

# **DISTRICT MANUAL OF PROCEDURE**

**of the**

## **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,  
AND  
NEW HOPE, PENNSYLVANIA, USA**

Effective July 1, 2020

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 the Constitution and Bylaws of Rotary International and the policies of Rotary International insofar as they apply to the administration of District 7475. Nothing in this MOP is intended to limit the authority of the District Governor granted to him or her by Rotary International. It is understood that the Rotary International Manual of Procedure and Code of Policy have precedence over the District Manual of Procedure.

## **Article 2 District Leadership Plan**

Sections 17.030.1 and 17.030.4 in *The Rotary Code of Policies* require every District to develop and adopt a District Leadership Plan. This plan provides for the appointment of Assistant Governors to carry out much of the administrative work associated with club operations thereby giving the Governor more time to attend to his duties. Refer to *The Rotary Code of Policies* for details.

## **Article 3 Officers**

### **3.1 District Governor**

The District Governor is the only officer of Rotary International in the district and functions under the general control and supervision of the Board of Rotary International. The status, qualifications, duties, and code of ethics of the District Governor may be found in the RI Code of Policies.

### **3.2 Vice-Governor**

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

Having a Vice Governor is no longer mandatory. If there is no Vice Governor, and the District Governor is unable to complete his year, then the Nominating Committee would select a Past District Governor proposed by the Governor Elect. If there is no Nominating Committee, then the Governor Elect selects a Past District Governor.

If a Vice-Governor is to be appointed, it should be done by the DGE by January 1<sup>st</sup> of the year preceding his or her term of service. Selection of the Vice Governor shall be based on the following: shall have served as District Governor of District 7510, 7470, or 7475 within the past 5 Rotary years. If none of the Past District Governors in the above 5 year pool is available to serve, the District Governor-Elect will attempt to choose from a pool of Past District Governors who have served in the 5 years prior to the first pool.

The District will provide funds for the Vice-Governor to attend Pre-PETS, PETS, the District Assembly, Changing of the Guard, and any other functions that require his or her attendance. The Vice-Governor's attendance at these functions shall be determined by the sitting Governor.

The Vice-Governor will be an ex-officio member of all committees and will be a contributing member of at least one committee, per prior arrangement with the District Governor-Elect at the time of his or her appointment.

### **3.3 District Officers**

The officers of the district shall be the District Governor, Deputy Governor(s), Assistant Governors, District Secretary, District Treasurer, District Governor Elect, District Governor Nominee, and District Governor Designate. All other officials of the district as provided herein, except for the District Trainer, shall be appointed by the District Governor and shall serve concurrently with the District Governor during his or her term of office. Each officer shall perform the duties assigned to that officer by the District Governor.

### **3.4 District Trainer**

The District Governor Elect appoints the District Training Committee with consent of the District Governor.

### **3.5 Assistant Governors**

The District Governor shall appoint Rotarians who are Past Presidents of Rotary Clubs within the district to serve as Assistant Governors. Such Assistant Governors shall serve as liaison and resource coordinators between the district and the clubs and shall visit with and communicate regularly with the officers and members of each club in their assigned areas. The Assistant Governors shall perform the duties assigned to them by the District Governor in accordance with the District Leadership Plan. Assistant Governors are appointed to 1-year terms, which may be renewed annually for two more years subject to annual approval of each succeeding Governor, for a maximum of a 3-year term. AG's will be required to participate in AG training at PETS. AG's will be evaluated annually by the Deputy and their respective clubs.

### **3.6 Staff Meetings**

The District Governor shall convene the District officers, the District Leadership Council, and key committee chairs that shall constitute the district staff. The district staff shall be the District Governor's aides in the conduct of the business of the district.

### **3.7 District Regions**

The District shall be divided into 6 geographic regions, each with an approximately equal number of Rotarians. The regions will be used in the Nominating Committee process. Refer to section 3.10.

### **3.8 Appointment of Chairs and Committee Members**

The District Governor shall appoint the chairs and members of the committees of the district in accordance with the provisions of this Article. All standing and special committees except The Rotary Foundation Committees and the District Training Committee shall be grouped by the District Governor in accordance with the recommendations of Rotary International. The Rotary Foundation Committees shall be grouped together and managed by the Chair of The

Rotary Foundation Committees. The District Governor 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 shall be an ex-officio member of and shall approve all projects, events and activities of all committees except the Finance Committee, Internal Review Committee, and District Nominating Committee. The District Governor may attend the meetings of all committees but shall not participate in questions to candidates for nomination and may not vote at the District Nominating Committee meetings.

## **Article 4 District Committees**

### **4.1 Alumni Committee**

Purpose: To develop and implement a plan to manage an ongoing relationship with alumni in the district and assist clubs with respect to their alumni.

### **4.2 Community Service Committee**

The role and responsibilities of this committee are to: Help identify new trends, issues or problems within the district that clubs may want to address; Visit clubs within the district to speak about successful Community Service projects and provide information on Rotary programs and emphases to help strengthen their projects; Encourage and assist club Community Service chairs in carrying out their responsibilities; Encourage clubs to organize a Rotary Community Corps (RCC) if appropriate, and encourage district-level RCC meetings to exchange project development ideas; Maintain inter committee communication with other district committees;

Organize district-level club Community Service chair meetings, in connection with the district conference, district training assembly and other meetings, to exchange ideas and promote projects; Identify areas for cooperation between club Community Service projects and local non-Rotary service organizations, by sharing information and helping clubs to set goals; Request regular reports on successful Community Service projects from club Community Service chairs, for promotion through the governor's monthly letter, and report to RI for possible publication; Organize exhibits of outstanding Community Service projects at district and zone meetings; Organize district-wide Community Service activities; Promote resources for service and engagement, inclusive of Rotary Fellowships and Rotarian Action Groups; Facilitate district recognition for clubs and/or individuals who advance the principles of Rotary, including vocational service and empowering and engaging young people. “

### **4.3 Conference Committee, District**

The District Conference Committee shall be appointed by the District Governor, District Governor-Elect, or District Governor-Nominee who will serve as District Governor during the year in which the conference will be held, and shall consist of a Conference Chair, who could be a Past District Governor, a Chair of the Host Club Committee, and such other

members as are deemed appropriate. The Host Club shall be the Rotary Club of the then District Governor unless such District Governor determines otherwise.

#### **4.3.1 Conference Committee Responsibilities**

The District Conference Committee shall be responsible for assisting the District Governor in all arrangements for the District Conference, including, but not limited to hotel accommodations, registration, publicity, promotion, and all other areas assigned to it by the District Governor.

#### **4.3.2 Conference Programs**

The Conference Chair and Host Club Chair shall assist the District Governor in preparing the programs for conference sessions and in all other ways as the District Governor may determine.

#### **4.3.3 Conference Host Club Chair**

The Host Club Chair shall direct all subcommittee chairs and shall report directly to the Conference Chair.

#### **4.4 Convention Promotion Committee**

The RI Convention Promotion Committee shall consist of 5 Rotarians and will be chaired by the District Governor-Elect who will be one of the members. The committee shall actively promote attendance by Rotarians in the district at the annual RI Convention and, if possible, shall assist the District Governor-Elect in hosting a reception at such convention for district Rotarians in attendance. The District Governor-Elect shall select up to 4 Rotarians to help in this promotion and provide any other assistance with approval of the District Governor.

#### **4.5 Finance Committee**

The Finance Committee shall be established to review and study the necessary expenses of district administration. The Governor shall appoint the chair. The District Governor shall appoint representatives from each of the six (6) regions to the Finance committee, in rotating 3-year terms. The Governor shall appoint two members to serve one year, two to serve 2 years, and two to serve 3 years; thereafter, each succeeding year, the District Governor in office shall appoint two members for a period of 3 years to fill the vacancy for that year. The Governor, DGE and DGN shall be members of this committee. The Treasurer or Treasurer-Elect shall be a voting member of the Finance Committee.

**4.5.1 Contract Review Subcommittee.** The Chair of the Finance Committee shall appoint three persons to create a Contract Review Subcommittee. Any contract which obligates the district must be submitted to the Contract Review Subcommittee for review before signing. The Governor shall sign all contracts which bind the District.

#### **4.6 Foundation Committee**

The District Rotary Foundation committee (DRFC) assists in educating, motivating, and inspiring Rotarians to participate in Foundation grant and fundraising activities. The

committee serves as the liaison between The Rotary Foundation and Rotarians. The subcommittee chairs are members of this committee. The Rotary International Foundation Committee shall consist of a District Chair and the Chairs of the subcommittees, appointed by the District Governor in accordance with the recommendations of the Rotary Foundation. The Rotary International Foundation Committee shall consist of the following subcommittees: Fundraising; Grants; Polio; Stewardship; and other committees as required. Each subcommittee shall consist of Rotarians appointed by the District Governor. The subcommittees shall promote participation by the district and clubs in the educational, cultural, humanitarian, and fund development activities of The Rotary International Foundation and such district events as the District Governor shall approve. The Chair of the District Rotary International Foundation Committees shall be appointed, after consultation with the incoming District Governors, for a term of 3 years. In the event of a vacancy in The Rotary International Foundation Committee Chair, the District Governor shall appoint another Rotarian to the balance of the 3-year term.

#### **4.7 Governor Chain Committee**

The Governor Chain Committee shall consist of at least five members: the immediate Past District Governor; the District Governor; the District Governor-Elect; and the District Governor Nominee, the District Trainer, and if available, the District Governor Nominee Elect. The monthly meetings will be coordinated by the Trainer. The purpose of the Governor Chain Committee is to develop a working relationship among the members of the Governor chain; provide guidance to future district leadership; discuss current issues facing the district; and review future plans. Other guests may be invited by the Trainer if they are relevant to the discussion.

#### **4.8 Internal Review Committee**

The Internal Review Committee shall consist of the 3 Rotarians as voting members and one alternate to vote in the absence of a regular member. The Finance Committee Chair shall select the Rotarians to serve on the committee. At least two shall be financial professionals who are not PDG's or in the Governors chain. They shall be appointed to rotating 3-year terms. The Treasurer should attend the meetings to answer questions, as a non-voting member of the committee. They should meet a minimum of quarterly throughout the year. The Internal Review Committee shall perform the duties set forth in Article 5.2 of this Manual of Procedure.

#### **4.9 International Service Committee**

The role of the International Service Committee to help enhance the quality of the district's humanitarian efforts by identifying resources and experts to advise on international service projects and global grants.

The district international service committee chair shall be concerned with promoting 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 district international service committee chair will confer and cooperate with other leaders from across the district including but not limited to the district Rotary Foundation, grants subcommittee, community service, vocational service and alumni committees, to identify and promote resources for improved projects and grants. The district international service committee will also collaborate with district Rotaract representatives, Rotarian Action Groups, the Rotary Foundation Cadre of Technical Advisers, and other experts interested in assisting with global grant applications.

To be effective, the district international service committee chair must have continuity of leadership and success planning. A district's governor-elect, in consultation with the immediate past district governor and district governor-nominee, is encouraged to appoint a past district governor, past regional Rotary Foundation coordinator, or a past assistant regional Rotary Foundation coordinator to chair this committee, to serve a term of three years without reappointment limits.

#### **4.10 Membership Committee**

The Membership Committee will identify, market, 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 including nonprofit, education, arts, non-elected government and clergy. The Membership Committee shall consist of at least 3 members. The Chair of the committee shall be selected by the District Governor-Elect to serve during his or her District Governor term. The remaining members shall be chosen by the District Governor-Elect in consultation with the Chair. The members shall be required to have at least Club President experience. The Committee shall also develop and implement a plan to organize new Rotary clubs within the District.

#### **4.11 Nominating Committee.**

The District Governor Nominee shall be nominated by a nominating committee organized as set forth in this Article and shall be elected by the Convention of Rotary International as provided in the Bylaws of Rotary International.

**4.11.1 Nomination by Committee of Best Qualified Rotarian.** The committee shall seek out and nominate the best qualified Rotarian who is available to serve as governor and not be limited to those names submitted by clubs in the district.

#### **4.11.2 Governor Appoint Nominating Committee Chair.**

The District Governor shall appoint a Chair of a District Nominating Committee before October 31st of each year, which chair shall be a Past District Governor. No chair shall serve more than 3 years.

**4.11.3 Club Suggestions for Governor.** The governor shall invite clubs to submit their suggestions for nominations for governor. The deadline for suggestions is November 30<sup>th</sup>. The suggestions shall be submitted by a resolution 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.

**4.11.4 Governor Appoints Nominating Committee.**

After November 30<sup>th</sup>, during the month of December, the District Governor shall appoint the seven remaining members of the District Nominating Committee, which committee shall consist of 8 Past Presidents, of whom 2 including the Chair shall be Past District Governors. The remaining 6 Past Presidents shall not be a current, past or incoming District Governor or a candidate for District Governor. 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 six Regions within the district shall be represented. Each region will have a Past President Representative and a 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 District Governor or COL representative shall serve on the committee. The two PDG's are non-voting members except in the case of a tie.

**4.11.5 Nominating Committee Meeting.**

The District Nominating Committee shall meet during the month of January, shall personally interview all candidates who shall have been nominated by their clubs, and any other candidates which the committee has selected, and shall nominate a qualified Rotarian for District Governor, whether or not nominated by any club. This cannot be done electronically, but the candidates must be interviewed in person. At least 4 votes of committee members shall be required to nominate a Rotarian for District Governor. In the event of a tie, the PDG Chair and PDG Assistant Chair may cast the deciding votes.

**4.11.6 Notification of Nomination.** The chair of the nominating committee shall notify the District Governor of the candidate selected within 24 hours of the adjournment of the nominating committee. Within three days of the receipt of the notice, the governor shall notify the clubs in writing of the name and club of the nominee.

**4.11.7 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 Jan 31<sup>st</sup> may participate.

**4.11.8 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 January 31<sup>st</sup> deadline. A club in existence for less than one year as of the beginning of that

year may propose a challenging candidate if the candidate is a member of that club and was already suggested to the nominating committee. 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.

**4.11.9 Concurrence to Challenges.** The governor shall inform all clubs through a form 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 concurrences 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.

**4.11.10 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.

**4.11.11 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.

**4.11.12 DGND Automatic Advancement.**

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

**4.11.13 Selection of Council on Resolutions Representative and Alternate.**

The District Nominating Committee shall select both the Representative and Alternate to the Council on Resolutions every 3 years, as required. The next representatives shall be selected in February 2020 and shall start their 3-year terms on July 1, 2020.

**4.11.14 Summary of Nomination Committee Timeline**

Before Oct 31<sup>st</sup> Governor appoints PDG Chair  
October- Governor puts out request for suggestions from clubs  
November 30th - Deadline for clubs to suggest candidates to Chair  
December- Governor appoints the rest of the committee  
January- Committee meets and interviews all candidates in person  
24 hours after meeting- Chair notifies Governor of results  
3 Days after notification- Governor informs clubs of selection of nominee  
15 days after notification- if no challenges- Governor declares the candidate as the Nominee.  
International Convention- RI elects the nominee to be the official District Governor Nominee

#### **4.12 Programs Committees**

Purpose: Several program-related committees are responsible for promotion and administration of programs at the district-level and provide specific support and guidance to the clubs involved with the particular program in the district including: Interact; Rotaract; Rotary Community Corps; Rotary Fellowships; Rotary Friendship Exchange; Rotary Youth Exchange; and Rotary Youth Leadership Awards (RYLA).

#### **4.13 Public Image Committee**

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 District Governor public relations activities on the district level and implement any such activities as may be approved by the District Governor. The committee will be chaired by a District Chair of Public Image who will choose up to 4 Rotarians to help in this endeavor and provide any other assistance with the approval of the District Governor.

#### **4.14 Risk Management and Youth Protection Chair**

The Risk Management Chair shall apprise the Governor and District officials of actions which could put the District at risk, and how to ameliorate that risk. They shall provide advice to the Governor and District officials to maintain adequate insurance. They shall supervise programs which require Youth Protection Training to make sure the advisers are current in the appropriate training.

#### **4.15 Rules and Procedures Committee**

The Rules and Procedures (RAP) Committee shall consist of six members, including two Past District Governors, each serving a staggered 3-year term with the possibility of reappointment. The immediate Past District Governor, District Governor, District Governor Elect and the District Governor-Nominee shall also serve as members. The Chair of this committee shall be chosen by the District Governor- Elect, since the newly adopted policies would be enacted on the following July 1<sup>st</sup> when the DGE becomes the Governor. The Committee may wish to invite the COL Representative to participate in the meetings. Members should be knowledgeable about Rotary International's governance documents and election procedures. They shall propose amendments to this RAP to the District Assembly and shall propose such legislation and resolutions, which may be recommended by the District to the Council on Legislation. The committee shall also comment on RAP amendments, resolutions, or legislation proposed by Rotary Clubs.

#### **4.16 Training Committee**

The District Governor-Elect shall appoint the District Training Committee, of which the District Trainer shall be the Chair. The District Training Committee shall be charged with assisting the District Trainer and the Governor-Elect in organizing all district training events,

including but not limited to Pre- PETS, PETS, District Assembly, District Team Training Seminar, Assistant Governor training, and membership training.

## **Article 5 – Advisory Council of Past District Governors**

The Advisory Council of Past Governors (previously called the College of Governors) shall be composed of all Past District Governors who are members of Rotary clubs within the district. District Governors are urged to call a meeting of the Advisory Council at least once a year within the month following the end of the International Assembly, to allow the District Governor-Elect to inform the District Governor and Past District Governors of the issues debated and presented at the International Assembly. The authority and responsibilities of the District Governor shall in no way be impaired or impeded by the advice or actions of the Past District Governors. Additional meetings may be called at the discretion of the District Governor, without limitation. The sitting District Governor will convene and chair all Advisory Council meetings.

## **Article 6 – Finance**

### **6.1. Budget**

Cooperating with the Governor-Elect, the Finance Committee shall prepare a budget which shall be submitted to the clubs at PETS or at least 4 weeks prior to the District Assembly and approved at a meeting of the incoming Club Presidents at the District Assembly. The amount of any per capita levy on clubs for district funding should be decided in accordance with the RI Bylaws.

#### **6.1.1 Budget Development**

The 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 amount of total income. The District Governor-Elect 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 adoption at the annual District Assembly. Such notice shall be transmitted at least four (4) weeks preceding the date of the District Assembly.

#### **6.1.2 Adoption of the Budget**

The budget as presented by the Finance Chair or designee to the District Assembly, and as may be amended by the District Assembly, shall be adopted by a simple majority of the Presidents-Elect present and voting at the District Assembly. Only Presidents-Elect may vote to amend or adopt the district budget, provided that where a President-Elect is formally excused from attending the District Assembly by the District Governor-Elect, a representative of the President-Elect designated in writing, shall be entitled to a proxy vote.

### **6.1.3 Allocation of Funds**

Allocation of funds not currently needed may be made by the District Governor and District Treasurer in accordance with the policies of Rotary International. Separate accounts for the District Conference or for other purposes may be opened at the discretion of the District Governor. All district depository accounts shall have both the Treasurer and another District Officer as signatories on each account and that all bank statements shall be delivered by relevant banks to the Treasurer. The above requirements shall not apply to the District Emergency Fund, which shall be governed as provided below.

### **6.1.4 Supervision of Funds**

The Governor-Elect shall name a District Treasurer, who shall be a member of the Finance Committee and who will keep proper records of income and expenditure of district funds. The funds shall be held in a bank in an account in the name of the district and shall be supervised by the District Governor jointly with another member of the Finance Committee, who should preferably be the Treasurer when available. Bills must be paid with a paper check with two authorized signatures, with the concurrence of the District Governor. The Finance Committee Chair will appoint an individual to provide monthly reconciliations of the District Accounts and provide a report to the District Finance Chair and the District Governor. As a Rotary year progresses, income and expenses will vary. Reallocation of funds that are previously budgeted and funded but not needed for the budgeted purpose will be determined by vote of the District Finance Committee.

### **6.1.5 District Governor Authority Over Budget**

The District Governor may expend the funds budgeted and received. The District Governor shall have the authority to revise budget line items after consultation with the Finance Committee, provided that the District Governor may not expend more than the total amount appropriated by the district budget except as hereinafter provided. Those items which contemplate a contribution to a succeeding year's budget, a contribution to special funds, or as may be specified by this Code of Policy or district resolutions may not be expended by the District Governor for any other purpose. The District Governor shall not approve any fundraising program for general district budget purposes that does not appear in the approved budget or which has not been approved by the District Assembly. The prior sentence of this subparagraph is not intended to prevent the District Governor from approving the solicitation of advertisements or other methods of raising funds for any district publication.

### **6.1.6 Budget for Attending RI Functions**

The budget shall provide an appropriation sufficient to enable the District Governor- Elect and his or her partner to attend the Rotary International Convention, to enable the District Governor and partner, and the District Governor-Elect and partner to attend the District Conference, and to enable the District Governor, the District Governor-Elect, and the District

Governor-Nominee and partners to attend Rotary Zone Institute programs such as Governor Elect training, Governor programs, etc. The budget shall further provide an appropriation to enable the District Trainer 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 or partners for other district, zone or international meetings.

#### **6.1.7 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.

#### **6.1.8 Appropriation for District Conference**

The budget may contain an appropriation towards the conduct of the District Conference to cover those expenses assumed by the district for the conference, including but not limited to the expenses of the RI President's Representative, the attendance of Interact and Rotaract leaders, and the attendance of a Group Study Exchange team.

### **6.2 Annual Review**

The District Governor must supply an annual statement and report of the district finances to each club in the district by October 15<sup>th</sup> of the completion of his or her term of office. The annual statement and report shall be reviewed by a qualified accountant and the Internal Review Committee. This annual statement and report shall be presented for discussion and adoption at the next District Assembly, to which all clubs are entitled to send a representative and for which a 30-day notice has been given that the statement of the district finances will be presented for adoption or, if no such meeting is held, by the following district conference.

### **6.3 District Emergency Fund**

The District Emergency Fund, funded as provided above, shall be maintained in a depository designated by the Finance Committee. All withdrawals shall be made jointly by the Chair of the Finance Committee and the District Governor. 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 District Governor. A negative decision of the Finance Committee as to the payment of any funds from the District Emergency Fund may be appealed by the District Governor to the presidents of the clubs at a regular or special meeting of the District Assembly or District Conference. The goal is to maintain a target balance of approximately (2/3) two thirds of the district's annual budget.

### **6.4 Per Capita Dues**

Each Club shall pay such annual per capita dues which shall be approved in the district budget. The incoming District Treasurer shall provide a bill to each club on or about July 1<sup>st</sup> of each year and such dues shall be due and payable on August 1<sup>st</sup>. The per capita dues shall apply to all members, other than honorary, and those under age 30 under certain conditions (see below), of a club as of July 1<sup>st</sup> of 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.

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 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 District Governor 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 Past District Governor.

### **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 next selection will take place by the Nominating Committee in February of 2020. The term of the next Representative and Alternate will start July 1<sup>st</sup>, 2020. Any club may nominate a qualified member willing to serve. The nomination must be in writing, on paper, signed by the club President and Secretary, and be forwarded to the District Governor. 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 Governor will declare that candidate the winner. 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. (April 2019 Mtg., Bd. Dec. 134) Source: January 2019 Mtg., Bd. Dec. 81”

## **Article 9 Amendments**

### **9.1 Voting**

This Manual of Procedure may be amended by the duly constituted delegates at either the District Assembly or District Conference by a vote of two-thirds (2/3) of those delegates present and voting.

### **9.2 Proposals for Amendments**

Proposals for amendments shall be presented to the District Manual of Procedure Committee at least 60 days before any scheduled vote. The Committee shall send its recommendations with any changes to the District Governor within the 60 day to 30-day period prior to the vote for approval. Proposed 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 amend the MOP must be in accordance with the Constitution, Bylaws, Code of Policy, and Governance Documents of Rotary International, and may not limit the authority of the District Governor. The proposal should list the page numbers and/ or sections of the RI MOP or RI Code of Policy which are influenced or supported by this proposal.

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

No amendment may be considered for adoption unless the presidents of each club shall have received a copy of proposed amendments at least 30 days prior to the vote. The District Governor-Elect shall arrange for the distribution of copies of the current MOP to all Presidents-Elect at the annual PETS. The Chair of the District Manual of Procedure Committee shall publish a full copy of the MOP on the district website, which shall be made available on request to all Rotarians in the district.

### **9.4 Effective Date**

All amendments to the District Manual of Procedure shall take effect on July 1 following adoption by either the District Assembly or District Conference unless an earlier date is specified in the amendment.

### **Adoptions:**

Adopted by a vote of the District Presidents- Elect at the District Assembly April 2018.

Annual update adopted at District Assembly April 13, 2019.

Annual Update: Adopted at District Assembly May 21, 2020

**APPENDIX I District Regions**

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
Branchburg	Berkeley Heights	Parsippany	Belleville	Edison	Belvidere
Bridgewater-B. Brook	Bernardsville	Denville	Bloomfield	Hamilton	Blairstown
Cranford	Chatham	Denville Sunrise	Caldwell	Hillsborough	Branchville
Carteret	Fanwood-S. Plains	Dover	Cedar Grove	Montgomery-Rocky Hill	Clinton Sunrise
Dunellen – G. Brook	Mt. Lakes/Boonton	Florham Park	East Orange	New Brunswick	Hackettstown
Elizabeth	Hanover	Jefferson	Glen Ridge	Old Bridge	Lambertville-New Hope
Kenilworth	Madison	Lk. Hopatcong	Irvington	Plainsboro	Skylands
Piscataway	Morristown	Montville	Livingston	Princeton	Newton
Plainfields	Horizon E-Club	Mendham	Maplewood	Princeton Corridor	North Hunterdon
Roselle-Roselle Park	Mountainside	Pequannock	Montclair	Robbinsville	Phillipsburg
Somerville	Springfield	Randolph	Nutley	South Amboy	Wallkill Valley
Union	Watchung-Warren	Rockaway	South Orange	Trenton	Washington
Westfield		Roxbury	West Orange	Woodbridge-P. Amboy	Whitehouse
Summit-NP		Morris Plains	Newark	Monroe	Vernon
Linden					Flemington

## **APPENDIX II**

This is list of 501c3 corporations with which the District is associated, for reference use only.

1. ESSEX- Eastern States Student Exchange (Rotary Youth Exchange)
2. Fellowship- Rotary Means Business, Chapter 67
3. Gift of Life of NJ, Inc.
4. Habitat for Humanity
5. Mid Northeast Multi District PETS (Presidents Elect Training)
6. 7475 Foundation
  - a. Japanese Youth Exchange
  - b. RYLA
7. Outreach, Inc (End Hunger 3.6)
8. Pure Water for the World
9. The Rotary Foundation
10. Rotary Leadership Institute
11. Shelter Box
12. Walkfest, Inc.

## **APPENDIX III AWARDS AND RECOGNITIONS**

Awards and recognitions may be presented at the club, or a public ceremony such as the District Assembly or District Conference, or may be kept confidential at the request of the recipient.

Awards are based on Service; Recognitions are based on donations.

### **Club Awards:**

#### **Care & Share Award-**

Club; Community; Vocational; International; Youth  
The purpose is to share project ideas with other clubs

**District Club of the Year Award-** Trophy engraved passed to next club each year.

Each Governor decides his own criteria; but no repeats; and not his own club.

**Significant Achievement Award-** Governor is Chair

To recognize a club whose project has addressed a significant need in the community

### **Membership Awards:**

1. Greatest net gain
2. Greatest % Increase

## **Newsletter Awards**

1. Print
2. Electronic

## **Website Award**

### **Karien Ziegler Memorial Polio Plus District Award**

Established 2020 to honor Karien's tireless efforts to eradicate polio.  
Selection Committee is Governor, iPDG, and Polio Chair

### **Presidential Citations**

Certificates are sent from RI to the governor. The criteria are set by the incoming President of Rotary International and change each year.

### **RI Foundation Club Recognitions:** District Foundation Chair is the Chair

#### **100% Foundation Giving Club**

Every member of the club contributes at least \$25 with an average of \$100 per member to any Rotary program

#### **100% Every Rotarian Every Year Award**

Every member of the club gives a minimum of \$25 with an average of \$100 per member to the Annual Fund.

#### **Top three Per Capita in Annual Giving**

Banners are given to the top three clubs in the district with the highest per capita giving to the Annual Fund.

#### **100% Paul Harris Fellow Club**

Every member of the club is a Paul Harris Fellow.  
RI gives a banner to the club. It is a one time award.

**100% Paul Harris Society Club** Every club member is a member of the Paul Harris Society and pledges to donate \$1,000 per year.

## **Volunteer Club Awards**

Rotary; Interact; Rotaract

1. Most Volunteer Hours
2. Highest Volunteer hours per member

## **Awards to Recognize Individuals:**

### **F.S. Matty Mathewson District Rotarian of the Year Award**

The District Rotarian of the Year Award is presented in memory of F.S. “Matty” Mathewson of the Rotary Club of Plainfield, NJ, who served as the first Governor of District 751 for the Rotary Year 1947-48.

From 1981-2 through 2017-18, 37 years, District 7510 has presented the F.S. “Matty” Mathewson Award each year to a deserving Rotarian. The recipients are listed on the district website.

The committee shall make its selection during the month of February. The Chair shall notify the District Governor of the name and club of the Rotarian selected for the award. The award is usually presented at the following district conference.

The recipient of this award shall meet the following standards:

- a. The recipient must be a member in good standing of a Rotary Club in District 7475;
- b. The recipient must have been a member of one or more Rotary Clubs for a cumulative total of at least ten Rotary years;
- c. The recipient must not be, at the time of the award, and may not have previously served as a Governor Designate, Governor Nominee or Governor of Rotary District 7475 or any other Rotary District;
- d. The recipient, in the opinion of most of the members voting in the Selection Committee, must for the previous year or years, best exemplified in his/her deeds the concepts and attributes of Service Above Self;
- e. The recipient shall not be recognized solely for activities related to an office or committee in any club or the District, but must exemplify the concepts and attributes of Service Above Self in the Rotarian’s personal, business and Rotary life.

### **Karien Ziegler Memorial Polio Plus District Award**

Established 2020 to honor Karien’s tireless efforts to eradicate polio.  
Committee is Governor, iPDG, and Polio Chair

### **Bob Pityo Vocational Service Award**

The award is named for Robert "Bob" Pityo, who was 1983 - 1984 District Governor in District 7470, from the Rotary Club of Cedar Grove. Bob was a co-founder of the New Jersey Vocational Assembly (NJVA). The NJVA was a New Jersey State wide program which has run for 30 plus years. All of the Rotary Districts in New Jersey would present an award winner and it was frequently attended by the President of Rotary International.

The criteria for the award are based on 5 areas:

1. Employer- Employee Relations
2. The 4 Way Test applied in personal and professional life
3. Assisting Young people in career guidance and vocational advancement
4. Leadership in trade or Professional Associations
5. Volunteer activities to assist civic or community organizations.

### **Service Above Self Award**

This is the most prestigious International award for Rotarian who help others.  
This is a competitive award- only one third of the districts in the world receive one.  
One application per district.

### **Jean Harris Award**

This award is presented to a non- Rotarian  
to honor the wife of Paul Harris. It is usually presented at the District Assembly

**Foundation Individual Awards:** District Foundation Chair is the Awards Chair  
These awards are given for Service to the Rotary Foundation.

### **Rotary Foundation District Service Award**

Given to volunteers for Foundation related humanitarian service.  
There may be multiple awards  
Deadline before the District Conference

### **Rotary Foundation Citation for Meritorious Service**

To honor a member active in the Foundation- one per District  
Selected by the District Foundation Chair  
Deadline November 1<sup>st</sup> to December 31<sup>st</sup>

### **Foundation Distinguished Service Award**

Honors Rotarians with exemplary service to the Foundation and have received  
the Meritorious Service Award at least 4 years prior.  
Only one per district; selected by the Governor  
Deadline between January 1<sup>st</sup> and February 8<sup>th</sup>

### **Service Award for a Polio- Free World**

Deadline November 1<sup>st</sup>  
Up to 10 awards may be awarded per World Health Service Regions,  
Plus 10 awards may be given for broad service to the cause.

### **Rotary Alumni Global Service Award**

Deadline July 1 to September 15  
This award honors outstanding Rotary Alumni whose career and activities  
illustrate the impact of Rotary's programs on their service to humanity

### **Rotary Alumni Association of the Year Award**

Deadline July 1 to September 15

This award recognizes an alumni association that has increased awareness of the significant role alumni play in Rotary and has demonstrated the lasting impact of Rotary programs.

### **Foundation Recognitions:**

Recognitions are given based on donations given to The Rotary Foundation

#### **Rotary Foundation Sustaining Member**

This recognizes a donor who contributes \$100 per year to the Foundation.

#### **Paul Harris Fellow**

Recognition for a donor who contributes \$1,000 to the Foundation; or in whose name the donation is made.

#### **Multiple Paul Harris Fellows**

Recognition for additional levels of donations in increments of \$1,000

#### **Paul Harris Society**

Recognition for a donor who notifies the Foundation of their intent to contribute \$1,000 per year to the Annual Fund, Polio or a Global Grant as an ongoing basis.

#### **Major Donor**

Recognition for a donor whose combined contributions reach a minimum of \$10,000. There are additional levels at: \$25,000; \$50,000 and \$100,000.

#### **Arch Klumpf Society**

Recognition for a donor who contributes \$250,000 or more. There are additional levels above that as well.

#### **Benefactor**

Recognition for a donor who notifies The Rotary Foundation that they have made a provision in their estate plan for the Foundation, or gives an outright donation of a minimum of \$1,000 to the Endowment Fund. Benefactors receive a pin and a certificate.

#### **Bequest Society**

Recognition for donors who have made provisions in their estate plans totaling \$10,000 or more to the Foundation. There are a range of levels, and donors receive a crystal and a pin.