



MANUAL OF POLICIES

V2025.3



Rotary International District 7090, Inc.

DEFINITIONS

AG	Assistant Governor
D7090	Rotary International District 7090 Inc.
DG	District Governor
DGE	District Governor-Elect
DGN	District Governor Nominee
DGND	District Governor Nominee Designate
District	Includes all Rotary Clubs within D7090
IPG	Immediate Past Governor
MOP	D7090 / District Manual of Policies
RI	Rotary International
RI BYLAWS	Rotary International Bylaws, June 2022
RI CODE OF POLICIES	Rotary International Code of Policies, October 2022
RI FOUNDATION CODE OF POLICIES	Rotary International Foundation Code of Policies, February 2025
SPC	Strategic Plan Coordinator
PDG	Past District Governor

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FOREWORD

This manual sets out policies for the use of Officers and Rotarians of Rotary International District 7090 Inc. to ensure continuity from year to year and constitutes all elements of the Leadership Plan.

GENERAL STATEMENT

It is intended that the manual be revised as frequently as necessary but no less than every third year to incorporate new ideas and activities that contribute to the Rotary ideal of “Service Above Self”.

The purpose of these policies is to further the objects of Rotary by establishing practices in the District designed to aid:

- the Governor with routine administrative procedures necessary for the smooth functioning of the clubs in the District, thus freeing the Governor to concentrate efforts on inspiring clubs to greater service through the Governor's leadership
- the Governor in harnessing the best efforts of all clubs and all Rotarians to greater Rotary service
- the Clubs and individual Rotarians to better understand and utilize the assistance that is available through the District Organization and Leadership Plan

ROTARY INTERNATIONAL CONFORMANCE

It is intended that this Manual conforms to the Rotary International 2022 Manual of Procedure and should not, in any way, interfere with the Governor's administration of the District as provided by Rotary International's Constitution and By-laws.

In fact, it should assist the Governor by providing a framework that has been approved by the District which, under the Governor's leadership, will harness the ideas, talents and energies of many outstanding Rotarians.

Where there is conflict between this Manual of Policies and Rotary International's Code of Policies, constitution and by-laws, the Code of Policies,

constitution and by-laws and all relevant governance documents of Rotary International will take precedence.

Notwithstanding the foregoing, nothing herein shall be effective unless consistent with the laws and regulations of the State of New York, Province of Ontario and the bylaws of the corporation of which this Manual is a part.

RI BYLAWS / JUNE 2022

The constitutional documents are the primary governing documents for RI. They provide the foundation of RI's policies and procedures for clubs and districts.

The Bylaws of Rotary International are available in PDF form (284 KB) at the following link:

<https://my-cmsuat.rotary.org/en/document/bylaws-rotary-international>

RI CODE OF POLICIES / OCTOBER 2022

The Rotary Code of Policies compiles all of the organization's general and permanent policies.

The Rotary International Code of Policies are available in PDF form (3.44 MB) at the following link:

<https://my-cmsuat.rotary.org/en/document/rotary-code-policies>

RI FOUNDATION CODE OF POLICIES / FEBRUARY 2025

The purpose of the Code is to place all general and permanent policies of the Trustees of The Rotary Foundation that are currently in effect into an integrated and comprehensive volume with the topics arranged in logical order and with consistent language.

The Rotary International Foundation Code of Policies are available in PDF form (1.92 MB) at the following link:

<https://my-cms.rotary.org/en/document/rotary-foundation-code-policies>

MOP REVISION REQUIREMENTS

The Governance Committee of the District shall completely review this document no less than every third year, in conjunction with Rotary International's Council on Legislation.

Proposed additions and revisions to this manual shall be presented to and discussed by the District Council before a triennial circulation to the presidents of clubs and submission for approval at the Annual General Meeting, or at a Special Meeting called by the District Governor.

Such circulation shall occur no less than 30 days prior to the Annual General Meeting, or such Special Meeting.

Resolutions proposing a new procedure or policy or a revision or addition to a present procedure or policy may also be initiated as follows:

- By any club within the District in writing during the Rotary year
- By the officers-elect and present at the annual District Training Assembly by a two-thirds majority of those eligible to vote
- By the Council members at any regular meeting of the Council

All submissions for the triennial review must be in the hands of the Governor at a date to be fixed by the Governor, but not later than 30 days prior to the yearly Annual General Meeting, or 30 days prior to a special meeting called by the District Governor.

At least 21 days prior to the yearly Annual General Meeting or 21 days prior to special meeting called by the District Governor, the Governance Committee will distribute copies of all resolutions, amendments and changes, that will be presented for approval at the Annual General Meeting, or a prescribed special meeting to the presidents-elect of each club and to all members of the Council.

At the Annual General Meeting, all resolutions concerning a policy adopted by the Governance Committee shall be presented by the committee's chair along with the committee's recommendations for action.

Votes shall be cast at the yearly Annual General Meeting, or at the Special Meeting date named by the District Governor, by presidents from each club and District Council. Adoption shall be by approval by a two-thirds majority of the presidents and Council present and voting. Resolutions so adopted shall be

transmitted to the Board of Directors for their consideration and any action to be taken in connection with the amendment of the Corporation's bylaws.

Where practicable all changes will become effective immediately, following the board of directors' approval, but no later than July 1 following the yearly Annual General Meeting, or the named Specials Meeting date. The Governance Committee shall oversee the implementation of all changes.

To maintain currency and transparency of this document, interim changes in procedures or policies may be presented to and passed at Council by a two-thirds majority of members present and voting, provided that the proposed change(s) have been circulated to members fourteen (14) days in advance of the Council meeting. Resolutions so adopted shall be transmitted to the Board of Directors for their consideration and any action to be taken in connection with the amendment of the Corporation's bylaws.

CURRENT VERSION (v2025.3)

VERSION CONTROL

v2022.0 – updated March 30, 2022

v2023.1 – updated December 1, 2023

v2024.2 – updated November 25, 2024

v2025.3 – updated xxx 99, 2025

SECTION ONE - COUNCIL

PURPOSE

The Council is an advisory body for affairs to assist the Governor as well as the Corporation's Board of Directors in his/her/their responsibilities to the clubs of District 7090 as provided by Rotary International. It is also a forum for the District where matters of importance to the clubs may be discussed and decisions made. Club Presidents and Presidents-elect are invited to attend as observers.

Items brought to Council for consideration shall be subject to sanction by a majority of those Council Members, as noted below, present who have the authority to bind Council.

It is the function of the Council to:

- 1) Report its activities and recommendations to the Board of Directors when requested to do so, but at least quarterly
- 2) Review all activities via a Forum of open two-way discussion
- 3) Develop new ideas for activities and provide approval when applicable
- 4) Formulate ways of educating club members in new positions
- 5) Provide suggestions for programs at the Conference and the annual District Training Assembly
- 6) Discuss and consider recommendations for finances
- 7) Review this Manual and propose additions and amendments;
- 8) Assist in any way possible the Governor and the Governor- Elect
- 9) Serve as a platform to receive input from the clubs of the District through the Assistant Governor Team

COMPOSITION

The District Council is composed as follows:

- Governor (chair of the Council)
- Vice Governor
- Governor-Elect (vice-chair of the Council)
- Governor Nominee
- Governor Nominee Designate
- Executive Secretary
- Treasurer
- Past Governors
- Chair, Finance
- Chair, The Rotary Foundation
- Chair, Governance
- Chair, Membership
- Chair, Public Image
- Chair, Service
- Chair, Learning and Development
- Chair, Youth Services
- Assistant Governor Coordinator
- Assistant Governors
- District Rotaract Representative
- District Strategic Plan Coordinator
- Chair, Diversity, Equity and Inclusion

ATTENDANCE

It is recommended that meetings shall take place at locations selected by the Governor - one in the State of New York and one in the Province of Ontario with all other scheduled meetings to be held electronically, as may any and all meetings, as determined necessary by the Governor.

All meetings shall be chaired by the Governor or, in the Governor's absence, by the Governor Elect.

AGENDAS FOR COUNCIL

The District Secretary shall forward the agenda to members of the Council along with the notice of the meeting and copies of reports as available at least five (5) days prior to the meeting.

The Council makes use of a consent agenda where routine items are approved together without debate. This provides the opportunity to differentiate between routine and more complex issues. Reports are not read at the Council meetings.

The agenda of each Council meeting should provide the opportunity to address questions or concerns that arise from the previously circulated reports as well as invite constructive input from the members of the Council.

Any materials to be distributed with the agenda must be received by the District Secretary at least seven (7) days prior.

For items to be added to the agenda, the request must be submitted to the Governor in writing and submitted at least seven (7) days prior. No items may be walked in.

The information provided to Council will include:

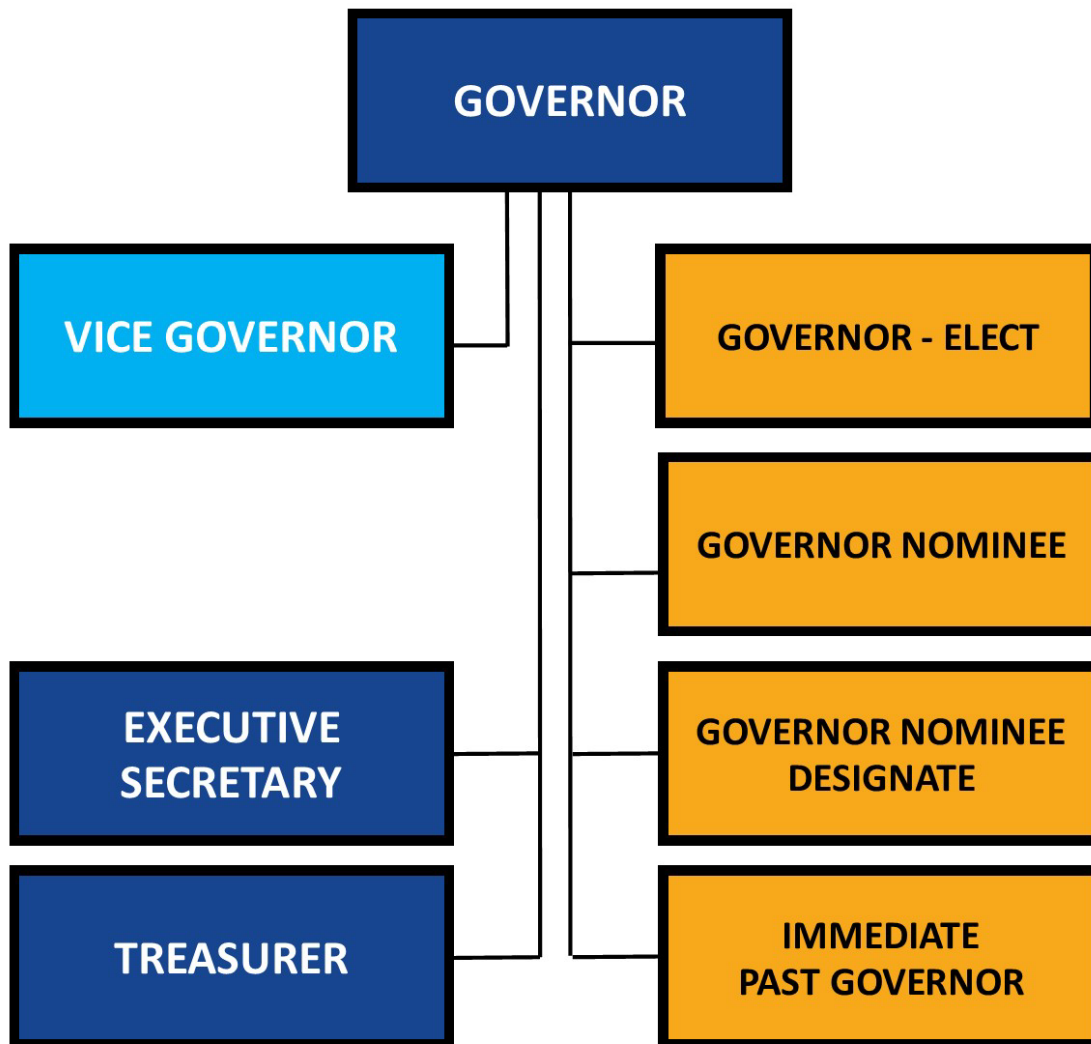
- Minutes of the meetings of the Board of Directors of the incorporated District, Assistant Governors, Governor's Council, Committee Chairs, District Secretary, and the Treasurer or Chair of the Finance Committee
- New programs and/or legislation
- Any other matters proposed by the Governor as well as an Open Forum for pre-identified topics of Governor's choice

ANNUAL GENERAL MEETING

It is the responsibility of the District Governor, along with the District Council, to ensure the Annual General Meeting is held no later than December 31st annually, without exception, and must include each year.

To ensure adherence to the requirement for the 30 days' notice of said meeting per RI Bylaws 15.060.4, the relative District Officers and Committee Chairs will need to exercise due diligence in ensuring all required reports, including completed Audited Financial Statements for the year ended June 30, are in hand to comply with these deadlines.

SECTION TWO – DISTRICT OFFICERS



GOVERNOR

THE ROLE OF THE GOVERNOR

The Governor of D7090 is the officer of Rotary International who is selected by the District as Governor Nominee Designate and is elected by the International Convention of Rotary International in the year prior to assuming office.

The Governor is responsible to the Board of Directors of Rotary International for the administration and supervision of clubs within the District.

QUALIFICATIONS

(RI BYLAW 16.010)

At the time of selection, the Nominee will be called Governor-Nominee-Designate and will assume the title of Governor-Nominee on 1 July two years before their serving as Governor.

The Governor-Nominee must have the following credentials:

- a) The Rotarian must be a member in good standing of a functioning club in the District
- b) The Rotarian must have served as president of a club for a full term or be a charter president for at least six months
- c) The Rotarian must demonstrate willingness, commitment, and ability to fulfill the duties and responsibilities of a Governor (16.030)
- d) The Rotarian must demonstrate knowledge of the qualifications, duties, and responsibilities of Governor as prescribed in the bylaws; and
- e) Submit to RI a signed statement that the Rotarian understands those qualifications, duties, and responsibilities, is qualified for the office of Governor and is willing and able to assume and faithfully perform those duties and responsibilities.

ADDITIONAL QUALIFICATIONS

(RI BYLAW 16.020)

Unless excused by the RI Board of Directors, a governor, when taking office, must have attended the International Assembly for its full duration, been a Rotarian for at least seven years and continue to possess the qualifications in section 16.010.

DUTIES AND RESPONSIBILITIES

The Governor is the officer of RI in the District, functioning under the general control and supervision of the RI Board. The Governor shall inspire and motivate the clubs in the District. The Governor shall ensure continuity within the District by working with past, current, and incoming leaders.

The Governor shall be the President/CEO of the incorporated District and shall serve as chair of the Board of Directors.

The Governor shall report annually to the clubs on the status of the incorporated District.

AUTHORITY TO ACT

(RI BYLAW 19.010.2)

Governors are authorized to act only as set forth in the RI Constitution and Bylaws and the Rotary Code of Policies. Governors may not represent that they have authority to negotiate or contract on behalf of RI and/or The Rotary Foundation.

VICE GOVERNOR

(RI CODE OF POLICIES 19.050)

The Nominating Committee for Governor may select one available Past District Governor, proposed by the Governor-Elect, to be named Vice Governor who shall serve during the year following selection. The role of the Vice Governor will be to replace the Governor in case of temporary or permanent inability to continue in the performance of the governor's duties.

The Vice Governor shall be the Senior Vice President of the incorporated District.

In the event that there is a vacancy because of a temporary or permanent inability of the Governor to perform his/her official duties, the Board shall then appoint the Vice Governor to assume such official duties as Governor.

GOVERNOR-ELECT

THE ROLE OF THE GOVERNOR – ELECT

As a future officer of Rotary International, it is the Governor-Elect's responsibility to be acquainted with operations and, if possible, visit a number of clubs to gain a clearer insight into these operations and to assist and accompany the Governor whenever possible. It is recommended that the Governor-Elect attend as many Area meetings as possible to gain insight into the relative club succession.

The Governor-Elect shall be a corporate Vice President of the incorporated District.

NOMINATIONS AND ELECTIONS FOR GOVERNORS

(RI BYLAWS SECTION 12)

Governor-Elect shall have been selected in accordance with RI Bylaws Article 12 Nominations and Elections for Governors. The nominee is responsible to the Board of Directors of Rotary International and under their supervision and their control for the duration of the term of office as Governor-Elect.

DUTIES AND RESPONSIBILITIES

(RI CODE OF POLICIES 19.040.11)

In addition to the Governor Elect responsibilities outlined by Rotary International, the Governor shall provide the Governor-Elect:

- 1) Specific responsibilities in connection with committees or organizations.
- 2) An invitation to attend as an observer all meetings, in addition to meetings where he or she is not otherwise designated as a participant.
- 3) Assignments to participate in the program of the conference.

GOVERNOR NOMINEE

(RI CODE OF POLICIES 19.020)

THE ROLE OF GOVERNOR NOMINEE

The Governor Nominee will have met the required qualifications at the time of selection as Governor Nominee in accordance with RI BYLAWS 16.010.

The Governor Nominee shall be a corporate Vice President of the incorporated District.

He or she is responsible to the Board of Directors of Rotary International and under their supervision and control for the duration of the term of office as Governor-Nominee.

DUTIES AND RESPONSIBILITIES

As an incoming officer of RI, the Governor Nominee should:

1. Begin to prepare for the role of Governor;
2. Foster continuity by working with past, current, and incoming Leaders to support effective clubs;
3. Begin analyzing the District's strengths and weaknesses, including Rotary's public image, membership, The Rotary Foundation, events, and RI programs with background material provided by the Immediate Past Governor, Governor, and Governor-Elect; and using RI resources;
4. Review the organization (Leadership Plan) and club administrative framework (Club Leadership Plan);

5. Attend all meetings when possible;
6. Participate in Committees or other activities; as may be suggested by the governor or governor-elect;
7. Attend Governor-Nominee training if offered, or seek other training if available;
8. Attend training in leadership skills;
9. Select a site for the conference held during the year of the governor-nominee's service;
10. Consider which Rotarians he/she will approach to serve on his/her team.

IMMEDIATE PAST GOVERNOR

(RI CODE OF POLICIES 19.060)

The IPG serves as a member of the Council to provide continuity and to offer guidance and advice to the Governor. In the year as IPG, and in subsequent years, a number of offices and ways of serving the District will be offered by the Governor and as set out in this manual.

The Immediate Past Governor shall be a corporate Vice President of the incorporated District.

ADVISORY COUNCIL OF PAST GOVERNORS

(RI CODE OF POLICIES 19.060.1)

Governors are urged to draw upon past governors for assistance in extension efforts, training incoming Governors, promoting the convention, and providing direct assistance to weaker clubs.

An advisory council of past governors should be organized in each District. Such councils shall be composed of all past governors who are members of Rotary clubs within the District.

Governors are urged to call a meeting of the council at least once a year within the month following the end of the International Assembly to allow the governor-elect to inform the current and past governors about the issues debated and presented at the International Assembly.

The authority and/or the responsibility of the Governor shall in no way be impaired or impeded by the advice or actions of the Past Governors.

The Chair of the Advisory Council shall be a corporate director of the incorporated District.

ROLE OF THE ADVISORY COUNCIL

(RI CODE OF POLICIES 19.060.2)

- Provide advice of an ongoing nature to the Governor, the Governor-Elect, the Governor Nominee, and the Governor Nominee Designate with respect to the operations and planning of business;
- Review and provide input to the Governor Elect on his/her year's goals and plan of action;
- Promote continued active involvement of past Governors in the District and in Rotary;
- Assist with major concerns in the District;
- Promote Fellowship amongst the past, current and future governors and their spouses.
- They are voting members of the District Council.

MEMBERSHIP

The members will be all active PDGs resident in D7090. Also invited to these meetings are DG, DGE, DGN, and DGND.

The Chair will be the PDG representing the Past District Governors on the Rotary International D7090, Inc. Board of Directors.

DISTRICT SECRETARY

THE ROLE OF THE EXECUTIVE SECRETARY

Appointed by the Governor with the approval of the Board of Directors, the District Secretary is a member of the Council.

This is a voluntary position.

QUALIFICATIONS:

- a) Proven capability to manage correspondence on behalf of Governor, Board of Directors and Officers as well as Officers and Committee chairs;
- b) Evidence the technical expertise to update ClubRunner and Zoom accounts, and District Website;
- c) Possess a firm understanding of Rotary International and 7090 policies and procedures;
- d) Ability to use current and relevant software and computer applications used by the District.

DUTIES AND RESPONSIBILITIES:

- a) Attend all meetings of the leadership team and record, distribute notes and actions taken as required by the Governor;
- b) Issue agendas for meetings of Council within the required timeline of such scheduled meetings;
- c) Provide Counsel and advice to the Governor;
- d) Distribute information to various groups within the District as required by the Governor;
- e) Provide administrative support to the Governor as mutually agreed;
- f) Assist with the distribution of the Governor's monthly communication;
- g) Oversee the safekeeping of 7090 records, to include, but not limited to, official minutes of 7090 meetings of its Council and Audited Financial statements for a period of seven years. Obtain permission of the Governor to shred any hard copies periodically;
- h) Manage all the various online software for virtual meetings and surveys as required.

TREASURER

THE ROLE OF THE TREASURER

Appointed by the Governor with the approval of the Board of Directors, the Treasurer is a member of the Council. The Treasurer will serve a minimum of one year and a maximum of three consecutive years.

QUALIFICATIONS:

- Experienced in business accounting procedures or banking with proven skills in managing financial resources within the framework of a volunteer cross-border Rotary District;
- Preference in selecting a new District treasurer will be given to someone who has served a full year previously on the District finance committee.

The Treasurer shall NOT be the chair of the Finance committee to allow for independent oversight of the District expenditures and commitments

DUTIES AND RESPONSIBILITIES:

- a) Shall be responsible for the proper maintenance of the financial books and records of the District for the period they hold office;
- b) Shall serve on the Finance Committee;
- c) Shall forward, as soon as possible after July 1 of each year, a statement to each Club for a per capita levy calculated on the assessment of the budget approved at the previous Training Assembly. The per capita levy shall be based on the reported membership of each Club as of July 1st of that year;
- d) Shall be responsible for the collection of levies and the handling of funds;
- e) Prepare and send to the Governor monthly aging reports of outstanding dues;
- f) Shall undertake to notify the Governor and the Finance Chair of all outstanding per capita levies/dues 45 days after the initial request for payment to the clubs, then again at 60 days and monthly thereafter until payment in full has been received;
- g) Shall deposit in the bank accounts all monies received from Clubs or individuals pertaining to affairs, with legible copies of all deposit slips/receipts retained for ease of access, when required;

- h) Shall act as a signing officer for monetary transactions including disbursement of District funds;
- i) Shall be responsible for the maintenance of a cash book, a journal and general ledger in which all receipts and disbursements year by year shall be recorded and passed along to the Treasurer's successor;
- j) Shall keep as supporting evidence all deposit slips, bank statements, cancelled checks and paid invoices together with any correspondence relative to finances until the completion of the audit. Upon audit completion, these documents shall be properly identified and placed in the archives by the Treasurer;
- k) Shall provide to the Governor, as soon after July 1st as possible, not later than the Annual Business Meeting, an audited financial report with approved budget comparisons for the previous Rotary year;
- l) Shall work in close conjunction with the Treasurer-Elect to assist him/her in preparation for the coming year;
- m) Shall cause to be reviewed by the Finance Chair on a monthly basis any journal entries, bank statements and reconciliations and document the Finance Chair's approval.

SECTION THREE - MEMBERS OF DISTRICT COUNCIL

**GOVERNOR &
DISTRICT OFFICERS**

PAST GOVERNORS

COMMITTEE CHAIRS

**ROTARACT REPRESENTATIVE
STRATEGIC PLAN COORDINATOR**

ASSISTANT GOVERNORS

**AG
COORDINATOR**

**ZONES:
1&2, 3, 4, 5&6, 7, 8,
10, 11, 12, 13, 14, 15, 16**

ASSISTANT GOVERNORS' COORDINATOR

THE ROLE

The position is a three-year term (renewable annually) to provide continuity for the Assistant Governor (AG) team in the District.

Appointed by the Governor-Elect and re-appointed annually by the Governor Elect in collaboration with the Governor and the Governor Nominee.

QUALIFICATIONS

- a) Previously successfully experience as an AG;
- b) Willing to serve a three-year term based on annual renewal;
- c) Completed or working towards completion of the Rotary Leadership Modules.

RESPONSIBILITIES

- a) Assist with the coordination of AG activities in the District. Includes coordination of regular Zoom, or other virtual offerings, meetings of all AGs in the District;
- b) Conducts an assessment of the training needs of the AGs, and the development of plans to address these needs through activities at Council meetings, District Training sessions and focused live and On-line meetings;
- c) Upon request provide input on the appointment of AGs;
- d) Attend Council meetings and other functions when possible;
- e) Visit area meetings as requested or deemed necessary;
- f) In consultation with the Governor Group, contribute to the annual assessment of AGs;
- g) Assist with the planning of the AG component of District Training Assembly;
- h) A report on activities and concerns at the area level is provided as part of the District Council "package" for each District Council meeting;
- i) In conjunction with Governor Nominee, ensure the succession plan for AGs is being followed and incoming AGs are being properly trained and mentored.

ASSISTANT GOVERNOR

(RI CODE OF POLICIES 17.030.1)

THE ROLE

Appointed by the Governor-Elect to motivate and support a group of designated clubs to thrive. They are voting members of the Council.

Assistant Governors may be appointed on an annual basis for a one-year term, subject to reappointment for a total of three years.

RESPONSIBILITIES

Duties for Assistant Governor (AG) may include the following:

- a) Visit each club regularly to discuss the club activities, resource, and opportunities;
- b) Support clubs in setting and achieving goals, finding solutions to challenges, resolving conflicts, and meeting their and RI administrative requirements;
- c) Serve as a liaison between clubs and committees;
- d) Assess Clubs' ability to thrive and mentor club leaders on strategies to make their club successful;
- e) Encourage clubs' involvement in activities and committees;
- f) Keep the governor informed on progress of the clubs;
- g) Stay up to date on Rotary initiatives;
- h) Share status of clubs with successor;
- i) Recommend Individuals to serve on committees;
- j) Identify successor in year 2 and mentor in year 3.

QUALIFICATIONS

- a) Active member in good standing in a club for at least three years.
- b) Served as President of the club for a full term or as a charter president for at least six months.
- c) Knowledge of clubs, and Rotary including relevant policies and Rotary's online tools.
- d) Demonstrated leadership skills and qualities including listening, communication, motivation, accessibility,

- e) integrity and being proactive.
- f) Regular participation in events.

AREA MEETINGS

PURPOSE

The purpose of area meetings is to promote the exchange of ideas including the following:

- Five Avenues of Service;
- discussion of club and area problems;
- consideration of plans for club extension;
- hearing reports from the Council;
- discussion of plans for area conferences;
- consideration of proposals for presentation to the Council, Conference, and the Training Assembly.

MEMBERS

Area meetings are to include the following:

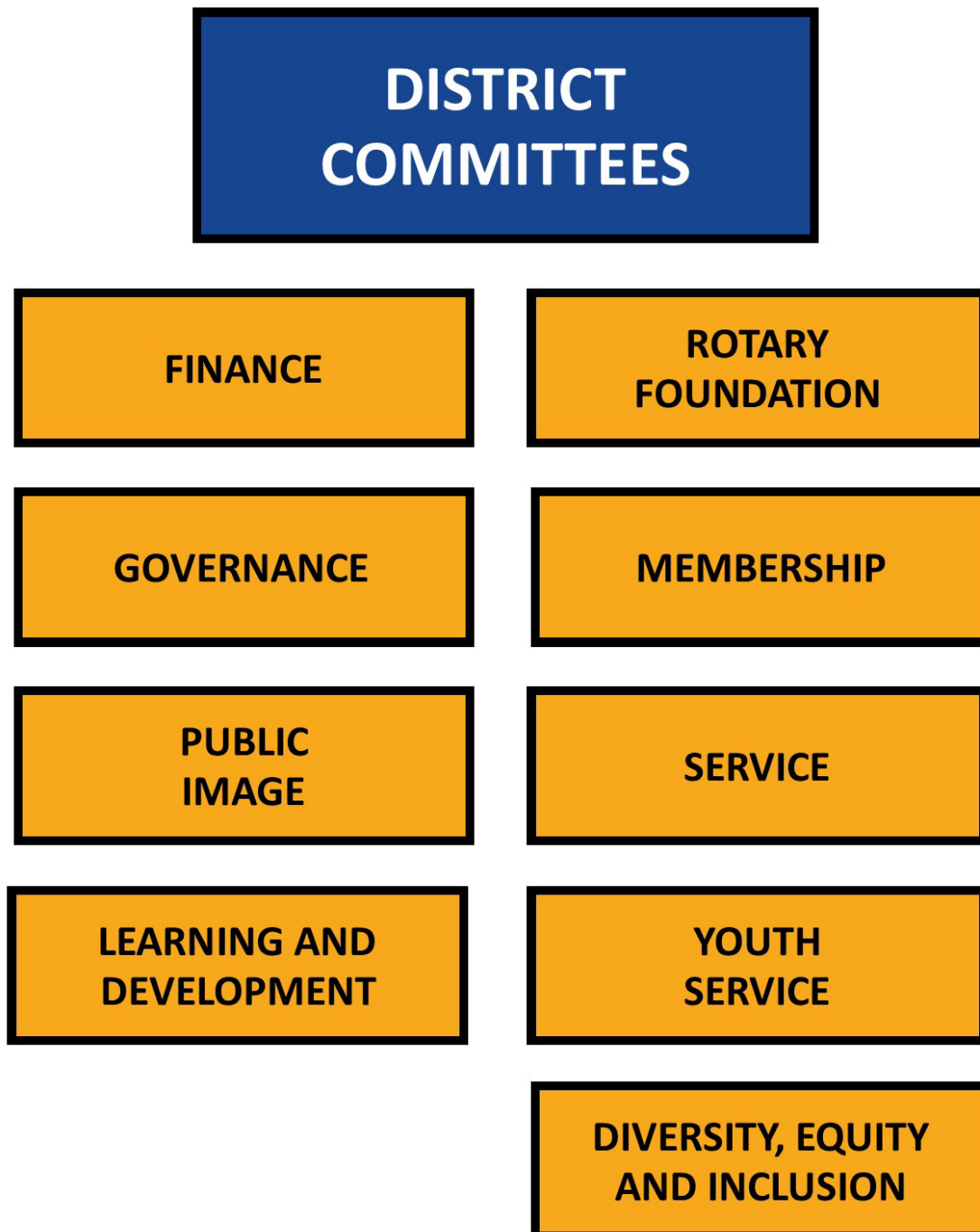
- AG (who will call and chair the meetings)
- Club Presidents
- Other Club Officers as required

SCHEDULE

The meetings shall be held throughout the Rotary year with an expectation of a minimum of four (4) meetings in concert with the council meetings, either immediately preceding or following, to provide updates to the club leadership.

These meetings may be “in person” or using virtual options, as determined by the AG hosting the meeting.

COMMITTEES OF THE DISTRICT



COMMITTEES OF THE DISTRICT

(RI CODE OF POLICIES 17.030.2)

PURPOSE

District committees are charged with carrying out the goals of the District as formulated by the governor with the advice of the AGs. The Governor-Elect, Governor, and immediate past District Governors should work together to ensure continuity of leadership and succession planning.

The Governor-Elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office.

The following District committees shall be appointed:

- Finance
- Membership
- Public Image
- The Rotary Foundation
- Learning and Development
- Governance
- Youth Services
- Service
- Diversity, Equity and Inclusion

Additional committees may be appointed when they serve a *specific* function as identified by the Governor and the leadership team.

ROLE OF COMMITTEE CHAIRPERSON

All committee chairs should be selected and reported to RI by December 31 in the year before taking office on July 1.

Committee chairs are expected to serve for a three-year term, subject to annual review and re-appointment by the Governor.

The Committee Chairs are considered voting members of the Council.

The number of Committee Chairs appointed is at the discretion of the Governor but will be at least three and no more than ten.

The Governor cannot serve as a District Committee chair.

COMMITTEE BUDGETS

Committee Chairs are expected to submit detailed budget requirements, including any budget requirements for sub-committees under their direction, to the Governor-Elect and Chair of the Finance Committee no later than the end of November for the ensuing Rotary year.

In as much as funds are subscribed by the clubs of the District, committees should exercise great care in the stewardship of budgeted funds. Rental of meeting places, meals, transportation, and other personal expenses of committee members shall not be charged against funds unless specifically authorized by the appropriate Committee Chair well in advance of the meeting.

QUALIFICATIONS

The minimum recommended qualification is membership, other than honorary, in good standing in a Rotary or Rotaract club in the District.

It is recommended that Committee Chairs be individuals within the District who have experience within a District Committee or in the District Council.

Governors are strongly encouraged to appoint Rotaractors to every committee.

TRAINING REQUIREMENTS

District committee chairs shall attend the team training seminar prior to serving as chairs. Sub-Committee Chairs and Committee members should participate in District training meetings.

REPORTING REQUIREMENTS

District committees shall report to the Governor on the status of their activities on a regular basis in the form of a report going to District Council. District committees shall report successful activities to RI for possible publication in RI publications and on the RI website.

The Chair of each committee, including sub-committee chairs, is responsible for calling meetings, setting agendas, and arranging for recording and distribution of minutes.

Sub-Committees report to the appropriate Committee Chair who will be the liaison between these sub-committees and the Governor and District Council.

FINANCE COMMITTEE

(RI CODE OF POLICIES 17.030.2)

PURPOSE

The District finance committee shall:

- safeguard the assets of the District fund by reviewing and studying the amount of the per capita levy and necessary expenses of District administration
- prepare a budget
- prepare an annual report on the status of the District's finances.

MEMBERS

This committee will be composed of 10 individuals.

The membership will include three Past Governors still residing in the District, the Governor, the Governor-elect, the immediate Past Chair of the Finance Committee; the Treasurer, the Past Treasurer, the Treasurer-elect if named and two Rotarians knowledgeable in accounting/financial work appointed by the Governor from each of the Canadian and the U.S. portions of the District.

The District Treasurer shall serve as ex-officio member of the committee.

The chair shall be recommended by the membership of the Finance committee and must be agreed to by the majority of committee members with preference

given to previous accounting/finance experience as noted above in the committee member selection in an effort to be consistent with the expectations of the overall committee composition. The appointment by the Governor shall be a three year term subject to annual review.

Preference should be given to those with previous service as a Club Treasurer and/or Rotarians and Rotaractors that have accounting/finance experience.

DUTIES AND RESPONSIBILITIES

- a) In concert with the Governor Elect, the Finance Committee shall prepare a budget of District revenues and expenditures, to be submitted to the clubs at least four weeks prior to approval at a meeting of incoming club presidents for the Governor Elect's year of service;
- b) Review and recommend the amount of per capita levy to be approved in accordance with RI Bylaws section. 15.060.2 .Rotary Code of Policies November 2020
- c) Assure that proper records of income and expenditures are kept.
- d) Prepare a yearly financial report to be presented by the immediate past District governor according to RI Bylaws section 15.060.4.
- e) A member of the committee, preferably the treasurer, shall, together with the District governor, be a signatory on the bank account(s) of the District fund. The bank account shall be held in the name of the District.

AUDIT

Approval of the Audited Financial Statements by the Finance Committee, or their designees, is to be undertaken prior to the presentation at the Annual General Meeting. The audit may be conducted by either a qualified accountant or the Audit committee.

AUDIT COMMITTEE

The District is not explicitly required to have an Audit Committee, but they must either have their financial statements reviewed by an outside accountant or establish an Audit Committee to oversee their finances, which essentially makes an audit committee a necessary function for proper financial oversight.

An Audit Committee is to be structured as follows:

- Have at least three active members selected in accordance with established procedures;
- Include at least one member who is a past Governor or an independent financially literate person; and
- Will not include any current Governor, Treasurer, signatory of bank accounts, or members of the finance committee.

ADDITIONAL RESPONSIBILITIES FOR D7090

N-PCL Section 519 mandates that the financial statements presented to the members must be as of the end of a 12 month fiscal period terminating not more than six months prior to that meeting.

The annual financial statement shall include, but not be limited to, all:

- a) Sources of the District's funds (RI, TRF, Club);
- b) Funds received by or on behalf of the District from fundraising activities;
- c) Grants received from TRF or TRF funds designated by the District for use;
- d) Financial transactions of committees;
- e) Financial transactions of the governor by or on behalf of the District;
- f) Expenditures of funds; and
- g) Funds received by the governor from RI.

The Audit undertakings shall be administered within the RI Bylaws 15.060.4.

BANK ACCOUNTS

District bank accounts shall be maintained in a Canadian charter bank and in a bank in New York State.

The bank accounts will be held in the name of the District. Account balances shall be maintained to minimize transfers of funds across the border as far as possible, but taking into account expected receipts and disbursements on each side of the border in each Rotary year.

For accounting purposes, all budgets, financial statements and bookkeeping shall be in U.S. dollars.

The reporting of all Administered funds shall be governed by the principle of Transparency. The dollars of the budget belong to the Rotarians in the District and it is their right to be fully aware of the financial standing and intended budgetary forecast.

It is the fiduciary responsibility of the District to provide the information of how the funds are used.

BUDGET

The Governor will always be responsible for the administration of funds in accordance with the budget as approved at the District Training Assembly.

The budget will reflect anticipated expenses including the cost of the Conference with anticipated receipts and expenses.

Input into the budget will be received and included by the Finance Committee from the Committee Chairs, through the Chair of the Finance Committee.

Other budget items shall include the following:

- a) Reserves as later noted;
- b) A budget amount to administer the insurance policies;
- c) Expenses of the Governor-Elect and partner to attend the International Convention at which the Governor is officially elected; if such an election is needed under the provisions of Section 6.010 of these bylaws.;
- d) Expenses of the Governor and partner to attend the International Convention;
- e) Expenses of the Governor and the Governor-Elect for the ensuing Rotary year and their partners to attend the Rotary Zone Institute and position-related training seminars;
- f) A budgeted amount for the Governor-Elect for the ensuing Rotary year, recognizing the expenses in organizing committees and travel responsibilities prior to becoming Governor;
- g) A budgeted amount for the Governor Nominee to attend training at the Zone Institute and DGN training seminars;
- h) A budgeted amount for the Chair of the Training Committee to attend a Zone training seminar;

- i) A budgeted amount for the Chair of The Rotary Foundation Committee to attend a Zone training seminar;
- j) A budgeted amount for the Chair of the Membership Committee to attend a Zone training seminar;
- k) A budgeted amount for a gift and Past Governor's pin for the outgoing Governor;
- l) Budgeted amounts for Administration, Chairpersons and Committees, Standing Committees, and Training;
- m) In the event of a disagreement as to whether an item submitted from within or without the Finance Committee is included or modified in its amount, the final ruling shall rest with the Governor-Elect.

BUDGET APPROVAL

The budget for the ensuing Rotary year shall be presented by the Governor-Elect to the incoming club presidents for their approval at the meeting previously scheduled four weeks in advance.

A current financial statement shall be prepared and made available to the Club Presidents-Elect to assist in their assessment of the proposed budget, at least four weeks prior to the scheduled meeting.

After approval of the budget by the D7090 Board of Directors, the budget shall be adopted by the approval of not less than three quarters of the incoming Presidents present and voting at District Training Assembly. For this purpose, each Club will have one vote.

In accordance with the Rotary International Constitution, Article 15, Interpretation – the terminology “mail,” “mailing,” and “ballot-by-mail” will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness. Zoom meetings’ voting is considered an acceptable interpretation of voting in person at an event.

In the absence of its incoming President, a Club may delegate its vote to any elected incoming officer from that Club. The Chair of The Finance Committee shall establish a physical sign-in process for the respective attendees to evidence approval within the aforementioned guidelines and said sign in records shall be retained with the Treasurer as part of the financial records of the year.

DISTRICT RESERVES FOR SPECIFIC ACTIVITIES

The District shall maintain Reserves in the budget for such specific purposes as the Finance Committee and the Governor-Elect deem appropriate.

The reserve fund should equal the annual operating amount for the District.

To insure long term fiscal stability and responsibility, the District strives to maintain a minimum in Reserves of at least two years of estimated expenses.

DISTRICT PER CAPITA LEVY

The Finance Committee shall recommend the amount of the per capita levy to be included in the budget taking into account the following:

- a) The budget, anticipated receipts and disbursements;
- b) Reserves for specific activities;
- c) Amounts held in general reserve in accounts or investments;
- d) Per capita levy shall be in U.S. funds or their equivalent.

The per capita levy is mandatory on all clubs of a District.

The Governor shall certify to the board the name of any club that has not paid the levy for more than six months.

The board shall suspend the services of RI to the delinquent club while the levy remains unpaid. (RI Bylaws 15.060.3).

ADDITIONAL DUTIES AND RESPONSIBILITIES

All outstanding expense claims for the Rotary year must be submitted by July 31st of the immediately following year. Any outstanding claims after that date will be returned with a note of thanks for the contribution to the District.

The Finance Committee has the authority to invest surplus funds in short-term deposits but the term of any such deposit shall not extend more than 90 days past the end of the Rotary year.

The Finance Committee has the authority to arrange for general liability insurance and officers and directors insurance for all Clubs in the District, except in cases where Rotary International has arranged for such coverage.

DISBURSEMENTS

All disbursements, by officers and committees shall be allocated by the Treasurer against items in the approved budget and supported by properly documented invoices.

Credit Card expenditures on behalf of the District are to be made in accordance with the policies developed and approved by the Finance Committee and further approved by the District.

Any disbursement more than USD \$1,000 requires the approval of the Governor and the Chair of the Finance Committee prior to disbursement.

No disbursement of more than a budgeted amount may be made without the express approval of the Governor following a recommendation from the Finance Committee.

Contracts or other forms of implied commitment more than USD \$5000 shall require pre-approval from the Finance Committee and shall be submitted to the Chair of the Finance Committee a minimum of 30 days prior to the required confirmation of the commitment. Said financial commitments shall be documented as approved in the minutes of the Finance Committee and subsequently executed by two authorized signatories in order to bind the District.

FINANCIAL RECORDS

A central repository shall be established by the District Secretary or other Officer residing in the United States for the safekeeping of records.

MEMBERSHIP COMMITTEE

(RI CODE OF POLICIES 17.030.2)

PURPOSE

Under the direction of the Governor, the committee will identify, promote and implement membership strategies that will result in membership development and growth, and the formation and support of new Rotary and Rotaract clubs within the District.

Unless otherwise specified by the District Council, the role shall be assigned to the DGN.

CHAIR

To be effective, the Membership Committee's work must be integrated within the Governor Chain and their efforts supporting the District.

Therefore, the Committee Chair shall be the District Governor Nominee, serving for a one-year term to ensure a seamless transition to the Chair's successor.

ADDITIONAL QUALIFICATIONS OF MEMBERS

- a) Preference should be given to Rotarians and Rotaractors who have been successful in inviting new members to join Rotary, implementing membership programs and who are members of a club with diversified membership.
- b) Consideration should be given to those who have served as chairs of club committee(s) related to membership attraction and engagement
- c) Preference should be given to Individuals who have been active and successful in establishing new clubs.

DUTIES AND RESPONSIBILITIES

- a) Assist club membership committee chairs in carrying out their responsibilities of attracting new members and engaging existing members.
- b) Manage prospective members through the Manage Membership Leads page on My Rotary.
- c) Assist in organizing, establishing and supporting new and different types of clubs, where Rotary is currently not present, as well as in areas where Rotary is already active.

- d) Communicate committee progress, challenges and opportunities with your Rotary coordinator and District governor on a regular basis.

PUBLIC IMAGE COMMITTEE

(RI CODE OF POLICIES 17.030.2)

PURPOSE

The District public image committee should promote Rotary and foster understanding, appreciation and support for the programs of Rotary. The committee should promote awareness among Rotarians and Rotaractors that effective publicity, favorable public relations and a positive image are desirable and essential goals for Rotary.

The chair must have significant knowledge of, commitment to, and experience with profiling the efforts of Rotarians in the public and professional sectors to entice consideration of the opportunity to serve in Rotary.

ADDITIONAL QUALIFICATIONS OF MEMBERS

Preference should be given to those who have experience as a club public image chair and to Rotarians and to Rotaractors who possess media, public image or marketing skills.

DUTIES AND RESPONSIBILITIES

- a) Encourage clubs within the District to make public image a priority.
- b) Promote Rotary to the media, community leaders, and beneficiaries of Rotary programs.
- c) Promote Rotary's visual identity and voice.
- d) Communicate with the governor and the chairs of key committees to stay informed about projects and activities.
- e) Liaise and collaborate with the Rotary Public Image Coordinator.
- f) Share RI public image materials with clubs.
- g) Seek opportunities to speak to individual clubs about the importance of club public image.

ADDITIONAL TRAINING REQUIREMENTS

In addition to the chair, as many committee members as possible should attend a training meeting conducted by the Rotary Public Image Coordinator as appropriate.

THE ROTARY FOUNDATION COMMITTEE

(RI FOUNDATION CODE OF POLICIES 25.010)

PURPOSE

The Rotary Foundation Committee of the District (DRFC) assists in educating, motivating, and inspiring Rotarians to participate in Foundation grant and fundraising activities in the District. The sub-committee chairs are members of this committee.

CHAIR

The Rotary Foundation committee must have continuity of leadership; therefore, The Rotary Foundation Committee chair shall be appointed for a three-year term, subject to removal for cause.

The Chair should have working knowledge and experience of The Rotary Foundation's programs, area of focus, and grants.

The Governor is an ex-officio member of the committee and provides one of the two authorizing signatures for the use of Designated Funds to reflect the decisions of The Rotary Foundation Committee.

The current Governor cannot serve as the DRFC Chair.

COMMITTEE QUALIFICATIONS

In addition to the minimum recommended qualifications established in the Leadership Plan, it is recommended that The Rotary Foundation committee of the District members be past governors, past assistant Governors, effective past sub-committee members, or experienced Rotarians. Committee members should be appointed based on their program participation, Foundation expertise and giving.

TRAINING REQUIREMENTS

All members of The Rotary Foundation Committee are expected to attend a regional Rotary Foundation seminar conducted by a Regional Rotary Foundation Coordinator (RRFC).

In addition, all committee members are expected to attend and participate in the team training seminar and other training meetings as outlined in Article 20 of Rotary Code of Policies.

CHAIR DUTIES AND RESPONSIBILITIES

The DRFC chair shall:

- a) Report to the governor on all Foundation activities monthly, including qualification status of club and District.
- b) Together with the governor, provide one of the two authorizing signatures for the use of the Designated Fund to reflect the decisions of The Rotary Foundation committee.
- c) Confirm that global grant applications are completed and confirm that the sponsor clubs are qualified.
- d) Serve as the primary contact for grants.
- e) Oversee the qualification process and compliance with the requirements of qualifying including ensuring that the annual financial assessment of the financial management plan and its implementation is properly distributed to the clubs in the District.
- f) Work with the governor, trainer, and training committee to plan, organize, and promote seminars, training assembly, president-elect training seminar, and grant management seminars, focusing on agenda and content.
- g) Assist the governor-elect in obtaining input from Rotarians before establishing Foundation goals for implementation during his/her term as governor.
- h) Ensure The Rotary Foundation grant activities are reported on at a meeting to which all clubs are invited or eligible to attend, as required by the terms and conditions of Foundation grants.

FOUNDATION SUB-COMMITTEES

As part of this committee, you educate clubs about the Foundation and inspire them to support its programs and fundraising activities. The responsibilities also include authorizing the use of District Designated Funds for grants and qualifying the clubs in your district to apply for global grants.

There are sub-committees for fundraising, grants, PolioPlus, Rotary peace fellowships, and stewardship.

The committee's work includes:

- Encourage clubs to offer at least two programs on the Foundation annually.
- Coordinate all Foundation fundraising and program participation.
- Decide how to use the District Designated Fund in consultation with the district governor and governor-elect.
- Plan and conduct the district Vibrant Club Workshop in consultation with the governor and district trainer, as well as the district public image and membership chairs.

There are other optional sub-committees available for the District.

The Governor-Elect shall appoint members for the open positions of The Rotary Foundation sub-committees for their year in office. It is recommended that sub-committee chairs serve three-year terms to ensure continuity.

INTERNATIONAL SERVICE SUB-COMMITTEE

PURPOSE

The International Service sub-committee supports the clubs with their international service projects and helps enhance the quality of the District's humanitarian efforts by identifying resources and experts to provide advice on international service projects and global grants.

This is a sub-committee of the Foundation Committee.

ADDITIONAL QUALIFICATIONS OF MEMBERS

Preference should be given to members who are past Governors, past Regional Coordinators of The Rotary Foundation, past assistant Coordinators of The Rotary Foundation, and those with experience with international service projects.

DUTIES AND RESPONSIBILITIES

- a) Promoting greater awareness of resources and strategies for project planning, implementation, identifying key local subject matter experts, and establishing direct lines of communication and accountability for all types of international service, with a special emphasis on improving global grant applications and the development of partnerships between International Rotary clubs and Districts.
- b) Confer and cooperate with other leaders from across the District including but not limited to The Rotary Foundation grants sub-committee, community service, vocational and alumni committees to identify and promote resources for improved projects and grants.
- c) Collaborate with Rotaract representatives, Rotary Action Groups, The Rotary Foundation of Technical Advisors, and other experts interested in assisting with projects and global grant activities.

APPOINTMENT OF CHAIR

To be effective, the international service Committee chair must have continuity of leadership and success planning. The governor-elect, in consultation with the immediate past governor and governor-nominee, is encouraged to appoint a past governor, past regional coordinator of The Rotary Foundation, or a past assistant regional coordinator of The Rotary Foundation to chair this committee, to serve a term of three years without reappointment limits.

LEARNING & LEADERSHIP DEVELOPMENT COMMITTEE

(RI CODE OF POLICIES 17.030.2)

PURPOSE

The committee is responsible for supporting the governor and governor-elect in training clubs and leaders and overseeing the overall training plan for the District.

In addition to the Chair, committee members are expected to attend and participate in the training as it prepares them for their roles. They should join the team training seminars and other meetings as outlined in our Rotary Code of policies.

Training will be conducted by a Rotary coordinator who should have the education, appropriate training and facilitation experience. In addition to that, the coordinator should have significant knowledge and commitment to conduct the training through a variety of teaching strategies.

QUALIFICATIONS OF MEMBERS

Preference should be given to Rotarians and Rotaractors with training, education or facilitation experience. The chair should have significant knowledge of, commitment to, and experience with adult/youth volunteers which may necessitate the need for a variety of teaching strategies.

DUTIES AND RESPONSIBILITIES

- a) Assist the convener, usually the governor or governor-elect, of each training meeting in the District, including Rotary required training.
- b) Under the direction of the meeting's convener, the committee is responsible for one or more of the following aspects:
 - Program content (in accordance with board-recommended curricula)
 - Conducting sessions.
 - Identification of speakers and other volunteers
 - Preparing training leaders
 - Program evaluation
 - Logistics
 - Marketing to target audience
 - If the District is part of a multi PETS, work in accordance with the policies and procedures of that multi PETS.

GOVERNANCE COMMITTEE

PURPOSE

The committee is responsible for reviewing the District's policies and operations to ensure the District is in compliance with all legal and fiduciary duties and responsibilities.

As necessary the governance committee should consider and take appropriate action to maintain compliance with the established code of policies of Rotary International and The Rotary Foundation.

Further, the Governance Committee with the Council on Resolutions (COR) and the COR representative as to new proposals to be submitted at the next Council on Resolutions and Council on Legislation.

The Governance committee must have continuity of leadership; commitment to, as well as experience with, oversight of the policies and procedures of Rotary Districts and clubs. A background in governance processes through experience in not-for-profit board leadership roles would be an asset.

The following are sub-committees of the Governance Committee:

- Nominating sub-committee
- District Abuse and Protection sub-committee

CHAIR

The chair shall be an active member still residing in the District, selected by the committee members, and appointed by the Governor will be selected from the committee subject to agreement of the majority of the committee members. The Chair should ideally have experience in matters of governance within the District as well as the members' previous oversight roles in the non-profit sector.

The appointment shall be a three-year term subject to annual review.

MEMBERS

This committee will be composed of 6-10 individuals including three Past Governors still residing in the District, the Governor, the Executive Secretary and 2-5 Rotarians appointed by the Governor from each of the Canadian and the U.S. portions of the District.

A background in governance processes through experience in not-for-profit board leadership roles would be an asset to this committee.

RESPONSIBILITIES

- a) Review issues related to the governance of Rotary International, including governance procedures utilized and make recommendations to improve, when warranted;

- b) Serving on one of the following sub-committees and reporting within 10 days following each sub-committee meeting by filing a report to the chair of the Governance committee for inclusion in the next meeting of the Governance Committee.

NOMINATING SUB-COMMITTEE

(RI BYLAWS 12.)

PURPOSE

Primary responsibility is to seek out and propose the best available candidate for Governor Nominee Designate.

Also, this District committee will select a Vice-Governor to replace a Governor in case of temporary or permanent inability to complete their term. This selection will be made at the same time as the Governor nominations.

(RI BYLAWS 16.060.)

The committee is also responsible for selecting one of the most knowledgeable Rotarians from within the District to serve as the District's Representative to the Council on Legislation as well as an Alternative Representative.

(RI BYLAWS 9.)

In addition, the Nominating Committee will select the following members of the Rotary International District 7090, Inc. Board of Directors for a term of one year, commencing July 1, who may serve any number of consecutive terms:

- a) Past Governors still active in the District, including regular attendance at District council meetings, who by virtue of this selection to serve on the Board of Directors of the Corporation will be Chair of the Advisory Council of Past Governors.
- b) Two members active in the District Council will be selected to serve on the Board of Directors.

MEMBERS

Composed of three immediate past Governors still residing in the District and two club past presidents, one from the USA and one from Canada, as an

introduction to District level participation ensuring diverse representation from the breadth of our District.

No peer shall interview a peer.

Anytime there is the potential of conflict of interest, it must be declared in writing to the Nominating Chair.

If one of the three immediate Past Governors is unable to serve, the Governor may appoint another Past Governor.

CHAIR

The senior of the three immediate Past Governors on this sub-committee shall be Chair with the right of refusal available. If / when refusal is exercised, the Governor shall appoint another D7090 Past Governor residing in the District as Chair.

DUTIES AND RESPONSIBILITIES:

The selection and proposal of a candidate for Governor Nominee Designate, Vice-Governor, and Council on Legislation Representative and alternate Representative shall conform to the By-laws of Rotary International and of this Manual.

In the selection procedure, this committee is not limited to candidates proposed by Clubs.

CONDUCT AND REVIEW OF ELECTIONS

(RI BYLAWS 12.010 & 12.030)

The District shall select a nominee for Governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The nominee shall assume the title of Governor-Nominee-Designate upon selection and shall assume the title of Governor-Nominee on 1 July two years prior to assuming office as Governor.

The board shall have the authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the

international assembly, if such an election is needed under the provisions of these bylaws.

In Districts adopting a nominating committee procedure, the committee shall seek out and propose the best qualified candidate for governor nominee. The terms of reference of the committee, including the method for selecting members, shall be determined in a resolution adopted by the electors present and voting at a conference. The terms of reference must not be inconsistent with the bylaws.

Any District that has adopted the nominating committee procedure but fails to select the member of the committee shall select the five most recent past governors who are still members of a club in that District as its nominating committee. The committee shall function in accordance with section 12.030.

The governor shall invite clubs to submit their suggestions for governor. The deadline for suggestions is at least two months before the nominating committee meeting. The suggestions shall be submitted by a resolution naming the suggested candidate adopted at a regular club meeting and certified by the secretary. A club shall only suggest one of its own members.

The committee shall nominate the best qualified Rotarian who is available to serve as governor and not be limited to those names submitted by clubs in the District.

The chair of the committee shall notify the governor of the candidate selected within 24 hours of the adjournment of the nominating committee. Within three days of receipt of the notice, the governor shall notify the clubs in writing of the name and club of the nominee.

The balance of pertinent information relative to this section can be found in the Rotary International Bylaws.

DISTRICT ABUSE AND PROTECTION SUB-COMMITTEE

PURPOSE

The Governor shall appoint members to the District Abuse Prevention Committee, which shall be responsible for the implementation and enforcement of this Policy, including overseeing the investigation of reports of conduct that is reasonably believed to violate this Policy.

POLICY STATEMENT

Every Rotarian, Volunteer, and Staff member is responsible to protect the well-being and welfare of every person with whom they come in contact while participating in an Activity from abuse, harassment, or neglect as those terms are defined herein, particularly in regard to vulnerable persons.

This Policy shall be interpreted so as to be consistent with federal, province/state, and local law concerning the prevention and reporting of prohibited abuse, harassment, or neglect of individuals and such laws are incorporated into this Policy.

MEMBERS

The DAPC shall consist of five members, at least two of whom shall be citizens of the United States and two of whom shall be citizens of Canada. Each member should have relevant training or experience in at least one of the following areas:

- a) working with vulnerable persons in a professional capacity or as a Rotarian, Volunteer, or Staff;
- b) in the field of human rights as defined and protected under law; or
- c) in the field of human resources.

DAPC members shall be appointed to a three year term and shall be replaced on a staggered schedule, so that at least two members of the DAPC are replaced annually.

DAPC members shall serve their three year term, unless and until they resign or are removed by the District Board of Directors for cause or because of incapacitation.

Each DAPC member shall become familiar with both the Rotary International Child Protection System and relevant Rotary International policies concerning the prevention of abuse, harassment, and neglect and protection of all vulnerable persons, as well as relevant federal, provincial or state, and local laws and regulations.

Members of the DAPC shall treat information regarding reported incidents of abuse, harassment, or neglect as confidential information, which shall be provided only to the Governor, the Board of Directors, and law enforcement

agencies or courts, doing so in compliance with applicable federal, provincial or state, and local law, as well as this Policy.

RESPONSIBILITIES

- a) The DAPC chairperson and the Governor/President shall ensure that, at least once every three years, all Rotarians, Volunteers, and Staff receive training in the requirements of this Policy and of federal, provincial/state, and local law concerning prohibited abuse, harassment, and neglect and the protection of vulnerable persons during District Activities.
- b) Governor/President shall ensure that each District Rotarian, Staff, or Volunteer involved in organizing, supervising, or who participates in an Activity involving the participation of, or provision of services to, vulnerable persons has completed an appropriate screening program, relative to the individual's fitness for such participation. Such screening shall include the completion of the District's Volunteer Assessment form. Refer to the District website.
- c) The DAPC shall review this Policy to determine whether it requires revision every three years after its adoption or as information shall indicate. The chairperson of the DAPC shall advise the Governor/President regarding whether any revision to this Policy is required every three years or as circumstances may require.
- d) Members of the DAPC, the Governor/President, and the designated investigator shall treat all information regarding such reports as confidential information and take necessary action.

YOUTH SERVICES COMMITTEE

PURPOSE

To identify, market and implement Youth engagement strategies within the District. It shall be under the direction of the Chair, Youth Services.

D7090 has the following youth programs that all clubs are invited to participate in and support - namely Interact, Rotaract, New Generations Service Exchange, Rotary Youth Exchange as well as Rotary Youth Leadership Awards (both RYLA and Jr RYLA).

CHAIR

The Chair must have significant knowledge of, commitment to, and experience with the established protocols relative to all interactions involving youth and adhere to the relative procedures, without exception.

The Chair is appointed for a one-year term, renewable up to a maximum of three years. The Chair is appointed by the Governor on an annual basis, on the advice of the Governor-Elect, and is responsible to the Governor and the Governor-Elect.

The Chair will support the various sub-committees and bring those chairs together 2-3 times a year to discuss relevant issues to all.

INTERACT SUB-COMMITTEE

PURPOSE

To support and promote activities and projects of Interact clubs within the District.

CHAIR(S)

The Interact sub-committee will be led by two co-chairs - one supporting the Interact Clubs in the USA and the other the clubs in Canada.

The committee chairs can ask other Rotarians, Interactors or school liaisons to assist them with their work throughout the year.

The Chair will be the District Rotaract Representative appointed by the Governor with input from the Youth Services Chair and other Interactors.

DUTIES AND RESPONSIBILITIES

- a) Coordinate District wide activities related to Interact.
- b) Promote program participation through regular contact with assistant governors and clubs.
- c) Promote Interact by inviting participants to speak at events and encourage clubs to get involved.
- d) Support the organization of the new Interact club.

- e) Provide training and support to Interact club advisors, including youth protection.
- f) Oversee other administrative functions of Interact clubs within the District.

ROTARACT SUB-COMMITTEE

PURPOSE

The Rotaract Sub-Committee is composed mainly of Rotaractors and supports Rotaract clubs in the District.

CHAIR

The Chair will be the District Rotaract Representative appointed by the Governor Elect with input from the Youth Services Chair and other Rotaractors.

QUALIFICATIONS OF MEMBERS

Preference should be given to those who have club-level experience with Rotaract, Rotaract alumni and Rotaract members with leadership potential. Where feasible and practicable there should be provision for continuity of membership by appointing one or more members for a second term.

DUTIES AND RESPONSIBILITIES

- a) Coordinate District wide activities related to Rotaract such as joint service projects and / or sessions at District Conference that all Rotaractors can attend.
- b) Promote engagement through regular contact with assistant governors and clubs.
- c) Promote Rotaract by inviting participants to speak at events and clubs, partner in service projects, and attend joint leadership and professional development training.
- d) Support the organization of new Rotaract clubs.
- e) Provides training and support to Rotaract Club Officers
- f) Oversee other administrative functions of Rotaract clubs within the District such as ensuring all membership data is up to date in Club Runner and Rotaractors are using Rotary Club Central tools for goal setting.

ROTARY YOUTH LEADERSHIP AWARDS (RYLA) SUB-COMMITTEE

PURPOSE

The Rotary Youth Leadership Awards sub-committee oversees, promotes, and supports the activities of Rotary Youth Leadership Awards (RYLA) in the District.

DUTIES AND RESPONSIBILITIES

- a) Coordinate District wide activities related to the promotion of Rotary Youth Leadership Awards.
- b) Promote program participation through regular contact with youth leads in each club and others keen on promoting RYLA to their clubs.
- c) Ensure curriculum design of RYLA remains relevant.
- d) Engage RYLA alumni to be a part of RYLA events and / or assist in promotion of RYLA to new participants.
- e) Cultivate community partnerships and leverage community leaders as speakers, facilitators, or trainers.

CHAIR

The chair of the RYLA sub-committee will be appointed by the Chair, Youth Services.

The rest of the committee will be individuals with a strong enthusiasm for young adult leadership development and others knowledgeable of RYLA - including RYLA alumni.

The other members can be selected by the RYLA Chair with input from the Chair, Youth Services.

ROTARY YOUTH LEADERSHIP AWARDS, JR. (RYLA JR) SUB-COMMITTEE

RYLA JR is a D7090 specific program, not a Rotary International approved program. This committee historically has arranged for applicable insurance

through the Canadian Insurance provider and must continue to adhere to the procurement of satisfactory insurance.

PURPOSE

To operate leadership training program(s) for youth in the 15-18 year old age group and promote the development of Interact clubs for youth.

CHAIR

The chair will be appointed by the Chair, Youth Services.

MEMBERS

Members of the sub-committee can be selected by the RYLA Chair with input from the Chair, Youth Services. Members are to assist the chair in fulfilling their responsibilities and to liaison with Clubs.

Preference should be given to Rotarians with:

- experience in working with this age group
- a strong enthusiasm for young adult leadership development
- and others knowledgeable of RYLA JR.

DUTIES AND RESPONSIBILITIES:

- Coordinate District wide activities related to the promotion of Jr. RYLA
- Promote program participation through regular contact with youth leads in each club and others keen on promoting Jr. RYLA to their clubs
- Ensure curriculum and design of Jr. RYLA remains relevant
- Ensure sponsoring clubs assist with transportation to weekend event and also encourage sponsored students to present to club on insights gained from taking part in the experience
- Cultivate community partnerships and leverage community leaders as speakers, facilitators and / or trainers - especially RYLA and Rotaractors and others who will be relevant role models for the participants

NEW GENERATIONS SERVICE EXCHANGE SUB-COMMITTEE

PURPOSE

To select outbound candidates who would represent District 7090 well in this exchange and to approve and organize inbound candidates experiences while staying in our District.

CHAIR

The chair of this sub-committee will be appointed by the Chair of Youth Services.

MEMBERS

Ideally the members of this committee should come from a wide selection of clubs in our District as well as alumni from RYLA or Rotary Exchange interested in promoting and supporting this program.

DUTIES AND RESPONSIBILITIES

- Confirm how many inbound and outbound candidates the District wants to receive in a given Rotary year - in consultation with Chair Youth Services and Governor.
- To promote the program to clubs to ensure we receive good quality candidates for outbound experiences
- To interview and approve both inbound and outbound candidates who will be representing or arriving in our District
- To organize the homes to billet the inbound and the activities for the inbound - in consultation with the local clubs in the District

ROTARY YOUTH EXCHANGE

Rotary Youth Exchange is a separately incorporated entity that supports the activities of our inbound and outbound students.

The official name is "Rotary District 7090 Youth Exchange Program, Inc."

The District Chair of Youth Services is:

- an ex-officio member of this Board of Directors
- a link to the clubs and to provide support for all activities associated with the youth exchange program

SERVICE COMMITTEE

PURPOSE

The committee is responsible for supporting the governor and governor-elect in orchestrating projects aimed at enhancing SERVICE in the clubs, both locally and internationally, that will result in an enhanced profile within the District.

The chair should have significant knowledge of, commitment to, and experience with proven service projects and engagement activities.

The following are sub-committees of the Service Projects Committee:

- Community Service
- Healthy Communities
- Honouring Indigenous Peoples (HIP)

COMMUNITY SERVICE SUB-COMMITTEE

PURPOSE

This committee promotes programs, activities, and resources related to community, vocational, and youth service and offers additional support for Rotary, Rotaract and Interact clubs

ADDITIONAL QUALIFICATIONS

Preference should be given to Rotarians and Rotaractors with experience in planning, implementing local, sustainable service efforts of varied size with an emphasis on LARGE SCALE District Projects that will raise awareness of Rotary At Work across the District and foster a synergy unique to our “Best of Friends” District.

DUTIES AND RESPONSIBILITIES

- a) Help identify new trends, issues or problems within the District that clubs may want to address
- b) Visit clubs within the District to speak about successful Community service projects and provide information on Rotary programs and emphases to help strengthen their projects.

- c) Encourage and assist club Community Service chairs in carrying out their responsibilities
- d) Encourage clubs to organize a Rotary Community Corps (RCC) if appropriate, and encourage level RCC meetings to exchange project development ideas.
- e) Maintain inter-committee communication with other committees.
- f) Organize District-level club Community Service chair meetings, in conjunction with conference, training assembly and other meetings to exchange ideas and promote projects.
- g) Identify areas for cooperation between Club Community Service projects and local non-Rotary service organizations, by sharing information and helping clubs to set goals.
- h) Request regular reports on successful Community Service projects from club Community Service chairs, for promotion in the governor's monthly letter, and report to RI for possible publication.
- i) Organize exhibits of outstanding Community Service projects at District and zone meetings.
- j) Organize District wide Community Service activities.
- k) Promote resources for service and engagement, inclusive of Rotary Fellowships and Rotary Action Groups.
- l) Facilitate recognition for clubs and/or individuals who advance the principles of Rotary, including vocational service and empowering and engaging young people.

HEALTHY COMMUNITIES SUB-COMMITTEE

PURPOSE

This committee encourages our 7090 Rotary, Rotaract and Interact clubs to be actively involved in promoting the overall health and wellness of their communities, based on identified needs of the community, and in collaboration with other community partners.

CHAIR

Appointed by the Governor and Governor Elect. The chair should have an awareness of common issues facing our District communities as well as a

network of community partners with mandates in keeping with Rotary's ideals and vision.

DUTIES AND RESPONSIBILITIES

- Encourage clubs to become involved in community "wellness" in their own communities.
- Identify and provide resources and possible opportunities for clubs to consider to address an identified need in their community
- Engage clubs to publish their success stories, subject to standard privacy policies.
- Supply resources and opportunities to clubs for consideration.

COMMITTEE MEMBERSHIP

Committee members are appointed by the Committee Chair subject to consultation with the Governor and Governor-Elect.

Committee members are to provide assistance to the Chair in the performance of their responsibilities, and provide liaison with Clubs in the District.

HONOURING INDIGENOUS PEOPLES (HIP) SUB-COMMITTEE

PURPOSE

- a) Promote and educate Rotarians and clubs on Indigenous issues
- b) Encourage District clubs to work with Indigenous groups
- c) Share info on Indigenous activities
- d) Encourage clubs to work on joint projects with Indigenous neighbours
- e) Encourage clubs to join Rotary HIP

CHAIR

Appointed by the Governor and Governor Elect.

The chair should have an appreciation of the issues facing our Indigenous people as well as the ability to build a cohesive committee.

MEMBERS

Appointed by the Committee Chair subject to consultation with the sitting Governor and Governor Elect.

DUTIES AND RESPONSIBILITIES:

- a) Gathering and sharing events and opportunities related to Indigenous groups.
- b) Encouraging clubs to respect indigenous peoples by acknowledging gratitude for the land and those whose traditional territory we reside on when we meet as a group. Reference Land Acknowledgement on District website.

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

PURPOSE

The following is Rotary's commitment to Diversity, Equity, and Inclusion that was adopted in 2019:

At Rotary, we understand that cultivating a diverse, equitable, and inclusive culture is essential to realizing our vision of a world where people unite and take action to create lasting change.

We value diversity and celebrate the contributions of people of all backgrounds, across age, ethnicity, race, color, disability, learning style, religion, faith, socioeconomic status, culture, marital status, languages spoken, sex, sexual orientation, and gender identity as well as differences in ideas, thoughts, values, and beliefs.

Recognizing that individuals from certain groups have historically experienced barriers to membership, participation, and leadership, we commit to advancing equity in all aspects of Rotary, including in our community partnerships, so that each person has the necessary access to resources, opportunities, networks, and support to thrive.

We believe that all people hold visible and invisible qualities that inherently make them unique, and we strive to create an inclusive culture where each person knows they are valued and belong.

In line with our value of integrity, we are committed to being honest and transparent about where we are in our DEI journey as an organization, and to continuing to learn and do better.

MEMBERS

Under the direction of the Governor, this committee shall be formed to address and elevate this opportunity to all our membership. Rotarians and Rotaractors from diverse backgrounds will be invited to join this committee to position this awareness in a timely, yet compelling, manner to our clubs.

RESPONSIBILITIES OF MEMBERS

- a) Successful completion of RI course – Committing to Diversity, Equity and Inclusion.
- b) Development of Database to provide reasonable assessment of current status in these three critical areas.
- c) Develop list of Champions to be recognized for their Equality / Diversity / Inclusion leadership beyond Rotary as possible candidates for membership on the District committee.

ADDITIONAL TRAINING REQUIREMENTS

In addition to the chair, as many committee members as possible should attend a training meeting conducted by the Rotary Coordinator as appropriate.

IMPARTIALITY OF SELECTION COMMITTEE(S)

Rotarians who serve on a club or District-level selection committee for District programs are expected to exercise complete transparency in their familiar, personal, or business relationship with an applicant and must notify the committee chair in advance of the selection process of any actual or perceived conflict of interest due to the committee member's association with a candidate, e.g. employees of the same firm or organization, members of the same Rotary club or member of the Area sponsoring an application, familial relationship, etc.

The selection committee chair will decide how and if that committee member should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest. If the selection committee chair is the individual with an actual or perceived conflict of interest,

the Governor, as appropriate, will decide how and if such chair should participate in the election process for that one or all candidates with whom there is an actual or perceived conflict of interest.

REPRESENTATIVE TO THE COUNCILS ON RESOLUTIONS AND THE COUNCIL OF LEGISLATION (COL)

The Representative to the COL shall be one of the most knowledgeable and best-qualified Rotarians available for service that is well informed about current Rotary policies, procedures, and programs, from within the Clubs in the District and must be a past officer of Rotary International or qualified in accordance with the bylaws of Rotary International Article 9.

The delegate and alternative delegate will be selected according to the nomination committee procedure outlined in Article 9.050, copied below, of the RI bylaws, and in this Manual of Policies. The representative and an alternate representative should be selected by a nominating committee procedure based on section 12.030 RI Code of Policies when not in conflict with this section. If a District fails to adopt a method for selecting members of a nominating committee, the nominating committee shall be composed of all past governors who are members of a club in that District and able to serve. A candidate for representative shall not serve on the committee. Representatives shall be selected by 30 June two years before the council on legislation, for example June 30, 2020 to serve in the 2022 COL.

DUTIES AND RESPONSIBILITIES

(RI BYLAWS 9.030)

Duties of a Council Representative are as follows:

- a) Assist clubs in preparing enactments and resolutions;
- b) Discuss legislation and resolutions at conferences and other meetings;
- c) Be knowledgeable of the attitudes of Rotarians within the District;
- d) Consider carefully all legislation and enactments presented to the councils and effectively communicate their views to the Councils;
- e) Act as an objective legislator of RI;
- f) Attend the Council on Legislation for its full duration;

- g) Participate in the Council on Resolutions; and
- h) Report on Council deliberations to the clubs of the District.

SECTION FOUR – GOVERNOR’S SUB-COMMITTEES

The following sub-committees, if the Governor and Council makes the decision to constitute them, will be standalone committees, reporting directly to the Governor.

There may be possible overlaps with other Committees or Sub-committees.

DISTRICT CONFERENCE SUB-COMMITTEE

PURPOSE

Under the direction of the governor, the conference sub-committee shall plan, promote and implement the necessary arrangements to ensure good programming and maximum attendance at the conference.

MEMBERS

Preference should be given to those who have experience in the meeting coordination and/or hospitality industry and/or to Rotarians and Rotaractors with media, public image or marketing skills.

DUTIES AND RESPONSIBILITIES

Under the direction of the Governor:

- a) Select the conference venue and coordinate all related logistical arrangements
- b) Coordinate the finances of the conference to ensure maximum attendance
- c) Promote conference attendance with particular emphasis on:
 - New Rotarians and Rotaractors
 - All members of newly organized clubs in the District; and
 - Representation from every club in the District and the family of Rotary
 - Promote the conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary’s programs.
 - Provide relevant, motivational, and informative programs

STRATEGIC PLAN COORDINATOR

The Strategic Plan Coordinator (SPC) is responsible for overseeing the implementation and evolution of the developed Action Plan for the updating and refreshing the Strategic Plan.

The SPC will serve a maximum of three one-year terms.

ADVISORY GROUP

The SPC will be supported by an advisory group that consists of the following:

- District Governor
- District Governor-Elect
- District Committee Chairs

DUTIES AND RESPONSIBILITIES

The SPC will be responsible for ensuring the Action Plan developed for the Strategic Plan remains up to date and relevant to D7090. Specific duties are to include the following:

- a) The SPC will create a comprehensive Action Plan for a three-year period, ensuring it aligns with the District's strategic goals. This process includes consultations and surveys to create an updated, refreshed version of the Plan.
- b) The SPC will propose a one year Action Plan that will guide the DG and District Council as they strive to serve the District. The objectives are based on a variety of inputs that include survey results, DGE inputs, and other consultations.
- c) The SPC will regularly track the progress of the goals of the Action Plan. If any goals are not being met, the APC will take appropriate action to resolve any shortfalls.
- d) The SPC will ensure regular communication with the membership by providing updates in the District's monthly newsletter.

SECTION FIVE – D7090 SPECIFIC POLICIES

SOLICITING FUNDS FROM OTHER CLUBS

It is the policy of the District that it seeks to encourage the cooperation and collaboration of District Clubs and will therefore not restrict any club from soliciting another club for funds, or funding, for a local or international service project. Should a club seek to solicit funds for a community service project or international service project on a district level basis, then approval to solicit on such a basis, must be approved by a vote of the District Council.

DISTRICT FUNDRAISING

It is the general policy of the District that fundraising efforts by the District shall be limited to those efforts in support of The Rotary Foundation. In addition, it is the policy of the District that it shall not undertake any fundraising efforts on behalf of a District Club or Community Service Project, but shall be entitled to undertake fundraising efforts where the District is the beneficiary of such fundraising, and where such fundraising efforts are done with the general intent to use such funds to reduce the operating expenses of the District and/or the District Club Dues, or otherwise improve District operations.

CLUB EVENTS CONFLICTING WITH DISTRICT-WIDE EVENTS

It is the policy of the District that District-wide events, including, but not limited to, for example, District Learning Assembly, District Conference, The Rotary Foundation Annual Dinner, District Day of Service, shall be made part of a District Calendar, available to all clubs at the earliest opportunity, and that Clubs should be encouraged to schedule their own special events or projects, when possible, so as not to conflict with these District-wide events.

COMMUNICATIONS & PRIVACY POLICY

It is the policy of the District to ensure that personal information provided to the District is protected based on the laws regarding privacy and appropriate use of data both for Ontario and New York State.

EMERGENCY MANAGEMENT PLAN

In the event of an identified crisis, the District shall employ the Crisis Management Plan which contains specific communications guidelines and expectations.

APPENDICES

Appendix A	ABUSE, NEGLECT AND HARASSMENT PREVENTION POLICY
Appendix B	SEXUAL HARASSMENT POLICY
Appendix C	NON-DISCRIMINATION POLICY
Appendix D	SEXUAL HARASSMENT, ABUSE, OR NEGLECT COMPLAINT REPORT
Appendix E	CONFLICT OF INTEREST POLICY
Appendix F	CONFLICT OF INTEREST DISCLOSURE FORM