

ROTARY DISTRICT 7230
RESTATED AND AMENDED
MANUAL OF ADMINISTRATIVE PROCEDURE (“MAP”)
April 27, 2018

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. 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 reference to “he” or “him” herein shall encompass both the male and the female.

ARTICLE I – OFFICERS

A. 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 shall retain the responsibility for the collection and disbursement of all District monies.

B. DISTRICT SECRETARY

The District Secretary is appointed by the District Governor. The Secretary shall be a District Rotarian knowledgeable in Rotary matters and familiar with District meetings. He/she shall 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 shall not be appointed as District Secretary for more than five (5) years. He/she is reimbursed for all expenses of the office in the same manner as the District Treasurer.

C. 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.

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ARTICLE II - ASSISTANT DISTRICT GOVERNORS

The District Governor shall appoint Assistant 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 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 Area clubs’ 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;
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

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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 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 his successor and committees in their work.

ARTICLE IV – ELECTION OF DISTRICT GOVERNOR AND TREASURER

A. 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.

B. 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:

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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 his/her own Club;
 - b. Be of high business and/or professional standing, with executive abilities, demonstrated in the conduct of his/her business and/or profession;
 - c. Have his/her business and/or professional work so well organized that he/she can give the time necessary to carry out the work of being Governor;
 - d. Be a person whose integrity and the conduct of his/her 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.

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C. Nominations For Governor Nominee And 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 his/her 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;

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

A 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 his/her Area. Prior to October 1st of each Rotary year, the Assistant Governors shall confer with the Club Presidents in his/her Area to discuss candidates and alternates for the Nominating Committee and to decide on the Nominator who shall represent his/her 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 from his/her Area 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”).

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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)

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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 Challenging 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 the 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. Challenging 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,

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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. The District Governor shall notify, 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. Should, on the expiration of the Challenge Date, no nomination from Clubs in the District continues be effective, 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. Should, for any cause whatsoever, no nomination continue to be effective 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. The District Governor shall certify the name of the District Governor Nominee to the General Secretary of Rotary International within ten (10) days after he/she has been declared to be the District Governor Nominee.

h. 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.

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ARTICLE V - 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.

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

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.

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, any club or any club officer of the District, unless specific instructions to do otherwise are given by RI. The District Fund shall not include any funds provided to the District Governor by RI. 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 July 1 and January 1 of each Rotary year.

3. 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.

4. The funds shall be administered 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. Those members other than the District Governor, the District Governor Nominee and District Governor Elect, and the Treasurer, who have served for four years shall retire. 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.

5. 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.

6. 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.

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7. 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.

8. 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. 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.

10. The Treasurer shall send to every Club, quarterly, an unaudited statement of the income and expenditures of the District Fund, showing the expenditures for that quarter as well as the accumulative totals for the budget year compared to the budget.

11. 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.

12. 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.

13. 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, and the amount in the Reserve Fund, for the preceding Rotary

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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.

14. 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.

15. 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.

16. The reserve fund will always be maintained at no less than \$25,000.00. Any excess over \$25,000.00, 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 taken from the reserve fund until such time as the reserve fund again increases to \$25,000.00.

17. District Grants

District Grants will be granted solely on the merits of the Grant proposal. Whether a club or member donates time or money for any project: or a club’s participation in Every Rotarian Every Year: or a club’s attendance percentage-or any other criterion--will play no role in determining whether the Grant will be awarded to a club in good standing.

ARTICLE VII - 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.

ARTICLE VIII - 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

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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 IX– DISTRICT EMBLEM

The District emblem for Rotary International District 7230 is the respective flag 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. This emblem shall be used on any and all official correspondence of the District.

The emblem is as follows:

