

Protocol for Visits from District Governor and Assistant Governor

(A Guide for Club Presidents and Assistant Governors)

District Governor Visit

Once a year, the District Governor makes an official visit to each club in the District, preferably between July 1st and December 31st.

The purpose of the visit:

- To allow the District Governor to communicate directly with all Rotarians in our District;
- To listen to the Club leadership and gain better understanding of their club. To provide helpful guidance to help strengthen Club's in their pursuit of the "Object of Rotary¹," and to answer questions about Rotary International and the District;
- To serve as a catalyst to help strengthen the programs of Rotary; and

¹ The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- FIRST: The development of acquaintance as an opportunity for service;
- SECOND: High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- THIRD: The application of the ideal of service in each Rotarian's personal, business, and community life;
- FOURTH: The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

- To meet the requirements that Rotary International sets for serving in the office of District Governor.

Process:

Prior to the District Governor's visit (preferably prior to July 1st), Assistant Governors will meet with the club officers to review the club's goals for the year. The Assistant Governor will meet with District Governor prior to their official visit to each club in that area. Additionally, the Assistant Governor for the area will work with the club leadership to confirm the meeting and accommodation arrangements.

1. Reconfirm at least one month in advance of the District Governor visit to resolve any questions as to the information, format of the visit and special requirements.
2. The District Governor is a guest of the Club when making an official visit. Most importantly, the Club should communicate any special plans in which the Club would like the Governor and Assistant Governor to participate in order to insure that it fits in with their other plans. The Club President should contact the District Governor and Assistant Governor well ahead of time to confirm times and places to avoid confusion. The District assists with the costs of travel to the clubs, but there is no budget to cover the cost of meals, and their meals should be complimentary. (See "***Clubs Meals, Special Events and Fundraisers***" below.)

Accommodations:

The District Governor will advise the Club of the need for an overnight accommodation. It is a responsibility of the club to arrange accommodations for the District Governor and spouse at a convenient location. The Assistant Governor will help the Club President coordinate with other clubs if they are being visited in the same week so as to avoid the need to change rooms each night. The cost of the accommodation is paid for by Rotary International, the Club does not pay for this expense.

Meeting Procedures:

The District Governor, while serving as District Governor-Elect, attends a week long training seminar and has the opportunity to receive information from the Rotary International President-Elect. Values, vision and programs are reviewed at this time. During the Official Visit, the District Governor will share with all Clubs in the District, the programs and their purpose.

- The District Governor and spouse are guests of the Club for the Rotary meeting. The Club is encouraged to include the spouses of the members at this special meeting, or perhaps have an evening meeting which will include them.
- The Governor's presentation is the program for the Club meeting, and it is not appropriate to schedule any other program that day. The Club should allow the District Governor a minimum of 30 minutes for the presentation.
- Any time that the District Governor visits a Club is a very special occasion and an opportunity for potential members, and members of the family of Rotary, to learn more about Rotary. You are encouraged to invite spouses or other business leaders. It is also customary that, when the District Governor is introduced and at the completion of the District Governor's prepared remarks, the audience give the District Governor a standing ovation in recognition of the time and effort that the District Governor puts into serving the District.
- Encourage members to plan arriving early for the meeting and staying late in order to meet with the District Governor.

Presentations of Paul Harris Fellows, Paul Harris Society members, 125 Club pins, inductions of new members and other honors are especially appropriate during the District Governor's visit, and the District Governor should be asked to participate in such events.

If there is more than one club in the area, the Club may want to consider a joint meeting with the other clubs.

Clubs are requested to discuss any contemplated changes for the official visits or the format with the District Governor so questions can be resolved early.

The District Governor will wish to meet with the Club Board and Committee Chairs before or after the Club meeting. This meeting usually takes place immediately before or after the Club Meeting, or evening before. The meeting is open to any member of the Club who wishes to attend. Please allow up to two hours for this meeting.

Gifts:

Personal gifts are discouraged. It is the Governor's wish that the Club use the funds for club's projects or to make a donation to The Rotary Foundation for PolioPlus to honor the Governor's visit.

Official visits and other visits by the Assistant Governor

- The role of the Assistant Governor is to assist the Club President and direct the Club (particularly the Club President) to District committees or Rotary International information. This person is not to be regarded as interference with the procedures or the Club, but as a friendly advisor and liaison.
- The Assistant Governor will be meeting with Club Officers and, at the Club's option, the Club's Boards prior to the start of or early in the Rotary year.
- Arrangements for these meeting should be a mutual agreement between the Assistant Governor and Club President.
- A recommendation is to generally follow this format:
 - The agreed meeting should provide about two hours when the Assistant Governor will meet with the Club President, President-elect, Secretary, Treasurer, and others as determined by the Club.
- In the District leadership plan, the Assistant Governor is expected to visit for Club meetings (and in some cases board meetings) over the year to provide support and information. The Assistant Governor will notify the Club President when the Assistant Governor is planning a visit to ensure that it is convenient for the club. The District assists with the costs of travel to the clubs, but there is no budget to cover the cost of meals. (See "**Clubs Meals, Special Events and Fundraisers**" below.)

Club Meals, Special Events and Fundraisers

If the Club wishes to invite any District Governor, District Governor-elect, District Governor-nominee, District Governor-nominee designate, Assistant Governor, other District Officer (Treasurer, Secretary, or Committee Chair), and their spouse, to special events such as club anniversaries, club fund raising events, or changeover meetings, they should be considered guests of the club, and their meals should be complimentary. The District assists with the costs of travel to the clubs, but there is no budget to cover the cost of meals. In addition, the Club should not ask or expect the District officers to participate in harassment, raffles or other fundraisers when they visit.