

BY-LAWS

ARTICLE I: LAND OF LINCOLN P.E.T.S.

The name of the organization shall be Land of Lincoln PETS.

ARTICLE II: MISSION STATEMENT

Attendance at Land of Lincoln PETS will enhance the inherent leadership abilities of those selected to lead their Rotary Clubs in the coming year with a thorough grasp of the basic fundamentals of a successful Rotary Club. The Presidents-Elect will be inspired and capable of doing the best possible job as club president.

ARTICLE III: MULTI-DISTRICT SPONSORSHIP

A multi-district seminar provides an opportunity to expose the Presidents-Elect to a much broader array of talents and experiences in how Rotary Clubs are operating. Among the advantages of a multi-district seminar are that it provides:

- Largest possible attendance of Presidents-Elect.
- More favorable seminar budget with the advantage of scale
- The ability to attract the very best speakers
- The opportunity to reach more Presidents-Elect at one meeting
- A meeting size that creates maximum enthusiasm
- The ability to obtain favorable consideration from the hotel involved
- A broader base for Rotary fellowship and the exchange of ideas.

The districts participating in the Land of Lincoln PETS are Districts located in Illinois. The Districts must sign up to participate at the Annual meeting 2 years in advance of their participation for the year being trained.

A District may join Land of Lincoln PETS by following this procedure.

1. Agreement of the District Leadership
2. A simple majority approval vote by the districts clubs
3. Payment of a non-refundable joining fee of \$1,000 or the current rate.
4. A certified letter stating the above approvals, a check payable to the Land of Lincoln PETS and signed by the Districts: DG, DGE, DGN, requesting Board of Directors approval to join Land of Lincoln PETS. This is to be acted on at the Annual meeting 2 years in advance of their participation for the year being trained.

Any District may resign its membership by certified letter signed by the Districts: DG, DGE, DGN, provided it has fulfilled its financial and other obligations to Land of Lincoln PETS. This is to be acted on at the Annual meeting 2 years in advance of their participation for the year being trained.

ARTICLE IV: ADMINISTRATION

1. **Board of Directors:** The governing body of this organization shall be a board of directors comprised of the District Governors-Elect (DGEs) for the year being trained from the districts involved. They are the final authority for the Land of Lincoln PETS General Policy and Operational Guidelines.
2. **Executive Committee:** The overall operation of the Land of Lincoln PETS is handled by the Executive Committee, comprised of the General Chairperson, the Vice Chairperson, the Secretary, the Treasurer, and the immediate Past Chairperson. Budgetary matters and changes in policy shall be recommended to the Board of Directors for final approval.
3. **Operations :**
 - a. **Management:** The day-to-day operations of the Land of Lincoln PETS, is the responsibility of Board of Directors and the various committees.
 - b. **Committees:** The Operations Committees shall be comprised of the chair of each of the following committees, of which at least two Past District Governors from each of the participating districts, whenever possible. The Operations Committee shall include: (1) Program Committee Chair, (2) Facilities Committee Chair, (3) Registration & Finance Committee Chair; and (4) Support Services Committee Chair. The balance of the committee members shall be Rotarians in good standing from throughout the participating districts.

There are three ways members can serve on the Operations Committees: 1) by being appointed as a Chairperson by their district, 2) by being appointed a representative of their district and 3) by being assigned by the General Chairperson. These appointments are to be confirmed by the Board of Directors at the annual meeting held in May of every year. Any vacancies to be filled, removed or additional appointments will be made by the General Chairperson and confirmed by the Board of Directors.

4. **Term of Office:** The Secretary and the Treasurer shall be appointed for no more than a three-year term. The Operations Committee Chairs cannot serve more than two consecutive terms in the same position, nor may they serve more than two consecutive three year terms. The General Chairperson, the Vice Chairperson and Immediate Past Chairperson shall serve for one term only.

The process of rotating the leadership between districts should always be considered in making the final decision for committee assignments. If it is known in advance that an individual will be leaving a major leadership position, a “shadow” or understudy should work with that individual throughout the entire seminar to learn the specific duties required of that position.

5. **Duties:** The duties of the Operations Committees shall be to carry out the business agreed upon by consensus. The program and operations of Land Of Lincoln PETS should be of the highest quality and should conform with the Rotary International Manual of Procedure.
6. **Meetings:** The annual meeting of the Board of Directors shall be held in May of each year.

The Executive Committee shall hold at least two meetings per year in June and January. A special meeting may be called by the General Chairman, with a 10 day notice.

The operations committees shall hold at least three meetings per year: August, November, and January.

All committee members, including DGs, DGEs, DGNs, shall be invited to attend all meetings at NO COST to Land of Lincoln PETS.

7. **Deadlines:** An initial outline of the seminar program for the coming year will be presented at the August meeting of the Operations Committee. The final program and plenary speakers must be approved by the Operations Committee no later than the November meeting of the committee.

ARTICLE V

GENERAL CHAIRMAN APPOINTMENT AND SUCCESSION

All districts participating in the Land of Lincoln PETS shall be given an opportunity to participate in leadership roles and as official host. The selection of the General Chairperson will be made by rotation among the districts participating in numerical order.

The General Chairperson may be a PDG, assuming that each district will have a person qualified and willing to serve. The General Chairperson shall have served in the year immediately preceding appointment as General Chairperson as Vice Chairperson. It is strongly recommended that anyone selected be prepared to serve a three year commitment first as Vice Chairperson, as General Chairperson and finally as Immediate Past Chairperson and will have served at least one additional year in another Operations Committee, preferably as chair of that committee.

ARTICLE VI SEMINAR FORMAT

There are five core areas of concern: Leadership and Volunteer Management; Club Operations; Club Meetings; The Rotary Foundation; and Programs of Rotary. There are also two sessions, for the DGEs to meet with their Presidents-Elect, DGs, AGs, DGNs, and district team. A Presidents-Elect Round Table provides an opportunity to share ideas and concerns in an informal and unstructured setting.

Every effort shall be made to assign highly visible posts to DGEs, DGs, and DGNs so the Presidents-Elect begin to relate to the district officers with whom they will be working. Instructors for sessions will be chosen from those with the knowledge and experience to effectively convey the message of Rotary and build the skills and enthusiasm necessary for an effective year for the club, the district, and for Rotary.

At least one full dress rehearsal of what and how every instructor will present their materials during the session with Presidents-Elect will be held. A professional trainer and peers will critique the performance and make suggestions for improvement. It is very important that every instructor be able to fine tune their skills to the point they are relaxed and competent with their own personal presentation style.

ARTICLE VII FINANCES

The activities of Land of Lincoln PETS shall be self sustaining through registration fees and sales of materials. Districts are not expected to provide financial support except in an emergency. Districts are expected to collect and be responsible for registration fees for the Club Presidents-Elect regardless of their attendance at Land of Lincoln PETS. This is done to encourage attendance, to pay for materials furnished all presidents-elect and to provide for a known amount of revenue. A reserve balance of not less than one-third of a year's expenses nor more than two-thirds of a year's expenses should be kept on hand year to year.

Land of Lincoln PETS shall maintain its own records and funds under the general supervision of the Treasurer and at the direction of the Board of Directors. Regular reports shall be made to the member-districts and a detailed review of financial records shall be conducted annually. Checks will not be issued without expenditures being requested on the official Expense Voucher form. All Expense Vouchers will require a minimum of two signatures. Receipts must accompany any Expense Vouchers submitted. Final approval of all expenditures is the responsibility of the General Chairperson.

The fiscal year of Land of Lincoln PETS is July 1 through June 30.

**ARTICLE VIII
AMENDMENTS**

These by-laws shall be submitted to the member districts for approval and revision. Once adopted by a majority of districts the by-laws may be amended, altered, repealed and a new set of by-laws adopted by a majority vote of the Board of Directors.

Any article, specification or suggestion not in compliance with the current Rotary International Constitution, Manual of Procedure, or with Rotary Code of Policies is hereby amended to be null and void and further amended to assure compliance.

These by-laws were approved this 6th day of JULY, 2005.

Wayne E. Gerlock

District # 6510

Sue Smallwood

District # 6450

J. N. Behrendt

District # 6490

Richard P. Robinson

District # 6460

District # _____

District # _____