



District Council Agenda April 10, 2021

Join Zoom Meeting



08:00 - 08:10	Call to Order & Welcome Invocation Introductions	Frank Adamson, Governor Pat Castiglia All
08:10 - 08:25	Audited Financials 2019-20 (previously sent)	John Bartlett, Treasurer
08:25 – 8:30	Resolution Ratifying the Actions of Governor and District Council 2019-20	Anne Bermingham, DGE
08:30	Thanks/Annual Meeting Adjournment	Frank Adamson, DG
08:35	Call District Council Meeting to Order	Frank Adamson, DG
Consent Agenda – approve reports by motion		
a. Secretary's Report		
• District Council Meeting Minutes of January 9, 2021		
b. Treasurer's Report		
• Financials		
c. Governor Report		
d. Governor Elect Report		
e. Governor Nominee Report		
f. Public Image Report		
g. Membership Report		
h. Foundation Report		
i. Youth Services Report		
j. Service Projects Report		
k. Training Report		
l. AG Report		
m. Governor's Committees		
1. Strategic Plan		
08:35 – 09:05	Manual of Policies (MOP)	Anne Bermingham, DGE/Karen Oakes, PDG
09:05 – 09:15	District Conference Report	Lisa Bishop, DGN/Melisa Schrock, PDG
09:15 – 09:45	Council Members Input/Discussion	
• Great Lakes Watershed Cleanup		Governor Frank Adamson
• PE / District Training Assembly		Anne Bermingham, DGE
• Strategic Planning		Melisa Schrock, PDG
09:45 AM	Adjournment	Frank Adamson, Governor



District Council Minutes Saturday, January 9, 2020

Location: Zoom Online Meeting

No. of Attendees: 62

Call to Order: 09:00 a.m. by Governor Frank Adamson, welcoming all members and guests.

Invocation: Robert Morrow, AG Coordinator brought the following invocation. “Loving Creator, whose peace passes all our understanding. As we face this present pandemic, and experience fear and anxiety from recent disturbing events, may we hear your voice, bringing calm to the storms of our time.

Strengthen those who work to limit the spread of the COVID-19 infection, and those who seek to care for the sick, and keep us mindful of those most vulnerable. Give us courage to endure what cannot be avoided.

May we as Best of Friends Rotarians in District 7090 shape our lives to protect one another, enhance our connections to each other and generate commitment to the ideals of Rotary. May our changing habits, practices and sacrifices be for the greater love of our communities – local, national and international - and all your people.

Today as we meet virtually across the District today and in our lives your presence fills us. Your presence matches the ultimate Rotary goal – peace. Amen.

Introductions: Introductions by wave!

Consent Agenda:

MOTION TO REMOVE THE PUBLIC IMAGE REPORT FROM THE CONSENT AGENDA BY AL LUTCHIN, DIRECTOR, SECONDED BY LISA BISHOP, DGN. MOTION APPROVED.

MOTION TO REMOVE THE SERVICE PROJECTS REPORT FROM THE CONSENT AGENDA BY LISA BISHOP, DGN, DIRECTOR, SECONDED BY MIKE RANDALL, SCHOLARS COMMITTEE CHAIR. MOTION APPROVED.

MOTION TO APPROVE THE CONSENT AGENDA WITHOUT THE PUBLIC IMAGE AND SERVICE PROJECTS REPORTS BY KAREN OAKES, PDG, SECONDED BY REG MADISON, PDG. MOTION CARRIED.

MOTION TO AMEND THE AGENDA BY TO INCLUDE SERVICE PROJECTS AND PUBLIC IMAGE BY ANNE BERMINGHAM, DGE, SECONDED BY ROB NAGY, DIRECTOR, AND YOUTH SERVICES. MOTION CARRIED.

Public Image: Al Lutchin presented a collaborative approach being created by he and Angela Carter, Director of Membership, on a pilot project with Zone 28 / 32. It is having coaching as a model for a 3-part coaching leadership series. D7090 is a pioneer with several district interested also.

MOTION TO ACCEPT LOGO AND CONCEPT OF THE ROTARY CENTRE FOR COACHING BY RALPH MONTESANTO, PDG, SECONDED BY KAREN OAKES, PDG.

Discussion included using the Rotary font as directed by Rotary International because it is required. Also, suggestion of alternative spelling of Centre to Center.

MOTION CARRIED.

See also Public Image Report attached to minutes.

Service Projects: Lisa Bishop, DGN, Director, verbally presented her report to remove the Gift of Life which is no longer a D7090 program and to include present two motions recently approved for club to club solicitation, as follows:

MOTION #1: THE ROTARY CLUB OF ST. CATHARINES BE AUTHORIZED TO SOLICIT DONATIONS FROM OTHER DISTRICT 7090 CLUBS TO EXPAND ITS SUCCESSFUL ENTEBBE SCHOOL PROJECT IN NKUMBA UGANDA. MOVED BY KAREN OAKES, PDG, SECONDED BY BOB MORROW, AG COORDINATOR. MOTION CARRIED.

MOTION #2: THE ROTARY CLUB OF DUNDAS VALLEY SUNRISE BE AUTHORIZED TO SOLICIT DONATIONS FROM OTHER DISTRICT 7090 CLUBS TO FUND A MAJOR LIBRARY PROJECT IN URBAN AND NEAR URBAN COMMUNITIES IN NAIROBI, KENYA. MOVED BY REG MADISON, PDG, SECONDED BY KEVIN CROSBY, PDG. MOTION CARRIED.

See also Service Projects Report attached to minutes.

Focus Group with Presidents-Elect: Anne Bermingham, DGE
Anne asked participating PEs, (21), 4 questions to gain input into how the District can help the clubs better realize their goals through District assistance. Results of the polls are attached to these minutes. Additionally, 8 breakouts were formed to have a more intimate discussion. Afterwards, Scott Marcin, DGND, shared the schedule for PETs, attached.

District Conference: Lisa Bishop, DGN & Melisa Schrock, PDG, see District Governor Nominee Report attached.

Update – conference will be Saturday, March 20, 2021, full virtual, called *Rotary Opens Opportunities so Open Your Opportunities in Rotary*. It will be about 3 hours long.

For Council Members Input:

PE Update - DGE Anne Bermingham shared the open list of assigned PEs with attendees and designated individuals to make contact with any club that has no PE assigned to it.

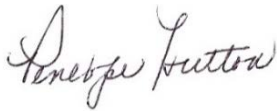
General Questions & Answers:

- Great Lakes Watershed Cleanup noted. The cleanup will take place from the Saturday before Earth Day, Thursday, April 22, 2021, to the Saturday following.
- Glen Christensen, Chair of Rotary Leadership Institute, shared that the Jan – Mar RLI registration is closed as all spots are filled. He also noted that another series of the 3 parts will take place April, May and June. He cautioned Rotarians to register as soon as it is announced.
- Governor Frank announced that as is D7090's practice a donation of \$1000 for a Paul Harris Fellow was made in memory of John Heise, DG 2014-15, who recently passed away. It will be presented to his wife Sandy by PDG Jack Amico due to the still closed border.

DG Frank thanked our participants and adjourned the meeting AT 11:01 a.m. by motion of Dan Smith, Chair of VTT.

Next Meeting of the District Council: Saturday, March 13, 2020.

Respectfully submitted,



**Penelope Hutton
Executive Secretary**

Reports Attached:

Consent Agenda:

- Financials (interim)
- DG Report
- DGE Report
- DGN Report
- Foundation Report
- Youth Services Report
- AG Coordinator Report
- DG Sub-committees

- Healthy Communities Subcommittee Report

Other Reports Attached:

Service Projects Report
Public Image Report (s)
Strategic Plan Report
President Elect Polls

Rotary District 7090

Balance Sheet As of April 3, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10001 Key Bank (US)	139,636.72
10002 BoM (CDN)	180,396.68
Total Bank Accounts	\$320,033.40
Accounts Receivable	
11001 Accounts Receivable (A/R) - US	209.06
11002 Accounts Receivable (A/R) CND	308.77
Total Accounts Receivable	\$517.83
Other Current Assets	
10004 Undeposited Funds	0.00
11003 Account Receivable - Loan	0.00
11004 A/R - Cdn - prior difference	0.00
11005 RYLA Receivable	0.00
11006 SlapShot Receivable	0.00
12001 Restricted Grants Committee	27,430.30
13001 Prepaid Expenses	8,554.49
13002 Prepaid District Conference	0.00
Total Other Current Assets	\$35,984.79
Total Current Assets	\$356,536.02
TOTAL ASSETS	\$356,536.02
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20001 Accounts Payable (A/P) - USD	0.00
Accounts Payable (A/P) - CAD	519.24
Total Accounts Payable	\$519.24
Other Current Liabilities	
20002 A/P - USD - prior difference	0.00
20300 Accrued Expenses	0.00
21001 Future Rotaract Deposits	90.00
23250 District Grants Payable	27,344.59
23500 Unearned / Deferred Revenue	0.00
Total Other Current Liabilities	\$27,434.59
Total Current Liabilities	\$27,953.83
Total Liabilities	\$27,953.83
Equity	
30000 Opening Balance Equity	0.00
31000 Retained Earnings	280,064.67
Net Income	48,517.52
Total Equity	\$328,582.19
TOTAL LIABILITIES AND EQUITY	\$356,536.02

Rotary District 7090

Budget vs. Actuals: 2020 - 2021 District Budget - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Operating Revenue				
40010 General Assessment - Dues	74,937.22	76,397.00	-1,459.78	98.09 %
40020 General Assessment - Conference Support	5,884.88	6,000.00	-115.12	98.08 %
40030 General Assessment - Insurance	22,516.91	22,500.00	16.91	100.08 %
Total 40000 Operating Revenue	103,339.01	104,897.00	-1,557.99	98.51 %
40040 District Governor RI Stipend	16,006.00		16,006.00	
41000 Training Revenue				
41030 RLI	860.00		860.00	
Total 41000 Training Revenue	860.00		860.00	
Total Income	\$120,205.01	\$104,897.00	\$15,308.01	114.59 %
GROSS PROFIT	\$120,205.01	\$104,897.00	\$15,308.01	114.59 %
Expenses				
60000 Operating Expenses				
60010 Banking Fees	211.15	500.00	-288.85	42.23 %
60020 Credit Card Fees	271.19	2,500.00	-2,228.81	10.85 %
60030 IT/Software Expense	545.40	550.00	-4.60	99.16 %
60031 Club Runner Software	2,071.00	2,400.00	-329.00	86.29 %
60032 Website Administration		22.00	-22.00	
60033 Zoom Software	1,199.20	1,950.00	-750.80	61.50 %
60034 QB Software	815.40	825.00	-9.60	98.84 %
Total 60000 Operating Expenses	5,113.34	8,747.00	-3,633.66	58.46 %
60040 Insurance				
60041 US Insurance	2,250.00	2,250.00	0.00	100.00 %
60042 CA Insurance	18,221.79	20,250.00	-2,028.21	89.98 %
Total 60040 Insurance	20,471.79	22,500.00	-2,028.21	90.99 %
60050 Finance & Audit	5,300.00	7,000.00	-1,700.00	75.71 %
60060 District Council		1,250.00	-1,250.00	
61000 Administrative Expenses				
61010 Admin Services	16,000.00	24,060.00	-8,060.00	66.50 %
61020 Office Supplies	228.58	500.00	-271.42	45.72 %
61021 Office Support	-20.00		-20.00	
61022 Postage	129.37	150.00	-20.63	86.25 %
61030 District Newsletter	1,600.00	2,400.00	-800.00	66.67 %
61040 Phone Charge	800.00	1,200.00	-400.00	66.67 %
61050 Treasurer Expenses		200.00	-200.00	
Total 61000 Administrative Expenses	18,737.95	28,510.00	-9,772.05	65.72 %
62000 Directors and Committees				
62100 Director of Training		800.00	-800.00	
62101 DLT Training		1,000.00	-1,000.00	
62102 AG Training		1,000.00	-1,000.00	

Rotary District 7090

Budget vs. Actuals: 2020 - 2021 District Budget - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
62105 RLI	35.90		35.90	
62106 Visioning Training		200.00	-200.00	
Total 62100 Director of Training	35.90	3,000.00	-2,964.10	1.20 %
62200 Director of Foundation				
62201 VTT		175.00	-175.00	
62202 District Simplified Grants		175.00	-175.00	
62203 Paul Harris Society		175.00	-175.00	
62204 Grants	0.00	150.00	-150.00	0.00 %
62205 Rotary Scholars		175.00	-175.00	
62208 TRF Funds (Annual/End Polio/Endowment)		150.00	-150.00	
Total 62200 Director of Foundation	0.00	1,000.00	-1,000.00	0.00 %
62300 Director of Service Projects				
62301 International Community Service		125.00	-125.00	
62302 Community Service		125.00	-125.00	
62303 Vocational Service		125.00	-125.00	
62304 SP (Materials/Printing/Resources)		125.00	-125.00	
Total 62300 Director of Service Projects		500.00	-500.00	
62400 Director of Youth Services				
62403 Rotaract		2,500.00	-2,500.00	
62404 Interact		1,000.00	-1,000.00	
62408 Youth Program Promotion		1,500.00	-1,500.00	
Total 62400 Director of Youth Services		5,000.00	-5,000.00	
62500 Director of Public Image				
62501 RI Materials		250.00	-250.00	
62502 Badges		250.00	-250.00	
62503 Advertising		250.00	-250.00	
62505 Club Website Initiative	8,499.02		8,499.02	
Total 62500 Director of Public Image	8,499.02	750.00	7,749.02	1,133.20 %
62600 Director of Membership				
62602 Regional Training		1,500.00	-1,500.00	
62603 Membership Materials		150.00	-150.00	
62604 Club Start Ups		250.00	-250.00	
Total 62600 Director of Membership		1,900.00	-1,900.00	
62700 District Governor				
62701 Training		2,040.00	-2,040.00	
62702 RI Convention		4,000.00	-4,000.00	
62703 Governor Awards	478.62	500.00	-21.38	95.72 %
62704 Theme Items	237.32		237.32	
62706 District Governor RI Reimbursement	4,268.00		4,268.00	
62707 Governor's Pin	540.94		540.94	
Total 62700 District Governor	5,524.88	6,540.00	-1,015.12	84.48 %

Rotary District 7090

Budget vs. Actuals: 2020 - 2021 District Budget - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
62800 District Governor Elect				
62801 Training		50.00	-50.00	
62802 RI Convention	-869.77	8,000.00	-8,869.77	-10.87 %
62803 Theme Items		3,000.00	-3,000.00	
Total 62800 District Governor Elect	-869.77	11,050.00	-11,919.77	-7.87 %
62900 District Governor Nominee				
62901 Training		50.00	-50.00	
Total 62900 District Governor Nominee		50.00	-50.00	
Total 62000 Directors and Committees	13,190.03	29,790.00	-16,599.97	44.28 %
63000 District Conference Expenses				
63010 General Expenses (current year)	519.24	6,000.00	-5,480.76	8.65 %
Total 63000 District Conference Expenses	519.24	6,000.00	-5,480.76	8.65 %
64000 Miscellaneous Expenses				
64020 DGND Interviews		100.00	-100.00	
64030 Donations	2,000.00		2,000.00	
64050 Other Miscellaneous Expenses	5,815.50		5,815.50	
64060 Learning to Lead Participants		1,000.00	-1,000.00	
Total 64000 Miscellaneous Expenses	7,815.50	1,100.00	6,715.50	710.50 %
Total Expenses	\$71,147.85	\$104,897.00	\$ -33,749.15	67.83 %
NET OPERATING INCOME	\$49,057.16	\$0.00	\$49,057.16	0.00%
Other Expenses				
Exchange Gain or Loss	499.64		499.64	
Total Other Expenses	\$499.64	\$0.00	\$499.64	0.00%
NET OTHER INCOME	\$ -499.64	\$0.00	\$ -499.64	0.00%
NET INCOME	\$48,557.52	\$0.00	\$48,557.52	0.00%

Governor's Report to Council

Easter is behind us, we have effective vaccines to hopefully end a year of COVID and Ontario is in its third lockdown. With support of our faith, family and friends we will see an end and return to some sense of normalcy by the start of a new Rotary year on July 1st. I will go down as your first, and hopefully last Virtual Governor!

Over the past year I, and a host of Governors and Clubs in our District and around the Great Lakes have been planning to host the Great Lakes Watershed Cleanup during Earth Day week. The latest COVID shutdown in Ontario has resulted in another pivot on my side of the border. It made sense to extend the end date to June 1, 2021 for any clubs not comfortable or able to follow the original April dates, and we have done so. In Ontario groups of no more than 5 people can congregate outdoors. The decision on dates for cleanup is up to the clubs. I have reminded clubs to socially distance and to wear masks and I encourage everyone to get vaccinated as soon as it is available. Judy and I are booked in two weeks.

The District Conference is behind us and due to the efforts and dedication of Co-Chairs PDG Melisa Schrock and DGN Lisa Bishop and their Team we had a great line-up of presenters and participants. For those that did not register the sessions have been recorded and the links are on the District website.

I had the privilege of virtually attending the Rotary Club of Welland's 101st Anniversary on April 1st. They tried 4 times to hold this celebration in person over the past year, but finally decided to go ahead. Yes they were chartered on April Fools day, sponsored by the Rotary Club of Hamilton. They presented the City of Welland with a \$100,000 legacy gift for a new Rotary Park on the recreational canal. Congratulations on 100 years of service. The Rotary Club of Niagara Falls, Canada turned 100 on March 1 and the Rotary Club of St. Catharines are celebrating their 100 year birthday on May 1st. Thank you for your service.

DGE Anne Bermingham and her team have been conducting PETS training for new and returning Club Presidents and finalizing the District Assembly for club leaders on May 15th. I would encourage all District Council members to attend the Assembly.

Zones 28 and 32 are holding a Celebrating Our Foundation virtual Gala on May 12 with a District Tailgate party being arranged by Sandi Chard and the Foundation Team. Cost is \$110 USD, with \$75 going to the Annual Fund and \$25 to the Polio Plus campaign. I would encourage members who are able to support TRF to do so. You will receive a charitable tax receipt for \$100 USD.

All of this and more are posted on our District web site, as is registration for a virtual SLAPSHOT, Rotary Leadership Institute, Center for Coaching on April 10th following the Council meeting and more.

Finally, another kick at the can in regards to Membership, our number one Priority in the Strategic Plan. We continue to lose more members than we gain. I am asking every Rotarian and Rotaractor in District 7090 to invite a potential member to a club meeting or event, such as the Watershed Cleanup. Our goal remains at 250 net new members or 4 per club. I honestly believe that this is achievable, but I need your help to make it a reality.

Frank Adamson,
Rotary Club of Fonthill, Ontario,
Governor,
District 7090

From: [Anne Bermingham](#)
To: [Pene Hutton](#)
Subject: SPAM-LOW: My Report for April Council Meeting
Date: Friday, April 02, 2021 5:06:58 PM
Attachments: [image.png](#)

Update from Anne Bermingham:

- President Elect training is coming along nicely. For February, March and April - we have offered a track for new presidents and one for encore presidents. Each session is 1.5 hours in length - interactive and involves really practical homework. Thank you to all of District Council who provided input into this design a few months ago - it was really helpful input. Susan C, Scott M and David B have been incredible in the work they have put in to make these sessions a success!
- In May, the President Elect sessions will focus on smaller clubs (under 25 members) and larger clubs (over 25 members). We will be reaching out to public image, membership, foundation, etc. for some ideas / help with the design of these sessions. We are excited to be able to help them find new ideas that work for the size of their club.
- Also in May we have the District Training Assembly happening virtually on Saturday May 15 from 8:30 to noon. All President Elects are being asked to bring their board / committee chairs to the event (part of their PETS homework) and we are giving them a communication note to share with their boards to ensure all save the date. We have a 20+ person committee working on this and it includes many who are new to the district. Thank you to all of you who suggested people for this committee - especially a shout out to Bob Artis who recommended many immediate past presidents to help us with the task!
- The goals for my year will be the same as the goals of the strategic plan. I certainly plan to keep the many new developments that Governor Frank has brought to our district as mainstays going forward. This includes Pedal / Participate for Polio event in October, the Great Lakes Watershed Clean-Up event in the spring and the continued regular meeting of the DG chain to ensure all are aligned.
- Almost every position has now been filled for the coming year in terms of the District Team - super excited to have many new individuals getting involved with the District. A special warm thank you to Melisa Schrock for accepting the position of membership chair and David Schultz being our new Public Image Chair.

Frank reminded me that I have 3 more months to get my act together. I am trying my hardest... and appreciate everyone's ideas and suggestions for the year ahead!

Anne Bermingham
Governor Elect, Rotary District 7090
Immediate Past President, Rotary Club of Hamilton AM 2019-2020
We are "People of Action" who live by the motto "Service Above Self"

Contact me anne@d7090.org or 905-719-1225

From: [Lisa Bishop](#)
To: [Pene Hutton](#); [Pene Hutton](#)
Subject: DGN Report D7090 District Council- Saturday April...
Date: Saturday, April 03, 2021 10:18:19 PM



D7090 District Council- Saturday April 10, 2021
Governor Nominee Report

“ROTARACTORS ARE THE TODAY OF ROTARY”...Matt Falcone, March 30/21

DGN Training

- Focus on receiving mentorship to role within DG Chain, coaching on public speaking with a virtual audience, Zoom presentation skills
- Viewed many recordings from International Assembly, as well as Webinars (DEI, Youth, Public Image, Foundation) from Zone 28/32 and other Districts.

DGN Role

- Engage in regular set meetings with DG Team for communication, planning, decision making, succession planning, and mentoring.
- Engage in Strategic Planning Committee, Healthy Communities Committee, committees within Service Projects, Finance, PETS, District Training Assembly...
- Attend and support local club virtual meetings & fundraisers.
- Attend Multi District Great Lakes Watershed Virtual Planning Meetings along with our Champion, DG Frank.
- Co-facilitated with DGE Anne, WebTalk on Fundraising During Covid Jan 26
- RLI Facilitator 2 Sessions in Level 1., repeat this month
- Attended 10 Virtual Club Meetings/Celebrations outside of home club.

Co-Chair District Conference with PDG Melisa Schrock

This was absolutely an amazing experience!

What a Team!

VIRTUAL DISTRICT 7090 CONFERENCE 2021 WRAP-UP

2020-21 Rotary Opens Opportunities.....”Open YOUR Opportunities in Rotary!”

It was a success! District Governor Frank had a vision to create an inspiring first ever Virtual District Conference that gave members of Rotary (Rotaract, and Rotarians), and their families, an opportunity to grow the Impact of Rotary. Attendees would see themselves beyond their club service, and experience other Areas of Service, and Open Opportunities in Rotary in... Youth, International, Vocational, Community.

Thank-you so much to all those who were part of creating the first all virtual D7090 District Conference. It was co-hosted by Rotaract and Youth in Rotary, and held through March 15-20, 2021 on the Zoom Conference Program. There were 9 hours over 4 sessions with over 800 registered in total.

Fun wrap-up at District Council! Satisfaction Survey is being launched.

In all that I think, say and do..."I Love Living My Life As A Rotarian, and Calling Rotarians, Family".

"Rotary Opens Opportunities in 2020-21!"

Lisa

Lisa Bishop

DGN

Proud Member of The Rotary Club of Delhi



April - 2021

Report submitted to District Council

From: Alexander Lutchin, Public Image Chair

The website refresh program has been a great success with close to 75 per cent of District Clubs participating. The program is now entering its final phase which will be a refresh of the District Web site.

Feedback from clubs has been very positive with many reporting increased interest in their Club. Some of the smaller clubs who either had no site or not working well now have new and engaging sites.

The PI team has been very busy supporting the District Conference, Membership and the Coaching series launching this month. The team will now turn its focus to the Great Lakes Watershed Cleanup, the District Training Assembly and also the Gala Foundation event. We are continuing to build social media engagement through regular posts along with coverage in local papers generated from news releases for key events where possible.

Social media training will continue in the fall for those Rotarians interested in participating. Ensuring that Clubs are using social media platforms is a priority for the team and will continue to monitor progress and build on the successes of this Rotary Year. Clubs are encouraged to appoint a Public Image Chair if that position is vacant. Anyone who has interest in joining the PI team please email – al@careercompasscanada.com

Thank you

DISTRICT MEMBERSHIP REPORT

REPORT DATE	QUARTER	PREPARED BY
April 3, 2021	Jan – Mar 2021	Angela Carter

REPORT SUMMARY

MEMBERSHIP GOALS OVERVIEW

GOALS	DATE	CURRENT STATUS	YET TO ATTAIN	NOTES
2250 Rotarians by June 30, 2021	March 31, 2021	1925 Members	325 New Members	Net increase of 15 members since December 2020. Net loss of 35 members since July 1, 2020
Club Vitality & Growth	March 2021			90 New Members joined this year.
35% of Rotarians are female	March 2021	35.31%	Over Goal	We continue to increase year over year
Increase # of members under 40	March 2021	4.16% under 40	No Goal	Down slightly from July 2020
New Member Retention	March 2021	96.67%	No Goal	Highest we've been in a long time
Existing Member Retention	March 2021	93.27%	No Goal	Increase over last fiscal year of 6.59%

BUDGET OVERVIEW

CATEGORY	SPENT	% OF TOTAL	ON TRACK?	NOTES
Membership	0	0%	Yes	

MEMBERSHIP PLAN SUMMARY

ACCOMPLISHMENTS

- Re-positioned the District Director of Membership to be known as “Membership Innovation coach” and start speaking of the Assistant Governors as A-Team Coaches / Mentors
- Added a New Generations Membership Coach to the District Membership Committee
- Created a Membership Hub on Facebook where members can go for new and innovative ways for recruitment and retention. 38 Members have joined so far.
- Added Strategic Plan as standing agenda item to District Council Meetings in an effort to promote unified actions to drive change
- Recruited Membership Innovation Coaches (MIC) for majority of Clubs
- Held one Membership Topic in the WebTalk Series to launch the Facebook Membership Hub
- Created a District “Coaching as a new Leadership Model” 3 part series starting April 10, 2021
- Ancaster Club leads the way with 11 new members this year and Buffalo Sunrise added 7 new members!!!

District 7090 Rotary Foundation Report to the District Council

April 10,2021

This committee continues to be very busy as you can see from sub-committee reports that follow. We are still working to encourage club foundation chairs to participate with us. To date we have had two meetings with club foundation chairs and plan one more for spring. At our next planning committee meeting this month we shall be discussing an analysis of how things went this year and possible changes for next year.

Reports compiled by:

Pat Castiglia, D7090 Foundation Chair

Endowment Fund Committee Report

We have met our goal of adding 3 new members this Rotary year. We now have a total of 60 Rotarians who have committed to being members of the Paul Harris Society. They have intentionally pledged to give US \$1,000 every year to help Rotary Open Opportunities! Additionally, we have many other Rotarians who are eligible to join the Paul Harris Society because they gave more than US \$1,000 during the past Rotary year. We offer our sincere appreciation for their ongoing generosity and for enabling Rotary to make such a huge impact on individuals, families, and entire communities.

We also have an opportunity for all attendees at the Pre-Gala Celebration on May 12th .to hear two members "tell their Rotary story". For more information about the opportunity and the Paul Harris Society, please contact Jim Ellison, District 7090 Paul Harris Society Coordinator at 717-503-5749 or jdellison@gmail.com.

.Respectfully submitted,

Jim Ellison, Chair Endowment Fund Comm

District Grants Spending Plan Committee Report

Update:

The submission deadline for applications for district grants was March 15, 2021. Budget amount \$44,000.

of Applications Received: 20, 1st priority applications and 8, 2nd priority applications

- Out of the 20 1st priority applications: 15 for local projects and 5 for global projects.
- Out of the 8 2nd priority applications: all 8 for local projects.
- Applications from USA: 1st priority = 11, 2nd priority = 3, from Canada: 1st priority = 9, 2nd = 5
- Dollars requested for 1st priority projects: \$36,545, 2nd priority projects: \$14,286.

Club Runner Module:

- All clubs submitted their applications online.
- Feedback has been positive with remarks such as: user friendly, storage of documentation is helpful, feedback is prompt, like being able to update module anytime and make changes.
- All reviewers have responded favourably to the module and are using it. Some emailing with clubs is found to be useful when specific questions and answers are required.
- Have encountered some “glitches” with the module, as well as some “not so user friendly” functions, such as having to email all reviewers when referring to one specific grant. I continue to communicate with club runner when issues arise.
- To date 12 applications have been reviewed and are conditionally approved
- The goal is to have all applications vetted and conditionally approved by April 15, 2021

Final Reports for 2020-2021

- Final reports are due by April 30, 2021.
- The goal is to have all final reports reviewed and submitted for payment by May 30, 2021.
- Going forward final reports will be completed on club runner in the grants module.

Work in Progress:

- Currently preparing a document evaluating all areas of the district grants as we move through the online process. Areas such as: grants qualification process, MOUs, Addendum, deadlines, application guidelines and requirements, reviewer responsibilities, Chair responsibilities, access to information, final report requirements, and any other process involved that impacts the ability of a club to access grants.

I would like to thank all the reviewers who have taken a tremendous amount of their time to review grants, provide feedback, and ensure applications are of quality and beneficial to the communities we serve. They are: John Boronkay, Paul Saskowski, John Teibert, Karen Oakes, Pat Castiglia, Cameron Johnston, and Sandi Chard.

Respectfully Submitted,

Lezlie Murch, Chair Grant Spending Committee

Annual Fund Sub-Committee and Polio Plus Committee Report

Update:

Annual Fund with Gala

- Approximately \$75.00 per Rotarian average as of today still need \$\$\$ to meet our goal. Due to lesser membership numbers, the actual dollar amount is also down which affects all DDF in 3 years. There are still a few clubs that traditionally give at the end of the year but currently we have 15 non-giving clubs.

- Zone 28 and 32 have offered us to be involved in a Gala foundation celebration online which would include one hour packed of celebrities, entertainment and celebrating our Foundation. We can also tag on an add our own pre-gala zoom similar to our old foundation dinners (only at your own home) celebrating individual contributions. We have also added a component where clubs will submit what they have done with their grants and showcase with a 30 second video clip. The clips can be used in the future to use for showcasing our great grants. A new committee was formed to help with this pre-gala event. Price to attend the event is a minimum donation of one online ticket that will be split 75% to Annual Fund and 25% to the Polio Plus and a small service charge of approximately \$15. All donations are credited to our district and individual accounts for more information and buy or donate for a Rotaract to attend www.trellis.org/rotary-gala
- I been presenting to individual clubs thru zoom about The Rotary Foundation
- Glen Christensen-elect we have been working on transition for 2021-22 year for both Annual Fund and Polio

Polio Plus

- The Polio Plus fund will gain with the Gala as well (see above)
- This year is the best club involvement in 5 years with only 9 clubs not getting involved in Polio Plus giving compared to 15 non giving clubs in past years.

Respectfully Submitted,

Sandi Chard, Chair of the Annual Fund and Polio Committee

Vocational Training Team Committee Report

No report currently.

Respectfully Submitted,

Dan Smith, Vocational Training Team Chair

District 7090 Global Grants Committee Report

Primary Goal:

Facilitate global grant submissions with club contacts to maintain our district's long legacy of approved club global grant submissions with proven results in successful outcomes to improve the lives of others around the world.

Action: serve as key resource for global grant questions and concerns.

Current status: 2020- 2021 Rotary year to date.

Opening DDF balance @ July 1, 2021 + DG Fund not expended	\$281,379.
Transfer Polio Plus	-\$25,000
District Grant Spending Plan	- \$63,654
Total DDF	\$192,725
Approved Global Grants:	
Eight (8) Global grants authorized this Rotary year with total DDF expended	- \$63,256.
Draft/Authorization Required Status Global Grants:	
Seven (7) Global grants are in various stages of development	-\$74,400.
NET DDF Available	<u>\$55,069</u>

There has been a rise in global grant applications in the last eighteen months from our district clubs and their global partners. The July 2020 and pending July 2021 changes in DDF funding have resulted in increased pressure to undertake and complete applications prior to the deadlines for change are effected.

The members of our district Rotary Foundation committee are to be applauded for their timely consideration to the proposals to allow our District Foundation officers to complete their authorizations in a prompt manner.

Closed Global Grants:

39 grant applications have been closed since July 1, 2013 with final reporting accepted in good order and in a timely fashion.

Dedicated Club Discussions

There continues to be numerous online and telephone meetings regarding possible global grant submissions.

I remain available to discuss any and all proposals and to assist when requested.

Respectfully submitted,

Karen L. Oakes

Karen L. Oakes

Endowment Committee Report

No report currently

Respectfully Submitted,

A.J. Block, Chair Endowment Committee

District Scholarship /Peace Scholarship Committee Report

The district scholarship committee had 8 applications and the winner is from Canada.

Respectfully submitted,

Mike Randall, Chair District Scholarship/Global Scholarship Committee

Stewardship Committee Report

No report currently

Respectfully Submitted,

Shefali Clerk, Chair Stewardship Committee

From: [Rob Nagy](#)
To: [Penelope Hutton](#)
Subject: Re: Need Reports by 3 latest
Date: Sunday, April 04, 2021 1:45:19 PM

Good afternoon Pene:

Thanks for the reminder. Here is the Youth Services Report for District Council:

Despite the pandemic we have been working hard in the youth services group to ensure that we're staying top of mind for Rotarians and also for youth to feel included.

We decided that Slapshot could still be a go this year with a different twist - virtual! The Slapshot committee is putting on a virtual Slapshot program in Governor Frank Adamsons year with the hope that we will be able to resume in person programming for Anne Berminghams year as Governor.

Registration is open but filing up fast as we are having only 40 participants to the week long event!

The RYLA committee has decided to not do a virtual program but instead re-invent itself so we can be successful in the future. We're putting out an RFP to consultants to help us re-imagine the program.

Interact is dormant currently because most of the high schools have banned extra curricular activities. However, the Interact students are still keeping in communication and finding other ways to give back to their communities.

Rotaract is going strong in the pandemic with most clubs operating like our Rotary Clubs. I am proud of the work that Rotaractors are doing in this community and so should all Rotarians. At the District level we are working to make communication better between Rotarians and Rotaractors and the future looks bright as we're looking to have Rotaractors help serve at the District level.

Finally, youth was on full display at the District Conference AND at the March Rotary webtalk. I couldn't be more proud of how the two nights went. If you haven't seen either zoom call recording I would highly suggest that you watch the replay.

That's your current District Council Report for Youth services.

Yours in Rotary,

Rob Nagy



From: [Lisa Bishop](#)
To: [Pene Hutton](#); [Pene Hutton](#)
Subject: D7090 SERVICE PROJECTS REPORT for April 10/21
Date: Saturday, April 03, 2021 10:25:02 PM

D7090 SERVICE PROJECTS REPORT for April 10/21

Respectfully submitted: Lisa Bishop, Director, Service Projects

Actively involved in the discussions to align Service Project Committees to the goals within the 2021-22 Strategic Plan, and proposed changes that will occur in the New Manual of Procedures (MOP), and District Incorporation.

Confirmed Director-Elect: Phil Shames

1. LITERACY COMMITTEE REPORT

Respectfully submitted by Margaret Andrewes, Chair
[905-563-4639](tel:905-563-4639); andrewes@sympatico.ca

Re: Strategic Plan Strategy # 3 - Our District 7090 Virtual Conference OPENED an OPPORTUNITY EXTRAORDINAIRE for featuring the 21 Rotary Clubs that have embraced the Little Lending Libraries (LLL) Challenge as a means of contributing to “community health” while enhancing Rotary’s public image. The **Little Lending Libraries Showcase** was initially aired at the kick-off to the conference on March 15 and is now posted for viewing online - <https://www.youtube.com/watch?v=CziCWaalSRU>

The showcase would not have been possible without the generous support of countless district and club leaders who helped identify LLL Challenge participants and gather content. Over the next three months, the Literacy Committee will continue to work to bring more clubs on board with this challenge and gather photos of the completed Rotary-branded little library projects as they pop up throughout the District. Come the end of this Rotary year, an updated showcase will be created for posting on social media for all to share proudly as a significant District-wide achievement.

COMMITTEE PRIORITIES (April - June 2021)

Follow-up to District Conference re: Little Lending Libraries (LLL) Challenge

1. Further development of the “*Little Lending Libraries Handbook*” to include information on suitably locating and installing the structures, general upkeep, liability coverage, etc.
2. Ongoing tracking to complete the inventory of LLL Challenge participating clubs and number of completed installations for each
3. Distribution of the District 7090 commemorative plaques for application on completed LLL installations in addition to one set of Michael Jacques’ books for each LLL Challenge participating club
4. Updating of D7090 LLL Showcase 2020-21 for posting on D7090 social media platforms

D7090 Literacy Projects Inventory

Following a delay because of COVID-19, the committee is resuming the development of the inventory to feature the wide variety of projects that District 7090 Clubs are undertaking to

contribute to the advancement of BASIC EDUCATION & LITERACY. Similar to the *International Services Projects Catalogue*, the inventory will serve as a resource for encouraging more clubs to get involved in literacy initiatives. Looking ahead to 2021-22, the committee will be well-equipped and better positioned to build on the Little Lending Libraries Challenge and target its outreach to help increase the capacity of clubs to continue contributing to “community health” through literacy projects.

Committee Membership Recruitment

Current committee membership stands at THREE: Margaret Andrewes (Rotary Club of Lincoln), Diana Meckley (Rotary Club of Jamestown), Ellen Wodchis (Rotary Club of St Catharines Lakeshore). The goal is to add at least two more members - one from each side of the border. *Suggestions for prospective committee members are most welcome.*

2. INTERNATIONAL SERVICE COMMITTEE (ISC) REPORT

Respectfully submitted by Cathy Henry, Chair

The committee met by Zoom March 3/21, next meeting set for May 26/21

A vibrant committee supporting clubs to develop grants, and seek out International Service opportunities. Succession planning in place with Chair-Elect Jackie Van Lankveld in place.

*****THREE MOTIONS FOR CLUB TO CLUB SOLICITATION*****

MOTION 1

District Council authorize The Rotary Club of Buffalo Sunrise to solicit donations from other District 7090 clubs to assist in funding the \$15,000 contribution the club has to make for Shining a Light on Maternal and Infant Health GG Application.

MOTION 2

District Council authorize The Rotary Club of Dunnville to solicit donations from other District 7090 clubs to assist in funding the Rainwater harvesting System in Arusha, Tanzania.

MOTION 3

District Council authorize The Rotary Club of Niagara-on-the-Lake to solicit donations from other District 7090 clubs to assist in funding the 3-D Printing of Artificial Limbs in Sri Lanka.

Added note from L. Bishop

Cathy Henry has provided commendable service in her role as chair over the past 3 years. Thank-you, Cathy!

The 2021 District Conference featured a 3 hour session on International Service Projects, Chaired and moderated by Jackie Van Lankveld, with Initial research, planning, scheduling and scripting by Lezlie Murch, who also contributed to other aspects of the District Conference program planning. Thank-you to Jackie and Lezlie!

3. HONOURING INDIGENOUS PEOPLES (HIP) COMMITTEE

Respectfully Submitted: Jim & Marjorie Dawson, Co-Chairs

We were pleased to open the 2021 District conference with a land acknowledgement and background (offered at two sessions, Mar 15 & 16). It is an important step in Honouring

Indigenous People.

The committee has customised the Rotary HIP talk for District 7090 activities and have also developed a US version featuring highlights of US indigenous History. We have presented the HIP presentation to two clubs and the District HIP committee would love to come to your clubs to talk about how your club can get involved in honouring indigenous people!

The District committee met with Skylar Williams of 1492 Land Back Lane movement to talk about the land development issues near Caledonia. Skylar was very eloquent and helped us to understand the history of the issue.

We are excited to have Dawn Lavell- Harvard, Director of First People House of Learning coming to present to RC of Norfolk Sunrise on May 4 at 7am. She will talk about protecting the lives of Indigenous women. If you would like the link to the club presentation contact: Gail Bouw at gail-bouw@coldwellbanker.ca

4. **COMMUNITY SERVICE COMMITTEE**: Mike Randall, No Report

5. **VOCATIONAL SERVICE COMMITTEE** : Mike Grimaldi, No Report

FYI from GIFT OF LIFE

chaired by Valerie Bailey-Phillips

Met by Zoom March 27/21. Next Meeting (Virtual) June 19/21

Very sorry to lose PDG Jack Amico, a dedicated, and devoted Committee Member, who was a passionate advocate for Gift of Life programs, and healing small hearts.

Continue to meet quarterly, raising money through fundraising efforts (chocolate heart sales), and donations from clubs and individuals, and, contributing to Gift of Life Global Grants.

Reaffirmed Committee Officers for the next year. If you, or your club would like to buy chocolate hearts, or donate, please contact Valerie.

Rotary District 7090 Training Team:-

- District President Elect - Anne Bermingham
- District Trainer - Susan Czyrny
- RLI Chair - Glen Christensen
- PETS Chair - Scott Marcin
- Visioning to Action Chair - Matt Smith

PETS President Elect Training (Scott, Anne, Dave, Susan)

PETS training has been reimagined for this year. Rather than one day of intense training, the sessions have been divided into two segments each month. Topics have been reconfigured to take into account first time PE's vs. returning or encore PE's. The May session has been segmented to address the needs of small clubs vs. large clubs. The grand finale culminates on June 8th where we all come together for a message of inspiration and celebration as we change over on July 1 2021.

DTA District Training Assembly - (Anne, Susan + others) May 15, 2021 8:15 AM - 12:45 PM

The planning committee is hard at work preparing for this year's District Training Assembly. A special thanks to those who have joined the team to make this a success. Sessions include role based training for club members such as Treasurer, Secretary, Foundation, Public Image, Membership, Service projects and much more.

RLI Rotary Leadership Institute – (Glen)

The RLI team held its first RLI sessions virtually with great success during the months of January, February and March. All three sessions were fully booked at 15 participants per session. Presenting RLI virtually was a learning experience for the facilitators but all did an amazing job based on feedback from the participants. While our graduation did not include shaking hands to present the completion certificates they were presented virtually and cupcakes were enjoyed by all who attended the "graduation"

Registration is now open for the next RLI sessions in April, May and June (Parts 1, 2 and 3 respectively). Encourage you members to register today.

Your RLI team is giving serious consideration to offering RLI Virtually on a permanent basis going forward while possibly maintaining the "in person" sessions as well.

Stay tuned!!!

Respectfully submitted

Glen Christensen, RLI Chair - District 7090

Assistant Governor Report

March-April, 2021

About a year now ... and we have experienced probably the strangest times since the last pandemic in 1918, not long after the establishment of Rotary.

All of the clubs in District 7090 continue to operate with various levels of success and engagement. Some clubs are meeting in person again; others are using a hybrid model. Some clubs are considering using a combination of in-person and "ZOOM" meetings for the future. For smaller clubs, this has often been a more difficult time due to their limited resources – financial and human. As Assistant Governor, Robert Benzel put it so eloquently as he emulated Amanda Gorman ...

**D7090 finds itself truly a district in two countries across a distant river,
Forever grateful to ZOOM, we're not lost and cohesive still.**

Clubs have responded with a whole level of innovative ways to engage current members and to attract new members. ZOOM meetings have made it possible to get speakers from around the world to attend and present; several clubs have taken advantage of this situation and have engaged great speakers from afar. The same format has been used for informal "get-togethers". The Area 1 – Trivia nights being hosted by the Norfolk Sunrise Club charges \$50 per team to play and uses it for fundraising as well as GREAT fellowship. Grimsby has had a speaker from the Mars Rover Program to celebrate International Women's Day. Stoney Creek has had several online events including "Big Ball Bingo" and a Ginger Bread competition. The Falconer Club has done live reading of books using Facebook.

Food! We have always been very good at this! Food (and beverages) are often the focus of either bringing IN money ... or using our funds to better the world for others. Both aspects have been upfront in the past few months for our clubs. Some examples include:

- Collaboration of clubs to make and donate meals; (area 10, LeRoy)
- Donating to local food banks; (many clubs in the District, especially Ellicottville)
- Donate and Dine (Grimsby, Dundas Valley Sunrise)
- "lunch for a cause" (Hamilton) whereby members donate the money they would have spent on lunch [in a virtual meeting] for a specific cause.
- Providing a new refrigerator for seniors' centre (Hamilton After 5)
- Planning for the fall (Harvest Moon Dance – Amherst)
- Partnering with local businesses to create and deliver baskets for special occasions.

At the same time, there has been an increased interest in looking towards a time when we will be able to meet again in person and to focus on goals and strategic planning for the future (Buffalo Niagara Medical Center, Dundas Valley Sunrise, Simcoe, Norfolk Sunrise ... and others). Clubs expressed the opinion that in this "down-time", we can take the opportunity to look at where we are now and where we want to be in the future, when the pandemic abates.

Area 6 clubs are working together on a map of all Rotary sponsored parks, benches and play areas in their "area". This could be a good idea for other "areas" in that it will help to promote what Rotary has done in the community before and, gets clubs working together on common goals.

Clubs are picking up on the little libraries (Jamestown, Hamilton and others)

Many clubs took advantage of the excellent assistance available to upgrade their websites – what a wonderful difference in appearance for many clubs. This should bode well for the future.

Other areas in which clubs have been actively involved include:

- Blood donor drives (Grimsby, Lincoln, Falconer, Jamestown, Westfield-Mayville, Dunkirk-Fredonia....and others)
- Hockey teams (Simcoe)
- Scholarships (Simcoe and several clubs in Western New York)
- Operation Eyesight (Simcoe, Norfolk Sunrise)
- Shelterboxes (Simcoe)
- Coats for Kids (Norfolk Sunrise)
- Assistance with water-related projects (Simcoe)
- Support for indigenous communities (Norfolk Sunrise, Dundas Valley Sunrise, Hamilton After 5)
- "Coldest night of the Year" (Lincoln)
- Lamplighter Tour fundraiser – drive-by historical re-enactments
- Lending Libraries (several clubs)
- COVID relief efforts (Batavia and others)
- Blood donor drives (Falconer, Jamestown and others)
- Environmental cleanups and community development of trails (Jamestown, Lockport, Ellicottville)
- Christmas cards [and this could be duplicated for Easter or Mother's Day] for senior in nursing homes and long-term care facilities (Westfield-Mayville)
- Providing crossword puzzles, Sudoku, crayons and colouring books for infirmed Vets and nursing home residents (Westfield-Mayville)
- Blankets for those in need in the community (Akron)
- Clowns for Kids (Brantford)
- Dictionaries for schools (Olean)

One area (Area 5) has the possibility of a new Satellite Club (West Niagara might be the name) with sponsorship from the Grimsby Rotary Club. In Area 4, there is a merger between the Stoney Creek and Hamilton-East Wentworth Clubs which has been successful in these difficult times.

There were kudos all around from many of the clubs in the District ... and these should be shared and appreciated by all who have been involved.

- The work of the Public Relations teams on the website upgrades...WOW! Several clubs asked that their thanks be passed along to those who did such a great job.
- The work done by Al Lutchin and Angela Carter on the coaching model ... another WOW!
- PETS Training – Great work with the incoming presidents, both for those who will be in the role for the first time and those returning.
- The web Talk on Fundraising – excellent!

Other ideas which could be duplicated in other areas.

- In Area 1, a club has contacted about a dozen local establishments to each contribute to a box of locally produced products. This will include such things as cheese, maple syrup and peanuts to name a few. The cost is \$100 per box with a maximum of 300 to be sold. This will yield a profit of \$8000 if all are sold.
- Chase/Catch the Ace fundraiser (Stoney Creek)
- Wine raffle (Stoney Creek) and wine pairing (Jamestown)
- Car Raffle (Clarence, Batavia)
- Drive-through car show (Lancaster-Depew)
- On-line cooking classes (Jamestown)
- Collecting bottles for recycling [good pay-off on the Canadian side of the District] (Ancaster AM)
- Monthly Draw (Brantford AM)

One area that was raised as an issue was the cost for being a Rotarian; some clubs have had difficulty recruiting new members because of the costs involved. One club subsidizes new members under 30 years of age from the club's budget. Perhaps we can gather from the other areas what ideas have for membership engagement related to costs.

A reminder from one Assistant Governor ... especially for small clubs but it is also applicable to larger clubs where one person seems to "run the show" ... that there should be several members in the club who have knowledge about how things work (e.g. clubrunner, the club's website, club finances) just in case there is an issue with illness.

The District has a Code of Conduct – perhaps this should be emphasized in a future Newsletter.

And, a caution from Area 11 Assistant Governor, Robert Benzel for clubs on the US side of the District.

Evaluating a variety of potential fundraisers that the Rotary Club of Lancaster-Depew might adopt for this year or ongoing, one that was discussed is raffles. Our PE, Diane Terranova happens to be the Town Clerk for Lancaster. In that position she is officially required to sell and maintain Gambling Permits for NYS and has access to their legal department.

She has been in contact with the state offices as recently as this week trying to figure out how we might not get caught in the cross-hairs of the state government, should the club do a raffle like we've seen other clubs do. Following much discussion this morning, we reached the conclusion that it cannot be accomplished.

Here's my warning to US clubs.

With or without permits there are dollar limits that can't be crossed, but the big issue is this. Any raffle, the tickets must be sold in-person. During the covid pandemic, most organizations have moved to USPS and/or e-mail. In Canada this might be okay, but both methods render your raffle illegal under NYS law – period. The state will fine you if they catch you. They'll also fine you if they catch you selling chances over the state line.

Respectfully submitted

Robert Morrow
Coordinator, Assistant Governors.

Assistant Governor's Report – March 1, 2021

Assistant Governor Report

Area # 2

Date March 1, 2021

Number of Area Meetings to date in Rotary Year - 3

Clubs represented at area meetings (name and number)

Brantford - 3

Brantford Sunrise - 3

Ancaster - 3

Caledonia -0

Club or Area Highlights [positive events, membership achievements ...]

Rotary Club of Ancaster continues to collect beer cans/bottles and liquor bottles as a fundraiser. The Club continues to induct new members.

Rotary Club of Brantford had a very successful Clowns for Kids event prior to Christmas. It was essentially a virtual fundraiser with a few Rotarian's 'Clowning' at Glenhyrst during the Lights Display.

The Club has also inducted 2 more members.

Rotary Club of Brantford Sunrise trip of the month draw was very successful again this year. Trips can be taken within 2 years and so many tickets were sold.

The Sunrise Club also has inducted new members again this quarter.

Both the Rotary Club of Brantford and the Rotary Club of Brantford Sunrise have continued to support Why Not Youth Centre with meals once per month.

Rotary Club of Caledonia – I have met with the Rotary Club of Caledonia at their meetings. They have very few members left but do want to attempt a fundraiser again for Mother's Day and give the proceeds to the local women's shelter.

Club or Area Issues [anything that you feel the District Leadership Team should know].

Caledonia – continuing concern about the Club being able to maintain status.

Respectfully submitted
Sherry R. Kerr, M.A.
Area 2 - AG

Rotary 7090 Strategic Plan – 2020 to 2023

Vision: Together, we see a world where people unite and take action to create lasting change – across the globe, in our communities and in ourselves.

District 7090 Mission

Inspiring and supporting all the clubs in Rotary District 7090 to be the best that they can be

Strategies

1. Coach club leaders to bring membership innovation, vitality and growth to their clubs

2. Inspire our membership to improve their impact through training and dialogue with District leadership and fellow Rotarians

3. Coach / mentor clubs to transform their public image to enhance awareness of Rotary within their communities

4. Educate clubs on the impact of The Rotary Foundation to inspire stronger support

5. Connect clubs with youth programs to develop future Rotarian membership and to bring youth and vitality to all clubs

3-year Measures

1. Number of Rotarians in District will be 2500 by June 30, 2023 with 40% female and average age 55 years
2. Increase by 25% the number of Rotarians accessing training provided through district (e.g., both the traditional types of training and food truck and other new offerings)
3. 50% increase in amount of traffic going to district website to access resources
4. Have 50% of clubs highly involved in youth programs
5. Have a 4/5 rating on how relevant district is (up from 3.6/5 in 2018)

Rotary 7090 Strategic Plan – 2020 to 2023

Strategy #1: Coach club leaders to bring membership innovation, vitality and growth to their clubs

Remaining Year Goals	<ol style="list-style-type: none"> 1. Ensure 100% of clubs has a membership innovation lead rep identified who is focused on helping their club deliver the “each one get one” message 2. Work with Youth Committee to develop stronger connections between Rotary and Rotaract Clubs – develop more interactive, mentoring and learning opportunities for all involved by creating regular, intentional projects and meetings for Rotary year 2021-2022 3. Make sure that RI is getting all the information they need to help us celebrate the Rotarians who sponsor new members - celebrate this on our district website and Facebook pages too
2021 – 2022 Goals	<ol style="list-style-type: none"> 1. Offer coaching series over course of Rotary year in order to ensure more are learning the coaching skills needed to drive membership innovation 2. Have at least four meetings by zoom with membership innovation leads to share best practices and ideas that are working in other clubs 3. Hold at least three Rotary WebTalks with different innovative membership ideas being 4. shared to all interested Rotarians capture key points and publish in District newsletter 5. Develop an effective and engaging presentation on membership and have it shared with at least 30 clubs as part of the club meeting - speaker from district 6. Have socials by area - admission is that you bring a guest 7. Hold three large scale “days of service” events where 20% of the participants are not yet Rotarians 8. Have three fireside chats for individuals who have joined Rotary in last three years to help engage them and help them see they are part of a bigger community
Accomplishments	<ul style="list-style-type: none"> • Re-positioned the District Director of Membership to be known as “Membership Innovation coach” and start speaking of the Assistant Governors as A-Team Coaches / Mentors • Added a New Generations Membership Coach to the District Membership Committee • Created a Membership Hub on Facebook where members can go for new and innovative ways for recruitment and retention • Held one Membership Topic in the WebTalk Series to launch the Facebook Membership Hub • Added Strategic Plan as standing agenda item to District Council Meetings in an effort to promote unified actions to drive change • Recruited Membership Innovation Coaches (MIC) for majority of Clubs • Created a District “Coaching as a new Leadership Model” 3 part series starting April 10, 2021 • Ancaster Club has added 11 new members and Buffalo Sunrise has added 7 new members

Rotary 7090 Strategic Plan – 2020 to 2023

Strategy #2: Inspire our membership to improve their impact through training and dialogue with District leadership and fellow Rotarians

Remaining Year Goals	<ol style="list-style-type: none"> 1. Identify “champions” who can work with the A-Teams and District leads to help highlight to their club the resources, training and support that their club can be tapping into to make their clubs more vibrant, innovative and help it to grow 2. Explore why more clubs did not take us up on the dialogues with clubs ideas - and find some new ways to bring the food truck of training and learning direct to the clubs
2021 – 2022 Goals	<ol style="list-style-type: none"> 1. Refine the President Elects offering using feedback from 2020-2021 - so that this virtual way of learning over time is even more effective in this year 2. Increase the number of Rotaractors getting involved in District Training offering – including some President Elect training and other learning to help strengthen their clubs 3. Create 2-3 new offerings for Rotary Web Talks or District Training Assembly that educate clubs about ways to freshen their clubs and / or learn what other clubs are doing 4. Start providing some bite-sized learnings like a “rotary lesson of the month” where a current leader (e.g., Club President) shares something they are doing that is making a difference in their club or community – make it a short video that can be easily accessed by all 5. Build on 2021 efforts, design the 2022 District Training Assembly and work to ensure all clubs participate and that there are over 350 participants engaged in this annual learning session 6. Create a district conference that educates Rotarians and interested others on some key activities that make a difference as it relates to some of our areas of focus. Have over 500 participate 7. Have a calendar published by September that shows all the training events so that clubs can plan and see all that is available
Accomplishments	<ul style="list-style-type: none"> • Created a new menu of training events where the main offering is online interactive webinars as this is what 73% of clubs were seeking. • Increased the number of Rotaractors being invited to District training offering as well as provided at least two offerings that were customized to unique needs of Rotaract. • To start to better engage clubs by helping everyone to understand the value that the “district” brings – this involved testing 5 key messages on District Leadership team and with a focus group of members

Rotary 7090 Strategic Plan – 2020 to 2023



Strategy #3: Coach / mentor clubs to transform their public image to enhance awareness of Rotary within their communities

Remaining Year Goals	<ol style="list-style-type: none"> 1. Have at least 85% of the clubs providing a lead who will ensure new content is going on these sites at least monthly to show active and up-to-date image for all clubs 2. Identify some of the best tools and templates available in My Rotary for public image leads to use with links made available from our District website to these sources
2021 – 2022 Goals	<ol style="list-style-type: none"> 1. Showcase as part of Rotary web talks 5+ clubs in our District that are transforming their public image through their website and social media feeds 2. Make some more improvements to the District website so that it is being better utilized by Rotarians in our district 3. Develop some Facebook and other promotional campaigns that can be shared with all clubs to promote Rotary to non-Rotarians or otherwise refine our image. 4. Set out to get 10+ articles written and published on our impact - particularly as it relates to such district wide events as Participate for Polio, Great Lakes Watershed Clean-Up and other days of service.
Accomplishments	<ul style="list-style-type: none"> • Close to 75% of District clubs participated in the website refresh program • Showcased in multiple ways 5+ clubs in our District that are transforming their public image through their website and social media feeds • Modeled the best that we can be by having district website, district Facebook and other tools up-to-date and filled with good messages that enhance our image and build greater awareness of all that Rotary does in 7090 • Conducted three training zoom meetings on how to use social media platforms and how to incorporate better design into communication pieces such as newsletters

Rotary 7090 Strategic Plan – 2020 to 2023



Strategy #4: Educate clubs on the impact of The Rotary Foundation to inspire stronger support

Remaining Year Goals	<ol style="list-style-type: none"> 1. Offer clubs “sound bites” on Foundation news that can be included in Club newsletters, meetings etc. 2. 45% of the district membership will achieve EREY status in 2020-21; 55% in 2021-22, and 65% in 2022-23. 3. Increase sustaining membership to achieve: 30% in 2020-21; 35% in 2021-22; 40% in 2022-23 4. Increase the Endowment fund by 10% 5. Increase the number of Direct Deposit givers by 5% 6. Increase of 5% in members of the Paul Harris Society in District 7090
2021 -2022 Goals	<ol style="list-style-type: none"> 1. Ensure at least 50% of clubs have had a Foundation speaker present at their club 2. Find a way to enhance the online grants seminar so more clubs are participating and completing MOUs 3. Grow the Participate for Polio event so that the number of clubs giving to Polio Plus is increased by 15% 4. Further enhance the online grant application process in response to feedback received in Spring 2021 as clubs use this platform for the first time. 5. Get some younger Rotarians and Rotaractors sharing via video or Facebook posts why they are giving to the Foundation and why they are so proud of the work accomplished using Foundation monies. 6. Get at least 10 clubs to post in the Rotary showcase - sharing how they used district grants monies to do good in the world 7. Develop a whole plan for Foundation month - including items clubs can post on their websites and social media feeds that educate and support the Foundation Annual Fund. 8. Create a polio awareness month of activities including a t-shirt or some other item that speaks to what we are doing in Rotary - that you cannot buy for yourself but need to buy and give to others to get the message out. 9. Have at least two meetings with foundation leads from the various clubs to share best practices and ideas that are working - hosted by Foundation Committee.
Accomplishments	<ul style="list-style-type: none"> • Developed some new foundation presentations that can be delivered by district leaders to clubs during regular meetings – that helps educate clubs on the impact of The Rotary Foundation and what is in it for your club and club members to engage in supporting its work. • Increased the number of clubs donating to Polio Plus by more than 15% • District chair increased the number of interactions with each sub-committee chair via email, phone, and by zoom committee meetings held to 4 times per Rotary year. • All clubs applied for grants online and all reviews were done online.

Rotary 7090 Strategic Plan – 2020 to 2023

Strategy #5: Inspire every Club to make Youth programs a major focus of their Club visioning by encouraging participation in programs which will develop future Rotarian membership and to bring youth and vitality to all clubs

Remaining Year Goals	<ol style="list-style-type: none"> 1. Educate Clubs with training presentations focused on the development of Youth programs. Encourage clubs to support existing or start new youth programs within their clubs, through the sharing of stories, testimonials etc. aimed at creating enthusiasm in particular with clubs less involved with youth. For example, use these opportunities to share how Rotaractors transition to Rotarians, how Youth Exchange students' lives are changed, etc. 2. Promote more short-term youth exchanges as a way to introduce club members and families to the benefits of getting involved in (long term) youth exchange and Rotary. 3. Identify "youth" ambassadors in at least 50% of responding clubs
2021 – 2022 Goals	<ol style="list-style-type: none"> 1. Work actively with the membership committee to develop strategies on how best to launch new Rotaract clubs /new generations clubs. Find at least 5 clubs willing to engage with these strategies 2. Resurrect the club youth involvement survey. Obtain at least a 75% club response rate 3. Provide more training to clubs on how to develop youth programs that can be delivered online or presented by webinar to clubs at their meetings. This includes how to get involved in youth exchange, SLAPSHOT, setting up EarlyAct, Interact and Rotaract clubs. 4. Provide more resources to help build up the youth programs – includes developing how to handbooks and other guidelines so it is easier for clubs to learn and get involved with youth services. 5. Promote more short-term youth exchanges as a way to introduce club members and families to the benefits of getting involved in (long term) youth exchange and Rotary 6. Encourage a more "hands on" approach by Clubs who sponsor Rotaract Clubs. Stronger connections and deeper mentoring is needed in order for our Rotaract Clubs to be more successful. Create Club Ambassadors within each Club (Rotaract/Rotary) who agree to attend the others meetings on a regular basis in an effort to develop stronger relationships and open up the lines of communication.
Accomplishments	<ul style="list-style-type: none"> • Identified younger Rotarians (age 25-40) who could take on a higher level leadership role at the District level to help ensure we remain connected to the needs of the younger Rotarians • Hosted our first event joint Rotaract/Rotary District Conference • Developed plan to reassess RYLA for future offerings

Rotary 7090 Strategic Plan – 2020 to 2023



District Dashboard Metrics for Year One – 2020 to 2021

- Rotary District Website traffic increased to pages: PE, Foundation, Membership. We want to increase traffic to the resources we are posting so we need to track the traffic to see if we are encouraging more people to use our site for relevant information
- Rotary membership – met goal of 4 new members per club by June 2021. Also monitor how the 15 clubs under the size of 15 are doing against the merge, modify or magnify strategy.
- Increase # of vibrant clubs from 8 to 14. Reduce the number of struggling clubs from 12 to 6.
- Increase the number of individuals accessing training – given new approach to making much of the training available online or at the club / area level – as measured by number of Rotarians engaged this year versus last in sessions from web talks to PETS to RLI courses
- Standard TRF info – YTD #'s in the categories that Pat has proposed to increase

Rotary 7090 Strategic Plan – 2020 to 2023



- **In Spring District 7090 club survey, see improvements in the following questions:**
 - a) Increase from 52% to 70% the number of individuals taking part in district activities beyond PETS (training, pedal for polio, district lake clean up, online grant seminar etc)
 - b) Increase from 27% to 40% reporting that they have used District website four or more times in past year.
 - c) At present, 49% of the president elects reported that they receive “a lot of information from the district but only some of it is highly relevant”. We want to reduce this to 25% when we resurvey in Spring 2021.
 - d) A 20% increase in our effectiveness ratings as it relates to our five strategies...
 - ⇒ **To 53% from 33% rated very / extremely effective** when it came to “motivate and guide clubs to increase their understanding and support for **The Rotary Foundation**”
 - ⇒ **To 48% from 28% rated very / extremely effective** when it comes to “**train club members** to provide strong leadership at the club level”
 - ⇒ **To 46% from 26% elected very / extremely effective** when it comes to “inspire clubs to get **more involved with youth** (e.g., exchange students, EarlyAct, etc)
 - ⇒ **To 42% from 22% rated very / extremely effective** in “assisting clubs to **enhance public image** and awareness of all Rotary does in local and global communities
 - ⇒ **To 35% from 15% rated very / extremely effective** in “educate and guide cubs on innovative **ways to recruit and retain members**”
 - e) Improved the relevance of the district rating from a mean of 3.3 in 2020 to a mean of 3.8 in 2021.

Rotary 7090 Strategic Plan – 2020 to 2023

The following are the commitments that have been made to ensure the Strategic Plan is successfully implemented.

1. The goals that the District Governors, for the next three years, will focus largely on this strategic plan. This plan reflects what we, as a district, want our leadership to do to help clubs be inspired and supported to be the best they can be.
2. The District Governor, District Governor Elect and District Governor Nominee plus the 5 Council Directors will meet regularly to review the strategic plan. They will go strategy by strategy to determine what has been done to date and what is to be done in the next few months to drive the plan forward.
3. The Strategic Plan will be on every district council agenda – to discuss what has been done to date and to gather input on how to further advance the plan. This includes an update relative to the one-year measures by strategy that are captured in this plan.



7090 Manual of Policies

DRAFT

Revision March 2021 relative to Incorporation

**Undertaken by Bob Artis IPG, Melisa Schrock PG, Reg Madison PG,
Pene Hutton Executive Secretary, Rino Bidenti Past Treasurer,
and Karen Oakes, Council on Legislation Representative.**

Additional commentary provided by Governor Stream including DG Frank Adamson, DGE Anne Bermingham, DGN Lisa Bishop and DGND Scott Marcin

This Manual of Policies will, subject to approval, replace the 2017 approved Manual of Procedures and Policies (MOPP). To see the MOPP, please go to Rotary District 7090 website (www.rotary7090.org), select District Operations, District Council. The MOPP is available as a download on the District Council page.

ROTARY INTERNATIONAL 7090 MANUAL OF POLICIES

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ROTARY INTERNATIONAL 7090 MANUAL OF POLICIES

FOREWORD

This manual sets out policies for the use of Officers and Rotarians 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.
- It is intended that this Manual conforms to the Rotary International 2019 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 itself harness the ideas, talents and energies of many outstanding Rotarians. Where there is conflict between this MOP 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.

ROTARY INTERNATIONAL 7090
MANUAL OF POLICIES

MANUAL REVISION

1. The Legislative Committee shall completely review this document no less than every third year. Proposed additions and revisions to this manual shall be presented to and discussed by the Council before a triennial circulation to the presidents of clubs and submission for approval at the annual District Training Assembly.
2. 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 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;
3. 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 annual District Training Assembly.
4. At least 21 days prior to the annual District Training Assembly, the Legislative committee will distribute copies of all resolutions that will be presented for approval at the District Training Assembly to the presidents-elect of each club and to all members of the Council.
5. At the annual District Training Assembly, all resolutions concerning a policy received by the Legislative Committee shall be presented by the committee's chair along with the committee's recommendations for action.
6. Votes shall be cast at the annual District Training Assembly by presidents-elect from each club. Adoption shall be by approval by a two-thirds majority of the presidents-elect 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.
7. Where practicable all changes will become effective immediately, following the board of directors approval, but no later than July 1 following the annual District Training Assembly. The Legislative Committee shall oversee the implementation of all changes.
8. In order 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.

SECTION ONE - COUNCIL

PURPOSE:

The Council is an advisory body for affairs to assist the Governor as well as the **Incorporation'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 Council is composed of the following officers being Governor, Governor-Elect, Governor Nominee, Governor Nominee Designate, and the remaining District Council members.

- Governor who is chair of the Council;
- Governor-Elect who is vice-chair of the Council;
- Governor Nominee;
- Governor Nominee Designate;
- Immediate Past Governor;
- Executive Secretary;
- Treasurer;
- District Delegate, Council of Legislation

- Chair, Finance
- Chair, Rotary Foundation
- Chair, Governance
- Chair, Membership
- Chair, Public Image
- Chair, Service
- Chair, Training
- Chair, Youth Services
- Assistant Governor Coordinator; Assistant Governors;
- Past Governors;
- **District Rotaract Representative**

ATTENDANCE:

All Rotarians are welcome to attend any Council meeting and will be recognized as guests without voting privileges. The Council shall meet five (5) times in the Rotary year at the call of the Governor.

- Meetings shall take place at locations selected by the Governor - 2 in New York State and 2 in Province of Ontario with the January meeting being an electronic meeting, 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.

AGENDA:

The Executive Secretary shall forward the agenda to members of the council along with the notice of meeting and copies of reports as available at least FIVE days prior to the meeting.

The agenda of each council meeting should address questions or concerns that arise from the previously circulated reports as well as invite constructive input from the members of Council and include:

- Minutes of the meetings of the Board of Directors of the incorporated district, Assistant Governors, Governor's Council, and Committee Chairs, Executive Secretary and the Treasurer or Chair of the Finance Committee; Reports are not read at the Council.
- Materials to be included in the Council packet must be received by the Executive Secretary seven days prior to Council.

- For items to be added to the Council the request must reach the Governor seven days prior to the meeting to be included in the agenda.
- Council uses a Consent Agenda to keep the meeting efficient.
- No items may be walked in.
- New programs and/or legislation; and other matters proposed by the Governor as well as an Open Forum for pre-identified topics of the Governor's choice.

SECTION TWO – DISTRICT OFFICERS

GOVERNOR

1. STATUS:

The Governor 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. He or she is responsible to the Board of Directors of Rotary International for the administration and supervision of clubs within the district.

VICE GOVERNOR: Vacancy in the Office of Governor or Governor Elect: (RI Code of Policies 19.050 March 2021) The Nominating Committee for governor may select one available past 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. If no selection is made by the nominating committee, the governor-elect may select a past governor as vice-governor.

The Vice Governor so selected, if approved by the Board of Directors, shall be appointed to the corporate office of Senior Vice President by the Board of Directors. The Senior Vice President shall ex-officio be a member of the Board of Directors without voting rights.

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

2. QUALIFICATIONS: (Qualifications of a Governor Nominee R. I. Bylaws 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 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 in section 16.030, refer page 10;
- 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 of a Governor (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.

3. 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.

Upon Incorporation: The current 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.

The Governor is responsible for the following activities in the District: **(RI Bylaws, 16.030)** copied below.

- a. Organizing new clubs;
- b. Strengthening existing clubs;
- c. Promoting membership growth;
- d. Working with district and club leaders to encourage participation in a leadership plan as developed by the Board;
- e. Furthering the Object of Rotary by providing leadership and supervision of the clubs in the district;
- f. Supporting The Rotary Foundation with respect to program participation and financial contributions;
- g. Promoting cordial relations among the clubs and Rotaract Clubs and between the clubs, Rotaract clubs, and Rotary International;
- h. Planning for and presiding at the Conference and assisting the Governor-Elect in the planning and preparation for the Presidents-Elect Training Seminar and the District Training Assembly;
- i. Conducting an official visit to each club, individually or in multi-club meetings that maximizes the Governor's presence to:
 - 1. Focus attention on important Rotary issues;
 - 2. Provide special attention to weak and struggling clubs;
 - 3. Motivate Rotarians to participate in service activities;
 - 4. Ensure that the club constitution and bylaws comply with the constitutional documents, especially following Councils on legislation; and
 - 5. Personally recognizing the outstanding contributions of Rotarians in the district;
- j. Issuing a monthly communication to each club;
- k. Reporting promptly to Rotary International as required by the President or the RI Board;
- l. Providing the Governor-Elect, before the International Assembly, full information on the conditions of clubs in the district with recommended action for strengthening clubs;

- m. Assuring that nominations and elections comply with the constitutional documents and RI's established policies;
- n. Inquiring regularly about the activities of Rotarian organizations in the district;
- o. Transferring files to the governor-elect;
- p. Performing such other duties as are inherent of an RI Officer.

Governor Code of Ethics

(RI Code of Policies 19.010.1 March 2021)

1. Governors will adhere to applicable laws and regulations while conducting Rotary business. In addition, in conducting their private lives, Governors will adhere to applicable laws in order to preserve and protect the positive image of Rotary.
2. Governors will adhere to the provisions of the RI Constitution and Bylaws.
3. Governors will adhere to the provisions established by the RI Board as documented in the Rotary Code of Policies.
4. Governors will serve for the benefit of Rotarians and the purposes of RI. Governors should put the interests of the district first and avoid even the appearance of any impropriety in their conduct.
5. Governors will foster an environment in the district that promotes safety, courtesy, dignity, and respect and shall refrain from performing or tolerating unwelcome physical contact, advances, or comments. Governors will also promptly address allegations of harassment.
6. Governors will not use their office for personal prestige or benefit or for the benefit of family members.
7. Governors will exercise due care in the diligent performance of their obligations to the district.
8. Governors will take action based on fairness to all concerned.
9. Governors will promote transparency of financial information and will ensure compliance with all local and international laws relating to financial management.
10. Governors will prohibit and restrict the disclosure, communication, and use of confidential and proprietary information. Governors should utilize this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.
11. Governors will comply with expense reimbursement policies.

4. AUTHORITY TO ACT (RI Code of Policies 19.010.2 March 2021)

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.

GOVERNOR-ELECT

1. STATUS:

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.

This officer is appointed a corporate Vice President by the Board of Directors.

2. QUALIFICATIONS:

The Governor Elect will have met the required qualifications at the time of selection as Governor Nominee in accordance with RIB 16.010 outlined earlier on page 7. Unless excused by the board, 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.

3. NOMINATIONS AND ELECTIONS FOR GOVERNORS:

Governor-Elect shall have been selected in accordance R.I. Bylaws Article 12 Nominations and Elections for Governors. He or she 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.**

4. DUTIES AND RESPONSIBILITIES:

(RI Code of Policies 19.040.11 November 2020)

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 organization.
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

1. STATUS:

The Governor Nominee will have met the required qualifications at the time of selection as Governor Nominee in accordance with **RI Bylaws 16.010** outlined earlier on page 9.

This officer is appointed a corporate Vice President by the Board of Directors.

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.

2. QUALIFICATIONS:

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 in section R.I. Bylaws 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.

3. DUTIES AND RESPONSIBILITIES

(RI Code of Policies 19.020 March 2021)

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

The IPG (Immediate Past Governor) 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 for serving the district will be offered by the Governor and as set out in this manual.

This officer is appointed a corporate Vice President by the Board of Directors.

PAST GOVERNOR

(RI Code of Policies 19.060 March 2021)

19.060.1 Utilizing Services of Past Governors

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.

19.060.2 Advisory Council of Past Governors (COLLEGE OF GOVERNORS; PAST, PRESENT, AND FUTURE). They are voting members of the District Council.

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 of Past Governors shall be the Past Governor selected by the nominating committee to be the Past Governor on the Board of Directors of the Corporation.**

1. PURPOSE:

- 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 District Council.

2. MEMBERSHIP:

The members will be all active PGs resident in D7090, G, GE, GN, and GND with a Quorum required from the Current G team (IPG, G, GE, GN, GND and Vice Governor) with a majority of 4 to ratify any motions.

The Chair will be elected annually **by the Nominating Committee** from the Past Governors active in the District council, with successive terms optional,

EXECUTIVE SECRETARY

1. STATUS:

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

2. 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 maintain and utilize the functionality of 7090 website;
- c. Possess a firm understanding of Rotary International and 7090 policies and procedures;
- d. Ability to use Quick Books, Word, Excel and Adobe.

3. 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. Maintain the 7090 Merchant accounts (US/CA) for online processing of credit card payments on 7090 website;
- i. Manage all the various online software for virtual meetings and surveys;
- j. Assist Treasurer with invoicing/payments, monthly bank reconciliation, annual budgeting and audit.

TREASURER

1. STATUS:

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

2. QUALIFICATIONS:

- Applicant should be experienced in business accounting procedures or banking with proven skills in managing financial resources within the framework of a volunteer cross-border district;
- The Treasurer must be bonded and provide documented confirmation.
- **The Treasurer shall NOT be the chair of the Finance committee to allow for independent oversight of the district expenditures and commitments, refer item o. below.**

3. DUTIES AND RESPONSIBILITIES:

REFER also Finance Committee responsibilities listed in DISTRICT Committees (pages 17-21)

- a. Maintain the financial books and records of the district for the period they hold office;
- b. Shall serve on the Finance Committee, and in concert with the Governor Elect and the Finance Committee prepare a budget for the Governor Elect's year of service;
- c. Shall forward, as soon as possible after assuming office, 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; 1
- 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 allocate, in a timely manner, all disbursements to Officers and Committees against items in the approved budget and supported by properly documented invoices; (See cheque/check request form Finance Committee.)
- i. Shall act as a signing officer for monetary transactions including disbursement of district funds;
- j. Shall maintain 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;
- k. 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;
- l. 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;
- m. Shall work in close conjunction with the Treasurer-Elect to assist him/her in preparation for the coming year;
- n. Shall transfer on June 30th of each year to the district bank accounts established by the incoming Treasurer all, or at least a substantial portion, of the funds that are on hand. The only funds retained shall be those that might reasonably be required to meet any outstanding invoices or commitment;
- o. **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

ASSISTANT GOVERNORS

(RI Code of Policies 17.030.1 March 2021)

1. STATUS:

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

2. RESPONSIBILITIES:

Duties for assistant governors 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.

3. CRITERIA – SELECTION OF ASSISTANT GOVERNOR

- a. Active member in good standing in a club for at least three years.
- b. Served as President of 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, integrity and being proactive.
- e. Regular participation in events.
- f. Assistant governors may be appointed on an annual basis for a one-year term, subject to reappointment for a total of three years.

ASSISTANT GOVERNOR COORDINATOR

1. STATUS:

Position is a three year term (renewable annually) to provide continuity for the Assistant Governor 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.

2. QUALIFICATIONS:

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

3. RESPONSIBILITIES:

- a. Assist the Governor-Nominee with the coordination of Assistant Governor Activities in the district. Includes coordination of regular Zoom, or other virtual offerings, meetings of all Assistant Governors in the district;
- b. In concert with Governor Nominee conducts an assessment of the training needs of the Assistant Governors, 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 Assistant Governors;
- 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 Assistant Governors;
- g. Assist with the planning of the Assistant Governor 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 Assistant Governors is being followed and Assistant Governors-Elect are being properly trained and mentored.

AREA MEETINGS:

1. **PURPOSE:** 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.

2. MEMBERS:

Composition: Club Presidents, Presidents-Elect and other Club Officers along with the Assistant Governor, who will call and chair the meetings.

The meetings shall be held throughout the Rotary year with an expectation of four (4) meetings, minimum of at least two (2), 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 relative Assistant Governor hosting the meeting.

DISTRICT COMMITTEES

(RI code of Policies 17.030.2 March 2021)

1. PURPOSE:

District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. The governor-elect, governor, and immediate past district governor 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 committees **shall** be appointed:

- **Finance**
- **Membership**
- **Public Image**

- **Rotary Foundation**
- **Training**

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

The following Committees are included with the Chairpersons, Governance, Service and Youth, having a vote at District Council.

- **Governance** - Responsibilities include:
 - a. DEI – Diversity, Equity and Inclusion
 - b. District Abuse Prevention
 - c. Legislative
 - d. Nominating
- **Service** – Responsibilities include:
 - a. Community, including Large Scale District Projects
 - b. International
 - c. Healthy Communities
 - d. Honoring Indigenous People
- **Youth** - Responsibilities include:
 - a. Interact
 - b. Rotaract
 - c. Rotary Youth Leadership Awards –RYLA
 - d. Student Leadership Award Program for Students High on Training (SLAPSHOT)

Committee Chairperson:

The Governor cannot serve as a District Committee Chair. It is recommended that district committee chairs be past governors, governor-nominees, past assistant governors, or effective past district committee members. All committee chairs should be selected and reported to RI by 31 December in the year before taking office on 1 July.

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.

2. 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.

3. QUALIFICATIONS:

(RI Code of Policies 17.030.2 March 2021)

Minimum recommended qualification is membership, other than honorary, in good standing in a Rotary or Rotaract club in the district. Governors are strongly encouraged to appoint Rotaractors to every committee.

4. TRAINING REQUIREMENTS:

District committee chairs shall attend the team training seminar prior to serving as chair. Sub-Committee Chairs and Committee members should participate in training meetings as outlined in RI COP 20.060 through 20.090.

5. REPORTING REQUIREMENTS:

The Chair of each committee, including sub-committee chairs, is responsible for calling meetings, setting agendas, and arranging for the 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.
- District committee chairs shall report to the governor on the status of their activities on a regular basis.
- Council reports need to be submitted to the respective Committee Chair no later than fourteen (14) days prior to the Council to allow the Committee Chair time to compile report and forwarded to the Executive Secretary no later than seven (7) days before Council.

REFER to Website for the CURRENT Organization Chart. It is expected that this organization chart will be updated by the Executive Secretary when so requested by the relative Committee Chair and AUTHORIZED by the Governor.

The following committees shall be appointed:

FINANCE COMMITTEE

(RI CODE of Policies 17.030.2 March 2021)

1. 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, and shall prepare a budget and an annual report on the status of the district's finances.

2. STRUCTURE: The district treasurer shall serve as ex-officio member of the committee.

This committee will be composed of three Past Governors still residing in the district, the Governor, the Governor-elect, the Governor Nominee, the Governor Nominee Designate, 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 chair, a past governor still residing in the district, shall be appointed by the Governor, subject to agreement of 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 shall be a three year term subject to annual review.**

3. ADDITIONAL QUALIFICATIONS of MEMBERS:

Preference should be given to those with previous service as club treasurer and/or Rotarians and Rotaractors with accounting/finance experience.

4. DUTIES AND RESPONSIBILITIES:

- a. Prepare a budget of district expenditures in cooperation with the district governor to be submitted to the clubs at least four weeks prior to approval at a meeting of incoming club presidents.
- 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.

Approval of the Audited Financial Statements by the Finance Committee, or their designees shall be undertaken prior to the presentation at the Annual **Members** Meeting. The review may be conducted by either a qualified accountant or an audit committee.

An audit committee must:

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

Additional responsibilities specific to District 7090:

N-PCL Section 519 mandates that the financials 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. Therefore the Annual Members meeting must be held not later than the month of December annually, without exception, and must include the completed Audited Financial Statements by September 30th 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 financial reporting is in hand to comply with these deadlines.

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

- a. Sources of the district's funds (RI,TRF, and 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**.

5. 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 so as 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 our fiduciary responsibility to provide the information of how the funds are used.

6. BUDGET:

The Governor will be responsible at all times 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 to 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;
- n. 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.,
 - o. 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 corporation’s 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 RI 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.

7. RESERVES FOR SPECIFIC ACTIVITIES:

- 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.
- The district in an ever vigilant effort of fiscal responsibility strives to maintain a minimum in Reserves of at least two years of budgeted expenses.

8. 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).**

9. DUTIES AND RESPONSIBILITIES OF THE TREASURER:

A. RECEIPTS: On June 30th of each year, the current Treasurer shall transfer to the bank accounts established by the incoming Treasurer all, or at least a substantial portion, of the funds that are on hand. The only funds being retained shall be those that might reasonably be required to meet any outstanding invoices or commitments.

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.

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

Any disbursement in excess of US\$1,000 requires the approval of the Governor and the Chair of the Finance Committee prior to disbursement.

No disbursement in excess of 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 in excess of \$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.

C. FINANCIAL RECORDS: A central repository shall be established by the Executive Secretary or other Officer residing in the United States for the safekeeping of records.

MEMBERSHIP COMMITTEE

(RI Code of Policies 17.030.2 March 2021)

1. 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.

The chair must have significant knowledge of, commitment to, and experience with membership attraction and engagement activities.

2. 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.

3. 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.

4. ADDITIONAL TRAINING REQUIREMENTS:

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

5. APPOINTMENT OF CHAIR:

To be effective, the membership committee must have continuity of leadership, therefore, the Committee Chair shall be appointed for a three-year term, subject to review, with documented agreement of the Governor, Governor-Elect and Governor Nominee in their term of service.

The governor (if selected), for each of the years of the three-year term of the membership attraction and engagement committee chair will participate in the selection of the chair. Reporting to Rotary International must be completed no later than December 31st before taking office on July 1st of the following calendar year.

Any removal for cause must have prior approval of all the governors (if selected) for each of the remaining years of the three-year term.

PUBLIC IMAGE COMMITTEE

(RI Code of Policies 17.030.2 March 2021)

1. 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.

2. 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.

3. 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's 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.

4. 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.

ROTARY FOUNDATION COMMITTEE (Rotary Foundation Code of Policies Article 25.010 03-2021)

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

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

25.010.1 CHAIR QUALIFICATIONS:

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

25.010.2 COMMITTEE QUALIFICATIONS:

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

25.010.3 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**.

25.010.4 APPOINTMENT/TERM OF DISTRICT ROTARY FOUNDATION COMMITTEE CHAIR (DRFC 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 Governor (if selected), for each of the years of the three-year term of the DRFC Chair will jointly select the DRFC Chair. Reporting to Rotary International must be completed no later than December 31st before taking office on July 1st of the following calendar year. The DRFC Chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities. Districts will not have access to the Designated Fund until the DRFC Chair is appointed.

25.010.5 DRFC 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 governor, provide one of the two authorizing signature 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 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.

25.010.6 AUTHORITY TO REMOVE ROTARY FOUNDATION COMMITTEE CHAIR

Subject to full agreement of the governor, governor-elect, and governor-nominee, the Rotary Foundation committee chair may be removed for cause when there are significant issues that cannot be resolved.

25.020 ROTARY FOUNDATION SUBCOMMITTEES:

Appointed to manage the following Rotary Foundation operations, with full descriptions found in **The Rotary Foundation code of Polices, sections as noted:**

- PolioPlus 25.020.1
- Grants 25.020.2 (Global Grant and Grant Spending Plan)
- Fundraising 25.020.3 (Annual Fund and Endowment, see below)
- Stewardship 25.020.4
- Rotary Peace Fellowships 25.020.5
- Other Optional Subcommittees 25.020.6 with detailed information **outlined in Form 300 Lead your Rotary Foundation Committee**, relative to aforementioned subcommittees as well as the following:

- a. Paul Harris Society Coordinator
- b. Annual Fund
- c. Endowment/Major Gifts
- d. Rotary Peace Fellowships
- e. Scholarship
- f. Vocational Training Team

The governor-elect shall appoint members for the open positions of the Rotary Foundation subcommittees for his/her year in office. It is recommended that subcommittee chairs serve three year terms to ensure continuity.

TRAINING COMMITTEE

(RI CODE OF POLICIES 17.030.2 March 2021)

1. PURPOSE:

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

2. 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.

3. 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:
 1. Program content (in accordance with board-recommended curricula)
 2. Conducting sessions.
 3. Identification of speakers and other volunteers
 4. Preparing training leaders
 5. Program evaluation
 6. Logistics
 7. Marketing to target audience
 8. If the district is part of a multi PETS, work in accordance with the policies and procedures of that multi PETS.

7090 COMMITTEE CHAIRS WILL INCLUDE THE FIVE COMMITTEE CHAIRS, NOTED BELOW, AS WELL AS THE FOLLOWING THREE COMMITTEE CHAIRS, SERVICE, GOVERNANCE AND YOUTH, BRINGING THE TOTAL OF 7090 COMMITTEE CHAIRS TO EIGHT.

- 1. FINANCE**
- 2. MEMBERSHIP**
- 3. PUBLIC IMAGE**
- 4. THE ROTARY FOUNDATION**

5. TRAINING

SERVICE PROJECTS 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.

A. COMMUNITY SERVICE SUB-COMMITTEE

1. 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

2. 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 our district and foster a SNERGY unique to our “Best of Friends” District.**

3. 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 principals of Rotary, including vocational service and empowering and engaging young people.

B. INTERNATIONAL SERVICE SUB-COMMITTEE (REFER home page for full details, including guidelines for international projects document)

1. PURPOSE:

The International Service sub-committee supports club 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.

2. ADDITIONAL QUALIFICATIONS OF MEMBERS:

Preference should be given to members who are past governors, past Regional Rotary Foundation Coordinators, past assistance Regional Rotary Foundation Coordinators, and those with experience with international service projects.

3. 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 subcommittee, 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 project and global grant activities.

4. APPOINTMENT OF CHAIR:

To be effective, the international service sub-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 Rotary Foundation coordinator, or a past assistant regional Rotary Foundation Coordinator to chair this committee, to serve a term of three years without reappointment limits.

C. HEALTHY COMMUNITIES SERVICE SUB-COMMITTEE

1. 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.

2. MEMBERS:

CHAIR: Appointed by the Governor and Governor Elect. The chair should have an awareness of the common issues facing our district communities as well as a network of community partners with mandates in keeping with Rotary's ideals and vision.

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

3. DUTIES AND RESPONSIBILITIES:

CHAIR:

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

COMMITTEE MEMBERS:

- a. Assist the Chair in the performance of his/her responsibilities.
- b. Provide liaison with clubs.

D. HONOURING INDIGENOUS PEOPLES (HIP) SUB-COMMITTEE:

I. 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

2. MEMBERS:

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.

3. 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.

YOUTH COMMITTEE

1. PURPOSE:

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

Duration of Chair appointment: Appointed for a one-year term, renewable up to a maximum of three years.

2. STATUS:

The Youth Services 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 committee shall be composed of the Youth Services Committee Chair and relative Sub-Committee Chairs.

A. INTERACT SUB-COMMITTEE

1. PURPOSE:

The Interact Committee, composed of Rotarians, Rotaractors, and Interactors, promotes and supports the activities of Interact clubs.

2. APPOINTMENT OF CHAIR:

The Interact sub-committee chair (a Rotarian), appointed by the governor **with option to have country specific chair in this leadership role.** It is highly recommended that districts use a leadership succession plan, consulting all members of the committee as well as the governor – elect and governor-nominee, to draw from the expertise of experienced committee members and developing leaders within the committee. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from their predecessors.

3. ADDITIONAL QUALIFICATIONS OF MEMBERS:

Preference should be given to those who have club-level experience with Interact, Interact alumni, and Interact members with leadership potential. Participation of Interactors is contingent upon receiving prior approval from a parent/guardian. Where feasible and practicable there should be provision for continuity of membership by appointing one or more members for a second term.

4. DUTIES AND RESPONSIBILITIES:

- a. Coordinate 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 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.

B. ROTARACT SUB-COMMITTEE

1. PURPOSE:

The Rotaract Sub-Committee is composed of equal numbers of Rotarians and Rotaractors and supports Rotaract clubs in the district.

2. APPOINTMENT OF CHAIR

The Rotaract sub-committee chair (a Rotarian), appointed by the governor and the Rotaract representative (a Rotaractor), elected by the Rotaract clubs in the district, should serve as co-chairs of this committee. It is highly recommended that districts use a leadership succession plan, consulting all members of the committee as well as the governor –elect and governor-nominee, to draw from the expertise of experienced committee members and developing leaders within the committee. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from their predecessors.

3. ADDITIONAL 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.

4. DUTIES AND RESPONSIBILITIES:

- a. Coordinate district wide activities related to Rotaract.
- b. Promote engagement through regular contact with assistant governors and clubs.
- c. Promote Rotaract by inviting participants to speak at events, partner in service projects, and attend joint leadership and professional development trainings.
- d. Support the organization of new Rotaract clubs.
- e. Provide training and support to Rotaract club officers and advisors.
- f. Prepare and submit a budget to the governor and the finance committee for approval to ensure that no personal financial profit is being made from Rotaract activities.
- g. Oversee other administrative functions of Rotaract clubs within the district.

C. ROTARY YOUTH LEADERSHIP AWARDS SUB-COMMITTEE (RYLA)

1. PURPOSE:

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

2. ADDITIONAL QUALIFICATIONS OF MEMBERS:

Preference should be given to those who have general knowledge of Rotary and/or experience with Rotary Youth Leadership Awards, a strong enthusiasm for youth and young adult leadership development, and RYLA alumni.

3. DUTIES AND RESPONSIBILITIES:

- a. Coordinate district wide activities related to Rotary Youth Leadership Awards.
- b. Promote program participation through regular contact with assistant governors and clubs.
- c. Promote Rotary Youth Leadership Awards.
- d. Engage RYLA alumni by asking them to speak at RYLA events, attend club meetings and participate in Rotary service.
- e. Cultivate community partnerships and leverage community leaders as speakers, facilitators, or trainers.

4. APPOINTMENT OF CHAIR:

Governors are strongly encouraged to observe a three-year limitation on the consecutive length of service of the RYLA chair. Because of the special knowledge and experience that administering youth programs requires, it is highly recommended that districts use a leadership succession plan, consulting all members of the committee as well as the governor-elect and the governor-nominee, to draw from the expertise of the experienced committee members and develop leaders within the committee. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from the predecessors.

D. SLAPSHOT SUB-COMMITTEE

7090 specific, not RI 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.

Student Leadership Award Program for Students High On Training (SLAPSHOT)

1. PURPOSE:

To operate leadership training program(s) for youth in the 15-19 year old age group and promote the development of Interact clubs for youth.

2. MEMBERS:

Preference should be given to Rotarians with experience in working with this age group.

3. DUTIES AND RESPONSIBILITIES:

CHAIR(S):

- a. Set agendas and budget, arrange meetings, and report to the Youth Services CHAIR
- b. Promote Rotary awareness in local high schools by encouraging student participation in week-end Snapshot programs;
- c. Set fees for participants so that the program will operate on a self-financing basis;
- d. Arrange for sponsoring clubs to provide for transportation to the training site;

- e. Promote early registration through the use of incentives and distribution of brochures to all clubs;
- f. Engage appropriate Rotary leaders and youth professionals to conduct the program;
- g. Arrange for Rotarians to act as cabin supervisors for each group of ten leaders.
- H. Show evidence of Apprenticeship in Youth oriented programs.

4. COMMITTEE MEMBERS:

- a. Assist the chair in fulfilling his/her responsibilities;
- b. Liaise with Clubs.

YOUTH EXCHANGE FORMER COMMITTEE (operates as separate entity **“ROTARY 7090 YOUTH EXCHANGE CORPORATION PROGRAM, INC.”**, REFER to website <https://rye7090.org> for full details, including various resources, etc.)

GOVERNANCE COMMITTEE

The committee is responsible to review 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.

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 chair, a past governor still residing in the district, shall be appointed by the Governor, subject to agreement of the majority of the committee members, with preference given to individual’s experience in matters of governance within the district as well as member’s previous oversight roles in the non-profit sector. The appointment shall be a three year term subject to annual review.

This committee will be composed of two Past Governors still residing in the district, the Governor, the Governor-elect, the Governor Nominee, the Governor Nominee Designate, as well as the Executive Secretary and two Rotarians knowledgeable in not for profit operations appointed by the Governor from each of the Canadian and the U.S. portions of the district.

ADDITIONAL QUALIFICATIONS of MEMBERS:

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

RESPONSIBILITIES include the following:

- 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.

A. LEGISLATIVE SUB-COMMITTEE

1. PURPOSE:

To act as the source for district related legislation, presenting legislative proposals to the Governor, Council, and the Conference as well as working with Council on Legislation representative for immediate past Council on Legislation as to memoranda to be submitted to RI Board and any objections or matters pertaining to recently passed proposals; also, to work with the Council on Resolutions and the Council on Legislation representative as to new proposals to be submitted at upcoming Councils on Resolutions and Council on Legislation.

It shall also advise and assist the Governor on nominations and elections and other matters involving RI's constitutional documents, and 7090 Manual of Policies (MOP).

2. MEMBERS:

Composed of two immediate Past Governors still residing in the district, the Governor, the Governor-elect, the Governor Nominee, the immediate past delegate to the Council on Legislation, the incoming delegate and the alternative delegate to the Council on Resolutions and the Council on Legislation. The senior Past Governor shall be Chair; however, if the senior Past Governor is a future or current COL rep then the next senior Past Governor shall be chair.

3. REPRESENTATIVE TO THE COUNCILS ON RESOLUTIONS AND THE COUNCIL OF LEGISLATION:

The Representative to the Council on Legislation 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 in the year two years before the council on legislation, for example June 30, 2020 to serve in the 2022 Council on Legislation.

The Council Representatives will represent their district at the:

- 2020, 2021, and 2022 Councils on Resolutions
- 2022 Council on Legislation

4. DUTIES AND RESPONSIBILITIES: (R.I. 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 Councils deliberations to the clubs of the district.

B. NOMINATING SUB-COMMITTEE (RI Bylaws Article 12 Nominations/Elections for Governors)

1. PURPOSE:

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

As well, this district committee will select a Vice-Governor to replace a Governor in a case of temporary or permanent inability to complete their term. This selection will be done at the same time as the Governor nominations. RI Bylaws Article 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 Article 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 Governor 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.

2. 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. *Please note Impartiality requirements. 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.

The senior of the three immediate Past Governors on this committee shall be Chair with right of refusal available. If/when exercised the Governor shall appoint another 7090 Past Governor residing in the district as Chair.

3. 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. Refer to Sections below on election procedure;

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

4. CONDUCT AND REVIEW OF ELECTIONS:

(Selection of Governor-Nominee-Designate RI Bylaws ARTICLES 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 Section 6.010 of these bylaws.

Article 12.030.1 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.

12.030.2 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.

12.030.3 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.

12.030.4 Nomination by Committee of Best Qualified Rotarian.

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.

12.030.5 Notification of Nomination

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 the receipt of the notice, the governor shall notify the clubs in writing of the name and club of the nominee.

Balance of pertinent information relative to this section can be found in **RI Bylaws 12.030.6 – 12.030.10.**

Impartiality of Selection Committees

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.

C. DISTRICT ABUSE and PROTECTION SUB-COMMITTEE (refer Appendix A)

The Governor/President 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 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/President, 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: refer to appendixes for full details:

- 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 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.

D. DIVERSITY, EQUITY and INCLUSION (DEI) SUB-COMMITTEE:

Rotary International STATEMENT:

As a global network that strives to build a world where people unite and take action to create lasting change, Rotary values diversity and celebrates the contributions of people of all backgrounds, regardless of their age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation and gender identity.

Rotary will cultivate a diverse, equitable and inclusive culture in which people from underrepresented groups have greater opportunities to participate as members and leaders.

Making diversity, equity and inclusion a priority is everyone's responsibility—from club members to Rotary Staff members.

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

RESPONSIBILITIES include the following:

- a. Successful completion of RI course – Committing to Diversity, Equity and Inclusion.

- b. Development of DATA BASE 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.

The following “may be committees” will be stand alone, with possible inherent overlap in working with other sub-committees; however will report directly to the Governor.

SECTION FOUR - GOVERNOR’S SUB-COMMITTEES

A. CONFERENCE SUB-COMMITTEE

1. 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.

2. ADDITIONAL QUAIFICATIONS OF 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.

3. 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:
 - 1. New Rotarians and Rotaractors
 - 2. All members of newly-organized clubs in the district; and
 - 3. Representation from every club in the district and the family of Rotary
 - 4. Promote the conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary’s programs
 - 5. Provide relevant, motivational, and informative programs

B. STRATEGIC PLANNING SUB-COMMITTEE

1. PURPOSE:

Charged with the responsibility of assisting the current Governor and future Councils in making long range plans for the organization and administration of the district in an effort to address the evolving needs of our membership.

2. MEMBERS:

The Committee is comprised of the **EIGHT** Committee Chairs, plus the Governor stream, including Immediate Past Governor, Governor, Governor Elect, Governor Nominee, and a past Governor who will chair the committee, subject to appointment by the Board. It is anticipated that the term of the Chair will be for three years to allow for continuity and development of the Strategic Plan to realize outcomes as well as year over year revisions, when needed.

3. DUTIES AND RESPOSIBILITES:

- a. Ongoing review to ensure Strategic Plan is Up to Date and relevant to 7090;
- b. Develop and set out action plan that will be updated a minimum of every three months, in an effort to ensure progress is evident;
- c. Monitor and take additional action if dashboard goal are not being met;
- d. Ensure monthly communication in newsletter to update membership;
- e. Ensure Strategic Plan update is included in every Council meeting agenda and reflected in the minutes.

SECTION FIVE - POLICIES OF 7090

1. FUND-RAISING

It is the policy of the district that the Council shall not engage itself directly in fund-raising activities, unless in support of The Rotary Foundation.

2. SOLICITING FUNDS FROM OTHER CLUBS

It is the policy of the district that Clubs wishing to solicit funds from other Clubs must first obtain permission from the Council annually.

3. 7090 COMMUNICATIONS & PRIVACY POLICY

- Rotarians should not use the directories as a commercial mailing list, nor make it possible for anyone else to use it for that purpose.
- The online directories are not available for use by Rotarians, Rotary Clubs or sponsored Youth programs in contacting all clubs for fundraising or event purposes.
- A club desiring to request the cooperation of all 7090 clubs, in connection with any matter or utilizing email or postal service mail, shall first submit its purpose and plans to the respective governor or governors who will bring the request to Council to secure its approval.

4. CLUB EVENTS CONFLICTING WITH DISTRICT-WIDE EVENTS

It is the policy of the district that no Club shall hold a special event in conflict with any district-wide event, including, and, for example, District Training Assembly, District Conference, The Rotary Foundation Annual Dinner, etc.

5. THE CRITERIA FOR INTERNATIONAL SERVICE PROJECTS:

It is the policy of the International Service Committee that it will review all proposed International Service projects whose sponsoring club(s) wish to solicit funds from other 7090 clubs.

The International Service Committee will recommend to the Council all projects that meet the Council approved Criteria for International Service Projects which are as follows:

GUIDELINES FOR INTERNATIONAL PROJECTS:

For a project to be approved by the International Service Committee for recommendation to Council that the sponsoring club or clubs is allowed to solicit from other clubs, the project should meet the following criteria:

1. Benefit a large number of people
2. Be of a self-help nature

3. Concentrate on one or more of the Rotary Foundation's areas of focus:
 - Peace and conflict prevention/resolution
 - Water and sanitation
 - Basic education and literacy
 - Supporting the environment
 - Disease prevention and treatment
 - Maternal and child health
 - Economic and community development
4. Be identified as a Rotary sponsored project
5. Be initiated, controlled and implemented by Rotarians
6. Become self-sustaining after initial funding has ended

District Abuse Prevention Committee Appendices: (refer district website)

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