



**DISTRICT 7430**

**ROTARY  
INTERNATIONAL**

**PROCEDURES  
and GUIDELINES**

**REVISED May 2014**

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# **PROCEDURES AND GUIDELINES**

## **Rotary District #7430**

**Effective May 3, 2014**

### **1.0 OBJECT AND PURPOSE**

#### **1.1 Object**

**To assist the District Governor and other District and Club leaders in the following duties:**

- a. Furthering the object of Rotary International**
- b. Administering District and club affairs**
- c. Management of District funds**
- d. Supervising the operation of District projects**
- e. Promoting cordial relations between the clubs in the District and between the clubs and Rotary International.**

#### **1.2 Purpose**

**The purpose of these Procedures & Guidelines (P&Gs) is to provide D7430 Rotarians with a written set of systems, guidelines and traditions that determine the operation of our district. The district committees, programs and systems exist to support the work of individual Rotarians in our clubs as they strive to serve others. The goal is to assist the clubs of the District and the District Governor in maintaining necessary consistency and continuity from year to year.**

#### **1.3. Limitations**

**Nothing in these Procedures and Guidelines is intended to permit delegation of responsibility by or for the District Governor unless authorized by Rotary International. Similarly, under these Procedures and Guidelines, no activity is authorized which may dilute or may tend to dilute the authority or responsibility of the district governor.**

**The district projects and activities described in these Procedures and Guidelines represent relationships established in keeping with the ideals of Rotary. No actions or activities which reach beyond the territory of the district should be undertaken without the knowledge and approval of the district governor. The foregoing is not intended to inhibit inter-district activity.**

#### **1.4 Conflicts**

**Conflicts of Guidelines and Procedures with the Manual of Procedure**  
**Nothing in these rules is intended to take precedence over the constitution and by-laws of Rotary International or the policies of Rotary International as contained in the latest edition of the Manual of Procedure. If any such conflict occurs or is shown, the documents of Rotary International will override the**

provisions of these guidelines.

### **1.5 Partnering**

The District and its Rotary clubs may support and cooperate with other organizations in projects and activities provided that the guidelines in the current Manual of Procedure are followed.

### **1.6 Continuity**

RI requires each District to have in place a formal plan to provide a substitute District Governor (DG) in the event that the designated DG is unable to serve. The District Executive Committee (DEC) has approved that this will be the immediate Past DG. If that person is unable to serve, the DEC will decide who shall serve at that time.

## **2.0 ADMINISTRATION**

### **2.1 District Activities and Participation**

The District Governor (DG) is the officer of Rotary International functioning as the administrator of this district and is assisted by committees and other assistants authorized by Rotary International as deemed necessary and advisable.

Participation in district activities is open to all Rotarians in the district. The board of Rotary International has especially encouraged the appointment of past presidents of Rotary Clubs and past officers of Rotary International to district posts.

Those Rotarians in the district having the desire and willingness to serve are encouraged to make their interest known to the district governor and/or the district governor-elect, or district governor nominee.

### **2.2 Organization**

The District operates under the guidelines of Rotary International and these Procedures and Guidelines. The District operates with a District Executive Committee (DEC) consisting of five members, each with a vote. The DEC include:

- District Governor -- DG
- District Governor-elect -- DGE
- District Governor Nominee – DGN
- Foundation Committee Chair – DRFCC
- Immediate Past District Governor—PDG

The role of the DEC is to create a multi-year District Vision & Strategic Plan that builds continuity and provides consistent leadership in a way which benefits all Clubs and Rotarians in D7430. In addition the DEC provides guidance to the DG in setting and achieving his/her goals in line with the Strategic Plan adopted by the DEC.

**There is a distinction between the advisory role and the decision making role of the DEC. The DEC must approve any deviation from these P&Gs as well as significant financial decisions.**

**The District Leadership Team (DLT) is comprised of:**

- **District Executive Committee (DEC)**
- **District Governor Nominee Designate -- DGND**
- **Assistant Governors**
- **District Trainer**
- **District Membership Chair – DMC**
- **District Treasurer**
- **District Secretary**

**All DLT members are encouraged to attend the monthly DLT meetings. In the event of a need to vote, only the DEC is the voting body.**

### **2.3 Transfer of Records**

**The District Governor should supply the District Governor-elect, in writing, full information as to the condition of the Clubs in the District with recommended action for strengthening the Clubs, and should transfer continuing District records on or before July 15 following the Governor's year in office.**

### **2.4 Budget, Accounting, and Audit**

**All District committees and/or assistants involved in the expenditure of funds, whether those funds are obtained from District funds as described below or obtained from other sources, must prepare formal budgets showing their planned expenditures for the following Rotary year.**

**All District committees and activities disbursing funds will be overseen by the District Finance Committee and audited by the District Auditor. In order to facilitate such audits, a voucher authorization and account journal must be maintained by each committee. District funds will be disbursed only upon a committee or District Governor approved voucher supported by a previously approved budget.**

**By August 1st following the end of each Rotary year, these committees shall submit a financial statement showing the prior year's revenue and expenses to the District Governor, the District Governor-elect, the Chair of the Finance Committee, and the District Treasurer.**

**As prescribed in the Rotary International (RI) Manual of Procedure (M.O.P.) , the District Governor shall provide an audited or compiled annual statement of the District finances into each club in the District by October 1st following the governor's year in office. This statement shall also be presented, discussed (if need be) and formally adopted at the following District Conference. See Section 11 for District finance information.**

### **2.5 Distribution**

**The incoming District Governor (DGE) should ensure that all incoming Club Presidents (P-Es) and Secretaries, District committee chairs, other appointees, and Past District Governors belonging to a Club in the District should have access to an electronic current copy of these Procedures and Guidelines prior to the start of the Rotary year.**

## **2.6 Liability and Insurance**

**Rotary International provides General Liability insurance through the U.S. Club and District Liability Program. This program provides up to \$7,000,000 per occurrence / \$20,000,000 general aggregate limits of coverage for bodily injury and property damage claims. The policy provides coverage for the District, individual Rotary Clubs within the District, and individual Rotarians and their family members, and includes both District and Club-sponsored Rotary events.**

**The Rotary International insurance program also includes Directors & Officers Liability coverage in the amount of \$2,000,000 per claim/\$20,000,000 aggregate.**

**Insurance premiums are paid via assessments to all individual U.S. Rotary clubs on an annual basis.**

**Rotary District 7430 also maintains a fidelity bond in the amount of \$50,000 to cover District officers and volunteers in handling of District funds, including the District Conference. This policy does not cover the treasurers of individual Clubs, and it is recommended that each Club purchase a fidelity bond on their officers and Club members who handle Club money.**

**The District insurance program provides no coverage for property owned or leased by individual Clubs. District strongly recommends that individual Clubs purchase their own insurance coverage for owned or leased property, as needed. (remove word liability).**

**Certificates of liability insurance are available upon request through the District Insurance Chair or Rotary International website (<http://www.locktonportal.com/sites/rotary/resources>). Additional Insureds are automatically included if required by contract. Otherwise, an Additional Insured may be added upon request & approval by the insurance carrier.**

**Insurance claims should be reported to the District Insurance Chair or sent via e-mail to [claims@rotary.org](mailto:claims@rotary.org).**

**For additional information about the District insurance program, please refer to the Rotary International website**

**(<http://www.locktonportal.com/sites/rotary/resources>). contact RI ([rotary@lockton.com](mailto:rotary@lockton.com)), or contact the District Insurance Chair.**

**It should be clearly understood that the activities of the officers and**



committees of the District are of a service and charitable nature, and that no officer or committee member is an employee of the District and the District has no responsibility whatever for any consequential liability.

If and when circumstances warrant, the District may incorporate and seek appropriate additional insurance protection.

## **2.7 Strategic Plan**

The DEC shall supervise the creation, maintenance and keeping up-to-date a strategic plan for the District that includes the details of both short and long term District goals. This should be done through a Strategic Planning Committee. The DEC shall periodically report to the District Clubs the contents of the strategic plan and the progress being made.

## **2.8 Rules of Procedure**

Robert's Rules of Order is the prescribed parliamentary authority. These rules, being formulated for the Congress of the United States, may on occasion require an interpretation in the light of the voluntary nature of Rotary. When such interpretations are demanded, the Objects of Rotary and the Four Way Test should be applied.

## **3.0 GROUPS, COMMITTEES AND COORDINATORS**

The District is organized into four main functional groups and coordinated by the assigned DEC members:

1. District Administration -- District Governor
2. Membership -- District Governor Nominee
3. Foundation -- Foundation Chair
4. Service Projects -- District Governor-elect

Within each group there are coordinators, committees, and individual office holders.

### **3.1 District Committee Rules**

District committees are charged with carrying out the goals of the District as formulated by the Governor and the DLT in the District Strategic Plan.

The District Governor in consultation with the appropriate DLT members shall appoint Chairs for committees as prescribed herein and in the Manual of Procedure as adopted by Rotary International.,

The District Governor, District Governor-elect and District Governor Nominee shall be ex-officio members of all prescribed and recommended committees, except the Nominating Committee for District Governor nominees. An ex-officio

**member shall have all the rights of a regularly appointed member except the right to vote.**

**District committees should work with relevant RI and Rotary Foundation committees or task forces, as well as Rotarians appointed by the RI President or Trustee chair to facilitate action at the District or Club level related to specific RI or Rotary Foundation programs or activities.**

**District committees shall report to the Governor on the status of their activities on a regular basis. District committees shall report successful activities to the DG and to RI for possible inclusion in RI publications and on the RI Web site ([www.rotary.org](http://www.rotary.org)) and the District web site, [www.rotarydistrict7430.org](http://www.rotarydistrict7430.org)**

### **3.2 Groups and Committees**

**The District Governor in consultation with the appropriate DLT members shall confirm all committees and appoint Chairs listed below and any additional committees deemed essential for efficient administration.**

**With the exception of the District Rotary Foundation Committee Chair, all committee Chairs are appointed for a term of one year, may continue a second and third year at the request of the DG serving that year, and may serve additional years with the unanimous consent of the DEC annually thereafter.**

#### **3.2.1 Administration Group**

1. Assistant Governors
2. Trainer & Training Committee, if any
3. District Secretary
  - Board Minutes, Agendas, District Voting
4. Administrative Assistant
  - Correspondence, - Attendance Records, - On-line Directory - Membership Records - Custodian of Records
5. Website Manager; Facebook Page
6. Finance
  - Treasurer
  - Budget Committee
    - \* Budget Chair
    - \* DGE
  - Assistant Treasurer
  - Insurance
  - Auditor
7. Communications
  - DG Newsletter

- Website content
- Public Image (PR)
- District Crisis Manager
- 8. District Conference
  - Site selection and contracts
  - Conference Logistics and Programs
- 9. Legislative
  - Procedures and Guidelines
- 10. Resources
  - Awards
  - Parliamentarian
- 11. DGN Nominating Committee
- 12. Council of Governors

### 3.2.2 Membership Group

Membership Development and Retention subcommittees

- Club Support
- District Workshops

Club Extension

Rotary Leadership Institute (RLI)

### 3.2.3 Foundation Group

1. Foundation Area Coordinators (FAC)
2. PolioPlus
3. Grants -- District, Global & Packaged
4. Fundraising
  - a. Annual Fund; Paul Harris Society
  - b. Endowment Fund / Major Giving
    - Benefactor
    - **Bequest Society**
  - c. - **Events – Golf, Phillies, Other**
5. **Stewardship (TRFC 7.020.)**
6. **Scholarships & Alumni**

**Descriptions of the duties of the District Rotary Foundation Chair and each of the**

subcommittees can be found in the District Rotary Foundation Committee Manual (300) and The Rotary Foundation Code of Policies.

#### **3.2.4 Service Project Group**

- 1. International Service**
  - Friendship Exchange
  - Rotaplast
  - ShelterBox
- 2. Youth Service**
  - Youth Protection
  - Youth Exchange (YEP)
  - Summer Youth Exchange
  - RYLA – Camp Neidig
  - Interact
  - Rotaract
  - 4-Way Test Speech Contest
- 3. Resource Coordinators – Others will be added as needed**
  - Literacy
  - District Disaster Resource

#### **3.2.5 Other**

Other committees as prescribed by Rotary International or deemed necessary by the DEC.

### **3.3 Committee Appointments and Expenses**

The chair of each committee and all District officers are appointed by the District Governor for a one-year term. There is an exception for the Foundation Chair. Committee members should be selected jointly by the District Governor and the committee Chair and appointed to the respective committees by the District Governor.

To provide for a diverse participation by Rotarians in the District, the District Governor and the committee chairs should develop rotation in terms of years of service on a committee and make selections from Clubs located in different areas of the District to the extent possible. It is recommended that committee members limit themselves to a 3 year term.

Administrative expenses incurred by District committees in completing their prescribed duties or assignment are reimbursable from District funds when the expenses are consistent with the previously submitted budget and are approved by the District Governor.

See section 11.

#### **4.0 COMMITTEE DESCRIPTIONS**

The District shall have two classes of committees: standing and ad-hoc. Standing committees shall be perennial. Ad-hoc committees shall be appointed annually at the discretion of the Governor.

#### **4.1 District Administration Group**

##### **4.1.1 Assistant Governors**

This position is to be performed in accordance with these Procedures and Guidelines and the Manual of Procedure. The Assistant Governor is also responsible for aiding the Governor in the preparation for PETS, District Assembly, and other such duties as may be asked by the Governor.

**Qualifications:**

*Club member in good standing in a District 7430 Club for at least two years.*

**Service as President of a Club for a full term**

**Demonstrated outstanding performance at the District level**

**Potential for continued leadership in District positions.**

**No prior service as a District Governor**

**Appointment:**

**Assistant Governors are appointed annually by the District Governor-elect in consultation with the Governor and Governor-nominee in the fall of the Rotary year prior to taking office.**

**The number of appointees shall be one for each area plus any alternates that may be needed.**

**Term of Office:**

**Appointment is for one year:**

**The limit is three consecutive terms as Assistant Governor, unless otherwise approved by the DEC.**

**Expenses:**

**The Assistant Governors will receive an appropriation to reimburse expenses related to the discharge of their duties, as recommended by the District Finance Committee and approved by the incoming Club Presidents.**

##### **4.1.2 Trainer and Training**

**4.1.2.1 District Trainer – See Appendix ‘A**

#### **4.1.2.2 Leadership Training and Development Committee**

Leadership training and development is vital at both the club and District level. The District Trainer appointed by the DGE for his or her year shall be the chair of this committee. This committee shall establish and promote programs which will provide leadership training for members of local Rotary Clubs in the District. These programs should enable Rotarians to become more effective officers in their Clubs and more effective members of District committees.

This committee should also develop a program of "leadership succession" of qualified Rotarians available for service on District committees, as Assistant Governors and as District Governor.

The core training team will be comprised of the Governor-elect, Governor-nominee, Trainer, and Past District Governors appointed by the Governor-elect. Additional resource team members may be appointed as needed.

The work of this committee should be a continuous, multi-year effort and include:

##### **a. ASSISTANT GOVERNOR TRAINING**

The District Trainer, under the direction of the Governor-elect, is responsible for organizing and conducting a training program for Assistant Governors. Training will follow the outline in the RI Assistant Governors

Training Guide (CP3-2244-EN).

##### **b. PRESIDENTS-ELECT TRAINING SEMINAR (PETS)**

The District Governor-elect shall arrange and conduct a Presidents-elect Training Seminar (PETS) within a time frame consistent with the recommendation of the RI Board of Directors, of all incoming Presidents, for the purpose of providing instruction and information on administering the affairs of their Clubs and Rotary service.

The DEC, with the approval of the Clubs of the District, may elect to be part of a multi-District PETS, such as the Mid-Atlantic PETS. Accordingly the District must adhere to the policies and procedures of such an organization as long as the relationship is maintained. The MA PETS requires a three year written notification for withdrawal. It calls for the DG, DGE and the DGN to be members of its board.

##### **c. DISTRICT TEAM TRAINING**

The purpose of this one-day meeting, held in February, but no later than March 15<sup>th</sup>, is to develop a cohesive team of District leaders who have the necessary skills, knowledge, and motivation to support effective Clubs. The District Governor-elect shall arrange and conduct one or more training sessions for all District committee chairs to acquaint them with the plans for the coming Rotary year and the needed progress and financial reporting requirements.

#### **4.1.2.3 Rotary Leadership Institute (RLI) District Chair**

The Governor shall appoint a qualified person to serve as District chair for a

term of one year with 2 possible repeats for the Rotary Leadership Institute. The Chair will liaison with the RLI of Northeast America, and other districts, to promote attendance at RLI sessions, and to host RLI sessions as needed.

#### **4.1.3 District Secretariat**

The Governor shall appoint a qualified person or persons to serve as District Secretary and as Administrative Assistant for a 1 year term, and they shall be eligible for two additional consecutive terms.

##### **Responsibilities and Duties:**

##### **4.1.3.1 District Secretary:**

- Compiling minutes of the DLT meetings, District Conference, District Assemblies and other District meetings that may be assigned by the Governor.
- Creates meeting agendas with the DEC members' input
- Distributes agendas, financial statements and minutes
- Act as District Executive Secretary if requested by the DG

##### **4.1.3.2 Administrative Assistant:**

- Handle correspondence and other duties assigned the Governor.
- Work with the DLT to create the district directory (printed and/or online)
- Maintain the on-line membership data and work with Rotary Clubs to keep such records up to date.
- Maintain files of all District committees and records of attendance at District events.
- Maintain a database of the names and address of the President and Secretary of each Club and of Chairs and members of District committees
- Maintain the storage of all important and required District records
- Maintain the attendance records of the District Clubs and report them monthly to the DG in a format that can go into the District Newsletter
- Act as The Custodian of Records and Properties:  
The Custodian of Records and Properties shall be a Rotarian in good standing in this District. This Rotarian shall have the following duties:
  - a. Collect and have custody of any and all available and historically significant records pertaining to District 7430 and all districts out of which our present District evolved.
  - b. Have custody of all District resolutions or copies of same, Conference programs and summaries of Conference proceedings, legislative actions of District 7430 and Rotary International, one copy of each Governor's monthly newsletter and one copy of each Governor's District directory.
  - c. Maintain a list of the names of the members of the District Governor Nominating

Committee from each Rotary year.

d . Maintain files, storage cabinets, and other facilities for proper storage of historical records and proceedings as may be needed.

e. Have custody of and inventory all District properties, such as flags, banners, etc. Lend, maintain, and keep records of such properties as directed and approved by the District Governor.

The Custodian of Records and Properties shall perform these duties under the direction and guidance of the District Governor.

#### **4.1.3.3 Website Manager**

Maintain the District website content and database systems.

#### **4.1.3.4 Secretariat Expenses:**

An appropriation recommended by the District Finance Committee and approved by the incoming Club Presidents shall be paid to the District Administrative Assistant and Secretary toward expenses for the operation of the office.

#### **4.1.4 Finance Committee**

This committee shall be the custodian of the District's funds and shall have the authority to make disbursements authorized by District resolutions. It is responsible to:

- Ensure the preparation of a budget based on anticipated District expenditures and income for presentation and approval per section 2.4.
- Authorize the Treasurer to collect and disburse funds as provided in the District budget and authorized by District resolution.
- Oversee the work of the District Treasurer to insure proper use of and accounting for District funds.
- Invest idle District funds in securities approved as legal investments for Pennsylvania trust funds or saving banks.
- Authorize the annual balance carry forward as a reserve.
- Approve vouchers for personal expense reimbursement submitted by the current District Governor.
- Authorize funds for unanticipated expenditures requested by the Governor, not to exceed 20% of the reserve in any one year, for circumstances not covered by District resolutions nor provided in the Rotary International allowance for the Governor. These expenditures must have approval of



**the Finance Committee at a meeting called by the Governor.**

**One member of the committee will be assigned to handle insurance matters.**

**The Finance Committee shall consist of a Chair, a PDG appointed by the DG, the Treasurer, the Insurance chair, and the Budget subcommittee.**

**The District Budget subcommittee shall be composed of the Treasurer, Assistant Treasurer, the DGE and the Finance Committee Chair.**

**The Committee shall:**

- **Review committee budgets and make recommendations**
- **Prepare a budget of necessary District expenditures for the coming Rotary year in accordance with Section 5.**
- **Submit a copy of the official proposed budget, in writing, to each incoming Club President at least four weeks before the District Assembly.**
- **Chair that portion of the District Assembly during which the proposed budget may be approved, amended or rejected for further study by the votes of three quarters of the incoming Club Presidents present.**
- **Submit, within one week of approval, a copy of the approved budget to the District Treasurer, to the District Governor, to the District Governor-elect, to the District Governor Nominee, and to committee chairs.**

#### **4.1.4.1 Treasurer**

**The District Treasurer shall be a Rotarian in good standing in the District appointed for one year and shall not serve more than three consecutive years. The District Treasurer shall receive, disburse, and be the custodian officer of the District fund and, with the concurrence of the Finance Committee, shall have power to invest same or any part thereof, only in such securities as are legal investments in the Commonwealth of Pennsylvania, or in trust funds, or in savings banks which are members of FDIC or FSLIC to the advantage of the District.**

**The Treasurer should receive no later than July 15<sup>th</sup> and review the financial statements of the following committees:**

- **District Conference**
- **District Golf Outing and any Recreational Activities**
- **Neidig Leadership Camp (RYLA)**
- **Youth Exchange Program**
- **Summer Youth Exchange**
- **Interact**

- **And any other committees operating within the District.**

**The financial statements shall then be submitted along with related comments to the District Auditor for appropriate audit and disposition. See section 11.**

**D7430 is a 501 (c) (4) organization and accurate annual IRS, et al, reports must be filed in a timely manner.**

**D7430 has a Foundation that is a 501 (c) (3) organization and accurate annual IRS, et al, reports must be filed in a timely manner.**

#### **4.1.4.2 Auditor**

**The District Auditor shall be appointed for the term of one year and shall make an audit, compilation or otherwise acceptable review of the books of accounts of District 7430 for the preceding year ending June 30<sup>th</sup>. The audit shall be completed in time to allow a final report to go to the RC Presidents by October 1<sup>st</sup>.**

**The Auditor shall be a certified public accountant. The Auditor shall not be a member of any District committee.**

#### **4.1.4.3 Insurance**

**The Finance Committee Chair, in consultation with the DEC, will maintain appropriate insurance coverage through a reputable agency located within the District.**

### **4.1.5 Communications**

#### **4.1.5.1 District Newsletter (DGNL)**

**The District Governor shall appoint a DGNL Editor and other contributing Rotarians to ensure the timely issuance of monthly newsletters to RC Presidents and Secretaries PDGs and other District Rotarians, whether electronic or hard copy.**

**It is our policy that we only promote D7430 events using the DGNL the District website, and the District e-mail list. Possibly, at the discretion of the DG, Multi-Club events, e.g. Membership Mixers, will be promoted. And there must be Rotarians involved in any event for the district to promote it. No Club fundraisers or similar events will be promoted except in the published club event date calendar in both the DGNL and on the District website.**

#### **4.1.5.2 District Directory**

**The District Governor-elect shall assign one or more knowledgeable Rotarians to work with the District Administrative Assistant to ensure the accuracy and completeness of the District Directory – or equivalent - to be on-line by July 1st. A District membership computerized data base will be maintained throughout the year.**

#### **4.1.5.3 District Web Site**

**The District Governor-elect shall assign one or more knowledgeable**

**Rotarians to maintain and work with the District web site to keep District Rotarians informed and to provide resources.**

#### **4.1.5.4 Speakers List**

**This committee will maintain and publicize a list of speakers available for District RC programs.**

#### **4.1.5.5 Public Image Committee**

**This committee shall:**

**a. Develop a public relations consciousness by the Clubs and the members with an understanding that the total impact of all impressions made in a community by Rotarians as individuals and collectively as a Club forms the basis of Rotary public relations.**

**b. Encourage the Rotarians in their personal, business and professional contacts to seek opportunities to make the aims and accomplishment of Rotary better known.**

**c. Maintain friendly relationships with editors of newspapers and managers of radio and television stations and with other avenues of communications.**

**d. Devise and execute a unified public relations program involving both internal and external communications and placing emphasis upon informing the public about Rotary -- its history, object and scope, and especially about programs and activities of the Club.**

**e. Use all opportunities to increase community understanding of the various avenues of Rotary service including intercity meetings, District Conferences and Assemblies, regional conferences, International Assemblies and Conventions, Rotary Foundation Scholarship Awards, the annual observance of Rotary's founding, the District Governor's official visit and other events illustrating the world-wide program of Rotary.**

#### **4.1.6 District Conference**

**The DGN must follow the RI Manual of Procedures in his/her selection of site and organization of the conference. The following describes the District Conference planning procedures associated with a DGN as he or she moves into the DGE and DG roles.**

##### **4.1.6.1 District Conference Site Selection**

**It is recommended that the District Governor Nominee, each year, consult at least two prior conference chairs, and others as deemed appropriate [such as a person with contract experience, a lawyer with contract experience and/or a person with hotel/convention planning experience].**

**Such advisors should assist the DGN in investigating possible conference sites to be held by that DGN during his or her year as District Governor. The decision must be submitted to the DEC by October 31<sup>st</sup> in the year following the DGN's certification to the Secretary of Rotary International.**

**Once the site has been decided by the DGN and his/her advisors, and preferably before executing a contract, the DGN shall notify the Clubs in the District of the site selected as soon as practical. A proposed Conference site out of the**

**geographical area of District 7430 must follow the RI Manual of Procedure.**

#### **4.1.6.2 District Conference Planning Committee**

**The DGN, upon his or her certification to the General Secretary of Rotary International, shall appoint his or her Planning Committee to plan the District Conference occurring during his or her year as District Governor. The Conference Committee may be appointed as follows:**

**a. The District Governor Nominee may select his or her own Club, another Club, or several Clubs as the host club(s). The selected Club(s) will constitute the entire Conference Committee, unless other arrangements are made. Or, The District governor nominee may appoint a District-wide Conference Committee to be assisted by one or more host Clubs.**

**The duties of the Conference Committee are to assist the District Governor in the planning, administration and execution of his or her District Conference according to the guidelines of Rotary International for that Rotary year.**

**The Committee shall receive from the District Treasurer before December 1st of the Rotary year before the Conference, and before December 1<sup>st</sup> of the Rotary year of the Conference, the sum(s) allocated in the District budget in support of the District Conference. The Committee shall account for all expenditures. Surplus funds shall be returned to the District Operating Fund on or before September 1<sup>st</sup> immediately following that Conference.**

**The Conference is expected to be self-financed other than the funds set aside in the District budget. The District has no responsibility to provide any additional funds.**

**The DGN along with the District Conference Chair(s) shall appoint a Conference Secretary who shall work with the DGN in making plans for the Conference and in the recording of the proceedings thereof as set forth in the Governor's Workbook and Manual of Procedure.**

#### **4.1.7 Legislative**

**The Legislative Committee shall be composed of at least three Past District Governors who are members of Clubs in the District. The three immediate Past Governors shall be members of the committee. The chair shall be appointed by the District Governor. The chair shall appoint a secretary at each meeting of the committee. This committee shall meet at least once each year to consider any needed changes to these Procedures and Guidelines. A report must be issued to the DEC by June 30<sup>th</sup>.**

##### **4.1.7.1 District Procedures and Guidelines**

**The committee shall study, put into proper form, and present to the District Conference such enactments and resolutions as are presented to it by those entitled to do so under Section 8. This committee shall also add its recommendations on each item to be presented.**

**The committee shall review all proposed enactments and resolutions**

transmitted to the Council on Legislation of Rotary International or to the International Convention by the General Secretary. The committee shall inform the Rotarians in the District about the proposed enactments and resolutions and seek their response. The committee may give advice to the District's representative to the Council on Legislation and to the Clubs'

voting delegates to the Convention.

The Committee shall inform the Rotarians in the District of these Procedures and Guidelines and any modifications made after the date of initial adoption.

#### **4.1.7.2 Strategic Plan**

This committee is responsible to ensure that the District Executive Committee (DEC) has in place a current District short and long range strategic plan. It shall issue periodic reports of the District's progress. The DEC creates the Strategic Plan review committee as needed.

#### **4.1.8 Resources**

- **Parliamentarian – appointed by the DG**
- **Awards Committee – appointed by the DG**

#### **4.1.9 DGN Nominating Committee**

The selection by the Clubs in a District of a Governor-nominee should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. The District must select the nominee for Governor not more than 30 months, but not less than 24 months, prior to the day of taking office.

#### **GOVERNOR QUALIFICATIONS:**

In addition to the qualifications of Governor-nominee, a Governor, at the time of taking office, must have completed seven years of membership in one or more Clubs and have attended the Governors-elect Training Seminar and International Assembly. Governors also should:

. Possess the esteem and confidence of their own Clubs

- **Be of high business or professional standing, with executive ability, demonstrated in the conduct of their businesses or professions**
- **Have their business or professional work so well organized that they can give the time necessary to carry out Rotary work**
- **Be persons whose integrity and the conduct of their immediate families is above reproach**
- **Have a thorough knowledge of Rotary, its purposes, Object, and constitutional documents, and be Rotarians of recognized loyalty to RI**
- **Be able to discuss any phase of Rotary in a convincing manner and convey information articulately**
- **The Nominating Committee for District Governor nominee is composed of up to ten Rotarians, all past Club Presidents selected from different parts of the District. There shall be only one member from any one Club in the District. They**

shall be appointed by the committee chair for a one year term. One, but not more than one of whom shall have served on the committee the previous year. With that exception, no member may be appointed who has served on a Nominating Committee during the past five years. The person named for continuity shall not serve for more than two years. Two, but not more than two, shall be Past District Governors, one of whom will be Chair.

- The DEC shall designate who is to be chair and shall announce only the name of the chair before the committee has made its selection. The names of the full committee shall be announced at the same time the Clubs in the District are informed of the Rotarian selected by the committee. The District Governor, on being advised by the committee chair that a member of the same Club as a member of the committee has been proposed for consideration, shall immediately, in writing, discharge that committee member. The chair shall then appoint a Rotarian from another Club to fill the vacancy. The District Governor shall mail to each Club in the District before September 1st a form for filing with the committee the name of a qualified Rotarian from that Club whom the Club desires to present for consideration as District Governor Nominee for the year beginning on the first day of the third Rotary year following the selection.

The form shall request full and complete information concerning the qualifications of the Rotarian suggested. The District Governor shall also send information which lists in detail all requirements for a District Governor Nominee as set forth in the by-laws of Rotary International and explained in more detail in the Manual of Procedure including mandatory attendance at the International Assembly held in the Rotary year prior to becoming District Governor. This form shall also contain a statement that the Rotary Club which proposes the candidate has, at a regularly scheduled meeting, adopted a Resolution of Support for the candidate for consideration as District Governor Nominee. This Resolution shall be signed by the President and Secretary of the Club. Forms from the Clubs for District Governor Nominee properly certified shall be mailed directly to the committee Chair to be received no later than November 1st. In the event of any Club proposing a candidate for District Governor Nominee who is not a member of such Club, the Chair of the nominating committee shall advise the Secretary of the Club of which the proposed candidate is a member and obtain concurrence of that Club.

When the committee convenes to consider proposals, the committee shall consider any other Rotarian in the District whom they think has the qualifications and is capable and shall actively seek out and propose the best available candidate.

The committee shall meet as often as necessary to investigate the Rotarians suggested for District Governor Nominee and shall satisfy itself that each candidate has the necessary computer literacy or other facilities to properly handle the routine work of the District Governor's office. It shall be the duty of the chair and each member of this committee, when possible, to become acquainted with each of the Rotarians being considered for selection as the committee's candidate for District Governor Nominee. The committee shall interview each Rotarian being considered.

The committee shall notify the District Governor of its choice after it has concluded its responsibility of selecting a nominee not later than January 1<sup>st</sup>, unless prior approval is given. The District Governor shall notify, in writing, the Secretary (with a copy to the candidate) of each Club having proposed a member for consideration by the committee, of the selection of the committee.

The governor shall then through the January Monthly Letter, or otherwise, on or before January 20, inform all Clubs in the District of the Rotarian selected by the committee, including full information as to qualifications. In the same announcement the Governor shall advise the Clubs that, notwithstanding any nomination made by the District Nominating Committee, any Club in the District may propose a candidate for District Governor Nominee whose name had previously been duly submitted. If the District Governor receives a proposal from a Club on or before February 1st and it remains effective as of February 15th, the District Governor shall notify all Clubs in the District of the name and qualifications of each such candidates and that all such candidates will be balloted upon at the next succeeding District Conference by certified electors from each Rotary Club.

If for any cause whatsoever no proposals continue to be in effect at the time of the District Conference, then proposals for nomination of District Governor Nominee shall be made from the floor of the conference by electors from Clubs in the District and balloted upon at this District Conference.

#### **4.1.10 Council of Governors**

The Council of Governors of Rotary District 7430 is comprised of all Past District Governors residing within the District. The purpose of the Council is to assist the District Governor in a way which does not diminish his or her responsibility or authority. The Governor-elect may appoint a Past District Governor to serve as Chair during the Governor-elect's year as Governor.

## **4.2 Membership Group**

The purpose of this group is to grow and develop membership in District 7430 Clubs by the actions of the committees below. The DGN would be the coordinator of the actions of the committees in this group.

### **4.2.1 Membership Development and Retention Committee:**

This committee is comprised of a chair (appointed by the DG) and up to a total of 9 Rotarians each appointed for a term of at least one year with a maximum of three years, unless otherwise approved by the DEC. District Membership Development and Retention committee duties include:

- Plan, execute and participate in the District membership workshops.

Promote all activities that will improve the Rotary Clubs of D-7430.

Provide any other appropriate activities or programs that will encourage an increase in Rotary membership.

- Assist Clubs in analyzing reasons members leave Rotary and suggest retention

strategies.

- Encourage Clubs to assist members who move to locate and transfer to a new Club.
- Assist Clubs in preparing an annual classification survey for their communities.
- Assist Clubs in reviewing their classification roster and classification survey to provide a balanced Club membership and to determine prospective new Rotarians.

#### **4.2.2 District Extension Committee**

The District Governor will establish District Extension Committee .The Extension Committee . shall pursue the formation of new Rotary clubs.

#### **4.2.3 Rotary Leadership Institute**

District 7430 is a member of the RLI Northeast America, Inc. Division. The DG will appoint a Chair to serve from 1 – 3 years. The RLI Chair should promote attendance at the RLI sessions and coordinate RLI promotional programs. The RLI Chair shall be a member of the District Training Team. The Chair is also responsible to maintain a list of the District's RLI Certified facilitators.

The Membership Development and Retention committee members are encouraged to promote attendance at RLI sessions by all District Rotarians

#### **4.2.4 Family of Rotary**

The membership development committee members are encouraged to implement RI's and the DG's Family of Rotary program throughout the District.

### **4.3 Foundation Group**

#### **District Rotary Foundation Committee (DRFC)**

The DRFC is a group of experienced and dedicated Rotarians in District 7430 who will assist the District Governor to carry out the Rotary Foundation business within District 7430. The Committee serves as the liaison between the Rotary Foundation and the Rotary Clubs in the District, in conjunction with any Foundation Area Coordinators that may be appointed.

The DRFC consists of a chair and the subcommittee chairs.

The DRFC Chair is appointed for a three year period. The Chair is registered with the Rotary Foundation using the appropriate Appointment Form. The Chair may serve an additional three-year term.

The Chair and the Governor have joint signatory authority for the distribution of the District Designated Funds (DDF). Both must approve and sign.

The chair of the DRFC, with direct leadership of the District Governor and in consultation with the Foundation Area Coordinators (FAC), plans, coordinates and evaluates all District Foundation activities. The Chair serves as a member of all subcommittees.

The subcommittee Chairs are appointed by the DG in consultation with the



**DRFC Chair. They typically shall serve for three years. The subcommittees' members are to be selected from at least 9 clubs, trying to represent each of the District's Areas.**

**The DRFC Chair may add or delete subcommittees as conditions warrant and with the prior approval of the DEC, however In accordance with the RI Manual of Procedure. Subcommittees shall be appointed to address the following ongoing administrative functions:**

- 1. Annual Fund**
- 2. Polio Plus**
- 3. Endowment Fund / Major Giving**
- 4. Paul Harris Society**
- 5. Grants – District, Global & Packaged**
- 6. Stewardship**
- 7. Scholarships & Alumni**

**Descriptions of the duties of the DRFC Chair and each of the subcommittees can be found in the District Rotary Foundation Committee Manual (300-EN) and The Rotary Foundation Code of Policies.**

**This committee is responsible for:**

- Training of district Rotarians on The Rotary Foundation (TRF) issues**
- Issuing and tracking Memos Of Understanding (MOU) for both District to the Rotary Foundation and from District to clubs under the latest TRF guidelines.**
- Ensuring compliance and proper grant stewardship**

#### **4.3.1 Foundation Area Coordinators**

**The DRFC chair in consultation with the DEC appoints Foundation Area Coordinators (FAC) for a term of at least one year, but not more than three years. These FACs provide a resource and a presence at the RCs in their assigned areas. The FAC position description is presented in Appendix 'A.'**

#### **4.3.2 District Workshops**

**At least once each Rotary year the District Foundation Chair will arrange , staff and implement one or more District-wide Foundation training workshops.**

#### **4.3.3 Fundraising**

##### **4.3.3.1 Annual Fund Subcommittee**

**Annual giving is the fuel that runs the Foundation programs in District 7430. Annual giving constitutes the main thrust of fund raising efforts and accounts for the majority of funds received. Annual giving is the solicitation of contributions which directly fund the ongoing programs of The Rotary Foundation in District 7430.**

**It is the responsibility of the Annual Giving subcommittee to design and**

implement a comprehensive and effective District program to achieve the general giving goal for District 7430 as established by each Club.

#### **4.3.3.2 Benefactors, Bequest Society and Major Donor Subcommittee**

The major responsibility of this Subcommittee is to identify, contact, educate, and thank actual and potential donors of major outright gifts or planned gifts in support of The Rotary Foundation's Permanent Fund.

The Committee informs Rotarians of planned giving opportunities available which allow the donor to make a significant gift while receiving estate and/or income tax deductions and, under some arrangements, a life income interest as well.

#### **4.3.3.3 Paul Harris Society Subcommittee --**

The Coordinator of the D7430 Paul Harris Society is responsible to educate and encourage new members to commit to this level of support for TRF, urge existing members to keep their promises and maintain appropriate records for TRF and the District.

#### **4.3.3.4 POLIO PLUS Sub-committee**

The responsibility of the District PolioPlus Subcommittee is to encourage all Clubs and Rotarians in the District to participate in at least one PolioPlus activity that supports the promotion of polio eradication.

#### **4.3.3.5 Events Subcommittee (Golf, Phillies)**

This committee shall organize, promote, and conduct District recreational activities, tournaments, and sporting events such as the District golf outing, for fund raisers for The Rotary Foundation by

- Encouraging Clubs and individual Rotarians to participate in District level activities.
  - Promoting the fellowship of Rotary through recreational activities.
- Organizing and conducting recreational and sporting activities in conjunction with the District Conference.
- Provide for contributions by Rotarians from District 7430 or others as determined by the committees and the District Governor.

#### **4.3.4 Grants Subcommittee**

The major responsibility of the Grants Subcommittee is to inform Rotary Clubs of the kinds of Foundation grants that can help them with service projects. The subcommittee should encourage Clubs to participate in domestic and international service projects involving all grant types, District, Global and Packaged.

It should help to identify and recruit Rotary volunteers.

It should assist Clubs in developing ways to participate in existing projects, and to develop new projects.

The Sub-Committee should also plan for, promote and recommend applications and award amounts for approval by the DEC, for District Grants. It should also educate Club Rotarians on how to recognize and organize opportunities, to identify partners, and to

properly prepare Grant applications using electronic files as applicable.

This committee analyzes Global Grant applications and works with RI to secure approvals. It also works with RC persons in each country to ensure proper documentation and controls are in place.

This committee has the responsibility to collect timely records of progress on all projects and to maintain them, all in accord with the D7430 Stewardship guidelines.

#### **4.3.5 Stewardship Subcommittee --**

The responsibility of this committee is to oversee the financial and reporting records and systems relating to the processing of all Grants involving D7430 monies and responsibilities. It will track Rotarian training in Grant Management and Club and District Qualification to keep records current to ensure grant proposals are submitted only by properly authorized Clubs and other entities. Their work is to follow the guidelines of the Rotary Foundation.

#### **4.3.6 Scholarships Subcommittee**

The major responsibilities of the Scholarships Subcommittee are to distribute application materials to Clubs within the District, to notify Clubs of the number and type of foundation scholarships the District has chosen under SHARE, to promote The Rotary Foundation Ambassadorial Scholarships program, the Rotary World Peace Fellows program, and the University Teacher Grants program to select qualified scholars from Club-endorsed candidates, to orient scholars before departure, to maintain contact with them during the study year, to publicize their return, and to connect with them upon their return.

#### **4.3.7 Scholarships and Alumni**

Scholarships in D7430 are available through District and Global Grants. This committee acts as a resource to Clubs to meet that end. It also promotes the Rotary World Peace Fellows program, and the University Teacher Grants program to select qualified scholars from Club-endorsed candidates, to orient scholars before departure, to maintain contact with them during the study year, to publicize their return, and to keep connected with them upon their return.

The Alumni responsibility entails maintaining a complete, correct, and updated District alumni directory of present and past Foundation program leaders and members. These include Ambassadorial Scholars, former Group Study Exchange team members, and Rotary Volunteers. RYLA (Neidig), YEP, Interact, Rotaract and Speech Contest participants also are to be included.

This committee also is responsible for identifying, planning and implementing Alumni activities in the District and to support Fund development for District Service projects.

#### **4.3.8 Allocation Committee**

The DGE, DRFC Chair and the chair of each of the District Foundation sub-committees shall constitute the committee that meets annually to decide on a plan for the use of the District Designated Funds (DDF) during the following Rotary year.

## **4.4 Service Projects Group**

### **4.4.1 International Service**

These committees exist to promote an understanding of and participation in the world community service (WCS) program.

4.4.1.1 - Friendship Exchange

4.4.1.2 - Fellowship and Recreational Committees

4.4.1.3 - Rotaplast

4.4.1.4 - ShelterBox

### **4.4.2 Youth Service**

4.4.2.1 - Youth Protection

4.4.2.2 - Youth Exchange (YEP)

4.4.2.3 – Summer Youth Exchange

4.4.2.4 - RYLA – Camp Neidig

4.4.2.5 - Interact

4.4.2.6 – Rotaract

4.4.2.7 – 4-Way Test Speech Contest

This committee organizes and operates with RC members many local speech contests for High School students with the ethical issues of Rotary's 4-way test as a focus. There will be regional contests and a final contest, usually held at the district conference.

This committee shall have members from each area of the district. The Chair is appointed by the District Governor.

District Rotary clubs shall pay an entry fee to provide for prize monies. There is no budgeted support from the district.

### **4.4.3 Youth**

#### **4.4.3.1 Youth Protection Policy**

Rotary District 7430 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their abilities the welfare, and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come in contact.

“Volunteers” include ANY adult involved with Rotary activities who has direct interactions with minors and program participants, supervised or unsupervised. This includes host families, spouses, partners, other residents and siblings living in the home, Rotarians and non-Rotarians driving students to activities, and others.

The DG will appoint a Youth Protection Officer annually. Refer to the separate

**District 7430 Youth Protection Policy for requirements relating to interaction with youth involved in Rotary activities. D7430 is committed to comply with the requirements of ESSEX, Rotary International and the United States Government.**

#### **4.4.3.2 Youth Exchange (YEP)**

**The Youth Exchange Program Committee is composed of at least nine Rotarians being members of the Clubs in the District, not more than two from the same Club, selected from different parts of the District. All appointees should have served at least one year as Club Chair of the Youth Exchange Program. The committee Chair should not serve more than three successive years, unless further appointed by the DEC.**

**D7430 is a member of the multi-District Youth Exchange organization Eastern States Student Exchange (ESSEX), as confirmed by the DEC annually.**

**The committee shall:**

- **Encourage Club participation and sponsorship**
- **Develop opportunities for exchange of students**
- **Select, assign, and administer successful candidates**
- **Prepare and orient the students and their parents/guardians prior to the student's departure for the exchange experience.**
- **Publicize, promote, extend, and administer the student exchange program.**
- **Provide opportunities for educational, social, and Rotary development of students hosted in District 7430.**
  - **De-brief returning students and their families immediately upon their return to the District.**
- **Arrange for hosting and orientation of incoming exchange students and for their participation in Rotary activities in keeping with the RI guidelines.**
- **Support and abide by the requirements of being a member of ESSEX while D7430 is a member.**
- **This committee, Club Chairs and all YE volunteers must abide by the Youth Protection Policies of the District, RI and those of ESSEX.**

**This Committee shall receive from the District Treasurer the sum of money allotted in the District budget and collect from each Club which participates in the program by hosting students an amount per student as determined by the Youth Exchange Program committee at the beginning of its exchange student's year. It shall collect from each sponsoring Club and/or family of outgoing District 7430 students an amount as determined by the Youth Exchange Program committee.**

**This committee shall account for these funds and all other income and shall disburse such funds as necessary for the proper operations and activities of**

the program, maintaining a bank account for such purposes in the name of "District 7430 Youth Exchange Program Fund."

An annual budget shall be submitted to the District Budget Committee prior to March 15. A financial report shall be submitted to the District Treasurer and the District Governor by July 15th.

#### **4.4.3.3 Summer Youth Exchange**

The Summer Youth Exchange sub-committee is an extension of the YEP committee and the Coordinator is appointed by the DG and reports to the YEP Chair. It is composed of approximately nine Rotarians being members of Clubs in the District, not more than two being from the same Club, selected from different areas of the District

The object of the Summer Youth Exchange shall be to further international goodwill and understanding by providing for an exchange of youths between District 7430 and another district or districts in the Rotary world, focusing on short term direct family exchange, following ESSEX programs and guidelines. The functions of the Summer Youth Exchange include the following:

- Develop opportunities for summer exchange of youth on a district to district basis.
- Notify each Club concerning the opportunities for the summer exchange of youth.
- Make preparation to send and receive the hosted students and to be responsible for the program.
- Plan to make arrangements to enroll youth for this exchange and send them abroad in a well-organized manner.
  - Publicize, promote, extend and administer the summer youth exchange program.
- This committee's members, Chairs and all volunteers must abide by the Youth Protection policies of the District, RI and ESSEX.\

This committee shall collect from each sponsoring Club and/or family of outgoing District 7430 students an amount as determined by the Summer Youth Exchange subcommittee. This sub-committee of the YEP committee shall account for any funds it collects or disburses. It shall maintain a bank account for such purposes in the name of "District 7430 Summer Youth Exchange Program Fund." An operating budget shall be submitted as part of the overall YEP budget to the District Budget committee prior to March 15. A "consolidated Youth Exchange/Summer Youth Exchange Committee" □ financial statement shall be submitted to the District Governor and the District Treasurer by September 15th. This committee shall present a summary report of each summer youth exchange within sixty days of the completion of said exchange to the District Governor.

This committee's members, Chairs and all volunteers must abide by the Youth Protection Policies of the District.

#### **4.4.3.4 RYLA (Camp Neidig)**

### **Neidig Leadership Camp (RYLA) - Rotary Youth Leadership Award**

**The Neidig Leadership Camp Committee shall be composed of at least nine members of Rotary Clubs, selected from different parts of the District and not more than two from the same Club. The chair should not serve more than three successive years.**

**This committee shall conduct and administer annually a camp for the purpose of developing the potential of leadership in the youth in the territorial limits (but not restricted to) of the District. It shall encourage participation by Clubs in the District.**

**This committee shall collect, receive, and account for tuition and all other income and shall disburse such funds as required for the proper operation of such camp maintaining a bank account for such purposes in the name of District 7430 Leadership Camp Fund.**

**This committee shall fix the dates and location of the camp and shall collect from each Rotary Club sponsoring camper(s) a tuition fee determined by this committee. The committee shall operate with funds obtained from tuition fees and other contributions.**

**The membership of the camp shall be composed of students of high school age who have completed, or are completing, the junior year in high school at the time the camp is being conducted or organized. All enrollees should be recommended by their high school principal and must be approved by the Board of Directors of the Rotary Club sponsoring their attendance at the camp**

**This committee shall provide all necessary liability insurance, maintain adequate medical care, hire competent camp personnel, and be accountable for all non- expendable camp property and equipment.**

**This committee shall present an annual summary report of all activities of the committee and the camp to the District Governor.**

**A report covering all financial transactions shall be submitted to the District Governor and District Treasurer prior to the end of the Rotary year but no later than July 15th.**

**This committee, its Chairs and all volunteers must abide by the Youth Protection policies of the District.**

#### **4.4.3.5 Interact**

**Interact Clubs are organized under the guidelines of Rotary International for the purpose of providing an opportunity for young people to work together in a world fellowship dedicated to service and international understanding.**

**This Committee will**

- Publicize the Interact program**
- Promote the organization of new Interact Clubs**
- Administer the Interact program in the District**
- Holding an annual Assembly and workshop for all District Interact**

**Club members is strongly encouraged.**

#### **4.4.3.6 Rotaract**

**Rotaract Clubs are organized under the guidelines of Rotary International for the purpose of providing an opportunity for young men and women to acquire the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. The Rotaract committee will:**

- **Develop and distribute a District Rotaract newsletter. Copies shall be sent to the District Governor, the District Governor-elect and District Governor Nominee.**
- **Encourage attendance and participation at the Rotary District Conference.**
- **Conduct Rotaract promotion and extension activities throughout the District in coordination with the District Rotaract Chair.**
- **Serve as Rotaract information liaison to the RI Secretariat for the District.**
- **Work with the District Rotaract chair to help coordinate Rotary/Rotaract activities in the District.**
- **Coordinate public relations activities for Rotaract at the District level.**

#### **4.4.4 Resource Coordinators**

- **Literacy**
- **District Disaster Resource**

#### **4.4.5 Crisis Management**

**This committee will develop a crisis management policy and implement the plan to put the policy into effect. Members will provide training to Club and District Officers to ensure smooth and timely response in the event of a crisis involving a Club or District program, event or interest.**

**The committee shall have a Chair and a Vice Chair and members representing all of the District's youth programs. It will have a member representing the legal community as well as the District public relations committee.**

#### **4.4.6 Resource Coordinators**

**These coordinators, appointed by the DG are to stay informed about RI resources and opportunities, and to share those ideas and opportunities with Clubs and Committees in the District. These coordinators may also speak to Clubs or committees or to help put programs together. Additionally, they will be asked to support articles in the District Newsletter and use the District website as a "mini-newsletter" and forum for the District Rotarians and Clubs in the following areas:**

- **Literacy**



- **Water and Sanitation**
- **Health and Hunger**
- **Community Service**

#### **4.5 Other Committees**

As may be prescribed by Rotary International, or deemed necessary by the District Governor.

##### **4.5.1 Vocational Service**

##### **4.5.2 Community Service**

##### **4.5.3 Community Corps**

##### **4.5.4 Fellowships**

##### **4.5.5 Rotarian Action Groups**

#### **5.0 ASSESSMENTS AND BUDGET**

(Also See section 11)

In order to financially support the activities of Rotary International District 7430, a per capita levy shall be contributed from all Clubs in the District. Said levy shall be based on the Club membership as of July 1<sup>st</sup> that year. These levies should be paid to the District Treasurer by October 1<sup>st</sup>.

Each District committee shall prepare a budget of expenses (and income when appropriate) for the work of that committee for the following Rotary year. These committee budgets and requests for funding shall be forwarded to the District Governor and the Budget Committee no later than March 1<sup>st</sup>.

Should there be circumstances beyond the control of a committee Chair or program project coordinator whereby the approved budget allocations will not be spent during a given Rotary year, the budgeted fund may be reallocated.

During the Rotary year, at the discretion of the District Governor and the Chair of the District Budget committee, an unexpended budget allocation may be reallocated for other worthwhile projects or other committees. At the end of the Rotary year, to help conserve District funds, any unexpended allocations will be retained in the District treasury for future use.

The District Governor shall submit a financial statement to the Club Presidents at the same time that the budget information is presented (not later than four weeks prior to the District Training Assembly). This statement shall include the income and expenses of ALL of the committees and programs of the District for the previous Rotary year as previously distributed to the current RC Presidents by the prior October 1<sup>st</sup>.

All per capita monies received in Rotary International District 7430 shall be deposited in an account named "Rotary International District 7430 Fund."

## **6.0 DISBURSEMENT, MANAGEMENT OF FUNDS & AUDIT**

### **6.1 Treasurer Disbursements**

See section 11.

- To the Conference Secretary (or Treasurer) not later than December 1 the amount allowed in the approved budget for operating the District Conference. The District Governor-elect will be reimbursed upon submitting the cost of travel and lodging to attend the Rotary International Convention the year in which elected District Governor, and upon submitting the expenses in attending the Rotary Zone Institute. All expenses shall be supported by vouchers.
- Upon the request of the committee, as approved by the Budget committee or District Governor, such expenses of District committee operations as are required to carry out committee assignments but not exceeding the budget allowance.
  - A sample Voucher for D7430 reimbursements is shown in Appendix 'B'.
  - The D7430 Finance Chair shall be the approval authority for the District Governor's personal expense reimbursement requests from D7430 funds.

### **6.2 Limitation of District Reserve Fund**

The District shall maintain at least 10% of the annual expense budget as a positive reserve amount each year as budgets are prepared. The District per capita levy shall not be increased over the previous year when that previous estimated yearend carryover is 30% or more of the next year's budgeted expenses total.

### **6.3 Special Funds**

The funds of Neidig Leadership Camp, Youth Exchange Program, District Conference, and other special activities shall be kept in separate accounts bearing their names. It should be noted that these activities operate under the supervision of the DG and DEC. These committees' budgets will be submitted no later than March 1st for the next Rotary year. The previous Rotary year's financial results shall be submitted to the Treasurer no later than August 31st for inclusion in the final audit or equivalent.

### **6.4 Surplus at End of Rotary Year**

Any surplus funds resulting from District activities or projects, except Neidig Leadership Camp, Youth Exchange Program and Summer Youth Exchange, shall be transferred to the District Treasurer by June 30 of the Rotary year, unless otherwise directed by the DEC.

### **6.5 Obligations Beyond Budgeted Amounts**

Should the budget allowance for any District activity or project be insufficient to pay obligations incurred, such deficit shall, with the approval of the DEC, be paid from District funds should the District Budget committee find such deficit to be the result of approved and justifiable costs.

### **6.6 Financial Review**

All District committees shall submit their reports to the District Governor and Treasurer by August 1st and their records and vouchers of all financial transactions to the District Auditor for compilation by August 31st following

the close of the Rotary year.

The compilation report shall be sent promptly to the District Governor with copies sent to the Immediate Past District Governor, to the Chairs of the District Finance committee, the District Treasurer, and to the District custodian of records / Administrative Assistant..

As prescribed in the Manual of Procedure, the immediate Past District Governor shall provide a compiled annual statement of the District finances to each Club in the District by October 1st following the Governor's year in office. This statement shall also be presented, discussed (if need be) and formally adopted at the following District Conference.

It must be noted that a A compilation does little to protect D7430 from someone misusing funds. A detailed official 'Audit' is needed for that and may be authorized by the District Governor.

## **7.0 MEETINGS**

### **7.1 District Conference**

A conference of Rotarians of this District shall be held annually in the District at such time and place in the District as shall be agreed upon by the Governor and the Presidents of the majority of the clubs in the District. In the event the DG and presidents can not come to a majority agreement on the time and place for the District Conference, the DEC will make the determination of a time and place that is in the best interest of District 7430 Rotarians.

The dates of the Conference shall not conflict with the Rotary Zone Institute, District Training Assembly, the International Assembly, or the International Convention.

The District Conference may not be held eight days prior to the opening of the Rotary International Convention, nor until eight days after the closing day of the Rotary International Convention.

The purpose of the District Conference is to further the Object of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to the affairs of clubs in the District and RI generally. The Conference shall give consideration to any special matters submitted to it by the RI Board and matters originating within the District. The District Conference should showcase the programs of Rotary and successful District and Club activities. The Conference should encourage interaction and dialogue among Clubs. Recognizing that the District Conference is an opportunity to sustain and grow the membership base within the District, the information should be presented in an inspirational fashion and in an atmosphere of fellowship.

A Conference may submit proposed legislation for the Council on Legislation. The Conference elects a representative to the Council on Legislation in the year two years preceding the year in which the Council is held. Clubs wishing to submit legislation to the Council on Legislation must first receive the District's endorsement through a vote at the District Conference or through a ballot-by-

mail.

The duration of the Conference will not be less than two days.

## **7.2 District Training Assembly (DTA)**

A District Training Assembly of Rotarians shall be held annually and of such duration as is determined necessary by the District Governor-elect. The District Governor-elect shall appoint a Club or individuals from the District to be hosts for the District Training Assembly. The hosts will be responsible for the logistics of the District Training Assembly. This meeting shall be financially self-sustaining.

The purpose of this one-day seminar, held in April or May, is to prepare incoming Rotary Cub leaders for their roles

The participants in the District Training Assembly shall be Club Presidents-elect and the members of Rotary Clubs assigned by the Club President-elect to serve in key leadership roles in the upcoming Rotary year.

## **7.3 Club Presidents-elect Training Seminars (PETS)**

Club Presidents-elect Training Seminars are informational programs that are planned, organized, and implemented by the District Governor-elect in cooperation and coordination with the District Governor, and with appropriate officials of other districts in the event of a multi-district PETS.

District 7430 committed to participate in the multi-district PETS (Mid-Atlantic) starting in 2005. NOTE: The decision to leave the MA-PETS requires a three year notice, to be consistent with MA-PETS requirements.

The District Governor-elect may participate in appointing the hosts. This meeting shall be financially self-sustaining.

Club Presidents-elect and the District Governor-elect will attend PETS. Other participants should include the Governor Nominee, Assistant Governors and the District Trainer. The registration fees and one-night lodging for the Presidents-elect will be paid by District. Assistant Governors shall assist the Governor-elect with promoting attendance among the Presidents-elect to whose Clubs they are assigned and in team-building among the Presidents-elect, Governor-elect, and themselves. (RCP 23.030.4.)

The Governor-elect, as a member of the Mid-Atlantic Multi-district PETS, is responsible for developing and approving the final program, selecting the training leaders and plenary speakers, as well as submitting to the RI President a letter indicating approval of the multidistrict PETS program if applicable.

While participating with the MA-PETS our District is responsible to provide several sergeants-at-arms as well as a list of potential RLI certified facilitators. The number of these volunteers will be determined annually by the MA-PETS planning Committee.

Any Rotarian expecting to serve as a D7430 Rotary Club President must attend the D7430-designated PETS or some other mutually agreed upon PETS. Presidents-elect who have previously served as President also must attend each

time.

#### **7.4 Rotary Foundation Training Seminar**

The purpose of this seminar is to educate Rotarians about Foundation programs and motivate them to be strong participants and advocates of the Foundation. The seminar is the primary means of increasing awareness of The Rotary Foundation at the Club level.

The seminar is conducted by the District Rotary Foundation committee and shall be supported by the Regional Rotary Foundation Coordinator. Club Presidents, Club Foundation committee members, District Governor, Governor-elect, Governor-nominee and Assistant Governors are the seminar's target audience, although the District's entire membership is encouraged to attend.

#### **7.5 Membership Workshop**

This seminar may be held in September or October. The purpose is to develop Club and District leaders who have the necessary skills, knowledge, and motivation to support the Clubs in the District to sustain and/or grow the membership base. The seminar is open to all interested Rotarians and may be conducted jointly with other Districts.

The participants in the District membership seminar shall include Club Presidents, Club-level membership committee members, District Membership Development committee members, District Extension committee members, Assistant Governors, and other interested Rotarians. Planners will draw upon all resources available, including those offered from RI, Regional Coordinators, Zone and other Districts, to provide a program useful to the Rotarians in the Districts attending.

#### **7.6 District Team Training Seminar**

The purpose of this one-day or less meeting, usually held at or before the District Training Assembly, is to develop a cohesive team of District leaders who have the necessary skills, knowledge, and motivation to support effective Clubs.

Participants in the District Team Training seminar shall include Rotarian appointed by the Governor-elect to serve as Assistant Governors and as District committee members in the next Rotary year.

#### **7.7 District Leadership Training Seminar**

The purpose of the District leadership seminar is to develop Rotarian leaders within the District who have the necessary skills, knowledge, and motivation to serve in Rotary beyond the Club level. The seminar is open to any interested Rotarians who have served as Club President or have served for three or more years in a leadership role. This full-day seminar is held immediately prior to or after the District Conference. The District may utilize Rotary Leadership Institute sessions in lieu of this seminar.

### **8.0 LEGISLATIVE PROCEDURES**

#### **81 Proposals**

Proposals to amend these Procedures and Guidelines shall be known as enactments. Proposals for Conference action which do not amend these procedural guidelines shall be known as "Resolutions."

#### **8.1.1 Enactments**

Enactments to amend these Procedures and Guidelines shall be proposed only by a Club of this District or by the Legislative committee of this District.

#### **8.1.2 Resolutions**

Resolutions may be proposed by a Club of this District, by the District Governor, by a District committee and by action of the majority of incoming Club Presidents in attendance at a District Conference.

#### **8.1.3 Processing**

All proposed enactments and all proposed resolutions shall be delivered in writing to the District Governor and to the Chair of the Legislative committee at least two months before the opening of the District Conference, or other agreed upon District meeting, at which action thereon is to be taken.

All enactments and all resolutions so received shall be studied and properly prepared by the Legislative committee so that the District Governor can send a copy of such enactments and resolutions to each Club President and Secretary at least thirty days before the opening of the District Conference or District Assembly

#### **8.1.4 Presentation of Enactments and Resolutions**

Each enactment and each resolution shall be presented together with the Legislative committee's recommendation for action to the District Conference, or other District meeting, by the Chair of the Legislative committee at the time and place stated in the Conference or meeting program. No proposals of enactments or resolutions may be made from the floor.

#### **8.1.5 Enactments**

Enactments to amend Procedures and Guidelines, except in an emergency as provided elsewhere herein, would be voted at a District Conference, or an agreed upon

District meeting, or by mail or electronic balloting, by a majority vote of Rotarians (representing Clubs) present and voting at the time such proposed enactments are submitted to the Conference, other meeting, or by electronic mail. However, any elector shall have the right to demand a poll upon such amendment in which event the voting shall be restricted to electors and weighted in accordance with paragraph 8.1.7.

#### **8.1.6 Electronic Balloting**

In the event that the DEC approves the use of mail and/or electronic (e-mail) balloting to vote on changes to these Procedures and Guidelines, such balloting will be conducted with the same attention to detail and time allowances as provided for live balloting at a District meeting.

### **8.1.7 Voting by Rotary Clubs**

Each D7430 Rotary Club is assigned a number of votes in accordance with its membership as of the most recent official semi-annual headcount as published by RI as follows:

- |                          |       |           |
|--------------------------|-------|-----------|
| •Total Members up to 50  | One   | (1) vote  |
| •Members from 51 to 100  | Two   | (2) votes |
| •Members from 101 to 150 | Three | (3) votes |
| •Members over 150        | Four  | (4) votes |

## **8.2 Emergency Proposals**

If, in the opinion of a majority of the Legislative committee, an emergency exists, an enactment or a resolution may be presented for action at the District Conference without it having been processed as prescribed in Section 8.1.3 above.

### **8.2.1 Emergency Proposals of Enactments**

Emergency proposals of enactments shall require, for adoption, a two-thirds vote of the electors' votes per paragraph 8.1.6 present and voting at the District conference, or otherwise approved District meeting.

### **8.2.2 Emergency Proposals of Resolutions**

Emergency proposals of resolutions shall require, for adoption, a majority vote of Rotarians present and voting at the District Conference.

## **8.3 Publication of Enactments and Resolutions**

After a District Conference at which enactments and resolutions have been approved, the District Governor shall send a copy to each Club President and Secretary to be kept with the Club's copy of these Procedures and Guidelines. Copies shall also be sent to the District Governor, District Governor-elect, District Governor Nominee, Past District Governors, Assistant Governors, Custodian of Records, and District committee Chairs.

## **8.4 Effective Date**

All amendments approved at a District Conference shall become effective on July 1st immediately following the Conference. Amendments approved at other times become effective 30 days after the date approved.

## **9.0 ROTARY INTERNATIONAL COUNCIL ON LEGISLATION**

### **9.1 Proposals**

Legislation may be proposed to the Council on Legislation by a District Conference as stated in the Manual of Procedure.

### **9.2 Representative**

A representative to the Rotary International Council on Legislation shall be chosen in accordance with Article VII of the By-Laws of Rotary International.

A representative, and an alternate representative, from District 7430 to the Council on Legislation shall be elected at the District Conference held in the Rotary year two years before the Rotary year in which the council meeting is to take place. Voting shall be as established by the Manual of Procedure.

The representative may not serve more than two terms.

The District Governor shall forward to Rotary International the names of the representative and alternate on the Council on Legislation, as elected.

The representative to the Council on Legislation shall give the Rotary Clubs in the District an opportunity to express their opinions on the proposed enactments and resolutions to be considered by the Council on Legislation. The representative shall prepare a summary of such proposals for consideration by the District Committee on Legislation, which shall make recommendations with respect to such proposed enactments and resolutions.

The representative to the Rotary International Council on Legislation, to the extent that expenses are not reimbursed by Rotary International, shall upon submission of suitable expense reports, be reimbursed for all expenses, including reports to the Clubs and District officers, subject to a maximum established by the approved District Budget. Following the Council on Legislation the representative shall issue written reports to the Clubs and District officers.

### **9.3 Information Prior to the Council on Legislation**

The Legislative committee shall communicate with the Clubs in the District regarding proposed enactments and resolutions. Following the council meeting, the representative shall report to the District.

## **10.0 VOTING**

Conference voting shall be conducted in accordance with the procedures established by the "By-laws of Rotary International." Electors shall be as defined in the Manual of Procedure.

## **11.0 DISTRICT FINANCES FOR DISTRICT OPERATIONS**

Managing District finances is an important role of the District Governor. It is expected that each Governor will conform to good business practices in the expenditure of all District monies, thus, helping to conserve District funds, which are derived from payments made by a per capita assessment from Rotary Clubs.

District 7430 has been established as a 501 (c) (4) corporation for IRS purposes. The D7430 Foundation Fund has been established as a 501 (c) (3) account for IRS purposes.

The District Governor and District Governor-elect and District Governor Nominee along with the District Finance committee will review and study the necessary expenses for District administration.



## **12.0 GENERAL POLICY FOR REVENUES AND EXPENDITURES**

The major source for the general operating fund for District 7430 is derived from per capita assessments from each Rotary Club in the District. In addition, funds may be received from investing unused funds, special functions, specific projects or appeals.

District general funds received are to financially support work of the District Governor, District Governor-elect and District Governor Nominee, and District committees in performing their responsibilities as required for District activities.

The District Budget committee, under the guidance of the Chair of the Finance Committee, and in cooperation with the District Governor, the District Governor-elect and District Governor Nominee shall prepare a District budget of revenues and expenditures. The committee in preparing an annual District budget will follow current Internal

Revenue Service guidelines applicable for generally accepted business expenses. Disbursements for District expenditures will be in accordance with the approved budget. As stated in these Procedures and Guidelines, the annual District budget must be

approved at the District Assembly by three-fourths of the incoming Club Presidents present at the Assembly.

Budgeted expense allowances for the DG, DGE and DGN do not cover partner nor spouse expenses and they are maximums, not to be exceeded. The budgeted expense allowance for the Zone Institute is not a maximum. The budgeted expense allowance for the DGE to attend the RI International Convention is a maximum and can be used for partner or spouse expenses.

## **13.0 PROCEDURES FOR BUDGET PREPARATION**

Annually the District Budget committee will consider formal budget requests as prepared by the District Governor, District Governor-elect and District Governor Nominee, and District committees.

The budget requests should be received by the District Governor and Budget committee by the 15th of March of the current fiscal Rotary year. The Budget committee will prepare a generic budget request form for all committees identifying the authorized list of general expenses and program allowances. All other expenses not included in the list must be justified in writing on the request form and approved by the District Governor. In preparing the final annual budget, committee expenditures will be consolidated as administration and operations, program and activities, and the District Rotary Foundation. In this manner, accountability of expenditures will be established for adequate monitoring and auditing.

The District also will budget funds to provide payments to the District Governor and the District Governor-elect and District Governor Nominee for specific items and activities. The District Governor receives payment from RI to cover

anticipated expenditures for specific items. These funds are to be used to carry out the policies of RI, and are intended to provide reimbursement to the Governor for reasonable and necessary expenses in carrying out the duties and responsibilities of the office of District Governor. These are specific items listed by RI and are in accordance with the constitutional documents of RI and board established policies. When providing District budget allowances for the District Governor, the budget committee must take into consideration those basic expenses which are reimbursed by RI.

Similarly, Rotary International will pay the cost of the District Governor–elect, and the cost of his or her partner if he or she accompanies the Governor-elect, to attend the International Assembly in the year in which he or she is to be elected District Governor. Rotary International will advise the District Governor-elect of these expenses.

The board of directors of Rotary International recognizes that in addition to the specific duties within the District, there may be special club and District activities that expect the participation or attendance of the District Governor, District Governor-elect and District Governor Nominee. It is a policy of Rotary International that the expenses of those Rotarians associated with these additional activities are the responsibility of the hosting Club or the Rotarians and not Rotary International or the District.

## **14.0 FINANCIAL PAYMENTS AND REPORTING PROCEDURES**

The District Treasurer is appointed by the District Governor and will keep proper records of income and expenditures of District funds. The Treasurer will make disbursements in accordance with the approved District budget for expenditures incurred

by the District Governor, District Governor-elect, District Governor Nominee, and District committees.

Upon receipt of voucher with paid receipts attached, the Treasurer will reimburse expenses incurred and paid from a Rotarian's personal funds. Upon receipt of properly approved invoices, the Treasurer will pay vendors directly. All checks over \$500 shall be written with two signatures by the District Governor, District Governor elect, or the District Treasurer. All checks \$500 or less may have but one signature, either the DG or the Treasurer, but the DG must approve in writing (e-mail OK) the Treasurer's signing of checks.

The Treasurer will prepare a monthly report and a quarterly report and send copies to the District Governor, District Governor-elect, and Chair of the Finance committee. The accounting records of income and expenditures will follow an approved budget format, and the monthly and quarterly reports also will be in the same format. The accounting records will be maintained in the same manner to provide reports of expenses by line item and committees.

### **14.1 District Conference funds policy**

**14.1.1** The annual district budget includes funds to support the annual D7430 Conference. The responsibility for payment should expenses exceed revenue

for that event rests solely with the District Governor, unless otherwise agreed to by the host Rotary Club, and not the host Rotary club and not the District.

**14.1.2** In the event that monies remain after all conference expenses are paid, those monies are to be returned to the D7430 Treasurer for general district use and not to any one Rotary Club or its club projects.

**14.1.3** See Appendix 'B1' Section 1 for a sample Expense reimbursement Voucher.

**14.1.4** The vouchers submitted for reimbursement by the District Governor for personal expenses shall be approved by the District Finance Chair before payment is made.

## **15.0 REIMBURSABLE EXPENSES**

The District budget will allocate District funds to the District Governor as a supplement for necessary and reasonable expenses not paid by Rotary International. The budget includes funds to be made available for those District officers and functions listed in the annual budget format as a part of the District Governor's allocation.

The District budget allocates District funds to the District Governor, District Governor-Elect and District Governor Nominee for necessary and reasonable expenses in preparation for his or her year as District Governor. The budget includes an allowance of funds to be made available to cover expenses such as:

- **Administrative:** stationary and supplies, postage (not chargeable to PETS and District Assembly costs), telephone, printing and such other necessary items in preparation for the upcoming year.
- **District Governor, DGE, DGN or other District Officer** (as deemed appropriate by the DEC) to attend the RI Zone Institute meeting. (Attending partner expenses are the responsibility of attendee.)
- **Attendance of other DLT members** may be reimbursed for attending RI Zone Institute at the discretion of the DEC and if budget is available.
  - **Costs for the development of a District directory.**

## **16.0 DISTRICT GOVERNOR'S EXPENSES PAID**

**Office Expenses:** Office expenses include stationery, supplies, printing, copy reproduction, printer ink cartridges, postage, telephone tolls, and any similar reasonable expenses.

**Traveling Expenses:** Rotary International will reimburse the District Governor for personal traveling expenses in connection with at least one official visit to each Club in the District, trips arranging for and conducting the District Conference, and trips arranging for and attending District Assemblies as District Governor.

Reimbursement for travel by automobile shall be based on expenses covering

the cost of gasoline, oil plus an additional allowance for maintenance, tire costs, and depreciation with a minimum per mile allowance as determined by RI practice which currently uses the IRS-published Business Rate for authorized travel.

With respect to travel costs other than transportation, actual costs of moderately priced hotel/motel rooms are reimbursable, as are reasonable expenses for meals and incidentals.

See Appendix 'C' for expenses paid by RI.

## **17.0 AUTHORIZED EXPENDITURES FOR COMMITTEES**

The following is a general list of authorized expenditures from District funds available for District committees. These expenditures are used to cover necessary and reasonable expenses in carrying out the committees' duties and responsibilities within the District.

**POSTAGE** -- Estimated to be sufficient to cover postage on general mailings by the committee.

**STATIONERY AND SUPPLIES** -- Provides for purchase and printing of stationery and envelopes required for large volume of correspondence and other necessary and reasonable supplies for use of the committee.

**TELEPHONE** -- General telephone expenses.

**PUBLICATIONS** -- Necessary publications, audiovisual and printed leaflets required for reasonable use by committees.

**MISCELLANEOUS PRINTING** -- This includes costs for reproduction of larger volume of copies and other necessary and reasonable printed material for use of the committee.

**RECOGNITION AWARDS** -- Includes items to be used in the recognition of individuals or organizations that provided services at no cost for the committee, and club recognition of performance.

**INSURANCE** -- Approved by the DEC in advance **OTHER EXPENSES** -- Must be itemized and justified.

## **18.0 TAXES**

**18.1 Federal Taxes** -- D7430 is a non-profit 501 ( C) (4) and it includes a D7430 Foundation that is a 501 ( C) (3). Donations to a (3) are deductible for charity purposes, but they are not if made to a (4).

Each of the Rotary Clubs of D7430 is established as an IRS 501 ( C) (4) by Rotary International. Each Rotary Club is required to maintain this status by complying with all IRS applicable regulations, including the timely filing of tax returns. Any Rotary Club is free to establish its own Foundation as a 501 ( C) (3) directly with the IRS.

**18.2 State Taxes** -- A Rotary Club Foundation is for charity in its purpose. The State of Pennsylvania requires certain registrations in order for a Rotary Club

**Foundation to function. Each Rotary Club must work with the appropriate PA State entity such as the Bureau of Charitable Organizations to determine which forms must be filed and when.**

## **APPENDIX 'A' -- POSITION DESCRIPTIONS**

### **A1. District Governor (DG)**

#### **District Governor Duties**

**The Governor is the officer of RI in the District, functioning under the general control and supervision of the RI Board. The Governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the Clubs in the District.**

**The Governor should work with District and Club leaders to encourage participation in the District leadership plan. The governor shall also ensure continuity within the District by working with past, current, and incoming District leaders in fostering effective Clubs.**

**The Governor shall be responsible for the following activities in the District:**

- 1) Organizing new Clubs**
- 2) Strengthening existing Clubs**
- 3) Promoting membership growth by working with District leaders and Club Presidents to establish realistic membership goals for each Club in the District**
- 4) Supporting The Rotary Foundation through program participation and financial contributions**
- 5) Promoting cordial relations among clubs and between the Clubs and RI**
- 6) Planning for and presiding at the District Conference and assisting the Governor-elect in the planning and preparation for the Presidents-elect Training Seminar and the District Assembly**
- 7) Providing for an official meeting, individually or in multi-Club meetings conducted throughout the year to take place at a time that maximizes the Governor's presence for the purpose of:**
  - a) Focusing attention on important Rotary issues**
  - b) Providing special attention to weak and struggling Clubs**
  - c) Motivating Rotarians to participate in service activities**
  - d) Personally recognizing the outstanding contributions of Rotarians in the District**
- 8) Issuing a monthly letter to each Club President and Secretary in the District**
- 9) Reporting promptly to RI as may be required by the President or the RI Board**
- 10) Supplying to the Governor-elect, prior to the date of the International Assembly, full information as to conditions of Clubs in the District with recommended action for strengthening Clubs**
- 11) Assuring that District nominations and elections are conducted in accordance with the RI constitution, the RI bylaws, and the established**

policies of RI

- 12) Transferring continuing District files to the Governor-elect
- 13) Performing such other duties as are inherent as the officer of RI in the District.

The Governor is also expected to:

- Read *The Rotarian* or an approved and prescribed Rotary regional magazine, Rotary World, and all other bulletins and literature from RI, and the publications from the Clubs in the District
- Encourage each Club to participate in at least one intercity meeting during each year
- Promote attendance at the RI annual Convention
- Arrange, when circumstances require, for special conferences of Club Presidents and/or Secretaries
- Prepare a summary of the attendance reports of the Clubs in the District each month and send this report to the General Secretary [ as requested].

## **A2. District Governor-Elect (DGE)**

The District Governor-elect (DGE) is a member of the District Executive Committee (DEC) with full voting privileges. The DGE works with the DG to coordinate the activities one of the District Service Projects Group with specific leadership emphases on:

1. Chairing the monthly DLT meetings
2. PETS
3. District Team Training
4. District Training Assembly
5. AG training meetings
6. Youth Service
7. Other

. Attendance of the Governor-elect at the International Assembly is mandatory.

- Attendance at the Zone GETS also is mandatory for Governors-elect. During the year preceding taking office as Governor, the Governor-elect should;
- Be given specific responsibilities by the Governor in connection with District committees or District organization
- Be invited by the Governor to attend as an observer all District meetings where the Governor-elect is not otherwise designated a participant

- Be considered by the Governor for assignment to participate in the program of the District Conference

The Governor should undertake the orientation, education, and motivation of the Governor-elect and use Past Governors and meetings such as the Rotary Zone Institute toward this end.

### **A3. District Governor Nominee (DGN)**

The District Governor Nominee (DGN) is a member of the District Executive Committee (DEC) with full voting privileges. The DGN works with the DG to coordinate the activities of the District Membership Group, with specific leadership emphases on:

1. Membership Development and Retention
2. Club Extension
3. Rotary Leadership Institute

#### **Other:**

Attendance of the DGN at the annual Zone 24-32 DGN training meeting is mandatory.

During the year as DGN he or she, should;

- Be given specific responsibilities by the Governor in connection with District committees or District organization
- Be invited by the Governor to attend as an observer all District meetings where the Governor Nominee is not otherwise designated a participant
- Be considered by the Governor for assignment to participate in the program of the District Conference

The Governor should undertake the orientation, education, and motivation of the Governor Nominee and use Past Governors and meetings such as the Rotary Zone Institute toward this end.

### **A4. Assistant Governor (AG)**

The role of the Assistant Governor is to serve at the District level and to have the responsibility of assisting the DG with the administration of his or her designated Clubs. Assistant Governors are District appointees. They are not officers of Rotary International.

Assistant Governors are to be appointed annually by the sitting Governor in consultation with the DEC. No Assistant Governor shall serve more than three consecutive one-year terms to provide continuity in the District leadership. No Past District Governor shall serve as an Assistant Governor.

All Assistant Governors will be responsible for providing the following support to the Clubs to which they have been assigned:

Meet with and assist the incoming Presidents before the beginning of the Rotary



**year to discuss the Clubs' goals and to review the Planning Guide for Effective Rotary Clubs and "Club 'Failure to Function'" (see chapter 1 of this publication).**

**Attend each Club assembly associated with the Governor's Official Visit.**

**Visit each Club regularly, preferably monthly with a minimum of one visit each quarter of the Rotary year, and meet with the Club President and other Club leadership to discuss the business of the Club and resources available to them.**

**Assist Club leaders in scheduling and planning for the Governor's Official Visit.**

**Keep the Governor posted on the progress of the Clubs, suggest ways to enhance Rotary development, and address problems.**

**Encourage Clubs to follow through on requests and recommendations of the Governor.**

**Monitor each Club's performance with respect to service projects.**

**Identify and encourage the development of future District leaders.**

**Assist the Clubs with the preparation of the application for the annual RI President's Citation.**

**In order to fully meet these responsibilities, all Assistant Governors are expected to:**

- **Attend the District Team Training seminar**
- **Attend the Presidents-elect Training Seminar (PETS) and the District Assembly aiding the Governor, who made the appointment, for assisting in the preparation and other such duties as may be asked by the Governor.**

**Advise the incoming Governor on District committee selections**

**Attend and actively promote attendance at the District Conference and other District meetings**

**Participate in Rotary Foundation programs, annual and special giving events, and other special assignments as necessary**

### **A5 Foundation Area Coordinator (FAC)**

**The Foundation Area Coordinator (FAC) will help to educate, motivate and cultivate Club Rotarians in his or her assigned area in the programs of the Rotary Foundation. They will work with Assistant Governors, Club Presidents and Club Foundation Chairs to bring the Foundation to life for all Club members, and to increase Club support both monetarily and through the recruitment of Grant participants at the local level.**

### **A6 District Trainer**

**The District Trainer, shall be appointed by the Governor-nominee and will serve a term beginning July 1st in the year in which the Governor-nominee serves as Governor-elect. Although it is not mandatory, it is highly recommend the Trainer be a Past District Governor because of their broad understanding of the District and the requirements placed upon the District Governor.**

**The District Trainer, working with the Governor-elect, is responsible for planning for the content of the training for Assistant Governors, President-elects, District Assembly attendees, and other**

**District-wide events involving training set by the DGE. Attendance at the Mid-Atlantic Presidents-Elect Training” (M-A PETS) annual event and multiple planning meetings is expected.**

**Duties are established and directed by the District Governor and District Governor-elect.**

## **APPENDIX 'B' -- DISTRICT FORMS**

**B1 Sample Voucher to be used to secure reimbursement funds from D7430.**

# ROTARY DISTRICT 7430

## Payment Request Form

Make Check Payable To: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Total Payment Requested: \_\_\_\_\_

Address: - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fund: \_\_\_\_\_

Account: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature of Requestor) \_\_\_\_\_

If payment request is payable to vendor, attach original vendor's invoice.

If payment request is for reimbursement of expenses, attach vendor's receipt.

If information requested below (description, unit cost, quantity, total cost) are on the attached invoice or receipt, the following section may be omitted.

Total Cost	Description	Unit Cost	Quantity
TOTAL COST			

*For Official Use by District Treasurer*

**Budget Line Item:** \_\_\_\_\_  
**Check #:** \_\_\_\_\_

**Payment Date:** \_\_\_\_\_

**District Governor Approval:** \_\_\_\_\_  
**Amount** \_\_\_\_\_

**B2 Sample Proxy form for D7430 Rotary clubs to authorize a member to exercise that club's vote at each voting event where the R club President cannot be present.**

## **ROTARY DISTRICT 7430**

### **VOTING PROXY**

The Rotary club of \_\_\_\_\_ delegates its

Voting proxy for the following ballot:

e.g. The District Operating Budget 2014-15

to \_\_\_\_\_

NAME

CLUB POSITION

Authorized by:

NAME: \_\_\_\_\_

CLUB POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

**B3 Sample form for a D7430 Rotary club to use to propose a candidate for District Governor Nominee.**

**Resolution of Support  
For RY \_\_\_\_\_  
District Governor Nominee  
District 7430**

**At a regular meeting of the Rotary Club of \_\_\_\_\_, Rotary District 7430, held on \_\_\_\_\_ the members of the Club in attendance adopted a resolution to support \_\_\_\_\_ as a candidate for consideration as District Governor of District 7430 to serve for the Rotary year 2015-2016. This support includes the district conference in that year.**

**Certified:**

**Club President \_\_\_\_\_ Date**

**(Print Name below signature)**

**Club Secretary \_\_\_\_\_ Date**

**(Print Name below signature)**

## **APPENDIX 'C' - EXPENSE ACCOUNT GUIDANCE FOR DGs**

The following District Governor Expense Guide is taken from the 2013 DG Training Manual published by RI regarding expenses reimbursed to Governor track Rotarians paid by RI -- not the District. Governor track people are expected to seek all available reimbursements from RI.

This guide is the primary resource in completing your governors' allocation expense reports. Separate expense reports are used for Governors-elect Training Seminar, Assistant Governor Training, and costs associated with organizing new clubs.

### **Eligible Expenses as District Governor-nominee**

Reimbursable 24 to 13 months before you take office as governor:

- ☐ ☐ Printing of governor business cards and stationery, letterhead and envelopes (Report A)
- ☐ ☐ Travel expenses for conducting site visits for your district conference, including automobile transportation (Report E), lodging and meals (Report F), and airfare (Report G)

*Note: Only the expenses outlined above are eligible for reimbursement from RI as a governor-nominee.*

### **Eligible Expenses as District Governor-elect**

Reimbursable 12 months before you take office as governor:

#### ***Printing and Copying***

- ☐ ☐ Governor business cards and stationery, letterhead, and envelopes (Report A)
- ☐ ☐ Handouts and promotional materials for district training meetings including district team training seminar, district assembly and president-elect training seminar [PETS] (Report A)

#### ***Postage***

- ☐ ☐ *Club Officers' Kit* (225) to club presidents-elect for PETS, including customs duty (Report B)
- ☐ ☐ Promotional materials for PETS and district assembly (Report B)

#### ***Travel Expenses***

- ☐ ☐ Planning and conducting the district team training seminar, district assembly, and PETS, including personal automobile transportation (Report E), lodging and meal expenses (Report F), and necessary airfare and registration fees (report G)
- ☐ ☐ Conducting site visits for your district conference, including automobile transportation (Report E), lodging and meal expenses (Report F), and airfare (Report G)



### ***Official Duties***

☐ ☐ Theme pins, banners, gifts, RI theme jacket (Report G)

Reimbursable 6 months before taking office as governor:

☐ ☐ Phone, fax, internet line/access, mobile phone account (Report D)

☐ ☐ Necessary computer software for Rotary business use (Report C)

***Note: Only the expenses outlined above are eligible for reimbursement from RI as a governor-elect.***

### **Eligible Expenses as District Governor**

Below are details of all eligible expenses and some examples of ineligible expenses for governors.

### ***Report A — Printing and Copying***

#### **Eligible Expenses**

☐ ☐ Business cards and stationery, letterhead, and envelopes

☐ ☐ Production of governor's monthly letter

☐ ☐ Copying of district-level election materials

☐ ☐ E-newsletter subscription costs for governor monthly letter

☐ ☐ Creation of Web site and Web hosting

☐ ☐ Any RI or Rotary Foundation publications or materials

☐ ☐ Handouts and promotional materials for district meetings (team training seminar, district assembly, PETS, and district conference)

#### **Ineligible Expenses**

☐ ☐ District directory

☐ ☐ Greeting cards

### ***Report B — Postage***

#### **Eligible Expenses**

☐ ☐ Governor's monthly letter to club and district officers (if not done using online software)

☐ ☐ Personal correspondence to clubs, assistant governors, and district committees

☐ ☐ Materials to RI (expense reports, *Memos of Club Visit*, etc)

☐ ☐ RI or Rotary Foundation materials

☐ ☐ Promotional materials for district conference, PETS, and district assembly

☐ ☐ District-level election materials

☐ ☐ Customs duty on materials sent from RI

**Ineligible Expenses**

☐ ☐ District directory

☐ ☐ Greeting cards and gifts

***Report C — Office Supplies***

**Eligible Expenses**

☐ ☐ General office supplies such as paper, envelopes, notebooks, pens, pencils, paper clips, staples, toner, ink cartridges, and USB drives

☐ ☐ Necessary computer software for Rotary business use, including online meeting software

**Ineligible Expenses**

☐ ☐ Purchase or lease of equipment (telephone, personal computer, laptop, printer, copier, projector, scanner, and digital camera)

☐ ☐ Computer support services

☐ ☐ Service contracts for computers or for other equipment

☐ ☐ Repairs to computer or other equipment

☐ ☐ Greeting cards and gift wrap

***Report D — Telephone and Fax***

**Eligible Expenses**

☐ ☐ Monthly usage for each one of the following: phone, internet, fax and cell phone

☐ ☐ Internet access (such as AOL, ATT, MSN, Verizon, etc)

**Ineligible Expenses**

☐ ☐ Installation of high-speed services, such as DSL, cable, or wireless

☐ ☐ Installation of additional lines (internet, fax, or phone)

☐ ☐ Repairs

***Report E — Auto Travel Log and Mileage***

**Eligible Expenses**

☐ ☐ Official visit and any additional visits to each Rotary club

☐ ☐ Planning, conducting, and attending your district conference

☐ ☐ Attending membership seminar, PETS, district assembly, and district leadership seminar

- ☐ ☐ Any Rotary Foundation-related meeting
- ☐ ☐ District committee meetings or seminars
- ☐ ☐ Travel associated with any RI or Foundation program (Group Study Exchange, Interact, and Rotary Community Corps)

**Ineligible Expenses**

- ☐ ☐ Celebrations/parties (for holidays, installations, RI president or his representative visit or meeting)
- ☐ ☐ Travel outside the district other than for own district conference or your district PETS if multidistrict
- ☐ ☐ Travel to Rotary Institute, International Institute, RI Convention, or other District Conferences

***Report F — Hotel and Meals***

**Eligible Expenses**

- ☐ ☐ Hotel/lodging expenses while conducting official duties – see E (Hotel folio required for all hotel/lodging expenses, regardless of amount)
- ☐ ☐ Personal meal cost for attendance at committee meetings, Group Study Exchange, RYLA events, etc.
- ☐ ☐ Host/hostess gift in lieu of hotel (cannot exceed US\$25)

**Ineligible Expenses**

- ☐ ☐ Hotel and meal expenses for spouse, partner, or any other individual
- ☐ ☐ Expenses associated with activities not covered in E

***Report G — Miscellaneous***

**Eligible Expenses**

- ☐ ☐ Airfare needed to perform official duties
- ☐ ☐ Ferry boats, taxis, trains
- ☐ ☐ Tolls and parking fees
- ☐ ☐ Visas and official permits
- ☐ ☐ Registration fees for district conference, PETS, district assembly and district team training seminar.
- ☐ ☐ Dry cleaning or laundry associated with official duties
- ☐ ☐ Awards, theme pins, banners, frames, gifts, and plaques
- ☐ ☐ Translation services or equipment
- ☐ ☐ RI theme jacket

**Ineligible Expenses**

- ☐ ☐ Automobile repair costs, oil, gas, car washes, etc.

☐ ☐ **Expenses related to Rotary Institute, RI Convention, and other District Conferences**

☐ ☐ **Grooming services, such as haircuts and manicures, etc.**

☐ ☐ **Medical expenses**

☐ ☐ **Office space or office furniture (rental or purchase)**

☐ ☐ **Secretarial or clerical services**

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