	Past Rotary International Treasurer
PTRFT	Past Trustee, The Rotary Foundation
RC	Rotary Coordinator
RFE	Rotary Friendship Exchange
RI	Rotary International
RIBI	Rotary International Great Britain and Ireland
RID	Rotary International Director
RIDE	Rotary International Director
RIMC	Rotary International Membership Coordinator
RIMZC	Rotary International Membership Zone Coordinator
RIP	Rotary International President
RIPE	Rotary International President
RLI	Rotary Leadership Institute
RRIMC	Regional Rotary International Membership Coordinator
RV	Rotary Volunteers
RYE	Rotary Youth Exchange
RYEO	Rotary Youth Exchange Officer
RYLA	Rotary Youth Leadership Awards
TRF	The Rotary Foundation
TRFT	The Rotary Foundation Trustee
VG	Vice Governor
VTT	Vocational Training Team
WCS	World Community Service



Index

A Snapshot Of District Officers And Length Of Office.	33
A Z Baker.	10
Advisory Council of Past District Governors	11
All-Ohio P.E.T.S., Inc. (AOP)	20
All-Ohio PELS	16
Alumni.	12
Annual Fund	14
Assistant Governor Coordinator.	23
Assistant Governors.	22
Avenues of Service Award (district recognition).	7
Avenues of Service Award (RI recognition).	7
Awards	7
Awards from Rotary International	7
Awards from the District	10
Awards Presentations.	11
Awards.	12
Banner Exchange	21
Board of Directors and At-Large Members.	12
Budget	19
Budget Surplus.	19
Bylaws Review and MOP Revision	13
Chaplain.	29
Committee Structures per District 6630 Bylaws/MOP.	32
Community Service.	13
Council on Legislation/Council on Resolutions Representative.	23
DG Home Club Representative	13
DG Home Club Representative.	29
Directory	31
Disaster Response Committee	30
District Committees	11
District Awards Program.	21
District Conference	21
District Conference.	13 & 18
District Executive Secretary	26
District Finances.	19
District Foundation Chair	26
District Governor (DG)	24
District Governor Nominee-Designate (DGND)	25
District Governor-Elect (DGE)	25
District Governor-Nominee (DGN).	25
District Grants Subcommittee Chair	14
District Learning Assembly.	21

MOP Adopted by Board on May 14, 2026

District Meetings and Events	20
District Positions	22
District Service Above Self Award	10
District Strategic Planning.	13
District Trainer	27
District Treasurer	27
District Webmaster	28
Finance.	13
Foundation – Grants.	15
Foundation - Peace Fellows.	15
Foundation – Stewardship	15
Foundation Event	22
Foundation Fundraising Subcommittees.	14
Foundation.	13
Four-Way Test Speech Contest.. . . .	17
Gary M. Neuman Spouse/Partner Award.	10
Gift of Life Northeast Ohio	30
Governor’s Official Visit.	22
Grant Management Seminars	22
Grants- Compliance.	15
Historian	29
Index	35
Insurance Specialist/Risk Management Specialist	29
Interact	17
Interact Club Excellence Award (August 15)	9
Interact Video Awards	9
International Convention Promotion.	29
International Service	15
IPDG (Immediate Past District Governor)	28
LEAD (Leadership, Education, and Development)	15
Leadership 6630	30
Major Gifts.	14
Membership	16
Membership Society	7
Michael J. Johns, Sr. Lifetime Achievement Award	10
Miscellaneous Information	31
Nominating Committee (Chair – IPDG) Included in Bylaws.	16
Paid Positions.	19
Paul Harris Society	14
Polio-Plus	14
President-Elect Learning Seminars (PETS).. . . .	22
Presidents-Elect Learning Seminars	16
Public Image	16
Recognize a Club.. . . .	8
Recognize a Rotarian	7
Recognize Non-Rotarians.. . . .	9
Reimbursement for Expenses.	19
Revision of and Approval to Manual of Procedure (MOP)	32

MOP Adopted by Board on May 14, 2026

RI Board Discipline, Suspension, or Termination of a Club or Rotaract Club.....	31
Rotaract Club Excellence Award (June 30)	8
Rotaract Committee.	16
Rotarian of the Year Award	10
Rotary Action Groups.	31
Rotary Alumni Association of the Year Award.	9
Rotary Alumni Global Service Award.	9
Rotary Award for Excellence in Service to Humanity	9
Rotary Club Excellence Award (June 30)	8
Rotary Fellowships.	30
Rotary Foundation Citation for Meritorious Service (1-30 November).	7
Rotary Foundation Distinguished Service Award	8
Rotary Foundation District Service Award	8
RYLA (Rotary Youth Leadership Awards)	17
Service Above Self Award.	8
Service Award for a Polio-Free World	8
ShelterBox.	30
Significant Service Award.	9
Specialized Committees	29
Specialized Committees and Entities	28
Specialized Entities	30
Sunshine Committee.	30
Sylvia Whitlock Leadership Award	8
Termination of a Member or Rotaractor for Good Cause.	31
The Disaster Response Team	30
The District Executive Secretary	20
The District Newsletter Editor	26
The District Newsletter Editor	19
The District Treasurer.. . . .	20
The District Webmaster	20
The Grants Subcommittee.. . . .	14
The Language of Rotary.	34
The Richard C. “Dick” Pitcher Award	11
The Youth Services Committee.	17
Trainer	18
Transition Committee.	16
Vice Governor	29
Vocational Service.	17
World Interact Week Recognition.	9
World Rotaract Week Recognition	9
Youth Compliance Officer.....	18
Youth Exchange – Inbound Students	17
Youth Exchange – Outbound Students.....	17
Youth Exchange – Short-Term Students	17
Youth Exchange.....	17
Youth Protection Committee	17

MOP Adopted by Board on May 14, 2026