

# Rotary

## 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 of 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 in 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 and Representatives

### 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 - as many as necessary. Proper reports on these visits are to be made to the Rotary International Secretariat as per their request.
- 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 Learning Assembly.
- d. Attend and conduct the District 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 District Council for advice and direction.
- i. In conjunction with the District Nominating Committee, the Governor shall act in accordance with the following:
  - i. 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.
- ii. 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.
  - iii. 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 the 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.
  - iv. 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

The nominating committee for governor may select a past governor, proposed by the governor-elect, to be vice governor, who shall serve during the year following selection. If the nominating committee makes no selection, the governor-elect may select a past governor to be vice governor. The role of the vice governor is to replace the governor in case of a temporary or permanent inability to perform the governor's duties. At such time, that name shall be forwarded to the President of Rotary International as a recommendation for appointment.

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 F of this Rotary District Policies and Procedure.

## B. Governor-Elect

### 1. Qualifications

Same as the Governor above.

### 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/her taking office on July 1st 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 Rotary 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. In the event that the International Convention is cancelled or held virtually, they may attend the next International Convention that is held in person. The expense of travel, registration and room and board for this shall be a charge upon the District.
- f. Appoint District Committee Chairs to serve during the year as needed;
- g. Appoint a District Learning Assembly Committee to serve during the year prior to the term as Governor;
- h. Appoint a member of the audit committee (See audit committee)
- i. Appoint three members of the finance committee (See finance committee);
- j. 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.
- k. 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 Learning Assembly, and District Conference.

- l. The Governor-Elect shall conduct a District Leadership Seminar soon after returning from the Rotary International Assembly. At this time, the current and incoming District 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.
- m. Following the Rotary International Assembly, the Governor Elect will provide leadership training to the District Council on the updates learned from the Rotary International Assembly.

## C. Governor-Nominee

### 1. Qualifications

Same as the Governor above.

### 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 conducting this training;
- e. Attend the annual District Learning Assembly and meet with the incoming presidents for the year as Governor;
- f. Attend the District Conference and aid 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.
- h. Will jointly oversee the Assistant Governors training for the District Governor in coordination with the District Learning Facilitator.
- i. Will serve as the liaison representing the governor and the governor-elect with the District Learning Facilitator on matters regarding Rotary Leadership Institute (RLI).

## D. District Executive Secretary

The Governor, Governor Elect and Governor Nominee prior to assuming office, must appoint an Executive Secretary for a three (3) term. 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.

Also, an Assistant Secretary may be appointed in the same manner for a one (1) year term.

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

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 the same manner for a one (1) year term.

The duties and responsibilities of the District Treasurer are set forth in a separate document in the District “Reference Documents” folder.

The Governor shall in a like manner also appoint a District Youth Exchange Treasurer whose duties shall be solely responsible for managing 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 Learning Facilitator

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

- a. Assisting the Governor and Governor Elect in any training, planning, or educational programs that they would like to see implemented.
- b. Working closely with the Governor Elect to present the “Presidents-Elect Leadership Development Seminar,” formerly PETS 1 or PRE-PETS.
- c. Serving as a member of the Empire Multi District PETS Planning Committee and assist with the planning and implementation of the “Presidents-elect Learning Seminar” (PELS).
- d. Working closely with the Governor Elect to plan and implement the District Learning Assembly. Help ensure that the overall theme and structure of the DLA is aligned with the DGE’s vision as he or she prepares for their year as Governor.
- e. Serving as a member of the District Council.
- f. Serving as the Rotary Leadership Institute (RLI) district/Site Chair who is responsible for site selection and promotion within the district.

## G. District Historian

The Governor, Governor Elect and 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 Rotarians from District 7120 to serve as Assistant Governors during the Governor- Elect’s year of service as Governor. In accordance with the recommendations of Rotary International, the following would be the duties of the office.

- a. Attends the Assistant Governors' training session for the district;
- b. Attends the Presidents-elect Learning Seminar and the district assembly;
- c. Works with the governor to develop goals for the district;
- d. Advises the incoming governor on district committee selections;



- e. 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;
- f. Visits each club in his/her assigned area regularly with a minimum of one visit each quarter of the Rotary year;
- g. 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; Proposed April 26, 2024
- h. Introduces the Governor during the Governor Official Visit to the Club;
- i. Keeps the Governor posted on problems encountered by the clubs;
- j. Actively promotes attendance at the district conference and other district meetings and seminars;
- k. Participates in Rotary Foundation programs, annual and special giving events, and other special assignments, as necessary;
- l. Monitors each club's performance with respect to service projects;
- m. Makes recommendations for future Assistant Governors and District Committee Chairs;
- n. 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 Learning Assembly.

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

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

The incoming governor appoints Assistant Governors. They are not officers of Rotary International. Assistant Governors are to be appointed on an annual basis. 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, the Assistant Governors (AGs) may also function as the Foundation Area Director (FAD) if directed to do so by the District Governor. The AG 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 Learning 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 FADs to ask questions.
  6. Attending a Foundation training session during the year.

## J. District Representative to Council On Legislation (COL)

The Council of Governors is designated as the Nominating Committee charged with the selection of the District Representative and the Alternate to the Council on Legislation and Council on Resolutions (Referred to herein as Councils).

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 who are active members of the Rotary clubs in the district.

## K. District Webmaster

The Governor Elect shall appoint a Website Committee to function as Webmasters during their year of service. The Webmasters are responsible for managing the District Website and the District Databases. Webmasters will also be responsible for District Information/data security.

## L. Health and Safety Advisor

The Governor will appoint a Health and Safety Advisor to provide local guidance with respect to meetings, events, social distancing, vaccination progress and masking protocols. This advisor will serve as a special resource to help club and district leaders make tough decisions related to meetings, club visits, events, projects, and other items as needed. Any decision-making authority related to the above remains with the governor and/or club boards, as appropriate.

## M. District Parliamentary

1. The Governor shall appoint a District Parliamentarian to serve during the Governor's year of service. Said person may be reappointed by successive governors. In making the appointment, the Governor shall consider the training, education and experience of the appointee dealing with parliamentary matters and the Standard Code of Parliamentary Procedure.
2. The Parliamentarian shall serve at the annual business meeting of the District and at such other district meetings as the Governor may require.
3. The duty of the Parliamentarian is to advise the Governor, or other presiding officer, in the absence of the Governor, on questions of parliamentary procedure based upon the Standard Code of Parliamentary Procedure published by the American Institute of Parliamentarians in 2012.
4. The Parliamentarian shall serve as an ex officio member, without vote, on the District Policies and Procedures Committee and the District Finance Committee to advise regarding the submission of reports

of these district committees at the annual business meeting of the District (see paragraph 2 above) in such a way that is consistent with the Standard Code of Parliamentary Procedure.

5. The Parliamentarian shall assist the Governor in the development of the agenda for the annual business meeting including the use of a “Consent Agenda” format where appropriate. (A consent agenda is a meeting practice that groups routine business and reports [e.g., approval of minutes, financial reports, etc.] into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. A consent agenda moves routine items along quickly so that the board has time for discussing more critical issues.)

## N. American Sign Language (ASL) Interpreting Service Coordinator

1. The Governor, in collaboration with the Governor Elect and the Governor Nominee, shall appoint an ASL Interpreting Services Coordinator for a three-year term, effective the upcoming Rotary Year.
2. The Coordinator is responsible for securing an adequate number of ASL interpreters, as authorized by the Governor.
3. The Coordinator works closely with the Interpreting Service Provider(s) to develop contract agreements and review contracts with the Governor.
4. The Governor will authorize services within his or her RI allocations and/or District budget and to cover minimally the following events: Presidents Elect Training, District Learning Assembly, Governor’s Official Club visit, Grant Management Seminar, Area Meeting with the Assistant Governor and/or Governor, Fireside Chat.

## II. District Committees

### A. District Council

The purpose of the District 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 four (4) 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, District Youth Exchange Treasurer, Learning Facilitator, Avenue of Service Directors, District Foundation Chair, and District Policy and Procedure Chair. The Governor may invite others to attend at their discretion.

For all meetings of the District Council that are held virtually, virtual voting will be allowed.

### 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- Elect’s year of service as Governor 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.

The PDG members must be active members of the Rotary Clubs in the District.

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.
9. The Chair shall collect the recommendations of the committee for amendment of the Policies and Procedures and along with the Governor-Elect shall jointly present said recommendations for approval by the District Council as set forth in Section V, Item D.

## D. 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 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.

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 Learning Assembly Committee

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.

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 12 of the RI Bylaws. The provisions of Article 12 and this Section F must be read together for a complete understanding of the selection procedure.
3. The provisions of this paragraph F are intended to cover District P&P governing the selection of a Governor-Nominee that are not contained in Article 12 and are intended to be consistent with the procedures contained in Article 12.
4. All district leaders and nominating committee members involved in the Governor-Nominee selection process shall thoroughly familiarize themselves with the provisions of Article 12.
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 10
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 the 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.
14. In the event of a resignation from the Nominations Committee, replacement members shall be appointed by the District Governor, and that person shall serve out the remainder of the term for which they are appointed.

15. Voting for the Governor-Nominee-Designate shall take place by secret ballot sent directly to the committee chair and no one else.

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 interviews 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

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. Annually, the Governor will appoint one of the three members as Chair. 11

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. The Audit Committee shall also review all accounts of the District Youth Exchange Committee and District Grants Committee. 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, District Youth Exchange Treasurer and District Youth Exchange Chair.

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.

Serve as a resource and aid District 7120 Clubs for membership development, member attraction (recruitment) and engagement (involving members in the club and its activities).

1. Provide support to the clubs, as well as to District 7120, so that they can achieve their membership goals for the year.
2. Identify and re-engage people who have participated in various Rotary Foundation and Rotary International programs; i.e., Group Study Exchange, Ambassadorial and Peace scholars; Vocational Training Team members, RYLA, Rotaractors, Interactors, etc.
3. Provide support for new club development.



## H. District Membership Development Committee

Serve as a resource and aid District 7120 Clubs for membership development, member attraction (recruitment) and engagement (involving members in the club and its activities).

1. Provide support to the clubs, as well as to District 7120, so that they can achieve their membership goals for the year.
2. Identify and re-engage people who have participated in various Rotary Foundation and Rotary International programs; i.e., Group Study Exchange, Ambassadorial and Peace scholars; Vocational Training Team members, RYLA, Rotaractors, Interactors, etc.
3. Provide support for new club development.

## I. Finance Committee

1. The Finance Committee shall consist of the District Treasurer as Chairperson and the following members: Assistant Treasurers, District Youth Exchange Treasurer, 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 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.

## 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, District Youth Exchange Treasurer, 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. 12
2. The Youth Exchange Treasurer is a 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

The purpose, function, and operation of the District Rotary Foundation Committee (DRFC) are all set forth in detail in Article 25 of the Rotary Foundation Code of Policies (Foundation Policies). The district foundation policies and procedures are intended to supplement but not contradict the provisions of Article 25. It is the responsibility of all leaders and members of the DRFC and its subcommittees to be fully aware of the applicable provisions of this Article. See Reference Document 11 following the Addendum.

## M. Rotaract Committee

The Rotaract Chair will be appointed by the Governor and will be 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.

## N. Interact Committee

The Interact Chair will be appointed by the Governor and will be 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.

## O. District Environmental Action Committee

1. The District Governor will appoint a District Environmental Action Committee Chair.
2. MISSION: The district will focus on four key areas:
  - a. Clean Air
  - b. Clean Water
  - c. Sustainability
  - d. Environmental Education in order to further the vision of the International Rotary regarding environmental action.

## P. Diversity, Equity, & Inclusion (DEI) Committee

1. The District Governor Elect will appoint the District Diversity, Equity & Inclusion Committee members and the Chair for the DGE's year as District Governor.
2. At Rotary, we understand that cultivating a diverse, equitable and inclusive culture is essential to realizing our vision of a world where people unite and take action to create lasting change.

We value diversity and celebrate the contributions of people of all backgrounds, across age, ethnicity, race, color, disability, learning style, religion, faith, socioeconomic status. Culture, marital status, language spoken, sex, sexual orientation, and gender identity as well as differences in ideas, thoughts values and beliefs. Recognizing that individuals from certain groups have historically experienced barriers to membership, participation, and leadership, we commit to advancing equity in all aspects of Rotary, including in our community partnerships, so that each person has the necessary access to resources, opportunities, networks, and support to thrive. We believe that all people hold visible and invisible qualities that inherently make them unique, and we strive to create an inclusive culture where each person knows they are valued and belong. In line with our value of integrity, we are committed to being honest and transparent about where we are in our DEI journey as an organization, and to continuing to learn and to do better.

3. The DEI Committee will work with the District Learning Facilitator and the Public Image and the Membership Committees to achieve its duties and responsibilities.
4. Duties & Responsibilities of the DEI Committee:
  - a. Provide Diversity, Equity, and Inclusion education.
  - b. Evaluate district policies and guidelines using a Diversity, Equity and Inclusion lens and recommends changes.
  - c. Advise District leadership on creating a welcoming district culture.
  - d. Support members, club, and district efforts to grow and diversify our membership and participation.
  - e. Submit Report to the District Advisory Council.



## Q. Harassment-Free Committee

### 1. Duties

To create a Harassment-Free Environment

- a. District 7120 is committed to maintaining an environment that is free of harassment and protects the safety and well-being of all members and program participants. The district will not tolerate any harassment and all allegations of harassment will be taken seriously.
- b. Harassment is broadly defined as any conduct, verbal or physical, that denigrates, insults, or offends a person or group based on any characteristic (age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity).

### 2. Purpose of Committee

At the request of the Governor, the Harassment-free Committee (hereinafter “Committee”) shall investigate allegations of harassment, except for allegations of harassment involving any youth program as set forth in the District 7120 Abuse and Harassment Prevention Policy which shall be handled in accordance with said Policy, and except for allegations of harassment made initially at the club level (see paragraph 4(a) below).

### 3. Appointment of Committee Members and Terms

The Committee shall consist of three (3) members appointed by the Governor to serve staggered three-year terms so that one new member is appointed each year. The initial appointments shall consist of one member appointed for a one-year term, the second member appointed for a two-year term and a third member appointed for a three-year term. Thereafter, all appointments shall be for a three-year term. At least one member shall be a Past District Governor and one member shall be appointed by the Governor to serve as the Chair.

### 4. Review of Allegation of Harassment

- a. At the club level, allegations of harassment at Rotary meetings, events or activities shall be reviewed by the club board and responded to within a reasonable period, typically one month. Concerns that the club did not adequately address allegations of harassment may be referred with appropriate documentation to the Governor. If the alleged offender is a member of the Club Board, he or she is expected to reclude himself or herself from the discussion. The Governor may refer the allegations for review to the Committee, to be responded to within a reasonable time, typically one month, which shall include recommended actions, if any, for the Governor’s consideration.
- b. At the district level, allegations of harassment shall be reviewed by the Governor, or, at the request of the Governor, the allegations of harassment shall be reviewed by the Committee and responded to within a reasonable time, typically one month which shall include recommended actions for the Governor’s consideration. If the Governor is the alleged offender the immediate past Governor (or most recent past Governor) shall make the review or refer the allegations to the Committee to review and respond to the allegations within a reasonable time, typically one month, and shall include recommended actions for the past governor’s consideration.
- c. Concerns that allegations of harassment were not adequately addressed by the district may be referred with proper documentation to the RI Director.
- d. The General Secretary of Rotary International shall be informed within two weeks of any allegations of harassment by the district governor, governor elect or the governor nominee.
- e. All allegations of criminal activity shall be referred to appropriate local law enforcement authorities.

- f. There shall be no retaliation against those making the allegations by the club, district, or zone leadership.

## R. 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 designated 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 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:

### A. 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);

### B. Largest Percent of a Club Attending the District Conference

Not including the Host Club. The Host Club and the Governor-Elect's Club cannot be candidates for this Award.

### C. 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."

### D. Club Achievement Awards

Made in each of the Avenues of Service for 1st, 2nd and 3rd place in each Avenue of Service.

## IV. 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 policies and procedures.

## V. Communication Protocol/Emails, Other Electronic Means

1. Any and all District events/communications will be sent by the District Executive Secretary, upon request or approval by the Governor.
2. The District Executive Secretary will not send out District-wide any information about individual club fundraisers/events. These are the responsibilities of the club.

3. Clubs may submit notice of their events to the webmaster for inclusion on the District website and calendar. Additionally, they can send articles promoting their events to the editor of the Grapevine and/or use the assistance of their assistant governors.
4. Posts to the District Social Media sites will be monitored by the Social Media Chair.

## VI. Miscellaneous

### A. Manual of Procedures

Any and all provisions of the Rotary International Manual of Procedure, as amended from time to time, shall be incorporated herein as 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

1. Any Rotarian or club from District 7120 may propose an amendment to the District 7120 Policies and Procedures by submitting the same in writing to the Governor-Elect. The Governor-Elect shall submit the proposal to the Policies and Procedure Committee for review and recommendation.
2. In the event the Policies and Procedures Committee votes to recommend approval of the proposal, with or without amendment, said proposal shall be submitted to the District Council (hereinafter “Council” for consideration. Proposals may be submitted to the Council at any time by the Policies and Procedures Committee, together with a brief statement of support, and shall be considered for approval by the Council at the earliest practicable time. Members of the Council will be provided with a copy of the proposal at least 14 days prior to the proposal being considered by the Council.
3. The Council may amend the proposal by a majority vote of those present including members that are attending the meeting by virtual means in the case of a virtual or hybrid meeting. Approval of the proposal shall be by virtual vote of those present including members that are attending by virtual means in the case of a virtual or hybrid meeting. The Council shall note any action taken on proposals to amend the Policies and Procedures in its Minutes.
4. The approved amendment shall then be on the agenda for proposed adoption at the next District 7120 Business Meeting. Voting may be in person or virtual and the proposal may be amended in the same manner as provided for in paragraph 3 dealing with the District Council. The proposed amendment shall be effective upon adoption at the Business Meeting. Within 30 days of adoption the Executive Secretary shall notify all Rotary Clubs in the district of the amendment and adoption of said amendment shall be published in the Grapevine.
5. The amendment shall be incorporated into the Policies and Procedures by the Executive Secretary and posted on the district website by the webmaster. The Executive Secretary shall be the custodian of the original Policies and Procedures document together with all amendments.

## VII. Change Log

Version	Date	Comments
2024-25	April 26, 2024	
2023-24	May 6, 2023	
2022-23	April 29, 2022	
2021-22	May 7, 2021	
2018-19	May 23, 2018	
2017-18	May 19, 2017	
2016-17	April 29, 2016	
2015-16	May 15, 2015	
2014-15	May 2, 2014	
2013-14	May 3, 2013	
2009-10	May 1, 2009	
2006-07	May 6, 2006	
2004-05	May 1, 2004	
2001-02	April 27, 2001	
2000-01	April 28, 2000	
1999-2000	April 30, 1999	
1998-99	May 1, 1998	
1997-98	April 25, 1997	
1996-97	May 3, 1996	

# 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.

#### A. Addendum

##### 1. Club Memorandum of Understanding (MOU) and Addendum

The District may not amend the Club MOU. The District Rotary Foundation Committee (DRFC) may amend the Addendum.

##### 2. Communication Protocol

May be amended by the Governor.

##### 3. District 7120 Youth Services

###### a. *Authority to Publish Student Photos*

May be amended by the Youth Services Director and the Youth Exchange Committee.

###### b. *Protection Policy*

May be amended by the Youth Services Director and the Youth Exchange Committee.

##### 4. District 7120 Rotary Foundation Grant Policies

May be amended by the DRFC.

##### 5. District Memorandum of Understanding

May not be amended by the District.

##### 6. District Website and Member Database

May be amended by the District Webmaster.

##### 7. Duties of the District Executive Secretary

May be amended by the Governor.

##### 8. Empire State Youth Exchange Inc. Bylaws

May be amended by the Governor.

##### 9. Financial Guidelines

May be amended by the District Finance Committee.

##### 10. District 7120 Rotary Foundation Committee

May be amended by the committee with the governor's approval. (Attached)

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.

REFERENCE DOCUMENT 11  
District 7120 Rotary Foundation Committee  
Organization, operations, policies, and procedures

**B. Rotary Foundation Committee**

The District 7120 Rotary Foundation Committee (DRFC) is authorized to adopt and amend the policies and procedures contained in this document regarding the operation of the programs of The Rotary Foundation (TRF) in District 7120 to ensure that these programs are being managed and operated in accordance with policies and procedures of TRF. Changes to the District 7120 Foundation Policies and Procedures are subject to the approval of the governor. These policies and procedures shall be filed with the governor and secretary and shall be published on the District 7120 website.

**1. Committee Structure & Function**

- a. The District Rotary Foundation Committee (DRFC), under the leadership of the DRFC Chair, is responsible for management of all the Rotary Foundation programs within the district. It shall be the responsibility of the DRFC to ensure that District 7120 operates in compliance with all 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 maybe necessary to ensure full compliance.
- b. Composition of the District Rotary Foundation Committee (DRFC)
  - i. Chair
  - ii. Vice-Chair
  - iii. Chairs of all District Foundation Subcommittees
  - iv. Foundation Area Directors
  - v. Governor
- c. Selection of the Vice Chair.
  - i. The 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, provided that the qualifications in Article 25 are met.
  - ii. 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.
  - iii. Ideally, 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.
- d. **The PolioPlus Subcommittee** will promote Polio Eradication through fundraising and education of Rotarians and community members.
- e. **The Grants Subcommittee** will administer Global Grants and District Grants in compliance with The Rotary Foundation Code of Policies.
- f. **The Executive Committee** of the Grants Subcommittee may act on all Global Grant applications and make recommendations to the Grant Subcommittee on District Grant applications.

Members will include the following

- i. The Grants Subcommittee Chair
- ii. The Grants Subcommittee Vice-Chair
- iii. The DRFC Chair
- iv. The DRFC Vice-Chair
- v. The Governor

- vi. The Governor-Elect
- vii. The three most senior of the nine District Rotarians serving on the Grants Subcommittee
- g. **Global Grants and District Grants**
  - i. The Grants Subcommittee Chair will have primary responsibility for Global Grants administration.
  - ii. The Grants Subcommittee Vice-Chair will have primary responsibility for District Grants administration.
- h. **Fundraising Subcommittee** will promote the Annual Fund and the Endowment Fund of The Rotary Foundation

Member will include the following:

- i. Fundraising Committee Chair
- ii. Vice-Chair for the Annual Fund
- iii. Vice-Chair for the Endowment Fund
- iv. The DRFC Chair and Vice-Chair
- v. The District Governor
- vi. The District Governor-Elect
- i. **Stewardship Subcommittee**
  - i. Will ensure compliance with policies governing Global Grants and District Grants.
  - ii. The Stewardship Subcommittee Chair will be the Grants Subcommittee Vice-Chair.
  - iii. Other members will include the Grants Subcommittee Chair, the DRFC Chair and Vice-Chair, the District Governor and the District Governor-Elect.
- j. **District Rotary Peace Fellowship Subcommittee**
  - i. Will recruit, support, and endorse candidates for the Rotary Peace Fellowship.
  - ii. Members will include the Subcommittee Chair and Vice-Chair, DRFC Chair and Vice-Chair, and the District Governor and Governor-Elect.
- k. **Other Optional Subcommittees**  
 May be created and organized by the DRFC Chair subject to the approval of the District Governor and shall function in accordance with policies and procedures adopted by the DRFC and approved by the District Governor.

## 2. District & Club Responsibilities

- a. District 7120 is required to agree to a Memorandum of Understanding with The Rotary Foundation in order to participate in any grant programs of TRF.
- b. Clubs in District 7120 are required to agree to a Memorandum of Understanding with TRF in order to participate in any grant programs of TRF.
- c. Clubs in District 7120 must also agree to a District 7120 Addendum to the Club MOU to participate in any grant programs of TRF,

## 3. Global Grants

- a. The Grants Subcommittee Chair will assure that Global Grants support one or more of the Areas of Focus of The Rotary Foundation which currently are peace and conflict resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy, economic and community development, and protecting the environment.
- b. The Grants Subcommittee Executive Committee will review proposals for Global Grants from District 7120 Rotary Clubs and from any other district requesting District 7120 Designated Funds (DDF) contributions to their project, review the grant application, and the amount, if any, of District 7120 Designated Funds (DDF) that will be committed to the project.



## 4. District Grants

- a. The purpose of District Grants is to support projects each year that are proposed by District 7120 or District 7120 Rotary Clubs.
- b. The Grants Subcommittee will consider the qualifying criteria, compliant with TRF requirements, and published on the district website.
- c. The Grants Subcommittee Vice-Chair will be responsible for receiving all applications for District Grants, communicating with club presidents or club grant chairs, receiving final reports, and presenting Executive Committee recommendations to the Grants Subcommittee.