

History

Over the years, Carolinas' PETS has become a model and is looked upon very favorably by Rotary International leadership.

It is important that new members of the committee realize the history and some of the decisions that have been made over the years. Any of these decisions may be changed at any time, but this document is to help everyone know what prior committees decided.

Beginning in 1985, several of the Districts in North Carolina and South Carolina met jointly for the Presidents-Elect Training. Since 1992, the registration has been centralized and a general chairman and registration chairman are selected by the committee to assist with the overall management of the seminar. Since 1998, our committee voted to standardize several components of the training manual in order to provide consistency between the districts on topics such as Leadership, Membership, and The Rotary Foundation. We retained one section of the manual for each individual district's materials. Beginning in 2012, we eliminated the three-ring binder training manuals and each district provided their respective materials in a bound publication.

Policies

1. The Planning Committee is composed of eighteen people. They are the District Governor and the District Governor-Elect from the seven districts participating in the seminar and four leadership/event management/training positions, one of whom would serve as a General Chairman. Among overall duties, these positions fulfill specific roles with arrangements, registration, training leaders, and keynote speakers. The leadership positions are confirmed annually at PETS planning meeting, usually in June, to serve for the subsequent year.
2. All the work of the committee is to support the seven DGEs and to assure the success of their year.
3. The dates and location of the event are scheduled at least four years in advance. The schedule for the coming years is:

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|------|-------------|---------------------|
| 2018 | March 15-17 | Sheraton Greensboro |
| 2019 | March 21-23 | Sheraton Greensboro |
| 2020 | March 19-21 | Sheraton Greensboro |
| 2021 | March 18-20 | Sheraton Greensboro |
4. The expenses of the District Governor, the District Governor-Elect, the District Governor Nominee (and Nominee Partners), and those individuals invited to assist with specific duties such as Discussion Leaders or Sergeant at Arms are included in the "overhead expense" of the event. All persons beyond the Planning Committee members are expected to share a room with another committee member or staff person. The

expenses of the District Governor Nominee Designate (other than Thursday evening Committee/Staff dinner) are not covered by the event.

5. The expenses of any other individuals invited by specific districts are paid for by the respective district by the time of the event. Examples are: Assistant Governors, District Treasurers, and training assistants.
6. While the partners of the committee members are welcome to attend and assist, partners of the presidents-elect are not encouraged to attend. Fees due to lodging & meals needs for partners must be prepaid.
7. Expenses incurred as a result of not sharing a room are paid for by that person (or the district) at the time of the event.
8. Any fees not collected from individual participants by the date of the event are immediately the responsibility of the respective district. A detailed summary of these unpaid charges are made available to each DGE before the event. Subsequent to the event another accounting of the outstanding district debt is sent to the DGEs within approximately thirty to sixty days.
9. The final accounting for each year's event is presented at the Planning Committee's Annual Meeting, generally in June. This includes finance, pertinent statistics, onsite and/or post-event evaluation results, etc.
10. Net receipts (or deficit) as a result of the event's operations are retained by Carolinas' PETS for restricted use and/or future events. If an annual seminar has more expenses than receipts, the reserve funds shall be used to offset the loss. Any district that withdraws its membership forfeits any claim to the event's retained earnings.
11. In the event Carolinas' PETS disbands, any excess receipts deemed to be returned under this policy shall be remitted to each district in accordance with the following calculation: registration fees generated by each district divided by the total registration fees generated by all districts. This calculation to be based on the most recent five-year period.
12. In the event a new district is approved for membership in Carolinas' PETS they will be expected to provide a \$5,000 deposit and commit to remaining part of Carolinas' PETS for at least three years. The deposit is refundable after three years in the event the district withdraws. Any district that decides to withdraw from the event is required to provide three year's notice to the Planning Committee.
13. An invitation-only dinner is held on Thursday evening for the planning committee, keynote speakers, discussion leaders, staff, DGNs, DGNDs and partners on-site.

14. The hotel requires a rooming list at least thirty days prior to the event. Any registrations received after the deadline are not guaranteed a room in the main hotel. Arrangements will be made to house the overflow participants as close to the main facility as possible.
15. District Governor Nominees, a critical component of next year's committee are expected to be present during the entire event. A separate session is held on Friday afternoon and Saturday morning for the DGNs during the discussion sessions for the presidents-elect. This session is to review expectations and responsibilities for their year as Governor-Elect, as Governor and the Carolinas' PETS operating procedures. As the DGN's partner is encouraged to participate with the DGN in the orientation sessions, there are no fees associated with the DGN partner.
16. District Governor Nominee Designates, now elected earlier in the Rotary year, are welcome and encouraged to attend Carolinas' PETS. A separate session is held on Friday afternoon and Saturday morning for the DGNDs during the discussion sessions for the presidents-elect. This session is to review expectations and responsibilities for their year as Governor-Nominee, Governor-Elect, and Governor as well as their roles in the Carolinas' PETS operating procedures. The DGNDs register as do the other participants, but their participation in the Thursday Committee/Staff Dinner is at no charge. Other than the Thursday evening meal, there are meal fees associated with the DGND partner.
17. Effective in 2002, a Financial Review Committee was established to review the receipts and disbursements, accounting and record-keeping practices, and financial reporting for the event. This committee serves in lieu of an official audit performed by a Certified Public Accountant, yet performs a similar function. This committee is to meet each year after the event and forward a report for review at to the annual meeting.

Procedures

1. The committee for the coming year event meets in June of each year to review prior year results, suggest changes to the curriculum and confirm plans & fees for the coming year. In addition, the four-person executive committee meets as often as needed to ensure that all planning details are accomplished on a timely basis.
2. The District Governor-Elect at the beginning of his/her term and no later than September, verifies the names, postal & email addresses, and club position of Club presidents-elect on the DaCdb before October 1st. The success of email broadcasts as well as the registration brochure mailing is dependent upon the accuracy of ALL the PE's data in the on-line database before October 1st.
3. The District Governors-Elect have a one-day meeting in Greensboro in September to review registration procedures, the DaCdb, their preparation, agenda and general flow of the March event. They also sometimes have a brief meeting at Zone Institute to

review the status of the planning details such as primary speakers and other agenda changes.

4. The registration announcement generally is mailed before November 1st to all club presidents-elect by the Registration Chairman according to the data provided by each district's on-line database.
5. The president nominee of Rotary International may be invited as a keynote speaker as soon as his or her selection is made by Rotary International.
6. The District Governor-Elect is responsible for the follow-up and encouragement of his presidents-elect to attend. The DGE should contact all his/her presidents-elect by individual letter prior to December 1st to confirm required attendance and verify receipt of registration materials. Note: Email has proven NOT to be a good tool to encourage participation. Using postal mail to welcome the participants and personal telephone calls to the PEs not yet registered typically have been more effective tools.
7. The Registration Chairman provides immediate email confirmations and receipts to all participants registering through the website. In addition, the Registration Chairman emails the same documents to those participants who register via postal mail. There is no postal mail activity regarding registration activities.
8. The Registration Chairman provides a daily update to the DGEs via the Carolinas' PETS web site reporting the participants as they register. The DGE should continually follow-up with those not yet registered beginning prior to the registration deadline.
9. The committee holds a conference call approximately thirty days prior to the event to confirm all details and status.
10. These Policies and Procedures are reviewed and appropriate changes made at the annual meeting of the committee (typically May or June).

Presented to Committee on June 22, 2017

Approved by Committee on June 22, 2017