

# **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, 2023

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 District 7475. 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>

**Article 2 – District Leadership Plan**

RI policy requires 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 their duties. Refer to The Rotary Code of Policies for additional information.

**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. Refer to The Rotary Code of Policies for the status, qualifications, duties, code of ethics, and other information as regards the role of district governor.

**3.2 Vice Governor.**

District 7475 shall utilize the role of vice-governor following the selection procedures outlined in the RI Bylaws. A vice governor is to replace a district governor in case of a

temporary or permanent inability to perform the governor's duties. While districts are not required to fulfill this role, doing so is a best practice. Should the vice governor need to be installed as the governor, contact your RI club and district support (CDS) officer for further guidance and instruction prior to taking any action.

District 7475 recommends the vice governor be selected by January 1 of the year preceding the term of service. Eligible candidates include past district governors from former districts 7510 or 7470 or current district 7475, with consideration given to those who served as governor within the past 5 Rotary years.

When the district governor 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.

In the case of a permanent inability of the governor to complete their duties, contact shall be made with RI club and district support (CDS) officer for required RI Bylaws procedures and guidance.

The vice governor is an ex-officio member of all committees and a contributing member of at least one committee, per prior arrangement with the governor-elect at the time of selection.

### **3.3 District Officers.**

Refer to The Rotary Code of Policies for the specific duties and responsibilities of the district governor, the district officer of RI within the district.

Additional key district roles include the district governor-elect, district governor-nominee, district governor-nominee designate, vice governor, assistant governors, district secretary, and district treasurer.

All other district roles listed herein, except for the district trainer, shall be appointed by and service concurrently with the district governor during their term of office. Consult The Rotary Code of Policies for duties assigned to each role. The governor may assign additional duties as needed.

### **3.4 District Trainer.**

The district governor-elect appoints the district training committee in consultation with 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 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 as listed in The Rotary Code of Policies, under the District

Leadership Plan. The governor may assign additional duties as needed. Assistant governors are appointed to 1-year terms, which may be renewed annually for 2 more years subject to annual approval of each succeeding governor, for a maximum 3-year term. Assistant governors are required to participate in assistant governor training, and the district may evaluate their performance annually.

### **3.6 District Business Meeting.**

The district governor shall convene a district business meeting of the district officers and key committee chairs monthly or on a schedule as determined by the district officers.

### **3.7 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 triennially in January, commencing in 2024.

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.**

The Rotary Code of Policies requires that district committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. The governor-elect, governor, and immediate past district governor should work together to ensure continuity of leadership and succession planning. The governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the governor year in office.

The following committees shall be appointed and maintained by District 7475, as required by RI:

Finance  
Membership  
Public Image  
Rotary Foundation  
Training

The Rotary Foundation subcommittees shall be grouped together and managed by the district Rotary Foundation chair, as per RI recommendation.

Per RI, the following district committees may be appointed. Those underlined indicate the committees currently utilized by District 7475:

Alumni  
Community Service  
Convention Promotion

District Conference

Interact

International Service

New Generations

Service Exchange

Rotaract

Rotary Friendship Exchange

Rotary Youth Leadership Awards

Youth Exchange

Additional district committees may be appointed when they serve a specific function as identified by the governor and the district leadership team, including the governor-elect and governor-nominee.

Additional committees in District 7475 include:

Contract Review Subcommittee

Nominating

Internal Review

Risk Management

Rules and Procedures

Youth Protection

The district shall publish on the district website all district committee appointments within 30 days after such appointment has been made.

The district governor, immediate past district governor, district governor-elect, district governor-nominee and district governor-nominee designate shall be ex-officio members of all committees except the finance committee, internal review committee, and district 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.

Additional context for any RI required, RI suggested, or District 7475 created committees is listed below by section.

#### **4.1 District Conference.**

The District Conference Committee shall be appointed by the governor who will serve during the year in which the conference will be held. The committee shall consist of a chair, who could be a past district governor, chair of the host club committee, or other member as deemed appropriate. The host shall be the Rotary club of the governor holding the district conference unless the governor determines otherwise.

The committee is responsible for assisting the governor in all conference arrangements, including, but not limited to hotel accommodations, registration, publicity, promotion, and any other duties the governor assigns. The conference chair and host club chair shall assist the governor in preparing the program. The host club chair shall also direct all subcommittee chairs and report directly to the conference chair. Each subcommittee shall

consist of at least 2 members.

#### **4.2 Convention Promotion Committee.**

In addition to the convention promotion committee description, responsibilities, and best practices listed in The Rotary Code of Policies, District 7475 has determined this committee shall consist of 5 members. 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.

#### **4.3 Finance Committee.**

In addition to the finance committee description, responsibilities, and best practices listed in The Rotary Code of Policies, District 7475 has determined this committee shall be comprised of a chair appointed by the district governor-elect, and 6 members. Each member will serve a 3-year term on a rotating basis. To begin, the governor-elect 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 governor-elect shall appoint two members for a period of 3 years to fill vacancies.

The voting members shall be the finance chair, the district treasurer, and 6 rotating members. The governor, governor-elect, and governor-nominee may participate as non-voting members. Other non-voting members may be invited, such as the district accountant, district treasurer-elect, or the district governor-nominee designate.

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

The finance committee chair, the governor, and the governor-elect, along with a fourth member appointed by the finance committee chair shall form the Contract Review Subcommittee. The member appointed by the finance committee chair shall be an attorney. The attorney should be well-versed in contract law.

Any contract which obligates the district must be submitted to the Contract Review Subcommittee 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 governor is authorized to sign any contracts which bind the district.

The governor shall not be authorized to sign any contracts on behalf of Rotary district 7475 without strict permission granted through the Contract Review Subcommittee.

#### **4.4 Audit Committee.**

The Audit Committee shall consist of at least three voting members and one alternate to vote in the absence of a regular member. The governor-elect will fill any open committee positions. At least two members shall be financial professionals who are financially literate



and at least one member shall be a past district governor. The governor, treasurer, signatories of any district bank account, and any finance committee members shall not be included as audit committee members.

Those appointed shall serve in rotating 3-year terms. The district treasurer and district finance committee chair should be readily available during any audit committee meeting times to answer questions of the committee. Meetings should be held quarterly at minimum. The audit committee shall also review the annual statement and report of district finances, following procedures set forth in the RI Bylaws and governance policies.

#### **4.5 Membership Committee.**

In addition to the membership committee description, responsibilities, and best practices listed in The Rotary Code of Policies, District 7475 has determined this committee shall be comprised of at least 4 members, chosen by the governor-elect in consultation with the chair.

The district also notes that in addition to the business communities within the district boundaries, the committee will encourage member recruitment from a range of professional spheres under-represented in current clubs within the district, including nonprofit, education, arts, and non-elected government.

#### **4.6 Nominating Committee.**

The district governor-nominee shall be selected according to the nominating committee process as set forth in Article 12 of the RI Bylaws and found in this Article of the District MOP. Further, the district governor-nominee shall be elected by the convention of Rotary International as provided in the RI Bylaws.

##### **4.6.1 Nomination 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.

##### **4.6.2 Nominating Committee Selection.**

The district governor shall appoint a district nominating committee chair by July 15 each year. The chair shall be a past district governor. No chair or member shall serve more than 3 years, nor serve in 2 consecutive Rotary years.

The terms of reference of the committee, including the method for selecting members, shall be determined in a resolution adopted by the electors present and voting at a district conference. The terms of reference must not be inconsistent with RI Bylaws.

#### **4.6.3 Club Suggestions for Governor.**

On 31 July, the district governor shall notify clubs that the period to submit suggestions for nominations for governor has opened. Nominations shall be accepted for a period of 2 months, from August 1 – September 30. All nominations are due by September 30. 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.

#### **4.6.4 Governor Appoints Nominating Committee.**

By October 10, the district governor shall appoint the remaining members of the District Nominating Committee, consisting of 12 past club presidents, 2 of whom shall be past district governors. One past district governor shall be the committee chair, and the other shall be the assistant committee chair. Neither past district governors shall be a candidate for Council on Legislation representative, nor shall they cast a vote except in the case of a tie, in which case the assistant committee chair casts the deciding vote.

The remaining 10 past club presidents shall not be a current, past, or incoming district governor or candidate for district governor. 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 individuals are invited to the committee meeting, but they may cast only one vote per region. The representative shall cast the vote. If the representative is not present, the alternate shall cast the vote.

No member of a Rotary club that has nominated a candidate for district governor or Council on Legislation representative shall serve on the committee.

#### **4.6.5 Nominating Committee Meeting.**

The District Nominating Committee shall meet between October 15 – 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.

#### **4.6.6 Summary of Nomination Committee Timeline.**

By July 15 – Governor appoints a past district governor to serve as nominating committee chair  
31 July – Governor informs clubs they have August 1 – September 30 to submit nominations for governor

September 30 – Deadline for clubs to suggest candidates to chair

By October 15 – Governor appoints the rest of the committee

By November 15 – Committee meets and interviews all candidates

24 hours after adjournment of nominating committee meeting – Chair notifies governor of results

3 days after governor is notified – governor informs clubs of selection of governor-nominee designate

15 days after club notice – if no challenge is presented, governor declares the candidate as the nominee-designate.

International Convention – RI approves election of nominee-designates, who then become district governor-nominees

#### **4.7 Public Image Committee.**

In addition to the public image committee description, responsibilities, and best practices listed in The Rotary Code of Policies, this committee shall be comprised of at least 4 members.

#### **4.8 Risk Management.**

The risk management committee is comprised of at least 3 members knowledgeable in insurance, and risk management. The committee shall apprise the governor immediately of any actions that could put the district at risk, suggestions to ameliorate the risk, and shall provide guidance to the governor and district leadership team on how to maintain adequate insurance.

#### **4.9 Youth Protection Committee**

The Youth Protection Committee shall be comprised of at least 3 members and shall supervise programs which require youth protection, ensuring advisors are current in required training and background checks. The committee members must be knowledgeable of all RI policies and practices contained in the Rotary Youth Protection Guide [775-EN (520)].

#### **4.10 Rules and Procedures Committee.**

In addition to description listed in The Rotary Code of Policies, this committee is also responsible for the annual process to review this district manual of procedure (MOP), make revisions, and provide a copy to member clubs for their review and adoption at the next district conference.

#### **4.11 Training Committee.**

The governor-elect shall appoint the district training committee, of which the district trainer shall be the chair. The district training committee shall assist the district trainer and 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 – Finance**

#### **Rotary District 7475 is registered as an IRS 501 (c) 4 Organization**

##### **5.1 Budget Development.**

In consultation with the district governor-elect, the finance committee shall prepare a budget. The budget shall consist of projected income, proposed annual per capita levy on members in the district, proposed costs for district-sponsored projects, and proposed costs for operating expenses to administer and develop Rotary in the district including operating programs of the district. The budget shall maintain a contingency reserve of at least 2 percent of the amount of total income. The per capita levy for district funding shall be determined in accordance with RI Bylaws

#### **5.1.1 Adoption of District Budget and Per Capita Levy.**

The governor-elect shall provide a copy of the proposed budget to each club president and president-elect with notice that such budget shall be presented for adoption at the annual district assembly. Such notice shall be sent at least 30 days preceding the date of the district assembly.

The budget as presented by the finance chair to the district assembly, and as may be amended by the district assembly, shall be adopted by three-fourths of the presidents-elect present and voting at the district assembly. Only club presidents-elect may vote to amend or adopt the district budget, provided that where the district governor-elect has formally excused a president-elect from attending the district assembly, a representative of the president-elect designated in writing, shall be entitled to a proxy vote.

#### **5.1.2 Allocation of Funds.**

Allocation of funds not currently needed may be made by the district governor, finance chair, and district treasurer in consultation with the governor-elect and governor-nominee and in accordance RI policies.

Separate accounts for the district conference or other purposes must be agreed upon by the district governor and district finance chair in consultation with the governor-elect and governor-nominee, prior to being opened. All district depository accounts shall require two signatories, one of which must be the district finance chair, and other being a district officer. All bank statements shall be delivered by relevant banks to the district finance chair.

The above requirements shall not apply to the district emergency fund, which shall be governed as provided below.

#### **5.1.3 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 treasurer, district finance chair, and district governor jointly. Bills must be paid with a paper check with two authorized signatures, with the concurrence of the District Governor.

The finance chair will appoint a member of the finance committee to provide monthly reconciliation of any district accounts and provide a report to the district finance committee and governor chain, including the governor, governor-elect, governor-nominee.

Any 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.

#### **5.1.4 Budget Authority.**

Those items which contemplate a contribution to a succeeding year's budget, a contribution to special funds, or as may be specified in any district resolutions or this MOP may not be expended by the district governor or any other district leader for any other purpose.

The district finance chair, district treasurer, and district governor may expend funds budgeted and received, as per dual signatory requirement of the district fund noted in this MOP.

The district finance committee shall have the authority to revise budget line items after consultation with the district governor, and after advising the governor-elect and governor-nominee. The finance committee may not expend more than the total amount appropriated by the district budget.

Fundraising programs for general district budget purposes in the approved budget or that which had been approved by the district assembly are the only district fundraising programs authorized.

Solicitation of advertisements for program books, sponsors for events, or other methods of raising funds or any in-kind contribution for any district publication or event must be approved by the district finance committee and governor, and corresponding event committee or subcommittee.

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

The budget shall provide an appropriation sufficient to enable the district governor-elect and their partner to attend the Rotary International convention, the district governor and their partner and the district governor-elect and their partner to attend the district conference. The budget shall further provide an appropriation to enable the district trainer and Council on Legislation representative to attend any applicable Rotary Institute sessions. Additional appropriation for other officers or partners for other district, zone or international meetings shall be evaluated by the district finance committee.

#### **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 shall approve such an appropriation by the district.

A charitable Rotary purpose relieves poverty, advances education, or provides a benefit to the community through advancing the service aspect of the Object of Rotary. There is no pecuniary profit 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, or a group study exchange team. The finance committee shall approve such an appropriation.

## **5.2 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 of the completion of the governor term of office. The annual statement and report shall be reviewed by a qualified accountant and the district audit 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 annual statement and report of district finances will be presented for adoption or, if no such meeting is held, by the following district conference.

## **5.3 District Emergency Fund**

The district emergency fund resulted from a combined amount of money from 2 districts that formed the new District 7475 and is only to be used in an emergency. The fund shall be maintained in a district bank account designated by the finance committee. The funds held in the district emergency fund may only be expended upon district governor request, in an emergency, and when approved by two-thirds of the finance committee. All requests for withdrawal of funds shall be shared by the finance committee chair and district governor with the full district finance committee, district treasurer, governor-elect, and governor-nominee at least two business days in advance of when the funds are needed. All withdrawals, once approved, shall be made jointly by the finance committee chair and district governor.

A negative decision by the finance committee as to the payment of any funds from the district emergency fund may be appealed by the governor in the form of a district resolution to the club presidents at a district legislation meeting called for this purpose or at the district conference. The district emergency fund should be maintained at a balance of two-thirds of the district's annual budget.

## **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 a bill 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 and those under 30 whose clubs participate in the district 7475 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.

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 – Fundraising**

### **6.1 Raise for Rotary.**

District 7475 shall use Rotary’s Raise for Rotary platform for any club or district fundraising efforts.

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 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 others 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 7 – Amendments**

### **7.1 Voting.**

This MOP may be amended by the duly constituted delegates at either the district conference or a district legislation meeting by a vote of two-thirds of those delegates present and voting.

### **7.2 Proposals for Amendments.**

Proposals for amendments shall be presented to the district MOP 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- 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, The Rotary 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.

### **7.3 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 district MOP to all presidents-elect at the annual PETS. The chair of the district MOP committee shall publish a full copy of the MOP on the district website, available upon request to district Rotarians.

### **7.4 Effective Date.**

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

### **ADOPTIONS:**

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

Annual Update: Adopted at District Assembly April 13, 2019

Annual Update: Adopted at District Assembly May 21, 2020

Annual Update: Adopted at District Assembly 2021

Annual Update: Adopted at District Assembly 2022



## APPENDIX I District Regions

Region 1	Mbr	Region 2	Mbr	Region 3	Mbr	Region 4	Mbr	Region 5	Mbr	Region 6	Mbr
Branchburg	24	Berkeley Heights	23	Denville	34	Belleville	8	Edison	10	Belvidere	9
Cranford	20	Chatham	8	Denville Sunrise	14	Bloomfield-Glen Ridge	24	Hamilton	16	Blairstown	25
Dare to be Great E-Club	17	Fanwood-Scotch Plains	43	Dover	24	Caldwell	30	Hillsborough	39	Branchville	24
Dunellen - Green Brook	15	Flemington	23	Florham Park	14	East Orange	21	Montgomery-Rocky Hill	35	Clinton Sunrise	20
Elizabeth	38	Jefferson	8	Hanover	33	Irvington	9	Greater New Brunswick	33	Hackettstown	21
Kenilworth	11	Madison	81	Lk Hopatcong	26	Livingston	26	Old Bridge - Sayreville	26	Mental Health Advocates	23
Piscataway	13	Morristown	59	Mendham	10	Maplewood	14	Plainsboro	30	Newton	59
Plainfields	15	Montville	5	Morris Plains	46	Montclair	10	Princeton Corridor	31	North Hunterdon	27
Roselle-Roselle Park	11	Mountainside	11	Parsippany	20	Newark	27	Robbinsville-Hamilton	41	Phillipsburg	34
Somerset Hills	23	Somerville - Bridgewater	22	Randolph	11	Nutley	26	South Amboy - Sayreville	12	Skylands	9
Summit-NP	33	Springfield	8	Rockaway	17	Pequanock	47	Trenton	44	Wallkill Valley	26
Union	34	Watchung-Warren	21	Roxbury	50	South Orange	6	Woodbridge-P. Amboy	16	Washington	10
Westfield	45					West Orange	23			Vernon	13
	299		312		299		271		333		300
(13)		(12)		(12)		(13)		(12)		(13)	

## APPENDIX II : 501c3 Corporations

For reference use only, listed below are 501c3 entities associated with District 7475.

- 7.4.1 ESSEX- Eastern States Student Exchange (Rotary Youth Exchange)
- 7.4.2 Fellowship- Rotary Means Business, Chapter 67
- 7.4.3 Gift of Life of NJ, Inc.
- 7.4.4 Habitat for Humanity
- 7.4.5 Mid Northeast Multi District PETS (Presidents Elect Training)
- 7.4.6 7475 Foundation - Japanese Youth Exchange
- 7.4.7 7475 Foundation - RYLA
- 7.4.8 Outreach, Inc (End Hunger 3.6)
- 7.4.9 Pure Water for the World
- 7.4.10 Rotary Leadership Institute
- 7.4.11 Shelter Box
- 7.4.12 Walkfest, Inc

### **APPENDIX III : Awards and Recognition**

Awards and recognition may be presented at a club meeting, district assembly, district conference, or may be kept confidential at the request of the recipient. Some awards are managed through the district, and others are managed directly through RI. Awards are based on service, and recognition is based on donations.

#### **Club Awards:**

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

Awarded at the club, community, vocational, international, and youth levels, the purpose of this award is to share project ideas with other clubs

##### **District Club of the Year Award**

Each governor determines their own award criteria. The governor's own club is not eligible, and repeat winners are not allowed. An engraved trophy is shared with the winning club and passed to the next award-winning club the following year.

##### **Significant Achievement Award**

Award is chaired by the governor. Award purpose is to recognize a club whose project has addressed a significant need in the community.

##### **Membership Awards**

1. Greatest net gain
2. Greatest percent increase

##### **Newsletter Awards**

1. Print
2. Electronic

##### **Website Award**

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

This award was established in 2020 to honor Karien's tireless efforts to eradicate polio. The committee is comprised of the governor, immediate past governor, and Polio chair.

##### **Volunteer Award for Rotary, Interact, and Rotaract clubs**

1. Clubs with most volunteer hours
2. Highest volunteer hours per member

#### **Individual Awards:**

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

The District Rotarian of the Year Award is presented in memory of F.S. "Matty" Matthewson of the Rotary Club of Plainfield, NJ, who served as the first governor of

District 751 for the Rotary year 1947-48. Each year for 37 years, from 1981-82 through 2017-18, District 7510 presented the F.S. "Matty" Mathewson Award to a deserving Rotarian. Award recipients are listed on the district website.

Committee selection of the award recipient shall occur in 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 10 Rotary years.
- c. The recipient must not be, at the time of the award, and may not have previously served as, a governor-nominee designate, governor-nominee, governor-elect, 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 exemplify in their 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 concepts and attributes of Service Above Self in their personal, business, and Rotary life.

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

This award is named for Robert "Bob" Pityo, who was the 1983-84 district governor in district 7470, from the Rotary Club of Cedar Grove. Bob was co-founder of the New Jersey Vocational Assembly (NJVA). The NJVA is a New Jersey statewide program which has run for 30 plus years. All New Jersey districts present an award winner.

The criteria for the award are based on 5 factors:

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

#### **Jean Harris Award**

This award is presented to a non-Rotarian to honor the wife of Paul Harris, and is usually presented at the district assembly

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

This district award is chaired by the district foundation chair and given for service to The Rotary Foundation.

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

This district award is given to volunteers for foundation-related humanitarian service. The deadline to nominate is prior to the district conference. Multiple awards may be given.

**Rotary International Awards:**

Rotary International awards individuals, clubs, and non-Rotarians in various ways. Refer to <https://my.rotary.org/en/learning-reference/learn-topic/awards> for specific descriptions and timing of each award.

**The Rotary Foundation Recognition:**

Rotary International recognizes donors to The Rotary Foundation in various ways. Refer to <https://www.rotary.org/en/donate/recognition> for specific descriptions of each form of individual recognition, club recognition, and naming opportunities.

**Raise for Rotary:**

Rotary has created its very own peer-to-peer fundraising tool. With Raise for Rotary, you create fundraising pages that are easy to share through social media and email so your network of family, friends, colleagues, and neighbors can contribute. Members of Rotary and Rotaract who give are eligible to receive credit and recognition.

When you start a [Raise for Rotary](#) fundraiser, a Rotary fundraising coach will contact you to offer support and guidance. Contact [raise@rotary.org](mailto:raise@rotary.org) with any 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.