

**DISTRICT MANUAL OF PROCEDURE**

**of**

**Rotary International District 7475**

SERVING THE ROTARY CLUBS OF HUNTERDON, ESSEX, MERCER,  
MIDDLESEX, MORRIS, SOMERSET, SUSSEX, UNION, AND WARREN  
COUNTIES

IN THE STATE OF NEW JERSEY, USA

Effective July 1, 2026

This District Manual of Procedure is reviewed annually and adopted by the duly  
authorized delegates of the clubs that constitute District 7475.

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## **Article 1 – Purpose**

This District Manual of Procedure (MOP) is intended to supplement Rotary International documents including the Constitution and Bylaws of Rotary International and The Rotary Code of Policies insofar as they apply to the administration of Rotary International District 7475 (the “District”). This MOP is not intended to limit the authority granted to the District Governor by Rotary International. The following Rotary International documents have precedence over this MOP:

### **Rotary Code of Policies**

<https://my-cms.rotary.org/en/document/rotary-code-policies>

### **The Rotary Foundation Code of Policies**

<https://my.rotary.org/en/document/rotary-foundation-code-policies>

### **Recommended Rotary Club Bylaws**

<https://my.rotary.org/en/document/recommended-rotary-club-bylaws-doc>

### **Bylaws of Rotary International**

<https://my.rotary.org/en/document/bylaws-rotary-international>

### **Constitution of Rotary International**

<https://my.rotary.org/en/document/constitution-rotary-international>

### **Standard Rotary Club Constitution**

<https://my.rotary.org/en/document/standard-rotary-club-constitution>

Throughout this document, the words “shall,” “is,” and “are” are mandatory, and the words “may” and “should” are permissive.

**Note:** For definitions of terms used in this document, please refer to APPENDIX II

## **Article 2 – District Leadership Plan**

The RI Code of Policy requires every district to develop and adopt a District Leadership Plan. Refer to The Rotary Code of Policies for additional information.

The District Leadership Team shall include the following positions:

District Governor (DG), District Governor Elect (DGE), District Governor Nominee (DGN), District Governor Nominee Designate (DGND), Vice Governor, Treasurer, Secretary, Assistant Governors (AG), Committee Chairs and Club Presidents. The DG, DGE, DGN and DGND are referred to as the District Governor Chain (DG Chain).

It is a best practice for the DGE, working with the DG Chain, to have the committee chair positions selected and reported to RI by December 31 in the year before taking office on July 1, the start of the Rotary Year. Other appointed positions should be identified and prepared between the Rotary International Assembly and June 30, so all are ready to start on July 1.

All members of the District Leadership Team must complete the training programs specified by the District and Rotary International prior to the start of their term.

## **Article 3 – Officers**

### **3.1 District Governor**

The DG is the only officer of Rotary International in the district and functions under the general control and supervision of the Board of Rotary International. Refer to The Rotary Code of Policies for the status, qualifications, duties, code of ethics, and other information as regards the role of DG in the district.

### **3.2 Vice Governor**

The role of the Vice-Governor is to replace the District Governor in the event of his or her temporary or permanent inability to continue in the performance of the District Governor's duties.

Having a Vice Governor is not mandatory. If there is no Vice Governor, and the DG is unable to complete his or her year, then the Nominating Committee will select a Past District Governor (PDG) proposed by the DGE. If there is no Nominating Committee, then the DGE will select a PDG.

District 7475 recommends the Vice Governor be selected by January 1 of the year preceding the term of service. Eligible candidates include PDG's from District 7475 or former districts 7510 or 7470, with consideration given to those who served as DG within the past 5 Rotary years.

When the DG is unable to attend, the District shall provide funds for the Vice Governor to attend Pre-PETS, PETS, District Assembly, changing of the guard, and any additional functions that require vice governor attendance to create a seamless transition.

### **3.3 District Officers**

The officers of the District shall be the DG, DGE, DGN, DGND, Vice Governor, Treasurer, Secretary, AG's, Committee Chairs and any such officer as deemed necessary by the DG. The Vice Governor, Treasurer, AG's and Committee Chairs are typically appointed by the DGE for service during the DGE's term as DG or as specified for each committee in Section 4 of this MOP.

### **3.4 Assistant Governors**

The District Leadership Plan provides for the appointment of AG's to carry out much of the administrative work associated with club operations thereby giving the DG more time to attend to their duties.

The DG shall appoint Rotarians who have served as President of a Rotary Club for a full term and who have been an active member in good standing in a Rotary Club in the District for at least 3 years to serve as AG's. Such AG's shall serve as liaison and resource coordinators between the District and Rotary Clubs and shall visit with and communicate regularly with the officers and members of each club in their assigned areas. The AG's shall perform the duties assigned to them by the DG, and/or his or her designee, in accordance with the District Leadership Plan. AG's may be appointed on an annual basis for a one-year term, subject to reappointment for a maximum of three consecutive years. Upon completion of the three consecutive years, an AG may return to the position after a one-year sabbatical.

AG's are required to participate in AG training, and the DG Chain may evaluate their performance annually. The duties of the AG shall be as defined in the Rotary International Code of Policies.

### **3.5 District Treasurer**

The Treasurer has responsibility for the day-to-day financial activities of the District. The Treasurer is an ex-officio member of the Finance Committee. The Treasurer shall manage the District's financial accounts, maintain the financial books and records, verify and pay bills, invoice the clubs and collect dues, and provide monthly reporting to the Finance Committee as directed by the DG and Finance Chair. The Treasurer shall work with the Finance Committee to fulfill the obligations specified in Article 5 of this MOP and cooperate with the Internal Review Committee regarding audits and other inquiries.

The Treasurer shall be appointed by the DGE for a three-year term, subject to annual review with documented agreement of the DG Chain for their term of service. The Treasurer may serve for one 3-year consecutive term and may serve for one additional term but shall not serve as Treasurer for more than 6 years total. In the event of vacancy, the DG shall appoint a replacement through the end of the current RI fiscal year. Removal for cause requires the approval of the DG Chain.

The Treasurer shall have a professional financial background as a Certified Public Accountant, CFO, Comptroller, or other comparable experience.

### **3.6 District Secretary**

The Secretary shall assist the DG with District correspondences and record-keeping and be responsible for minutes at District meetings and other administrative tasks as requested by the DG.

The Secretary shall be appointed by the DGE. There is no term limit for the District Secretary.

### **3.7 District Meetings & Voting**

Any District or committee meeting may be conducted live, virtual (online) or a combination of the two, based on need and convenience. Meetings may be recorded with notice to all participants and made available for later viewing by those unable to attend or for reference purposes. Such recordings may be archived and made available for viewing or download on the District website.

Voting may be conducted at live, virtual or combination meetings, or voting may also be conducted using electronic or a combination of electronic and in-person voting. *The terminology "mail," "mailing," "ballot-by-mail," and "club ballot" will include utilization of electronic voting and internet technology to reduce costs and increase responsiveness.*

A Quorum may be met through live or virtual attendance of Voting Members at a District meeting and/or through the submission of an electronic vote submitted as directed by the stated voting deadline. The voting may be conducted separately from the meeting.

### **3.8 District Regions**

District 7475 shall be divided into six regions, each with an approximately equal number of Rotarians, for use in voting during the nominating committee process for District Governor Nominee and Council on Legislation representative. Regions will be determined based on (1) geographical location, (2) a balanced number of Clubs in each region, and (3) a balanced number of members in each region. Regions will be updated every three years commencing in January 2025.

Refer below to Article 4, Section 6.4 (Governor Appoints Nominating Committee) for further details on regions within District 7475 and Appendix I.

### **Article 4 – District Committees**

All Committee and subcommittee appointments, except those with stated terms herein or as required by Rotary International or those appointments made by others than the DG as stated herein, shall be approved by DG in advance in writing. The DG shall publish on the District website all appointments within seven (7) calendar days after such appointment has been made.

#### **4.1. Appointment of Committee Chairs and Committee Members**

The DG may appoint the chairs and members of District committees in accordance with the provisions of this Article. All standing and special committees shall be grouped by the DG in accordance with the recommendations of Rotary International. The DG may appoint special committees consisting of one or more Rotarians during his or her term of office as may be deemed appropriate.

The District Governor, Immediate Past District Governor, District Governor-Elect, District Governor Nominee and District Governor Nominee Designate shall be an ex-officio member of all Committees except the Finance Committee, Internal Review Committee, and District Nominating Committee.

No District Committee, except the Governor’s Chain Committee, and the Advisory Council of Past District Governors (College of Governors) shall be comprised of more than 33% PDG’s.

Qualifications, duties and responsibilities and removal for cause for all Committee Chairs and Members are as described in the RI Code of Policies. All Committee Chairs are subject to annual reappointment following review of the DG Chain.

## **4.2. Committee List**

The following committees are appointed and maintained by District 7475, as required by Rotary International:

- Finance Committee
- Membership Committee
- Public Image Committee
- Rotary Foundation Committee
- Learning Committee (formally known as Training)

The following standing committees and subcommittees are appointed and maintained by District 7475, but are not required by Rotary International:

- Nominating Committee
- Internal Review Committee (formally known as Audit)
- Risk Management Committee
- Contract Review Subcommittee (Under the Finance Committee)
- Rules and Procedures Committee
- Rotaract Committee
- District Conference Committee
- International Convention Committee
- International Service Committee
- Technology and Information Committee
- Youth Protection Committee
- Youth Exchange
- Rotary Youth Leadership Awards (RYLA) Committee
- Interact Committee

Additional District committees may be appointed and added when they serve a specific function as identified by the DG and the District Leadership Team.

The DG Chain shall be ex-officio members of all committees except the Finance Committee, Internal Review Committee, and Nominating Committee.

RI committee descriptions, purpose, structure, qualifications, additional member qualifications, duties and responsibilities, training of chair and additional training requirements, and reporting requirements are found in The Rotary Code of Policies.

An overview of all District 7475 committees is below in the order listed above.

## **4.3 Finance Committee**

The Finance Committee shall safeguard the assets of the District funds by reviewing and studying the amount of the per capita levy and necessary expenses of District administration and shall prepare a budget and an annual report on the status of the District's finances. The Committee shall also perform any other functions as specified in the Rotary Code of Policies.

The Committee shall be comprised of a chair appointed by the DGE, the District Treasurer on an ex-officio basis and 6 members, including one from each District region. Each member will serve a 3-year term on a rotating basis. To begin the rotation process, the DGE will appoint two members to serve 1 year, two members to serve 2 years, and two members to serve 3 years; thereafter, each succeeding year, the DGE shall appoint two members for a period of 3 years to fill vacancies. No member of the Finance Committee shall serve for more than a 3-year consecutive term and no member shall serve for more than 6 years total.

The voting members shall be the finance chair, the District Treasurer, and the 6 rotating members. The DG, DGE, DGN and DGND may participate as non-voting members. Other non-voting members may be invited, such as an accountant engaged by the Finance Committee or DG for advisory or professional services, or the District Treasurer-elect.

#### **4.3.1 Contract Review Subcommittee**

Any contract which obligates the District must be submitted to the Contract Review Subcommittee under the Finance committee for review and approval before any signature is authorized. The subcommittee shall pay special attention to the payment schedule, services rendered, terms for cancellation, and clauses such as cancellation-by-you clause, termination clause, indemnification clause, and photo release clause. A two-thirds majority vote for approval is required before the DG is authorized to sign any contract which obligates the District. Such vote shall be memorialized in the minutes of the meeting in which the review occurred.

The Finance Committee chair, the DG, DGN, and two members appointed by the Finance Committee Chair shall form the Contract Review Subcommittee. One of the members appointed by the finance committee chair shall be an attorney. The attorney should be well-versed in contract law.

#### **4.4 Membership Committee**

The Membership Committee will identify, promote, and implement membership development strategies within the District that are appropriate for the District's membership growth. In addition to the business community, the committee will encourage member recruitment from a range of professional spheres, community leaders and volunteers, and from the under-represented groups. The committee shall develop and implement plans to enhance member experience, increase member recruitment and engagement, and manage and respond to RI membership leads. The Committee shall also develop and implement a plan to organize new Rotary clubs and satellite clubs within the District.

The Membership Committee Chair shall be appointed by the DGE for a three-year term, subject to review with documented agreement of the DG Chain for their term of service. The Membership Committee shall consist of at least three members. The remaining members shall be chosen by the DGE in consultation with the Chair.

#### **4.5 Public Image Committee**

The District public image committee shall promote Rotary and foster understanding, appreciation, and support for the programs of Rotary. The committee shall promote awareness among Rotarians and Rotaractors that effective publicity, favorable public relations, and a positive image are desirable and essential goals for Rotary.

The Public Image Committee shall provide resources and advice to the clubs in furthering their public relations activities to improve their public image. It shall also recommend to the DG public relations activities on the District level and implement any such activities as may be approved by the DG.

The Public Image Chair shall be appointed by the DGE. The Public Image Committee shall consist of up to four members. The remaining members shall be chosen by the DGE in consultation with the Chair.

#### **4.6 The Rotary Foundation Committee**

The Rotary Foundation (TRF) Committee assists in educating, motivating, and inspiring Rotarians to participate in TRF grant and fundraising activities. The committee serves as the liaison between TRF, the District, and Rotarians.

The Committee shall consist of the following subcommittees: Annual Giving, Major Gifts and Endowment, Every Rotarian Every Year, Paul Harris Society, District and Global Grants, Polio, Stewardship, Scholarship, and other committees as required. The subcommittees shall promote participation by the District and clubs in the educational, cultural, humanitarian, and fund development activities of TRF and such District events as the DG shall approve.

The Rotary Foundation Chair shall be appointed by the DGE, after consultation with the DG Chair, for a term of 3 years. Each subcommittee shall have a Chair appointed by the DGE in consultation with the Committee Chair and in accordance with the guidelines of the Rotary Foundation. In the event of a vacancy in Committee Chair, the DG shall appoint another Rotarian to the balance of the 3-year term.

#### **4.7 Learning Committee**

The Learning Committee is responsible for supporting the DG and DGE in training club and District leaders and overseeing and executing the overall learning plan for the District. The Committee shall assist in organizing all District training events, including but not limited to Pre-PELS, PELS, District Assembly, District Learning Seminars, including Membership, Public Image and Foundation, and AG learning.

The District Learning Chair shall be appointed by the DGE. The committee shall have enough members to provide the learning services required and support a succession plan. The remaining members shall be chosen by the DGE in consultation with the Chair.

#### **4.8 Nominating Committee**

The Nominating Committee shall select the DGN and Council On Legislation (COL) representatives for the next Rotary year.

The DGN shall be selected according to the nominating committee process as set forth in Article 12 of the RI Bylaws and found in this Article 4 of the District MOP. Further, the selected DGN shall be elected by the convention of RI as provided in the RI Bylaws.

**Nominating Committee Selection:** The DG shall appoint a Chair of a District Nominating Committee before July 30th of each year, which chair shall be a PDG. No chair or member shall serve more than 3 years, nor serve in two consecutive Rotary years.

**DG Appoints Nominating Committee:** After September 30, but before October 15, the DG shall appoint the remaining members of the District Nominating Committee, which committee shall consist of twelve Past Club Presidents, of whom two including the Chair shall be PDG's. The remaining Past Presidents shall not be a current, past, or incoming DG or a candidate for DG. The second PDG shall be the Assistant Committee Chair. Neither of PDG's shall be a candidate to be the COL representative.

The committee shall be so constituted so that each of the regions within the District shall be represented. Each region will have a Past President Representative and Past President Alternate. Both are invited to the meeting, but they may cast only one vote per region. The representative shall cast the vote. If the representative is not present, then the alternate casts the vote. No member of a Rotary Club that has nominated a candidate for DG or COL representative shall serve on the committee. The two PDG's are non-voting members except in the case of a tie, in which case the assistant committee chair casts the vote to break the tie.

#### **4.9 Internal Review Committee**

The Internal Review Committee shall perform the duties set forth in Article 5.2 of this Manual of Procedure.

The Internal Review Committee shall consist of the Internal Review Committee Chair, selected by the DGE, and two Rotarians as regular members and one alternate member. The alternate member shall vote in the absence of a regular member. At least two shall be financial professionals who are not PDG's or in the DG Chain.

Committee members shall be appointed to rotating 3-year terms. No member of the Internal Review Committee shall serve for more than a 3-year consecutive term and no member shall serve for more than 6 years total.

The committee shall meet a minimum of quarterly throughout the year. The Treasurer and Finance Chair should attend the meetings to answer questions, as non-voting members of the committee.

#### **4.10 Risk Management Committee**

The committee shall apprise the DG immediately of any actions that could put the District at risk, suggestions to ameliorate the risk, and shall provide guidance to the DG and District Leadership Team on how to maintain adequate insurance and adhere to Rotary Risk Management policies and guidelines.

The Risk Management Committee Chair is appointed by the DGE with consent from the DG chain. The remaining members shall be chosen by the DGE in consultation with the Chair.

The committee members will be knowledgeable in legal, insurance and risk management.

Committee members shall be appointed to rotating 3-year terms. No member of the Risk Management Committee shall serve for more than a 3-year consecutive term and no member shall serve for more than 6 years total.

#### **4.11 Rules and Procedures Committee**

The Rules and Procedures (RAP) Committee shall advise and assist the DG on nominations and elections and other matters involving RI constitutional documents. Committee members should be knowledgeable about RI's constitutional documents and election procedures. It shall be the responsibility of the committee to review and propose updates to this document, the District Manual of Procedures (MOP) on an annual basis to ensure accuracy and compliance with RI's constitutional documents.

If there are questions concerning RI election policies and procedures that cannot be resolved with the assistance of the Rules and Procedures Committee, the RI Club and District Support representative or appropriate RI Director should be contacted for assistance.

The committee shall consist of the current DGN, and two members appointed by the DGE. The DGN shall serve as the Committee Chair during his or her term as DGN. The term of the committee members shall be one year.

#### **4.12 Rotaract Committee**

The District Rotaract committee, composed of equal numbers of Rotarians and Rotaractors, supports Rotaract clubs in the District.

Preference should be given to those who have club-level experience with Rotaract, Rotaract alumni, and Rotaract members with leadership potential. Where feasible and practicable there should be provision for continuity of membership by appointing one or more members for a second term.

The Rotaract Committee Chair (a Rotarian) is appointed by the DGE, and the Rotaract Representative (a Rotaractor), elected by the Rotaract clubs in the District, should serve as co-chairs of this committee. Following the recommendation of Rotary International, our District will use a leadership succession plan, consulting all members of the committee as well as governor-elect and governor-nominee, to draw from the expertise of experienced committee members and develop leaders within the committee. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from their predecessors.

#### **4.13 District Conference Committee**

The District Conference Committee shall be appointed by the member of the DG Chain who will serve as DG during the year in which the conference will be held. Because a District Conference may require significant advanced planning, the appointment of the chair and committee should be done in consultation with the DG Chain. The committee shall consist of a chair and sufficient members to manage the conference based on the size, scope and location of the conference as determined by the DG Chain.

The committee is responsible for assisting the DG in all conference arrangements, including, but not limited to program, hotel accommodations, registration, publicity, promotion, and any other duties the DG assigns.

If a District Conference is proposed to be held outside of the District geographic boundaries, or for more than one day, or in conjunction with one or more other districts, the DG will present an event plan and budget to the District Leadership Team to ensure adequate support for the conference to make the investment of financial and volunteer resources worthwhile. Such plan will include a review by the Finance Committee of the short-term and long-term financial commitments required to avoid a financial shortfall and prevent an impact on other District programs. The Finance Committee will provide a written report of the review to the District Leadership Team. Approval of the event proposal will require a majority vote of the District Leadership Team.

#### **4.14 Rotary International Convention Promotion Committee**

The Rotary International Convention Promotion Committee shall promote attendance at the annual International Convention to Rotarians throughout the District.

The duties and responsibilities are to attend club and District meetings to promote the convention, serve as a local resource for convention materials and information, provide marketing exposure and information links on the District website and communicate with potential registrants.

The committee shall determine if it's possible to organize and host a reception at such convention for District members in attendance, and if possible, help source a District member to host.

The Chair and members shall be appointed by the DGE with preference given to Rotarians and Rotaractors who have attended a minimum of one previous RI Convention and/or with marketing skills.

#### **4.15 International Service Committee**

The International Service Committee supports clubs with their international service projects and helps enhance the quality of the District's humanitarian efforts by identifying resources and experts to advise on international service projects and global grants.

The Committee shall promote greater awareness of resources and strategies for project planning, implementation, identifying key local subject matter experts, and establishing direct lines of communication and accountability for all types of international service, with a special emphasis on improving global grant applications and the development of partnerships between international Rotary clubs and districts.

The International Service Committee Chair, appointed by the DGE in consultation with the DG Chain, must have continuity of leadership and success planning. Ideal candidates are PDG's or past Rotary Foundation Committee members, to serve a term of three years without reappointment limits.

#### **4.16 Technology and Information Committee**

The Technology and Information Committee shall manage the operations and security of the District web site, administration of organization and membership data, email services, virtual meeting services and social media platforms. The Committee shall work closely with the Public Image Committee, who shall be responsible for web site and social media messaging.

The Committee is responsible for managing the District relationship with technology providers, such as ClubRunner and the Committee shall provide audio/video support at District meetings and events as required by the DG.

The Committee shall advise the DG and District Leadership Team with respect to enhancing technology practice, products, and strategy to improve the member and participant experience of the District.

The Technology and Information Committee Chair shall be appointed by the DGE for a three-year term, subject to review with documented agreement of the DG Chain for their term of service. Members of the committee shall be selected by the Chair with the approval of the DG.

The Chair, with the approval of the DG, may appoint volunteer technical advisors who are not Rotarians to assist the Committee in their work. If the Chair determines that the Committee requires paid professional support, the standard District budget, contract, and approval processes must be observed.

#### **4.17 Awards and Recognition Committee**

The Awards Committee shall be responsible for the administration and processing of District awards and recognition. The Committee shall work with the DGE Chain to determine the list of relevant awards to be presented, the candidate solicitation and selection process, and the scheduling of award presentations for the Rotary year no later than September 1. The committee will be responsible for maintaining the information available on the Awards and Recognition section of the District website.

The Awards Committee Chair shall be appointed by the DGE. The committee members shall be selected by the Chair with the consultation and approval of the DG. The term of the Chair and members shall be one year. There is no term limit.

#### **4.18 Youth Protection Committee**

The Youth Protection Committee shall supervise and advise all District and club programs which involve youth, including but not limited to Youth Exchange, Rotary Youth Leadership Awards (RYLA) and Interact. The committee shall ensure that program advisors are current in required training and background checks.

The Youth Protection Committee shall be comprised of the Youth Protection Officer, appointed by the DGE, as Committee Chair. The Youth Protection Officer will appoint at least two additional committee members, preferably including a member from the Risk Management committee, with the advice and consent of the DGE. The Youth Protection Officer and all committee members must complete all Youth Protection training programs required by Rotary International and be knowledgeable of all RI policies and practices contained in the Rotary Youth Protection Guide [775-EN (520)].

#### **4.19 Youth Exchange Committee**

The Rotary Youth Exchange program provides young people with the opportunity to meet individuals from other countries, experience new cultures through life in another country. Host clubs, host families, and communities are enriched through engagement with students from different cultures. The program instills in young people the concept of international understanding and goodwill and helps develop intercultural competence which is essential to building and sustaining peace.

The District Youth Exchange Committee oversees, promotes, and supports the Rotary International Youth Exchange Program, both long-term and short-term, within the District as an opportunity for the development of international understanding. The Committee is responsible for ensuring the safety and managing the logistics of incoming and outgoing exchange students, in coordination with the Eastern States Student Exchange (ESSEX) organization, of which our District is a member.

The Youth Exchange Chair will be appointed by the DGE following the guidelines described below. The Chair and members should have a general knowledge of Rotary and a strong enthusiasm for youth and young adult leadership development. Experience with Youth Exchange, Youth Exchange alumni, and current youth program participants are ideal. All committee members must complete all Youth Protection training programs required by

Rotary International and must be knowledgeable on all RI policies and practices contained in the Rotary Youth Protection Guide [775-EN (520)]. Participation of minors is contingent upon receiving prior approval from a parent/guardian.

Because of the special knowledge and experience that administering youth programs requires, our District will strive to use a leadership succession plan, consulting all members of the committee as well as the DGE and DGN, to draw from the expertise of experienced committee members and develop leaders within the committee. It is strongly encouraged that the Youth Exchange Chair have a minimum of three years of experience in a key position on the Youth Exchange Committee. The plan should arrange for an overlap period, so that incoming Chairs learn important procedures and policies from their predecessors.

Following RI policy, effective July 1, 2024, the Youth Exchange Committee Chair shall be appointed for no longer than a single three-year term, subject to review, with documented agreement of the DG Chain for their term of service. The DG Chain for each of the years of the maximum three-year term of the Youth Exchange Committee Chair will participate in the selection of the Chair. This selection should take place and be reported to Rotary International no later than December 31 before taking office on July 1 of the following calendar year. Any removal for cause must have the prior approval of the DG Chain for each of the remaining years of the three-year term. The Rotary International General Secretary shall provide the DGE with information about this policy annually and provide guidance to the Youth Exchange Committees on how to establish and maintain an effective succession plan.

#### **4.20 Rotary Youth Leadership Awards (RYLA) Committee**

The Rotary Youth Leadership Awards (RYLA) program develops qualities of leadership in young people through civic engagement and personal and professional development.

The Rotary Youth Leadership Awards Committee oversees, promotes, and supports the activities of Rotary Youth Leadership Awards in the District. The Committee is responsible for planning and executing the District's annual RYLA Conference, typically held in June or July of each year.

The RYLA Committee Chair shall be appointed by the DGE. The Chair and members should have a general knowledge of Rotary and a strong enthusiasm for youth and young adult leadership development. Experience with RYLA, RYLA alumni, current youth program participants, or Rotarians who have managed youth programs requiring overnight stays are ideal. The Chair and all committee members must complete all Youth Protection training programs required by Rotary International and be knowledgeable of all RI policies and practices contained in the Rotary Youth Protection Guide [775-EN (520)].

## **4.21 Interact Committee**

An Interact Club is an organization of young people ages 12 to 18, sponsored by a local Rotary Club, whose purpose is to provide opportunities for the members to work together in a world fellowship dedicated to service and international understanding and leadership development skills. District 7475 Interact Clubs are typically associated with a high-school and/or middle-school (grades 8 – 12).

The Interact Committee is composed of Rotarians, Rotaractors, and Interactors. It promotes and supports the activities of Interact Clubs in the District.

Preference should be given to those who have club-level experience with Interact, Interact adviser, Interact alumni, and Interact members with leadership potential. Participation of Interactors is contingent upon receiving prior approval from a parent/guardian. Where feasible and practicable there should be provision for continuity of membership by appointing one or more members for a second term.

The Interact Committee Chair (a Rotarian or Rotaractor) is appointed by the DGE. The District Interact Representative (an Interactor), elected by the Interact clubs in the District (as described in the RI Code of Policies), should serve as Co-Chair of this committee. Following the recommendations of Rotary International, our District will implement a leadership succession plan, consulting all members of the committee as well as the DG Chain, to draw from the expertise of experienced committee members and develop leaders within the committee. The plan should also arrange for an overlap period, so that incoming chairs learn important procedures and policies from their predecessors.

## **Article 5 – Finance**

Rotary District 7475 is an IRS 501(c)(4) Organization.

### **5.1 Budget & Budget Development**

Collaborating with the DGE, the Finance Committee shall prepare a proposed budget which shall be approved by a majority of the voting members of the committee. The proposed budget shall consist of projected income, the proposed annual per capita District dues, and allocations for program and operating expenses. The budget shall show a reserve for contingencies of at least 2 percent of the total income. The amount of the per capita District dues on clubs for

District funding should be decided in accordance with the RI Bylaws.

Following approval by the Finance Committee, the DGE shall provide a copy of such proposed budget to each club President and President-Elect with a notice that such budget shall be presented for voting at a meeting of the Presidents-Elect at any time determined by the DGE, and approved by the DG, prior to June 1 of the Rotary Year. Such notice shall be transmitted at least thirty (30) days preceding the date of the meeting.

### **5.1.1 Adoption of District Budget**

A Majority Quorum is required to adopt or amend a proposed District budget. For the purpose of adopting or amending a proposed District budget, the presidents-elect are the Voting Members.

The budget, as presented by the Finance Chair or DGE at a meeting of presidents-elect, or as may be amended by the Voting Members at such meeting, shall be adopted by a Simple Majority of the Voting Members. Meeting participation and voting may take place following the procedures described in paragraph 3.7 District Meetings and Voting of this MOP.

Where a president-elect is formally excused from attending the meeting by the DGE, a representative of the president-elect designated in writing, shall be entitled to a proxy vote and become a Voting Member.

### **5.1.2 Reallocation of Funds**

Reallocation of funds not required for the budgeted purpose may be made by the DG, Finance Chair, and Treasurer in consultation with the DGE and DGN and in accordance with RI policies. Reallocation of funds may only take place within currently approved budget line items. Funds in excess of those required for current budget items must be transferred to the District Emergency Fund, which shall be governed as provided below in Section 5.3.

Separate accounts for the District conference or other purposes must be agreed upon by the DG and District Finance Chair in consultation with the DGE and DGN, prior to being opened. All District accounts shall require two signatories. Except for the RI DG Funding Account, one signatory must be the DG and the other being the District Finance Chair or Treasurer.

As required by Rotary International, the RI DG Funding (stipend) shall be deposited into a designated checking account, separate from other District accounts. All DG expenses covered by RI DG Funding shall be paid from this account. The signatories on the DG Funding Account shall be the District Finance Chair and Treasurer. The Finance Committee shall track and document all payments from the RI DG Funding account and report to RI as required by the RI Code of Policies.

As required by the Rotary International Code of Policies, the above signatory requirement shall not apply to funds for District Rotary Youth Exchange activities, which shall be held separately from other District funds in an account established by the Finance Committee. The Chair of the District Youth Exchange Committee and the DG shall be signatories. The District Youth Exchange committee shall prepare and submit a budget to the DG and the District Finance Committee for approval and inclusion in the Annual Statement and Report of District Finances. The District Youth Exchange Committee and District Treasurer shall prepare and distribute a financial report on Youth Exchange to the DG on a semi-annual basis.

The above requirements shall not apply to the District Emergency Fund, which shall be governed as provided below in Section 5.3.

The Finance Committee shall manage the placement of funds at accredited financial institutions to maximize efficiency and eliminate or minimize account fees. All bank statements shall be delivered by relevant banks to the Treasurer, and the Treasurer shall

provide copies to the District Finance Chair and DG.

### **5.1.3 Supervision of Funds**

The District Treasurer will keep proper records of income and expenditure of District funds. The funds shall be held in bank accounts in the name of the District and shall be supervised by the District Treasurer, District Finance Chair, and DG jointly. Bills must be paid with a paper check with two authorized signatures, one of which must be the DG.

The Finance Chair will appoint a member of the Finance Committee to provide monthly reconciliation of all District accounts and provide a report to the District Finance Committee and DG Chair.

Any unused 2% contingency funds will be transferred to the District Emergency Fund at the end of each fiscal year.

### **5.1.4 Budget Authority**

The DG may expend the funds budgeted and received. Those budget items which contemplate a contribution to a succeeding year's budget, a contribution to special funds, or as may be specified by this MOP or District resolutions may not be expended by the DG for any other purpose. The DG shall not approve any fundraising program for general District budget purposes that does not appear in the approved budget. The prior sentence of this paragraph is not intended to prevent the DG from approving the solicitation of advertisements or other methods of raising funds for any District publication.

### **5.1.5 Budget for Attending RI Functions**

The budget shall provide an appropriation sufficient to enable the DGE and his or her partner to attend the Rotary International Convention, to enable the DG and partner, and the DGE and partner to attend the District Conference, and to enable the DG, the DGE, and the DGN and partners to attend Rotary Zone Institute programs such as DGE training, Governor programs, etc. The budget shall further provide an appropriation to enable the District Learning Chair and Council on Legislation Representative to attend the sessions provided for them at the Rotary Zone Institutes. Nothing is intended in this provision to restrict the District from providing an appropriation for other officers for other District, zone, or international meetings.

### **5.1.6 Appropriations for Charitable Purposes**

The budget may provide for an appropriation or contribution to any fund created by the District for a charitable Rotary purpose. The Finance Committee and Rotary Foundation Chair, if applicable, shall approve payment of such approved appropriation by the District.

A charitable Rotary purpose relieves poverty, advances education, or provides a benefit to the community through advancing the Rotary International Areas of Service. There must be no pecuniary benefit for any individual.

### **5.1.7 Appropriation for District Conference**

The budget may provide for an appropriation to the District conference to cover District expenses including but not limited to, expenses related to the attendance of the RI president's representative, Interact and Rotaract leaders, guest speakers or a group study exchange team. The finance committee shall approve such an appropriation.

### **5.2 Annual Review**

The DG must supply an annual statement and report of the District finances, prepared by the District Finance Chair and Treasurer, and reviewed by the Finance Committee, to each club in the District by October 15 of the completion of the DG's term of office. The annual statement and report shall also be reviewed by a qualified accountant and the District Internal Review Committee. This annual statement and report shall be presented for discussion and adoption at a meeting, to which all clubs are entitled to have a representative attend and for which a 30-day notice has been given that the annual statement and report of District finances will be presented for adoption.

### **5.3 District Emergency Fund**

A District Emergency Fund has been established and shall be maintained. It is funded as provided above in paragraphs 5.1.2 and 5.1.3. The Fund shall be maintained in a depository account as designated by the Finance Committee. Such account must be separate from any operating account. All withdrawals shall be made jointly by the Chair of the Finance Committee and the DG. The funds held in the District Emergency Fund may be expended only in an emergency as approved by a majority of the Finance Committee upon the recommendation of the DG. A negative decision of the Finance Committee as to the payment of any funds from the District Emergency Fund may be appealed by the DG to the Presidents of the clubs at a regular or special meeting of the District. The goal is to maintain a balance of approximately \$100,000, which may be adjusted from time to time at the recommendation of the DG and Finance Committee and approved through modification of this MOP by a majority vote of the clubs. If the actual balance exceeds the established balance amount, the excess funds will be returned to the clubs through a reduction of the District Per Capita Dues.

## **5.4 Per Capita Dues**

Each Club shall pay such annual per capita dues which shall be approved in the District budget. The District Treasurer-elect shall provide an invoice to each club on or about July 1 of each year and such dues shall be due and payable on August 1. The per capita dues shall apply to all members of a club, other than honorary members and those under 30 whose clubs participate in the District waiver of District dues program, as of July 1 each year.

A club that has not paid their dues in a timely fashion will be solicited by the District Treasurer for the purpose of encouraging the club to pay their dues. If the dues go unpaid for over 90 days past the due date the club may be reported to RI for termination.

The waiver of District dues for those members under 30 years of age shall apply only if their club waives both the District dues and their club dues for those individuals. Therefore, the only dues a member under age 30 will pay under this program are the Rotary International dues. This is an optional District program, in which each club will decide individually if they wish to participate.

## **Article 6 - Nomination Process**

### **6.1 Club Suggestions for Governor**

The DG shall invite clubs to submit their suggestions for nominations for governor. The deadline for suggestions is September 30, and the period of nominations shall be at least two months long. The suggestions shall be submitted by a resolution, following the format to be supplied by the Nominating Committee, naming the suggested candidate adopted at a regular club meeting and certified by the club secretary. A club shall only suggest one of its own members. Each club may only suggest one nominee.

### **6.2 Nomination by Committee of Best Qualified Rotarian**

In accordance with the RI Bylaws, the committee shall seek out and nominate the best qualified Rotarian available to serve as governor and not be limited to those names submitted by clubs in the District. If only one nominee is submitted as a candidate for governor, the nominating committee is not required to choose that candidate. The committee shall determine and name the best qualified candidate, seeking additional candidates as needed to interview before making any determination as to the selection.

### **6.3 Nominating Committee Meeting**

The District Nominating Committee shall meet between October 15 and November 15 and interview all candidates for District Governor nominated by clubs and those candidates selected by the committee. Interviews shall be conducted in person or online, where candidates choose their preferred option.

A minimum of 4 committee member votes shall be required to nominate a Rotarian for District Governor. In the event of a tie, the Past District Governor assistant chair shall cast the deciding vote.

#### **6.4 Notification of Nomination**

The chair of the nominating committee shall notify the DG of the candidate selected within 24 hours of the adjournment of the nominating committee. Within three days of receipt of the notice, the DG shall notify the clubs in writing of the name and club of the nominee.

#### **6.5 Committee Inability to Select Nominee**

If the nominating committee cannot agree upon a candidate, the governor-nominee shall be elected in a club ballot as provided in section 12.050. of the Rotary International Bylaws or at the District Conference in accordance with section 15.050 of the Rotary International Bylaws. In either case, only those candidates suggested to the nominating committee before September 30th may participate.

#### **6.6 Challenging Candidates**

Any club in the District in existence for at least one year as of the beginning of that year may also propose a challenging candidate for governor-nominee, but only if it previously suggested the candidate to the nominating committee before the September 30th deadline. The name of the challenging candidate shall be submitted by a resolution of the club adopted at a regular meeting and filed with the District Governor by the date set by the governor, which shall be within 14 days of notification of the selection for governor nominee.

#### **6.7 Concurrence to Challenges**

The DG shall inform all clubs through a format prescribed by RI of any challenging candidate and ask whether any club concurs with the challenge. In order to concur, a club must adopt a resolution at a regular meeting and file it with the governor by the date set by the governor. A valid challenge requires concurrence by either: (a) 10 other clubs; or (b) 20 percent of the total number of clubs which have been in existence for at least one year as of the beginning of that year in that District, whichever is higher. A club shall concur with only one challenging candidate.

#### **6.8 Challenging Nominations**

Within seven days after the deadline, the governor shall notify clubs that there is a valid challenging candidate. The notice shall include the name and qualifications of each challenging candidate, the names of the challenging and concurring clubs, and state that the candidates will be voted on in a club ballot or at the District conference, if the challenge remains valid for 30 days after the notice by the governor.

#### **6.9 Lack of Valid Challenging Candidate**

If there is no valid challenging candidate, the governor shall declare the committee's candidate as the governor-nominee. The governor shall notify all clubs in the District of the nominee within 15 days after being notified by the chair of the committee's selection.

## **6.10 DGND Automatic Advancement**

The District Governor Nominee Designate shall automatically become the District Governor Nominee on July 1st following the nomination.

## **6.11 Selection of Council on Resolutions Representative and Alternate**

The District Nominating Committee shall select both the Representative and Alternate to the Council on Legislation and Resolutions every 3 years, as required.

## **6.12 Summary of Nomination Committee Timeline**

- **Before July 30:** DG appoints PDG serve as Nominating Committee Chair
- **August 1:** DG or Nominating Committee Chair, as directed by DG, puts out request for candidate suggestions from the Clubs.
- **September 30:** Deadline for clubs to suggest candidates to Chair.
- **Before October 15:** DG appoints the other members of the committee. Before November 15: Committee meets and interviews all candidates.
- **24 hours after meeting:** Chair notifies DG of results.
- **3 Days after notification:** DG informs clubs of selection of Nominee.
- **15 days after notification:** If there are no challenges, the DG declares the candidate the DGND.

## **Article 7 – Councils on Legislation and Resolutions**

### **7.1 Council on Legislation**

The Council on Legislation (COL) is the legislative body of Rotary International and has the authority to amend the RI constitutional documents. It meets every three years in April, May, or June in the vicinity of RI World Headquarters, Chicago, IL. Each district sends one representative. The representative must have previously been a DG and must be a current member of a club in the district.

### **7.2 Council on Resolutions**

A Council on Resolutions consisting of Council Representatives will meet online annually to consider recommendations to the Council on Legislation. District Representatives and Alternates will serve for 3 years starting July 1, 2020, through June 30, 2023, and so on. Both a Representative and an Alternate will be selected. They must both be a member of a Rotary club, and a PDG.

### **7.3 Selection of COL Representative and Alternate**

The COL Representative and Alternate will be selected by the Nominating Committee in the year two years preceding the Council on Legislation. The term of the next Representative and Alternate will start July 1st of that year. Any club may nominate a qualified member willing to serve. The nomination must be in writing, signed by the club President and Secretary, and be forwarded to the DG. The deadline for all nominations is 30 days before the vote is to be taken. If there is only one candidate for the District, a vote is not necessary, and the DG will declare that candidate the

Representative. Then the Governor shall appoint a qualified alternate. A prospective candidate may not serve on the Nominating Committee that year.

## **Article 8 - Diversity, Equity, and Inclusion Policy**

As a global network that strives to build a world where people unite and take action to create lasting change, Rotary values diversity and celebrates the contributions of people of all backgrounds, regardless of their age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, and gender identity.

Rotary will cultivate a diverse, equitable, and inclusive culture in which people from underrepresented groups have greater opportunities to participate as members and leaders.

## **Article 9 – Fundraising**

### **9.1 Raise for Rotary**

Raise for Rotary is a peer-to-peer fundraising tool that allows members to create fundraising pages that are easily sharable through social media and email. This tool allows members to gather contributions from non-Rotarians, including their network of family, friends, colleagues, and neighbors. Members of Rotary and Rotaract who give are eligible to receive credit and recognition through RI.

Each time a Raise for Rotary fundraiser is started, a Rotary fundraiser coach will contact the organizer to offer support and guidance and answer questions about fundraisers, how personal and club recognition works, and how to manage recognition for others when you personally raise money for The Rotary Foundation through donations from others.

District 7475 requires that all members raising funds for The Rotary Foundation submit any donations collected from non-Rotarians in the name of the club or District. District 7475 members are not authorized to submit donations from other individuals or entities under their personal name. The club or District will determine who receives recognition for the funds raised. Personal recognition status cannot be gained from fundraising for The Rotary Foundation.

## **Article 10 – Changes and Amendments**

### **10.1 Voting**

A Majority Quorum is required to change or amend this MOP. For the purpose of adopting or amending this MOP, the Presidents-Elect are the Voting Members.

This MOP may be changed or amended by a **Simple Majority** vote of the Voting Members following or during a meeting scheduled by the DG. Notice of the meeting will be sent to all Club Presidents and Presidents-Elect at least 30 days prior to the meeting. Such meeting may be live, virtual or a combination, based on need and convenience. Voting will follow the guidelines specified in paragraph 3.7 District Meetings and Voting of this MOP.

If a president-elect is formally excused from attending the meeting by the DGE, a representative of a president-elect designated in writing, shall be entitled to a proxy vote and become a Voting Member.

## **10.2 Proposals for Changes and Amendments**

Proposals for changes and amendments shall be presented to the District Rules and Procedures Committee at least 60 days before any scheduled vote. The committee shall send its recommendations with any changes to the DG within the 60- to 30-day period prior to the vote for approval. Proposed changes and amendments shall be circulated to the club Presidents and Presidents-elect at least 30 days prior to the scheduled vote for approval.

Any proposals to change or amend the MOP must be in accordance with the Constitution, Bylaws, Code of Policies, and other governance documents of Rotary International. The proposal should list the page numbers and/or sections of the Rotary International Manual of Procedure, The Rotary Code of Policies, or The Rotary Foundation Code of Policies which are influenced or supported by this proposal.

## **10.3 Distribution of Amendments Prior to Adoption**

No changes or amendment may be considered for adoption unless the Presidents of each club shall have received a copy of proposed changes or amendments at least 30 days prior to the vote. The DGE shall arrange for the distribution of copies, paper or electronic, of the proposed district MOP to all Presidents-elect at the annual PETS. The Chair of the District Rules and Procedures Committee shall publish a copy of the MOP on the District website after approval for adoption.

## **10.4 Effective Date**

All changes and amendments to the District Manual of Procedure shall take effect on July 1 following adoption unless an earlier date is specified in the amendment.

## **Article 11 - Awards and Recognition**

The District shall maintain an active awards and recognition program for the purpose of motivating and acknowledging individual Rotarians, Rotaractors and clubs for exemplary achievement of club and District goals.

Information regarding awards should be available in a dedicated section on the District website. The page shall include information on all available awards, qualifications details, application information and the history of all award recipients for District 7475 and its predecessor districts.

## **Article 12 - District Documents**

The latest versions of the following District documents shall be maintained on the District website for Rotarian access within the members-only section. A member login will be required to access the information. The documents shall be stored in a secure format and be available for download.

1. District Manual of Procedures (this document)
2. Annual Budget
3. Financial Reports
4. Annual Audit Report
5. Tax Returns
6. District Leadership Meeting Reports
7. Membership Reports
8. Rotary Foundation Reports
9. District Grant Requirements
10. Other data and information approved by the DG.

## **Article 13 - ADOPTIONS**

Adopted by a vote of club Presidents-elect at the District 7475 District Assembly, April 2018.

Annual Update: Adopted at District Assembly 2019

Annual Update: Adopted at District Assembly 2020

Annual Update: Adopted at District Assembly 2021

Annual Update: Adopted at District Assembly 2022

Annual Update: Adopted at District Assembly 2023

Annual Update: Adopted at District Assembly May 6, 2024

Annual Update: Adopted at a District Assembly **xxx**, 2026

## APPENDIX I - District Regions

The following Regions were established in 2026

Region 1	Mbr	Region 2	Mbr	Region 3	Mbr	Region 4	Mbr	Region 5	Mbr	Region 6	Mbr
Berkeley Heights	21	Chatham	8	Denville	35	Bloomfield-Glenridge	17	Edison	9	Belvidere	8
Branchburg	13	Fanwood Scotch Plains	52	Denville Sunrise	16	Caldwell	28	Hillsborough	35	Branchville	24
Cranford	23	Flemington	14	Florham Park	12	Dover	20	Montgomery-Rocky Hill	32	Blairstown	17
Dare To Be Great Club	7	Madison	97	Hanover	30	East Orange	10	Greater New Brunswick	38	Clinton Sunrise	17
Dunellen-Greenbrook	20	Morristown	70	Lk Hopatcong	28	Irvington	4	Old Bridge - Sayreville	17	Hackettstown	30
Elizabeth	33	Montville	9	Mendham	15	Livingston	27	Plainsboro	25	Mental Health Advocates	20
Kenilworth	12	Mountainside	12	Morris Plains	43	Maplewood	15	Princeton Corridor	37	Newton	39
Piscataway	11	Somerville-Bridgewater	14	Parsippany	19	Montclair	12	Robbinsville Hamilton	59	North Hunterdon	31
The Plainfields	17	Springfield	10	Randolph	9	Newark	17	South Amboy Sayreville	12	Phillipsburg	35
Roselle-Roselle Park	17	Watchung-Warren	12	Rockaway	10	Nutley	31	Trenton	43	Skylands	10
Somerset Hills	24			Roxbury	53	Pequannock Valley	42	Woodbridge Perth Amboy	18	Walkhill Valley	24
Summit-NP	34					South Orange	8			Washington	21
Union	34					West Orange	28			Vernon	16
Westfield	32										
<b>14 clubs</b>	<b>298</b>	<b>11 clubs</b>	<b>298</b>	<b>11 clubs</b>	<b>270</b>	<b>13 clubs</b>	<b>259</b>	<b>11 clubs</b>	<b>325</b>	<b>13 clubs</b>	<b>292</b>

## **APPENDIX II - Definitions**

**The following provides definitions of some terms used within this document.**

- **Member:** A Rotarian who is an active member as defined by Rotary International of a Rotary Club in District 7475. For the purpose of this definition, honorary Rotarians (non-dues-paying) are not Members.
- **Quorum:** The minimum number of Members that must participate in a live, virtual or combination meeting or participate in a live, virtual or combination vote.
- **Majority Quorum:** A Majority Quorum is 50% of Voting Members plus one. As example, a Majority Quorum of 50 Voting Members equals 26 Voting Members.
- **Simple Majority:** A Simple Majority is 50% of votes cast plus one.
- **Voting Members:** Those Members authorized by this MOP to vote in an election. Voting Members will be different based on what is being voted on.
- **Proxy Vote:** A Proxy Vote is a vote cast by a member on behalf of a Voting Member who is unable to attend a meeting or cast an electronic vote. Notification of intent to cast a Proxy Vote must be submitted by email to the DG no later than one day in advance of the meeting or voting. The Member who will cast the Proxy Vote must be identified in the notification.

