

**District  
7090 Manual of Policies**

**DRAFT  
Revision September 2020 relative to Incorporation**

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**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](http://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 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 control 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;
- Assistant Governor Coordinator; Assistant Governors;
- Committee Chairs;
- Past Governors;
- Such other appointments as the Governor may make from time to time.

**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 US and 2 in 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:

- 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 – 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.

#### **Vacancy in the Office of Governor or Governor Elect: Vice-Governor: (RI Code of Policies 19.050 June 2020)**

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.

#### **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 8;
- 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 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. 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 highest officer 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 Code of Policies 19.010.1 June 2020)**

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.

## **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.

### **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.

### **4. DUTIES AND RESPONSIBILITIES: (Code of Policies 19.040.11 June 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 7.

### **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 (Code of Policies 19.020 June 2020)**

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.

## **SECTION THREE - MEMBERS OF DISTRICT COUNCIL**

### **ASSISTANT GOVERNORS (Code of Policies 17.030.1 June 2020)**

#### **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:

1. Visit each club regularly to discuss the club activities, resource, and opportunities.
2. Support clubs in setting and achieving goals, finding solutions to challenges, resolving conflicts, and meeting their and RI administrative requirements.
3. Serve as a liaison between clubs and committees.
4. Assess Clubs' ability to thrive and mentor club leaders on strategies to make their club successful.
5. Encourage clubs' involvement in activities and committees.
6. Keep the governor informed on progress of the clubs.
7. Stay up to date on Rotary initiatives.
8. Share status of clubs with successor.
9. Recommend Individuals to serve on committees.
10. Identify successor in year 2 and mentor in year 3.

#### **3. CRITERIA – SELECTION OF ASSISTANT GOVERNOR (Code of Policies 17.030.1)**

- 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:**

1. 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;
2. In concert with Governor Nominee conducts an assessment of the training needs of the Assistant Governors, and the development of plans to meet these needs through activities at Council meetings, District Training sessions and focused LIVE and Zoom meetings;
3. Upon request provide input on the appointment of Assistant Governors;
4. Attend Council meetings and other functions when possible;
5. Visit area meetings as requested or deemed necessary;
6. In consultation with the Governor Group, contribute to the annual assessment of Assistant Governors;
7. Assist with the planning of the Assistant Governor component of District Training Assembly;
8. Report regularly on Assistant Governor activities and needs to Council;
9. 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.

### **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 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. Provide a repository for safekeeping of 7090 records, to include, but not limited to, official minutes of 7090 meetings of its Council and Audited Financial statements;
- 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.

#### **1. DUTIES AND RESPONSIBILITIES:**

- 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 1<sup>st</sup> of that year;
- d. Shall be responsible for the collection of levies and the handling of funds;
- e. Prepare and send to the Governor monthly aging reports of outstanding dues;
- f. Shall undertake to notify the Governor and the Finance Chair of all outstanding per capita levies/dues 45 days after the initial request for payment to the clubs, then again at 60 days and monthly thereafter until payment in full has been received;
- g. Shall deposit in the bank accounts all monies received from Clubs or individuals pertaining to affairs, with legible copies of all deposit slips/receipts retained for ease of access, when required;
- h. Shall 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 30<sup>th</sup> 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.

#### **REFER Finance Committee responsibilities listed in DISTRICT Committees (page 16-19)**

#### **COMMITTEES (RI code of Policies 17.030.2 June 2020)**

District committee chairs 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 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

The following committees ***may*** be appointed:

- Alumni
- Community Service
- Convention Promotion
- District Conference
- Interact
- International Service
- New Generations Service Exchange
- Rotaract
- Rotary Friendship Exchange
- Rotary Youth Leadership Awards
- Youth Exchange

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

## **1. STATUS:**

Expected to serve for a three-year term, subject to annual review and re-appointment by the Governor and the Committee chairs are considered voting members of the Council. The number of Committee Chairs, appointed is at the discretion of the Governor but will be at least three and no more than ten. The Current governor cannot serve as a committee chair. Recommended that Committee Chairs be past governors, governor-nominees, past assistant governors, or effective sub-committee members.

## **2. BUDGETS:**

Sub-Committee chairs are required to submit detailed budget requirements to their Committee Chair, who will submit it 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 June 2020)**

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.

## **2. 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.

## **3. 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 June 2020)**

##### **1. PURPOSE:**

Safeguard the assets of the funds by reviewing and studying the amount of per capita levy and necessary expenses of administration, and prepare an annual report on the status of the district's finances.

##### **2. STRUCTURE:**

This committee will be composed of three Immediate 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. Preference for members should be given to those with previous service as a club treasurer and/or Rotarians and Rotaractors with accounting/finance experience.

The chair, a past governor still residing in the district, shall be appointed by the Governor, subject to agreement of the majority of the immediate three past governors, 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.

##### **3. DUTIES AND RESPONSIBILITIES**

- Prepare a budget of Expenditures in cooperation with the relative Governor (Governor Elect) to be submitted to the clubs at least 4 weeks prior for approval at a meeting of incoming club presidents. Review and recommend the amount of the per capita levy to be approved in accordance with RI Bylaws sections 15.060.
- Assure that proper records of incoming receipts and expenditures are kept.
- Prepare a yearly financial report to be presented by the Immediate Past Governor according to RI Bylaws section 15.060.4. A prudent review and approval of the Audited financial Statements by the Finance Committee, or their designees, shall be undertaken prior to the presentation at the Annual Business Meeting.
- A member of the committee, preferably the Treasurer, shall, together with the Governor, be a signatory on the bank account(s) of the fund. The Bank account shall be held in the name of the district.
- A cheque and approval request form shall be completed for all disbursements, with the signature, electronic preferred whenever possible to expedite completion, of the Finance Committee chair and the Governor required for amounts exceeding the limit determined by the Finance Committee.
- Commitments for venues with a financial commitment via contract or other forms of implied commitment in excess of \$10,000 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 commitment. Said

financial commitments shall be executed in accordance with the existing bank account requirements, i.e. minimum of two authorized signatures to bind the district.

#### **4. BANKING PROCEDURES:**

- 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. Rates of exchange shall be calculated and applied on July 1<sup>st</sup> and January 1<sup>st</sup> for each half Rotary year.

#### **5. 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;

- p. 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 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.

#### **6. 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.

#### **7. 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:

- i. The budget, anticipated receipts and disbursements;
- ii. Reserves for specific activities;
- iii. Amounts held in general reserve in accounts or investments;
- iv. 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).**

#### **8. ANNUAL STATEMENTS AND REPORT OF FINANCES:**

Within one year of serving as governor, the immediate past governor must provide each club an independently reviewed annual statement and report of finances. The Immediate past governor must provide the statement and report and have it discussed and adopted at a meeting to which all clubs are entitled to send a representative and for which 30 days' notice have been given. Alternatively, within one year of serving as governor, the immediate past governor may ask the governor to conduct a club ballot of adoption of the statement and report. The statement and report shall be sent at least 30 days before the club ballot. The governor shall start this process within 30 days of receiving the request from the immediate past governor.

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.

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**.

## **9. DUTIES AND RESPONSIBILITIES OF THE TREASURER:**

### **A. RECEIPTS:**

On June 30<sup>th</sup> 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 31<sup>st</sup> 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.

### **C. FINANCIAL RECORDS:**

A central repository shall be established by the Executive Secretary for the safekeeping of records. No documents or records shall be destroyed without a motion of approval of the Presidents-Elect at the Training Assembly.

This repository shall be with the Executive Secretary or other Officer residing in the United States.

#### **D. REPORTING:**

Periodic reporting on Finances to the Governor and to Council is the responsibility of the Treasurer. Budget presentation to the Club President-Elects is the responsibility of the Chair of the Finance Committee, in collaboration with the governor-elect.

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.

#### **MEMBERSHIP COMMITTEE: (RI Code of Policies 17.030.2 June 2020)**

##### **1. PURPOSE:**

Under direction of the governor, the committee will identify, promote and implement market strategies that will result in membership growth, and develop and implement a plan to organize new 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 past governors who have been active and successful in establishing new clubs.

##### **3. DUTIES AND RESPONSIBILITIES:**

- a. Work with the governor and club leaders to ensure that each club achieves its membership goal.
- b. Be familiar with Rotary Club Central and other membership development resources.
- c. Utilize Rotary Coordinators as resources.
- b. Coordinate district-wide membership development activities.
- c. Encourage clubs to participate in RI or presidential membership recognition programs.
- d. Maintain communication with our committees to coordinate activities that will aid membership attraction and engagement efforts.
- e. Identify committee members to all clubs and indicate that members of the committee are available to help them.
- f. Encourage clubs to develop and implement an effective membership attraction plan.
- g. Assist club membership development chairs in carrying out their responsibilities.
- h. Visit clubs to speak about successful membership attraction and engagement activities; share information on successful outcomes.
- i. Identify communities without Rotary clubs that have a population capable of meeting the requirements for charting a new club.

- j. Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs.
- k. Assist in organizing and establishing new clubs.

#### **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 31<sup>st</sup> 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 June 2020)**

#### **1. PURPOSE:**

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, favourable public image and a positive image are desirable and essential goals for 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.

### **A. DIGITAL TECHNOLOGY Subcommittee of Public Image**

#### **1. PURPOSE:**

Support the ongoing development of online digital operations at district and club level.

**2. Qualifications of Sub Committee CHAIR:**

- Background in digital and information technology background with a proven track record of achievements.
- Degree or diploma in IT related field considered an asset.
- Minimum five years of experience working in an IT/Digital environment.
- Team player deemed to have excellent communication skills.

**3. Duties and Responsibilities:**

- Support the Strategic Plan relative to the use of digital platforms and tools to foster seamless integration as well as effective usage at club and level.
- Oversight of website to ensure effective operation with relative content, as well as providing updates.
- Supports and provide oversight to assist the Website administrator.
- Assist our clubs to optimize their websites using appropriate method for their website, as well as best use of social media platforms.
- Develop wide communication platform to facilitate ease of information distribution.
- Ongoing development and implementation of 3 year plan to ensure continued development and ongoing maintenance, with submission of annual budget to address critical needs and ongoing relevance to the IT/Technology needs of the district.
- Establish a committee for ongoing support on digital solutions and training needs as necessary.

**ROTARY FOUNDATION COMMITTEE: (Rotary Foundation Code of Policies Article 25.010 06-2020)**

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 31<sup>st</sup> before taking office on July 1<sup>st</sup> 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 June 2020)**

### **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. ADDITIONAL QUALIFICATIONS OF MEMBERS:**

Preference should be given to Rotarians and Rotaractors with training, education or facilitation experience.

### **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 TWO COMMITTEE CHAIRS, SERVICE AND YOUTH, BRINGING THE TOTAL OF 7090 COMMITTEE CHAIRS TO SEVEN.

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 must 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 sizes.

#### **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.

1. 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. VOCATIONAL SERVICE SUB-COMMITTEE: (N.B.Incorporated relative content, highlighted from RI. New Generations Service Exchange, currently not utilized in 7090).**

**1. PURPOSE:**

- a. Provides assistance to clubs on promoting the highest ethical standards in all occupations, recognizing the value of all useful occupations, and contributing one's vocational talents to meeting the needs of the community.
- b. Provides assistance to clubs on career counseling for young people and disadvantaged/challenged people; employer-employee relations and application of the four-way test in a vocational setting. The committee will also share vocational service ideas from within Rotary International.

## **2. MEMBERS:**

Members shall be appointed by the Sub-Committee Chair in consultation with the Governor. Preference should be given to those who have served as vocational service chairs in their clubs or who have been effective in one or more vocational service projects.

## **3. DUTIES AND RESPONSIBILITIES:**

### **CHAIR(S):**

- Assist clubs to develop projects to help young people find jobs.
- Assist clubs to develop projects to help physically and mentally challenged individuals to find suitable jobs.
- Assist Clubs to organize career-planning programs in schools to help students make informed choices about their future.
- Support activities that promote knowledge and application of the 4-Way Test throughout the community.
- Increase awareness of “The Declaration of Rotarians in Businesses and Professions” and encourage Rotarians to practice and promote high ethical standards throughout the business community.
- Develop programs that increase members’ awareness, appreciation and knowledge of all occupations.
- Assist Clubs to develop ways to recognize those who have achieved vocational excellence.

### **MEMBERS:**

- Assist the Chair in the performance of his/her responsibilities,
- Provide liaison with clubs.
- Act as champions for specific programs (e.g. Rotary at Work) as needed.

## **7090 YOUTH SERVICES 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.

**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. 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.

### **3. 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. 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.

### **3. 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.

### **4. APPOINTMENT OF CHAIR**

The Rotaract 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.

### **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 CND. insurer 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 15-18 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):**

- Set agendas and budget, arrange meetings, and report to the Youth Services CHAIR

- Promote Rotary awareness in local high schools by encouraging student participation in week-end Slapshot programs;
- Set fees for participants so that the program will operate on a self-financing basis;
- Arrange for sponsoring clubs to provide for transportation to the training site;
- Promote early registration through the use of incentives and distribution of brochures to all clubs;
- Engage appropriate Rotary leaders and youth professionals to conduct the program;
- Arrange for Rotarians to act as cabin supervisors for each group of ten leaders.
- Show evidence of Apprenticeship in Youth oriented programs.

#### **COMMITTEE MEMBERS:**

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

**YOUTH EXCHANGE 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.)

January 2020 Rotary 7090 Youth Abuse and Harassment Prevention Policy, is located in the resource section and all requirements therein must be strictly adhered to including, but not limited to, criminal background checks (subject to local laws and practices).

- f. Promote program participation through regular contact with assistant governors and clubs.
- g. Promote Youth Exchange by encouraging members to get involved.
- h. 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 Youth Exchange activities.

#### **APPOINTMENT OF CHAIR:**

Governors are strongly encouraged to observe a three year limitation on the consecutive length of service of the Youth Exchange 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 governor-nominee, to draw from the expertise of experienced committee members and develop leaders within the committee. A minimum experience of three years in a key position on the Youth Exchange committee is also strongly encouraged for established Youth Exchange program. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from their predecessors.

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. ALUMNI SUB-COMMITTEE**

#### **1. PURPOSE:**

This committee identifies ways in which clubs and districts can offer meaningful opportunities for alumni to engage with Rotary to support Rotary’s fundraising, membership and service.

#### **2. ADDITIONAL QUALIFICATIONS:**

Preference should be given to those who are alumni or have professional experience working with such individuals.

#### **3. DUTIES AND RESPONSIBILITIES:**

- a. Work in conjunction with other committees, particularly membership, Foundation, and programs committees, e.g. Interact, Rotaract, RYLA, Rotary Youth Exchange, to identify alumni and their skills (speaker, project skills, potential to be member, contributor to Foundation and Rotary programs, etc.) and connect these individuals to clubs and activities.
- b. Lead cross-promotion efforts between programs and promote service opportunities.
- c. Create awareness of how to work with alumni to maintain their relationship with Rotary.
- d. Encourage alumni to report their data to RI and work with fellow chairs to ensure program participants are properly reported to RI.
- e. Abide by privacy and youth protection policies and local law.
- f. Support and coordinate alumni events and associations, where appropriate.

### **B. CONVENTION PROMOTION SUB-COMMITTEE**

#### **1. PURPOSE:**

The sub-committee shall promote attendance at the annual RI Convention to Rotarians throughout the district.

#### **2. ADDITIONAL QUALIFICATIONS OF MEMBERS:**

Preference should be given to Rotarians and Rotaractors who have attended a minimum of one previous RI Convention and/or with marketing skills.

#### **3. DUTIES AND RESPONSIBILITIES:**

- a. Attend club and district meetings to promote the convention.
- b. Serve as a local resource for convention materials and information.
- c. Create or expand the web site with links to the RI web site’s section on the convention.
- d. Translate important convention information into local language(s), if necessary.
- e. Identify and target potential registrants by e-mail, letters, and other methods of communication.

### **C. 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 QUALIFICATIONS 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:
  - i. New Rotarians and Rotaractors
  - ii. All members of newly-organized clubs in the district; and
  - iii. Representation from every club in the district and the family of Rotary.
  - iv. Promote the conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.
  - v. Provide relevant, motivational, and informative programs.

## **D. ROTARY FRIENDSHIP EXCHANGE SUB-COMMITTEE**

### **1. PURPOSE:**

Promote Rotary Friendship Exchange as an opportunity to increase international understanding, cultural immersion, professional development, international service and introduce participants to Rotary.

### **2. ADDITIONAL QUALIFICATIONS OF MEMBERS:**

Preference should be given to those with general knowledge of Rotary and a strong enthusiasm for the Rotary Friendship program, intercultural understanding, professional development, vocational exchange, international service, and cultural immersion. Ability to communicate in English and previous experience working with adult international exchanges should also be regarded as positive attributes.

### **3. DUTIES AND RESPONSIBILITIES:**

- a. Coordinate district wide activities related to Rotary Friendship Exchange.
- b. Promote program participation.
- c. Cultivate relationships with other participating districts to encourage exchange opportunities.
- d. Coordinate reciprocal international exchanges around one of the following themes: cultural, vocational, service.
- e. 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 Rotary Friendship Exchange activities.
- f. Submit a report with exchange summaries to the general secretary after the completion of each exchange.

### **4. APPOINTMENT OF CHAIR:**

The governor should appoint an individual with experience participating in international exchange programs for adults to lead the Rotary Friendship Exchange Committee. Ideal candidates should have experience in international exchanges both as a participant and as a host.

## **E. LITERACY SUB-COMMITTEE**

### **1. PURPOSE:**

Assist clubs within the district to identify and promote literacy development projects within the local and in the world community. The committee will also share literacy ideas from within Rotary International.

### **2. MEMBERS:**

Members shall be appointed by the Committee Chair subject to consultation with Governor. Preference should be given to those who have served as literacy chairs of their clubs or have some interest or experience in literacy development.

### **3. DUTIES AND RESPONSIBILITIES:**

#### **CHAIR:**

- Raise awareness of literacy issues;
- Encourage clubs to become involved in literacy projects, either locally or internationally.
- Encourage clubs to partner with other organizations to promote literacy projects.
- Promote Literacy month activities.
- Promote Club or Literacy projects being undertaken
- Share Literacy ideas from Rotary International.

#### **COMMITTEE MEMBERS:**

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

## **F. DISTRICT ADVISORY SUB-COMMITTEE (COLLEGE OF GOVERNORS; PAST, PRESENT, AND FUTURE) They are voting members of the District Council.**

### **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 from the Past Governors active in the District council, with successive terms optional, if so elected by the members of this committee.

The Honorary Chair or Dean shall continue to be the most senior Past Governor residing in the district.

### **3. DUTIES AND RESPONSIBILITIES:**

- Meet at the call of the Governor and/or the Chair;
- Consider all topics for the effective good governance of the on both short and long term bases, including the consideration of an Annual Governor Elect Plan presentation;

### **4. MEETINGS::**

- Two fellowship meetings per year would be held (six months apart), one with only the Committee, and one which would include spouses.
- The members of this committee will undertake well in advance of the Rotary year to meet with the GE to review their plans and provide counsel to enhance the success of the upcoming year.
- Other meetings would be held using virtual resources as Zoom/GTM etc. at the call of the Governor or chair.
- There would be no budget item for this committee.

## **G. 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 Council 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 where 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.

### **H. NOMINATING SUB-COMMITTEE (RI Bylaws Article 12 Nominations and 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.
- This committee reports directly to the Governor.

#### **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.

### **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 ARTICLE 12.0101)**

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.

- 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 members 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 through 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.

## **I. SIGNIFICANT AWARDS SUB-COMMITTEE**

**1. PURPOSE:** In a tasteful celebration, recognize excellence in Clubs and individual Rotarians through the various AWARD options (partial listing below) with a keen observance of the required Standard inherent in the accomplishment.

### **2. CLUB AWARDS:**

- **ROTARY Citation** – RI award with specific objectives, set annually by the RI President.
- **Lighthouse Award** – award to recognize the top Clubs in the district, objectives set annually by the Governor.
- **GOVERNOR'S TROPHY** – award for the Outstanding Club of the Year, objectives set annually by the Governor, selection by the Awards Committee.
- **Foundation Awards** – as determined by The Rotary Foundation Trustees.
- **Membership Growth Awards** – as determined by The Membership Committee in consultation with the Governor.
- **INDIVIDUAL ROTARIAN AWARDS**
- **Governor's Award** – presented by the Governor for outstanding individual Rotarians contribution to the district.

### **3. MEMBERS:**

The Governor shall chair a committee composed of two Past governors, the Governor-elect and Governor Nominee, and the Committee Chairs to determine significant awards for Clubs and individual Rotarians who have excelled in the performance of their duties.

### **4. DUTIES AND RESPONSIBILITIES:**

- Advise the Governor and Rotary Foundation Committee Chair about nominations of outstanding

Rotarians for specific RI awards and citations.

- Judge projects submitted and select the best to be forwarded to Rotary International according to the rules established by RI
- Assess Club functions and projects that may be eligible for awards and make recommendations to the Governor.
- Maintain a list of present awards and recommend the establishment of others where the need exists.
- At the call of the Governor, organize an Annual Awards Banquet/Celebration.

## **J. 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 SEVEN 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 RESPONSIBILITIES:**

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

## **K. HEALTHY COMMUNITIES SUB-COMMITTEE**

### **1. PURPOSE:**

Encourage all district 7090 Rotary clubs to be actively involved in promoting the overall health and vitality 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.

Members shall be appointed by the Committee Chair subject to consultation with the sitting Governor and Governor Elect.

### **3. DUTIES AND RESPONSIBILITIES:**

**CHAIR:**

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

**COMMITTEE MEMBERS:**

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

## **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