

ROTARY DISTRICT 7230
MANUAL OF ADMINISTRATIVE
PROCEDURE (“MAP”)
(formally District Handbook)

SECTION I

This Manual of Administrative Procedure (hereinafter “MAP”) is designed to record administrative procedures which 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. Nothing herein is to be interpreted or construed as superseding the Manual of Procedure of Rotary International.

ARTICLE I
OFFICERS

DISTRICT TREASURER

As described in Article IV under the heading “Nominations for District Officers,” the District Treasurer is nominated by the District Nominating Committee and elected at the District Conference. The Treasurer is automatically a member of the District Budget and Finance Committee. The District Treasurer is reimbursed for all expenses of the office, including attendance at meetings of the Budget and Finance Committee, the District Conference, District Assembly and other District meetings as provided for in the annual budget. It may be found convenient to appoint an Assistant District Treasurer and/or Financial Chair for special District projects, but all such appointees shall be accountable to the District Treasurer who should retain the responsibility for the collection and disbursement of all District monies.

DISTRICT SECRETARY

The District Secretary is appointed by the District Governor. The Secretary should be a Rotarian knowledgeable in Rotary matters and familiar with District meetings. He should assist the District Governor in making arrangements for District meetings, handle correspondence as directed, compile minutes of District meetings, keep records of attendance and membership and thereby relieve the District Governor of such routine administrative tasks. The same individual should not be appointed as District Secretary for more than five (5) years. He is reimbursed for all expenses of the office in the same manner as the District Treasurer.

DISTRICT CUSTODIAN

In addition to the District Treasurer and District Secretary, the District Governor may appoint a District Custodian to be responsible for maintaining, cataloging, marking, storing and transporting, as required, all physical property of the District, except the current records of the Treasurer and Secretary.

ARTICLE II

ASSISTANT DISTRICT GOVERNORS

In accordance with the recommendation of the Board of Directors of Rotary International, District Governors of District 7230 have found it useful to divide the District into an uneven number of Areas each consisting of not more than five Rotary clubs and to

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appoint a Rotarian to serve as an Assistant District Governor for each such area. Because each Assistant Governor is responsible for only a fraction of the clubs in the District, he or she can respond quickly to a club's questions and needs. Another part of the Assistant Governor's role is to keep the Governor apprised of the club's activities, goals, problems, and specific needs.

The Assistant Governor will visit the clubs in his/her Area 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 Governor are:

1. Reports to and is supervised by the District Governor;
2. Administers an Area in the District (each area has 3-6 clubs);
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, 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

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 his committees in the early spring to permit them to make early plans for the following year. The District Governor is strongly urged to appoint the following Committees:

1. Club Service
2. Community Service
3. International Service
4. Vocational Service
5. Rotary Foundation
6. Budget and Finance
7. District Nominating Committee
8. Youth Exchange
9. Extension Committee

In addition, the following committees have been found useful:

10. Public Relations
11. District Meeting
12. Disaster Relief

In addition to the above committees, the District Governor should make liberal use of the knowledge and experience of Past District Governors. It has been found helpful to appoint a Committee or Council of 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. At the end of the year the District Governor should insist that each

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committee prepare and hand over to its successor, a report of its activities during the year, in order to assist his successor and committees in their work.

ARTICLE IV NOMINATIONS FOR DISTRICT OFFICERS

Nominations for the District Governor Designee and District Treasurer Nominee may be made by a Nominating Committee or by a member club or both in the manner herein prescribed.

QUALIFICATIONS FOR CANDIDATES FOR DISTRICT GOVERNOR

The status, qualifications and duties of District Governor as described in the Manual of Procedure, 2001 on pages 24-25 (quoted below) are to be considered in determining the best possible candidate for the office of governor, in addition to these qualifications, a candidate shall be a member of a Rotary Club of District 7230 for at least one year prior to the beginning of the candidate's term as District Governor Designee.

"At the time of selection, a District Governor Designee must:

- 1) be a member in good standing of a club in the District; (RIB 15.070.1)
- 2) have full qualifications for such membership in the strict application of the provisions therefor, and the integrity of the Rotarian's classification must be without question; (RIB 15.070.2.)
- 3) be a member in a functioning club in good standing that has no outstanding indebtedness to RI or to the district as of the close of the year preceeding that in which the Rotarian is proposed as a candidate for nomination for governor; (RIB 15.070.3.)
- 4) have served as president of a club for a full term; (RIB 15.070.4.)
- 5) demonstrate willingness, commitment and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in RI bylaws section 15.090; (RIB 15.070.5.)
- 6) demonstrate knowledge of the qualifications, duties and responsibilities of governor as prescribed in the RI bylaws and submit to RI, through its general secretary, a signed statement that the Rotarian understands clearly such qualifications, duties and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of the office and to perform them faithfully. (RIB 15.070.6.)

A governor, at the time of taking office, must have completed seven years of membership in one or more clubs and have attended the governors-elect training seminar and international assembly. (RIB 15.080.) Governors also should:

- 1) possess the esteem and confidence of their own clubs;
- 2) be of high business or professional standing, with executive ability, demonstrated in the conduct of their businesses or professions;
- 3) have their business or professional work so well organized that they can give the time necessary to carry out Rotary work;
- 4) be persons whose integrity and the conduct of their immediate families are above reproach;
- 5) have a thorough knowledge of Rotary, its purposes, Object, and constitutional documents, and be Rotarians of recognized loyalty to RI;

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- 6) be able to discuss any phase of Rotary in a convincing manner and convey information articulately."

NOMINATIONS FOR DISTRICT GOVERNOR

The Nominating Committee on the basis of its own selection or Club recommendation shall nominate a candidate for District Governor to take office in the third Rotary year following his/her nomination. In the event that another candidate or candidates shall be proposed for District Governor, within the period prescribed by the District Governor as hereinafter provided, subsequent to the designation of a designee by the Nominating Committee, the members duly authorized to represent their clubs at the District Conference, held in the year before a District Governor nominee is scheduled to take office, shall by ballot select the Governor Nominee. In the event that a designee of the Nominating Committee shall become ineligible to be elected as District Governor Nominee for any reason, or shall die, the last elected Nominating Committee shall meet and designate another District Governor Designee in his/her stead.

NOMINATIONS FOR DISTRICT OFFICERS

The Nominating Committee shall consist of one member from each Area in the District. The District Governor shall not serve as a member of the Nominating Committee

The Nominating Committee shall consist of a representative of each of the Areas of the District (9) and additionally at least one but not more than four (4) Past District Governors who shall be selected annually by the Council of Past District Governors. Only one Past District Governor from any one club can serve during any given year. The role of the Past District Governors on the Nominating Committee is to give advice and counsel. The Past District Governors shall not vote.

The area nominators for the selection of the members of the Nominating Committee shall give first preference, wherever feasible, to qualified Rotarians who previously have not served on the Nominating Committee. Where such nomination is not feasible, the nominators may select a qualified Rotarian who has previously served on the Nominating Committee.

Not later than October 1 of each year, the Assistant District Governor representing each area shall confer with the Club Presidents of his/her area in selecting a member and alternate member of the Nominating Committee from such area. In the event that any club in the islands of Bermuda is in the same area as clubs outside of Bermuda, then that Bermuda Club may appoint as its proxy to vote on its behalf the President or other representative of one of those clubs outside Bermuda in the same area.

The Club Presidents shall select a Rotarian in good standing of a club in the area be the nominator to represent their area on the Nominating Committee. Such Rotarian in good standing must have at least one year of membership in a Club or Clubs of Rotary District 7230. If the clubs in Bermuda form a single area and no clubs outside of Bermuda are in the same area, it shall be permissible for the Bermuda clubs to elect as their nominator a Club President or Past Club President from any other club in the District.

It shall be the responsibility of the Assistant District Governor of each Area to inform the District Governor in writing of the name of the nominator and alternate from that area not later than November 1 of each year.

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ORGANIZATION OF NOMINATING COMMITTEE

The Nominating Committee shall meet at the call of the District Governor at a time and place fixed by him not later than January 20 of each year.

Five (5) members of the Committee shall constitute a quorum and a majority vote shall be required on all decisions of the Committee.

The District Governor shall not participate in the meeting except to call the meeting together, explain the functions of the Committee, as herein described, and conduct the election of a Chair of the Committee.

The Chair will assume immediate charge of the meeting and will proceed with the election of a Secretary of the Committee, followed by all other business that may properly come before the meeting.

Within five (5) days after the meeting of the Nominating Committee, the Chair shall notify the District Governor in writing of the selections made by the Committee.

NOMINATIONS BY NOMINATING COMMITTEE

Members of the Nominating Committee shall not be eligible for designation by that Committee as a candidate for any District office.

Every year the Committee shall elect, by majority vote, a District Governor Designee to serve for one (1) year and in alternate years a District Treasurer Nominee to serve for two (2) years.

In making its selection, the Nominating Committee for District Governor shall not be limited in its selection by those names submitted by clubs in the District but shall nominate the best qualified Rotarian available to perform the functions of the office of Governor in accordance with the qualifications defined in the Manual of Procedure of Rotary International for District Governor Nominee.

Section 10.050 of the Rotary International bylaws provides that any Rotarian who engages in campaigning or canvassing for elective office in Rotary International may be subject to disqualification from election to the office sought and possibly to future Rotary International offices for such periods as the Rotary International Board may determine.

NOMINATIONS BY CLUBS

Within ten (10) days after notification from the Nominating Committee, the District Governor shall notify the member clubs of the choices of the Nominating Committee and shall fix a date not less than fifteen (15) days nor more than thirty (30) days from the date of such notice upon which any member club in the District may propose a candidate for District Governor Designee or District Treasurer Nominee, by filing with the District Governor on or before the date so determined by the District Governor, a resolution of the club, adopted at a regular meeting thereof naming such challenging candidate.

If on the date so fixed no such nomination has been received by the District Governor from any member club in the District, the District Governor shall declare the candidates of the District Nominating Committee to be the District Governor Designee and District Treasurer Nominee, and within fifteen (15) days thereafter shall so notify all member clubs in the District.

If on the date so fixed any such nomination has been received by the District Governor from any member club in the District, and the said nomination continues effective until the expiration of fifteen (15) days beginning with the date so fixed, then the District Governor shall inform all clubs through a form prescribed by Rotary International of the name of any challenging candidate and inquire whether any Club wishes to concur with this challenge. To do so, a

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Club must file with the Governor, on/or before a date determined by them, a resolution of the club, adopted at a regular meeting thereof, concurring with any challenge. Only challenges that have been concurred with by at least five (5) other clubs, or at least ten percent (10%) of the clubs if less than five, in the District shall be considered valid.

- iv If on the expiration of the said fifteen (15) days, no nomination from member clubs in the District continues effective, then the District Governor shall declare the candidates of the District Nominating Committee to be the District Governor Designee and District Treasurer Nominee and within fifteen (15) days thereafter shall so notify all member clubs in the District.
- v If, for any cause whatsoever, no nomination continues effective at the time of the District Conference, then nominations for officers of the District shall be made from the floor of the Conference by electors from member clubs in the District.
- vi The District Governor shall certify the name of the District Governor Designee to the General Secretary of Rotary International within ten (10) days after he/she has been declared to be the District Governor Designee.

ARTICLE V

DISTRICT CONFERENCE

Following selection by the District and certification to the General Secretary of Rotary International, the District Governor Nominee is urged to begin to plan immediately for the District Conference to be held during the year in which they are to serve as District Governor and to select and agree upon a time and site for the Conference in consultation with the majority of the presidents of the clubs in the District.

During the year preceding taking office as District Governor, the District Governor Elect should:

1. be given specific responsibilities by the District Governor in connection with District committees or District organization;
2. 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;
3. be considered by the District Governor for assignment to participate in the program of the District Conference (RCP 19.040.7).

The District Governor should undertake the orientation, education, and motivation of the District Governor Elect and use Past District Governors and meetings, such as the Rotary Institute, toward this end.

It is suggested that the District Governor Elect in consultation with the District Governor appoint a committee of from three to five members to assist with the site selection.

In order to ensure the thorough planning of the District Conference, it is recommended that the District Governor Elect appoint Conference Committees as early as possible, although he should withhold the finalizing of his plans until after the International Assembly.

In order to be able to devote the necessary time to his basic responsibility for ensuring the success of the office of District Governor, it is recommended that the conference be scheduled after they have completed their official club visits.

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

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- 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 Bylaws of Rotary International Article 15.050 of the 2001 Manual of Procedure.
 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.

ARTICLE VI DISTRICT FUND

1. There shall be established and maintained a fund to be called the "District Fund" which shall be deposited in a separate bank account so as to keep it separated from all other funds and monies. [Bylaws RI XII 6]
2. The money in the District Fund shall be provided by the payment of District Dues by the clubs in the District, as well as all other funds resulting from the holding of any Rotary meeting or project by the District or any officer of the District, unless specific instructions to do otherwise are given by Rotary International. The District Fund shall not include any funds provided to the District Governor by Rotary International. It was agreed that the District Dues be scheduled for payment in the same way Rotary international levies its semiannual dues. The amount of per capita dues for each club is based on the membership of the Club as of June 30 of each Rotary year.
- 2(a.) Non-Payment: The membership of any club which fails to pay its dues or other financial obligations to Rotary International or approved contributions to the District Fund may be terminated by the Board.
3. The funds shall be administered by the "District Budget and Finance Committee." This committee shall consist of the District Governor, the Incoming District Governor, the Treasurer, and four other Rotarians at least two of whom 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. Those members other than the District Governor, the District Governor Nominee (Elect), and the Treasurer, the one or ones who have served for the longest period shall retire each year. In the first year, the District Governor, when making his appointment, 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. The District Treasurer shall not be liable to retire in accordance with the provisions of this section. Any vacancy that may occur will be filled by the District Governor for the unexpired term.
4. 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, be necessary to produce on or before the 20th day of March in each year a budget of income and expenditure for the following year.
5. It shall be the duty of the District Governor Nominee (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.
6. As soon as practical, after the committee has prepared the budget, but in any event not later than four weeks prior to the District Assembly in each year, a copy of the proposed

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Budget shall be submitted to every Club President Elect in the District.

7. 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.
8. In any event, the budget shall be submitted to the 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 mall 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.
9. The Treasurer shall send to every Club, quarterly, an unedited statement of the income and of the expenditures out of the District Fund showing the expenditures out of the District Fund for that quarter as well as the accumulative totals for the year compared to the budget.
10. Within thirty days after the end of the Rotary year, the Treasurer shall submit to the District Auditor an accounting of the expenditures from the District Fund during the preceding year, together with the necessary documents to enable the Auditors to audit the accounts. The Auditors shall certify in a written report that the accounts have been properly kept and that the statements of account correctly show the financial position of the District Fund and all transactions in connection therewith.
11. If there shall be no District Auditor before the end of the Rotary year, the District Governor shall appoint a committee consisting of three (3) Rotarians experienced in finances and accounting procedures who shall carry out the function of a District Auditor.
12. Prior to September 1, in each year, the District Auditor (or committee) shall submit to the District Governor, the immediate Past Governor, District Treasurer, and the Chair of the Budget and Finance Committee, the report referred to in paragraph (9) hereof and the District Treasurer shall within fourteen (14) day of the receipt of such report send to each Club President copies thereof, together with copies of the financial statements showing income and expenditures for the preceding Rotary year compared with the budget, in such form as to enable ready comparisons to be made between the budget and the corresponding amounts actually received and expended. This audited annual statement shall also be Presented, discussed (if need be), and formally adopted by the following District Conference.
13. 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.
14. 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.
15. The reserve fund will always be maintained at no less than \$15,000.00. Any excess, at the end of the fiscal year after all bills and expenditures have been satisfied, shall be apportioned as follows: One-third (1/3) shall be used to reduce the per capita dues assessment. Should there be less than \$15,000.00 in the reserve fund, nothing will be taken from the reserve fund until such time as the reserve fund again increases to \$15,000.00.

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ARTICLE VII

COUNCIL ON LEGISLATION REPRESENTATIVE AND ALTERNATE

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

The procedure for nominating and electing a Representative and Alternate to the Council is spelled out in the Manual of Procedure.

ARTICLE VII

AMENDMENTS TO THE MAP

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 which is not in harmony with the Constitution and Bylaws of Rotary International.

ARTICLE VII

DISTRICT EMBLEM

The District emblem for Rotary International District 7230 is the respective flags of each country, crossed; with the official rotary wheel, as established by Rotary International, in the top center and a blue banner with the inscription D7230 at the bottom. That this emblem be used on any and all official correspondence of the District.

