



**ROTARY DISTRICT 7120**

**POLICIES AND PROCEDURES**

**Approved May 4, 2018**

# TABLE OF CONTENTS

## ROTARY DISTRICT 7120 POLICIES AND PROCEDURES

General Statement.....	3
Section I: District Officers and Representatives .....	3
A. Governor .....	3
B. Governor-Elect.....	4
C. Governor-Nominee .....	5
D. District Executive Secretary.....	5
E. District Treasurer.....	6
F. District Trainer.....	6
G. District Historian.....	6
H. Assistant Governors.....	6
I. Foundation Area Directors.....	7
J. District Representative to the Council on Legislation.....	8
K. District Webmaster.....	8
Section II: District Committees.....	8
A. Advisory Council.....	8
B. Council of Governors.....	8
C. District Policy and Procedure Committee.....	8
D. District Conference Committee.....	9
E. District Training Assembly Committee.....	9
F. Nominating Committee.....	10
G. Audit Committee.....	11
H. Finance Committee.....	11
I. Peace Building Committee.....	11
J. Remembrance Committee.....	12
K. Youth Exchange Committee.....	12
L. Foundation Committee.....	12
M. International Service Director.....	14
N. Rotaract Committee.....	14
O. Interact Committee.....	14
P. Special Provisions for Committees.....	14
Section III: Awards.....	14
Section IV: Rotary District 712 Foundation.....	15
Section V: Miscellaneous.....	15
A. Manual of Procedure.....	15
B. Gender.....	15
C. Savings Clause.....	15
D. Amendment.....	15
ADDENDUM: Reference Documents.....	Attached

# **DISTRICT 7120 POLICIES AND PROCEDURES**

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## **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.

## **I. DISTRICT OFFICERS & REPRESENTATIVES**

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

### **A. GOVERNOR**

#### **1. Qualifications**

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.

- a. must have served a full term as a Club President and been a Rotarian for seven years;
- b. must be physically fit and able to withstand at least two rigorous years;
- c. must be willing to devote the required time and be able to perform as hereinafter set forth;
- d. should have at least one year working at the District level in a leadership position;
- e. should have a good working knowledge of Rotary;
- f. must **not** be a member of the sitting Nominating Committee;
- g. must have the support of his/her home club.

#### **2. Duties**

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

- a. 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;
- b. Each month publish a Governor's Letter (may delegate to another experienced Rotarian);
- c. As Governor assist the Governor-Elect in putting on the District Training Assembly;
- d. Attend and conduct the Advisory Council Meetings and attend other committee meetings as necessary;
- e. Make all required reports timely to Rotary International on the progress of Rotary in the District;
- f. Organize and conduct a District Conference;
- g. At his/her discretion, attend the Zone Institute if it does not conflict with other district duties;

- h. 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.
- i. In conjunction with the District Nominating Committee, the 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 activities 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-Designate 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 Governor-Nominee-Designate, the Governor should thank the participating clubs in the monthly Governor's Letter and all candidates by individual letter.

3. Succession

- a. In the event a Governor or Governor-Elect is unable to fulfill their term of office, the Immediate Past Governor (IPDG), named Vice Governor by the Council of Governors, will resume office if willing to do so. In the case the IPDG is unable to fulfill this role, the Council of Governors 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.
- b. In the event the office of Governor-Nominee or 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.

**B. GOVERNOR-ELECT**

1. Qualifications

As set forth above for Governor.

2. Duties

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 1<sup>st</sup> as Governor:

- a. It is expected the Governor-Elect will work closely with the Governor in order to learn the routines involved in the job of Governor;
- b. Attend a Zone Institute and Governor-Elect Training Seminar (GETS);
- c. Attend the International Assembly;
- d. Organize a Training Session for Incoming Presidents in the District;
- e. 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;
- f. Actively promote attendance at the International Convention.
- g. Appoint District Committee Chairs to serve during the year as needed;

- h. Appoint a District Training Assembly Committee to serve during the year prior to the term as Governor;
- i. Appoint a member of the audit committee (See auditcommittee)
- j. Appoint three members of the finance committee (See finance committee);
- k. Make a report of District Goals for the ensuing year at the final meeting of the Council of Governors in the year as Governor-Elect.
- l. The Governor-Elect shall be encouraged to hold a Leadership Development Seminar for incoming presidents during 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 Governor-Elect may invite committee chairs to offer reports and challenges for the upcoming year. The Governor-Elect would provide the district goals for the year, including a tentative calendar of meetings and events - including Leadership Development Seminar, President-Elect Training Seminar (PETS) Training, the District Training Assembly, and District Conference.
- m. The Governor-Elect shall conduct a District Leadership Seminar soon after returning from the International Assembly. At this time, the current and incoming Advisory Councils, and current and incoming Committee Chairs, hear committee reports on what has been accomplished during the current year- and help formulate the committee and district goals and objectives for the year ahead.

**C. GOVERNOR-NOMINEE**

1. Qualifications

As set forth for Governor

2. Duties

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

- a. The Governor-Nominee shall work closely with the Governor-Elect and the Governor to become familiar with the duties and obligations of the office of Governor;
- b. Attend a Zone Institute;
- c. Appoint a conference committee to serve during the year as Governor;
- d. Work on President-Elect Training Seminar (PETS) (Multi-District PETS if in place) and assist the Governor and Governor-Elect in planning and carrying out this training;
- e. Attend the annual District Training Assembly and meet with the incoming presidents for the year as Governor;
- f. Attend the District Conference and provide assistance to the Governor as needed in running this event;
- g. Organize an annual meeting of the Council of Governors and their spouses to be held in the spring.

**D. DISTRICT EXECUTIVE SECRETARY**

- 1. The Governor, prior to assuming office, must appoint an 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 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 Governor, thereby relieving the 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. That name shall be forwarded to Rotary International Club and District Support (CDS) as a recommendation for appointment.

2. Also, an Assistant Secretary may be appointed in like manner for a one (1) year term.
3. The specific duties of the District Executive Secretary shall be set forth in a separate document in the District “Reference Documents” folder.

#### **E. DISTRICT TREASURER**

1. The Governor, prior to assuming office, must appoint 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. Also, an Assistant Treasurer may be appointed in like manner for a one (1) year term.
2. The duties and responsibilities of the District Treasurer are set forth in a separate document in the District “Reference Documents” folder.
3. The Governor shall in a like manner also appoint a District Youth Exchange Treasurer whose duties 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.

#### **F. DISTRICT TRAINER**

The Governor shall appoint a Trainer who will support the Education and Training initiatives by:

1. Assisting the Governor and Governor Elect in any training, planning, or educational programs that they would like to see implemented.
2. Working closely with the Governor Elect to present the “Presidents-Elect Leadership Development Seminar”, formerly PETS 1 or PRE PETS.
3. Serving as a member of the Empire Multi District PETS Planning Committee and assist with the planning and implementation of the “Presidents-elect Training Seminar” (PETS).
4. Working closely with the Governor Elect to plan and implement the District Training Assembly. Help ensure that the overall theme and structure of the DTA is aligned with the DGE’s vision as he or she prepares for their year as Governor.
5. Working with the District Rotary Foundation Committee Chair as a member of the Grant Management Seminar team.
6. Serving as a member of the District Advisory Council.

#### **G. DISTRICT HISTORIAN**

The Governor-Nominee shall appoint a District Historian for a term of three (3) years. The Historian 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 Governor. They may be reappointed.

#### **H. ASSISTANT GOVERNORS**

Each Rotary year, the 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. 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;
  8. Introduces the Governor during the Governor Official Visit to the Club.
  9. Keeps the governor posted on problems encountered by the clubs;
  10. Actively promotes attendance at the district conference and other district meetings and seminars.
  12. Participates in Rotary Foundation programs, annual and special giving events, and other special assignments as necessary.
  13. Monitors each club's performance with respect to service projects.
  14. Makes recommendations for future Assistant Governors and District Committee Chairs;
  15. Assists and encourages clubs to enter and monitor their goals in Rotary Club Central and in the development of Club Strategic Planning.

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 Training 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 club level; and potential as future governor of the district.

Assistant Governors are appointed 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 Governor serve as an Assistant Governor.

## **I. FOUNDATION AREA DIRECTORS**

In District 7120 there is one Foundation Area Director (FAD) for each of the areas which are represented by an assistant governor. The FADs are appointed by the Governor at the recommendation of Foundation Chair. The FAD is the link between an individual club and the Foundation Committee and District Foundation Chair. Responsibilities and duties include:

1. ensuring the club sets a goal for Annual Giving to the Rotary Foundation;
2. ensuring each club has a Foundation Chair and maintaining contact with that individual throughout the Rotary year;
3. serving as the *conduit* for information with the District Foundation Committee:
  - a. Publicizing events such as the Foundation Brunch;
  - b. Letting clubs know about training opportunities such as the District Training Assembly;
  - c. Advising clubs about changes in the Rotary Foundation;
  - d. Assisting clubs in preparing applications for Paul Harris Fellows or 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;

- e. Letting a club know what PolioPlus expectations may be during the Rotary year;
  - f. Encouraging every club to give to the Foundation during the month of November;
  - g. 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 a Global Scholar, or Foundation Committee member who could put on a program;
  - h. When possible, attend a club meeting when a Paul Harris Fellow is presented;
  - i. Providing information on other giving opportunities- such as Major Donor and Bequest Society Members;
  - j. Providing information about District 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.
4. attending Foundation Committee meetings during each Rotary year.
  5. participate, when possible, in telephone conference calls. This provides updated information and a chance for FAD's to ask questions.
  6. attending a Foundation training session during the year.

#### **J. DISTRICT REPRESENTATIVE TO COUNCIL ON LEGISLATION (COL)**

Two years prior to the convening of the Council on Legislation, the Council of Governors recommends to the Governor for appointment the District Representative and the Alternate at their Fall meeting. The Representative to the Council on Legislation and the Alternate must be Past Governors.

#### **K. DISTRICT WEBMASTER**

The Governor appoints the District Webmaster. The Webmaster is responsible for managing the District Website and the District Database.

## **II. DISTRICT COMMITTEES**

### **A. 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 Governor as Chair, the Governor-Elect as Vice-Chair, the Governor-Nominee, the Governor-Nominee-Designate (when selected), the Immediate Past Governor, Assistant Governors, Executive Secretary, Treasurer, Trainer and Areas of Service Chairs. The Governor may invite others to attend at their discretion - as needed.

### **B. COUNCIL OF GOVERNORS**

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

### **C. DISTRICT POLICY AND PROCEDURE COMMITTEE**

1. The Policies and Procedures Committee shall be appointed by the Governor-Elect to serve during the Governor's- Elect year of service and shall:
  - a. Review changes established by Rotary International;
  - b. Update District 7120 accordingly;



- c. 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 Governors (PDG), the Governor-Elect, the Governor-Nominee and a Legal Reviewer (recommended to be a PDG).
3. The PDG members shall be in two categories
  - a. Legacy: Two PDGs, each with seven (7) years or more since their governor service was completed, and
  - b. 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.
5. Commencing on July 1, 2017, and on July 1 of each year thereafter the 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 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 Governor-Elect shall present said recommendations for approval at the Annual Business Meeting at the next District Conference.

**D. DISTRICT CONFERENCE COMMITTEE**

1. Because the annual District Conference is such a complex undertaking, it is desirable to have the benefit of recent past Conference experiences. The 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 Governors so as to provide the maximum support for the various stages of the conference planning.
2. 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.

**E. DISTRICT TRAINING ASSEMBLY COMMITTEE**

1. The 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 Governor-Elect. 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.
2. 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.

## **F. NOMINATING COMMITTEE**

1. The purpose of the nominating committee is to seek and propose the best available candidate for Governor-Nominee. Upon selection the successful candidate shall assume the title of Governor-Nominee-Designate and thereafter shall assume the title of Governor-Nominee on July 1 two years prior to assuming office as Governor.
2. The selection of a Governor-Nominee is governed in detail by Article 14 of the RI Bylaws. The provisions of Article 14 and this Section H must be read together for a complete understanding of the selection procedure.
3. The provisions of this paragraph H are intended to cover District P&P governing the selection of a Governor-Nominee that are not contained in Article 14 and are intended to be consistent with the procedures contained in Article 14.
4. All district leaders and nominating committee members involved in the Governor-Nominee selection process shall thoroughly familiarize themselves with the provisions of Article 14.
5. The Committee for the Governor Nominations shall be appointed by the Governor-Elect and composed of ten (10) members; three of whom shall be Past Governors; the Immediate Past Governor and six (6) Rotarians-at-large.
6. In making appointments to this Committee, the Governor-Elect shall continue to adhere to the policy of having an equitable distribution of membership throughout the District
7. Members of the Nominating Committee shall be appointed to serve three (3) years except the Immediate Past Governor shall serve one (1) year and not be eligible for reappointment. The Governor and the Governor-Elect shall serve as ex-officio members without vote; however, in the case of a tie, the Governor shall cast the deciding vote.
8. 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.
9. The committee selects the chairperson from among the members excluding a Past Governor.
10. The chairperson sets the number, time and place of the committee meetings.
11. 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. Refer to Section I. A. 2. i. for additional responsibilities of the Governor in the nominating process.
12. Committee members must attend at least 50% of all the committee meetings scheduled during the Rotary Year. Failure to comply with the attendance requirement will lead to removal of that member from the Committee and the Governor will appoint a replacement from an unrepresented area to complete the unexpired term of that individual.
13. A Committee member must be present for the entire interview of each nomination to be eligible to vote.

Duties and responsibilities of the committee are the following:

1. Solicit nominations for Governor-Nominee-Designate from clubs;
2. Provide to all nominations a list of the qualifications and duties of a Governor-Nominee and Governor.
3. Review all applications and verify that each candidate meets the prescribed qualifications and requirements for nomination with no regard to the size or the location of the Club in which the nominations are members.
4. Schedule and conduct individual interview of each qualified nomination, together with the spouse or partner, if present.
5. Contact immediately, through the chairperson, all applicants following the committee decision.
6. Select the Governor-Nominee-Designate no later than the first day of April.
7. Select the chairperson for the ensuing Rotary Year at the last committee meeting of the Rotary Year.

#### **G. AUDIT COMMITTEE**

1. The Audit Committee shall consist of a Past 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 Governor (whose year is being audited) or a member of the Finance Committee. No member shall serve a successive term.
2. 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.
3. 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.

#### **H. FINANCE COMMITTEE**

1. The Finance Committee shall consist of the District Treasurer as Chairperson and the following members: Assistant Treasurers, Governor, Governor-Elect, Governor-Nominee, District Secretary and four additional members appointed by the Governor Elect including at least one who has served as Governor at any time.
2. The Governor Elect shall also appoint the 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.
3. 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.

#### **I. PEACE BUILDING COMMITTEE**

Information is being collected from Rotary International and will be included for reference only until an additional vote is taken. The new position of Peace Building Committee Chair is now a required position.

**J. REMEMBRANCE COMMITTEE**

In the event of passing of a Past 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.

**K. YOUTH EXCHANGE COMMITTEE**

1. 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 District Youth Exchange Chair, the District Youth Services Director, 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 two year terms. The preferred order of succession is Outbound Vice-Chair, Inbound Vice-Chair, and then Committee Chair. The Youth Exchange Program is a member of the Empire State Youth Exchange, Inc.
2. The Youth Exchange Treasurer is an ex officio member of the finance committee as outlined in the financial guidelines document.
3. The Student Protection Officer is responsible for all background checks and the implementation of the District Student Protection Policy.

**L. FOUNDATION COMMITTEE**

1. The purpose, function, and operation of the District Rotary Foundation Committee (DRFC) is set forth in detail in Article 7 of the Rotary Foundation Code of Policies (Foundation Policies). These district policies and procedures are intended to supplement but not contradict the provisions of Article 7. It is the responsibility of all leaders and members of the DRFC and its subcommittees to be fully aware of the applicable provisions of the Foundation Policies.
2. Responsibilities of DRFC.
  - a. The DRFC under the leadership of the DRFC chair is responsible to manage all the Rotary Foundation programs within the district. It shall be the responsibility of the DRFC to insure that at all times the District is operating in compliance with all the rules and regulations of The Rotary Foundation (TRF) with respect to any and all of the programs of TRF, and to adopt such policies and procedures as may be necessary to insure full compliance.
  - b. The DRFC shall be composed of the DRFC chair, DRFC vice-chair, chairs of all subcommittees, and the foundation area directors. The Governor is an ex officio member of the committee.
  - c. The DRFC chair shall be appointed in accordance with Section 7.010 of the Foundation Code and shall serve a term of three years. The DRFC chair shall appoint the chairs and members of all subcommittees subject to the approval of the Governor.
  - d. A DRFC vice-chair shall be appointed and shall become chair upon the expiration of the chair's term, or upon the position of chair becoming vacant.
  - e. The DRFC vice-chair selection committee shall consist of the Governor-Elect, Governor-Nominee, Governor-Nominee-Designate, current DRFC chair and immediate past DRFC chair. The selection of the DRFC vice chair shall occur to allow the DRFC vice chair to serve a term concurrently with DRFC chair to permit the DRFC vice chair to become as fully informed and trained as possible regarding the function of the DRFC prior to assuming the position of DRFC chair.

3. Subcommittees.
  - a. Subcommittees shall be created and organized by the DRFC chair subject to the approval of the governor and shall function in accordance with policies and procedures adopted by the DRFC and approved by the governor.
  - b. District Simplified Grants (DSG) Committee
    - i. This is a special committee created for the purpose of allocating funds from the District Grant each year to projects proposed by the District and/or District Rotary Clubs. The committee shall consider decision criteria developed each year and published on the district website, as well as the requirements of TRF.
    - ii. The committee membership shall include the governor, governor-elect, governor-nominee, DRFC chair, DRFC vice chair, and grants chair, all serving ex-officio, together with nine district Rotarians serving three year terms on a rotating basis. Each year the governor-elect appoints three new members to the committee to begin to serve at the start of the governor-elects year in office striving to achieve equitable geographical balance within the district.
    - iii. The DRFC chair shall appoint the chair of the DSG committee subject to the approval of the governor. The chair shall be responsible for receiving all applications for a DSG, communicating with clubs, receiving final reports, and chairing the meeting of the DSG committee where grant funds are allocated among the applications received.
  - c. Global Grants Review Committee
    - i. This is a special committee created for the purpose of reviewing proposals for global grants from district Rotary Clubs and from districts seeking contributions of District Designated Funds (DDF) to the project.
    - ii. The membership of the committee shall consist of the Grants Chair, who shall serve as chairperson of the committee, DRFC chair, DRFC vice chair, governor, governor-elect, Governor-Nominee, and such other members as the DRFC chair may select with approval of the governor.
    - iii. The committee shall develop a proposal form to be submitted by the partner(s) to the global grant committee setting forth such information about the proposed project as the committee may require.
    - iv. The committee shall review the proposal form, together with such other information as it may request, and determine whether the applicant is authorized to proceed with the on-line global grant application and the amount, if any, of District Designated Funds (DDF) that shall be contributed to the project.
4. Foundation Policies and Procedures.
  - a. The DRFC is authorized to adopt policies and procedures regarding the operation of the programs of TRF in District 7120 to insure that said programs are being managed and operated in accordance with policies and procedures of TRF. District Foundation Policies and Procedures are subject to the approval of the governor. Said policies and procedures shall be filed with the governor and secretary and shall be published on the District Website.
  - b. The District is required to agree to a Memorandum of Understanding in order to participate in grant programs of TRF.
  - c. The Clubs are required to agree to a Memorandum of Understanding in order to participate in grant programs of TRF.
  - d. The clubs must also agree to an Addendum to the Club MOU to participate in the grant programs of TRF. Said Addendum, and any amendments thereto, shall be adopted by the DRFC and approved by the governor.

#### **M. INTERNATIONAL SERVICE DIRECTOR**

1. The D7120 International Service Director leads the district membership in promoting greater awareness, providing educational opportunities, communicating international service needs and enhancing the public image of International Service success.
2. Appointment and Term Limits: The position is appointed by the District Governor Elect for a three year term, with an option for one additional sequential 3 year appointment.
3. Responsibilities
  - a. Support the international service initiatives of clubs involving Rotary Foundation grants or club funded projects of an international nature
  - b. Maintain a presence on the district web site platform
  - c. Identify key local subject matter experts to establish a local network of qualified Rotarians, program participants, and alumni available to assist clubs and districts to better plan service projects and design global grants
  - d. Maintain a database of international service projects currently being undertaken in our district
  - e. Promote greater awareness of resources and strategies for project planning and implementation through club visits and educational programs

#### **N. ROTARACT COMMITTEE**

The Rotaract Chair will be appointed by the 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.

#### **O. INTERACT COMMITTEE**

The Interact Chair will be appointed by the 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.

#### **P. 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 Governor, the official representative of Rotary International, who shall serve as an ex-officio member of all committees;
2. The Governor-Elect in consultation with the Governor and others shall appoint all committees and designation chairpersons appropriately rotating classes to serve during the Governor-elect year of service as Governor;
3. These recommendations shall in no way affect the autonomy of the individual clubs or the primacy of the Governor.

### **III. AWARDS**

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

1. ***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);
2. ***Largest Percent of a Club Attending the District Conference*** but does not include the Host Club. The Host Club and the Governor-Elect's Club cannot be candidates for this Award.

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

#### **IV. ROTARY DISTRICT 712 FOUNDATION**

Rotary District 712 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.

#### **V. MISCELLANEOUS**

##### **A. 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.

##### **B. GENDER**

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

##### **C. 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.

##### **D. 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 Governor. The 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 Annual Business meeting 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, May 4, 2018

## DISTRICT POLICIES & PROCEDURES

### ADDENDUM

#### REFERENCE DOCUMENTS

The documents listed below (formerly appendices to the P&P) are hereby deleted from the P&P and are to be posted on the District web site with the official copies stored in the District Reference Folder. The provisions of said documents remain in full force and effect and may be amended by action of the officer or committee indicated for each document below subject to the approval of the governor and do not require approval at the District Conference.

1. Club Memorandum of Understanding (MOU) and Addendum. The Club MOU may not be amended by the District. The Addendum may be amended by the District Rotary Foundation Committee (DRFC) in accordance with the provisions of P&P Section II L(4).
2. Communications Protocol. May be amended by the governor.
3. District 7120 Youth Services – Authority to Publish Student Photos. May be amended by the Youth Services Director and the Youth Exchange Committee.
4. District 7120 Youth Services- Protection Policy. May be amended by the Youth Services Director and Youth Exchange Committee.
5. District 7120 Rotary Foundation Grant Policies. May be amended by the DRFC per P&P Section II L(4).
6. District Memorandum of Understanding. May not be amended by the District.
7. District Website and Member Database. May be amended by the District Webmaster.
8. Duties of the District Executive Secretary. May be amended by the governor.
9. Empire State Youth Exchange Inc. Bylaws. May be amended as provided therein.
10. Financial Guidelines. May be amended by the District Finance Committee.

Any and all amendments shall be in writing and shall be approved in writing by the Governor and shall be effective upon approval by the Governor. Said amendments shall be distributed in writing or electronically to each club president and the advisory council members. They shall be posted on the District website and filed in the District Reference Folder.