

The Georgia District Exchange Clubs Policy Manual

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This Policy Manual shall be approved and adopted by each newly installed Board of Directors at its first official meeting of the administrative year. This Policy Manual shall constitute the official policies and directives for the Georgia District Exchange Club Officers, Directors, Past District Presidents, District Committee Chairmen, and others acting on behalf of the Georgia District Exchange Clubs.

Section A

Expense Reimbursement Policy

1. Travel Reimbursement- It is the intent of the Board to reimburse the travel expense of representatives of the Georgia District when traveling in their official capacity while conducting District business. Reimbursement is subject to the availability of funds.
2. Items Eligible for Reimbursement
 - a. Mileage- Reimbursement shall be made at the rate of fifty (\$0.50) per mile covering miles traveled to: Officers, Directors, Past Presidents, and District Committee Chairmen acting in their official capacity as District representatives for the following purposes, except as noted:
 - i. Official visitation, contact visitation, installation ceremonies, and special invitations to District Exchange Clubs
 - ii. Attendance at Charter Ceremony for a newly established Club
 - iii. Attendance at all District Board Meetings
 - iv. Meetings held to aid in the building of a new Exchange Club
 - v. Attendance to events at the special request of the District Presidents
 - b. Hotel/Motel- District Officers, Directors and Committee Chairs shall be reimbursed actual dollar amount of room for the night prior to a District Board Meeting. District Officers, Directors, and Committee Chairs shall be reimbursed actual dollar amount of room when overnight stays are necessary in meeting his/her official duties throughout the District, and in the event local Clubs do not cover this expense. District Officers, Directors and Committee Chairs shall be reimbursed for mileage and actual dollar amount of room if a Board Meeting is held during a Georgia District Exchange Club Convention. In addition, to encourage participation in the National Exchange Club Convention, all District Officers and Directors shall be reimbursed one night's lodging cost, per the district rate (actual dollar amount of room) at the convention hotel, provided that such officer or director's local club is not covering this expense.
 - c. Meals- The District shall not reimburse the cost of any meals except as specifically listed below:
 - i. Breakfast and/or lunch at District Board Meetings for Officers, Directors, Past District Presidents, and Committee Chairmen only.
 - ii. Meeting of the current and newly elected Board at the Annual District Convention.
 - iii. Meal specifically for, or in honor of, Past District Presidents at the Annual District Convention, including spouses or significant others and the National Representative and spouse or significant other.

- iv. Meal in conjunction with Project Idea Meetings held prior to District Board Meetings.
 - d. All Board Members will be eligible for reimbursement of expenses incurred while conducting District Business. Board Members are encouraged to be prudent in incurring these expenses and all requests for reimbursement shall be accompanied with documentation in support of any such reimbursement.
 - e. Other Expenses- Expenses for the following items shall be reimbursed when incurred in communicating with Divisions, Clubs, or members in the performance of official District responsibilities. Members are encouraged to be prudent in incurring these expenses and all requests for reimbursement shall be accompanied with documentation in support of any such reimbursement.
 - i. Postage
 - ii. Long distance telephone or facsimile charges
 - iii. Copying
 - iv. Supplies
- 3. Requests for Reimbursement- All requests for reimbursement shall be made on forms provided by the District Treasurer. All requests for reimbursement incurred during the current administrative year must be delivered to the District Treasurer NOT LATER THAN FIFTEEN (15) DAYS FOLLOWING THE CLOSE OF THE ANNUAL NATIONAL EXCHANGE CLUB CONVENTION TO BE CONSIDERED FOR REIMBURSEMENT.
- 4. Responsibilities of the District Treasurer- It shall be the responsibility of the District Treasurer to enforce District Policy as it related to reimbursement for expenses incurred as an official of the District. Documentation in support of incurred and authorized expenses will be provided as directed by the District Treasurer. It is within the discretion of the District Treasurer to disallow any expense reimbursement with the explanation to the originator of such request. Appeal for reconsideration shall be directed to the District President, who shall determine if the appeal should be presented to the Board of Directors for final action.
- 5. Fiscal Budget Considerations- The dollar amount authorized for reimbursement to Officers and Directors shall be limited to the stated dollar amount in the specific budget line item in the adopted fiscal year Georgia District Exchange Clubs Budget.

Section B

Reports

- 1. Reports to the President-
 - a. District Directors- Each District Director shall submit a DISTRICT DIRECTOR'S CLUB REPORT to the President no later than August 15th, October 31st, January 31st, and May 15th, by completing the form provided in The

National Exchange Club District Leader's Monthly Planner. Division Directors must also supply a copy of Director's Form A to the National Exchange Club as required by National Policy. In addition, Directors shall communicate to the President on an immediate basis with any concern that the Director deems appropriate concerning the welfare and condition of the Clubs assigned to the Director's Division. In the event that a Club within any Division appears to be struggling and its continuance as an Exchange Club could be in jeopardy, the District Director within whose jurisdiction such Club is assigned shall immediately file a CRISIS REPORT, utilizing the form found in The National Exchange Club District Leader's Monthly Planner. Further, each Director shall submit to the District President a written report of the status of his/her Division no later than ten (10) days prior to each regular District Board Meeting. The form and substance of this report is found in The National Exchange Club District Leader's Monthly Planner.

- b. District Committee Chairmen- Each District Chairmen shall report in writing to the District President not later than ten (10) days prior to each regular District Board Meeting those matters that he/she believes should be brought to the attention of the Board. Each report should include rationale and, if deemed necessary, a recommended solution for the issue being reported. The District President will determine whether such issue shall be included on the Agenda of the Board Meeting.
- c. Past District Presidents- the Immediate Past District Presidents shall serve as Chairmen of the Project Ideas Committee, said Committee to consist of all Past District Presidents who are currently in good standing with The National Exchange Club. The Immediate Past District Presidents shall submit to the District President in writing any recommendation from the Project Ideas Committee for possible District Board consideration.

2. Reports by the District President

- a. The District President shall submit a monthly report to The National Exchange Club, utilizing the form presented in The National Exchange Club District Leader's Monthly Planner. This report shall be filed with National Headquarters by the 5th day of each month.
- b. In the event that the District President receives a Crisis Report, he/she shall expeditiously enter appropriate comments on the form and forward it to the Region Ten Vice President, the District President-elect, and National Headquarters.

3. Year End Report- The District President shall provide a copy of all reports and communications received or submitted to the District Secretary within fifteen (15) days

of the close of his/her administration. The District Secretary shall file said copies in the official records of the Georgia District and provided copies of such record to each Officer and Director at the first regular District Board Meeting. This file is also to be used for updating the Official History of the Georgia District Exchange Clubs.

Section C

Removal of Officers and Directors from Office

1. Absences from Official Meetings- Any unexcused or unexplained absence of any District Officer or Director from an official meeting of the District Board at which at least thirty (30) days written notice has been given may be cause for removal of such Officer or Director from office. This action of removal shall require a two-thirds vote of those Board members present and voting.
2. Excused Absences- An excused absence may be approved by the District President at his/her discretion upon appropriate and timely notification by the Officer or Director. The absent Officer or Director should make every effort to forward required reports and items for inclusion on the agenda to the District President, with a copy to the District Secretary.
3. Failure to Reasonably Perform Duties- Any officer or Director failing or refusing without valid reason to make official visits to assigned Clubs, perform those duties outlined in The National Exchange Club District Leader's Monthly Planner, or to properly report as determined by the District Board may be subject to removal from office. This action of removal shall require a two-thirds vote of those Board Members present and voting.
4. Abstentions from Voting- Any abstention from the vote determining the possible removal of an Officer or Director from his/her office shall be counted as a vote in favor of the motion on the floor.

Section D

Outstanding District Director Award

1. Lineage and Title- The late Past District President William A. Benton (1965-66) of the Exchange Club of Savannah and late Past District President Ellie "Silver Fox" Royal (1968-69) of the Exchange Club of Waycross established this prestigious award in 1976 to honor the District Director who most effectively carried out his/her District duties and responsibilities.
2. Selection Committee- The current year District President shall select The Benton-Royal Outstanding District Director annually.
3. Presentation of the Award- The Benton-Royal Outstanding District Director Award shall be presented in suitable fashion at the annual Georgia District Convention.

Section E

Investment of District Funds

1. Investment Policy- Any district funds in the hands of the District Treasurer not immediately required for current operations shall be invested by the Treasurer in a guaranteed savings account that is FDIC insured and at the highest rate available. Interest on these funds shall be reported to the Board of Directors as current revenue, available for use, as the Board deems proper. The District Treasurer is encouraged to use interest bearing checking accounts (where available) for funds needed for current operations. The amount of funds held for current operations and funds held investment shall be at the discretion of the District Treasurer, subject to review by the Board of Directors.
2. Required Reporting by the District Treasurer- The District Treasurer shall report at each District Board Meeting, at a minimum, the following items:
 - a. Amount of funds invested
 - b. Institution where funds are deposited
 - c. Rate of interest
 - d. Maturity date of investment (if any)

Section F

Recognition and Expression of Sympathy

1. Flowers or Memorial Gifts- Flowers or a memorial contribution shall be sent to the Georgia Exchange Foundation for the Prevention of Child Abuse, Inc., by the District Treasurer at District expense for the following situations:
 - a. Death of a current District Officer or Director
 - b. Death of a Past District President and the death of a spouse of a past District President
 - c. Hospitalization for more than seventy-two (72) hours of a current District Officer or Director
 - d. Death of an immediate family member (mother, father, spouse, or child) of a current District Officer or Director
 - e. Any other situation as deemed appropriate by the District President, or in his/her absence, the District President-elect
2. Notifications- Officers, Directors, and Past District Presidents should notify the District President and District Treasurer when one of the above listed situations occurs so that the Georgia District may respond appropriately. The individual notifying the District President and Treasurer should be prepared to recommend whether flowers or a memorial contribution would be more appropriate as requested by the family.

Section G

District Dues for Newly Chartered Club

1. A newly chartered Georgia District Exchange Club shall not be required to remit District Dues until the beginning of the second quarter following the quarter in which the Charter is conferred. For example, a new club that receives its Charter at any time within the first quarter of the administrative year will not be responsible for District dues until the beginning of the third quarter of the administrative year.
2. Any new Excel or Collegiate Exchange Clubs shall not be required to remit District dues for the first year of their existence.

Section H

Annual District Convention

1. Function and Role of the District Convention- The Georgia District Exchange Clubs shall conduct an Annual Convention to bring together Exchangites from Clubs throughout the Georgia District for the purpose of sharing ideas, receiving recognition for the Club's work in the name of Exchange, gaining a broader understanding of the organization, and receiving training in Club leadership, operations, and activities.
2. The District Convention Committee- The District President shall appoint a District Convention Committee, whose purpose it shall be to oversee and coordinate the convention planning. This Committee, which operates on behalf of and reports to the Board of Directors, shall include the District President, the Convention Committee Chairmen (who is appointed by the District President), the District Director in whose Division the Convention will be held, and the Host Club President(s). Additional members may be invited to participate depending on needs and available skills.
3. Convention Subcommittees- The following will function as described.
 - a. Finance- The Subcommittee prepares a budget based on estimated income and expenses from all sources, supervises all expenditures, handles registration fees, and completes a final report following the Convention.
 - b. Registration- This Subcommittee is responsible for Pre-Convention and Convention registration, and securing necessary clerical assistance and equipment.
 - c. Housing- Members of the Housing Subcommittee are responsible for hotel and motel accommodations required by Convention attendees and guests of the District.
 - d. Transportation- The Transportation Subcommittee looks after transportation needs whenever a Convention events is scheduled away from the headquarters hotel or motel, or whenever it is necessary to provide private or public transportation for individuals or groups.
 - e. Information- Subcommittee members should be available during the Convention in an easily accessible location to answer questions about times and locations of various events.

- f. Promotion and Publicity- This Subcommittee is responsible for promoting Convention attendance and garnering publicity during the Convention. Convention registration and hotel or motel accommodation information will be published on the Georgia District website or on the Quarterly Newspaper.
 - g. Program- Members of this Subcommittee, working closely with the District President, Region Ten Vice President, and The National Exchange Club staff, should plan an interesting, educational, and useful Convention program of maximum benefit to all members in attendance. The program will conclude with the President's Banquet on Saturday evening.
 - h. Printing- this Subcommittee is responsible for all printing required by other subcommittees, such as programs, tickets, name badges, etc.
 - i. Welcome Social- The members of this Subcommittee plan for and execute a social affair to be held on the Thursday evening prior to the official opening of the convention on Friday morning.
4. Convention Date- The Annual District Convention shall be held in June on a date approved by the Board of Directors upon recommendation of the Convention Chairman.
 5. Sales at the District Convention- No Exchange Clubs, nor members of the Exchange Clubs, shall be permitted to engage in any fund raising project or event at the Georgia District Exchange Clubs Convention, or any District function, except the Georgia Exchange Foundation for the Prevention of Child Abuse, Inc. whereby profits would be made by the Club or members for any reason.
 6. Setting and Attire at President's Banquet-
 - a. Seating- Unless otherwise directed by the District Board, the only persons to be seated at the head table during the President's Banquet shall be the currently serving District Officers, District Directors, National Exchange Club Representative, and their spouses and/or guests.
 - b. Attire- Proper attire for those seated at the head table during the President's Banquet shall be formal, with men wearing black tuxedos and ladies wearing appropriate formal evening attire.
 - c. There will be no Head Table Seating at breakfast and lunch meals during the Convention. Reserve tables will be assigned for these meals. This Policy may change from year to year at the discretion of the current District President.
 7. Complimentary Rooms and Meals- The District shall provide rooms and Convention Packages to the following at no charge:
 - a. The District President
 - b. The Official National Representative
 - c. The District Convention Chairman
 8. Refund of Convention Package- The Convention Chairman shall not refund any Convention Package fees unless the request for reimbursement is made no later than ten (10) days prior to the Convention date without approval of the Board of Directors.

9. Gifts for the National Exchange Club Representative and District President:
 - a. The District President shall procure a meaningful gift for presentation to the National Exchange Club Representative, to be presented at the President's Banquet.
 - b. The District President-elect shall be responsible for obtaining the Past District President's lapel pin and suitable engraved Past District President's Plaque for presentation to the District President at the President's Banquet. Additionally, he/she shall procure a meaningful gift for the presentation to the District President on behalf of the Georgia District.
10. Recording of the Official Minutes- The District President shall be authorized to appoint, designate, or if deemed appropriate, to hire one or more assistants to the District Secretary to insure that the activities, events, and occurrences at the District Convention are completely and properly incorporated into the minutes of the district, and that all actions required immediately after the Convention are properly carried out by or on behalf of those responsible therefore.
11. Voting Delegates at District Conventions- All voting delegates must be registered at the Convention by 6:00 PM on Friday night.

Section I
Annual National Convention

1. District Hospitality Room- The District Convention Chairman shall arrange for a Georgia District Hospitality room to be available for use by the Georgia Delegation and National Convention Attendees from Wednesday of the Convention week through Friday evening. All Exchangites are strongly encouraged to participate fully in the scheduled events of the Convention.
 - a. The room will be stocked with assorted snacks and soft drinks as well as an ample supply of peach daiquiris for the enjoyment of the Convention.
 - b. The Hospitality Room shall be open by 9:00 PM on Wednesday, or no later than one (1) hour following the opening entertainment ceremony. If there is no opening entertainment ceremony, the hospitality room shall be open from 8:00 PM until 11:00 PM on Wednesday.
 - c. The Hospitality suite shall be open Thursday and Friday from 8:00 PM until 11:00 PM. This schedule may be modified, with Board approval, in the event that a reception or victory celebration is held in the Room.
 - d. District Exchangites desiring access to the Hospitality Room at times other than stated above should contact the District President or Convention Chairman for key. The individual who takes the key shall be responsible for maintaining the security and decorum of the Hospitality Room.
 - e. No expense shall be incurred against the Hospitality Room account without the expressed permission of the Convention Chairman.

2. Use of Hospitality Suite Rooms- The bedrooms adjacent to the Hospitality Suite shall be assigned to the District President and the Convention Chairman at District expense.

3. Use of Hospitality Room by Candidate(s) for National Office- Any Georgia District Exchangeite who desires the use of the District Hospitality Room while a candidate for National Office in The National Exchange Club is approved, with the following provisions:
 - a. The candidate shall notify the District President of his/her desire to utilize the room, stating the time and purpose of such request, not later than ninety (90) days prior to the date of the National Convention.
 - b. The District President will present the request to the next regular meeting of the Board of Directors for approval and direction.
 - c. If approved, the District Convention Chairman shall coordinate the action of the Board of Directors for approval and direction.
 - d. The District Treasurer shall coordinate with the Convention Chairman to ensure that adequate funds will be available to cover Reception expenses. Funds must be available at the convention site sufficient to tender the full amount owed to the hotel/motel at checkout.
 - e. It shall be the responsibility of the candidate for National Office to keep the District Treasurer informed of activities designed to offset expenses for the Reception from sources outside the District budget allowance for operation of the Hospitality Room.
 - f. District funds shall not be used to purchase alcoholic beverages other than beer, wine, and the conservative amount of rum used in the peach daiquiri mix.

4. Complimentary Rooms and Meals- The District shall provide rooms, transportation (if within driving distance mileage will be paid, if not within driving distance, airline fare) and Convention Packages to the following at no charge:
 - a. The District President
 - b. The District Convention Chairmen

Section J
District Awards

The annual District Awards book shall become a part of this Policy File each year when it is prepared and approved by Board of Directors.

The following District Awards are not covered in the District Awards book and the following shall apply:

YOUTH OF THE YEAR:

- a. This District award will be carried out within the guidelines of the National Exchange Club.
- b. The Georgia District Exchange Clubs Youth of the Year will receive a \$1,500 check from the Georgia District.
- c. The recipient of the Georgia District Exchange Clubs Youth of the Year must be present at the annual convention in order to receive award.

- d. The Georgia District Exchange Clubs will pay for winner and two guests at the Youth luncheon during the convention. All travel, lodging, etc. will be covered by club sponsoring the winner. Any additional guest meals will also be paid by the sponsoring club.
- e. All Youth of the Year entries must be received by the District Chair no later than April 15th. NO EXCEPTIONS!

ACE (ACCEPTING THE CHALLENGE OF EXCELLENCE):

- a. This District award will be carried out within the guidelines of the National Exchange Club.
- b. The Georgia District Exchange Clubs ACE Award winner will receive a \$1,500 check from the Georgia District.
- c. The recipient of the Georgia District Exchange Clubs ACE Award must be present at the annual convention in order to receive award.
- d. The Georgia District Exchange Clubs will pay for winner and two guests at the Youth luncheon during the convention. All travel, lodging, etc. will be covered by club sponsoring the winner. Any additional guest meals will also be paid by the sponsoring club.
- e. All ACE entries must be received by the District Chair no later than April 15th. NO EXCEPTIONS!

SPEECH COMPETITION:

- a. This District award will be carried out within the guidelines of the Georgia District Exchange Clubs.
- b. The Georgia District Exchange Clubs Speech Competition entries must be received by District Chair no later than April 15th.
- c. The Georgia District Exchange Clubs Speech Competition entries must be present at the District Convention on Saturday morning for competition.
- d. The Georgia District Exchange Clubs will pay for entry and two guests at the Youth luncheon during the convention. All travel, lodging, etc. will be covered by club sponsoring the entry. Any additional guest meals will also be paid by the sponsoring club.
- e. All Speech Competition entries must be received by the District Chair no later than April 15th. NO EXECEPTIONS!