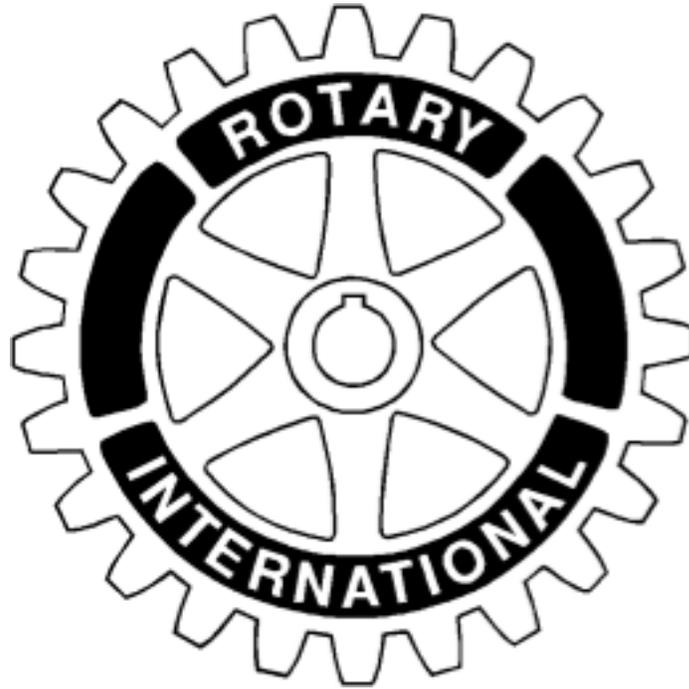


MANUAL OF POLICIES, PROCEDURES AND
PRACTICES

Revised September 2017



District 7810
ROTARY INTERNATIONAL

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**ROTARY INTERNATIONAL DISTRICT 7810
MANUAL OF POLICIES, PROCEDURE AND PRACTICES**

**Contents of this Manual shall not in any way contravene the Constitution or
Bylaws of Rotary International**

SECTION I: ARTICLES

Article I - PREAMBLE

Section 1.01 – HISTORY (District 7810, Zone 24)

District 7810 is an international District, comprising 30 Rotary Clubs in New Brunswick and 10 Clubs in Maine, USA. A small District, it boasts a membership of about 1200. The oldest Club in the District is the Rotary Club of Saint John organized in 1914, followed by the Rotary Club of Moncton in 1920.

Like the other Districts in Zone 24, District 7810 has experienced numerous boundary changes and renumbering, starting in 1915 when Districts were first created. The re-Districting process in 1958-59 produced the current District.

Rotarians in District 7810, in partnership with many other Canadian Rotary pioneers, contributed much to the early development of Rotary as an international organization. For example in the first year the Saint John Club was formed, Club member A.P. Allingham was made a member of the International Election Committee and the following year, he served on the Resolutions Committee. Downing Patterson and Dr. Harvey L. Spangler, both members of the Saint John Club, served early on as members of the Canadian Advisory Committee of Rotary International formed in 1919. Through the years and up to the present day many more Rotarians from the District have served on international committees.

On July 1, 1991, all Districts in the world changed their numbers, by adding a zero to the end and so District 781 became District 7810.

Section 1.02 - BOUNDARIES

District 7810 includes all of the Canadian province of New Brunswick as well as Aroostook and Washington Counties in the US state of Maine. There are 30 Clubs in New Brunswick and 10 Clubs in Maine.

The neighbouring Districts are 7820 (Nova Scotia, Prince Edward Island, Newfoundland/Labrador and the Magdalene Islands), and 7790 (southern Maine/eastern Quebec).

Article II - PURPOSE

Section 2.01 - This Policy Manual shall provide a guideline for the orderly management of the affairs of District 7810 and provide for an orderly and useful system of maintaining records of District actions and resolutions. The Manual shall be used as a guide for District Governors (DG), District Governors Elect (DGE), District Governor Nominees (DGN), District Officers, District Committees and Clubs within District 7810.

The purpose of these District Policies and Procedures is to further the Objects of Rotary by establishing practices in the District designed to aid:

- (a) The DG with routine administrative procedures necessary for the smooth functioning of the Clubs in the District, thus freeing them to concentrate their efforts on inspiring Clubs to greater service through their leadership.
- (b) The DG in harnessing the best efforts of all Clubs and all Rotarians to greater Rotary service.
- (c) The Clubs and individual Rotarians to better understand and utilize the assistance that is available through the District organization.

This Manual shall conform to the Rotary International Manual of Procedure and any subsequent revisions or directives, and should not, in any way, interfere with the DG's administration of the District as provided by Rotary International. In fact it should assist the DG by providing a framework that has been approved by the District, which, under their leadership, will itself harness the ideas, talents and energies of many outstanding Rotarians.

Article III – MODIFICATIONS

Section 3.01 - This Manual shall be reviewed for revision by the Policy & Procedures Committee every third year following each Rotary International Council on Legislation, and revised for conformity with the Rotary International Manual of Procedure.

Section 3.02 - Modifications or additions to the District Policies contained in this Manual shall be by resolution adopted at the Annual District Assembly and Club Leadership Training Session or District Conference.

Section 3.03 - Resolutions proposing a new District policy or District policy amendment may be initiated as follows:

- (a) On or before the date fixed by the DG for the District Conference or by the DGE for the District Assembly and Club Leadership Training Session, and being a date not less than 90 days before the said meeting, those mentioned in Item (b) below may file with the DG a resolution proposing a new District Policy or District Policy amendment,
- (b) A Club through the President, the DG, the DGE, any Past DG, any District Officer or a District Committee by its Chair, may propose a policy or amendment in accordance with paragraph (a) above,
- (c) Members of District 7810 other than those mentioned above shall submit their resolutions proposing policies through their individual Clubs. Such resolutions shall have been adopted at a meeting of the Club and shall be filed by the Club President in the manner prescribed herein.

Section 3.04 - The District Governor will forward all resolutions proposing changes in District policy and submitted in accordance with the above procedure to the District Policy and Procedure Committee, no less than 45 days prior to the District Assembly and Club Leadership Training or the District Conference whichever comes first, for its review and recommendation.

Section 3.05 - The District Policy and Procedure Committee shall study the proposed resolution(s) and prepare its recommendations for action at the District Assembly and Club Leadership Training Session or District Conference.

Section 3.06 - At least 30 days prior to the District Assembly and Club Leadership Training Session or the District Conference respectively, the District Policy and Procedure Committee will distribute copies of all resolutions, which will be presented for approval to:

- (a) The President-Elect of each Club if the vote is to be at the District Assembly and Club Leadership Training Session, or
- (b) The president of each Club if the vote is to be at the District Conference.
- (c) All the members of District Council

Section 3.07 - During the District Assembly and Club Leadership Training Session or District Conference, at a time and place designated by the DG, the District Policy and Procedures Committee shall present each resolution along with the Committee recommendations.

Section 3.08 - Resolutions proposing an amendment to District policies may be received from the floor at the District Assembly and Club Leadership Training Session or District Conference with the concurrence of three quarters (3/4) of Clubs present.

Section 3.09 - Adoption shall be by approval of at least three-quarters of the eligible votes cast. Votes on all resolutions shall be in accordance with the bylaws of Rotary International. See addendum X (Voting)

Section 3.10 - The DG or District Secretary shall circulate adopted policies and amendments to policies to all Clubs.

Article IV - ACCESS

Section 4.01 - The District Manual of Policy and Procedure shall be posted on the District Website for all members of the District to access.

Article V - DISTRICT ORGANIZATION AND MANAGEMENT

Section 5.01 - The District office shall be at such location(s) as the DG shall determine. All official files and records of the District shall be kept at said location(s).

Section 5.02 - On or before assuming office, the DG, subject to section 5.06 and 5.07, shall appoint all Standing Committees and District Officers, including those required by the current Rotary International Manual of Procedure.

(a) District Executive

- District Governor (DG)
- Immediate Past District Governor (IPDG)
- District Governor Elect (DGE)
- District Governor Nominee (DGN)
- District Governor Nominee Nominee (DGNN)
- Secretary
- Treasurer
- Administrator (non voting)

(b) Assistant Governors (AG)

(c) Committee of Council Chairs

- Finance
- Foundation
- International Projects
- Public Relations
- Membership
- New Generations
- Training

(d) Standing Committees

- Advisory Council of District Governors
- District Awards
- District Conference
- District Governor Nominating Committee
- International Convention
- Policy & Procedures
- Privacy & Security
- Strategic Planning
- Vocational Service

Section 5.03 - District council is comprised of those individuals designated in Section 5.02 (a), (b), and (c).

Section 5.04 - The incoming DG shall publish on the District Website, a District Directory listing all Club Officers, District Officers and District Committee Chairs.

Section 5.05 - With the exception of the DG Nominating Committee, the DG, the DGE, the DGN and the DGNN shall be ex-officio members of all District Committees.

Section 5.06 - The DGE, in preparation for his/her year and in consultation with the DG, IPDG, DGN and DGNN, shall determine the upcoming Chair of each standing committee.

Section 5.07 - The DG shall make appointments to District Committee Chairs that extend beyond their term of office with the concurrence of the appropriate DGE, DGN and/or DGNN.

Section 5.08 - Vacant Committee Chairs/ Officers/Assistant Governors shall be filled by the DG in consultation with the DGE, DGN and DGNN, and such appointments shall be for the remainder of the term of the vacated committee or office.

Section 5.09 - The DG may establish any Non-standing or Ad hoc committee(s), or make such additional appointments deemed necessary, or recommended by Rotary International, to ensure the good functioning of the District.

Section 5.10 - All Chairpersons and Assistant Governors, except in exceptional circumstances, should not remain in their respective Chairs for more than three (3) years.

Section 5.11 - The DG is responsible for management and administration of the District affairs in accordance with the Manual of Procedure as published by Rotary International.

Section 5.12 - The DG may, during the term of office, call meetings of any of the established committees.

Section 5.13 - The DG shall, not later than 60 days after the close of the term of office, deliver or cause to be delivered to the successor DG, the official files and records of the District and shall complete the following:

- (a) Bring up-to-date all records of their administration,
- (b) Screen the year's correspondence and remove all non-essential material,
- (c) Turn over to the successor DG their own files and those confidential files of their predecessor,
- (d) Designate all materials to be placed in the archives of the District,
- (e) Place in the files copies of the following:
 - A copy of each semi-annual report submitted to Rotary International,
 - The District Conference report,
 - The District Club Leadership Training report,

- The years Financial report,
- The District Directory; and
- Activity reports from each committee.

Section 5.14 - The Finance Committee shall prepare the District Budget for the following year. The Budget shall be distributed to the Presidents-Elect 30 days before PETS where it will be presented for consideration. It will then be voted for adoption at District Assembly and Club Leadership Training session.

Section 5.15 - Financing of the District shall be provided by all Clubs in the District paying dues determined by way of per capita levies on the members of those Clubs and/or per Club levies. The amount of the levy shall be decided at District Assembly and Club Leadership Training Session, only after the approval of three quarters (3/4) of the incoming Club Presidents present.

Section 5.16 - The District Treasurer shall invoice all Clubs July 1 and January 1 of each year. The July invoice to include all items mentioned (g) above. The January invoice shall be prorated dues assessment against any membership net increases reported to December 31. The dues shall be used as follows:

- Assist the DG in meeting expenses not covered in the allocation from Rotary International,
- The budgeted expenses of committees and other administrative expenses,
- Expenses of the DG and partner, the DGE and partner and the DGN, to attend Zone 24 Rotary Institute, provided such expenses have been included and adopted in the current budget,
- Expenses of the DGE to attend The Rotary International Convention with their partners provided such expenses have been included and adopted in the current budget.

Section 5.17 - Special per capita contributions may be levied by the District as a reserve fund with the approval of three quarters (3/4) of the incoming Club Presidents present at the District Assembly and Club Leadership Training Session or three quarters (3/4) of the Club Presidents present at the District Conference.

Section 5.18 - When a Club is dissolved the DG shall terminate the membership of the Club in Rotary International in accordance with the bylaws of Rotary International. All materials and equipment (property of the Club) shall become the property of the District. Any unallocated funds in charitable accounts of the Club shall be paid over to the District who in turn shall forward the funds to Rotary Foundation.

Section 5.19 - No Club including any Club whose membership in Rotary International is terminated shall have any rights to a share of District funds.

Article VI - DUTIES & FUNCTIONS

Section 6.01 - The duties and functions of the DG and DGE shall be as defined in the Manual of Procedure as published and amended by Rotary International.

Section 6.02 - Some additional duties and functions of the DG, the DGE and other officers of the District are set out in the appendices to this manual.

Section 6.03 - The DG shall determine the duties and functions of special Non- standing and Ad hoc Committees.

Article VII - FINANCES

Section 7.01 - Itemized bills are to be presented to the District Treasurer for payment. The District Treasurer shall pay reasonable expenses incurred with the approval of the DG, by any member of District 7810, upon presentation of an itemized bill with supporting invoices.

Section 7.02 - The District Treasurer shall advance to the District Conference Committee amounts necessary to cover essential expenses incurred prior to the realization of any income. After the District Conference has been held, the accounts for Conference having been completed, a detailed accounting shall be forwarded to the District Treasurer no later than 90 days following said Conference. All proceeds derived from any given Conference are to be returned to the District Treasurer. Should a Conference have returns in excess of the total of the advances from District funds, the difference shall be provided in its entirety to the District Treasurer.

Section 7.03 - All committee or individual expense reimbursement claims pertaining to a Rotary Year (July 1 - June 30) must be submitted to the District Treasurer no later than August 15th immediately following the year that the expense was incurred. Late submissions shall not be reimbursed.

Section 7.04 - The District Treasurer shall use good judgment in the expenditure of District Funds by following the guidelines of the District Budget. If a disbursement exceeds budget by more than 10% and is less than \$1000 the District Governor must approve the disbursement. If the disbursement exceeds budget by more than 10% and is \$1000 or more the District Council and District Governor must approve the disbursement.

Section 7.05 - The District Treasurer may not revise or make adjustments to budget amounts between accounts, without the advance approval of District Council.

Section 7.06 - The District Treasurer must supply an annual financial statement of the District finances to each Club in the District within three months of the completion of the Rotary year. This statement shall also be presented, discussed (if need be) and formally adopted at the following District Conference. Should time not permit to prepare and

distribute the document at least 30 days prior to the Conference, statements shall then be presented at the following District Assembly and Club Leadership Training Session.

Article VIII - PROCEDURAL

Section 8.01 - All District meetings shall be conducted in accordance with Robert's Rules of Order, except as otherwise noted in the District bylaws.

Section 8.02 - The DG shall administer the affairs of the District in accordance with the Rotary International Manual of Procedure and this Manual.

Section 8.03 - The DG Nominee Nominee shall be elected in accordance with the Rotary International Bylaws (Article 13) and Appendix XII.

Article IX - PRACTICES

Any practices which have an historical significance to District 7810 may be used by the DG, the DGE, the DGN, the District Officers and the Committee Chairs in making administrative decisions, provided such practices do not contravene any bylaws enacted by the District.

SECTION II: APPENDICIES

APPENDIX I: DISTRICT GOVERNOR

Status -The District Governor is an officer of Rotary International who has been nominated by the Clubs in the District and elected by the Convention of Rotary International. The term as DG begins on July 1 following the term as DGE and continues for one year.

The District Governor is a member ex officio of all District Committees.

Qualifications - In accordance with Article XV, Section 15.080 of the Bylaws of Rotary International, the DG must be a member, other than honorary member, in good standing of a Club in the District and have been a Rotarian for at least seven (7) years at the time of taking office as DG. They must have served as President of a Rotary Club for a full term and must have attended for its full duration, the International Assembly during the term as District Governor Elect.

Duties - The DG is responsible for the planning, coordination and operation of the District in the interest of Rotary International. Duties are listed in Article XV, Section 15.090 of the Bylaws of Rotary International. The DG is responsible at all times for the administration of District funds in accordance with the budget as approved at the District Club Leadership Training Session. In addition to the responsibilities outlined by Rotary International the DG shall:

- Appoint capable and willing Rotarians to the various District offices.
- Receive reports from District officers as to which Clubs have problems and direct their attention to these Clubs.
- Develop a system of communications so that District Officers, Committee Chairs and Assistant Governors have an opportunity to recommend a plan of action to the DG where problems are evident within Clubs or at the District level.
- Chair meetings of the District Council.
- Chair Presidents Meetings of which there should be four (4) during the Rotary Year.
- Attend, as time permits, Rotary business and social functions.
- Visit each Club within the District during year as DG.
- Arrange a District Conference during year as DG.
- Make every effort to attend Zone Institute during year as DG.
- Make every effort to attend the Rotary International Convention in year of being DG

APPENDIX II: IMMEDIATE PAST DISTRICT GOVERNOR

Status - The Immediate Past District Governor (IPDG) is the District Governor who immediately precedes the current DG. If the DG who immediately preceded the current DG cannot serve, it is the Past District Governor who most recently served as DG of the District.

Duties - The Immediate Past District Governor shall serve as Past Chair of the District Council to provide continuity and offer guidance and advice to the District Governor. The IPDG shall also Chair the PDG Advisory Council.

APPENDIX XII: DISTRICT GOVERNOR ELECT

Clarification of terms – The future DG is nominated by the Clubs in the District, and serves for one year as DGN. At the International Convention at the end of that Rotary year, the nominee is elected by the International Convention and serves one (1) year as DGE.

Status – As a future officer of Rotary International it is the DGE's responsibility to become acquainted with the District operations and to visit District Clubs to gain a clearer insight into the District operations and to assist and accompany the DG when asked to do so by DG.

Qualifications – In accordance with Article XV, Section 15.070 of the Bylaws of Rotary International, the DGE must be a member, other than honorary member, in good standing of a Club in the District and have been a Rotarian for at least six (6) years at the time of taking office as DGE. They must have served as President of a Rotary Club for a full term, and must be prepared to attend for its full duration the International Assembly immediately preceding their year as DG.

Duties - In addition to the responsibilities outlined by Rotary International, the DGE shall:

- Preside at District Council meetings in the absence of the District Governor.
- Develop, plan and conduct, with the cooperation of the DG and Training Committee, the District Club Leadership Training Session, and the Presidents Elect Training Sessions during year as DGE.
- Serve on the District Finance Committee to assist in the preparation of the District budget for the ensuing Rotary year.
- Represent the DG when requested to do so by the DG.
- Attend GETS training, usually two (2) days prior to Zone Institute, during DGE year.
- Attend RI International Assembly DGE Training as required by RI.
- Make every effort to attend Zone Institute and the Rotary International Convention during year as DGE, subject to budget.
- Chair the Strategic Planning Committee.

APPENDIX IV: DISTRICT GOVERNOR NOMINEE

Status – The District Governor Nominee Nominee becomes the District Governor Nominee at the start of the Rotary year following his/her selection as DGNN.

Qualifications – The DGN must be a member, other than honorary member, in good standing of a Club in the District and have been a Rotarian for at least five years at the time of taking office as DGN. They must have served as President of a Rotary Club for a full term

Duties – The DGN shall become acquainted with the District and its operations by serving as:

- Member of the Training Committee. The DGN shall make every effort to attend the Zone Training and Zone Institute in the year prior to being the DGE.

APPENDIX V: DISTRICT GOVERNOR NOMINEE NOMINEE

Status – The District Governor Nominee Nominee is selected approximately 30 months in advance of the year of being the District Governor. The selection process is as outlined in Appendix XII and the Bylaws of Rotary International (Article 13).

Qualifications –The DGNN shall be selected in accordance with Article XIII, Section 13.010 of the Bylaws of Rotary International. The DGN must be a member, other than honorary member, in good standing of a Club in the District and have been a Rotarian for at least four (4) years at the time of taking office as DGNN. They must have served as President of a Rotary Club for a full term. It is also recommended that the DGN selected would have served as an Assistant Governor of the District, a District Officer or as a District Committee Chair within the past three (3) years.

Duties – The DGNN shall become acquainted with the District and its operations by serving as:

- Vice-Chair of Annual Program Fund as soon as selected as DGNN.
- Member of the Training Committee.

APPENDIX VI: DISTRICT GOVERNOR'S TEAM (G TEAM)

Function – Provide a sounding board to plan and advise the DG on matters related to the affairs of the District.

Membership -The G Team comprises the DG, IPDG, DGE, DGN and DGNN (once appointed).

Duties – Provide input and counsel to the DG in the administration of the District.

APPENDIX VII: ASSISTANT GOVERNORS

Status – Appointed by the DG in consultation with DGE.

Number – The number of Assistant District Governors (AG) in a year is determined by the DG, but will be at least six (6).

Qualifications –

- Membership, other than honorary, in good standing in a Rotary Club, not necessarily a 7810 Club, for at least three (3) years.
- Service as a Rotary Club President for a full term.
- Demonstrated leadership qualities.
- Potential candidate for future leadership at the District level.

Tenure – AGs are appointed each year but may be asked to serve a second and third year by the incoming DGEs to provide for area and District continuity. The maximum term is three (3) years. Appointments should be staggered and selected from a variety of Clubs.

Duties –

- Work with the DG to ensure that area programs are functioning.
- Understands promotes and complies with District Strategic Plan, Vision & Mission.
- Foster and promote communication and cooperation between cluster Clubs, neighboring clusters and District committees to promote and execute District programs.
- Ensure that information and resources from District committees and the DG is transmitted to the assigned Clubs and that successful Club ideas or projects are shared and reported to the DG for promotion and sharing of best practices throughout the District.
- Collaborate with area Clubs in planning the DG's Official Visit. Conduct the administrative portion of the DG's official Club visit and report, as requested, to the DG.
- Assist in the promotion of and participate in the District Conference, District Club Leadership Training Session, AG Training Sessions, Presidents' Elect Training Sessions and other District events.
- Collaborate with the DG and DGE to develop District goals.
- Advise the DG and DGE on potential appointments to District committees.
- Meet with and assist incoming presidents in the assigned area prior to the start of the Rotary year to discuss Club goals and to review the Summary of Club Plans and Objectives.
- Visit each Club in the assigned area a minimum of four times during the Rotary year and reports any insightful information to DG.
- Conduct meetings (minimum quarterly) with area Club Presidents to discuss the business of the Clubs and resources available to them, along with goals, programs, and objectives of the District and RI.

- Update the DG on progress within the assigned area Clubs and suggests ways to enhance Rotary development and raise awareness of issues.
- Encourage Clubs to follow through on requests and recommendations of the DG.
- Participate in and promote Rotary Foundation programs, annual and special giving events and other special assignments in cooperation with any applicable District Rotary Foundation representatives.
- Monitor each Club's performance with respect to service projects.
- Assist in the development of future District leaders and a succession plan for a replacement AG when their term ends.
- Assume such duties as assigned by the DG.

APPENDIX VIII: DISTRICT COUNCIL

Function – The District Council is the administrative body for District affairs to assist the DG in the performance of his/her responsibilities to the Clubs of the District as provided by Rotary International. It is also a forum for the District where matters of importance to the Clubs may be discussed and decisions made. It is the function of the Council to:

- Review all District activities.
- Develop new ideas for District activities.
- Formulate ways to educate Club members in new positions.
- Provide suggestions for programs at the District Conference, PETs and the District Club Leadership Training Session.
- Discuss and recommend upon District finances.
- Assist the DG, the DGE, the DGN and the DGNN when requested.

Composition - The District Council is composed of the following:

- IPDG
- DG
- DGE
- DGN
- DGNN
- Secretary/Administrator
- Treasurer
- Assistant Governors
- Finance Committee Chair
- Foundation Committee Chair
- International Projects Committee Chair
- Membership Committee Chair
- New generations Committee Chair
- Public Relations Committee Chair
- Training & Visioning Committee Chair
- Such other appointments as the DG may make from time to time.

Meetings - The District Council should meet at least six (6) times in the Rotary year, scheduled with notice well in advance by the DG. Meetings shall take place at locations selected by the DG. All meetings shall be chaired by the DG or, in their absence, by the DGE. The quorum for a meeting is set at 12 members of the council. Any Rotarian in good standing within the District may attend council meetings as an observer.

Reports - Written reports from all members of council must be provided to the Secretary/Administrator at least 1 week prior to a council meeting for compilation and distribution to all members of the council for review prior to the meeting.

When necessary, written reports or attendance at a District Council Meeting may be requested of any District Chair by the DG or any District Standing Committee Chair.

Those committees being:

- Council of Past District Governors
- District Awards
- District Conference
- District Governor Nominating Committee
- International Convention
- Policy & Procedures Privacy & Security
- Strategic Planning
- Vocational Service

Agenda - The agenda of each District Council meeting shall be prepared by the meeting Chair or secretary and include:

- Minutes of the previous meeting
- Matters arising from previous meeting
- Key Points from written reports:
 - IPDG Report
 - DG Report
 - DGE Report
 - DGN Report
 - DGNN report
 - AG reports
 - Secretary / Administrator
 - Treasurer
 - Finance
 - Foundation
 - International Projects
 - Membership
 - New generations
 - Public Relations
 - Training
- Business arising from the reports
- New Business

- Other matters proposed by the DG or Council members.

The District Secretary shall post the agenda on the District website and shall e-mail the agenda to members of the District Council along with the notice of meeting and copies of reports as available at least seven days prior to the meeting.

Minutes - The District Secretary shall prepare and distribute to each member of the District Council minutes of each council meeting within 1 week of the adjournment of the meeting. These minutes shall include any action items agreed to at the meeting. Such minutes should be available on the website for benefit of interested Rotarians.

APPENDIX IX: ADVISORY COUNCIL OF GOVERNORS

Goal - To advise and counsel the District Governor on matters related to the affairs of the District and to promote fellowship amongst all past, present and future District Governors.

Chair - The Immediate Past District Governor or most recent willing PDG if the immediate is not able to serve.

Members - All Past District Governors and DG - The Chair may, at their discretion, invite the DGE, DGN and DGNN to attend meetings.

Duties –

- Meets and reviews the affairs of the District at such times as the DG may request or the Chair of the committee might decide.
- Advises the District Governor on District business or concerns.
- Makes recommendations as may be required to ensure that the object of Rotary is being implemented throughout the District.
- Reviews the District organization and suggest appropriate changes where needed. Has input into District Strategy Planning, if any.
- Upon request, provided a resource group if the DG needs assistance to deal with a serious issue or situation in the District.
- Organizes an annual fellowship dinner of District PDGs, DG, DGE, DGN, DGNN and their spouses/partners.

APPENDIX X: DISTRICT AWARDS COMMITTEE

Goal – To ensure that Rotary International and District 7810 Awards are promoted within the District and to ensure that all awards have relevance within the current context of Rotary.

Chair – The Chair, appointed by the DG, should value the heritage and culture of the District.

Members - The committee should consist of the Chair and at least one other active member of a Rotary Club with the District.

Duties –

- Ensures that all Rotary International and District Awards are relevant and known within the District.
- Recommends suspending or updating of any awards which are no longer relevant.
- Recommends the introduction of new District awards.

APPENDIX XI: DISTRICT CONFERENCE COMMITTEE

Goal – To plan and implement an inspiring District Conference in each Rotary Year.

Composition – The committee is composed of two parts:

1. Continuity Section, which ensures continuity between conferences in order or logistics, District traditions and values to be remembered and followed.
2. Annual Section, which is charged with the actual organizing, planning and implementation of a particular year's conference.

Chair - The Chair of a District Conference is appointed by the DGN two (2) years in advance of the conference. When appointed, it is preferable to have this person participate on the prior conference committee for experience and continuity.

Members – The Committee must include:

- A member appointed by the current DG who serves as the District continuity liaison for the conference.
- A member responsible for budget and finances (See addendum III District Conference)
- A member responsible for registration
- It is recommended that other members come from across the District and not be just members of the DG's cluster of Clubs.

Subcommittees –

- Program
- New Generations
- Venue and logistics
- Promotion
- Sergeants-at-Arms
- Registration
- Finance

Duties –

- Prepares a budget in advance of the planned District Conference and submits it to District Council at least 12 months in advance of the conference.
- Ensures that the conference stays within the budget as presented to council.
- Follows the applicable Rotary International guidelines and policies.

APPENDIX XII: DISTRICT GOVERNOR NOMINATING COMMITTEE

Goal – Promote, recruit and interview prospective candidates for the office of District Governor. The committee shall interview and select the best candidate in accordance with the Bylaws and Manual of Procedure of Rotary International, and shall submit one name to the District Governor.

Chair – Immediate Past District Governor or the longest serving PDG on the committee.

Members - The five most recent available PDGs and two (2) Club Past Presidents appointed by the current DG in consultation with the Chair of the District Governor Nominating Committee, all of whom are in good standing with a Club within District 7810. Current DG and DGE are encouraged to attend for educational purposes but will not have a vote.

In the event that a nominee for DG is a member of the same Club as one of the members of the Committee or if a member of the committee has strong personal or business ties with a nominee then that committee member shall declare a potential conflict of interest and if deemed necessary by the Committee Chair, shall be replaced by the next available PDG or a replacement PP appointed by the DG in consultation with the Chair.

Scheduling – To be done in accordance with RI Bylaws (Article 13) and Manual of Procedure with the objective of having a DG nomination completed and confirmed well in advance of PETS 1. (E.g.: currently two (2) months notice on DG call for nomination suggestions to Nominating Committee, estimated 30 days review and interview period, then 14 days for challenge notice with confirmation on 15th day if no challenge = minimum 135 days prior to PETS 1).

APPENDIX XIII: DISTRICT SECRETARY

Status - Appointed by the DG in consultation with the DGE.

Qualifications –Be available for more than one Rotary year and be knowledgeable in Rotary.

Function –

- Act as Recording Secretary to the District Council.

Duties -

- Record minutes of District Meetings and circulate said Minutes within 15 days of the meeting date.

APPENDIX XIV: DISTRICT ADMINISTRATOR (non voting)

Status - Appointed by the DG in consultation with the DGE.

Qualifications –Be available for more than one Rotary year and be knowledgeable in Rotary.

Function - Assist the DG in carrying out the business of the District.

Duties -

- Manage general correspondence on Rotary matters for the DG to and from Rotary Clubs, other Rotary Districts and Rotary International.
- Manage the publication and distribution of the DG's newsletter.
- Maintain mailing lists of Rotarians to whom mailings are regularly addressed.
- Issue agendas for meetings of the District Council at least seven (7) days before such meetings are scheduled.
- Update District records and place them in a repository at the end of year
- Manage correspondence relating to District affairs.
- Prepare District reports for approval and signature of the DG.
- Manage arrangements for District meetings.
- Distribute information received from Rotary International and others to the Club Secretaries as required.
- Coordinate District Council objectives and advise upcoming milestones to assure completion in a timely manner.
- Follow up on action points from meetings to ensure completion or adherence.
- Other duties as may be assigned by the DG.

Committees –

- Administration
 - Work with a team of at least three (3) Rotarians who will assist in the arrangements, registration and other duties required for District meetings such as AG Meetings, Presidents Meetings and Council Meetings
- Website
 - Co-ordinate the District Website through a Communications sub-committee in conjunction with the Public Relations committee
 - The Communications subcommittee will consist of the District Web Master and other members as required.

APPENDIX XV: DISTRICT TREASURER

Function – Oversee and perform the financial affairs of the District under direction of the Finance Committee.

Status - The District Treasurer shall be a Rotarian appointed by the DG, normally for a three-year term, subject to annual review by the incoming Governor.

Qualifications - Experienced in banking or business accounting procedures and the handling of funds.

Duties - The handling of District funds, as follows:

- On June 30 of each year, the current District Treasurer shall transfer access to the District bank accounts to the incoming Treasurer. With electronic and multi-branch banking now available, it is preferred that one set of bank account(s) be used from year to year rather than each new Treasurer setting up new accounts at a different location. This will maintain continuity and consistency of banking records and relationships.

If it is necessary for the incoming District Treasurer to establish new accounts, the outgoing Treasurer should transfer the majority of the District funds that are on hand. The only funds being retained shall be those, which might reasonably be required to meet any outstanding year-end invoices or commitments.

- On July 1 of each year, or as soon as possible thereafter, the District Treasurer shall forward a statement to each Club for:
 - A per capita assessment based upon the District budget approved at the previous District Club Leadership Training session. The per capita assessment shall be based on the membership of each Club reported to Rotary International as of July 1st of the current year.
- All monies received from Clubs or individuals pertaining to District affairs shall be deposited in the District bank account(s).
- All disbursements to District officers and committees shall be made by the District Treasurer allocated against items in the approved District budget and supported by properly documented invoices. Expenses related to future years (e.g. PETS, District Assembly and Club Leadership Training) are to be accounted for on an accrual basis.
- Report to every Council Meeting the current financial position of the District relative to the budget. This should include forecasted expenses as well as completed transactions.
- Any disbursements exceeding budget require pre-approval prior to being made as outlined in section 7.04. A District cash book, journal and General Ledger in which the receipts and disbursements year by year shall be recorded, must be

maintained by the District Treasurer and passed along to the successor.
Electronic format is preferable.

- The District Treasurer shall provide to the DG as soon after July 1 as possible and not later than September 30, a reviewed financial report with approved budget comparisons for the previous Rotary year.
- The District Treasurer shall keep as supporting evidence, all deposit slips, bank statements, cancelled cheques and paid invoices, and expense reports together with any correspondence relative to District finances, until the completion and approval of the annual financial statements.
- These documents shall be properly identified and placed in the District records repository by the District Treasurer.
- The District Treasurer will compile a financial statement as of the end of the financial quarter prior to the District Club Leadership Training Session for presentation to the Session by the Chairperson of the District Finance Committee.
- No documents or records shall be removed or destroyed without a motion proposed by District Council and approved at the District Assembly and Club Leadership Training Session.
- The repository may be with a District Club that agrees to accept responsibility; duties and expenses shall then be drawn between the Club and the District.
- The District Treasurer has the authority to invest surplus funds in short-term deposits but the term of any such deposit shall not extend more than thirty days past the end of the Rotary year.
- Keep an accurate account of District expenses.
- Pay all bills for legitimate expenses related to District business.
- Has custody of all District funds, and to deposit said funds in a designated bank.
- Receive and bank all monies received from Rotary International, C.R.C.I.D. and Clubs for special W.C.S. projects.
- Perform such other duties normally associated with the office of Treasurer.
- Retain records as prescribed by Federal and Provincial requirements and any additional records as may be requested by the District Council but at a minimum:
 - Bank deposit records – six (6) years
 - Club billings –three (3) years
 - Liability Insurance policies –six (6) years
 - Invoices (accounts payable) and expense reports –six (6) years
 - Bank statements & cancelled cheques & cheque stubs –six (6) years
 - Computerized financial data – six (6) years
 - Annual audited/reviewed financial statement – six (6) years

APPENDIX XVI: FINANCE COMMITTEE

Goal – Ensure all District finances are handled in a proper manner taking into account the stewardship and fiduciary responsibility placed on the District by its members and Rotary International.

Chair – The Chair is appointed by the DG and shall be an experienced District leader, an active member of a Rotary Club within the District, and have a good knowledge of the inner workings of the District and committees. The Chair shall not be the District Treasurer.

Members - In addition to the Chair the committee will include the District Treasurer, the incoming District Treasurer when the District Treasurer is about to change at the end of a Rotary Year, the Immediate Past District Governor, and the District Governor Elect. The committee should also include an active member of a Club within the District who has a professional accounting designation.

Duties –

- Oversee and coordinate the preparation of the annual District budget.
- Present the budget to the Presidents Elect 30 days before PETS.
- Present the Budget for approval by the incoming Club presidents at the District Assembly and Club Leadership Training session.
- Report to Council (at every Council Meeting) the current financial position of the District relative to the budget. This should include forecasted expenses as well as completed transactions.
- Ensure the District Conference Committee develops a District Council approved budget and has a qualified person acting as treasurer for the event to monitor and control expenditures similar to District Treasurer.
- Review, on a periodic basis, the monthly bank reconciliations, bank statements and cancelled cheques, making enquiries and clarifying unusual items with the treasurer.

APPENDIX XVII: FOUNDATION COMMITTEE

Goal – Build awareness and support for The Rotary Foundation, and implement policies and procedures as set out by TRF.

Chair - Preferably a PDG of District 7810 who is an active member of a Rotary Club in the District, appointed by the DG in consultation with DGE for a 3-year term, in accordance with RI Policies and Procedures.

Members - The Chair plus heads of each of the subcommittees, DG, DGE, DGN, DGNN and recording secretary from the office of District Secretary Administrator. There may also be Foundation Area Coordinators appointed by the Chair.

Subcommittees – Chairs to be appointed by Foundation Chair in consultation with DG.

- Matching Grants
- Educational Programs
- Ambassadorial Scholarships
- Rotary Peace Fellowships
- PolioPlus (until eradicated)

- Annual Fund
- Permanent Fund
- Paul Harris Society
- District Grants
- Global Grants
- Scholarships
- Vocational Training Teams
- Qualification and Stewardship

Duties -

- Establish an annual Plan and Budget for the District Foundation Committee.
- Ensure that all grants are made in strict adherence to RI policies and procedures.
- Ensure that all Clubs participating in foundation activities are properly accredited in accordance to RI policies and procedures.
- Foster a culture of giving to the foundation throughout the District Clubs.
- Promote TRF programs and PR initiatives as appropriate and available.

APPENDIX XVIII: INTERNATIONAL CONVENTION COMMITTEE

Goal - Promote attendance at the annual RI Convention to Rotarians throughout the District.

Chair – Appointed by the DG and acts as the District’s International Convention Coordinator and Promoter.

Duties -

- Attend Club and District meetings including District Conference & Club Leadership Training to promote convention participation.
- Serve as a resource for RI Convention materials and information.
- Expand the District web site with information on the convention and links to the RI web site’s section on the convention.
- Identify and inform the DG and DGE of those Rotarians who intend to register for the convention.

APPENDIX XIX: INTERNATIONAL PROJECTS COMMITTEE

Goal – Encourage Clubs to participate in World Community Service projects. To promote the matching grant programs available in Rotary to all Clubs.

Chair –

- An active member of a Rotary Club within the District who has experience in international development or matching-grant projects.

- Whenever possible the Chair of the committee will be the District's representative to the Canadian Rotary Committee for International Development (CRCID), with consideration for CRCID's preference of a 3-year term.
- The Chair (or their designate) shall serve on the District Rotary Foundation Grants Subcommittee to ensure communication between the two committees.

Duties –

- Establish an annual Plan and Budget
- Promote and assist Clubs to select World Community Service projects.
- Provide Clubs with information on ways and means to find and carry out their projects.
- Promote use of the RI Internet databases available for WCS and MG project opportunities. Be a source for other available resources and information to develop World Community Service and MG projects.
- Promote Rotary International Community Service projects.
- Communicate service opportunities to all Clubs
- Facilitate introductions that can create multi-Club projects
- Promote and encourage projects, and the successful completion of projects to all Clubs Members – The International Projects committee should consist of a minimum of three members in addition to the Chair. All members of the committee shall be active members of Rotary Clubs within the District.

APPENDIX XX: MEMBERSHIP COMMITTEE

Goal – Motivate and be a resource for Clubs in the District that enables membership growth through better retention and recruitment practices. Aid Clubs in identifying, marketing and implementing membership development strategies as well as share successful practices between Clubs.

Chair - The Chair of the committee should be an experienced Rotarian and marketer, who will serve as a link between the District Governor, the Zone Regional Rotary International Membership Coordinator and the Clubs in the District regarding membership development issues.

Members – The committee should be active members of Rotary Clubs within the District and consist of:

- Chairperson
- Membership retention subcommittee Chair
- Membership development subcommittee Chair
- Club Development subcommittee Chair
- New members orientation subcommittee Chair

Duties -

- Establish an annual Plan and Budget for the committee.

- Assist Club membership Chairs to carry out their responsibilities.
- Work with Presidents Elects to establish Club membership goals for the coming Rotary year.
- Visit Clubs and/or clusters to speak about successful membership initiatives.
- Request regular reports from Clubs on successful membership recruitment efforts for promotion through the District Web site or other means as may be appropriate.
- Assist Clubs to develop mentorship, retention and new member development programs.
- Identify communities without Rotary Clubs that have a population capable of meeting the requirements of chartering a new Club.
- Identify communities where additional Rotary Clubs could be established, without detracting existing services to the community by other Clubs.
- Follow up and act upon member prospects that are received from Rotary International through website enquiries or other referral sources.

APPENDIX XXI: NEW GENERATIONS COMMITTEE

Goal - Be a strong resource that will aid Clubs in the District to be engaged in youth programs as one of their Rotary Avenues of Service.

Chair - A Rotarian in District 7810 who has been a member of the New Generations Committee or one of its subcommittees.

Members - The New Generations Committee consists of the Chair along with the heads of each of the subcommittees and any other Rotarians from the District that the committee wishes to have as members.

Subcommittees - Approved Rotary Youth Programs undertaken, or planned to be undertaken by Clubs within the District form the subcommittees within New Generations.

These include but are not limited to:

- Interact
- Rotaract
- RYLA
- Youth Exchange

In turn each subcommittee may establish their own specific subcommittees as required to carry manage their activities.

Functions –

- Provide the support needed to allow Rotary Clubs within the District to participate in functioning youth programs in keeping with the established guidelines of Rotary International and District 7810.

Duties - The duties of The New Generation Committee and all of its subcommittees are to:

- Inform Clubs of the availability and benefits of the specific youth programs.
- Provide resources to aid Clubs in establishing Interact or Rotaract Clubs or to participate in RYLA or Youth Exchange.
- Establish an annual Plan and Budget
- Ensure that all programs are in compliance with Rotary International regulations or guidelines.
- Ensure that all Clubs are aware of best practices to aid in each program's success.

APPENDIX XXII: POLICY & PROCEDURES COMMITTEE

Goal - Ensure that District 7810 Policies & Procedures are up-to-date in terms of best practices, and are in compliance with the Rotary International Bylaws and operating procedures.

Chair - The District 7810 Representative to the Rotary Council on Legislation, who is selected by the District in accordance with procedures set out by Rotary International: alternate COL Representative to serve as Vice-Chair.

Members - Chair, Vice-Chair, IPDG, DG, DGE, DGN and DGNN plus one Past Assistant Governor and one Past President neither of whom are members of the G Team.

Functions -

- Review proposed changes to the District 7810 Manual of Policies, Procedures and Practices arising from the COL (per Section 3.01), Clubs, Committees or District Council's requests.
- Present and recommend changes along with those required to be kept in compliance to Rotary International in accordance with Article III of the District 7810 Manual of Policies, Procedures and Practices.

APPENDIX XXIII: PRIVACY, SECURITY & COMPLIANCE COMMITTEE

Goal - Be a strong resource that will aid Clubs in District 7810 to be up-to-date with best practices and are in compliance with Government regulations and Rotary International Bylaws and operating procedures.

Chair - The District 7810 Representative to the Rotary Council on Legislation who is selected by the District in accordance with procedures set out by Rotary International. Alternate COL Representative to serve as Vice-Chair

Members - Chair, Vice-Chair, IPDG, DG, DGE, DGN and DGNN plus one Past Assistant Governor and one Past President, neither of whom are members of the Governors Team (G Team).

Functions –

- Review proposed changes to privacy and security matters, and respond using due diligence to enable the Rotary Clubs within District 7810 to function in keeping with the established guidelines of Rotary International and District 7810.

Duties – The duties of the Privacy, Security and Compliance Committee are to:

- Inform Clubs of any privacy and security concerns.
- Ensure that a Police Records Check (PRC) is available for all Rotary Club members and volunteers who work with the vulnerable sector. This PRC once obtained, is then upheld by completing the “Declaration Form” on District 7810’s website every year for four years, after which a new PRC needs to be obtained.
- Encourage Clubs to have all new and existing Rotarians obtain a PRC.
- Oversee that all private information/details of Rotarians are kept confidential from the general public.

APPENDIX XXIV: PUBLIC RELATIONS COMMITTEE

Goal - Be a strong resource assisting Clubs in District 7810 to promote Club projects and initiatives, whenever possible.

Chair - A Rotarian in District 7810 who has been a member of their Club’s Public Relations Committee and/or has experience in the field of public relations.

Members – DGN, DGNN and at least two Public Relations Chairs of Clubs in District 7810.

Functions - Provide the support needed to enable Rotary Clubs within the District to promote the image and ideals of Rotary. Ensure Clubs are aware of and make use of RI PR resources.

Duties - The duties of the Public Relations Committee are to:

- Inform Clubs of the availability of resource materials available through Rotary International and District 7810.
- Coordinate District 7810 public relation initiatives, and announce the results to Clubs in the District and to local media.
- Ensure that all Clubs are aware of best practices to aid in promoting their Club success stories.
- Establish an annual Plan and Budget
- Work with website communications committee to ensure the District website portrays a good public image and attractive source of Rotary PR information.

APPENDIX XXV: STRATEGIC PLANNING COMMITTEE

Goal - Ensure that District 7810 has an up to date Strategic Plan and that each Committee establishes goals and action plans in light of this plan.

Chair - The District Governor Elect is the Chair of this committee.

Members -The DGE, DGN and DGNN along with a planning committee composed of not fewer than six Rotarians from across the District.

Functions –

- Review and assess the Strategic Plan on an annual basis to ensure its ongoing relevance and propose changes to the plan to District Council when appropriate.
- Disseminate the Strategic Plan to all committees as aid for them to develop relevant operating plans.
- Promote and explain the District strategic plan to all Clubs and Rotarians within the District.
- Monitor progress in the implementation of the plan and ensure necessary steps are being taken to accomplish the established goals.

APPENDIX XXVI: TRAINING & CLUB VISIONING COMMITTEE

Goal - Provide the DG, DGE, DGN and DGNN with functional assistance and a forum for development, implementation and maintenance of an effective ongoing training and long range Club planning process.

Chair - The Director of Training must be a Rotarian in District 7810 who has been a member of the Training and Visioning Committee or one of its subcommittees.

Members - The committee shall consist of the following:

- Director of Training
- DG
- IPDG
- DGE
- DGN
- DGNN
- A maximum of two (2) other PDGs
- Heads of each of the subcommittees
- Other District Rotarians, as appropriate; not to exceed four (4)
- RLI Coordinator/ Advisor

Functions - The function of the Training and Visioning Committee, and all of its subcommittees, is to provide the support needed to allow Rotary Clubs within the District to

participate in visioning and training programs, in keeping with the established guidelines of Rotary International and District 7810.

Duties – The duties of the District Training Committee are to:

- Work with the DGE to develop the training program for Assistant Governors, Club presidents-elect and other personnel. E.g. Club Secretaries, etc.
- Assist the DGE, DGN and DGNN to plan and implement the PETS Training sessions which comply with the requirements of Rotary International.
- Assist the DGE, DGN and DGNN to plan and implement the District Assembly and Club Leadership Training session.
- Assist the DGE, DGN and DGNN to plan and implement the District Team Training session.
- Plan and implement all parts of the Rotary Leadership Institute locally with the RLI Subcommittee, ensuring no conflict in timing or resource requirements.
- Provide leadership and support to District Clubs wishing to engage in Club Visioning and/or Strategic Planning processes.
- Develop an evaluation instrument to be completed by participants that provides feedback on the training process.
- Ensure that all other District committees consistently work towards providing well coordinated, well integrated, high quality support, both to the DG and the District, as a whole, and to each of its member Clubs
- Establish an annual District Training Plan and Budget
- Evaluate the previous year's training events
- Investigate, review and evaluate alternative training methods, tools and opportunities, and implement such new programs or events as deemed appropriate for District 7810 Rotarians.

Subcommittees - These include, but are not limited to:

- PETS
- District Assembly and Club Leadership Training session
- Visioning Team

In turn, each subcommittee may have their own specific subcommittees as may be required to carry out their activities.

APPENDIX XXVII: VOCATIONAL SERVICE COMMITTEE

Goal - The Vocational Service Committee helps Clubs exchange information and develop successful vocational service programs that allow members to use their business and professional skills in the advancement of The Four Way Test and The Declaration of Rotarians in Business and Professions

Chair – The Chair will act as a liaison between the Clubs and the DG, DGE, DGN and DGNN in regards to vocational service matters.

Members – The committee should consist of at least two members in addition to the Chair. They should be active members of Rotary Clubs within the District.

Duties -

- Establish an annual Plan and Budget for the committee.
- Assisting Club vocational service Chairs to carry out their responsibilities and promote appropriate Rotary International resources and programs.
- Visiting Clubs and/or clusters to speak about successful vocational service programs and providing information on Rotary programs such as Rotary Volunteers, Rotary Fellowships, Rotary Action Groups & Rotary Friendship Exchanges, to help strengthen their Club programs.
- Promoting inter-Club or District wide vocational service initiatives.
- Requesting regular reports on successful vocational service programs from Club Chairs for promotion through the District website or other means as may be appropriate.

SECTION III: ADDENDA

ADDENDUM I: DISTRICT GOVERNOR'S OFFICIAL VISIT

Part of the required duties as District Governor (DG) is to provide for an official visit meeting, either individually or multi-Club, with each Rotary Club within the District during their term of office.

The DG should establish a proposed schedule of visits for advance review by the Club Presidents and then jointly confirm convenient dates with each of them with assistance of the AG.

The DG visit is considered as a regular but special meeting of a Rotary Club. There should be no other presenter or speaker at that meeting except regular Club business, which should be kept at a minimum.

Meal costs for the DG (and partner), and the AG are to be covered by the Club being visited. This same guideline also applies whenever the DG or AG visits a Club for the purpose of performing a function or conducting Rotary business.

The DG or AG should not be asked to participate in any of the Club's fundraising draws or activities but should be welcome to do so if they desire.

Clubs that wish to have a board meeting with the DG should arrange this in advance with the DG.

Generally, the AG will also attend the Club meeting and introduce the DG to the Club during the program.

ADDENDUM II: DISTRICT CHANGEOVER

The purpose of a District Changeover is to ensure continuity and build a culture within the District. It provides a celebration event for what has been accomplished in the past year and also a kick-off for the new team.

Prior to or immediately following the end of each Rotary Year the District will hold a District Changeover Function.

The current or incoming District Secretary/Administrator will be responsible for the coordination of the event, with assistance of Awards Committee.

The following is not meant to serve as the agenda for a District Changeover but to indicate elements that should be included each year.

- Remarks by the outgoing DG.
- Acknowledgments of all out going AG's, District Officers and Committee Chairs.
- Presentation of any awards, as appropriate
- Presentation of PINS

- PDG pin to outgoing DG by IPDG
- DG pin to incoming DG by outgoing DG
- DGE pin to DGN by outgoing DGE
- DGN pin to DGNN by outgoing DGN
- Token of District's appreciation to the outgoing DG presented by IPDG
- Presentation of 'Home Club of District Governor' Banner to President of incoming DG Club by outgoing DG's Club President.
- Remarks by incoming DG.

ADDENDUM III: DISTRICT CONFERENCE

Part of the required duties as DG is to hold a District Conference for all Rotarians and Clubs in the District during the DG's year in office.

The DG is free to determine the location and timing of the conference within his/her year as DG with the provision that it be held in the months of September, October or November.

The location and timing should be decided upon two (2) years in advance and pre-approved by a majority of Club Presidents at the first possible District Assembly and Club Leadership Training session or District President's meeting.

The District Conference Committee should work with the DG to develop a District Council approved budget, within the District budget, and have a qualified treasurer to monitor and control expenditures similar to the District Treasurer guidelines.

The DG and Committee shall conduct and hold the conference within the parameters and guidelines set forth by Rotary International.

ADDENDUM IV: PRESIDENTS ELECT TRAINING (PETS)

The District Governor Elect shall hold one President Elect Training Session during his/her year as DGE.

The timing and location of the sessions are at the discretion of the DGE.

This session must be attended by all Presidents Elect (PE) prior to them becoming Presidents at the start of a new Rotary Year.

Any PE who is unable to attend must attend an equivalent session put on by another Rotary District at his or her own expense.

Should a PE not attend or make other satisfactory alternate arrangements in advance with the DGE then the DGE and DG will contact the current Club President to advise and resolve the issue that the President-Elect is not qualified or approved to become President of the Club.

A draft District budget for the upcoming Rotary Year will be presented at PETS and voted on by the PEs at the District Assembly and Club Leadership Training session.

ADDENDUM V: DISTRICT ASSEMBLY and CLUB LEADERSHIP TRAINING (CLT) SESSION

The District Governor Elect shall hold a District Assembly and Club Leadership Training session during his/her year as DGE.

All incoming Club officers and new Rotarians are to be encouraged to attend. Best practices, information and available resources for Clubs will be presented.

The final draft District Budget for the upcoming Rotary Year will be presented and voted upon by the President's Elect.

ADDENDUM VI: ROTARY LEADERSHIP INSTITUTE (RLI)

District 7810 has agreed to work jointly with neighbouring District 7820 and RLI Atlantic/Atlantique to form an RLI training partnership.

Each District in this initiative will share resources and coordinate a series of RLI training events during the year. Members from one District are welcome to participate in the sessions of a neighbouring District and vice versa.

Other than the annual division membership fee or under special circumstances, it is expected that the RLI expenses will be self-funded through registration costs from the participants, with no additional costs will be incurred by the District.

The District 7810 Training and Visioning Committee will include a RLI Coordinator/Advisor to ensure a good working relationship between RLI and District training.

RLI activities within the District are to be coordinated with the District Training and Visioning Committee to avoid conflicts in dates and training manpower.

ADDENDUM VII: COMMUNICATIONS POLICY

In order to keep communication relevant and to have the attention of recipients it is important to not overload Club Presidents with e-mail correspondence. Therefore, the following policy has been established.

Clubs may communicate freely with all Clubs and Presidents within their cluster on any and all Rotary or Club matters, including fundraising events.

Any desired communication regarding Club events and fundraising activities to Clubs beyond a Club's cluster (including Clubs outside of District 7810) must be approved by DG in advance. This does not mean that Clubs or Rotarians cannot communicate with other Clubs with whom they have already established a rapport. It is meant to avoid mass mailings and mass solicitation.

The DG can and should solicit the assistance of the District Secretary/Administrator to assist with any District wide communication programs.

All Clubs, committees and members should adhere to the published communications policy of Rotary International.

Should any Club or Member become involved in a situation which gains negative attention of the press or other media, the Club President should inform their Assistant Governor at once who will then advise the District Governor. The DG will, in conjunction with the affected Club, the AG and the District Public Relations Committee Chair, develop and implement an immediate communications plan.

In the event any Club or member observes inaccurate reporting in the media they should refer this to the Public Relations Committee and District Governor for appropriate corrective action.

ADDENDUM VIII: COMMITTEE PROCEDURES

All District Committee's should meet frequently enough to be able to operate effectively and fulfill their goals and objectives.

The Chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the DG, DGE, DGN and DGNN.

Committees of Council should meet at least every two (2) months in order to be in a position to keep District Council fully up to date of activities and situations arising within their areas of service.

Committees of Council and Standing Committees are expected to keep their committee rosters up to date within the District 7810 Club Runner system under the committee management.

Minutes of meetings and reports (except in camera reports) of all committees are to be posted on the District 7810 Club Runner system under the committee management by the individual committees.

The cost of personal meals at any committee (or District Council) meeting shall not be reimbursed by Rotary District 7810 or be part of the budget of any committee.

Committees are encouraged to consider use of conference calls or electronic Internet technology where appropriate.

ADDENDUM IX: MAILING LISTS

Membership lists and mailing lists of all Rotarians in the District are maintained on collaborative sites such as Club Runner and rotary.org.

Use of such lists may only be made for proper Rotary business. In no event should Rotarians be solicited by anyone for non-Rotary reasons. This includes Club members using their own Club lists to promote non-Rotary activities to fellow Club members.

Mailing lists and e-mail capabilities must only be used in accordance with the Rotary International guidelines and District communication policy outlined in Addendum VII.

ADDENDUM X: VOTING

In voting matters for District decisions, a quorum will be considered as representation by two-thirds (2/3) of the District Clubs.

Where votes are conducted at a District Conference, and a quorum has been reached, a majority of the electors in attendance shall determine the results of a vote. A majority vote represents 50% plus one.

In the event of other voting procedures, each Club shall be entitled to at least one vote. Any Club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or major fraction thereof, of its members.

Such membership shall be determined by the number of members in the Club as of the date of the most recent semi-annual payment proceeding the date on which the vote is to be held. However, any Club whose membership in RI has been suspended by the board shall not be entitled to participate in the voting.

Generally, it is expected that the incumbent President or their designate will cast the vote on behalf of their Club, except for the incoming budget vote at the District Assembly and Club Leadership Training session, which is done by incoming President.

The above procedure is meant to agree with the voting guidelines documented in the RI Bylaws and Manual of Procedure. In the event of a discrepancy the RI procedure will take priority.

*Original file of this document is maintained by
The undersigned and will be on the District website, once adopted*

*District Governor: Iris Sullivan
Chair of MOPP Committee and Council on Legislation Representative: John Carkner
Zone 24/32 Representative: Ian Ferguson*

*Adopted September 23, 2017, Miramichi, NB
at the
District Conference Annual General Meeting*