

ROTARY DISTRICT 7230

REVISED & RESTATED MANUAL OF ADMINISTRATIVE PROCEDURE (“MAP”)

Adopted by
Annual District 7230 Meeting on June 20, 2024
Effective July 1, 2024

PREAMBLE

Rotary International District 7230 (the “District”) strives to build a community and world where people unite and take action to create lasting change. We value diversity, equity and inclusion and celebrate the contributions of people of all backgrounds, regardless of their age, ethnicity, race, color, abilities, religion, socioeconomic status, and culture, sex, sexual orientation and gender identity. The District celebrates a diverse, equitable and inclusive culture in which people from underrepresented groups have greater opportunities to participate as members and leaders.

This Manual of Administrative Procedure (hereinafter, this “MAP”) is designed to record administrative procedures that have been found successful in operating the District. This MAP, along with the District’s certificate of incorporation and Bylaws (the “Bylaws”) and the constitution, bylaws and policies of Rotary International (“RI”), including those set forth in RI’s Manual of Procedure (together, the “RI Documents”), are the governing documents for the District and should be read together. Capitalized terms used herein and not otherwise defined but that are defined in the Bylaws are used herein with the meanings assigned to them in the Bylaws. The NY NPCL and all of the foregoing documents should be considered in addressing governance matters for the District. Each reference herein to the NY NPCL or any of the foregoing documents means the NY NPCL or such document as in effect from time-to-time, and each reference to a particular section in the NY NPCL or any such document shall be deemed to be a reference to the corresponding section in the NY NPCL or such document if, as amended, section numbers therein change.

In the event of any conflict between or among the provisions of this MAP, the Bylaws and the RI Documents, insofar as permitted by the laws of the State of New York the priority of documents in resolving conflicts shall be (i) the RI Documents, (ii) this MAP, and (iii) the Bylaws.

Any gender reference, implied or stated, is inclusive and encompasses all genders.

ARTICLE I – OFFICERS AND VICE GOVERNOR

Articles IV and V of the Bylaws set forth basic provisions (including duties) with respect to the District’s officers, who are the District Governor (as Chief Executive Officer), the District Treasurer and the District Executive Secretary, and its Vice Governor. The provisions below supplement the provisions of the Bylaws with respect to the Vice Governor.

- A. Procedures for Selecting Vice Governor. Each year, the District Governor-Elect shall, in accordance with Section 16.060.1 of RI’s Bylaws, propose to the Nominating Committee a Past District Governor to be Vice Governor during the next Rotary year. If the Nominating Committee does not approve the person proposed by the District Governor-Elect for the position or does not elect a Vice Governor for the next Rotary year, the District Governor-Elect, after consulting with

the other members of the Board, may select a Past District Governor as Vice Governor for the next Rotary year.

- B. Role and Duties of Vice Governor. The role and duties of the Vice Governor are to replace the District Governor in case of a temporary or permanent inability of the District Governor to perform its duties (and for so long as such disability continues), all as determined by the Board.

ARTICLE II – DEPUTY GOVERNORS

The District Governor shall appoint, for his or her year as District Governor, two “Deputy Governors.” One Deputy Governor shall be the “Deputy Governor for Areas” and shall be responsible for supervising and managing the Area Assistant Governors (defined below). A second Deputy Governor shall be the “Deputy Governor for Services” and shall be responsible for supervising and managing the chairs of the District Committees (the “Committee Chairs”) and their respective Committees and sub-Committees. The District Governor may appoint additional Deputy Governors, and assign them such duties, as he or she deems appropriate from time-to-time. Any person appointed by the District Governor as a Deputy Governor may be a Past District Governor. It is the sense of the District, however, that for Rotary years that commence on or after July 1, 2025, the District Governor, in making these appointments, should give consideration to appointing Deputy Governors who are not Past District Governors because of the importance of training for (and installing in) senior District positions new generations of leadership.

ARTICLE III – ASSISTANT DISTRICT GOVERNORS

- A. Appointment of Assistant District Governors. The District Governor shall appoint two categories of Assistant District Governors – one category responsible for clubs of the District (“Clubs”) in an “Area” in the District established by the District Governor as addressed further below, referred to as “Area Assistant Governors”, and the other category responsible for each of the service Committees of the District, referred to as “Service Committee Assistant Governors”.
1. Area Assistant Governors. Each Area Assistant Governor shall be responsible for an Area of the District composed of multiple Clubs. The District Governor shall establish or maintain a number of Areas with each consisting, to the extent possible and practical, of a balanced number of Clubs when compared to other Areas in the District. Any changes to the Clubs in an Area shall be fair, reasonable and balanced compared to other Areas. Because each Area Assistant Governor is responsible for only a fraction of the Clubs in the District, one can respond quickly to a Club’s questions and needs. Another part of each Area Assistant Governor’s role is to keep the Deputy Governor for Areas apprised of the Area Clubs’ activities, goals, problems, and specific needs.
 2. Service Committee Assistant Governors. The Committee chairs are the Service Committee Assistant Governors and, as addressed further below in Article IV.A, are supervised by the Deputy Governor for Services.
 3. Other Assistant Governors. The District Governor may also appoint other Assistant Governors with responsibility for performing such specific

District-wide functions or duties as the District Governor identifies at the time of appointment.

- B. More on Duties of Area Assistant Governors. Each Area Assistant Governor will visit the Clubs assigned to it at least quarterly and handle some of the responsibilities traditionally associated with the District Governor's official visit. Depending on the needs and wishes of the District Governor, the duties may include conducting the Club assembly and reviewing the "Summary of Club Plans and Objectives."

The duties and responsibilities of an Area Assistant Governor include:

1. Reports to and is supervised by the Deputy Governor for Areas;
2. Administers an Area in the District;
3. Visits each Club in the Area a minimum of once per quarter;
4. Conducts scheduled meetings with presidents of Clubs in the Area to discuss the activities of the Clubs and resources available to them as well as Club and District goals and programs of the District and RI;
5. Apprises (formally and informally) the Deputy Governor for Areas of Club progress and concerns;
6. Participates in meetings with District leaders – training sessions, PETS, District Conference, Club and District Assemblies, Rotary Foundation, etc.;
7. Assists in the maintenance of Rotary standards and values;
8. Completes other duties and responsibilities as assigned by the Deputy Governor for Areas.

ARTICLE IV – DISTRICT COMMITTEES; COUNCIL OF PAST DISTRICT GOVERNORS

- A. Articles VIII and IX of the Bylaws include basic provisions with respect to the District's standing committees, including those required by RI, and related matters. As provided for in Article VIII of the Bylaws, the District Governor during his or her term, or the District Governor-Elect in anticipation of his or her term, may also appoint *ad hoc* committees. The District Governor should bear in mind the need for a simple and efficient organization which, although adequate for the job, is not overburdened with detail and technicalities. A District Governor-Elect should endeavor to appoint committees in the early spring, before the District Governor-Elect becomes District Governor on July 1, to permit the committees to make plans for the following Rotary year before the beginning of that year. The District Governor-Elect shall appoint the committees required by RI, which are currently set forth in RI's Code of Policies, Section 17.030.2. The Committee Chairs shall be "Service Committee Assistant Governors" and are supervised by the Deputy Governor for Services.

- B. It has been found helpful to appoint a Council of Past District Governors. Such a Council can make a significant contribution to the District, provided that it in no way dilutes or detracts from the authority or responsibility of the District Governor or the Board.
- C. At the end of each Rotary year, the District Governor should require that each committee chair prepare and hand over to its successor a report of its committee's activities during the year, in order to assist the successor committee chair and committees in their work during the next Rotary year.

ARTICLE V – ELECTION OF DISTRICT GOVERNOR NOMINEE AND VICE GOVERNOR

A. Required Qualifications of Candidates for District Governor Nominee.

The status, qualifications and duties of District Governor set forth in the RI bylaws shall be considered in determining the best candidate for the office of District Governor Nominee. At the time of selection of a candidate as District Governor Nominee, the candidate (hereinafter referred to, as of the time of his or her selection, as the “District Governor Nominee Designee” or “DGND”, because such person does not become the District Governor Nominee until the upcoming July 1) must conform to the requirements of the RI bylaws, including:

1. Be a member in good standing of a functioning Club in the District, which is also in good standing in the District;
2. Have full qualifications for membership in Rotary and the integrity of the candidate must be without question;
3. Have served as President of a Club for a full term or be a charter President of a Club having served the full term from the date of charter to June 30th, provided such period is at least six months;
4. Demonstrate willingness, commitment and ability, physically and otherwise, to fulfill the duties of the office of District Governor;
5. Demonstrate knowledge of the qualifications, duties and responsibilities of a District Governor as prescribed by the RI bylaws and submit to RI, through its General Secretary, a signed statement that the candidate understands clearly such qualifications, duties and responsibilities. Such statement shall also confirm that the candidate is qualified for the office of District Governor of a District and willing and able to assume the duties and responsibilities of such office and to perform them faithfully as required in RI's bylaws.
6. At the time of taking office (meaning on the upcoming July 1) as the District Governor Nominee if selected by the Nominating Committee as DGND, must have completed five (5) years of membership in one or more Clubs; and

7. In addition to the foregoing qualifications, the DGND should:
 - (a) Possess the esteem and confidence of the candidate's own Club;
 - (b) Be of high business and/or professional standing, with executive abilities, demonstrated in the conduct of one's business and/or profession;
 - (c) Have one's business and/or professional work so well organized that one can give the time necessary to carry out the work of being District Governor;
 - (d) Be a person whose integrity and the conduct of one's personal life are above reproach;
 - (e) Have a thorough knowledge of Rotary, its purposes, Object and constitutional documents and be recognized as being loyal to Rotary's goals and ideals;
 - (f) Be able to generally discuss the various phases of Rotary; and
 - (g) Be technologically knowledgeable and able to conduct business by email, online meetings, access and understand various reports provided by RI.

B. Nominations For District Governor Nominee Designee (or DGND).

Annual nominations for DGND may be made by Clubs in good standing in the District in the manner set forth in this Article V.

Each Rotary year, the District Governor shall notify each Club that it may propose a candidate for DGND, to serve as District Governor Nominee for the first Rotary year following election and District Governor for the third Rotary year following election as DGND.

1. The District Governor shall specify:
 - (a) the last date for submitting the name of the proposed DGND; and
 - (b) the documentation that must be submitted with the name of the proposed DGND, and the permitted manner of submitting such information.
2. At the District Governor's discretion, the last date for submitting names for proposed DGND may be changed so long as the Clubs are given the full amount of time required by the RI bylaws to submit such proposals.

C. Nominating Committee

1. Organization of Nominating Committee

A Nominating Committee for the District shall be assembled every Rotary year and shall consist of the following voting members (each a "Nominator"):

- (a) Each Area in the District shall have one representative on the Nominating Committee (the Nominator for that Area). The first Club, alphabetically, in an Area of the District will provide the name of a Nominator who will be the "Primary Nominator" for the Area; the next Club alphabetically, will provide the "Alternate Nominator" for that Area. The Alternate Nominator will only step in if the Primary Nominator provides written notification to the District Executive Secretary within a stipulated time period that he or she is unable to serve on the Nominating Committee giving reasons therefor.
- (b) The Secretary or President of the Club from which a Primary Nominator or Alternate Nominator is to be provided shall certify to the respective Area Assistant Governor and the District Executive Secretary, in writing (which includes by email), that the Club (or Club's Board) has selected the Nominator. If the designated Club fails to provide this certification by the stipulated date, the next Club, alphabetically, will be asked to provide the Nominator.
- (c) Each Nominator (whether a Primary Nominator or Alternate Nominator) must meet the following qualifications:
 - (1) Not have served in the past five (5) years on a Nominating Committee for the District;
 - (2) Preferably have been the president or an officer of a Club or have served in a District role;
 - (3) Been a Rotarian for three (3) or more years;
 - (4) Be a member of a Club that is not recommending a candidate for District Governor or Council on Legislation Representative; and
 - (5) Be available for the full day on the date for Zoom interviews as well as for 90 minutes earlier that week for a Zoom training session.
- (d) No Club shall have more than one (1) member of the Nominating Committee in the same Rotary year

In addition to the actual members of the Nominating Committee as addressed above, two advisors shall be available to the Nominating Committee during its meeting and prior thereto as the members of the Nominating Committee desire. One of the advisors shall be the Immediate Past

District Governor in the Rotary year during which the Nominating Committee is acting; the other advisor shall be a past District Governor appointed by the Board who has not been on a Nominating Committee for any of the immediately preceding three Rotary years.

2. Operation of Nominating Committee

- (a) Every year, the Nominating Committee shall select, by majority vote, an individual who shall be District Governor Nominee in the Rotary year following his/her selection (and DGND from the date of his/her selection until the upcoming July 1 when he/her becomes the District Governor Nominee).
- (b) In making its selection of a DGND, the Nominators shall not be limited to the names submitted by the Clubs in the District; the Nominating Committee may decline to elect a DGND from the panel of those who applied, in which case the Chair of the Nominating Committee must inform the District Governor that he should extend the time to find other applicants. In this case, the time for selecting a DGND must be extended to comply with the RI bylaws. The Nominating Committee shall select, by majority vote, a Rotarian in the District whom it considers to be the best qualified Rotarian available to perform the duties and responsibilities of the office of District Governor and who has the qualifications set forth above in this Article V.
- (c) The Nominating Committee shall also act upon the District Governor Elect's proposed Vice Governor for the upcoming Rotary year. If the Nominating Committee approves the person proposed by the District Governor Elect as Vice Governor, that person shall be the Vice Governor for the upcoming Rotary year. If the Nominating Committee does not approve, the District Governor Elect shall propose a different person for the position of Vice Governor for the upcoming Rotary year. If the Nominating Committee, before June 30 of the year in which it is acting, approves that person, that person shall be the Vice Governor for the upcoming Rotary year. If the Nominating Committee does not approve, then there shall be no Vice Governor for the upcoming Rotary year and, if there is a vacancy in the office of District Governor during the upcoming Rotary Year, the provisions of Section 16.060.2 and 16.020.3 of RI's bylaws shall control the selection of an acting governor for the District.
- (d) The Nominating Committee shall meet at the call of the District Governor at a date, time and place set by him/her at least two months after the District Governor has solicited interest in candidates for DGND. However in no case shall the Clubs be given less time to submit nominations for DGND than the time required by RI's bylaws.
- (e) A majority of the Nominators shall constitute a quorum of the Nominating Committee at any meeting thereof and a vote of greater

than fifty percent or a majority of the Nominators shall be required on all decisions of the Nominating Committee. The District Governor shall not participate in any Nominating Committee meeting except to call the meeting to order, explain the functions of the Nominating Committee and conduct the election of a Chair of the Nominating Committee.

- (f) The Chair of the Nominating Committee will assume immediate charge of the meeting and will proceed with the election of a secretary of the Nominating Committee, followed by all other business that properly comes before it.
- (g) Within twenty-four hours of the Nominating Committee's decisions, the Chair of the Nominating Committee shall provide written notice to the District Governor of the selections made and any other action taken by the Nominating Committee.
- (h) Section 13.010 of RI's bylaws provides that "[i]n order that the best qualified Rotarians are selected for RI's elective offices, any effort to influence the selection process for an elective office in any manner, including campaigning, canvassing or electioneering, is prohibited." This provision further states that "Rotarians shall not campaign, canvass, or electioneer for elective position in RI, or allow any such activity, for either themselves or others" and, unless expressly authorized by RI's board, "this prohibition includes any distribution or circulation by themselves or others of brochures, literature, letters, materials, electronic media, or other communications to any clubs or members of clubs." These same rules shall apply with full force and effect in the District with respect to the selection of officers and the selection of Nominators to serve on its Nominating Committee.
- (i) The members of the Nominating Committee shall hold in perpetual confidence all discussions and personal votes that occur during the meeting of the Nominating Committee.

3. Action By District Governor, Nominations By Clubs

(a) Notification to Clubs; Proposal of Challenging Candidate

Within seventy-two hours after notification from the Nominating Committee of its selection for DGND, the District Governor shall notify the Clubs of the District of such selection and shall fix a challenge date not more than fourteen (14) days from the date of District Governor's notice of such selections (the "Challenge Date") during which Clubs in the District may challenge the Nominating Committee's selection by filing a challenge with the District Governor in writing or by electronic means. The Nominating Committee's action on Vice Governor is not subject to challenge.

(b) No Challenged Nominations Received; Declaration of Nominees

If by midnight on the Challenge Date no challenging nomination for DGND has been received by the District Governor from a Club in the District, the District Governor shall declare the Rotarian selected by the Nominating Committee to be DGND by so notifying the Clubs in the District, by written notice or electronic message, within fifteen (15) days after the Challenge Date.

(c) Challenged Nominations Received

If, on or before the Challenge Date, a proposed nomination of a qualified candidate for DGND has been received by the District Governor from a Club in the District, and such nomination has not been withdrawn by midnight of the Challenge Date, then the District Governor shall send, in writing (which includes by e-mail), notice of such nomination to the Clubs in the District through a form prescribed by RI of the name of the challenging candidate and inquire whether any Club wishes to concur with same. In order to indicate its concurrence, a Club must file with the District Governor, within two (2) weeks of the District Governor's notice, a resolution of the Club, adopted at a regular meeting of its members, concurring with the challenge. Only challenges that have been concurred with by the greater of ten (10) other Clubs or twenty percent (20%) of the Clubs in the District (rounded off to the nearest whole number) shall be considered as valid.

(d) Notice of Valid Challenging Nomination. The District Governor shall, within seven (7) days following the deadline determined pursuant to the preceding paragraph, notify all Clubs in the District where a valid challenging nomination has been received by the deadline. Such notice shall include the name and qualifications of each such challenging candidate and the names of the challenging and concurring Clubs, and shall state that such candidates will be balloted upon in a ballot-by-mail or alternatively at the District Conference if the challenge remains effective up to the date of the District Conference as set by the District Governor.

(e) Declaration of Official Nominees. In the event that the Challenge Date expires with no further nominations from the Clubs, then the District Governor shall declare the candidate of the Nominating Committee to be the DGND with a term commencing on July 1 of the upcoming Rotary year and shall, within fifteen (15) days thereafter, so notify all Clubs in the District.

(f) Nominations from floor of the District Conference. In the event that no nomination has been effectuated at the time of the District Conference, then nominations for officers of the District shall be accepted from the floor of the District Conference by electors from Clubs in the District.

- (g) Notification of District Governor Nominee to RI. The District Governor shall certify the name of the DGND to the General Secretary of RI within ten (10) days after the individual selected pursuant to the foregoing provisions has been declared to be the DGND.

ARTICLE VI – ANNUAL MEETING AND DISTRICT CONFERENCE

The following provisions apply to the Annual Meeting and the District Conference.

- A. The District Conference must comply with the requirements of RI and may include the installation ceremony for the next year’s District Governor.
- B. Annual Meeting
 - 1. The Annual Meeting of the District will take place during the District Conference or at an alternate time and place, as decided by the Board.
 - 2. The Annual Meeting will cover, but not be limited to: (a) The State of the District Report by the District Governor; (b) Resolutions proposed by District Clubs and/or Rotarians in good standing; (c) amendments to the Bylaws and MAP; and (d) any other business deemed appropriate for discussion and action.
 - 3. Voting by Clubs, who are the District’s Members, at an Annual Meeting shall be conducted as provided by Article VI, Section 3 of the Bylaws, which in turn refers to and incorporates the conduct of voting through the Clubs’ electors pursuant to Section 15.050 of RI’s bylaws.
 - 4. A quorum will be determined as provided in Article I of the Bylaws.
 - 5. Attendance at the Annual Meeting will be free of charge to any District member in good standing.

ARTICLE VII – DISTRICT FUNDS

To avoid co-mingling of funds, a singular, separate bank account shall be maintained to handle deposits and disbursements for all “District Funds” at all times.

- A. Per Capita Dues. Using approved amounts from the annual budget, Per Capita Dues shall be billed to all Clubs in the District based on the number of members as of the first day of July and January, plus prorated dues for the full months of new members inducted by Clubs during the preceding six months. Invoicing for PETS and other training programs are deemed as Dues under this Article VII.
- B. Failure to Pay Per Capita Dues. Any Club with unpaid dues of six months from July 1 or January 1 shall be subject to suspension of District services and voting privileges as long as the dues remain unpaid. The District Governor shall also notify RI of any Club that has such unpaid dues.

- C. District Dues Rebates. As an incentive to grow Club membership, each Club may secure a rebate of dues, for example, to newly-chartered Clubs and members who have not attained the age of 40 by the first day of July and January. Rebate programs shall be approved by the Board at the beginning of each year. To qualify for a rebate, a Club must remit payment of per capita dues, net of such rebates claimed, to the District Treasurer within 60 days of the District invoice date. The Treasurer shall indicate the rebate availability and requirements therefor with every District invoice.
- D. District Dues Rebates. Rebates of prior Rotary year Dues will be disbursed by the District when available.
- E. Oversight of District Funds. Oversight of District Funds shall be conducted by the District's Budget and Finance Committee. This Committee shall consist of the District Governor, the District Governor-Elect, the District Governor Nominee, the District Treasurer, and four other Rotarians who are members in good standing of a Club and at least two of whom shall not be a Past District Governor. The members of the Committee, other than the four *ex officio* members listed above, shall be selected by the District Governor; the District Governor shall appoint one of the members of the Committee to be its Chair. Committee retirement is required for those members that have served four years, other than the District Governor, the District Governor-Elect, the District Governor Nominee and the District Treasurer. The District Governor, when making such appointments, shall appoint one Rotarian in the District to serve a four-year term. Any vacancy that may occur will be filled by the District Governor for the unexpired term.
- F. Budget. It shall be the duty of the Chair of the Budget and Finance Committee to convene such meeting or meetings of the Committee as shall, in the Chair's opinion, are necessary to produce on or before the 20th day of February in each year a budget of income and expenditure for the following Rotary year. Such budget shall include at least the following information in columnar form for each line item: the immediately preceding Rotary year's budget; actual performance for the immediately preceding Rotary year; the current Rotary year's budget; actual performance for the current Rotary year on a year-to-date basis; and the proposed budget for the following Rotary year.
- G. Estimates of Expenditures for Budget Purposes. It shall be the duty of the District Governor-Elect to provide the Budget and Finance Committee with such estimates of expenditure for the following year as will enable the Committee to determine what funds are required for the prudent and economic administration of the affairs of the District during that year.
- H. Budget Workshop. Prior to voting on the District's budget for an ensuing Rotary year, the District shall hold a budget workshop at a convenient location to a majority of the Clubs in the District and invite all Club Presidents, Presidents-Elects, Treasurers, and Treasurers-Elect to attend such workshop. At said workshop, the District Governor-Elect shall present his or her District budget for the ensuing Rotary year and conduct a full, fair and complete discussion of the same. A vote on such budget shall not be held until at least thirty (30) days have expired since the

date of the aforesaid budget workshop. The vote on the budget shall be held among all Presidents-Elect in the District.

- I. Adjustment of Certain Budget Items. The District Governor and District Treasurer may adjust each specific budget line item under “District Administrative Services” and “District Program Services” so long as the specified total budget amount is not exceeded.
- J. District Budget In any event, the budget shall be submitted at a meeting of the incoming Club Presidents and shall be approved, either as presented or as amended, by three-fourths of the incoming Club Presidents present and voting. No change can be made to the total budget of the District Fund unless approved by three-fourths of the District’s Club Presidents voting.
- K. Semi-Annual Unaudited Statements of Income and Expenditures. The District Treasurer shall send to every Club President and Secretary, semi-annually, an unaudited statement of the income and expenditures of the District Fund, showing the expenditures for the half year as well as the accumulative totals for the budget year compared to the budget no later than December 31 for the first half year and June 30 for the second half year.
- L. Annual Statement and Report.
 - 1. The District Governor, in accordance with RI’s requirements, shall cause an Annual Statement and Report (“ASR”) of the District’s finances to be provided to the Board within three (3) months of the completion of the District Governor’s year in office (it being understood that at that time the District Governor for whose Rotary year the ASR has been prepared will be the Immediate Past District Governor). The ASR, before its consideration at the next Annual Meeting, must have been reviewed by, and accompanied by an audit report of, a qualified independent certified public accounting firm.
 - 2. The ASR shall include but not be limited to details of:
 - (a) All sources of the District’s funds, including but not limited to funds received from Rotary International, The Rotary Foundation, District Clubs and individuals;
 - (b) All funds received by or on behalf of the District from fundraising activities;
 - (c) Grants received from The Rotary Foundation designated for use by the District;
 - (d) All financial transactions of the District’s Committees;
 - (e) All financial transactions of the District Governor by or on behalf of himself or herself and/or the District;
 - (f) All expenditures of the District’s funds; and

- (g) All funds received by the District Governor from Rotary International although such funds are held in a separate account.
 - (h) All financial transactions of the District including financial planning, financial procedures, financial actions of all District Officers and Committees shall be carried out in accordance with Generally Accepted Accounting Principles (GAAP) as issued by the Financial Accounting Standards Board.
- M. Retention of Documents. The District Governor shall ensure that all documents relating to the District Fund, including statements, vouchers and receipts, be retained for a period of at least six (6) years.
- N. Investment of District Fund. All money in the District Fund not required for immediate use shall be invested at the highest interest rates reasonably obtainable consistent with normal standards of prudent investment. Income derived from an investment balance on balances not exceeding \$25,000 shall inure to the benefit of the District Reserve Fund.
- O. Maintenance of Reserve Fund at \$25,000. The Reserve Fund shall always be maintained at no less than \$25,000.00, plus cumulative earnings noted in Paragraph N above. Any monies exceeding this Reserve Fund balance at the end of the fiscal year after all bills and expenditures have been satisfied, shall be used to reduce the Per Capita Dues assessment. Should there be less than \$25,000.00 in the Reserve Fund, nothing will be withdrawn from the Reserve Fund until such time as the Reserve Fund again increases to \$25,000.00.
- P. District & Global Grants. District and Global Grants will be administered by the District Rotary Foundation Committee in accordance with the requirements and policies of RI and The Rotary Foundation.

ARTICLE VIII – MEETINGS

Any meetings discussed in or held pursuant to this MAP may be held in person or electronically or by teleconference, and voting required to be held at any meeting held electronically or by teleconference may also be conducted electronically or by teleconference either through a virtual meeting, website or by email.

ARTICLE IX – COUNCIL ON LEGISLATION REPRESENTATIVE AND ALTERNATE

The RI Council on Legislation has been designated as the legislative body of RI. Clubs should select for the District representative to the Council on Legislation the best qualified and most experienced Rotarian available for such service.

The District's representative to the RI Council on Legislation shall be selected by the Nominating Committee or by a vote of the Clubs at the annual District Conference. The District's Representative shall actively seek proposed enactments from all Clubs of the District and present such enactments to the District Board. Following approval by the District Board such proposed enactments are to be presented to the appropriate review committee of the Council on Legislation. At the conclusion of the Council on Legislation, the District Representative shall report the actions

of the Council on Legislation to all Clubs of the District by whatever means the District Governor prescribes.

ARTICLE X – ROTARY YOUTH PROTECTION POLICY

Rotary International District 7230 places importance on protecting youth in our communities as well as global programs and therefore wishes to provide a safe and secure environment. The Board of Directors of Rotary District 7230 supports, endorses and provides practices that will protect youth from incidents of misconduct or inappropriate behavior and also protect Rotary volunteers from false accusations as outlined in Rotary International’s ‘*Rotary Youth Protection Guide*’ available at rotary.org or on the Rotary District 7230 website rotary7230.org/documents or through the Office of Rotary District 7230 Governor.

ARTICLE XI – MAP AND BYLAW AMENDMENTS

Proposed amendments to the MAP or the Bylaws (which includes an amendment and restatement of the MAP or Bylaws, as applicable) may be presented by the Board to Members for their consideration at the Annual Meetings or a Special Meeting, provided that (i) the proposed amendment has first been approved by the Board by the affirmative vote of a majority of the Directors, either at a meeting at which a quorum was present and acting throughout or by unanimous written consent, (ii) the District Governor has transmitted the proposed amendment to each Member (that is, Club) by regular mail or e-mail at least thirty (30) days before the Annual or Special Meeting at which the proposed amendment will be voted upon, and (ii) if the proposed amendment was initially suggested by a Club, the proposed amendment has been approved by a Club Assembly and transmitted to the District Governor at least forty-five (45) days prior to the Annual or Special Meeting at which the proposed amendment will be voted upon. Approval by the Members of a proposed amendment requires the affirmative vote of two-thirds of the electors representing Members present at the Annual or Special Meeting at which the amendment is considered. No amendment to the MAP or Bylaws can be made that is not in harmony with the Constitution and Bylaws of RI.

(Last amended and adopted by District Board on 20 June 2024, effective July 1, 2024)