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**ROTARY DISTRICT 7120 POLICIES AND PROCEDURES**

### Updated April 2017

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**DISTRICT 7120 POLICIES AND PROCEDURES**

Updated April 2016 Approved

**GENERAL STATEMENT**

Rotary International enjoys an enviable record of service and achievement. In following the Object of Rotary, our Clubs and Rotarians have demonstrated a true concern for all human beings and the projects and programs within the District have provided for a better quality of life for all concerned.

In consideration for the annual change of officers at all levels, it is deemed advisable to have certain policies and procedures to maintain the high standard of achievement of the past and to guide our activities of the future.

Policies, however basic, may quickly become obsolete unless implemented with procedures. Such procedures should be applicable and in keeping with the approved operating policies. The following policies and procedures associated herein are intended to aid the Governor in leadership and to provide additional services to the Clubs.

All nouns and pronouns herein, and any variations thereof, shall be deemed to refer to masculine, feminine, singular or plural as the identity of the person or persons may require.

1. **DISTRICT OFFICERS & REPRESENTATIVES**

The following are the requisite and recommended officers and representatives and their duties:

* 1. **DISTRICT GOVERNOR**

Qualifications:

1. In addition and in accordance with the provisions set forth in the Rotary International Manual of Procedure, the following is a summary of the criteria used in the selection of the leader of District 7120.
2. The Nominee:
	1. must have served a full term as a Club President and been a Rotarian for seven years;
	2. must be physically fit and able to withstand at least two rigorous years;
	3. must be willing to devote the required time and be able to perform as hereinafter set forth;
	4. should have at least one year working at the District level in a leadership position;
	5. should have a good working knowledge of Rotary;
	6. must **not** be a member of the sitting Nominating Committee;
	7. must have the support of his/her home

Club Duties:

The duties of the District Governor shall include but shall not be limited to the following:

1. Make an official visit to each club - more as necessary. Proper reports on these visits are to be made to the Rotary International Secretariat as per their requests;
2. Each month publish a Governor’s Letter (may delegate to another experienced

Rotarian);

1. As District Governor assist the Governor-Elect in putting on the District Assembly;
2. Attend and conduct the Advisory Council Meetings and attend other Committee meetings as necessary;
3. Make all required reports timely to Rotary International on the progress of Rotary in the District;
4. Organize and conduct a District Conference;
5. At his/her discretion, attend the Zone Institute if it does not conflict with other district duties;
6. Upon recommendation of the District Finance Committee, proposed expenditures for items not included in the adopted budget must receive the written approval of the Governor. The Governor may refer such matters to the Advisory Council for advice and direction.
7. In conjunction with the District Nominating Committee, the District Governor shall act in accordance with the following:
	1. The Governor should send out requests for applications to all Club Presidents in accordance with the schedule of the Nominating Committee in order to have the submittal returned in time for the first Nominating Committee meeting of the Rotary year. The Governor should consider using assistant governors to follow up and assist Club Presidents in completion of forms.
	2. The Governor is expected to attend all Nominating Committee meetings and to be responsive to requests for information on the qualifications, interest, and activity of candidates to the best of the Governor’s knowledge.
	3. The Governor shall inform all Club Presidents of the Nominating Committee selection and establish the cut-off date for any additional nominations from Clubs. The Governor shall arrange for the balloting by Clubs in event of a contest, and shall inform all Clubs of the designation of the Governor Nominee after the above cut-off date in the event there are no other nominations, or the results of the balloting should there be a contest.
	4. After selection of the nominee, the Governor should thank the participating

clubs in the monthly Governor’s Letter and all candidates by individual letter.

1. In the event a District Governor or District Governor-elect is unable to fulfill their term of office, the Immediate Past District Governor, named Vice Governor by the Council of Past District Governors, will resume office if willing to do so. In the case the IPDG is unable to fulfill this role, the Council of Governor’s will meet to select a qualified candidate to fill the vacancy. That name shall be forwarded to the President of Rotary International as a recommendation for appointment.
2. In the event the office of District Governor-nominee or District Governor-nominee designate becomes vacant, the Governor shall reconvene the nominating committee to name a replacement in accordance with Section II, Paragraph H of this Rotary District Policies and Procedure.
	1. **DISTRICT GOVERNOR ELECT**

Qualifications:

As set forth above for District Governor.

Duties:

1. It is expected that the Governor-Elect shall include but not be limited to the following, all of which shall be performed in the Rotary Year prior to his taking office on July 1st as District Governor:
2. It is expected the Governor Elect will work closely with the District Governor in order to learn the routines involved in the job of Governor;
3. Attend a Zone Institute and GETS Leadership Training;
4. Attend the International Assembly;
5. Organize a Training Session for Incoming Presidents in the District;
6. Edit and cause to be published and distributed a District Directoryas soon as possible after July 1 of the governor year.
7. Attend the International Convention, along with their spouse or partner. The expense of travel, registration, and room and board for this shall be a charge upon the District. An effort should be made to equalize this expense over several years;
8. Appoint Directors to serve during the year as needed;
9. Appoint a District Training Assembly Committee to serve during the year prior to the term as Governor;
10. Appoint a member of the audit committee (See audit committee)
11. Appoint three members of the finance committee (See finance committee);
12. Make a report of Plans and Objectives for the ensuing year at the final meeting of the Council of Governors in the year as Governor-Elect.
13. Shall be encouraged to conduct a PETS 1 training session for incoming presidents in the fall of the year before taking office and shall conduct District Leadership Training in the spring before taking office, as required by Rotary International.
	1. **DISTRICT GOVERNOR NOMINEE**

Qualifications:

As set forth for District Governor Duties:

The duties of the District Governor Nominee shall include, but not be limited to the following, to be performed in the Rotary Year prior to becoming District Governor-Elect on July 1st.

* 1. It is expected the Governor Nominee shall work closely with the Governor-elect and the District Governor to become familiar with the duties and obligations of the office of Governor;
	2. Attend a Zone Institute;
	3. Appoint a conference committee to serve during the year as Governor;
	4. Work on PETS Training (Multi-District PETS if in place) and assist the Governor and Governor-elect in planning and carrying out this training;
	5. Attend the annual District Assembly and meet with the incoming presidents for the year as Governor;
	6. Attend the District Conference and provide assistance to the Governor as needed in running this event;
	7. Organize an annual meeting of the Council of Governors and their spouses to be held in the spring, prior to becoming Governor-elect.
	8. **DISTRICT EXECUTIVE SECRETARY**

The District Governor, prior to assuming office, is encouraged to select a District Executive Secretary. Such Executive Secretary should be a Rotarian knowledgeable in Rotary and should have served as Club Secretary in the past. Such Executive Secretary should be one who is familiar with District Meetings, one who can assist the District Governor in making arrangements for District Meetings, in handling correspondence as directed, in compiling minutes of District Meetings, in keeping records, and one who is readily available to the District Governor, thereby relieving the District Governor of such routine administrative tasks. The same individual should not be named to serve in the position of District Executive Secretary for more than a total of six (6) years.

Also, an Assistant Secretary may be selected and elected in like manner for a one

(1) year term.

The specific duties of the District Secretary shall be set forth in Appendix 2 to District 71 20’s Policies and Procedures for each year.

* 1. **DISTRICT TREASURER**

The District Governor, prior to assuming office, is encouraged to select a District Treasurer. Such Treasurer shall be a Rotarian knowledgeable in Rotary, and familiar with District financial obligations and responsibilities. The same individual should not be named to serve in the position of District Treasurer for more than a total of six (6) years. The District Governor’s selection shall be submitted for a vote and be formally elected at the Annual District Conference, which is held prior to taking office July 1st. Also, an Assistant Treasurer may be selected and elected in like manner for a one (1) year term. ~~This position will be responsible for the Youth Exchange Program.~~ **(Mark Wyse)** This position will be responsible to assist the District Treasurer in management of the District finances. The duties and responsibilities of the District Treasurer are set forth in Appendix 4 hereof and are incorporated herein by reference as if set forth in full.

The District Governor shall in a like manner also appoint a District Youth Exchange Treasurer whose shall be solely responsible to manage the funds of the District 7120 Youth Exchange Program. The Youth Exchange Treasurer shall be a member of the District Finance Committee and shall make the books available for annual financial review by the District’s Audit Committee.

* 1. **DISTRICT HISTORIAN**

The District Governor Nominee shall appoint a District Historian for a term of three (3) years. The Custodian shall select a place for storage of property, equipment, records and files, and shall record usage and condition and supply information as needed by the District Governor. They may be reappointed.

* 1. **ASSISTANT GOVERNORS**

Each Rotary year, the District Governor-Elect will name thirteen (13) Rotarians from District 7120 to serve as Assistant Governors. In accordance with the recommendations of Rotary International, the following would be the duties of the office.

* + 1. Attends the assistant governors' training session for the district;
		2. Attends the Presidents-elect Training Seminar and the district assembly;
		3. Works with the governor to develop goals for the district;
		4. Advises the incoming governor on district committee selections;
		5. Meets with and assists the incoming presidents of the clubs in his/her assigned area before the beginning of the Rotary Year to discuss the clubs' goals and to review the Summary of Club Plans and Objectives;
		6. Visits each club in his/her assigned area regularly with a minimum of one visit each quarter of the Rotary year;
		7. Participates in the District Assembly.
		8. Holds regularly scheduled meetings (preferably monthly and no less than quarterly) with club presidents and secretaries to discuss the business of the clubs and resources available to them, along with goals, programs, and objectives of the district and RI;
		9. Schedules and plans for the visit of the governor to the area, whose specific purpose should be to advance Rotary;
		10. Keeps the governor posted on progress within the assigned clubs and suggests ways to enhance Rotary development and address problems;
		11. Encourages clubs to follow through on requests and recommendations of the governor;
		12. Attends and actively promotes attendance at the district conference and other district meetings.
		13. Participates in Rotary Foundation programs, annual and special giving events, and other special assignments as necessary.
		14. Monitors each club's performance with respect to service projects.
		15. Develops future district leaders:

As key members of the district leadership team, assistant governors should participate in the development of the incoming governor's district goals during the year prior to the appointment of committees. The objective is to reach a consensus about what the district wants to achieve, and then to appoint Rotarians to committees only as necessary to achieve the district goals and objectives. It is reasonable to expect that assistant governors attend PETS to meet and plan with the leadership of the clubs to which they have been assigned, and that they participate in the district assembly.

The requirements for serving as an Assistant Governor would be as follows;

* + - 1. Membership, other than honorary, in good standing in a club in the district for at least three years service and president of a club for a full term;
			2. Willingness and ability to accept the responsibilities of Assistant Governor;
			3. Demonstrated outstanding performance at the district level; and potential as future governor of the district.

Like district committee chairs, assistant governors are district appointees selected by the incoming governor. They are not officers of Rotary International. Assistant Governors are to be appointed on an annual basis, with no Assistant Governor serving more than three one-year terms. This provision allows continuity in the district leadership while also providing more leaders with an opportunity to serve. It is recommended that no Past District Governor serve as an Assistant Governor.

* 1. **FOUNDATION AREA DIRECTORS**

In District 7120 there is one Foundation Area Director for each of the areas which are represented by an assistant governor. The FAD is responsible for helping clubs in that area- with a focus on Foundation activities. The FAD will work closely with the AG in their area to maintain club contact.

The Foundation Area Director is the link between an individual club and the Foundation Committee and District Foundation Chair. Responsibilities and duties include:

* + - Making sure the club sets a goal for Annual Giving to the Rotary Foundation
		- Making sure each club has a Foundation Chair and maintaining contact with that individual throughout the Rotary year
		- Serving as the *conduit* for information with the District Foundation Committee
			* Publicizing events such as the Foundation Brunch
			* Letting clubs know about training opportunities such as the District Training Assembly
			* Advising clubs about changes in the Rotary Foundation
			* Assisting clubs- as necessary in preparing applications for Paul Harris Fellows or Matching Grants. In some cases, this may simply be putting the club in contact with an individual in the district who can best help them in a specific area
			* Letting a club know what PolioPlus expectations may be during the Rotary year
			* ~~Urging the club to take part in the November~~ ***~~Give Me Five~~*** ~~challenge- urging every club to give at least $5 per member to the Foundation during the month of November.~~

Urging every club to give to the Foundation during the month of November.

* + - * Offering to provide a program during November, which is **Foundation Month**. Again- this could either be a presentation by the FAD- or putting them in touch with someone such as anGlobal Scholar, or Foundation Committee member who could put on a program
			* When possible, attend a club meeting when a ***Paul Harris Fellow*** is presented
			* Providing information on other giving opportunities- such as *Major Donor* and

*Bequest Society Members*

* + - * Providing information about ***District Simplified Grants***- to make sure clubs know they can apply for funding from the district grant made available by the Rotary Foundation for projects in their own communities.
		- The FAD would be expected to attend the 4Foundation Advisory Committee meetings during each Rotary year. ~~Currently, they are held on Wednesday evenings in July, October, January and April.~~
		- Participate- when possible- in a monthly Telephone **Conference Call**. This is limited to a half hour- and provides updated information- and a chance for FAD’s to have questions

answered. The call is recorded- so if a FAD cannot call-in *live*—they could listen to it at their leisure

* THE FAD would be asked to attend a training session- once- during the year. ~~It is usually held in conjunction with~~ *~~Pre-PETS~~*~~- in October. It is usually held in July~~. There may also be an opportunity for FADs to meet during the District Assembly.
* The job is basically to be the ***link*** between the club and the Rotary Foundation

Committee. By maintaining close contact with clubs, we are better able to make them aware of the opportunities to both give- *and* receive and become involved with the good project the Rotary Foundation makes available.

1. **DISTRICT REPRESENTATIVE TO COUNCIL ON LEGISLATION**

Two years prior to the convening of the Council on Legislation, the Rotarians attending that year’s Annual District Conference shall elect the District’s representative and also an alternate to attend said meeting. Since the representative must be a Past District Governor, the Past District Governors are encouraged to convene and recommend candidates to become the representative and the alternate. Traditionally the alternate represents the district at the following COL.

1. **DISTRICT COMMITTEES**
	1. **ADVISORY COUNCIL**

The purpose of the Advisory Council shall be to advise and make recommendations to the Governor about the District and its individual clubs, keeping in mind the District exists to help and support the clubs. The Council shall meet **at least** two times per year at the discretion of the Governor. Recommended membership should include the District Governor as Chair, the District Governor-Elect as Vice-Chair, the District Governor-Nominee, the District Governor Nominee-Designate (when selected), the Immediate Past District Governor, Assistant Governors, Directors, District Secretary, District Treasurer, and District Trainer. The Governor may invite others to attend at their discretion - as needed.

* 1. **PRESIDENTS-ELECT LEADERSHIP FORUM**

The District Governor-Elect shall be encouraged to hold a PETS 1 meeting for Incoming presidents in the fall of their year as Governor-Elect. The purpose of this meeting is to begin to learn how the district operates, including the purpose of individual committees. This will provide incoming presidents with a working knowledge of the district and the resources available as they plan for their year. The District Governor-Elect may invite committee chairs to offer reports and challenges for the upcoming year. The District Governor-Elect would provide an operating plan for the year, including a tentative calendar of meetings and events - including PETS Training, the District Assembly, and District Conference.

The District Governor-Elect shall also be encouraged to conduct a District Leadership Forum soon after returning from the International Assembly. At this time, the current and incoming Advisory Councils, and current and incoming Committee Chairs, to hear reports on what has been accomplished during the current year- and help formulate the committee and district goals and objectives for the year ahead.

* 1. **COUNCIL OF GOVERNORS**

The Council of Governors shall include the Immediate Past District Governor as Chair, the current District Governor, District Governor-Elect, District Governor Nominee, and District Governor Nominee-Designate. The Council shall meet at least two times a year at the call of the Chair and at the convenience of the District Governor. The last meeting shall be in the spring, at which time they will hear reports from the outgoing District Governor and from the incoming District Governor on their plans for the ensuing year.

* 1. **DISTRICT POLICY AND PROCEDURE COMMITTEE (Chuck Turners)**

~~This committee shall be appointed by the District Governor-Elect and shall.~~

* + 1. ~~Review changes established by Rotary International;~~
		2. ~~Update District 7120 accordingly;~~
		3. ~~Consider input from the clubs of the District and present changes for approval by District 7120, in accordance with the amended procedure set forth hereinafter.~~
1. The Policies and Procedures Committee shall be appointed by the District Governor-Elect to serve during the District Governor’s- Elect year of service and shall:
	1. Review changes established by Rotary International;
	2. Update District 7120 accordingly;
	3. Consider input from the clubs of the District and present changes for approval by District 7120, in accordance with the amendment procedure set forth in Section V paragraph D.
2. A seven (7) person committee shall be appointed to perform this function comprised of four (4) past district governors (PDG), the District Governor-Elect, the District Governor-Nominee and a Legal Reviewer (recommended to be a PDG).
3. The PDG members shall be in two categories
	1. Legacy: Two PDGs, each with seven (7) years or more since their governor service was completed, and
	2. Junior: Two PDGs, each with less than seven (7) years since their governor service was completed. The Immediate PDG is excluded from this category.
4. Each appointed PDG serves for two years with the exception of the 2016-17 year, where the PDG from both the Legacy and Junior categories with the longest number of years since their year of district governor service shall serve a one year.
5. Commencing on July 1, 2017, and on July 1 of each year thereafter the District governor-Elect shall appoint one new PDG to both the Legacy and Junior categories to serve a two year term. It is the intent that the terms of both the Legacy and Junior membership be staggered.
6. Commencing on July 1, 2017, and on July 1 of each year thereafter the District Governor- Elect (at the beginning of the year of service) shall appoint/reappoint the Legal Advisor for a one year term.
7. PDGs may be reappointed to serve successive terms but there shall be a minimum interval of at least one year between terms.
8. The Committee Chair shall be the Legacy PDG serving the second year of his/her two year term. The Chair shall collect the recommendations of the committee for amendment of the Policies and Procedures and with the District Governor-Elect shall present said recommendations for approval at the Annual Business Meeting at the next District Conference.
	1. **DISTRICT CONFERENCE COMMITTEE**

Because the annual District Conference is such a complex undertaking, it is desirable to have the benefit of recent past Conference experiences. The District Governor- Elect is therefore encouraged to maintain and periodically convene a District Conference Resource Support Committee to assist District Conference Committees and to update guidelines for the use of future District Conference Committees. It is suggested that this committee include the three immediate-past chairs of the District Conference and the three immediate Past District Governors so as to provide the maximum support for the various stages of the conference planning.

In the event that a separate fund-raising event is held that coincides with or is a part of the District Conference (e.g., concert open to the public) and the Conference Committee wishes to designate any recipients other than the District treasury, the intended purpose(s) must be publicized prior to the event.

* 1. **DISTRICT TRAINING ASSEMBLY COMMITTEE**

The District Governor Nominee shall name a host club in order to provide for a meeting of incoming club presidents, secretaries, and other club leaders as designated by Rotary International for the year he/she serves as DGE. Its purpose is to provide a program of instruction and Rotary information, as well as, a chance to share local and District plans and objectives.

Club officers and committee chairs who are expected to attend the Annual District Assembly are normally designated by Rotary International. The selected host club(s) shall schedule such meetings for dates and locations approved by the Governor *Elect* and shall make all arrangements for meeting rooms and meal service. For the 2018 District Training Assembly, the District has approved and will pay for the first six (6) members of each club.  Please note that this is being implemented as a trial for only the 2017-18 Rotary year.

* 1. **GROUP STUDY EXCHANGE COMMITTEE / VTT**

The District Governor may appoint a Group Study Exchange Committee, which shall promote the program in the year. The decision to participate in a group study exchange will be made by the District Governor Elect.

This Committee shall also review applications and select the team members and the team leader. The Chairperson and members of the committee are eligible to be selected as the team leader and will, if interested, be considered along with other candidates by the committee. The selections made by the committee of team members and team leader shall be final.

In the year the visiting group study team is scheduled for our District, the Committee shall promote the activity and work closely with the District Governor on preparing the itinerary and arranging for the hosting of the visitors.

With the addition of Vocational Training Teams, the GSE Chair position also includes working with clubs in the selection and preparation of the vocational team being sent through a global grant. The VTT/GSE Chair has the responsibility for selecting and training the team. The VTT/GSE chair will include the club(s) sponsoring the grant in the decision making process.

* 1. **NOMINATING COMMITTEE**

A District Committee on District Governor Nominations shall be appointed by the District Governor-Elect and shall be composed of ten (10) members, three of whom shall be Past District Governors and one of whom shall be the Immediate Past District Governor. It is recommended that this Committee should:

1. Solicit suggestions and nominations from Clubs, and submit to all Nominees a list of the qualifications and duties of a District Governor Nominee and District Governor.
2. Select approximately three (3) proposed Nominees with qualifications based on personal merits and abilities for active leadership with no regard to the size or the location of the Club in which the proposed Nominees are members.
3. Before final decision is made among the approximately three (3) final candidate choices of the committee, there shall be an individual interview of each candidate. The candidate's spouse or partner is encouraged to attend the interview.
4. Before final decision is made, a personal interview shall be held with the proposed Governor Nominee at which time the nominee will be informed ofthe obligations and responsibilities of the office.
5. Members of the Nominating Committee for the District Governor-Nominee shall be appointed to serve three years except the Immediate Past District Governor shall serve one year, and except for the Immediate Past District Governor, shall not be eligible for reappointment. The District Governor and the District Governor-Elect shall serve as ex officio members without vote on this Nominating Committee. However, in the case of a tie, The District Governor shall cast the deciding vote.
6. In making appointments to this Committee, the District Governor-Elect shall continue to adhere to the policy of having an equitable distribution of membership throughout the District.
7. The Chairperson shall be a member of the committee and selected by the Committee and shall not be a Past District Governor.
8. The Committee Chair or designee shall be responsible for telephoning or otherwise contacting the candidates immediately following the committee’s decision.
9. The Committee members shall be classified with respect to the time for which they shall severally hold office by dividing them into three (3) classes, each consisting of approximately one-third (1/3) of the whole number of the committee. At each succeeding year the successors to the class whose term expires in that year shall be elected to hold office for a term of three (3) years, so that the term of office of one (1) class shall expire each year.
10. Committee Attendance: It is expected that appointees to this Committee recognize the need for full attendance at the two to four committee meetings held each year. Any member not participating in at least 50% of the meetings in any one Rotary Year will be dropped from the Committee and the District Governor will appoint a replacement from an unrepresented area to complete the unexpired term of that individual.
11. A Committee member must be present for the entire interview of each candidate to be eligible to vote on the selection of the District Governor Nominee-Designate.
12. Schedule of Meetings: It is the responsibility of the Nominating Committee to select by the first day of April - a District Governor-Nominee Designate to take office at least twenty-seven (27) months hence. Time and place of meetings shall be designated by the Chairperson. A chairperson shall be selected for the ensuing year at the last meeting of the Nominating Committee.
	1. **AUDIT COMMITTEE**

The Audit Committee shall consist of a Past District Governor (but not the immediate PDG) and two members at large who have some financial, legal or banking knowledge. Each member shall be appointed for a three year term. Ineligible for membership shall be the immediate Past District Governor (whose year is being audited) or a member of the Finance Committee. No member shall serve a successor term.

The Audit Committee is charged with the responsibility of reviewing and monitoring the financial reports of District 7120 as prepared by the treasurer for each fiscal year, together with taking appropriate action to cause the filing of any and all applicable reports required by any governmental agencies or otherwise. It shall cause all funds of District 7120 to be deposited with a responsible bank or trust company and shall take action to assure that the funds of the District are used in accordance with terms and conditions of each appropriate fund. There shall be written minutes of the meetings of the Audit Committee, and copies of these shall be available to the District Treasurer.

The Audit Committee is also charged with the financial reviews required to comply with the District Memorandum of Understanding (MOU) to ensure compliance with all requirements to maintain the district qualification. See appendix 5 District MOU.

**J. FINANCE COMMITTEE**

The Finance Committee shall consist of the District Treasurer as Chairperson and the following members: Assistant Treasurers, District Governor, District Governor-Elect, District Governor-Nominee, District Secretary and four additional members appointed by the District Governor Elect including at least one who has served as District Governor at any time.

The District Governor Elect shall also appoint the District Governor Nominee Designate, the Youth Exchange Chairperson and its Treasurer, and the District Conference Finance Chairperson as ex-officio members without vote to serve on the Finance Committee.

The duties and responsibilities of the Finance Committee are set forth in Appendix 4 hereof, and are incorporated herein by reference as if set forth in full.

K. **REMEMBRANCE COMMITTEE**

In the event of passing of a Past District Governor or spouse/partner, a contribution in the sum of One Hundred Dollars ($100.00) in the deceased’s name will be made to the Rotary Foundation or other Rotary charity of the family’s choice. This donation shall come from District monies.

1. **YOUTH EXCHANGE COMMITTEE**

The Youth Exchange Committee will consist of the Executive Board, a secretary, a treasurer, an insurance officer, a Student Protection Officer, country officers for countries we exchange with and the youth exchange officers of each of the clubs. The Executive Board will be comprised of the current Youth Exchange Chair, the Immediate Past Chair, the Inbound

Vice-Chair, the Outbound Vice-Chair, the New Generations Chair and any other advisors deemed necessary by the YE Chair. The YE Chair, Inbound Vice-Chair and Outbound Vice- Chair will serve three year terms. The preferred order of succession is Outbound Vice-Chair, Inbound Vice-Chair, Committee Chair. The Youth Exchange Program is a member of the Empire State Youth Exchange Corporation. (See Appendix 7)

The YE treasurer is an ex officio member of the finance committee as outlined in Appendix 4 financial guidelines.

The Student Protection Officer is responsible for all background checks and the implementation of the District Student Protection Policy (see Appendix 6).

1. **FOUNDATION COMMITTEE**

The Foundation Committee will be composed of the District Rotary Foundation Chair (DRFC), District Rotary Foundation Vice-Chair, and the Chairs of the following subcommittees: fundraising, grants, stewardship and polio plus. Other subcommittee chairs may be added at the discretion of the DRFC with the approval of the district governor. The committee is responsible for all foundation programs within the district. See appendix 5 District Memorandum of Understanding (MOU), appendix 8 Club MOU and appendix 9 Foundation Policies and Procedures. The District Rotary Foundation Vice- Chair selection committee shall consist of the District Governor-Elect, District Governor Nominee, District Governor Nominee Designate, Current DRFC and Immediate Past DRFC.

N. **ROTARACT COMMITTEE**

The Rotaract Chair will be appointed by the district governor and is responsible for overseeing all Rotaract Clubs in the District. The chair will inform the governor about the activities of the clubs and assist in the formation of new clubs.

1. **INTERACT COMMITTEE**

The Interact Chair will be appointed by the district governor and is responsible for overseeing all Interact Clubs in the District. The chair will inform the governor about the activities of the clubs and assist in the formation of new clubs. See also Appendix 6 Youth Protection Policy and Appendix 10 Use of Student Names and Images.

1. **GLOBAL SCHOLAR COMMITTEE**

Consists of a Chair appointed by DG, DG, 2 PDG’s, 5 at-large Rotarians, and as Ex-

Officio the Governor’s Team consisting of DGE, DGN, and DGND.

Subject to the procedures outlined in Appendix 9, Paragraph H , the purpose of this committee is to select a candidate in a Master’s Degree Program in one, or more, Areas of Focus to study outside of the United States. The candidate must not be in a familial relationship with a Rotarian*.*

1. **SPECIAL PROVISIONS FOR COMMITTEES**

*The following specific procedures are apparent for the implementation and administration*

of the above:

* 1. It is obvious that all committees shall work through and in support of the District Governor, the official representative of Rotary International, who shall serve as an ex-officio member of all committees;
	2. It is recommended that all membership of District committees shall rotate in classes, no member serving longer than three years;
	3. The District Governor-Elect in consultation with the District Governor and others shall appoint all committees and designation chairpersons appropriately rotating classes;
	4. These recommendations shall in no way affect the autonomy of the individual clubs or the primacy of the District Governor.
1. **AWARDS**

The following is a listing of the Awards traditionally given at the Annual District Conference. It is understood, however, that the District Governor may wish to recognize other services and/or records rendered or made during the year as District Governor. The following sets forth a list of the District Awards available each year:

***Jack King Award*** to the Club with the greatest membership increase in the year (based on monthly District records from July 1 to March 31 of the next year);

***Howard/Mary Fischer*** to the Club which has achieved the best Attendance record for the one

(1) year period prior to the District Conference.

***Largest Percent of a Club Attending the District Conference*** but does not include the Host Club. The Host Club and the District Governor-Elect’s Club cannot be candidates for this Award.

***District Governor’s Special Award*** not necessarily given each year but is an award made in

the sole discretion of the Governor to a Club or Rotarian exemplifying the motto, “Service Above Self.”

***Attendance Awards*** Clubs are divided into five (5) groupings based on Club size as shown on the Monthly Attendance Reports. Awards are made for 1st, 2nd, and 3rd place in each of these groups (based on monthly District records from July 1 to March 31 of the next year).

***Club Achievement Awards*** are made in each of the Avenues of Service for 1st, 2nd and 3rd place in each Avenue of Service.

1. **ROTARY DISTRICT 7120 FOUNDATION**

Rotary District 7120 Foundation is a New York not-for-profit corporation, set up to receive funds from Rotarians and non-Rotarians for charitable purposes. The Foundation does not solicit. It is there for your convenience. They are their own entity and will follow their own set of policy and procedures.

1. **MISCELLANEOUS**
	1. **MANUAL OF PROCEDURE**

Any and all provisions of the Rotary International Manual of Procedure, as amended from time to time, shall be incorporated herein as if set forth in full.

* 1. **GENDER**

Every effort has been made to make this document “gender neutral” and should be amended if found otherwise.

* 1. **SAVINGS CLAUSE**

Any and all of the provisions hereof, shall be subordinate and subject to any and all applicable policies and procedures as determined from time to time by Rotary International in its Manual of Procedure or otherwise. If any paragraph or part hereof, is determined to be illegal, unenforceable or null and void by any Tribunal or Rotary International, such determination shall not affect any other clause or provision hereof.

* 1. **AMENDMENT**

Any Rotarian or Club from District 7120 may request a modification or amendment to District 7120 Policy and Procedure by requesting same in writing to the District Governor. The District Governor shall submit same to the Policy and Procedure Committee for review and consent and recommendation. Such request shall then be submitted to the Rotarians at the next ensuing District Conference for a vote. The affirmative vote of a majority of Rotarians in attendance at the plenary session when such matter is reviewed shall be required in order to effectuate such change or amendment.

Policies and Procedures adopted May 1, 1998, April 30, 1999

Amended: May 3, 1996; April 25, 1997, May 1, 1998, April 30, 1999, April 28, 2000, April 27,

2001, May 1, 2004, May 5, 2006 and May 1, 2009, May 3, 2013; May 2, 2014; May 15,

2015; April 29, 2016, **May 19, 2017**

**DISTRICT POLICIES & PROCEDURES**

**APPENDIX 1**

**DUTIES OF DISTRICT EXECUTIVE SECRETARY** (Adopted May 1, 1998) Revision: (Adopted April 28, 2000 and May 1, 2009)

The District *Executive* Secretary must be someone who is computer literate and knows how to manage databases and spreadsheets and work with an IBM compatible computer and related programs. The District Executive Secretary should remain in office for at least 3 and no more than 6 years.

**Job Responsibilities of District *Executive* Secretary**

The District Executive Secretary shall have the following responsibilities directly or through assignment to others.

1. **Data Keeping for the District**

Each club’s secretary shall send reports to the District Executive Secretary, not the Governor. Any other transmissions of data to RI shall also be copied to the District Secretary. The District Executive Secretary will compile this data and will make a monthly report to the Governor to include:

* 1. Attendance Figures...currently done by the Assistant Secretary
		1. Monthly Report – reported electronically
		2. Annual Report to determine District award winners.
1. Clubs that appear to be in trouble...currently done by the Assistant Secretary
	1. Poor reporting practices
	2. Poor attendance numbers
2. Members in flux information...currently done by District Membership Chair; report available through district website.
	1. New Members
	2. Deaths
	3. Dropped members and reasons
3. **District Meeting Records...done by Executive Secretary**
	1. Record attendance at Advisory Meetings
	2. Take District Advisory minutes
	3. Distribute minutes to District Advisory members in a timely manner
	4. Take minutes for other designated committee meetings as requested by the Governor
	5. Preserve approved District minutes with all committee report attachments and passes them on to the next District Executive Secretary.
4. **District Source for Mailing Labels**
	1. District Newsletter...currently not needed. Newsletter is sent out electronically
	2. Committee mailings...currently sent out electronically
	3. Other mailings authorized by the District
	4. Order and distribute name badges for members of the Informational and Advisory Councils

*The District Executive Secretary will serve a three year term*. An Assistant Secretary should be selected to serve at least in the last year of the District Secretary’s term with the intention for that person to receive training in the position and to serve as the next District Secretary.

**APPENDIX 2**

**DISTRICT WEBSITE AND MEMBER DATABASE**

As a provider of this website [www.rotary7120.org,](http://www.rotary7120.org/) the District offers members and clubs the means to acquire, store, and disseminate information. The District reserves the right to take certain preventative or corrective actions in the event of unacceptable use of the website to help protect its membership as a whole from information or representations that can be deemed harmful, in poor taste, or otherwise inappropriate. District 7120’s Acceptable Use Policy (“AUP”) is a policy statement about appropriate and responsible use of this website. This AUP may be revised from time to time without notice.

When members disseminate, store or retrieve information using this website, they must keep in mind that the District does not review, edit, censor, or take responsibility for any information its members may create. When members place information on the website, they have the same responsibility and liability as other authors for copyright infringement, defamation, and other harmful speech or depictions.

General principles of good taste for all information posted to this website – including information in members’ personal profiles, posted news articles, calendar entries, and so on – is expected from our members. Any information posted that is deemed by the District leadership or Web Master(s) to be inappropriate may be removed without notice.

In addition, the following are specifically prohibited and use of such may result in removal of a violating member from the website or disciplinary actions:

**Spamming** – Sending unsolicited bulk and/or commercial messages through or with the use of the contact information provided by this website.

**Intellectual Property Violations** – Engaging in any activity that infringes or misappropriates the intellectual property rights of others, including copyrights, trademarks, service marks, trade secrets, and patents held by individuals, corporations, or other entities.

**Obscene or Offensive Materials Defamatory or Abusive Language**

**Forging or misrepresenting message headers Excessive use of disk space**

Members’ use of the password-protected areas of the website constitutes acceptance of this policy, and violations may result in the Governor denying access.

**APPENDIX 3 COMMUNICATIONS PROTOCOL**

Purpose of protocol: To ensure services of the district are coordinated and effectively delivered to the clubs. Protocol recognizes that AGs are responsible to the DG that each club assigned to AG is performing effectively. Protocol should not be interpreted in such a way as to create a barrier to effective activity or significantly interfere with club activities.

 **Definitions**

Communications: Includes written, electronic, and verbal.

Committee: Any committee organized by district to administer the district or to assist clubs including standing and special committees.

DG to Clubs: DG shall keep AGs fully informed as to all communications to the clubs on a timely basis. General communications to all clubs shall go directly from DG to club president with a copy to each AG. Any communication involving a specific club or group of clubs shall go directly to the clubs involved with a copy to the pertinent AG. DG may ask AG to communicate with club on a specified issue and to follow up on DG communications to clubs as the DG may determine.

Clubs to DG: Any communication from a club in response to a request by the DG shall go as directed by the DG in the original request with a copy to the AG. Any communication initiated by the club should initially go to the AG. The AG shall determine whether the communication needs to be passed on to the DG. All communications to the AG shall be by the club president or designee (president should be aware of the communication and approve it.).

DG to Committees: AGs shall receive a copy of all communications as deemed appropriate by the DG.

Committees to Clubs: All general communications to clubs from committees shall be approved by DG and sent directly to the clubs with a copy to all AGs. Communications relative to specific clubs and groups of clubs shall be shared with the pertinent AG.

AG responsibilities on Committee requests to clubs: Unless otherwise agreed between the committee and AGs, all general requests to clubs for action or information (i.e. RYLA candidates, Scholar candidates, GSE/VTT team candidates, membership reports etc.,) is the responsibility of the AG to follow up with the club. If the committee wants to do the follow up it shall so advise the AGs and keep the AGs advised of the results. Reporting through the AG should not limit the contact of the committee with the club but recognizes that the AG is the responsible district official to monitor, coordinates, and encourages club activities in all areas of service. Having all information flow through the AG should also reduce the number of individual contacts received by the clubs rendering the communications more efficient.

Clubs to Committees:

 If the club is responding to a district committee it shall respond directly to the committee with a copy to the AG. If the club is affirmatively seeking district assistance or information, it may contact a committee directly, but clubs are encouraged to contact their AG for assistance in contacting the appropriate district committee or representative. This should help the club get the help it needs faster than having to undertake a search on its own.

District Events: The District shall provide the opportunity for the deaf and hard of hearing to actively participate in all discussions at District events.

**APPENDIX 4**

**ROTARY DISTRICT 7120**

**Financial Guidelines**

**PREAMBLE – THE ROTARY DISTRICT 7120 FINANCIAL PROCESS**

This document includes extensive guidance on the financial controls and practices to be followed by the Leadership and Committee structure of District 7120 to sustain the highest level of accountability to Rotary in District 7120 and to Rotary International.

**RECORD KEEPING RESPONSIBILITIES**

The District Treasurer is responsible for maintaining quality financial records on an accrual basis for all District 7120 activities. Two exceptions currently exist where the District Treasurer has approved a separate bank account and financial records being maintained by the District International Youth Exchange Committee and the District Grants Program. Records for these committees are maintained separately and reported to the District Treasurer and Finance Committee on a periodic basis.

The forgoing is subject to review by the Audit Committee in accordance with Section II (I) of the District Policies and Procedures.

The District 7120 Foundation is a separate 501(c)(3) corporation having a separate Board of Directors. It operates independent of District 7120 but should report annually to the District Finance Committee by February 15.

**DISTRICT 7120 ANNUAL BUDGET PROCESS**

Annually, the District Treasurer in consultation with the District Governor, District Governor- Elect, and District Governor-Nominee shall prepare and submit an income and expense budget including recommended dues and assessments for the next June 30 financial year by **January 15**. The Finance Committee shall approve a final budget by March 1 for submission to the District **Training** Assembly. The budget is to be approved by the Club Presidents–Elect at the District Assembly generally held in March after the RI meeting for District Governors-Elect. Final budget approval should occur before the new Governor takes office July 1st.

In order to maintain the above schedule, the following District committees should prepare and submit annual budgets to the District Treasurer by December 1st.

* Foundation
* Group Study Exchange/Vocational Training Teams
* RYLA
* Global Scholarship
* International Youth Exchange
* Interact
* District Awards
* Nomination Committee
* Membership
* Oratorical Contest
* Vocal Contest
* Golf Tournament
* Literacy Committee
* Red Wings Committee
* Governor Elect Hospitality Exchange Committee

All committee budgets should present a reasonable breakdown of income and expenses which serves the committees’ needs and appropriately describes the nature of the income or expense. Expense items should not be netted against income items. If there are overruns anticipated in budget line items, the District Governor and Treasurer should be consulted before overspending occurs. If it appears Reserve Funds may be needed to supplement an annual budget, Finance Committee approval should be obtained before such funds are expended.

Any District 7120 event generating or using District funds should submit a budget for Advisory Council approval 30 days before the event and report final results to the District Treasurer within 60 days after the event.

The District Golf Tournament Committee should process all income and expenses through the District Treasurer. A budget should be submitted to the District Treasurer at least one month before the event. A final report of income and expenses should be submitted to the District Treasurer within 60 days after the event. Net profits from this event are available to support Club, District or Rotary International projects at the discretion of the District Governor.

If it is anticipated that an event may overlap in a fiscal year, this income and expense transfer shall be planned and budgeted for the succeeding year.

The current year’s RYLA income and expenses should be moved to the following

year.

**District 7120 District Conference Finance Procedures**

A member of the District Finance Committee shall serve on the District Conference Committee as an advisor.

The District Conference Committee should adhere to the following schedule: Submit final budget to the District Treasurer by January 1st for approval by the Finance Committee.

* Report final results to District Treasurer within 60 days after the District Conference.
* Submit any surplus funds to District Treasurer before September 1st.
* Request reimbursement for hardship loss to District Treasurer before September 1st.

The District Conference budget should separately identify the following elements:

* Fixed costs to be considered as a District expense subject to budget limit.
* Other costs to be absorbed by attending Rotarians and guests.

The direct costs associated with inviting all District Rotarians to the District Conference and the costs associated with hosting guests required by Rotary International, including guests that attend due to their participation in the several Rotary Foundation and District programs, be underwritten by District 7120 up to the amount budgeted by the District for the applicable fiscal year, taking into account the financial needs of the District in all areas of representation, the financial stability of the District and the reasonableness of the amount being underwritten. After all District Conference expenses have been paid, any surplus funds shall be returned to the District Treasurer for deposit into the General Fund.

A District Conference shall not receive additional District funds unless: 1) the need is reviewed by a committee consisting of the Chairperson and Treasurer of the Conference and two members of the Finance Committee; 2) the override is caused by a condition beyond the control of the Conference; i.e., not reasonably anticipated, and the causal condition, if resolved, will benefit or protect the District, as well as the Club from further liability; and 3) the expenditure is approved by a supermajority (two-thirds) of the full membership of the District Finance Committee.

The club hosting a future District Conference may request a funding advance debited from that future year’s District 7120 District Conference Allocation to provide a deposit to secure that year’s District Conference site. This request shall be made in writing from the Chairperson and Treasurer of the Future District Conference to include justification and supporting documentation from the conference facility. This request shall be presented for consideration to a district finance sub-committee consisting of the District Treasurer and two members of the Finance Committee.

**CLUB DUES PROCESSING**

It is a requirement that each Club in the District send to the District Treasurer a per- capita fee to finance the operation of the District. The District Treasurer processes Club Dues as follows:

The per-capita fee used is determined each year during the development of the budget. It is accepted and adopted by the Presidents Elect at the District Training Assembly.

Club district dues shall be billed annually by July 31, based on the per-capita fee using the Rotary International Club Membership Report as of July 1. Clubs shall not be allowed to prorate dues for their members. Consistent with current Rotary International policy and practice, the July 1 membership data captured through the Rotary International membership retrieval system shall be the sole and final club membership numbers upon which the district club dues are based.

Payment of the Club Dues invoice is due upon receipt and payable by the Club to the

D7120 Treasurer, postmarked no later than August 31 of the current year. Extended payment terms are considered on a needs basis by the District Treasurer.

In addition, the treasurer is authorized to bill every club for the cost of the President Elect Training Seminar (PETS) participation (including registration and food, but not hotel) using the cost established by the Empire Multi District PETS Committee. Since every President Elect is required to attend PETS, these payments are non-refundable should the club choose not to send their President Elect.

**EXPENSE REIMBURSEMENT GUIDELINES**

The budget shall include a reasonable amount as shall be required to reimburse members of District Committees for necessary expenses incurred by them in the performance of their duties.

Expenses will only be reimbursed based on submission of a REQUEST FOR REIMBURSEMENT FORM accompanied by appropriate supporting documentation. No advances are to be made to cover District 7120 expenses. The following guidelines should be followed in requesting reimbursement of expenses incurred in performing District duties:

Expense budgets are established annually for the following District 7120 leaders for necessary expenses incurred by them in the performance of their duties when such expenses exceed the amount provided by Rotary International.

* District Governor
* District Governor-Elect
* District Governor-Nominee
* District Governor Nominee-Designate
* Assistant District Governors
* Foundation Area Directors
* District Secretary
* District Treasurer
* District Trainer

Subject to the spending limits set in the annual budget, the following expenses qualify for reimbursement:

Mileage should be minimized and receive prior approval of the District Governor. When reimbursed, the current rate for travel related to District duties shall be IRS

standard mileage rate for “business miles” in effect at the beginning of the Rotary Year.

Postage – actual expenses incurred.

Printing, copying and stationery necessary for position (e.g. letterhead, business cards) should be minimized and receive prior approval of the District Governor.

Telephone – reimbursable if significant and unusual.

As additional guidance, the following should be noted:

Meals and alcoholic beverages – not reimbursable by District.

Gifts recognizing exceptional services – requires written District Governor approval.

District 7120 operates its annual President Elect Training Seminar (PETS) through a consortium of four Rotary Districts (7120, 7150, 7170 and 7190). PETS expenses for the District Governor, District Governor-Elect, District Governor-Nominee and Assistant Governors, and district facilitators are reimbursed separately as part of the District 7120 PETS budget but the lodging for the AGs alone comes from the District Governor Elect's Rotary Funding (provided by RI after the DGE takes office) if reimbursement is requested by the AG within 90 days of the conclusion of Multi District PETS.

Rotary event costs – requires written District Governor approval.

Spouse or companion expenses – not reimbursable by District.

Reimbursement of any other unusual expenses, or proposed expenditures for items not included in the adopted budget, shall be submitted to the District Finance Committee for evaluation. The use of District Funds for these expenditures must receive the written approval of the District Governor.

**ADDITIONAL FINANCIAL MATTERS**

Gifts to New Clubs: Pertaining to solicitation of contributions with which to purchase starting equipment, supplies, etc. for new clubs and to make funds available to cover expenses of the External Extension Committee incurred in the process of organizing new clubs, the District Governor shall request each Club in the District to make a payment to the District Treasurer of a sum in accordance with the following, such payment to be made within 30 days of such request. The funds so collected to be used as stated above and all disbursements to be subject to the approval of the District Governor. A contribution of U.S. $0.50 per Rotarian of each club is to be requested.

Convention Expense Reserve: To balance out budget figures and to spread over several years the expenses for attendance at conventions outside the U.S. boundaries, an average yearly figure for such expenses may be set up which may be accumulated for use in the years overseas locations are chosen for Rotary International Conventions. The exact amount of such reserves shall be determined when yearly budget is prepared. In the event monies are advanced and there is a surplus, such surplus shall be remitted to the District Treasury.

Procedure for District Purchasing of Services and Supplies: In consideration of the cost

of the District directory, said directory shall be submitted to bid in order to ensure the best price and quality available. Further in special circumstances there may be times when the District may want to buy materials or services beyond the usual expenditures incidental to District Assemblies, District Conferences, Charter Nights and similar events under supervision of the District Governor. In such instances and where supplies and services might be available from various Rotary Club members within the District, in fairness to all, such members should be invited to bid on such supplies and services if they so desire.

Permanent Reserve Fund: The Finance Committee shall cause to be established a Permanent Reserve Fund separate from, and in addition to, the normal operating accounts of the District. The amount of the Fund is to be determined each year and approved as a part of the ensuing year’s budget. Such amount is to be deposited with a responsible banking institution in a Certificate of Deposit or other like secure investment, drawing a competitive rate of interest.

The amount of this Permanent Reserve Fund shall approximate the amount of the

previous fiscal year’s total amount of monies expended and the base amount shall be

$70,000.

The income from said Permanent Reserve Fund, as available, may be used by the District Governor to fulfill the needs of the normal annual operating funds of the District. The District Governor may also utilize 10% of the unexpended funds in excess of the Permanent Reserve Fund. A greater expenditure would require approval of the Advisory Council.

Any money that remains in the budget after all obligations have been met (e.g. district conference) shall be placed in a reserve fund that may be used for expenses of the district as determined by the Finance Committee.

Youth Exchange: In order to ensure a more efficient liaison between the financial accounts of the Youth Exchange and the Finance Committees, the following procedures shall be followed:

The Chairperson and the Treasurer of the Youth Exchange Committee shall be ex- officio members of the Finance Committee and a member of the Finance Committee appointed by its Chairperson shall serve on the Youth Exchange Finance Committee.

Any audit procedure required of the Youth Exchange Committee shall be authorized by the Finance Committee.

The Youth Exchange Committee Chairperson shall attend the U.S./Canada Youth Exchange annual meeting and advise the Finance Committee of any modification of Financial Responsibility.

The Youth Exchange Committee Treasurer shall submit monthly financial reports to the District Treasurer on a format consistent with the District’s financial reporting program. The Treasurer of the Youth Exchange Committee shall also send copies of all bank statements and other forms documenting income and expenditures to the District Treasurer for incorporation into the District Finances.

**Appendix 5**

**District Memorandum of Understanding**

**THE ROTARY FOUNDATION**

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**DISTRICT QUALIFICATION MEMORANDUM OF UNDERSTANDING**

1. District Qualification
2. District Officer Responsibilities
3. Club Qualification
4. Financial Management Plan
5. Annual Financial Assessment
6. Bank Account Requirements
7. Report on Use of Grant Funds
8. Document Retention
9. Method for Reporting and Resolving Misuse of Grant Funds
10. **District Qualification**

To participate in district, global, and packaged grants, a district shall complete an online qualification process, agreeing to implement the financial and stewardship requirements in this memorandum of understanding (MOU). By successfully completing these requirements, a district becomes qualified, and eligible to participate in Rotary Foundation (TRF) grants.

* 1. A district is responsible for the use of funds for district-sponsored grants, regardless of who controls the funds.
	2. A district is responsible for a club-sponsored grant if the sponsoring club has been terminated or is otherwise unable to take responsibility for the grant.
	3. To maintain qualified status, a district must comply with this MOU and all applicable TRF policies.
	4. Qualification may be suspended or revoked for any of the following:
		1. Misuse or mismanagement of grant funds, or failure to appropriately address allegations involving, but not limited to, fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes
		2. Refusal to qualify member clubs without sufficient cause
	5. A district must cooperate with any financial, grant, or operational audits.
1. **District Officer Responsibilities**

The district governor, district governor-elect, and district Rotary Foundation committee chair shall hold primary responsibility for club and district qualification, in addition to overseeing the proper implementation of TRF grants.

District officer responsibilities include:

1. Implementing, managing, and maintaining the district and club qualification process
2. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
3. Abiding by, following, enforcing, disseminating, and educating Rotarians on the terms and conditions for district, global, and packaged grants
4. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest
5. **Club Qualification**

Districts are responsible for qualifying their member clubs. To be qualified, the club shall agree to the club MOU and send at least one club member to the district Rotary Foundation grant management seminar.

* 1. A club must be qualified in order to receive TRF global and packaged grants. Club qualification is not required for a club to receive district grant funds.
	2. A district may establish additional requirements for club qualification, in order to take into consideration relevant local laws or district-specific circumstances. Additional requirements must be attainable by all clubs in the district.
	3. A district may allot district grant funds to nonqualified clubs in its district or other districts; however, the district remains responsible for the use of those grant funds. Nonqualified clubs that fail to abide by all applicable TRF policies, including the terms and conditions for TRF district grants, may jeopardize the district’s qualification status.
1. **Financial Management Plan**

Districts must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

1. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
2. Disburse grant funds, as appropriate
3. Maintain segregation of duties for handling funds
4. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
5. Ensure that all grant activities, including the conversion of funds, comply with local law
6. **Annual Financial Assessment**

The financial management plan and its implementation shall be assessed annually. A financial assessment is an evaluation of financial controls and compliance. The district shall choose either an independent firm or the district Rotary Foundation audit committee to conduct the annual financial assessment.

* 1. A financial assessment is substantially smaller in scope than an audit or review, and includes:
		1. Confirmation that the district adhered to its financial management plan
		2. An examination of expenditures for district grants, district-sponsored global grants, and district-sponsored packaged grant that includes:
			1. Reconciling a selection of disbursements against their supporting documentation
			2. Reviewing the full listing of expenditures to ensure that funds were expended in a manner consistent with the terms and conditions of the grant award
			3. Confirming that a competitive bidding process was conducted for all significant expenditures
			4. Reviewing the process to disburse funds to ensure that proper controls have been maintained
		3. A determination that all financial transactions and project activities related to the grant were conducted at least at the level of standard business practices:
			1. Confirmation of adherence to TRF document retention requirements
			2. Other procedures that the district Rotary Foundation audit committee or an independent firm deems necessary
		4. A report of the findings from the annual financial assessment, which must be given to clubs in the district within three months of the end of each Rotary year
	2. If the district has the district Rotary Foundation audit committee conduct the assessment, the committee may not include individuals directly involved with TRF grants and must meet the requirements found in the RI Bylaws, including:
1. Have at least three members
2. Have at least one member who is a past governor or a person with audit experience
3. **Bank Account Requirements**

In order to receive grant funds, the district shall have a dedicated, district- controlled bank account that is used solely for receiving and disbursing TRF grant funds.

* 1. The district bank account must
		1. Have a minimum of two Rotarian signatories from the district for disbursements
		2. Be a low- or noninterest-bearing account
	2. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
	3. A separate account should be opened for each district-sponsored grant, and the name of the account should clearly identify its use for grant funds.
	4. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
	5. Bank statements must be available to support receipt and use of TRF grant funds.
	6. The district must maintain a written plan for transferring custody of the bank accounts in the event of a change in leadership.
1. **Report on Use of Grant Funds**

Grant reporting is a key aspect of grant management and stewardship. Districts shall set up a grant reporting process.

* 1. Districts must report to their clubs on the use of all district designated funds (DDF) to their member clubs by
		1. Providing a report annually at a district meeting to which all clubs are invited or eligible to attend that includes a breakdown of expenditures for each project that received funding and the names of districts, clubs, and individuals who received grant funds
		2. Including financial information on such grants in the governor’s final monthly communication
		3. Districts must adhere to all TRF grant reporting requirements.
1. **Document Retention**

Districts shall establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

* 1. Documents that must be maintained include, but are not limited to
		1. Bank information, including copies of past statements
		2. Club qualification documents, including:
			1. Signed club MOUs
			2. Club attendance records for grant management seminar
		3. District grant, district-sponsored global grant, and district-sponsored packaged grant information, including:
			1. Information collected from clubs and entities receiving district grant funds
			2. Receipts and invoices for all purchases made with grant funds
		4. Documented plans and procedures, including:
			1. Financial management plan
			2. Procedure for storing documents and archives
			3. Succession plan for bank account signatories and retention of information and documentation
			4. System to track reports of misuse and/or mismanagement of grant funds
		5. Annual report from the financial assessment and use of grant funds
	2. District records must be accessible and available to Rotarians in the district.
	3. Documents must be maintained for a minimum of five years, or longer if required by local law.
1. **Method for Reporting and Resolving Misuse of Grant Funds**

The qualification process requires districts to track, investigate, and resolve reports of misuse or mismanagement of grant funds. By creating a plan before any allegations of misuse are made, the district can apply procedures consistently and foster an environment that does not tolerate misuse of funds.

* 1. Districts must create a system to facilitate and track reports of misuse and/or mismanagement of grant funds.
	2. Districts must promptly investigate reports of misuse or mismanagement of grant funds.
	3. Districts must report any potential or substantiated misuse or mismanagement of grant funds to TRF.

**Appendix 6 Student Protection Policy**

**District 7120 Youth Services**

**Abuse and Harassment Prevention Policy**

**Introduction**

1. **Statement of Conduct for Working with Youth**

District 7120 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 any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

1. **Definitions**

***Volunteer***: Any adult 18 years old or older involved with Rotary Youth Services activities who has direct one on one interactions with students, either supervised or unsupervised. This includes, but is not limited to, club and district Youth Exchange officers and committee members, Rotarian counselors, Interact Advisors, RYLA counselors (Mom and Pops), trainers, Rotarians and non-Rotarians, their spouses and partners that host students for activities or outings or who might drive students to events or functions, host parents, and other adult residents of the host home (including siblings and other family members).

***Student***: Youth involved with any Rotary Youth Services Program, regardless of whether they are of the age of majority. Rotaract would be excluded because that program is for young adults.

***Sexual abuse***: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or the opposite sex.

Additional examples of sexual abuse could include, but are not limited to:

* Non-touching offenses
* Indecent exposure
* Exposing a student to sexual or pornographic material

***Sexual harassment***: Sexual harassment refers to sexual advances, requests for sexual favors, or 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.

Examples of sexual harassment could include, but are 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
	+ Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

***Youth Services:*** Rotary support of any Rotary International approved youth program including but not limited to: Youth Exchange, Interact, RYLA Youth Program, etc.

1. **Incorporation of District Youth Exchange Program and Liability Insurance** Rotary District 7120 Youth Exchange program is incorporated as part of the Rotary District 7170 Youth Exchange Program, Incorporated and is incorporated under the laws of the state/province/country of United State of America. The District 7120 is a member district of Empire State Youth Exchange, Inc. In addition, each district program is also required to carry adequate general liability insurance with coverage and limits appropriate for its geographic location.
2. **Volunteer Selection and Screening**

The following screening steps must be completed prior to participation in Youth Services activities. District 7120 will maintain all records of criminal background checks, waivers, and screening for adults working with minors in accordance with our retention policy.

***All volunteers*** interested in participating in District 7120 Youth Services programs must:

* + Complete a *Youth Volunteer Affidavit* form and authorize the district to conduct a criminal background check (subject to local laws and practices).
	+ Undergo personal interviews.
	+ Provide a list of references for the district to check.
	+ Meet RI and district eligibility requirements for working with students. RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future conduct. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
	+ Understand and comply with RI and district guidelines for the Youth Services programs.

***Host families*** must meet the following selection and screening requirements, in addition to those listed above.

* + Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. This should include:

 Demonstrated commitment to the safety and security of students

 Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange

 Financial ability to provide adequate accommodations (room and board) for the student

 Aptitude for providing appropriate supervision and parental responsibility that ensures the student’s well being

Must meet all the requirements of the US Department of State, Rotary International, ESYE, Inc., & District 7120 Youth Exchange.

* + Host families must complete a written application.
	+ Home visits must be conducted for each family and should include both announced and unannounced visits, both prior to and during the placement. Home visits must be conducted annually, even for repeat host families.
	+ All adult residents 18 years of age or older in the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family that reside in the home either on a full- or part-time basis.

***Rotarian counselors & officers*** must meet the criteria for *All Volunteers*, as well as the following:

##### Counselors & officers must not be a member of the student’s host families

* + Counselors & officers must be trained in responding to any problems or concerns which may arise during the exchange, which may include instances of physical, sexual, or emotional abuse or harassment.
1. **Youth Exchange Student Selection and Screening**

***All students*** interested in participating in the District 7120 Youth Exchange program must:

* + Complete a written application and be interviewed for their suitability for participation in the Youth Exchange program.
	+ Attend and participate in all district orientation and training sessions.

***All parents or legal guardians of students*** interested in participating in the District 7120 Youth Exchange program must:

##### Be interviewed to determine the student’s suitability for participation in

the Youth Exchange program.

1. **Training**

District 7120 will provide abuse and harassment prevention training to all Youth Services participants. The district chair or Vice-Chairs and / or the district student protection officer will conduct the training sessions.

* Training will be offered quarterly (as we have winter students that come at last minute, maybe as needed). All host families must be trained before hosting. Host families must be retrained yearly. Youth, Services Chairs, Club and all other Youth Counselors or Officers, Interact Advisors and
* Youth Exchange Officers, must be trained when they assume their positions and must be retrained as needed. Youth Exchange Officers and Counselors must pass the US Department of State test prior to assuming their positions.
	+ Conduct specialized training sessions for the following Youth Services program participants:

 District Youth Exchange committee members

 Club Youth Exchange committee members

 Rotarian counselors & officers for all of the Youth Services

 Other Rotarians and non-Rotarians who participate in Youth Services activities, such as local tours or district events

 Host families

 Students (outbound and inbound), Interact, RYLA.

 Host Parents and legal guardians of students

* + Records will be kept to ensure that all those required to be trained have participated.
	+ Maintain records of participation to ensure compliance.
	+ Evaluate and review this policy and accompanying procedures on a regular basis.

**(Youth Exchange Only)**

* + All inbound Youth Exchange students maintain insurance in accordance with RI regulations and District 7120 Youth Exchange requirements.
	+ Provides each student with a list of local services in the district (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services, etc.)
	+ Will complete a student data request form for all participating Youth Exchange students and return it to RI one month before the beginning of the exchange.
	+ Will maintain and provide to Youth Exchange students a “district hotline.”
	+ Will follow RI guidelines for Youth Exchange Web sites and usage of the Rotary Marks.
	+ Will appoint an independent lawyer, therapist or counselor to represent any alleged victim in cases of sexual abuse and harassment.
	+ Will report all criminal allegations to RI within 72 hours.
	+ Will report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.
1. **Allegation Reporting Guidelines**

District 7120 is committed to protecting the safety and wellbeing of Youth Services students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accord with the *Youth Services Sexual Abuse and Harassment Allegation Reporting Guidelines*, found in *Appendix B*.

1. **Investigation Guidelines**

##### District 7120 takes all allegations of abuse or harassment seriously and will investigate each allegation thoroughly. The district will cooperate with all law enforcement, child protective services, and legal investigations, and will only conduct its own independent

investigations such that it does not interfere with other investigations.

1. **Other District 7120 Responsibilities** (Youth Exchange Only) District 7120:

##### Has procedures for reporting, investigating, and proper handling of non- criminal offenses or historic cases that law enforcement will not investigate. See incident handling.

1. **Club Compliance**

District 7120 will monitor and ensure that all participating clubs within the district comply with RI guidelines for abuse and harassment prevention. All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

* + Copies of all materials produced in the club to promote and support the Youth Services program, including, but not limited to, promotional materials and brochures, applications, policies, Web site links, Facebook, Twitter, etc.
	+ List of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services)
	+ Club abuse and harassment prevention training program Participating clubs must agree to:
	+ Complete and return a signed compliance statement that the club is operating their program in accordance with District 7120 and RI policy.
	+ Conduct reference checks for all volunteers involved with the program, including, but not limited to adult full-time residents of host home, counselor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact. All volunteers must complete and sign the *Youth Volunteer Affidavit* found in *Appendix A*. Clubs will submit volunteer affidavits to the student protection officer who will do background checks.
	+ Follow the *Youth Services Abuse and Harassment Reporting Guidelines* found in *Appendix B*. Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district leadership for investigation.

#### (Youth Exchange Only)

##### Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both prior to and during the placement.

* + Conduct follow-up evaluations of both students and host families.
	+ Prohibit direct placement of students outside of the District 7120 Youth Exchange

program structure (e.g. “backdoor exchanges”).

* + Set procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance).
	+ Develop contingency plans for hosting that include pre-screened and available back-up families
	+ Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
	+ Ensure that long-term exchange students have multiple host families.
	+ Provide each student with a comprehensive local services list.
	+ Ensure that the host counselor for each student is not a member of the student’s

host family.

* + Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
	+ Provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
	+ Provide the names and contact information of at least three people to contact for assistance with any issues or problems to all Youth Exchange students. These people must include both males and females, not related to each other, and individuals independent of the host family and club counselor.
	+ Follow RI guidelines for Youth Exchange Web sites and usage of the Rotary Marks
	+ Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to the district immediately.
	+ Conduct interviews of all applicants and applicants’ parents or legal guardian
1. Incident Handling

**Guidelines for Incident Reporting**

**For all allegations of abuse or neglect:**

**FIRST**

* What to do if your exchange student tells you of Harassment and/or Abuse
	+ Listen attentively & let him/her know it was right to tell you
	+ Assure him/her that they are not to blame
	+ Remain calm and make sure student feels safe
	+ Encourage student to share with you what happened and who was involved
	+ Make detailed notes including date & time
	+ Don’t promise to keep secrets & explain the necessity of informing

Protection Officer

**SECOND**

* Contact the Student Protection Officer (SPO) who will
	+ Gather facts on allegation
	+ Contact appropriate authorities
	+ Contact the Youth Services Chairperson immediately
	+ Service as point of contact for all agencies involved
	+ Advocate for the victim to assure help is provided
	+ Act as link to the professional care agencies
	+ Document all details
	+ Serve as primary contact for student, parents, host family, Social Services, police, other authorities
	+ Act as link to professional caring agencies
	+ Offer student independent non-Rotarian counseling
	+ Remove abuser from all contact with victim and other students

**THIRD**

The SPO will contact the district chair who will:

* + Notify District Governor & keep him/her informed
	+ Notify Host Club Chair/Counselor/President
	+ Notify Country Officer (Youth Exchange)
	+ Determine who will contact students parents & Sponsor Rotary District
	+ Notify Rotary International within 72 hours.
	+ Emphasize confidentiality of information and need to not speculate or comment
	+ Assure proper authorities are contacted
	+ Assure students parents or legal guardian have been notified
	+ Provide student option of staying or going home once stabilized
	+ Remove abuser from all contact with victim and other students
	+ Cooperate with police involved in investigation

**The following should be noted:**

1. District 7120 has a zero tolerance policy for abuse and harassment.
2. Any adult involved in A Rotary youth exchange program against whom an allegation is made will be removed from all contact with youth until the matter is resolved.
3. Any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment will be terminated from Rotary club membership.
4. Any non-Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment will be prohibited from working with Rotary youth.

**For all incidents involving accidents, early return, crimes, etc.: (Youth Exchange Only)**

1. Notify the district chair immediately (or Vice-Chair if the chair is unavailable)
2. Students will meet with their counselor and /or the youth exchange chair and the district chair. It will be the responsibility of the district chair to determine if the infraction warrants removal from the program. Removal will be immediate in cases where:
	1. violence has been threatened
	2. the student has been expelled from school

If the incident does not warrant early return, the district chair will write an incident report that will include the problem, a plan for improvement and the consequences for failure to improve (early return home). The student and district chair will sign the document and receive copies. The district chair will keep copes on file until such time as the student returns home. Should the student fail to improve, the student will be sent home and items 3, 4 and 5 will be implemented.

1. The district chair will notify the district governor, Rotary International, the country officer, the host club counselor and youth exchange officer.
2. The club youth exchange officer will notify the host club president and the student’s natural parents. The host club youth exchange chair will make plans for the immediate and direct route return of the student to the country of origin.
3. The country officer will notify the sponsor district contact.

**Appendix 7**

**Empire State Youth Exchange, Inc. Bylaws**

**ARTICLE I**

**Membership**

Section 1. Admission to Membership. Subsequent to the formal incorporation of

RYE-New York, Inc. application for admission as a member district shall be made upon forms prescribed by the Board of Directors. Admission as a new member district of the Corporation shall require the affirmative vote of a majority of the member districts. Applicants shall be advised of the action taken by the member districts, and shall have all the rights and privileges of membership from the date of acceptance.

Section 2.1. Definition of Member District The member districts of Empire State Youth Exchange, Inc. are Districts of Rotary International that have elected to participate in the Empire State Youth Exchange, Inc. multi-district, in accordance with Rotary International regulations, and have met the qualifications defined below in Section 2.3.

Section 2.2 Founding Member Districts The Founding Member Districts of Empire State Youth Exchange, Inc. are Rotary Districts 7t20, 715O, and 7170.

Section 2.3 Member District Qualifications A District of a Rotary International that has elected to participate in Empire State Youth Exchange, Inc. must:

1. Agree to participate in the Empire State Youth Exchange, Inc. multi -district, in compliance with Rotary International procedures, and submit to a full compliance audit prior to acceptance for membership.
2. Submit a request to Empire State Youth Exchange, Inc. Board of Directors, accepting the Bylaws, policies, procedures, and fees of the organization.
3. Appoint at least two persons from the District's Youth Exchange Committee to officially represent the District to Empire State Youth Exchange, Inc.
4. Pay the dues, if any, for the first year of membership, prorated to the date of acceptance into membership, and the Annual Assessment, if any, as determined by the Board of Directors.

Section 3. Transfer of Membership. Memberships in the Corporation shall not be transferable.

Section 4 . Duration of Membership; Resignation. Membership in the Corporation may terminate by voluntary withdrawal as herein provided, or as otherwise provided in these Bylaws. All rights, privileges, and interest of a member district in the Corporation shall cease on the termination of membership. Any member district may withdraw from membership by giving written notice of such intention to the Empire State Youth Exchange, Inc. Chairperson. Such written notification of termination shall become effective immediately, providing that all obligations of the member district, its representatives, and clubs have been met at that time, including financial, hosting, and sponsoring obligations and commitments for the fiscal year. Voting rights on the Board of Directors shall cease upon the termination of member district status.

Section 5. Suspension and Expulsion. Any member district may be suspended or terminated from the Corporation, for cause. Sufficient cause for suspension or termination of membership shall be violation of the Bylaws, non-payment of dues, violation of any lawful rule or practice duly adopted by the Corporation, or any other conduct prejudicial to the interests of the Corporation. Proceedings for suspension or expulsion of a member district may be instituted by a petition to the Board of Directors in writing signed by any two (2) members, or by majority vote of the entire membership of the Board of Directors. A statement of the charges on which such action is based shall be mailed by registered mail to the last recorded address of the member district at least fifteen (15) days before final action is taken thereon. This statement shall be accompanied by a notice of the time and place of the meeting of the Board of Directors

at which the charges shall be considered and the member district shall have the opportunity to appear in person or by a representative and present any defense to such changes before action is taken thereon. Action will be determined by a majority of the Board of Directors.

Section 6. Dues, Fees and Assessments. The annual dues (if any) for membership

in the Corporation shall be determined by the Board of Directors. Dues for the first year of membership shall be prorated to the date of acceptance into membership. The Board of Directors may from time to time establish initiation and other fees and assessments applicable to membership in the Corporation.

**ARTICLE II**

**Meetings of Member Districts**

Section 1. Purpose of Meetings: The responsibilities of the Member Districts are to vote on admission of new member districts into the Corporation and to elect Directors. The current District Governor of each member district has the authority to represent his or her member district as described herein.

Section 2 Annual Meeting Unless otherwise agreed upon, the annual meeting of the member districts of the Corporation shall be held during the first quarter of the Year.

Section 3. Special Meetings. Special meetings of the member district may be called by the chairperson, by the Board of Directors, or by at least one-third of the member districts.

Section 4. Notice of Meetinqs. Written notice stating the place, day and hour of any meeting of member districts and, in the case of special meetings or when otherwise required by law, the purpose for which any such meeting is called, shall be delivered or mailed, or sent electronically by the secretary of the Corporation to each member district of record, at such address as appears upon the records of the Corporation, and at least ten (10) days, but no more than fifty (50) days before the date of such meeting.

Section 5. Waiver of Notice. Notice of any meeting may be waived in writing or by electronic mail by any member district if the waiver sets forth in reasonable detail the time and place of the meeting and the purposes thereof. Attendance at any meeting in person, or by proxy when the instrument of proxy sets forth in reasonable detail the purposes of such meeting, shall constitute a waiver of notice of meeting.

Section 6. Voting Rights. Each member district of the Corporation shall have one vote exercisable in person or by proxy.

Section 7. Voting by Proxy. A member district entitled to vote at any meeting of member districts may vote either in person or by proxy executed in writing by the member district. No proxy shall be voted at any meeting of member districts unless the same shall be filed with the secretary of the meeting at the commencement thereof.

Section 8 Member Districts' Representatives Each member district may appoint and certify to the secretary of the Corporation a person to be its representative in the Corporation and who shall represent, vote, and act for the member district. Such designation may be change at any time by the filing of a certificate appointing another person to so act

Section 9. Quorum. At any meeting of member districts, a majority of the member districts certified to vote on questions presented to the meeting, represented thereat in person or by proxy, shall constitute a quorum, and a majority vote of such quorum shall be necessary for the transaction of any business by the meeting, unless a greater number is required by law, the Certificate of Incorporation or these Bylaws.

Section 10. Conduct of Meetings. Meetings of member districts, including the order of business, shall be conducted in accordance of Roberts' Rules of Order, Revised, except insofar as the Certificate of Incorporation, these Bylaws, or any rule adopted by the Board of Directors or all member districts may

otherwise provide. The member districts may, by unanimous consent, waive the requirement of this section; but such waiver shall not preclude any member district from invoking the requirements of this section at any subsequent meeting.

Section 11. Action by Consent. Any action required to be taken at a meeting of member districts, or any action which may be taken at a meeting of member districts, may be taken without a meeting but with the same effect as a unanimous vote at a meeting, if prior to such action, a consent in writing, setting forth the action so taken, shall be signed by all member districts entitled to vote with respect thereto, and such consent is filed with the minutes of the member districts' proceedings.

**ARTICLE III**

**Board of Directors**

Section 1. Duties and Qualifications. The business and affairs of the Corporation shall be managed by the Board of Directors. The District Governor of each member district shall appoint the District Youth Exchange Committee chairperson and one more committee member to serve on the Board of Directors. The member district with the largest number of exchange students, both inbound and outbound, shall have three Youth Exchange committee members on the Board of Directors. These Directors for Empire State Youth Exchange, Inc. will oversee the program on a regular basis, shall elect officers and establish policies, and are responsible for participating in all designated activities, organizing and training their District Youth Exchange Committees, and working with the local clubs in their own districts. In addition, The Board of Directors shall present a written report, at least annually, to all district governors of the member districts on the work and finances of Empire State Youth Exchange, Inc.

Section 2. Number and Terms of Office. There are seven (7) Directors of the Corporation at the date of adoption of these Bylaws, consisting of two directors representing each member district, except that the member district with the largest number of exchange students, both inbound and outbound shall have three (3) members. Each Director representing a member district shall serve for a term of three years, with a limit of two terms and until his or her successor shall be chosen and qualified, or until removal , resignation or death. Terms shall end on a rotational basis, with 1/3 of the Board of Directors terms expiring each year. If a director leaves his or her district youth exchange committee, a replacement completes his or her term.

Section 3. Vacancies. Any vacancy in the Board of Directors caused by death, resignation, incapacity or removal shall be filled by designation of the represented member district for the remainder of the term.

Section 4. Annual Meetings. Unless otherwise agreed upon/ the Board of Directors shall meet during the first quarter of the year for the purpose of election of officers of the Corporation and consideration of any other business which may be brought before the meeting. No notice shall be necessary for the holding of this annual meeting.

Section 5. Other Meetings. Regular meetings of the Board of Directors may be held pursuant to a resolution of the Board to such effect. No notice shall be necessary for any regular meeting. Special meetings of the Board of Directors may be held upon the call of the chair or of any three (3) directors of the Board and upon three (3) days notice specifying the time, place and general purposes of the meeting, given to each director either personally or by mail , email or telephone. Attendance at any special meeting shall constitute waiver of notice of such meeting.

Section 6. Quorum. A majority of the members of the Board of Directors shall be necessary to constitute a quorum for the transaction of any business and the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless the act of a greater number is required by law, the Certificate of Incorporation, or these Bylaws.

Section 7. Action by Consent. Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting, if prior to such action a written consent to such action is signed by all members of the Board and such consent is filed with the minutes of proceedings of the Board.

Section 8. Other Committees. The chairperson of the Board of Directors may from time to time create and appoint special committees to undertake studies, make recommendations and carry on special functions for the purpose of efficiently accomplishing the purposes of the Corporation. Members of such special committees shall have no authority to act for the Corporation except to the extent approved by action of the full Board of Directors.

**ARTICLE IV**

**Officers**

Section 1. Officers and Qualifications The operation of Empire State Youth Exchange, Inc. will be managed by a volunteer staff of officers, consisting of a chairperson, a vice chairperson, and a secretary/treasurer. Any two (2) or more offices may be held by the same person except that the duties of chairperson and secretary/treasurer shall not be performed by the same person.

Section 2. Terms of Office. Each officer of the Corporation shall be elected annually by the Board of Directors at its annual meeting and shall hold office for a term of one (1) year and until his or her successor shall be duly elected and qualified. The term of office of each officer shall begin on July 1 following the date of the meeting at which his or her election occurs.

Section 3. Vacancies. Whenever any vacancies shall occur in any of the offices of the

Corporation for any reason, the same may be filled by the Board of Directors at any meeting thereof, and any officer so elected shall hold office from the date of such election until the next annual meeting of the Board of Directors and until his or her successor shall be duly elected and qualified.

Section 4. Removal. Any officer of the Corporation may be removed, with or without cause, by the Board of Directors whenever a majority of such board shall vote in favor of such removal.

**ARTICLE V**

**Powers and Duties of Officers**

Section 1. Chairman. Subject to the general control of the Board of Directors, the chairperson shall manage and supervise all the affairs and personnel of the Corporation and shall discharge all the usual functions of the chief executive officer of a corporation. He or she shall preside at all Board of Director meetings and shall have such other powers and duties as these Bylaws or the Board of Directors may prescribe. The chairperson shall have authority to execute, with the secretary/treasurer, contracts appointing other corporations, partnerships or individuals, the agents of the Corporation subject to law, the Certificate of Incorporation and these Bylaws.

Section 2. Vice-Chairman. The Vice-Chairperson shall have all the powers of, and per form the entire duties incumbent upon the chair person during his or her absence or disability and shall have such other powers and duties as these Bylaws or the Board of Directors may prescribe.

Section 3. Secretary/Treasurer. The secretary/treasurers hall attend all meetings of the Board of Directors, and keep, or cause to be kept, a true and complete record of the proceedings of such meetings, and he or she shall perform like duty, when required for all committees appointed by the Board of Directors. He or she shall deliver minutes of such proceedings to all members of the Board of Directors, the officers and the members. He or she shall attest the execution by the Corporation of all deeds, leases, agreements and other official documents. He or she shall attend to the giving and serving of all notices of the Corporation required by these Bylaws, shall have custody of the books and records of the Corporation, and in general shall perform all duties pertaining to the office of secretary/treasurer and such

other duties as these Bylaws or the Board of Directors may prescribe. The secretary/treasurer of the corporation shall, from time to time, oversee the payment of fees assessed by Department of State, CSIET, and other agencies, and charges for services such as audits. The Corporation will have no treasury; therefore, the fees and charges shall be assessed to each member district depending on its number of inbound and outbound students, and paid by each member district, either directly, or by reimbursement to one member district paying the entire charge. The secretary/treasurer shall report all such fees and charges to the Board of Directors.

**ARTICLE VI**

**Miscellaneous**

Section 1 . Execution of Contracts and Other Documents Unless otherwise ordered by the Board of Directors all written contracts and other documents entered into by the Corporation shall be executed on behalf of the Corporation by the chairperson or the vice-chairperson, and ,if required, attested by the secretary/treasurer. In witness whereof, we, the undersigned have hereunto subscribed our names o these Bylaws this \_28\_Day of July\_ 2011

Name-Norma Madayag-Reilly District Governor Rotarv District 7120 819 Moseley Road

Fairport, NY1 4450 Name\_Jim Gascon

District Governor Rotary District 7150 3981 Aqiunnah Heights Drive Marcellus NY 1 3108

Name Robert O. Ross

District Governor Rotary District 7170 126 Willowbrook Drive

Auburn, NY 13021 Rev 7/25/20Lt

**Appendix 8**

**Club Memorandum of Understanding and Addendum**

**CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING**

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**THE ROTARY FOUNDATION**

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Reporting Misuse of Grant Funds
8. **Club Qualification**

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district’s grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

* 1. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
	2. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
	3. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
	4. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
	5. The club must cooperate with any financial, grant, or operational audits.
1. **Club Officer Responsibilities**

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

* 1. Appointing at least one club member to implement, manage, and maintain club qualification
	2. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
	3. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

Club Memorandum of Understanding (June 2012) 2

#### Financial Management Plan

##### The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

* 1. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
	2. Disburse grant funds, as appropriate
	3. Maintain segregation of duties for handling funds
	4. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
	5. Ensure that all grant activities, including the conversion of funds, comply with local law
1. **Bank Account Requirements**

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

* 1. The club bank account must
		1. Have a minimum of two Rotarian signatories from the club for disbursements
		2. Be a low- or noninterest-bearing account
	2. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
	3. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
	4. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
	5. Bank statements must be available to support receipt and use of TRF grant funds.
	6. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.
1. **Report on Use of Grant Funds**

The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant’s progress and how funds are spent.

1. **Document Retention**

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

* 1. Documents that must be maintained include, but are not limited to:
		1. Bank information, including copies of past statements
		2. Club qualification documents including a copy of the signed club MOU
		3. Documented plans and procedures, including:
			1. Financial management plan
			2. Procedure for storing documents and archives
			3. Succession plan for bank account signatories and retention of information and

documentation

* + 1. Information related to grants, including receipts and invoices for all purchases
	1. Club records must be accessible and available to Rotarians in the club and at the request of the district.
	2. Documents must be maintained for a minimum of five years, or longer if required by local law.

Club Memorandum of Understanding (June 2012) 3

#### Reporting Misuse of Grant Funds

##### The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

**Authorization and Agreement**

*This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.*

*On behalf of the Rotary Club of , the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year*

 *and will notify Rotary International District of any changes or revisions to club policies and procedures*

*related to these requirements.*

**Term \_\_\_\_\_\_\_**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ADDENDUM TO THE DISTRICT 7120 CLUB MOU

### Terms and Qualifications

 Clubs in District 7120 who want to participate in District **and/**or Global Grants must become qualified. Qualification is defined as having contributed a minimum of $25 per capita to the Rotary Foundation Annual Program Fund for the last audited Rotary year(for example in 2016-17 for the 2018-2019 grants), having a minimum of two members attend a Grant Management Seminar, and agreeing to the Club Qualification Memorandum of Understanding and Addendum.

* 1. Clubs may not expend any grant funds until July 1 of the new Rotary year unless notified otherwise by the Grants Chair.
	2. Clubs must have a separate bank account for each Global Grant.
	3. Clubs must submit a written proposal which must be approved by the district before applying on-line for a global grant.
1. Club Leadership Responsibilities for Qualification
	1. The club president-elect and club foundation chair or their designates must attend a District 7120 sponsored grant management seminar (GMS)*.* If a club has 20 members or less as of July 1 of the Rotary year it may satisfy the attendance requirement of attending a GMS by sending either the president-elect or the club foundation chair or their designee if the Foundation Area Director or Assistant Governor for the area in which the club is located attends a GMS for the same Rotary year.
	2. The club president at the time of grant implementation and club foundation chair or their designates must ensure that the club is in compliance with the Club MOU and its addendum(s).
2. Reporting on Fund Use
	1. The club agrees to submit a written final report including all receipts for expenditures within 30 days after the completion of the project.
	2. District grant funds will only be paid after the submission and acceptance of the final report.
	3. Receipt of grant funds shall be acknowledged in writing to the District Grants Chair by the recipient within 30 days of receipt.

President: Date:

signature mm/dd/year

### President- Elect: Date:

 signature mm/dd/year

Revised 3/7/17 ESH and CST

**Appendix 9**

**Foundation Policies and Procedures**

**District 7120 Rotary Foundation Grant Policies**

1. **Financial Management Plan**
	1. The District Foundation Committee Grants Chairperson shall maintain a standard set of accounts for the administration of all grants which will include a complete record of all receipts and disbursements of grant funds. Each grant received by the District shall be accounted for separately. Any disbursement of $75 and above shall require a written receipt. Disbursements less than $75 shall require a written memorandum of its purpose.
	2. A Grant Manager shall be appointed by the District Governor (“DG”) in consultation with District Rotary Foundation Committee Chair (“DRFCC”) for every grant and shall be responsible for its implementation. For the District Simplified Grant (also known as the District Grant) the **Grant Manager shall be the District Simplified Grant Committee Chair.**
	3. Grant funds shall be disbursed by the Grants Chair only as appropriate and recommended by the Grant Manager and as approved in the grant application directly to clubs, Rotarians, vendors and beneficiaries. Receipt of grant funds shall be acknowledged in writing by the recipient to the Grants Chair within 30 days of receipt of funds. Grant funds not immediately disbursed must be kept in the established project account without diversion or commingling, except for direct payment for grant activities or to return funds to The Rotary Foundation (“TRF”).
	4. There shall be a segregation of duties for handling grant funds. Deposits and disbursements shall be the responsibility of the Grants Chair. Reconciliation of bank statements shall be the responsibility of the Treasurer.
	5. The Grant Manager shall establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced or distributed through grant activities. Any purchases of goods, equipment or services in excess of

$10,000 shall be procured by a competitive bidding process with the award going to the lowest responsible bidder unless good cause is shown that an award to a higher bidder is in the best interest of the project.

* 1. The DG, District Governor-elect (“DGE”), and DRFCC shall ensure that all grant activities, including the conversion of funds, comply with all applicable laws and that all financial transactions and project activities related to the grant are conducted at least at the level of standard business practices.
1. **Annual Financial Assessment**
	1. The annual financial assessment required by paragraph 5 of the District Memorandum of Understanding (MOU) shall be conducted by a District Rotary Foundation Audit Committee (Audit Committee) which shall perform the functions as set forth in paragraph 5 of the District MOU.
	2. The Audit Committee shall be appointed by the DG and shall be composed of at least three members. At least one member of the Audit Committee must be a PDG, one member must have accounting or audit experience, and one member should have grant experience if possible. No member of the committee shall be directly or indirectly involved with TRF grants. Each member of the committee shall serve a term of three years and said terms shall be staggered as determined by the DG. The DG shall appoint a member of the Audit Committee to serve as chairperson for a three year term.
	3. The Audit Committee shall complete a report of its annual financial assessment and present it to the DG, DRFCC and each Rotary club within three months after the end of each Rotary year. The report shall detail the Audit Committee findings regarding compliance and recommendations for corrective action if appropriate. The DG and DRFCC shall be responsible to insure that all corrective action recommended is completed within three months of receipt of the report.
	4. The Audit Committee shall also be responsible for investigating and reporting any allegations of misuse or mismanagement of grant funds at the request of the DG or DGE.
2. **Bank Account Requirements**
	1. The District shall open a separate bank account for each district-sponsored grant including a separate account for the District Simplified Grant (also known as the District Grant) and a separate account for each district sponsored Global Grant. The name on the account shall clearly identify its use for grant funds. The account shall be a low or noninterest bearing account. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
	2. Authorized signatures on the account shall be the DG, DRFCC, Grants Chair, and Treasurer. Two signatures are required on every check.
	3. Check Payment Procedure. Upon submission and recommendation of the Grant Manager with appropriate documentation attached (receipt, invoice etc) the Grants Chair shall cause a check to be drawn which shall be signed by the Grants Chair and DRFCC (or any of the other authorized signatories if either or both are unavailable) and issued to the payee. The Treasurer shall be notified immediately of each check issued by the Grants Chair to be entered into the check register.
	4. Custody of the bank accounts shall reside with the District Treasurer. In the event of a change in the office of Treasurer the custody of all account records shall be delivered to the successor Treasurer and the outgoing Treasurer shall cause his/her name to be deleted as an authorized signatory and the successor Treasurer shall be added as an authorized signatory. The DG, Grants chair, and DRFCC shall cause his/her name to be deleted as an authorized signatory at the end of his/her term and the name of the successor DG, Grants Chair and DRFCC shall be added.
	5. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks or any other investment instrument.
	6. Bank statements must be available to support receipt and use of TRF grant funds.
	7. Any service charges or administrative fees incurred shall be charged to the administrative portion of the grant.
3. **Report on Use of Grant Funds**
	1. The DG shall annually report, or cause a report to be presented, at a district meeting such as the District Assembly, District Conference, Rotary Foundation Seminar or any other meeting where all clubs are invited to attend that details all expenditures for each project that received funding and the names of the districts, clubs and individuals who received grant funds.
	2. The DG shall provide a written financial report on all grants in the DG’s final monthly

newsletter.

1. **Document Retention**
	1. Bank records and any other documents provided to the Treasurer which formed the basis for

making disbursements from a grant account shall be maintained by the Treasurer or his/her successor. Said records shall be maintained for a minimum of 7 years.

* 1. All other records required to be retained by paragraph 8 of the District MOU shall be retained by the DRFCC and his/her successor for a minimum of 7 years.
	2. All records retained in accordance with this policy shall be secured in a safe and dry environment as determined by its custodian.
	3. Upon the expiration of the 7 year period records shall be reviewed for the purpose of determining whether they should be destroyed or retained for an additional period. The DG shall determine in writing which record(s), if any, shall be retained for an additional period and the remaining records shall be destroyed as directed by the DG.
	4. District records shall be accessible and available to Rotarians in the district and any independent firm retained to complete the annual financial assessment of the grant program.
1. **Method for Reporting and Resolving Misuse of Grant Funds**
	1. Any Rotarian or other individual involved in a grant shall report any information concerning the misuse and/or mismanagement of grant funds at the earliest possible time to the DG. If the DG is implicated in the misuse or mismanagement of grant funds the report shall be made to the DGE. Said report may be made anonymously.
	2. Upon receiving any information concerning possible misuse and/or mismanagement of grant funds the DG or DGE shall convene the District Audit Committee to investigate the report to determine whether misuse or mismanagement has occurred.
	3. The Audit Committee shall complete its investigation as quickly as practicable and not longer than 30 days (or such additional time as the DG/DGE may authorize) from the date it received the report from the DG/DGE, and shall advise the DG/DGE of its findings whether misuse or mismanagement occurred and its recommendations as to any corrective action to be taken.
	4. The DG/DGE must report any potential or substantiated misuse or mismanagement of grant funds to TRF and take such further action as may be appropriate.
	5. In the event the audit committee finds misuse or mismanagement of grant funds or failure to adhere to the terms and conditions of the Club MOU or District Addendum the DG will send a copy of said report to the club(s) involved with the grant with a request to submit such additional information including proposed corrective action as it deems appropriate within such time as the DG may determine. Upon receipt of any additional information or upon the expiration of the time to submit additional information, the DG shall, after due deliberation, determine what corrective action shall be taken, which may include suspension or revocation of the qualified status of the club(s) together with such actions required of the club to regain qualified status. Said determination shall be delivered to the club in writing with a copy to the DRFCC and TRF. To the extent practicable any open grants of the offending club(s) at the time of said determination shall become the responsibility of the District to complete.
2. **Global Grant Application Procedure**
3. Before using the on-line application process at Rotary International, a club must first receive approval for a grant proposal from the District Rotary Foundation Grants Chair (DRFGC).
4. The District Foundation Committee Chair (DRFCC) or DRFGC will post a proposal form on the district website.
5. Copies of the completed proposal form must be sent to the DG, the DRFCC, and DRFGC.
6. Upon approval by the DG, DRFCC, and DRFGC, and the DRFCC Vice-chair.the Grants Chair will inform the Club that it can proceed with the on-line application for the global grant.
7. **Global Grant for Graduate Scholarship policy and procedure**
	1. A Global Grant to support a graduate scholarship abroad requires a minimum $30,000 budget, $15,000 DDF matched by $15,000 from the World Fund.
	2. The DGE will announce no later than February 1st of the DGE year if the district will reserve

$15,000 of DDF to support a global grant for a scholarship during his or her DG year.

* 1. Candidates interested in applying for a graduate scholarship will submit the District 7120 Global Scholarship Application Form to the District 7120 Scholarship Committee Chair. The form is posted on the District website.
	2. The Scholarship Committee will meet and reach a decision on the candidate.
	3. The selected candidate must apply to the University and graduate department of their choice.
	4. The candidate must show proof of insurance in keeping with Rotary Foundation requirements.
	5. As soon as the applicant provides proof of admission into the graduate program and has proof of insurance, the District Scholarship Committee Chair will initiate the global grant application, with the District Foundation Grants Chair and the District Foundation Committee Chair as the other two committee members for the global grant.
	6. The Global Grant should be submitted by 1 April if a September program start date is anticipated.
		1. **District Simplified Grants/Scholarships**
			1. District Simplified Grants are awarded to clubs in the spring of each year (April-May). The grant is for the following Rotary year (referred to as the “implementation year”) and work and expenses on the approved project may not occur before July 1 of the implementation year **unless otherwise notified by the Grants Chair.** Upon completion of the project each club awarded a DSG is required to file a final report with the District by **May 15 (add in by the date specified on the application and at the Grant Management Seminar)** of the implementation year. Upon receipt of the final report the District will pay the grant to the club.
			2. In the case of a DSG for a scholarship no award shall be made to a child or grandchild of a Rotarian. In the event the scholarship has been awarded, paid, and proof of attendance at the designated educational institution is obtained by May 15 of the implementation year a final report shall be submitted to the District for payment of the grant.

In the event a club has paid out the scholarship by May 15 but is unable to file a final report because it has not received proof of attendance by the recipient of the scholarship to the designated educational institution, the club shall file a progress report by May 15 requesting payment of the DSG from the District. The club will then be responsible for filing a final report upon receipt of evidence that the student attended the designated educational institution.

1. In the event a club is unable to make payment of the scholarship before May 15 it shall file a progress report requesting payment of the DSG from the District. The club shall open a separate bank account to be used solely for receiving and disbursing the grant funds. The grant funds shall be paid into this account. The account shall require a minimum of two Rotarian signatories from the club for disbursements, and the administration of the account shall otherwise be in accordance with paragraph 4 of the Club Memorandum of Understanding. A final report of the DSG shall be submitted upon payment of the scholarship and receipt of proof of attendance together with copies of the bank statements for the bank account showing deposit and disbursement of the grant funds.
2. **In the event that a club spends grant funds before July 1of the implementation year (unless notified otherwise by the Grants Chair), said club shall be subject to such corrective action as may be appropriate under the circumstances including revocation of the grant. Such action will be taken on a case by case basis and the final decision of any corrective action will be made by the DG.**
3. **Waiver of Requirements for newly chartered Clubs**

A newly chartered Club shall be granted a waiver for two years commencing with the year of their charter from any per capita contribution requirement for qualification for a DSG.

**Appendix 10**

**Authorization to Publish Student Photographs District 7120 Youth Services**

Dear Parents/Guardians:

Each year, we request in writing your permission to use photographs of your child(ren) under age 18 as they participate in Rotary New Generations Activities such as Interact, RYLA, the Oratorical Contest, the Vocal Contest and Youth Exchange. These photographs may be taken by

district Rotarians or their designees for use in the media, on the website, in newsletters or in promotional materials. You may change your permission at any time by submitting a revised form.

Please read the release below, check the appropriate statement and sign the release. All forms should be completed and returned to the Rotarian in charge of the new generation activity your child is participating in.

Thank you for your cooperation.

District 7120 Youth Services

Student’s Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_

Applicable New Generations Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsoring Rotary Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Since the person named above is under 18 years old, consent must be given by the parents or guardians. Please check only ONE item.

* I hereby certify that I am the parent or guardian of the above named minor and I DO NOT give my consent for the use of photographs of him/her.
* I hereby certify that I am the parent or guardian of the above named minor and I DO give without reservation my consent for the use of photographs of him/her.
* I hereby certify that I am the parent or guardian of the above named minor and I DO give my consent for the use of photographs of him/her to be used in print but not on any website.
* I hereby certify that I am the parent or guardian of the above named minor and I DO give my consent for the use of photographs of him/her to be used in print and on the website but ONLY if he/she is not identified by name.

Parent/ Guardian Name (please print); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature

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

* I hereby certify that I am the parent or guardian of the above named minor and I DO NOT give my consent for the use of photographs of him/her.
	+ I hereby certify that I am the parent or guardian of the above named minor and I DO give without reservation my consent for the use of photographs of him/her.
	+ I hereby certify that I am the parent or guardian of the above named minor and I DO give my consent for the use of photographs of him/her to be used in print but not on any website.
	+ I hereby certify that I am the parent or guardian of the above named minor and I DO give my consent for the use of photographs of him/her to be used in print and on the website but ONLY if he/she is not identified by name.

Parent/ Guardian Name (please print); \_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature

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