

ROTARY MEANS BUSINESS DISTRICT 7390 CHAPTER FOUR OF THE ROTARY MEANS BUSINESS FELLOWSHIP GOVERNING DOCUMENT

The following document will govern the structure and procedures of the Rotary District 7390 Chapter Four of the Rotary Means Business Fellowship (RMBF) and conforms to the RMBF By-Laws requirement that Chapters have By-Laws or a Governing Document. This August 2024 document is greatly simplified and reflects the changes made as a result of COVID-19.

1. **The District RMB Committee** shall consist of a Chair and Vice Chair and representatives from the greater Harrisburg-Hershey area (Northern Tier), greater Lancaster area (Eastern Tier) and greater York-Hanover-Gettysburg area (Southern Tier). There will be no set term for committee members. The District Governor and District Membership Chair are Ex officio members of the committee as is the District 7390 Executive Secretary.
2. **Committee Meetings** by telephone, Zoom or in person can be called by the Chair or Vice Chair as needed but at least once a year for planning and other purposes.
3. **The RMB Chapter Four Year** will be the calendar year not the Rotary year.
4. **Networking Meetings** shall be held as follows: Mechanicsburg area clubs (February), Harrisburg clubs (May), Carlisle clubs (August or September), Hershey or Group C clubs (November). The greater Lancaster area and the greater York-Hanover-Gettysburg area should plan on having at least one event each year in their area of the district in coordination with the district RMB committee and not in the months set out above for the Northern Tier. To the extent possible meetings should be in the middle of the month so as not to conflict with events held in other areas of the district.
5. **District RMB Committee General Functions** consist of finding hosting clubs for each RMB year, instructing them in what is expected of the hosting club, after a short explanation of the vision and purpose of RMB running the Circle Exercise at each meeting, promoting each event using the Rotary Reporter, providing club presidents with Event Fact Sheets and a Flyer, and using all appropriate social media, providing the district executive secretary with event information so a district RSVP site can be developed, developing a spreadsheet for each event, and by putting out pre and post event guidance letters. Also, promotional efforts should highlight bringing non-Rotarians guests, Family of Rotary, and Rotaractors to the networking events. Finally, the district RMB committee should take every opportunity to promote RMB at district training/learning events. District committee decisions will be determined by a simple majority vote.
6. **Hosting Club General Functions** consist of agreeing to host, picking a date near the middle of the month (check with the District Office to ensure event does not conflict with other district events), setting a time usually 5:30 to 7:30 PM, finding a good venue preferably a place of business willing to be Venue Sponsor, arranging for the light hors d'oeuvres, wine, beer, soft drinks and water, securing sufficient sponsors to cover all

event costs (**insufficient or no sponsors means no event**). Event hosts need to pass key event information to the District RMB committee at least six weeks before the event date to ensure adequate time to promote the event. Hosting clubs to the extent possible should partner with other nearby clubs to include District 7390 Passport in hosting events to provide a broader base of potential hosting club attendees.

7. **The District 7390 website RMB Link's Pics & Docs page.** There you will find the costs and benefits of sponsoring RMB events.
8. **Event guests** generally fall into three categories: Rotarians, potential Rotarian guests, Rotaractors, and Family of Rotary. Other non-Rotarian attendees may attend and hopefully will learn more about Rotary and someday maybe join Rotary.
9. **RMB networking events** count as an official Rotary meeting.
10. **RMB Networking Meeting Format** should generally follow the following sequence, although exceptions for **special events** like adding event speakers are permitted: 1) the first 30 minutes are reserved for stopping at the registration table (for those who have not RSVPed on the district RSVP site, they may leave their key business information with the district committee representative(s) for putting out in the post-event guidance letter), picking up your name tag and undertaking some initial purposeful socializing; 2) the next 10 minutes allow for the hosting club(s) president(s) welcome, district committee comments and organizing the Circle Exercise; 3) 30 minutes for the 30 second pitches by participants; 4) 45 minutes for focused networking in line with the guidance provided in the pre-event guidance; 5) five minutes for district committee closing comments if needed (RMB networking meetings usually start at 5:30 and end at 7:30 PM unless there is speaker in which case the event will end at 8:00 PM).
11. **Membership** in the Rotary Means Business Fellowship is required the Chair and Vice Chair and strongly recommended for all other members of the district committee and just recommended for district leaders and other district Rotarians.
12. **Spreadsheet** use is restricted to Rotarians, guests, Family of Rotary and Rotaractors attending a particular event. Spreadsheet information cannot be shared with other entities that would allow them to put attendees on their mailing lists.
13. **RMB Chapter Four oversight** – The District 7390 RMB Chapter Four must conform to the guidance, rules, and regulations of Rotary International, the RMB Fellowship, and the guidance/direction of the District Governor.