

CHESAPEAKE PETS BYLAWS

June 23, 2020

I. ORGANIZATION

The leaderships of Rotary Districts 7600, 7610, 7620, and 7630 have agreed to organize a multi-district effort to train their incoming club presidents by utilizing the combined talents of Rotary leaders from each of these districts and from Rotary International. This training organization, to be known as the Chesapeake Presidents- Elect Training Seminar (C-PETS), is a collaborative endeavor that is organized, administered, and funded by the participating districts.

II. ADMINISTRATION

A. Governance and Review Structure

1.0 Board of Directors

The Board of Directors (Board) is composed of the four (4) District Governors-Elect (DGEs), four (4) District Governors-Nominee (DGNs), and four (4) District Trainers of each participating district; a General Chair; a Treasurer; a Registrar; and an Executive Trainer. The Board of Directors is the decision-making authority for all “first tier” major decisions, specifically:

- Approval of Treasurer, and Registrar, (its only members not inherently members because of their district positions),
- Approval of the C-PETS venue,
- Approval of the addition of new member Districts,
- Approval of District participation fees,
- Approval of the annual budget,
- Approval of the overall C-PETS curriculum and program,
- Approval of any excess equity to Districts, if deemed appropriate, and
- Approval of revisions to the bylaws.

These sixteen leadership positions are confirmed at the Annual Meeting to serve for the subsequent year. Each Director shall be entitled to one vote on all questions before the Board. Unless otherwise noted, a simple majority shall prevail.

A quorum of the Board of Director shall be two-thirds (11) of the full Board of Directors.

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2.0 Executive Committee

The Executive Committee is a sub-set of the Board of Directors composed of the General Chair, the Executive Trainer, the Treasurer, and the District Governors-Elect of each participating District. It is empowered by the Board to act for it by serving as a decision-making authority for all “second tier” major decisions. It specifically:

- Nominates , a Treasurer, and a Registrar for two-year terms,
- Recommends the C-PETS venue,
- Approves all standing committee chairs including the two Co-Chief Sergeants-at-Arms,
- Determines the dates for C-PETS, Approves committee recommendations not impacting “first tier” decisions, and
- May, by a unanimous vote, remove a General Chair or Executive Trainer for cause.

Voting shall be limited to DGEs only. Unless otherwise noted, a simple majority shall prevail on all balloting.

A quorum of the Executive Committee shall be two-thirds (5) of the full Executive Committee.

3.0 Board General Chair

The General Chair:

- Nominates standing committee chairs,
- Appoints an Executive Coordinator and/or Secretary, if desired,
- Selects standing committee vice-chairs in cooperation with the standing committee chair,
- Recommends ad hoc committees and positions for operational effectiveness; select committee chairs,
- Provides proper notice of Board meetings
- Chairs Board and Executive Committee meetings
- Develops along with the Treasurer and incoming DGEs, the annual budget and presents it to the Board of Directors for approval
- Authorizes expenditures
- Attends the Multi District PETS Alliance meeting along with the Executive Trainer and designates one additional Board member to attend, and
- Acts generally in the capacity of a chief operating officer to ensure proper execution.

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4.0 Naming of New General Chair

The General Chair and Executive Trainer serve for two-year terms with the positions rotating in order among participating Districts. On an off-set basis, the General Chair's two-year term begins in even numbered years of the date of the C-PETS event and the Executive Trainer's two-year term begins in odd numbered years.

One month prior to the Annual Meeting of the second year of the General Chair's term, the DGE of the next member District in succession shall inform the Board of Directors the name of their District's selection to succeed the General Chair and also the name of an alternate who will serve in the event their first choice is unable or unwilling to complete the term of office.

The newly named General Chair shall be designated as Chair-Elect and shall attend and participate in all meetings that the Chair would normally attend. The Chair-Elect has no voting privileges, except in the absence of the General Chair.

Each member District may devise its own method for choosing a General Chair, however, any nominee must be well versed in the operations of C-PETS, as evidenced by having served as:

- District Governor, or
- District Trainer, C-PETS Executive Trainer, or
- C-PETS Board of Directors with on-site experience at C-PETS within the past two years.

5.0 Fiscal and Business Year

The fiscal year will be defined as July 1 through June 30. The business year of C-PETS will commence at the Annual Meeting.

B. Schedules and Associated Actions

1.0 Board Meetings

The Board shall hold an Annual Meeting not later than July of each year for the purpose of reviewing prior year results, suggesting changes to the curriculum, confirming plans for the coming year, approving nominations for its membership, approving the annual budget for the upcoming year, reviewing and acting upon proposed changes to these bylaws and conducting any other business that may come before it. This meeting shall be open to all interested parties, but only Board members have voting privileges.

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The first order of business in the Annual Meeting will be to approve Executive Committee nominations for any two-year terms that are expiring at the end of the current year and replace any open positions.

At the Annual Meeting, reports for the C-PETS year-end will be given by the most recent Registrar and Treasurer and the minutes of the past meeting will be submitted for approval.

The General Chair shall give at least fifteen (15) calendar days' notice (e-mail is acceptable) to each Board member of the time and place of the meeting.

The Secretary to the Board (a volunteering DGN or other designated person) or Executive Coordinator shall provide a written report listing the participants, all business considered, and all decisions made at the meeting within fifteen (15) calendar days.

The Board may hold additional meetings if it so desires.

The General Chair will submit a schedule for all subsequent Board meetings throughout the year for formal approval by the DGEs, Executive Trainer, Treasurer and Registrar.

2.0 Executive Committee Meetings

The Executive Committee will hold at least four meetings annually in person, or by teleconference, if required. These meetings may be held in concert with Board meetings, if desired. The General Chair will determine the schedule of the meetings in consultation with the Executive Committee.

The Executive Committee shall meet within two weeks of the Annual Meeting to consider the overall training focus for C-PETS, selection of multi-district breakout subjects from the recommended RI training curriculum, possible elective subjects, and a breakout of those club president tasks to be taught at Pre-PETS and those taught at C-PETS.

3.0 Standing Committee/Major Functional Committees Meetings.

The chair of each committee will hold meetings as appropriate. The chair will inform the General Chair of all meetings and provide recommendations requiring approval to the Board General Chair for Board or Executive Committee approval, as appropriate.

4.0 Annual Multi District PETS Alliance Meeting

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The General Chair, Executive Trainer and one other invited by the General Chair shall attend the annual Multi District PETS Alliance meeting. A line item in the C-PETS budget will accommodate the expenses for the three attending this conference to include their transportation, lodging and meals and other reasonable out-of-pocket expenses.

5.0 Schedule of Chesapeake PETS

Chesapeake PETS shall be held each March unless there is a conflict with the International Assembly of Rotary International. The date(s) shall be set at least one year in advance and approved at the Annual Meeting in July. Any subsequent decision to change the date(s) shall be sent to all participating Districts as soon as practical, but never later than six months prior to the approved rescheduled date. Future dates shall be specified in the contract with the approved venue.

It shall be the responsibility of the General Chair to notify the scheduled C-PETS date, as soon as it is determined, to the Multi District Alliance and other RI Officers as deemed necessary, such as RI Directors, the office of the RI President, and the office of the RI President-Elect.

If the regularly scheduled C-PETS event must be cancelled due to weather, natural disaster or other unanticipated cause, each member District is then responsible for conducting a PETS on their own as required by Rotary International.

III. MAJOR FUNCTIONAL RESPONSIBILITIES

A. Executive Trainer

I.1 Nomination and Qualifications

One month prior to the Annual Meeting of the second year of the Executive Trainer's term, the DGE of the next member District in succession shall inform the Board of Directors the name of their District's selection to succeed the Executive Trainer and also the name of an alternate who will serve in the event their first choice is unable or unwilling to complete the term of office.

Each member District may devise its own method for choosing an Executive Trainer, however any nominee must have Rotary training experience, such as serving as a District Trainer, RLI Faculty, RLI District Chair, Zone training faculty, etc.

2.0 Responsibilities

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The Executive Trainer shall coordinate the efforts of each District Trainer to assure program cohesion and continuity and the proper coordination of any Pre-PETS activities within the training curriculum. The Executive Trainer shall work with appropriate committee chairs to ensure that the relevant educational material is developed and transmitted in a timely manner as well as all evaluation materials.

The Executive Trainer selects all C-PETS facilitators from among those provided by District Trainers or, exceptionally, from other resources such as Rotary Leadership Institute. The names of potential facilitators shall be submitted by the District Trainers to the Executive Trainer not later than December 1st to allow sufficient time to contact them with the date and time of C-PETS facilitator training.

The role of C-PETS facilitators is critical to the successful training of the Club Presidents- Elect. C-PETS facilitator training is the responsibility of the Executive Trainer, shall be thorough and comprehensive, and shall be held prior to C-PETS each year. Those selected must possess thorough topic knowledge and be able to present a clear and articulate understanding of Rotary International in general. Facilitators should be able to motivate and encourage independent thought and conversation.

3.0 District Trainers / Executive Trainer Interface

District Trainers should work closely with the C-PETS Executive Trainer (to include nomination of C-PETS facilitators) in order to provide program continuity and cohesion across the participating districts.

4.0 Chesapeake Training Content and Format

The content of C-PETS training shall be developed by the Executive Trainer in conjunction with the DGEs and District Trainers and shall meet the minimum requirements of RI. The Executive Trainer has the flexibility to adopt suitable formats, such as collaborative group discussion and instruction. In addition, the format shall include sufficient time to allow DGEs to have private training opportunities (“District-specific time”) with their respective Club Presidents-Elect, utilizing their own District personnel as appropriate. The “District-specific time” will integrate with any Pre- PETS activities that may have been conducted by Districts.

5.0 Curriculum

The overall C-PETS curriculum shall include a balanced program that provides: general Rotary

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knowledge courses, in-depth specialized training, and instruction time for the basic understanding of the operation of Rotary International and The Rotary Foundation.

The curriculum shall be consistent with Rotary International Board of Directors- recommended President-Elect training curricula, using appropriate formats to ensure its effectiveness. Time shall be provided early in the proceedings to introduce Rotary's annual theme to better focus efforts in the group discussions that follow.

There should also be optional electives offered the day before the actual C-PETS begins. Subject matter, training techniques, and trainer/facilitators will be developed by the Executive Trainer in conjunction with the District Trainers.

Not later than October 1st, the overall C-PETS training curriculum will be presented by the Executive Trainer to the Board of Directors for approval.

B. Finance/Treasurer

I.1 Nomination

The Board shall approve a Treasurer after nomination by the Executive Committee. An Assistant Treasurer will also be appointed and will serve in the event the Treasurer is unable to fulfil the duties during the C-PETS year.

2.0. Budget

The General Chair, in consultation and cooperation with the Treasurer and DGEs, shall develop a Budget at least one month prior to the Annual Meeting and present it to the Board of Directors for review and approval at the Annual Meeting. The budget shall include sufficient revenue to cover the expected expenses. In the event the budget figures indicate a deficit, the General Chair will ask the Board for permission to raise the registration fees or use the excess funds over and above the agreed upon reserve accumulation (III.B.5.0). The final budget shall be approved by majority vote of the Board of Directors at the Annual Meeting.

In the event of a budget overrun, the overrun amount will be taken from the equity account or use the excess funds over and above the agreed upon reserve accumulation (III.B.5.0). In the event the overrun exceeds both the budget and the reserve accumulation, the Treasurer shall bill each District the overage based on a pro rata share of the costs determined by the number of accredited participating clubs in each District.

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3.0 Fees

The Board shall have the authority to establish and collect an annual fee from each participating District to cover annual operating expenses exclusive of the seminar. The Treasurer is authorized, in consultation with the Board, to invoice each participating District and to effect a reasonable date of collection

After a C-PETS session, any unpaid participant registration fees to which the organization is entitled to shall be billed to the District from which the unpaid fees originated and will become an obligation of the District to this Organization.

4.0 Expenses

The General Chair has the authority to authorize expenditures.

Except for C-PETS guest speakers, everyone who attends C-PETS is expected to pay registration and lodging. DGEs, DGNs and DGNDs will charge their C-PETS expenses to their Rotary International stipend. The Board may grant exceptions to this policy for Board Members, facilitators and any others as deemed appropriate by the Board.

Sergeants-at Arms will have their meal costs paid for by C-PETS but will pay for their own lodging cost. This policy may be revised based on budget review and final approval by the Board. The Co-Chair SAAs will have their meal costs and lodging cost paid by C-PETS.

Spouses of committee members are welcome to attend and assist. Fees for lodging and meals for attendees and spouses must be prepaid. Expenses of any other guests invited by individual Districts are paid for by the respective District (or the invited persons) by the date of the event. The costs for C-PETS guest speakers are an operating expense unless they are reimbursed by Rotary International, The Rotary Foundation, or other outside sources. In some cases, travel expenses for a guest speaker might be split with other C-PETS.

5.0 Reserve Accumulation

The final accounting for each year's event shall allow for the building of the equity account (reserve) to a minimum of \$50,000. This reserve will be used for contingency purposes (such as bad weather cancellation) and budget overruns. The equity buildup over \$50,000 may, at the discretion of the Board, be returned to the Districts based upon an allocation determined as follows: registration fees generated by each District divided by the total registration fees

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generated by all Districts. Any excess receipts deemed to be returned under this policy shall, if possible, be remitted to each District before June 30 or as soon as possible, or keep registration fees the same until excess equity is used down to \$50,000.

6.0 Equity Accounts

The C-PETS initial District equity accounts were established based on the financials through the end of the 2010 C-PETS fiscal year. The net income or loss each year was divided by the number of Districts participating in that year. Beginning with 2011 C-PETS, the net income or loss at the end of the fiscal year is prorated among the Districts based on the number of accredited Presidents-Elect from each District attending that year's C-PETS. These amounts are added to or subtracted from each District's equity account at the end of the preceding year. If a District chooses to leave C-PETS, its equity account as of the end of the last fiscal year in which it was a participant will be refunded. If its equity account is a negative amount at the time of its leaving, the District will be required to pay that amount to the C-PETS on its departure. The Treasurer will maintain an accounting of each District's equity account.

7.0 Admission of New Districts

If the Board votes to admit a new District to C-PETS, that district will be assessed an admission fee of \$1,500 and commit to participating in C-PETS for at least three years.

8.0 Departure of an Existing Partner District

If an existing C-PETS partner District chooses to leave C-PETS, it must notify the Board at or prior to the Annual Meeting a full two (2) years before they plan to stop participating. They can withdraw this notice upon approval of the Board and a renewed three (3) year commitment; no additional funds will be due, unless they have already received their Equity Account payout, which they would have to return to C-PETS reserve fund.

9.0 Treasurer's Accounting Practices

Upon completion of a C-PETS event, the General Chair shall select a committee of at least three (3) Past District Governors to conduct a year-end accounting data inspection relating to the Treasurer's accounting methods and practices; such as record keeping, monthly reconciliations and other such accounting matters associated with the duties and responsibilities of a Treasurer. The Treasurer will provide the appropriate information to support the inspection. Following the committee's evaluation, the spokesperson for the committee shall provide the General Chair of C-PETS with a written report of the committee's inspection.

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Towards the end of the current Treasurer's term of office, and before the new Treasurer begins his/her term as Treasurer, the General Chair will request a Financial Review be conducted by a CPA. The review provides limited assurance that the organization's financial statements are in conformity with generally accepted accounting practices.

10.0 Refund of Registration Fees

No participant registration fees will be refunded unless the registrant formally notifies the Registrar no later than TWO WEEKS prior to the event.

Exceptions may be made to the policy in the event of sudden medical issues or other unforeseen and unavoidable circumstances, but only upon approval of the registrant's DGE and the General Chair. The appeal must be made by the registrant to their DGE as soon as the issue becomes known. The decision of the General Chair to refund their fees will be made within one week of its receipt.

C. Registration / Registrar

The Board shall approve a Registration Chair or Registrar, after nomination by the Executive Committee. The Registrar will then select an assistant chair to serve in the event the Registrar is unable to fulfil the duties during the PETS year.

The Registrar shall:

- Establish and manage an automated data system that will support online registrations of all C-PETS attendees, including C-PETS staff. The system must facilitate the registration process, provide confirmation of registration to the registrant, accept payment of fees by electronic means or direct manual payment to the Treasurer, provide current registration status to the board on a timely basis.
- With the assistance of Public Relations Chair provide registration instructions and promotional materials to the Districts for their use in instructing and encouraging their attendees. As a goal, all communications to PEs should originate from the District to the club and individual, and not directly from the C-PETS staff.
- The DGE's are responsible for the follow-up and encouragement of their PEs to attend and pay their registration fees.
- Coordinate with the Venue Chair recommendations for overnight accommodations for participants indicating a need for a hotel room.
- Provide recommendations to the Executive Committee for early cut off dates, late fee charges and refunds.

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- Coordinate and staff a registration desk during the event to certify the registration of attendees, presenting them with their name badges and tent cards and any other registration materials.

IV. STANDING COMMITTEES

A. General

The chairs of the standing committees will be nominated by the General Chair and approved by the Executive Committee. Unlike the major functional positions, standing committee chairs are not subject to specified term limits. Committee Chairs shall ensure that vice chairs are in place and that there is depth on the committee for continuity and to establish a succession plan.

B. Speakers/VIP Committee

The chair of the Speakers/VIP Committee, working with the General Chair, shall obtain the best available speakers and to encourage diverse approaches in speaker presentations. The Chair is encouraged to use the suggested speakers on the Multi District PETS Alliance web site.

The President-Nominee of Rotary International shall be invited as one of the keynote speakers as soon as his/her selection is made by Rotary International.

No Rotarian who is a member of a club in participating District shall be invited as a plenary session speaker unless that Rotarian is a sitting or incoming Rotarian International Director, Rotary Foundation Trustee, RI President, RI President-Elect, or RI President-Nominee. In the event a scheduled speaker is unable to fulfill their obligation, a local Rotarian may substitute.

The Chair is responsible for reading the "Care and Feeding of VIPs" published by the Multi District PETS Alliance and requiring all Rotarians serving as aides to do so. In addition, the Chair shall:

- Recruit VIPs/Aides, arrange transportation for speakers, attend to VIP and partners, needs, assure VIPs maintain expected schedule,
- Provide VIPs/Aides with appropriate "how-to" guidance, and
- Procure appropriate gifts and amenities for designated VIPs.

C. Venue Committee

The Venue Committee consists of the Venue Chair and one Rotarian from each participating

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District appointed by his/her respective DGE. The General Chair nominates the committee Venue Chair for approval by the Executive Committee. The Venue Committee's responsibilities are divided into two major areas: venue selection and on-site venue management.

1.0 Venue Selection

The Venue Committee shall research and evaluate the current and potential C-PETS venues for the ability to meet C-PETS requirements, cost effectiveness and equitability to participating districts. The committee will report its findings to the Executive Committee for review. The Executive Committee will submit its recommendation to the full Board for final approval.

The Venue Committee will work with the General Chair and the Treasurer to negotiate a favorable contract of one to three years in length signed by the General Chair before the last year of the current contract with the venue management for the estimated number of hotel guest rooms, meeting space and banquet space, food service, audio-visual and internet support, and other services as required.

The General Chair is authorized to sign a contract and obligate the Organization to contractual terms that extend past the General Chair's term of office.

The Venue Committee will begin its search and negotiations between 14 and 18 months prior to the end of the current contract and shall have their recommendation to the Executive Committee at the Annual Meeting prior to the end of the current contract.

2.0 On-Site Management.

The Venue Committee Chair will:

- Act as a single point of contact to interface with hotel management for all matters related to C-PETS activities and support. All requests for hotel support from C-PETS staff, DGEs, Trainers and facilitators shall be made through the Venue Chair.
- Work with the Treasurer and Sergeants-at-Arms to supervise use of the facility, equipment, and any paid service of the hotel, including reservation and assignment of guest rooms and meeting/functions rooms.
- In cooperation with the Executive Trainer and the Registrar, assign spaces for all sessions to include plenary seating, District breakout rooms, small group instructional breakouts, and rooms for special breakouts.
- Be responsible for support of program activities and technical support services, including, but not limited to, A/V requirements, information technology, room setup,

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signage, banners, flags, and other equipment necessary to conduct C-PETS.

- Ensure that meeting or function rooms are set up and necessary equipment is in place before each scheduled session.
- Working closely with the Sergeants-at-Arms, determine directional and meeting identification signs necessary for the orderly movement of participants and identification of meeting rooms, and ensure their production and placement.
- Procure for permanent retention and maintain appropriate banners, flags, signage and other equipment to support C-PETS; arrange for a year-round storage location and ensure current inventory of contents is kept.

D. Sergeants-at-Arms (SAA) Team

The SAA Team will consist of two Co-Chair Sergeants-at Arms who are nominated by the General Chair and approved by the Executive Committee, four Assistant Sergeants-at-Arms appointed by their respective District and additional team members as required by the venue. The Co-Chairs will manage the activities of the team. In addition to the overall effort, the assistants will serve as Lead SAA for the purpose of supporting his/her District during C-PETS and coordinating requirements for district breakout sessions.

The SAA Team will be working closely with the Venue Committee Chair, insures that required services and equipment are present and in working condition prior to each training session and takes necessary action to correct discrepancies, provides assistance to facilitators as needed, positions team members throughout the venue to provide traffic management and assistance to attendees moving to and from training activities.

E. Materials Committee

The Materials Committee is responsible for assembling and producing training and reference material to be provided to each PE and other key District personnel. This will consist of a comprehensive library of RI, Rotary Foundation and District publications to support the C-PETS program of instruction and to serve as a useful aid for the PEs throughout their year as president. The preferred method for distribution is in an electronic format

The committee will:

- Prepare a budget estimate of the costs of the materials.
- Procure the necessary materials.

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- Develop the recommended content appropriate for the current year in coordination with the Districts and Executive Trainer. Solicit District-specific content from Districts. Coordinate final product with the Districts.
- Upload content to media.
- Ensure same content is uploaded on the C-PETS web site three weeks prior to start of C-PETS.

F. Publicity/Public Relations Committee

A Publicity/Public Relations Committee, comprised of one representative from each participating District, shall be appointed by the respective DGEs. A Chair will be nominated by the General Chair and approved by the Executive Committee. Each District's DGE is encouraged to appoint a sub-committee (using Assistant Governors if agreeable to the Governor) capable of working with each Club President-Elect to introduce and promote the C-PETS.

The committee will:

- Maintain, update and revise the C-PETS website to ensure relevancy,
- Prepare announcements and notices for DGEs to send to all PEs about C-PETS, the C-PETS web site, and the need to register,
- Develop announcements and news releases for C-PETS participants and attending dignitaries,
- Use the DACdb system for mailings to the District,
- Sell advertisements, gather materials, prepare, and publish the program for all attendees at C-PETS. The program will include the agenda, attendees, speaker bios, floor plan, room assignments for training sessions, etc. The program may be printed or produce electronically via the internet, and
- Prepare other media as directed by the General Chair.

G. Vendor and Exhibitor Committee

The chair of the Vendor and Exhibitor Committee is nominated by the Board General Chair and approved by the Executive Committee. The committee will:

- Recruit vendors and exhibitors for C-PETS,
- Coordinate with the Treasurer for collection of vendor fees as authorized,
- Coordinate with the Venue Committee Chair for location of vendors and exhibitors,
- Coordinate with vendors and exhibitors to ensure timely set up and take down to avoid interference with C-PETS and hotel operations, and

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- Work with the Treasurer regarding the purchase of any items by C-PETS.

H. Technology Committee

The Chair of the Technology Committee is nominated by the General Chair and approved by the Executive Committee. The Chair will name a Vice Chair and one representative from each of the member Districts.

The Technology Committee will:

- Produce an annual analysis and report of new technology that may enhance the effectiveness in training PEs and managing the C-PETS event.
- Recommend to the Board the feasibility, costs, and benefits of adopting technology new to C-PETS.
- Work with the Executive Committee, Committee Chairs, the Venue Committee, and the audio/visual contractor to implement new technology approved by the Board.
- Be available within each District to train DGEs, DGNs, District Trainers and PEs on the use of C-PETS technology leading up to C-PETS,
- Be available on-site during C-PETS to provide technical support.
- In conjunction with the Publicity/Public Relations Committee, recommend to the Board of Directors any event management software and applications to be used during the event, and coordinate the implementation prior to and during the event.

V. AMENDMENTS

These bylaws may be amended by a two-thirds vote of Board members present at an Annual Meeting. Proposed amendments may be submitted by any member of the Board. Amendments shall be forwarded for review no later than twenty days prior to the Annual Meeting. Amendments shall take effect immediately upon approval at the Annual Meeting.

VI. ADOPTION

These revised bylaws were adopted at the Annual Meeting in xxxx,xxxx on xxxx by a vote of the Board of Directors, duly assembled.

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Supporting Documents:

Registration Guidelines

Venue Committee Guidelines

Sergeant-at-Arms Guidelines

Evaluation Chair Guidelines