

ROTARY DISTRICT 7230
MANUAL OF ADMINISTRATIVE PROCEDURE (“MAP”)
Adopted April 11, 2021
by
Annual District 7230 Business Meeting
and
Effective April 11, 2021

PREAMBLE

Rotary International District 7230 strives to build a community and world where people unite and take action to create lasting change. We value diversity 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. Rotary District 7230 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 “MAP”) is designed to record administrative procedures that have been found successful in operating the District. Resolutions, additions and amendments to this Manual approved by a District Conference are official procedures binding upon all officers of the District and officers of the Clubs of the District. This MAP shall supersede the Bylaws of the District should there be a conflict between the requirements of the Bylaws and the MAP. However, nothing herein is to be interpreted or construed as superseding the Manual of Procedure or the Bylaws of Rotary International (“RI”), which shall prevail over conflicting statements in this document.

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

ARTICLE I – OFFICERS

A. District Treasurer

The District Treasurer is the elected officer of Rotary District 7230 charged with the administration and management of the financial policies, procedure, assets and liabilities of Rotary District 7230. The specific duties and responsibilities of the District Treasurer are stated in the “District Treasurer’s Handbook” located on the District’s website www.rotary7230.org under the category of ‘Documents.’

B. District Secretary

The District Secretary, appointed by the District Governor is responsible for assisting the District Governor in managing the affairs and activities of the District as proscribed by the District Governor. The specific duties and responsibilities of the District Executive Secretary are stated in the “District Executive Secretary’s Handbook located on the District’s website [www. Rotary7230.org](http://www.Rotary7230.org) under the category of “Documents”.

C. District Archivist

In addition to the District Treasurer and District Executive Secretary, the District Governor may appoint a District Archivist to be responsible for preserving, organizing,

maintaining, cataloging, marking, storing and transporting, as required, all physical property of the District, except the current records of the Treasurer and Secretary.

D. Vice Governor.

1. Procedures for selecting Vice Governor. Each year, the District Governor Elect of District 7230 shall choose a Past District Governor, preferably a District 7230 Rotarian, to be Vice Governor during the next Rotary year. Prior to April 1, such choice shall be submitted in writing to the District's Nominating Committee. If the Rotarian is approved, his/her name shall then be submitted Rotary International for its approval.

2. Role and duties of Vice Governor. The Vice Governor shall not be a voting member of the District 7230 Board of Directors (the "Board") but shall have the right to attend and actively participate in all meetings and deliberations of the Board. The Vice Governor shall endeavor to perform the duties, activities and/or responsibilities as requested by the District Governor.

3. Role of Vice Governor upon inability of District Governor to serve. Upon the inability of the District Governor to fulfill the duties and responsibilities of the office, whether by submission of a written notice by the District Governor to the Board or the occurrence of such facts that make the inability clear, the Vice Governor shall become the District Governor. Upon such event, the District's Board shall notify Rotary International of the change in District Governors.

4. No Vice Governor upon disability of District Governor. If the District Governor shall become unable to fulfill the duties and responsibilities of the office when there is no person serving as Vice Governor, the District's Nominating Committee shall meet and select a Past District Governor, preferably from District 7230, to serve as District Governor for the balance of the Rotary year and shall submit same to Rotary International for its approval.

5. Renewal of ability of original District Governor. If the original District Governor, after a period of inability, shall become able to fulfill the duties and responsibilities of the office, the original District nor shall re-assume his position after receiving the approval of Rotary International which may be requested by the District's Board.

ARTICLE II - ASSISTANT DISTRICT GOVERNORS

A. Appointment of Assistant District Governors District Governors, each one of whom shall be responsible for an Area composed of multiple clubs. The District Governor shall maintain an uneven number of Areas with each consisting of, to the extent possible and practical, a balanced number of Rotary 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 Assistant District 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 the Assistant District Governor's

role is to keep the Governor apprised of the Area clubs' activities, goals, problems, and specific needs.

(2) The Governor may also appoint Assistant District Governors responsible for performing specific district-wide functions or with specific responsibilities.

C. Duties of Assistant District Governors

The Assistant District Governor will visit the clubs assigned at least quarterly and handle some of the responsibilities traditionally associated with the Governor's official visit. Depending on the needs and wishes of the District, the duties may include conducting the club assembly and reviewing the "Summary of Club Plans and Objectives."

The duties and responsibilities of an Assistant District Governor are:

1. Reports to and is supervised by the District Governor;
2. Administers an Area in the District;
3. Visits each club in the Area a minimum of once per quarter;
4. Conducts monthly scheduled meetings with club presidents 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 Rotary International;
5. Apprises (formally and informally) the Governor 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 District Governor.

ARTICLE III - DISTRICT COMMITTEES

A. In appointing 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 should endeavor to appoint committees in the early spring to permit them to make early plans for the following year. The District Governor shall appoint the committees required by Rotary International, which are currently set forth in the Rotary International Code of Policies, Section 17.030.2:

B. Council of Past District Governors. 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.

C. Additional Committees

In addition to the above committees, the District Governor may create additional committees or sub-committees of the above categories that are required by RI. The District Governor should make liberal use of the knowledge and experience of Past District Governors.

D. At the end of the year, the District Governor should insist that each committee prepare and hand over to its successor, a report of its activities during the year, in order to assist the successor and committees in their work.

ARTICLE IV – ELECTION OF DISTRICT GOVERNOR AND TREASURER

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 Governor Nominee. At the time of selection of a candidate as Governor Nominee, the candidate must conform to the requirements of RI Bylaws, including:

1. Be a member in good standing of a functioning Club, which is also in good standing in District 7230;
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 Governor and
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 Governor and willing and able to assume the duties and responsibilities of such office and to perform them faithfully as required in RI Bylaws.
6. A Governor, at the time of taking office, must have completed seven (7) years of membership in Rotary in one or more Clubs and have attended the Governors-Elect and Governor's Nominee training seminar, and the International Assembly - as required in the RI Bylaws.

7. A Governor should also:
 - a. Possess the esteem and confidence of one'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 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; and
 - f. Be able to generally discuss the various phases of Rotary.

B. Nominations For District Governor Nominee And District Treasurer Nominee

Annual nominations for District Governor Nominee (hereinafter referred to as "Governor Nominee") and biannual nominations for District Treasurer Nominee ("Treasurer Nominee") may be made by Rotary Clubs in good standing in District 7230 in the manner set forth in this Article IV.

C. Nominations for District Governor Nominee and District Treasurer Nominee

Every Rotary year, the District Governor shall notify each Club that it may propose a candidate for Governor Nominee, to serve as Governor for the third Rotary year following election as Governor Nominee, and every other year the Governor shall notify each Club that it may propose a candidate for Treasurer Nominee.

1. The Governor shall specify:
 - a. the last date for submitting the name of the proposed Governor Nominee and/or Treasurer Nominee; and
 - b. the documentation that must be submitted with the name of the proposed Governor Nominee and name of Treasurer Nominee; and the permitted manner of submitting such information.

2. At the Governor's discretion, the last date for submitting names for proposed Governor Nominee and proposed Treasurer Nominee may be changed so long as the Clubs are given the full amount of time required by Rotary International Bylaws to submit such proposals.

D. Nominating Committee

1. Organization of Nominating Committee

Nominating Committee shall be assembled every Rotary year and shall consist of the following voting members:

a. One Rotarian from each of the Areas in the District who shall be selected by the Club Presidents of each Area to be a Nominator for the Area on the Nominating Committee. The selected Rotarian must be in good standing and have at least three years of membership in a Rotary club; the Assistant Governor for each of the District Areas shall be responsible for facilitating the selection of the Nominator from the assigned Area. Prior to October 1st of each Rotary year, the Assistant Governors shall confer with the Club Presidents in this Area to discuss candidates and alternates for the Nominating Committee and to decide on the Nominator who shall represent this Area and the alternate Nominator. The Assistant Governors shall, whenever possible, give preference to Rotarians who have not previously served on a Nominating Committee. Prior to November 1st, each Assistant Governor shall inform the District Governor in writing of the name of the Nominator and the name of the alternate Nominator.

b. Two (2) District Rotarians who have previously served as Governor in any Rotary District and who shall be members of and selected by the District's Past District Governor's Council. (for purposes of the Nominating Committee, such Rotarians and Past District Governors are herein after referred to as "PDG Nominators"). Such PDG Nominator may not serve as a Nominator on the Nominating Committee for the immediately following Rotary year. The PDG Nominators shall be voting members of the Nominating Committee.

c. No Club shall have two (2) members as Nominators on the same Nominating Committee

2. Operation of Nominating Committee

a. Every year, the Nominating Committee shall select, by majority vote, a Governor Nominee who shall be Governor Designee in the Rotary year following his/her selection as Governor Nominee and, in alternate years, a Treasurer Nominee to serve for the two (2) Rotary years following his selection as Treasurer Nominee.

b. In making its selection of a Governor Nominee, the Nominators shall not be limited to the names submitted by the Clubs in the District; the Nominating Committee may decline to elect a District Governor Nominee from the panel of those who applied, in which case the Chair of the Committee must inform the District Governor that he should extend the time to find other applicants. In this case, the time for selecting a District Governor Nominee must be extended to comply with the RI Bylaws. The Nominating Committee shall select, by majority vote, any 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 IV.

c. 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 District Governor Nominee, however in no case shall the Clubs be given less than the time required by RI Bylaws.

d. A majority of the Nominators shall constitute a quorum of the Nominating Committee at any meeting thereof and a vote of greater of 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 to conduct the election of a Chair of the Nominating Committee.

e. The Chair 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.

f. Within twenty-four hours of the Nominating Committee's decisions, the Chair shall provide written notice to the District Governor of the selection(s) made and any other action taken by the Nominating Committee.

g. No Campaigning, Canvassing or Electioneering. The current RI Bylaws provide that, "in order that the best qualified Rotarians shall be selected for service in RI's elective offices, any effort to influence the selection process for an elective office in a positive or negative manner by campaigning, canvassing, electioneering or otherwise is prohibited." This provision further states that "Rotarians shall not campaign, canvass, or electioneer for elective position in RI, or allow any such activity, either on their behalf or on behalf of another" and "no brochures, literature, letters, or other materials, including electronic media and communications, may be distributed or circulated by Rotarians or on their behalf to any clubs or members of clubs except as may be expressly authorized by the board." 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.

h. Confidentiality. 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 selections for Governor Nominee and Treasurer Nominee, the District Governor shall notify the Clubs of the District of such selections of the Nominating Committee and shall fix a challenge date not more than fourteen (14) days from the date of District Governor's notice of the selections of the Nominating Committee (the "Challenge Date") the District Governor's notice of the selections of the Nominating Committee which may be filed in writing or by electronic means.

b. No Challenged Nominations Received; Declaration of Nominees.

If, by midnight of a date fourteen days after the Clubs have been informed of the Nominating Committee's selection, no challenging nomination has been received by the District Governor from a Club in the District, the District Governor shall declare the Rotarians selected by the Nominating Committee to be Governor Nominee and Treasurer Nominee by so notifying the Clubs in the District, by written notice or electronic message, within fifteen (15) days of the Challenge Date.

c. Challenged Nominations Received

If, on or before the Challenge Date, a proposed nomination of a qualified candidate 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 written or electronic message, notice of such nomination to the Clubs in the District through a form prescribed by Rotary International 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 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, 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, the names of the challenging and concurring Clubs and 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 candidates of the District Nominating Committee to be the District Governor Nominee and District Treasurer Nominee 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 Conference by electors from Clubs in the District.

g. Notification of Nominations to Rotary International. The District Governor shall certify the name of the District Governor Nominee to the General Secretary of Rotary International within ten (10) days after the District Governor Nominee has been declared to be the District Governor Nominee.

h. Functions of District Governor Elect. During the year as District Governor Elect (DGE) the District Governor shall undertake the orientation, education, and motivation of the DGE. The DGE shall:

(i) be considered by the District Governor for assignment to participate in the program of the District Conference;

(ii) be given specific responsibilities by the District Governor in connection with District committees or District organization;

(iii) be invited by the District Governor to attend as an observer all District meetings where the District Governor- Elect is not otherwise designated a participant.

ARTICLE V – DISTRICT CONFERENCE

District Governor Nominee’s Functions for the District Conference.

In order to ensure the thorough planning of the District Conference, it is recommended that the District Governor Nominee (DGN) begin planning the District Conference to be held in their year as District Governor as soon as possible although they should withhold the finalizing of plans until after the International Assembly of their DGN year.

A. The DGN shall:

1. Appoint a District Conference Committee of three to five members from different clubs. This District Conference Committee shall include Rotarians who have experience planning a District Conference as well as less experienced Rotarians whose leadership should be encouraged.

2. Select and agree upon a time and site for the Conference in consultation with the committee.

B. The District Conference must comply with the requirements of Rotary International.

C. District Conference Annual Business Meeting

1. The Annual Business Meeting of Rotary District 7230 will take place during the District Conference.

2. The Annual Business 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 MAP; and (d) any other business deemed appropriate for discussion and action.

3. Conference voting shall be in according to the provisions of the current Bylaws of RI. The Bylaws that are in effect at the time that this Amended and restated District Manual of Administrative Procedure describes conference voting.

4. A quorum will consist of one third of the clubs of the District.

5. A simple majority of Rotarians in good standing who are in attendance will be required to pass resolutions.

6. A two-thirds vote of the weighted votes of District clubs will be required to pass amendments to the MAP. The number of weighted vote(s) per club shall be in accordance with the policy of Rotary International in effect at the time of voting.

7. The Annual Business Meeting will be FREE of charge to any district member in good standing

ARTICLE VI - DISTRICT FUND

- A. 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.
- B. 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 Section 2.
- C. 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 as long as the dues remain unpaid. The district governor shall also notify the RI Board of Directors of any club that has such unpaid dues.
- D. District Dues Rebates. As an incentive to grow club membership, each club may secure a rebate of dues attributable to, for example, 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 Board shall determine at the beginning of each year an appropriate amount that shall be rebated to clubs.
- E. District Dues Refunds. Refunds of prior Rotary year Dues will be disbursed by the District when available.
- F. Oversight of District Funds. Oversight of District Funds shall be conducted by the “District 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 at least two of which shall not be a Past District Governor. The members of the Committee shall be selected by the District Governor who shall appoint one of the members to be the Chair of the Committee. 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 Treasurer. The District Governor, when making such appointments, shall appoint one member to serve for one year, one member to serve for two years, one member to serve for three years, and one member to serve for four years. Any vacancy that may occur will be filled by the District Governor for the unexpired term.

- G. It shall be the duty of the Chair of the Committee to convene such meeting or meetings of the committee as shall, in their opinion, are necessary to produce on or before the 20th day of March in each year a budget of income and expenditure for the following year.
- H. It shall be the duty of the District Governor Elect to provide the 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.
- I. 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 Presidents, Presidents-Elect, 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.
- J. The District Governor and Treasurer may adjust each specific budget line item under "District Administrative Services" and "District Program Services" so long as the specified total budget amount for District Administrative Services and District Program Services is not exceeded.
- K. In any event, the budget shall be submitted to a District Assembly 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. This vote may be taken by mail or at a District meeting. The District Governor and Treasurer may adjust each specific budget line item under 'District Administrative Services' and 'District Program Services' so long as the specified total budget amount for district administrative services and district program services is not exceeded.
- L. The Treasurer shall send to every Club, 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.
- M. Annual Statement and Report.

1. The Governor must provide an Annual Statement and Report (ASR) of the District's finances within three (3) months of the completion of the Governor's year in office. The ASR must be reviewed in one of the following methods as may be decided at the District

Conference held in the Governor's year by a majority of the representatives of the Clubs which are in attendance at the District Conference:

By a qualified certified public accountant; or

By a District Audit Committee. If this method is selected, it must comply with the following requirements:

- (a) At least three (3) members must be from the District's Clubs;
- (b) All members of the Audit Committee must be active Rotarians in good standing;
- (c) At least one member must be a Past District Governor or a person with audit experience;
- (d) No person may serve on the Audit Committee if he/she is reviewing the ASR for the year in which he/she served in any of the following positions: District Governor, District Treasurer, signatories on the District's bank accounts, and members of the budget and Finance Committee; and
- (e) Members of the District Audit Committee shall be elected in accordance with the procedures established by the District's Budget and Finance Committee.

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.

3. The ASR shall be presented for discussion and adoption as follows:

- (a) At a District meeting scheduled by the following Governor during the first three (3) months of such Governor's year for which thirty (30) days' advance notice has been given to the Clubs that the ASR of the District's finances for the immediately prior year will be presented; or
- (b) If a District meeting as discussed in (a) above is not held or if the ASR is not adopted thereat, the following Governor shall conduct a ballot-by-mail on the ASR within the next two (2) months and provide notice to the Clubs of the outcome of the vote not later than December 31 of such Governor's year. If the ASR is not adopted by a majority vote, the ASR shall be submitted to Rotary International for its consideration.

4. 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. 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. 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. 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 Grants

District Grants will be granted solely on the merits of the Grant proposal. Criteria such as donation of time or money by a club or member for any project, a club participating in Every Rotarian Every Year, a club's attendance percentage, or any other criterion will not play a role in determining whether the Grant will be awarded to a club in good standing.

ARTICLE VII – MEETINGS

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

ARTICLE VIII - COUNCIL ON LEGISLATION REPRESENTATIVE AND ALTERNATE

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

The District's representative to the Rotary International Council on Legislation shall be selected 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 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 IX – MAP AMENDMENTS

Any Rotary Club in good standing may propose an amendment to the MAP. The MAP may be amended at the Annual Business Meeting of the District Conference, a quorum being present, by a two-thirds weighted vote of all clubs present, provided that notice of such proposed amendment shall have been approved by a Club Assembly and transmitted to the District Governor forty-five (45) days prior to the District Conference and the District Governor sends by regular mail and electronic mail said amendment to each club at least thirty (30) days before the Annual Business Meeting. No amendment or addition to the MAP can be made that is not in harmony with the Constitution and Bylaws of Rotary International.

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.