



DISTRICT 7430

**ROTARY INTERNATIONAL
BY-LAWS
PROCEDURES
and GUIDELINES
REVISED May 2025**

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OBJECT AND PURPOSE

1.1 Object

To assist the District Governor (DG) 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 RI

1.2 Purpose

The purpose of these 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 DG in maintaining necessary consistency and continuity from year to year.

1.3 Limitations

- Nothing in these P&Gs is intended to permit delegation of responsibility by or for the DG unless authorized by RI. Similarly, under these P&Gs, no activity is authorized which may dilute or may tend to dilute the authority or responsibility of the DG.
- The District projects and activities described in these P&Gs 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 DG. The foregoing is not intended to inhibit inter-district activity.
- All employment contracts, independent contractor agreements or other undertakings that purport to bind the District in an amount of more than \$5,000.00, which include agreements that contain indemnification, hold harmless or liquidated damage provisions that could result in liability against the District in excess of said amount (each, a "Material Contract") shall be delivered to the District Parliamentarian for review and comment.
- After review and comment by the District Parliamentarian, all Material Contracts must be presented to and approved by the DEC before any District Rotarian or Committee enters into any such Material Contract.

1.4 Conflicts

1.4.1 Conflict Resolution Policy

The intent of this policy is to provide a framework for resolving conflict between all District 7430 Rotarians that affects the function and/or the physical or social environment including members, Clubs, Committees, and the District. All Rotarians are encouraged to resolve conflicts through direct dialogue whenever possible to promote goodwill and better friendships. Should conflicts not be resolved in this manner:

- a. Club conflicts - discuss with club leaders
- b. District and Committee Conflicts- discuss with District Leadership

1.4.2 Harassment Policy

Rotary District 7430 commits all its members and individuals attending or participating in Rotary meetings, events, or activities to expect an environment free of harassment, including unwelcome physical contact, advances, and defines harassing behavior as: any conduct, verbal or physical, that denigrates, insults or offends a person or group based on any characteristic (age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientations or gender identity). Rotary District 7430 shall comply with all Rotary International policies and procedures related to harassment.

- a. Appendix F provides definitions and best practices for handling Harassment issues

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 MOP are followed.

1.6 Continuity

RI requires each District to have in place a formal plan to provide a substitute DG in the event that the designated DG is unable to serve. The 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.

1.7 Behavior

Rotary District 7430 does not tolerate speech or behavior that promotes bias, discrimination, prejudice, or hatred because of age, ethnicity, race, color, disabilities, religion, socioeconomic status, culture, sex, sexual orientation, or gender identity.

2.0 ADMINISTRATION

2.1 District Activities and Participation

- The DG is the officer of RI functioning as the administrator of this district and is assisted by committees and other assistants authorized by RI as deemed necessary and advisable.
- Participation in district activities is open to all Rotarians in the district. The board of RI has especially encouraged the appointment of past presidents of Rotary Clubs and past officers of RI to district posts.
- Those Rotarians in the district having the desire and willingness to serve are encouraged to make their interest known to the DG and/or the DGE, or DGN.

2.2 Organization

- The District operates under the guidelines of RI and these bylaws, P&G's. The District operates with a DEC consisting of five members, each with a vote. The DEC includes:
 - District Governor -- DG
 - Governor-elect -- DGE
 - District Governor Nominee -- DGN
 - District Rotary Foundation Chair -- DRFC

- Immediate Past District Governor – IPDG
- The role of the DEC is to create a multi-year District Vision & Action 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 Action 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 (1) any agreement, policy or action which deviates from the terms of these P&Gs as well as (2) significant financial decisions.
- A quorum of the DEC shall be comprised of four (4) members. All votes required at least three (3) DEC members in favor to be passed. In the event of a tie, the current DG has two votes and prevails. Members of the DEC may vote in person or electronically.
- The DEC shall, on behalf of the District, engage any individual or other legal entity (each a “Person”) purporting to serve the District. Such Person shall be engaged by the DEC as a volunteer, an independent contractor, or an employee, in the DEC’s discretion.
- D7430 changes in areas:
 - Each incoming DG may adjust the geography of the areas of D7430 and the RCs assigned to each area as may be appropriate for that Rotary Year of service as DG. All changes must be approved by a vote of the DEC no later than January 31 before the DG assumes office to allow for proper training of AGs and establishing a productive relationship between AGs and assigned Club officers.
- The District Leadership Team (DLT) is comprised of:
 - District Executive Committee (DEC)
 - District Governor Nominee Designate (DGND)
 - Assistant Governors (AG)
 - District Governor Mentor
 - District Learning Facilitator Chair
 - District Membership Chair
 - District Treasurer
 - District Secretary
 - Finance Chair
 - International Service Chair
 - Public Image Chair
 - Youth Services Chair
 - Environmental Committee Chair
 - District Learning Facilitator Committee Chair
 - Additional Committees as Designated by DG
- All DLT members are encouraged to attend the monthly (or DEC) meetings. In the event of a need to vote, only the DEC is the voting body.

2.3 Transfer of Records

The DG should supply the DGE, 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 All District Finance Sections

- Budgeting and Accounting
- Audit

- Finance Committee
- Treasurer, Auditor
- Insurance
- Assessments and Budget
- Disbursements of funds
- Reserves
- Surplus
- Financial Review
- Revenues and Expenditures
- Procedures for Budgeting Preparation and voting
- Financial payments and reporting procedures
- District Conference Fund Policy
- District Event Financial Reporting
- Reimbursable Expenses
- DG expenses, Authorized expenses for committees
- Federal and State Taxes

2.4.1 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 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 DG approved voucher supported by a previously approved budget.
- Payment vouchers can also be obtained through request to the District Treasurer.
- By August 1st following the end of each Rotary year, these committees shall submit a financial statement showing the revenues, expenses and reimbursements to the DG, the DGE, the Finance Committee Chair, and the District Treasurer.
- As prescribed in the MOP, the DG 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.

2.4.2 Finance Committee

- a. 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.
 - 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 DG.
 - Authorize funds for unanticipated expenditures requested by the DG, not to exceed an amount prescribed in section in any one year, for circumstances not covered by District resolutions nor provided in the RI allowance for the DG.
 - These expenditures must have the approval of the Finance Committee at a meeting called by the DG.
 - One member of the committee will be assigned to handle insurance matters.
- b. The Finance Committee shall consist of a Chair, a PDG appointed by the DG, the Treasurer, and the Budget subcommittee.
- c. The District Budget subcommittee shall be composed of the Treasurer, the DGE, Finance Committee Chair, a PDG and others as appointed by the DG. The Committee shall:
- Review committee budgets and make recommendations Prepare a budget of necessary District expenditures for the coming Rotary year in accordance with District 7430 Budget rules.
 - Submit a copy of the official proposed budget, in writing, to each incoming Club Presidents at least four weeks before the DTA.
 - Chair that portion of the DTA 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 DEC and to Committee Chairs.

2.4.3 Treasurer

- a. 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.
- b. The Treasurer should receive it no later than July 15 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
 - Other committees operating within the District
- c. The financial statements shall then be submitted along with related comments to the District Auditor for appropriate audit and disposition.
- d. D7430 is a 501(c)(4) organization and accurate annual IRS, et al, reports must be filed in a timely manner.
- e. 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.

2.4.4 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. The audit shall be completed in time to allow a final report to go to the RC Presidents by October 1.

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

2.4.5 Insurance

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

2.4.6 Assessments and Budget

- In order to financially support the activities of D 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 that year. These levies should be paid to the District Treasurer by October 1.
- 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 DG and the Budget Committee no later than March 1st.
- 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 DG and the Chair of the District Budget committee, an unexpended budget allocation may be reallocated for other worthwhile project 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 DG 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 expense 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.

2.4.7 Disbursement, Management of Funds & Audit, Distribution, Reserve Fund & Insurance

a. Treasurer Disbursements

- To the Conference Secretary (or Treasurer) not later than December 1 the amount allowed in the approved budget for operating the District Conference.
- The DGE will be reimbursed upon submitting the cost of travel and lodging to attend

the RI convention the year in which elected DG, 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 DG, such expense or 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 DG’s personal expense reimbursement requests from D7430 funds.

b. Limitation of District Reserve Fund.

The District shall maintain a reserve fund, including net assets from the prior Rotary year, of a minimum of the lesser of \$20,000 or 25% of the budgeted expenses for the current Rotary year.

c. 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 1 for the Next Rotary Year. The previous Rotary year’s financial results shall be submitted to the Treasurer no later than August 31 for inclusion in the final audit or equivalent.

d. Surplus at end of Rotary Year

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

e. 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.

f. Financial Review

- All District committees shall submit their report to the DG and Treasurer by August 1st and their records and vouchers of all transactions to the District Finance Chair who will send 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 DG with copies sent to the IPDG, to the Chairs of the District Finance committee, the District Treasurer, and to the District custodian of records/Administrative Assistant.
- As prescribed in the MOP, the IPDG shall provide a compiled annual statement of the District finances to each Club in the District by October 1 following the DG’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 compilation does little to protect D7430 from someone misusing funds. A detailed official ‘Audit’ is needed for that and may be authorized by the DG.

2.4.8 District Finances for District Operations

- Managing District finances is an important role of the DG.

- It is expected that each DG 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.
- D7430 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 DG and DGE and DGN along with the District Finance committee will review and study the necessary expenses for District administration.

2.4.9 General Policy for Revenues and Expenditures

- The major source for the general operating fund for D7430 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 DG, DGE, DGN, 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 DG, the DGE and DGN 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 P&Gs the annual District budget must be approved at the DTA by three-fourths of the PEs present at the DTA or electronic ballot.
- 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.

2.4.10 Procedures for Budget Preparation

- Annually the District Budget committee will consider formal budget requests as prepared by the DG, DGE, DGN, and District committees.
- 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 DG. 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.

2.4.10.1 The procedure for developing, implementing, and voting on the budget is as follows:

- The Budget Subcommittee shall present to the DEC by March 15 of the prior Rotary year, a proposed budget for the succeeding Rotary year with comparative information, as set forth in this paragraph for review by the DEC.
- The DEC shall receive:
 1. a copy of the budget for the current Rotary year (the “Present Budget”)
 2. a copy of the Present Budget categories with actual expenditures to the date of submission to the DEC
 3. a balanced budget for the coming Rotary year with no proposed increased dues levy or use of net assets but having income based on dues levied on the estimated number of Rotarians in District 7430 as of the first day of the coming Rotary year (the “Balanced Budget”), and
 4. if applicable, a proposed budget for the coming Rotary year requiring additional funding due to increased expenditures or inadequate net assets to cover expenses as proposed, whether or not expenditures are increased over the Present Budget, together with an increase, if any, in District dues levied on the estimated number of Rotarians in District 7430 as of the first day of the coming Rotary year (the “Prospective Budget”).
 - This cumulative material shall be presented on one spreadsheet with common rows. It is understood at the time this language is adopted that prior budgets have relied on nets assets and that increased dues levies have been avoided.
 - The DEC shall provide comment but shall not be required to approve the proposed budget as presented. After the DEC provides comment to the Budget Subcommittee, the Budget Subcommittee under the direction of the Finance committee, shall submit a proposed budget with explanatory text to incoming PEs in D 7430 not less than four (4) weeks before scheduled action.
 - Vote on the proposed budget shall be by the PEs either at the DTA or electronically, as determined by the Finance Committee with the DEC. PEs shall receive shall ballots for voting. If the voting is conducted at the DTA, it shall be for either approval, approval with amendments, or rejection of the proposed budget. If the voting is conducted electronically, it shall be for either approval or rejection of the proposed budget.
 - Should the PEs not approve a budget, then a proposed budget shall be resubmitted to the DEC for revision and approval. The approved budget shall be thereafter sent to the PEs.
- The District also will budget funds to provide payments to the DG and the DGE and DGN for specific items and activities. The DG 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 DG for reasonable and necessary expenses in carrying out the duties and responsibilities of the office of DG. 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 DG, the Budget Subcommittee must take into consideration those basic expenses which are reimbursed by RI.
- Similarly, RI will pay the cost of the DGE, and the cost of his or her partner if he or she accompanies the DGE, to attend the

International Assembly in the year in which he or she is to be elected DG . RI will advise the DGE of these expenses.

- The BOD of RI 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 DG, DGE and DGN. It is a policy of RI that the expenses of those Rotarians associated with these additional activities are the responsibility of the hosting Club or the Rotarians and not RI or the District.

2.4.11 Financial Payments and Reporting Procedures

- The District Treasurer is appointed by the DG 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 DG, DGE, DGN, 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 DG, DGE, 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 or electronically the Treasurer's signing of the checks.
- The Treasurer will prepare a monthly report and a quarterly report and send copies to the DG, DGE, 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.

2.4.12 District Conference Funds Policy

- 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 DG, unless otherwise agreed to by the host Rotary Club, and not the host Rotary club and not the District.
- 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.
- For a sample expense reimbursement voucher see appendix "B" for expense voucher.
- The vouchers submitted for reimbursement by the DG for personal expenses shall be approved by the District Finance Chair before payment is made.

2.4.13 District Event Financial Reporting

- To provide control and accounting of revenue and expenses associated with the operation of a D7430 event, a "D7430 Event budget" -- will be submitted by the event Chair to the DG with a copy to the District Treasurer, within 6 weeks after the conclusion of the event.
- Specific annual District events that are covered by this requirement are:
 - Four-way Speech Contest

- District Training Assembly
 - TRF Dinner
 - TRF Seminar
 - Membership Seminars
 - Interact Student Assembly
 - Golf Tournament
 - Any other District-wide event that is planned to break even.
- NOTE -- The District Conference has its own financial requirements, as does the YEP and Camp Neidig program.

2.4.14 Reimbursable Expenses

- The District budget will allocate District funds to the DG as a supplement for necessary and reasonable expenses not paid by RI. 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 DG's allocation.
- The District budget allocates District funds to the DG, DGE and DGN for necessary and reasonable expenses in preparation for his or her year as DG.
- The District budget includes the DG, 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.

2.4.15

a. District Governor Expense Paid

- Effective with the 2020-2021 Rotary year, D7430 has accepted the new DG funding model. The annual RI DG allowance will be payable directly to Rotary District 7430 who will manage the funds according to RI recommendations and District 7430 procedures.
- RI DG funds will be deposited into the District 7430 bank account. The bank account requires two signatures.
- Requests from the DG for reimbursement will follow the same District 7430 reimbursement procedure as other reimbursement requests utilizing the District 7430 payment voucher.
- The District Finance Chair will approve all DG expenses.
- DG expenses will be reimbursed utilizing the RI DG allotment and then following the complete application of that allotment, the D7430 DG allotment will be applied to eligible DG expenses.
- The DG is responsible for keeping track of all his/her expenses.

b. District Governor Eligible and Ineligible Expenses

- Rotary provides district governors with funding to cover a portion of their expenses incurred in the performance of their basic responsibilities (see

RI Bylaws 16.090. and Rotary Code of Policies 19.010. and 19.020.). The expenses associated with these responsibilities fall into three categories:

1. club visits
 2. training meetings/district conference, and
 3. office expenses.
- The list of eligible and ineligible expenses below contains representative examples and is not intended to be exhaustive.

Eligible

- Club visits: hotel, meals and transportation(mileage) for DG only
- District Conference: Hotel, meals and transportation to plan district or multidistrict training meetings and the district conference (while DGN, DGE,DG)
- Hotel, meals and transportation* to attend district or multidistrict training meetings (DGE, DGN) and the district conference (while DG)
- Hotel meals, registration and transportation for DGE only to attend zone training meetings(e.g. GETS)
- Hotel, meals and transportation* for AGs AG training
- Office Expenses (while DGN, DGE, or DG)
 - Communications: landline, mobile, fax, internet
 - Ordering Rotary training materials
 - Printing
 - Postage
 - Office software
 - Office supplies (toner, paper, etc.)

*Transportation includes automobile travel (mi/km, parking, tolls), airfare, trains, ferries, etc.

Ineligible

- Expenses for anyone besides the governor (and assistant governors as indicated above), including spouses/partners and senior leaders
- Staff salaries
- Automobile maintenance or repairs
- Donations
- Computer hardware & other electronics (phone, TV, monitor, computer, tablet, projector, etc.)
- Any RI Convention, International Assembly and Rotary Institute expenses
- Any travel outside your district other than as indicated in the eligible section (e.g. Rotary Institute expenses are ineligible)
- Printing of district publications (e.g. district directories)

2.4.16 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 AWARD- 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

2.4.17 Taxes

a. 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 501(C) (3) are deductible for charity purposes, but they are not if made to a 501(C) (4).
- Each of the Rotary Clubs of D7430 is established as an IRS 501 (C) (4) by RI. 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

b. State Taxes

- A Rotary Club Foundation is for charity in its purpose.
- The Commonwealth of Pennsylvania requires certain registrations in order for a Rotary Club Foundation to function.
- Each Rotary Club must work with the appropriate PA administrative entity such as the Bureau of Corporations and Charitable Organizations to determine which forms must be filed and when.

2.5 Distribution

The incoming DGE should ensure that all PE's and Club Secretaries, District Committee Chairs, other appointees, and PDGs to a Club in the District should have access to an electronic current copy of these P&Gs prior to the start of the Rotary year.

2.6 Liability and Insurance

- RI provides General Liability insurance through the U.S. Club and District Liability Program. 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 RI insurance program also includes coverage for Directors & Officers.
- Liability Insurance premiums are paid via assessments to all individual U.S. Rotary clubs on an annual basis.
- D7430 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 purchases 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. The District strongly recommends that individual Clubs purchase their own insurance coverage for owned or leased property, as needed.
- The District Insurance chair will provide updates annually to all of the clubs as to the coverages of the U.S. Club and District liability Program. Certificates of liability insurance are available upon request through the District Insurance Chair or RI website. 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. Any questions regarding specific coverages may also be requested via the District Insurance Chair.
- For additional information about the District insurance program, please refer to the RI website.
- 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 Action Plan

The DG is responsible for initiating the District Strategic Action Plan. The DG shall supervise a Strategic Action Planning Committee made up of the DEC and others as desired. This will include the development, supervision, creation, maintenance, and reporting of the Strategic Action Plan. The DG through the DEC will report to the District Clubs at least once annually the contents of the strategic action 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- DG
2. Membership- DGN
3. Foundation- DRFC
4. Service Projects- DGE

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 DG and the DLT in the District Strategic Action Plan.
- The DG in consultation with the appropriate DLT members shall appoint Chairs for committees as prescribed herein and in the MOP as adopted by RI.
- The DG, DGE, DGN shall be ex-officio members of all prescribed and recommended committees, except the Nominating Committee for DG 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 DG on the status of their activities on a regular basis. District Committee Chairs shall report monthly on successful activities to the DG and to the DEC using the online form which will be available in the Documents section of the District website.

3.2 Groups and Committees

- The DG 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.
- Except as provided in the next sentence, all committee Chairs are appointed for a term of one year and 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. The District Foundation Chair, District Membership Chair and International Service Chairs serve 3-year appointments.

3.2.1 Administration Group

- Assistant Governors
- Learning Leader
 - Vibrant Club Summit
 - President Elect Learning Seminar
- District Secretary-Board Minutes
- District Administrative Assistant- Correspondence, Attendance, Event Registration, Records, On-line directory Membership Records, Custodian of District Records
- Finance Chair

- Treasurer
- Budget Subcommittee
 - Budget Chair
 - DGE
- Insurance
- Audit
- District Conference Chair
 - Site Selection and contracts
 - Conference logistics and Programs
- Legislative Chair
 - P&Gs
 - Rotary Council on Resolutions
 - Parliamentarian
- Resources
 - Rotary International & District Awards
- Council of Governors
- District Crisis Manager
- Nominating Committee Chair – PDG twice removed

3.2.2 Membership Group

- Membership Development
 - Club Support (growth, engagement, challenges)
 - District Workshops
 - Manage Membership Leads
 - Welcoming Clubs
 - Rotaract

3.2.3 Foundation Committee

- Foundation Area Coordinators (FAC)
- PolioPlus Fundraising
- Grants - District, Global & Packaged and others
- Annual Fund, Major Donor, Paul Harris Society
- Endowment Fund
- Benefactor, Bequest Society
- Events Golf, Phillies, Other Stewardship
- Peace Scholars

Descriptions of the duties of the DRFC 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 Public Image Committee

- District Newsletter
- District Social Media
- Website Management
- Public Image: Logo use, storytelling, communication skills
- Club Assistance with Public Image

3.2.5 International Service Committee

- Friendship Exchange
- Rotaplast
- ShelterBox
- Rotary Fellowships

3.2.6 Youth Service

- Youth Protection
- Youth Exchange Program (YEP)
- Summer Youth Exchange Program
- Rotary Youth Leadership Awards (RYLA) - Camp Neidig
- Interact Club Support
- Four-Way Test Speech Contest
- STEM Youth Explorer Academy

3.2.7 Learning & Development

- District Learning Opportunities
- RLI Chair
- PELS Collaboration
- Vibrant Club Summit
- Learning Center Subject sharing
 - Club Officer & Committee learning sessions

3.2.7.1 Areas of Focus

- Environmental Sustainability
- Disease Prevention & Treatment
- Mental Health & Wellness

3.2.8 Other

Other committees as prescribed by RI or deemed important by the DEC.

3.3 Committee Appointments and Expenses

- The Chair of each Committee and all District Officers are appointed by the DG for a

one-year term. The Membership, District Foundation and International Service Chair shall each serve a 3-year term. Their appointment will be done in conjunction with the DGE, DGN & DGND. There are exceptions for the DRFC Chair, Membership Chair and International Service Chair. Committee members should be selected jointly by the DG and the Committee Chair and appointed to the respective Committees by the DG.

- To provide for a diverse participation by Rotarians in the District, the DG 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 three-year term but may continue as appointed by the DG.
- 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 DG.
- See Expense Section 2.4.8.

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 DG.

4.1 District Administration Group

- a. Assistant Governors (Job Responsibilities defined in Appendix A)

This position is to be performed in accordance with these P&Gs and the RI MOP. The AGs are also responsible for aiding the DG in the preparation for PELS, DTA and other such duties as may be asked by the DG.

Qualifications, Appointment, Term of Office and Expenses

- 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, although the DEC can make an exception.
- Demonstrated outstanding performance at the District level
- Potential for continued leadership in District positions
- AGs are appointed annually by the DGE in consultation with the DG and DGN 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.
- The appointment is for one year.
- The limit is three consecutive terms as AG, unless otherwise approved by the DEC.
- The AGs 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 PEs.

b. District Mentor

The District Mentor is appointed by the DGE. They will work with the DGE through their year of service up to and including District Governor to guide, inform and support them. The District Mentor is also responsible for:

- The District Mentor is responsible for organizing and conducting a training program for AGs. Training will follow the outline in the RI Assistant Governors Training Guide.
 - AG Training Expense – included in the DG's RI expense allowance an amount to cover a portion of the training costs.
 - The DG shall transfer to the District that amount within 60 days of receiving the allocation money.
 - Presidents-Elect Learning Seminar (PELS)

c. District Team Training

The purpose of this one-day meeting, no later than March 15, is to develop a cohesive team of District Leaders who have the necessary skills, knowledge and motivation to support effective Clubs. The DGE shall arrange and conduct one or more learning 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.

d. Rotary Leadership Institute (RLI) District Chair

The DG shall appoint a qualified person to serve as District Chair of RLI for the term of one year. The Chair will liaise with the RLI of Northeast America and other districts to promote attendance at RLI sessions and to host RLI sessions as needed.

D7430 is a member of the RLI Northeast America, Inc. The DG will appoint a Chair to serve from 1-3 years. The Chair should promote attendance at the RLI sessions and coordinate RLI promotional programs. The RLI Chair shall be a member of the District Learning Committee. The Chair is also responsible for maintaining a list of the District's RLI attendees.

e. District Learning Committee

This committee is established to promote programs which will provide trainings 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.

The Committee Team will be comprised of the DGE, DGN, PDGs, District Mentor and others as appointed by the DEC. Additional team members may be appointed as needed.

4.2 District Secretary

The DG shall appoint a qualified Person or Persons to serve in the capacity as District Secretary. Secretary Duties and Responsibilities:

- Compile minutes of the DLT meetings, District Conference, DTA and other District meetings that may be assigned by the DG.
- Create agendas for meetings as directed by the DEC.
- Distribute agendas, financial statements and minutes
- Act as District Executive Secretary if requested by the DG.

4.2.1 District Administrator

The DG shall appoint a qualified Person or Persons to serve in the capacity as District Administrator. The DG shall be the direct supervisor of the position and determine workflow. Essential functions of this position shall not be considered all-inclusive support of the District. A basic summary of those functions follows:

- Communications
 - Assist with the following:
 - Maintain District Website and calendar of events
 - Send emails as directed
 - Provide administrative support to clubs on ClubRunner and District Website database
- District Support
 - Assist with the following:
 - Work with the District Governor for items such as meeting agendas and reporting for the District Leadership Team
 - Assist with the planning, registration and onsite support at District meetings such as: PELS, Foundation workshops, District Assembly, District Conference, etc.
 - Work with District Youth Protection Officer to facilitate the District Youth Protection Policy as it pertains to club volunteer applications, certifications, background checks and maintain records accordingly.
 - Act as the District Executive Secretary if requested by the DG.
- Archive Support
 - Assist with:
 - The maintenance of electronic records of at least the following documents: District Leadership Meetings, Annual Budgets, District Conference budget, program and attendance, newsletter, directory masters, Bylaws Policies and Guidelines, databases of committees, District Leadership, Club contacts and Past District Governors.
- District Youth Exchange
 - Assist with:
 - Liaison between club counselors and Club Youth Exchange Officer to the District
 - Clubs hosting inbound students managing the exchange through the year.
 - Maintaining the YEAH database to ensure all documents for students, counselors, YEO and host family's compliance.
 - Follow up with YE Counselors, YEO, Host families and committee members to secure required ESSEX and PA background check clearances.

- Prepare Department of State In-Bound Student Audit
 - Communicate with ESSEX Compliance Officer to ensure Counselors/YEO have current Department of State certifications
 - Inbound and Outbound Coordinator communication in gathering all required student documents for the exchange.
 - Updating District website
 - And other duties as may be required
- District Administrator Expenses

An appropriation, if any, contained in the annual district budget shall be paid respectively to the District Secretary and District Administrator.
 - Custodian of District Property

The custodian of the District Property shall be one or more Rotarians in good standing in District 7430 and shall perform these duties under the direction and guidance of the District Governor.

 - 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 DG. Maintain files, storage cabinets and other facilities for proper storage of historical records and proceedings as may be needed.
 - Electronic records will also be stored by the District Administrator under the direction of the DG who shall retain the administrator role for any device or platform on which these District records are stored.
 - Terms of Engagement

The terms of appointment of any person as an independent contractor or as an employee shall be approved by the DEC prior to the commencement of the engagement.

4.3 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. All responsibilities of the Finance Committee and other District financial procedures are included in Section 2.4.1 of the P & Gs.

4.4 Communications

a. District Newsletter

The DG shall appoint a Newsletter Editor to gather contributing articles to ensure the timely issuance of monthly newsletters to RC Presidents and Secretaries, PDGs and other District Rotarians.

b. District Website

The Administrative Assistant will assist in maintaining the website in collaboration with the

Public Image Committee Chair.

c. Public Image Committee

Purpose: The District Public Image Committee is responsible for providing resources, support and learning opportunities that empower clubs to strengthen their public image. The Committee promotes Rotary both internally and externally, fostering understanding, appreciation, and support for Rotary's programs. Additionally, it raises awareness among Rotarians, Rotaractors, and Interactors about the importance of effective publicity, positive public relations, and a strong, consistent brand—essential elements in advancing Rotary's vision and impact.

Duties and Responsibilities:

1. Encourage clubs to prioritize public image and share impactful stories of Rotary in action.
2. Support clubs in using Rotary's brand guidelines and resources to maintain a consistent visual identity. Work with clubs to use the resources available on the Brand Center to create and use club logos that reflect Rotary's brand guidelines and develop materials that are distinctly Rotary. Promote Rotary's visual identity and voice.
3. Encourage clubs to communicate with external audiences to promote the impact they make in their communities. Help clubs identify media channels, cultivate relationships with journalists and media professionals to gain coverage for Rotary projects.
4. Manage the District's social media platforms, website design, and newsletters to amplify Rotary's presence and effectively communicate with members.
5. Provide guidance and assistance to district committees and district leadership in achieving their public image goals and promoting major initiatives.
6. Conduct learning opportunities to educate Rotarians on effective public image strategies.
7. Encourage clubs and the District to leverage Rotary events to enhance community awareness of Rotary's vision and impact.
8. Seek opportunities to speak to individual clubs about the importance of club public image.
9. Additional Learning Requirements: In addition to the chair, as many committee members as possible should attend learning events that are related to Rotary Public Image and complete the public image courses in the learning center.

4.5 District Conference

The DGN must follow the RI MOP 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/she moves into the DGE and DG roles.

- a. Acceptance of District Conference site and date

- It is recommended that each year the DGN 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 DG.
- The decision must be submitted to the DEC by October 31 in the year following the DGN's certification to RI.
- Once the site has been decided upon by the DGN and his/her advisors and preferably before executing a contract, the DGN shall notify, as soon as practical, all of the Clubs in the District of the site selected and date. This can be done at the DTA or by electronic means.
- Announcement at the DTA shall constitute appropriate notice to all the clubs. Each Rotary Club is asked to agree to the site and date or state its objection(s) and reason(s) for their objection(s). Approval shall be deemed to have been given by the club if: 1) The club affirmatively grants its consent or 2) The club fails to respond within 14 days of receiving notification detailing the dates and location of the conference.
- Should a majority of the District Rotary Clubs not agree on the dates or location for the conference, the decision shall be referred to the DEC for resolution.

b. 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 DG. The Conference Committee may be appointed as follows:
 - a. The DGN may determine the organization of the Conference Committee which may be his/her own club, several clubs or a district-wide conference committee assisted by others as appointed by the DGN.
- The duties of the Conference Committee are to assist the DG in the planning, administration and execution of his or her District Conference according to the guidelines of RI 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 1st of the Rotary year of the Conference, the sum(s) allocated in the District budget in support of the District Conference. The first allocation is to pay for any deposits needed to reserve the conference site. The second allocation is the balance from the total of all budgeted amounts in support of that specific District Conference.
- The Committee shall account for all expenditures. Surplus funds not donated to a DEC-approved charity, shall be returned to the District Operating Fund on or before September 1 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 DG's workbook and MOP.
- It is recommended that the District Conference include cancellation event insurance.

4.6 Legislative

- a. Committee Composition
 - The Legislative Committee shall be composed of the three immediate Past District Governors along with the current DG, DGE, DGN and the Chair of the DRFC.
 - The Chair shall be a PDG who is an active member of a Club in the District and shall be appointed by the DG.
 - 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 P&Gs. A report must be issued to the DEC by June 30th.
- b. District By-laws, Procedures and Guidelines
 - The Committee shall study, put into proper form and present to the District Conference Committee such enactments and resolutions as are presented to it by those entitled to do so under the enactments section. This Committee shall also add its recommendations on each item to be presented.
- c. Council on Legislation
 - The Legislative Committee shall review all proposed amendments and resolutions transmitted to the Council on Legislation 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 COL and to the Clubs' voting delegates to the Convention.
 - The Committee shall inform the Rotarians in the District of these P&Gs and any modifications made after the date of initial adoption.
- d. Resources
 - Parliamentarian: appointed by the DG
 - Awards Committee: appointed by the DG

4.7 DGN Nominating Committee

The selection by the Clubs of a DGN should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. The District must select the nominee for Governor no 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 DGN, DG at the time of taking office must have completed seven years of membership in one or more Clubs and have attended the Governors-Elect Learning Seminar and International Assembly. The Governor 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 profession.
- Have their business or professional work so well organized that they can give the time necessary to carry out Rotary work.
- Be a person whose integrity is above reproach.

- Have a thorough knowledge of Rotary, its purposes, object and constitutional documents.
- Be able to discuss any phase of Rotary in a convincing manner and convey information articulately.

Nominating Committee Composition and Procedure

- The Nominating Committee for DGND is composed of up to 10 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 or 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 Committee members, shall be PDG, one of whom will be Chair.
- The Nominating Committee Chair will be the District Governor from 2 years before the current DG. 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 DG, 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 DG shall email (or use electronic communication) 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 DGN 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 DG shall also send information which lists in detail all requirements for a DGN as set forth in the by-laws of RI and explained in more detail in the MOP including mandatory attendance at the International Assembly held in the Rotary year prior to becoming DG. 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 DGN. This Resolution shall be signed by the President and Secretary of the Club. Forms from the Clubs for DGN properly certified shall be mailed directly to the Committee Chair to be received no later than November 1. In the event of any Club proposing a candidate for DGN 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 DGN and shall satisfy itself that each candidate has the necessary computer literacy or other facilities to properly handle the routine work of the DG'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 DGN. The Committee shall interview each Rotarian being considered.
- The Committee shall notify the DG of its choice after it has concluded its responsibility of selecting a nominee not later than January 1, unless prior approval is given. The DG 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.

- After notifying the new DGND, and the unsuccessful candidates, the DG must inform all Rotarians in District 7430 about the Nominating Committee's selection via email or electronic communication.
- The DG shall then through the January monthly letter or otherwise, on or before January 20th, inform all Clubs in the District of the Rotarian selected by the Committee, including full information as to qualifications. In the same announcement the District 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 DGN whose name had previously been duly submitted. If the DG receives a proposal from a Club on or before February 1st and it remains effective as of February 15th the DG 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 Designate shall be made from the floor of the conference by electors from Clubs in the District and balloted upon at this District Conference.

4.8 Council of Governors

The Council of Governors of District 7430 is composed of all PDGs residing within the District. The purpose of the Council is to assist the DG in any way which does not diminish his or her responsibility or authority. DG may appoint a PDG to serve as Chair during the DGE's year as DG. The Council of Governors shall meet at least annually.

4.9 International Service Chair

An important goal of Rotary International is to increase sustainable humanitarian service. The District International Service Chair will assist Rotarians to plan significant service projects and design global grants of high quality and greater scale by connecting clubs with local Rotarian experts.

This position is to establish and coordinate a district resource network. The goal is to create a system that connects local experts within a district. Districts that handle many global grants are especially encouraged to build these resource networks. This position is for a 3-year term and can be renewed.

An appropriate candidate for this position is a Rotarian, PDG, past regional Rotary Foundation Coordinator, or past Assistant Regional Rotary Foundation Coordinator. The District International Service Chair's responsibilities include:

- Identifying key local subject matter experts to establish a local network of qualified Rotarians, program participants and alumni available to assist clubs and the District to better plan service projects and design global grants
- Promoting greater awareness of resources and strategies for project planning and implementation
- Establishing direct lines of communication and accountability for all types of international service with a special emphasis on improving global grant applications and the development of partnerships between international Rotary Clubs and Districts

- Conferring and cooperating with leaders from across the District to identify and promote resources for improved projects and grants
- Collaborating with District Rotaract Representatives, Rotarian Action Groups, the TRF and technical experts interested in global grant applications

4.10 Council on Legislation

- Eligibility: To be eligible to serve as a Representative to the Council on Legislation, the Rotarian must have served as a 7430 DG, living in District 7430 and be an active member of a 7430 Rotary Club. No Representative shall serve more than two 3-year cycles.
- Procedure:
 - For each 3-year cycle by October 31 of the year prior to the cycle the 7430 Administrator will send a letter or email to each eligible PDG giving them 2 weeks to decline or accept consideration as a candidate for the Representative position for the upcoming 3-year cycle. The required training, qualifications and duties of the position shall be part of the invitation.
 - Each confirmed, interested and eligible candidate then shall have his or her 7430 Rotary Club officially nominate the candidate using a form to be returned to the DG.
 - Each eligible candidate will be sent to the President and Secretary of each 7430 Rotary Club for electronic balloting. Each Rotary Club is to vote for 1 nominee. Appropriate voting instructions and a 30-day time window shall be included.
 - The nominated candidate receiving the most votes using weighted ballots shall be the Representative. The nominated candidate receiving the second most votes using weighted ballots shall be the Alternate. Voting will be in accordance with Section 6.1.7 and 8.1. of the P&Gs.
- Alternate Selection process

In the event that there are no nominated eligible candidates for any 3-year cycle, the DG shall appoint an eligible Representative and Alternate that the District Executive Committee approves. PDGs that have served in another district and also PDGs having already served two cycles, may be considered. The Representative and Alternate appointed shall be confirmed by a vote of the District Rotary Clubs at the following district conference or similar district event.

4.11 District Membership

The purpose of this Committee is to develop membership. The DGN will be coordinator of this group.

- Membership 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 Committee duties include:

- Plan, execute and participate in the District Membership workshops
- Promote all activities that will improve the District 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 the communities.
- Assist Clubs in reviewing their classification roster and classification survey to provide a balanced Club membership and to determine prospective new Rotarians.

b. Alumni Committee

This committee manages ongoing relationships with alumni in the District and assists Clubs with alumni relationships. More detailed guidance is contained in Appendix 4 of the Lead Your District: Governance reference manual and GELS workbook.

c. Membership Leads

Membership Leads received from RI for possible new members will be followed up at the District Membership Chair.

d. Welcoming Clubs and District

As part of every District sponsored activity or event, the District Leadership, Coordinators or Chairs should make every attempt to include people of all backgrounds, provide necessary levels of support and create experiences in which all people are welcomed, respected and valued.

This Committee will also provide support to Clubs following the RI DEI policy statement.

Diversity: Including people of all backgrounds, experience and identities regardless of their age, ethnicity, race, color, ability, religion, socioeconomic status, culture, sex, sexual orientation or gender identity.

Equity: Carefully considering how to provide differing levels of support, opportunities and resources so participants have a welcoming and productive experience

Inclusion: Creating experience in which all people are welcomed, respected and valued.

e. Rotaract

Rotaract Clubs are organized under the guidelines of RI 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 relationships between all people through a framework of friendship. The Rotaract Committee will:

- Assist in the development of new Rotaract Clubs in District 7430
- Encourage attendance and participation of Rotaract Members at the Rotary District Conference
- Conduct Rotaract promotion and extension activities throughout the District
- Serve as Rotaract information liaison to the RI Secretariat for the District
- Help coordinate Rotary/Rotaract activities in the District
- Coordinate public relation activities for Rotaract at the District level

4.12 District Foundation

District Rotary Foundation Committee (DRFC)

- The DRFC is a group of experienced and dedicated Rotarians in District 7430 who will assist the DG in carrying out 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 3-year period by majority agreement among the Rotarians duly elected to serve as DG during those years. 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 DG 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 DG 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 and are to be selected from different Clubs to ideally represent each of the District Areas.
- The DRFC Chair may add or delete subcommittees as conditions warrant and with the prior approval of the DEC and accordance with the RI MOP.
- The DRFC Chair is also responsible for:
 - Training of District Rotarians on The Rotary Foundation (TRF) issues.
 - Issuing and tracking any required Memos of Understanding (MOU) for both District to The Rotary Foundation and from District Clubs in accordance with the latest TRF guidelines.
 - Ensuring compliance with MOU provisions and TRF requirements and proper grant stewardship.
- Description of the duties of the DRFC Chair and each of the subcommittees can be found in the District Foundation Committee Manual (300-EN) and The Rotary Foundation Code of Policies.

- **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 promoting both support for TRF through contributions and drawing on TRF resources to enhance projects Clubs undertake to better their communities.

The FAC position description is presented in Appendix A

- **District Workshops**

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

- **Subcommittees**

Subcommittees shall be appointed to address the following ongoing administrative functions. The following lists the subcommittees and their major functions:

- a. Fundraising

i. Annual Fund Subcommittee

1. Annual giving is the fuel that runs the TRF programs in District 7430. Annual giving constitutes the main thrust of fundraising efforts and accounts for the majority of funds received by TRF from District Rotarians and supporters. Annual contributions generate the funds which directly support ongoing programs of TRF in District 7430.
2. It is the responsibility of the Annual Fund subcommittee to design and implement a comprehensive and effective District program to support Club efforts to achieve the general giving goal each Club has established which together establish the District 7430 goal.

ii. Benefactors, Bequest Society, Endowment Fund and Major Donor Subcommittee

1. The major responsibility of this Subcommittee, working with the TRF Major Gifts Officer supporting the District, is to identify, contact, educate and thank actual and potential donors of major gifts or gifts in support of The Rotary Foundation's Permanent Fund.
2. The Subcommittee 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.
3. The Subcommittee will work with the Events Subcommittee to plan any special event it may want to conduct for education, cultivation and recognition of Permanent Fund supporters.

iii. Paul Harris Society Subcommittee

1. The Coordinator of the District 7430 Paul Harris Society is responsible to educate and encourage members to this level of support for TRF and remind existing members to keep their promises and maintain appropriate records for TRF and the District.

iv. Polio Plus Subcommittee

1. The responsibility of the District Polio Plus 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.
2. The Subcommittee will work with the Events Subcommittee to conduct events such as the Yvette Palmer Purple Pinkie 5k to raise funds to support the work of polio eradication.

v. Grants Subcommittee

1. 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.
2. It should help to identify and recruit Rotary volunteers.
3. It should assist Clubs in developing ways to participate in existing district grant projects and to develop new district grant projects.
4. The Subcommittee should 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 the electronic grant software.

5. This committee also analyzes Global Grant applications and works with RI to secure approvals. It also works with Rotary Club members to ensure proper documentation and controls are in place.
6. This committee ensures project progress reports and records are submitted on time along with following District 7430 stewardship guidelines.

vi. Stewardship Subcommittee

1. This Committee manages financial and reporting systems for District 7430 grants. It tracks Rotarian training in grant management and ensures only authorized Clubs and entities submit grant proposals following TRF guidelines.
2. This Subcommittee will also confirm the District's compliance with its MOU with TRF by conducting one audit each Rotary year of one District Grant project following the audit program TRF would use in conducting its own audit of the same.

vii. Scholarships and Alumni Subcommittee

1. 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 that the District has chosen under SHARE to promote the Rotary World Peace Fellows program and any other foundation scholarship 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.

viii. Events Subcommittee

1. This committee organizes, promotes and conducts District recreational activities, like golf outings, to encourage fellowship and raise funds for The Rotary Foundation through Club and Rotarian participation. These events can be held independently or as part of other District-wide events such as District Conference.

ix. Allocation Subcommittee

1. The DGE, DRFC Chair, Subcommittee Chairs, FAC and other Rotarians from all areas of the District, form a committee that meets annually to plan the use of District Designated Funds (DDF) for the next Rotary year.
2. The DEC provides the final approval.

4.13 Service Projects

4.13.1 International Service

These Subcommittees exist to promote an understanding of and participation in the World Community Services (WCS) program.

- International Service Committee
- Friendship Exchange
- Rotaplast
- ShelterBox

- Intercountry Committee

4.13.2 Youth Services

These subcommittees and coordinators support all youth programs in District 7430 and follow the Rotary International Statement of Conduct for Working with Youth. Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotary members, their partners and other volunteers must safeguard the children and young people with whom they come into contact and protect them from physical, sexual and psychological abuse.

The following is a list of Subcommittees and their responsibilities:

- **Youth Protection Policy**
 - 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 others.
 - The DG will appoint a Youth Protection Officer annually. Refer to the separate District 7430 Youth Protection Policy for requirements relating to interactions with youth involved in Rotary activities. District 7430 is committed to comply with the requirements of ESSEX, Rotary International, the United States Government and The Commonwealth of Pennsylvania.
 - Background Checks – Effective December 31, 2024, Pennsylvania law states that all employees and volunteers are required to obtain Background Checks if working in direct contact with children and/or youth (1) before being hired or volunteering and (2) renewed every 60 months after that.
 - The required clearances are:
 - Criminal History Record – obtained from the PA State Police
 - Child Abuse Clearance – obtained through the PA Department of Human Services
 - Federal Criminal History Record – obtained by submission to PA State Police or FBI. If you have lived in PA for 10 years or more, you may complete an affidavit stating you have no criminal record.
 - See attachment in Appendix by PA Department of Human Services for all clearance details.
 - Any adult (over the age of 18) working or volunteering in support of Rotary Sponsored Youth Programming must have the 3 required clearances uploaded to the District VoluClear Account before they will be allowed to participate. Individuals can register and upload their files by going to the District 7430 Website.

▪ **Youth Exchange Program (YEP)**

The YEP Committee is composed of at least nine Rotarians who are members of Clubs in the District, no more than two from the same Club, and are selected from different parts of the District. All appointees should have served at least one year as Club Chair of the YEP. The Committee Chair should not serve more than three successive years, unless further appointed by the DEC.

District 7430 is a member of the multi-District Youth Exchange organization Eastern States Student Exchange (ESSEX) as confirmed by the DEC annually.

The Subcommittee shall:

- Encourage Club participation, sponsorship and development of 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 District 7430 is a member.

This committee, Club Chairs and all YEP volunteers must abide by the Youth Protection Policies of the District, RI and 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 DG by July 15th.

▪ **Summer Youth Exchange Subcommittee**

- The Summer Youth Exchange Subcommittee 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 Subcommittee 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 Committee 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.
 - Plan 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 District 7430, 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 Subcommittee 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 15th. A "consolidated Youth Exchange/Summer Youth Exchange Committee" financial statement shall be submitted to the DG and the District Treasurer by September 15.
 - This committee shall present a summary report of each summer youth exchange within sixty days of the completion of said exchange to the DG.
 - This committee's members, Chairs and all volunteers must abide by the Youth Protection Policies of the District.

▪ **Rotary Youth Leadership aka RYLA: Camp Neidig**

- The RYLA/Camp Neidig Committee shall be composed of at least 11 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 the 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 DG.
- A report covering all financial transactions shall be submitted to the DG 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.

▪ **Interact**

Interact Clubs are organized under the guidelines of RI 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:

- Work with District Clubs to grow and develop Interact Clubs.
- Administer the Interact Program in the District. This should include maintaining a list of current Clubs with the Rotary Club Liaison and School Advisor names & contact information.
- Connect Rotary Club Liaisons and School Advisors to share best practices and develop an Interact community of support. This can be done virtually.
- Publicize the Interact Program at District events.
- Holding an annual Assembly and workshop for all District Interact Club members is strongly encouraged.

4.13.3 Four-Way Test Speech Contest

- This committee provides District Rotary Club members with information on conducting a local level 4-Way Test Speech Contest for High School students using the questions in the Rotary Four Way Test to address an ethical issue of the student's choosing.
- One student from each registered local Rotary Club will attend a regional contest. The regional finalists will compete in the 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 DG.
- District Rotary Clubs shall pay an entry fee to provide prize money for the Regional and Final competitions. There is no budget support from the District.

4.13.4 STEM YEA Committee

This Committee will support the promotion of STEM learning activities in our District Middle Schools.

- STEM YEA (Youth Explorer Academy) Committee shall be composed of members of Rotary Clubs from District 7430.
 - This committee shall conduct and administer an immersive residential event to develop the STEM skills of youth in the District's territorial limits. All Clubs in the District shall be encouraged to participate by volunteering and sponsoring students. The STEM YEA committee shall collect, receive and account for tuition and all other income. It shall disburse such funds as required for the proper operation of the Academy, maintaining a bank account for such purposes in the name of District 7430 STEM YEA sponsored by the Allentown West Rotary Club Foundation.
 - This committee shall fix the yearly event's dates and location and collect a tuition fee determined by this committee from each Rotary Club sponsoring students who attend. The committee shall operate with Rotary District 7430 and all Clubs to communicate directly with any media.

4.14 Crisis Management

Crisis Counselor: The DG may designate a professional that will assist individuals directly affected by the crisis.

Procedure:

1. Should a crisis occur within the District (Club or individual event), the person in charge of the event (or Club President) will contact the DG.
2. The DG shall mobilize the Crisis Management Team composed of the DEC and other District Club executives depending on the crisis.
 - a. The DG: Responsible for overseeing all aspects of crisis response, convenes meetings and delegates tasks as necessary. Represents the district and appoints a Media spokesperson or acts as the District Media spokesperson. The ultimate decision making authority when determining the level of a crisis (upon consultation with the DEC) and actions to respond to crisis response protocols. In case the DG is impacted by the crisis or otherwise unable to perform their crisis management duties.
 - b. Youth Protection Officer: Should the crisis involve Youth, the Youth Protection Officer shall assist with overseeing the crisis response and serves as a consultant (when appropriate) or consults with local experts for guidance when necessary, monitor, developments of the situation and coordinate communication within the District Clubs and with Rotary International.
 - c. The DG will appoint as necessary a crisis management chair and a team to put together a plan of action and communicate how the situation will be handled. The DG (and/or designee) will communicate the plan of action to the DEC, Clubs and Rotarians as deemed necessary.
 - d. The plan of action may include:
 - i. Media response (Note: all media response is approved by the DG)
 - ii. Legal advice
 - iii. Medical advice
 - iv. Counseling Advice
 - v. Youth Exchange Representative
 - vi. Any other ad-hoc professional that is deemed necessary based on the crisis

4.14.1 The DG along with the DEC may choose to make exception to this policy/procedure based on the situation.

4.14.2 The Committee will review the Crisis Management Policy annually to ensure relevance.

Rotary District 7430 will follow the Crisis Management Plan and Guide as provided by RI. Appendix E outlines the sample planning to be utilized in addition to any other tools necessary at the time of a disaster/crisis.

4.15 Other Committees

Other Committees may be established as prescribed by RI or deemed important by the DG.

- **Supporting the Environment Committee:** This Committee supports activities that strengthen the conservation and protection of natural resources, advance environmental sustainability and foster harmony between people and the environment. The Committee supports and provides information to Clubs.
- **Mental Health Committee:** This Committee supports activities about mental health, raises awareness of mental health needs, and increases capacity for treatment and providing resources to Clubs.
- **Disease Prevention & Treatment:** This Committee supports activities that work to ensure that no child suffers from a preventable disease in District 7430.

5.0 MEETINGS

5.1 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 DG and the Presidents of the majority of the clubs in the District. In the event the DG and presidents cannot 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 to the Council of Legislation must first receive the District's endorsement through a vote at the District Conference or through a ballot by mail or through appropriate electronic methods.
- **Conference Secretary** - After consulting with the president of the host club, the governor shall appoint a conference secretary, who shall cooperate with the governor in planning the

- conference and recording its proceedings.
- Conference Report - Within 30 days after the conference, the governor or acting chair, along with the secretary, shall prepare a report on the conference proceedings and send it to the general secretary and each club secretary in the district.

5.2 District Training Assembly (DTA)

- A District Training Assembly of Rotarians shall be held annually and of such duration as is determined necessary by the DGE. The DGE may appoint a Club or individuals from the District to be hosts for the DTA and determine location of the DTA.
- The hosts will be responsible for the logistics of the DTA. This meeting shall be financially self-sustaining.
- The purpose of this one-day seminar, held in April or May, is to prepare incoming Rotary Club leaders for their roles.
- The participants in the DTA shall be Club Presidents-elect and the members of Rotary Clubs assigned by the Club PE to serve in key leadership roles in the upcoming Rotary year.

5.3 Presidents-Elect Learning Seminars (PELS)

- PE Learning Seminars are informational programs that are planned, organized, and implemented by the DGE in cooperation and coordination with the DG, and with appropriate officials of other districts in the event of a multi-district PELS.
- D7430 committed to participate in the multi-district PELS (Liberty) starting in 2005.
- The DGE shall participate in determining the host location. This meeting shall be financially self-sustaining. PEs and the DGE will attend PELS. Other participants should include: DGN, AG's and the District Learning Facilitator. The registration fees and one-night lodging for the Presidents-Elects will be paid by District. AGs shall assist the DGE with promoting attendance among the PEs to whose Clubs they are assigned and in team building among the Presidents-Elect, DGE and themselves.
- The DGE, as a member of the Multi-District Liberty PELS, 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 Multi-District PELS program if applicable.
- While participating with the Liberty PELS 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 Liberty PELS planning Committee.
- Any Rotarian expecting to serve as a D7430 Rotary Club President must attend the D7430-designated PELS or some other mutually agreed upon PELS. President-Elects who have previously served as President also must attend each time.

5.4 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 TRF 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, DG, DGE, DGN and AGs are the seminar's target audience, although the District's entire membership is encouraged to attend.

5.5 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 AG's, 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.

5.6 District Team Training Seminar

- The purpose of this one-day or less meeting, usually held at or before the DTA, 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 Rotarians appointed by the DGE to serve as AGs and as District Committee Members in the next Rotary year.

5.7 Other Training Sessions and Meetings

- Other training sessions may be held based on the recommendation of committees and approved by the DEC. A committee chair may recommend a meeting which will then be approved by the DG and DEC.
- Training sessions and other meetings may be conducted either in person or via electronic means based on the needs of the District or RI recommendations.

6.0 LEGISLATIVE PROCEDURES

6.1 Proposals

Proposals to amend these P&Gs shall be known as enactments. Proposals for Conference action which do not amend these procedural guidelines shall be known as "Resolutions."

6.1.1 Enactments

Enactments to amend these P&Gs shall be proposed only by a Club of this District or by the Legislative committee of this District.

6.1.2 Resolutions

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

6.1.3 Processing

All proposed enactments and all proposed resolutions shall be delivered in writing to the DG 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 there on is to be taken.

All enactments and all resolutions so received shall be studied and properly prepared by the Legislative Committee so that the DG 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 DTA.

6.1.4 Presentations 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.

6.1.5 Enactments

Enactments to amend by-laws, P&G's, 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 6.1.7.

6.1.6 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 P&Gs, such balloting will be conducted with the same attention to detail and time allowances as provided for live balloting at a District meeting.

6.1.7 Voting by Rotary Clubs

Each D7430 Rotary Club shall select and certify at least one elector to its conference and legislation meeting (if held).

- A club with more than 25 members has one additional elector for each additional 25 members or major fraction thereof. That is, a Club with membership of up to 37 members is entitled to one elector.
- Clubs with a membership of up to 37 members is entitled to one elector
- Clubs with 38 to 62 members is entitled to two electors
- Clubs with 63 to 87 members is entitled to three electors and so on.

Membership is determined by the number of members in the latest club invoice before the vote, except that a suspended club has no vote.

Each elector shall be a member of the club. To vote, an elector must be present at the conference or legislation meeting. To participate in any voting by electors at the district conference, a club shall have paid the required district levy for the Rotary year in which the voting is taking place and shall not be indebted to the district. The financial status of the club is determined by the District Governor.

6.2 Emergency Proposals

If, in the opinion of a majority of the Legislative committee, an emergency exists, an enactment or resolution may be presented for action at the District Conference or electronically without it having been processed as prescribed in Section 6.1.3 above.

6.2.1 Emergency Proposals of Enactments

Emergency proposals of enactments shall require, for adoption, a two-thirds vote of the electors' votes per paragraph 6.1.6 present and voting at the District Conference, or otherwise approved District meeting.

6.2.2 Emergency Proposals of Resolutions

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

6.3 Publication of Enactments and Resolutions

After a District Conference at which enactments and resolutions have been approved, the DG shall send a copy to each Club President and Secretary to be kept with the Club's copy of these P&Gs. Copies shall also be sent to the DG, DGE, DGN, PDGs, AGs, Custodian of Records and District Committee Chairs.

6.4 Effective Date

All amendments approved at a District Conference shall become effective on July 1 following the Conference. Except as provided in the next sentence, amendments approved at other times become effective 30 days after the date approved. Amendments to these

P&Gs to allow electronic voting on budgets shall be effective immediately upon approval.

7.0 ROTARY INTERNATIONAL COUNCIL ON LEGISLATION AND COUNCIL ON RESOLUTIONS

7.1 Proposals

- a. Enactments that change the terms of Rotary International's Constitution, its Bylaws or the Standard Rotary Club Constitution (each, an "International Enactment") may be proposed by a Club or District and must be endorsed by the District and certified by the DG before being forwarded to the general secretary for review before being transmitted to the COL as more particularly set forth in Article 7 of the MOP. The general secretary must receive the proposed International Enactments by December 31 of the year before the COL convenes.
- b. Resolutions that address the Rotary world, rather than its constitutional documents, and request the Board or Trustees to take action (each, an "International Resolution") may be proposed by a Club or District and must be endorsed by the District and certified by the DG before being forwarded to the general secretary for review before being transmitted to the council on resolutions as more particularly set forth in Article 8 of the MOP. The general secretary must receive the proposed International Resolutions by June 30 of the year before the council on resolutions convenes.

7.2 Representative

- a. A representative and an alternate representative to the RI COL and the council on resolutions shall be chosen in accordance with Article 9 of the MOP.
- b. A representative, and an alternate representative, from District 7430 to the COL and the council on resolutions shall be elected at the District Conference held in the Rotary year two years before the Rotary year in which the COL meeting is to take place. Voting shall be as established by the MOP.
- c. The representative may not serve more than two (2) three-year terms.
- d. The DG shall forward to RI the names of the representative and alternate to the COL and council on resolutions, as elected.
- e. The representative to the COL and council on resolutions shall discuss International Enactments and International Resolutions at the District Conference and other District meetings.
- f. The representative shall share such proposals for consideration by the District Legislative Committee, which may make recommendations with respect to such proposed International Enactments and International Resolutions.
- g. The representative to the RI COL, to the extent that expenses are not reimbursed by RI shall upon submission of suitable expense reports, be reimbursed for all expenses, including reports, subject to a maximum established by the approved District Budget. Following the COL and the council on resolutions, the representative shall issue written reports to the DG.

7.3 Communication of COL and Council on Resolutions

- a. The Legislative Committee shall communicate with the Clubs in the District regarding proposed International Enactments and International Resolutions.
- b. Following the council meeting, the representative shall report to the District.

8.0 VOTING BY CLUBS

8.1 Voting

Voting by Clubs at District Conference and a Legislative Meeting shall be conducted in accordance with the procedures established in Article 15 of the By-laws of Rotary International.

8.2 Electors

Club electors shall be as described and counted in Article 15 of the MOP.

APPENDIX A - POSITION DESCRIPTIONS

All position descriptions are defined by the Rotary MOP 2019.

A1. District Governor (DG)

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

- a. Organizing new Clubs
- b. Strengthening existing Clubs
- c. Promoting membership growth
- d. Working with district and club leaders to encourage participation in a district leadership plan as developed by the board.
- e. Furthering the Object of Rotary by providing leadership and supervision of the clubs in the District
- f. Supporting TRF
- g. Promoting cordial relations among the clubs and Rotaract clubs and between the clubs, Rotaract clubs, and RI
- h. planning for and presiding at the district conference and assisting the DGE in planning and preparing the PETS and the DTA.
- i. Conducting an official visit to each club, individually or in multi-club meetings, that maximizes the DG's presence to:
 1. focus attention on important Rotary issues
 2. provide special attention to weak and struggling clubs
 3. motivate Rotarians to participate in service activities
 4. ensure that the club constitution and bylaws comply with the constitutional documents, especially following councils on legislation
 5. personally recognizing the outstanding communication to each club
- j. issuing a monthly communication to each club
- k. reporting promptly to RI as required by the president or the board
- l. providing the DGE, before the international assembly, full information about the condition of clubs and recommended action to strengthen them.
- m. assuring that district nominations and elections comply with the constitutional documents and RI's established policies.
- n. inquiring regularly about the activities of Rotarian organizations in the district
- o. transferring district files to the DGE
- p. performing any other duties as are inherent of an RI officer.

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 of the District Service Projects Group with specific leadership emphasis on:
 - PETS
 - District Leadership Training
 - DTA
 - AG training meetings
 - Youth Service
- Attendance of the DGE at the International Assembly is mandatory.
- Attendance at the Zone GETS also is mandatory for DGE.

- During the year preceding taking office as DG, the DGE should be given specific responsibilities by the DG in connection with District committees or District organization
- Be invited by the DG to attend as an observer all District meetings where the DGE is not otherwise designated a participant
- Be considered by the DG for assignment to participate in the program of the District Conference
- The DG should undertake the orientation, education, and motivation of the DGE and use PDG's 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 Committee, with specific leadership emphases on:
 - Membership Development and Retention
 - Adding new or satellite Clubs
 - Rotary Leadership Institute
 - Alumni Activities
- 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 DG in connection with District committees or District organization
 - Be invited by the DG to attend as an observer all District meetings where the DGN is not otherwise designated a participant
 - Be considered by the DG for assignment to participate in the program of the District Conference
 - The DG should undertake the orientation, education, and motivation of the DGN and use PDGs and meetings such as the Rotary Zone Institute toward this end.

A4. Assistant Governor (AG)

- The role of the AG 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. AGs are District appointees. They are not officers of RI.
- AGs are to be appointed annually by the sitting DG in consultation with the DEC. No AG shall serve more than three consecutive one-year terms to provide continuity in the District leadership.
- All AGs will be responsible for providing the following support to the Clubs to which they have been assigned:
 - Meet with the President and President Elect and assist the President-Elect before the beginning of the Rotary year to review the current and upcoming goals of the Club.
 - Help with completing and setting goals in the Goal Center and review the P&Gs
 - 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 DG 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 DG.
 - 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 Citation
- In order to fully meet these responsibilities, all AGs are expected to:
 - Attend the District Team Training seminar
 - Attend the PETS and the DTA aiding the DG by assisting in the preparation and

other such duties as may be asked by the DG.

- Advise the DGE 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 the District Annual Funds Chair, the District Foundation Chair, AGs, 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 Learning Facilitator

- The District Learning Facilitator shall be appointed by the DGN and will serve a term beginning July 1st in the year in which the DGN serves as DGE. Although it is not mandatory, it is highly recommended the Facilitator be a PDG because of their broad understanding of the District and the requirements placed upon the DG.
- The District Learning Facilitator, working with the DGE, is responsible for planning for the content of the training for AGs, PE, DTA attendees, and other District-wide events involving training set by the DGE. Attendance at the Liberty PELS annual event and multiple planning meetings is expected
- Duties are established and directed by the DG.

**APPENDIX B:
B1: REIMBURSEMENT VOUCHER –**

ROTARY DISTRICT 7430

Payment Request Form

Make Check Payable to: _____ **Date:** _____

Name of Company: _____ **Total Payment Request:** _____

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 session may be omitted.

Description	Unit Cost	Quantity	Total Cost
Total Cost			

For Official Use by District Treasurer

Budget Line Item: _____	Payment Date: _____	Check #: _____
District Governor Approval: _____		Amount: _____

B2: Rotary District 7430 Voting Proxy

Form for D7430 Rotary Clubs to authorize a member to exercise that club's vote at each voting event where the Rotary Club President cannot be present.

**ROTARY DISTRICT 7430
VOTING PROXY**

The Rotary Club of _____ delegates its voting proxy for
the following ballot:

E.G. DISTRICT BUDGET FOR 2020-2021

NAME

CLUB POSITION

Authorized by:

Name: _____

Club Position: _____

Date: _____

B3: District 7430 District Governor Nominee Candidate

Sample form for a D7430 Rotary Club to use to propose a candidate for DGN.

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 202?-20?? This support includes the District Conference in that year.

Certified:

Club President: _____

Date: _____

Print Club President Name: _____
(Print Name below signature)

Club Secretary: _____

Date: _____

Print Club Secretary Name: _____
(Print Name below signature)

APPENDIX C: COUNCIL ON LEGISLATION

The following letter, with updated MOP language, is an example of the proper way to invite District 7430 Past District Governors to consider being nominated as the D7430 Representative or Alternate to the RI Council on Legislation and Council on Resolutions.

PROPOSED LETTER TO D7430 ELIGIBLE PDGs RE: THE COUNCIL ON LEGISLATION CYCLE

DATE: _____

Dear Past District Governor of RI District 7430:

This is a request that you indicate your interest and ability to serve as the D7430 Representative to the newly structured RI Council on Legislation for the three-year (indicate year) cycle. Please respond by return e-mail within the next two weeks. No response will indicate that you will not be a candidate.

The Council on Resolutions will meet online each year to vote on proposed International Resolutions submitted by clubs, districts, the RI Board, and the general council or conference of RIBI.

The Council on Legislation will continue to meet in person every three years to consider International Enactments that amend the constitutional documents, along with position statements from the RI Board of Directors.

Council Representative

Every district selects a representative to serve at the Councils on Resolutions and the Council on Legislation that take place during their Council term from 1 July through 30 June for three (3) years. The Council representatives will represent their district at the (indicate years) Councils on Resolutions and the Council on Legislation

Eligibility: from Article 9 of the MOP

To serve as representative, a candidate must:

- a. Be a member of a club in the district represented
- b. Have served a full term as an RI officer at the time of election. However, if the DG certified, and the RI presidents concurs, that no past officer is available in the District, a Rotarian who served less than a full term as DG may be elected; and
- c. understand and be qualified, willing, and able to perform the duties and responsibilities of a representative.

Eligibility: District 7430 requirements

To serve as representative, a candidate must:

- a. Confirm that he or she understands the qualifications and is able to perform the duties and responsibilities of a representative through the online certification form
- b. Be able to attend the Council on Legislation for its entire duration
- c. Be comfortable accessing legislation and voting electronically.

Not Eligible

Non-voting members of the councils and full-time, salaried employees of R:I, districts, or clubs shall not serve as voting members of the council.

Duties of a Council representative are as follows:

- a. Assist clubs in preparing proposed International Resolutions and International Enactments;
- b. Discuss proposed International Resolutions and International Enactments at District meetings;
- c. Be knowledgeable of the attitudes of Rotarians within the District;
- d. Consider carefully all proposed International Resolutions and International Enactments and effectively communicate his or her views on such proposals to the Council;
- e. Act as an objective legislator of RI;
- f. Participate in the Council on Resolutions;
- g. Attend the Council on Legislation for its full duration; and
- h. Report on the deliberations of the Councils to the District following the meetings of the Councils.
- i. Representatives are also required to complete an online representative course and Council training at their Rotary Zone Institute or as offered virtually in preparation for the next Council on Legislation. Their participation at the Institute is not funded by RI.

The members of the D7430 Rotary Club of _____ hereby nominate _____
_____ to serve as the D7430 Representative to the 3-year RI Council on Legislation from _____ to _____.
This Rotarian is an eligible D7430 Past District Governor currently an active member of the Rotary Club of _____ and is living in D7430. This candidate understands the duties and responsibilities and has agreed to serve.

President

Secretary

Date

Date

APPENDIX D: DEFINED TERMS

The following terms shall be defined as commonly utilized throughout Rotary and have the following meanings as used in these By-laws, Procedures and Guidelines:

- a. "AG" shall mean Assistant Governor
- b. "BOD" shall mean RI Board of Directors
- c. "COL" shall mean Council on Legislation
- d. "D7430" shall mean District 7430
- e. "DDF" shall mean District Designated Funds
- f. "DEC" shall mean the District Executive Committee
- g. "DG" shall mean the District Governor
- h. "DGE" shall mean the District Governor Elect
- i. "DGN" shall mean the District Governor Nominee
- j. "DGNL" shall mean District Governor newsletter
- k. "DMC" shall mean the District Membership Committee Chair
- l. "DRFC" shall mean the District Foundation Committee
- m. "DTA" shall mean District Training Assembly
- n. "Enactment" shall mean a proposal to amend the P&Gs
- o. "ESSEX" shall mean Eastern States Student Exchange or its successor
- p. "FAC" shall mean Foundation Area Coordinator
- q. "GELS" shall mean Governor Elect Learning Seminar
- r. "IPDG" shall mean the Immediate Past District Governor
- s. "MAPETS" shall mean the multi-district PETS known as Middle-Atlantic PETS or its successor
- t. "MOP" shall mean Rotary International Manual of Procedure
- u. "P&Gs" shall mean these By-laws, Procedures and Guidelines
- v. "PDG" shall mean Past District Governor
- w. "PE" shall mean President Elect
- x. "PELS" shall mean President Elects Learning Seminar
- y. "Resolution" shall mean a proposal for Conference [or other] action other than an Enactment
- z. "RI" shall mean Rotary International
- aa. "TRF" shall mean The Rotary Foundation
- bb. "YEP" shall mean Youth Exchange Program

APPENDIX E

ROTARY DISTRICT 7430 CRISIS MANAGEMENT PLAN

I. PURPOSE

The health, safety and security of our volunteers and program participants is our highest priority. As such, this document has been developed to serve as an important procedure to assist District 7430 volunteers and participants respond effectively when a crisis occurs in order to minimize risk and help ensure the safety of all, to the greatest extent possible.

II. PREPARATION AND CRISIS PREVENTION

- a. The district crisis management plan will include a comprehensive assessment of the local risks, in collaboration with external agencies as determined based on the crisis.
- b. The district will implement a training schedule for individuals as needed.
- c. The DG may initiate planned or unplanned simulation of a crisis using the following guidelines:
 - It will be clearly identified that the crisis is a simulation and there is no immediate risk to young people or volunteers.
 - A crisis simulation shall not be conducted during an active crisis or immediately following a resolved crisis.
 - A crisis simulation shall not be conducted during a scheduled conference, training event, planned group travel or other event so as to avoid confusion
 - The DG will confirm when the crisis simulation has ended.
 - The Crisis Management team appointed will immediately contact a debriefing session.

III. CRISIS MANAGEMENT TEAM

- a. The DG will appoint the crisis management team and will include the DEC, and others such as the District Youth Protection Officer, District Youth Exchange Chair, District Interact Chair, and District RYLA chair and others as determined.

IV. CRISIS SITUATIONS & RESPONSE PROTOCOLS

- a. Accidents

Level I: Minor Injury/Accident: The emergency (or perceived emergency) does not currently present a significant health or safety risk and does not appear to require medical interview and involves only one or two people. If more than two people are affected by a minor injury/accident, follow the response protocol for next level.

- i. Immediately alert the on-site or responsible health, safety or medical personnel to assess the injury or accident
- ii. Have a qualified/trained volunteer administer first aid to the injured person(s) and safely transport them to the designated area of refuge, if needed
- iii. Continue to monitor the effected person(s) and contact emergency medical assistance if necessary
- iv. Contact the parent/guardian within 24 hours of the injury/accident
- v. Report the injury/accident to the District Youth Protection Officer and Rotary International within 72 hours of the injury/accident

Level II: The emergency (or perceived emergency) may present significant health or safety risk and requires medical intervention for one or more person or more than two people are affected by a minor injury/accident

- i. Immediately alert the on-site or responsible health, safety, or medical personnel to assess the injury/accident
- ii. Immediately contact emergency medical services
- iii. Have a qualified/trained volunteer administer first aid to the injured person(s)

- iv. As soon as emergency medical services arrive, contact the parent/guardian and District Youth Protection Officer
- v. If the person(s) is required to be transported to a hospital or emergency facility, designate an adult volunteer to accompany them and other adult volunteers to supervise remaining youth program participants
- vi. Contact the designated person responsible for insurance-related questions or claims to determine what steps may be required to report to insurance providers(s)
- vii. Determine if there will or may be any media coverage and initiate media response with DG
- viii. Report the injury/accident to the District Youth Protection Officer and Rotary International Within 72 hours of the injury/accident

Level III: The emergency (or perceived emergency) presents a significant or critical health or safety risk and requires immediate medical intervention or life-saving procedure.

- i. Immediately alert the on-site or responsible health, safety, or medical personnel to assess the injury/accident
 - ii. Immediately contact emergency medical services
 - iii. Have a qualified/trained volunteer administer first aid to the injured person(s) and safely transport them to the designated area of refuge if needed
 - iv. Ensure that other youth program participants are being supervised while attending to the needs of the injured person(s)
 - v. As soon as emergency medical services arrive, contact the parent/guardian and District Youth Protection Officer
 - vi. Designate an adult volunteer to accompany the person(s) to a hospital or emergency medical facility and designate other adult volunteers to supervise remaining youth program participants.
 - vii. Contact the designated person responsible for insurance-related questions or claims to determine what steps may be required to report to insurance providers(s)
 - viii. Determine if there will or may be any media coverage and initiate media response with DG
 - ix. Report the injury/accident to the District Youth Protection Officer and Rotary International within 72 hours of the injury/accident
- b. Physical Health Emergencies- follow Level I, Level II or Level III above
- i. Monitor: The emergency (or perceived emergency) does not currently directly impact students or volunteers, and is perceived to be a contained/isolated situation
 - ii. Plan: the situation does not yet directly impact students or volunteers but has developed or progressed/spread to other areas and is no longer isolated or contained
 - iii. Act: The emergency directly affects your district/region, students and volunteers

V. CRISIS RESOLUTION

a. Deescalating a Crisis and Declaring a Crisis Resolved:

The DG shall be responsible for deescalating a crisis (moving a crisis from a higher level to a lower level) and declaring the crisis resolved. The DG is responsible for coordinating the communication regarding changes.

VI. OTHER IMPORTANT CONSIDERATIONS

- a. Supporting Young People during a Crisis: Evaluate the young people needing support during/after a crisis and provide recommendations for appropriate help
- b. Administrative protocols: Complete all reporting (local, state/provincial/national, District RI, and RI through the DG)
- c. Insurance and expenses: The DG will work with the DEC and Insurance rep with respect to any insurance and expense issues
- d. Media crisis: The DG in conjunction with the DEC will provide media instructions and guidance as appropriate.

APPENDIX F

DISTRICT 7430 POLICY /DEFINITIONS PROCEDURES FOR PREVENTION OF ABUSE AND HARASSMENT

Rotary District 7430 complies with all policies and procedures of RI with respect to Abuse and Harassment

Definitions:

“Abuse”: Means physical or emotional abuse. “Physical abuse” means the intentional use of force to the body that results in injury. It may be a single incident or a series or pattern of incidents. “Emotional abuse” means chronic exposure to alcohol or drug abuse, verbal attacks on a person’s sense of self, repeated rejection or humiliation. It also means exposure to domestic abuse, isolation or existing in an environment of fear and/or anxiety.

“Harassment” means any conduct by an individual that is directed at, and offensive to: another person or persons and which the individual knew, or ought reasonably to have known, would cause offence or harm. It comprises of any objectionable act, comment or display that belittles, de or causes personal humiliation or embarrassment or any act of intimidation or threat.

Harassment may include, but is not limited to:

- Conduct that erodes the dignity of the victim, particularly based on the victim’s color, race, national origin, ethnic origin, age, gender, physical characteristics, or physical or mental disability
- Unwelcome and demeaning remarks, jokes, and innuendos about race, religion, age, national origin, marital status, color or disability.
- Use, display or distribution of racist, derogatory, or other offensive written material
- Practical jokes, based on race or other discriminatory grounds
- Verbal abuse or threats and
- Inappropriate or offensive gestures.

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims.

Sexual harassment may include, but is not limited to:

- Sexual advances
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, and comments about an individual’s sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Displaying sexually suggestive objects, pictures, or drawings, and
- Sexual leering or whistling any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

“Prohibited person” means anyone who

- a. Has been convicted of an offence which resulted in harm to an individual, including assault, sexual assault, sexual interference with a minor or failure to provide the necessities of life
- b. Has been convicted of any offence which, in the opinion of the DEC, suggests an unacceptable risk of harm to a person in the care of that individual; or
- c. Is subject to a court order prohibiting that person from being in contact with any other individual

District Commitments

1. Will ensure that protected person who are involved in Youth exchange and in other District programs, activities or events are protected from abuse, harassment, sexual abuse or sexual harassment
2. Will ensure that District programs for protected person are provided in a safe and caring environment
3. Will prevent contact between protected persons and individuals who are either prohibited by law from working with prohibited persons, or who are considered by the district to be inappropriate individuals to

- be working with protected persons
4. Will NOT PERMIT any prohibited person to participate in any program related to protected persons.
 5. Will NOT PERMIT any prohibited person to host or become a counsellor or a mentor to a Youth Exchange student, whether as a home-stay parent or as an adult living in the same home in which the Youth Exchange student will live, without first determining the suitability of the person through the District's Youth Exchange screening process.
 6. Will encourage and facilitate the timely reporting of incidents where protected persons are at risk of harm
 7. Will ensure prompt notification of allegations of abuse or harassment made by protected persons where allegations involve Rotarians or persons involved with Rotary programs, activities or events and
 8. Will report any allegation of abuse of protected person in compliance with guidelines
 9. The District Governor will maintain awareness of this policy within the district.
 10. Sanctions for violations of this sexual harassment policy shall be administered flexibly according to the severity of the violation, including by example only the following sanctions: verbal warning, written warning, training, expulsion, and or referral to government law enforcement or other agency. The DG in conjunction with the DEC will flexibly administer these sanctions according to the severity of the violation.



Adult Harassment Incident Report

Instructions: For any incident which occurred at a club meeting or club event, the club president should complete this report and send to the AG who should send to the DG. If the incident involved the club president, the district governor should complete this report. For any incident which occurred at a district event, the district governor should complete this report. If the incident involved the district governor, the district governor-elect should complete this report. If a section does not apply, please enter NA. Incident reports should be kept on file at the club or district and are intended to help clubs and districts in responding to the incident. Please continue to update Rotary as new developments occur.

REPORTER INFORMATION

First Name:		Last Name:	
Date & time of report:		District:	
Club name:		Title/Role (if applicable):	
Contact Information:			

COMPLAINANT INFORMATION

Name:		First Name:	
Club name (if Rotarian):		Title/Role (if applicable):	
Contact Information:			

RESPONDENT INFORMATION

Last Name:		First Name:	
Club name (if Rotarian):		Title/Role (if applicable):	

Relationship to Alleged Victim:		Other parties involved:	
Contact Information:			

SUMMARY

Date and time of incident:	
Location of incident:	
<i>Please provide details of the incident:</i>	

ACTION TAKEN

<i>Provide details on the action taken after the incident was reported to you/your organization:</i>
<i>Is the individual currently in a safe place?</i>
<i>Has the alleged offender been removed from any activities involving the individual while the investigation is performed?</i>
<i>Please list all individuals or organizations that have been informed of the alleged incident to date (example: districts, clubs, district governor, etc.):</i>

Has the alleged incident been reported to local law enforcement? If not, why?

Is local law enforcement investigating the allegation, or have any official charges been filed? If so, please describe:

Have any support services been offered to the individual? If so, please describe the service/provider:

FUTURE STEPS

Provide details on any future action that you/your organization plan to take regarding this allegation (example: will you be conducting an investigation, and if so, how?):

Have you received any media inquiries regarding the allegation? If so, please describe:

UPDATE

Provide any additional details or results of investigations related to this incident (include date when updates were added):

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