

# District Leadership Plan/Handbook

## Rotary District 7360

revised 2022/11/19

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## 1. Purpose/Background/Acknowledgments

This handbook is the guide to Rotary District 7360 organization, events, policies, and procedures. The latest version is available on the District website, [rotary7360.org](http://rotary7360.org) in the District Governing Files folder under Documents. The latest revision date and major changes are noted in the online file. Note that in the case of a conflict between the District Handbook and the District Bylaws, the Bylaws take precedence.

This handbook fulfills the requirement of Rotary International for a District Leadership Manual. It addresses the 2020 Strategic Plan objective of Rotary International to *Build and streamline governance at District level*. And it is a key part of the District goal to *Maintain and continually review district bylaws, and to create a manual of procedures, to guide future district and club leaders' ability to adapt to changing needs*. The manual is fluid and will be updated yearly or as needed.

This document was put together by the following ad-hoc committee which met weekly from April 2020 to April 2021.

Susanna Tomlinson, District Secretary (Committee Chair)

Thomas Carr, Area Governor

Kenneth Martin, District Treasurer.

Barbara Morgan, Governor Administrator

Dana Orsini, 2020-21 District Governor-Elect

Carrie Ryan, Past District Treasurer;

Herb Smith, 2020-21 District Governor Nominee Designate

Swan Stull, Past District Governor

Tammy Wolgemuth, District Administrator

Irvin Wright, 2020-21 District Governor

Victoria Zimmerman, District Governor Nominee and Strategic Planning Committee Chair

The Committee was assisted by and the draft manual was reviewed by many district leaders including

Sharon Benner, Past District Governor

Dan Bennett, Past District Governor<sup>4</sup>

James Eberly, Past District Governor and District Membership Chair

Kathy Krinks, Youth Exchange Committee chair

John Taylor, District International Service Committee Chair

Kelly Wike, Past District Governor and District Trainer

The 2021 District College of Governors

## **2. Guiding Principles**

### **2.1 Vision Statement**

To provide service to others, promote integrity, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders.

### **2.2 Object of Rotary**

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster

- The development of acquaintance as an opportunity for service;
- High ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- The application of the ideal of service in each Rotarian's personal, business, and community life;
- The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

### **2.3 Rotary Core Values**

Rotary's core values represent the guiding principles of the organization's culture, including what guides members' priorities and actions within the organization. Values are an increasingly important component in strategic planning because they drive the intent and direction of the organization's leadership.

#### **SERVICE**

We believe that our service activities and programs bring about greater world understanding and peace. Service is a major element of our mission. Through the plans and actions of individual clubs, we create a culture of service throughout our organization that provides unparalleled satisfaction for those who serve.

#### **FELLOWSHIP**

We believe that individual efforts focus on individual needs, but combined efforts serve humanity. The power of combined efforts knows no limitation, multiplies resources, and broadens our lives and perspectives. Fellowship leads to tolerance and transcends racial, national, and other boundaries.

#### **DIVERSITY**

We believe Rotary unifies all people internationally behind the ideal of service. We encourage diversity of vocations within our membership and in our activities and service work. A club that reflects its business and professional community is a club with a key to its future.

#### **INTEGRITY**

We are committed to and expect accountability from our leaders and fellow members, both in the results of our efforts and in the processes we use to accomplish our goals. We adhere to high ethical and professional standards in our work and personal relationships. We are fair and respectful in our interactions, and we conscientiously steward the resources entrusted to us.

#### **LEADERSHIP**

We are a global fellowship of individuals who are leaders in their fields of endeavor. We believe in the importance of leadership development and in leadership as a quality of our members. As Rotarians, we are leaders in implementing our core values.

All of these core values are reflected in the Object of Rotary and The Four-Way Test, which we use in our daily lives. They inspire us to foster and support the ideal of service for developing and maintaining integrity in human relations.

## **2.4 Four-Way Test**

The Four-Way Test is a nonpartisan and nonsectarian ethical guide for Rotarians to use for their personal and professional relationships. The test has been translated into more than 100 languages, and Rotarians recite it at club meetings:

Of the things we think, say or do

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

## **2.5 Avenues of Service**

### **CLUB SERVICE**

focuses on strengthening fellowship and ensuring the effective functioning of the club. This “Avenue” promotes the development of acquaintance as an opportunity for service. It involves the activities necessary to make the Club function successfully and achieve its goals.

### **VOCATIONAL SERVICE**

encourages Rotarians to serve others through their vocations and to practice high ethical standards. This area represents the opportunity that each Rotarian has to represent the dignity and utility of one’s vocation as an opportunity to serve society. Rotarians promote and foster high ethical standards in business and professions and promote the recognition of the worthiness of all useful occupations.

### **COMMUNITY SERVICE**

covers the projects and activities the club undertakes to improve life in its community. This “Avenue” relates to the activities that Rotarians undertake to improve the quality of life in their community. Particular emphasis is given to helping children, needy families, the aged, the handicapped, and those most in need of assistance. Rotarians strive to promote the ideal of service in their personal, business, and community lives.

### **INTERNATIONAL SERVICE**

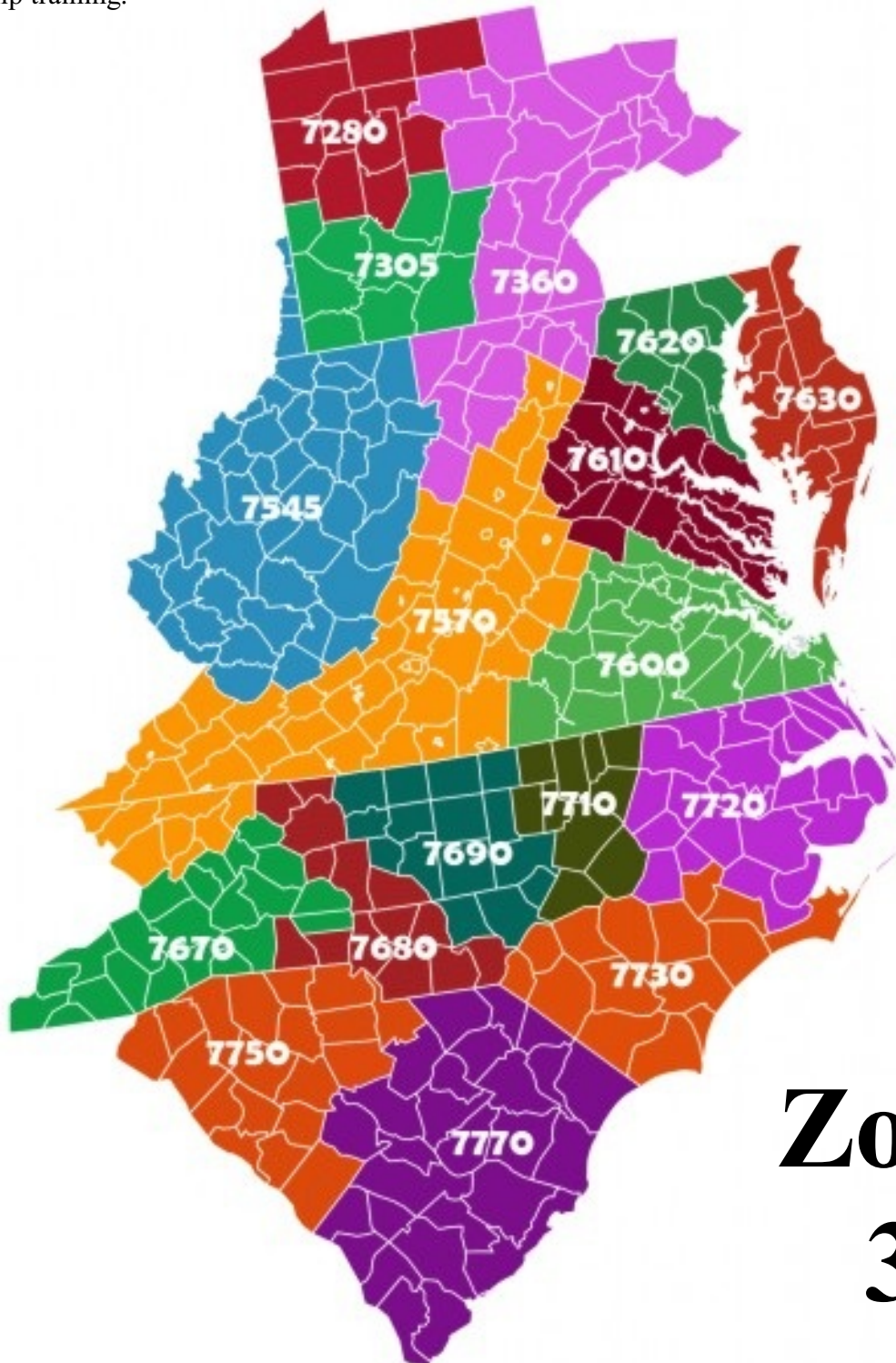
encompasses actions taken to expand Rotary's humanitarian reach around the globe and to promote world understanding and peace. In this area, Rotarians strive for the advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service. International Service Projects are designed to meet the humanitarian needs of people in many lands, with particular emphasis on the most underprivileged children and families in developing countries.

### **YOUTH SERVICE**

recognizes the positive change implemented by youth and young adults through leadership development activities as RYLA, Rotaract, Interact, service projects, and creating international understanding through Rotary Youth Exchange.

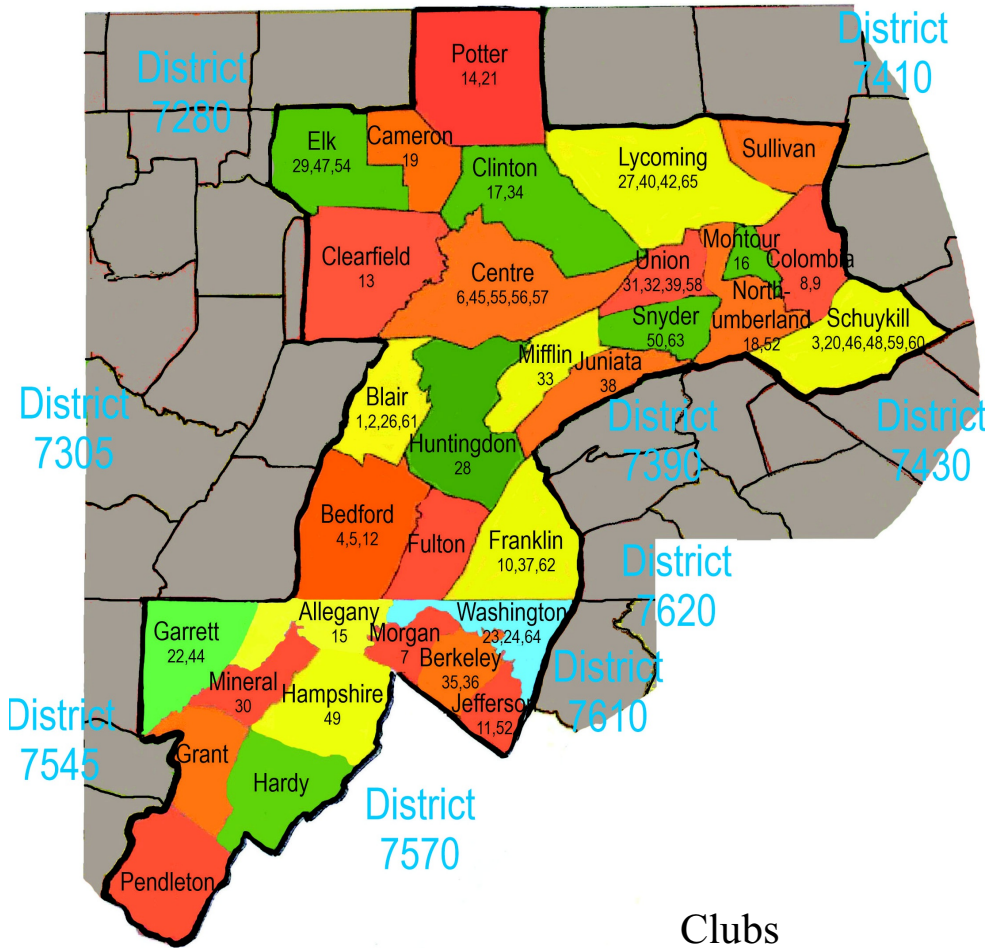
### 3. The District

District 7360 was created July 1, 2012 with the merger of Districts 7350 and 7370. As of fall 2023 the District is composed of 65 clubs and approximately 2,050 Rotarians located in central Pennsylvania, western Maryland and portions of West Virginia. District 7360 is subdivided into 16 areas. District 7360 is at the far north of Rotary Zone 33 which includes Maryland, DC, Virginia, West Virginia, North Carolina and South Carolina in addition to part of Pennsylvania. Zones 33 and 34 combine for the purposes of electing a Rotary International Director and leadership training.



# Zone 33

**Rotary Zone 33**



# District 7360

### Clubs

- |                       |                    |                        |                              |
|-----------------------|--------------------|------------------------|------------------------------|
| 1 - Altoona           | 18 - Elysburg      | 35 - Martinsburg       | 51 - Shamokin                |
| 2 - Altoona SR        | 19 - Emporium      | 36 - Martinsburg SR    | 52 - Shepherdstown           |
| 3 - Ashland Area      | 20 - Frackville    | 37 - Mercersburg       | 53 - Sthrn Schuylkill        |
| 4 - Bedford           | 21 - Galeton       | 38 - Mifflintown       | 54 - St Mary's               |
| 5- Bedford SR         | 22 - Grantsville   | 39 - Milton            | 55 - State College           |
| 6 - Bellefonte        | 23 - Hagerstown    | 40 - Montoursville     | 56 - St College Dwnntn       |
| 7 - Berkeley Springs  | 24 - Hagerstown SR | 41 - Morrison's Cove   | 57 - St College SR           |
| 8 - Berwick           | 25 - Hancock       | 42 - Muncy             | 58 - Sunbury                 |
| 9 - Bloomsburg        | 26 - Hollidaysburg | 43 - Nrthrn Schuylkill | 59- Tamaqua                  |
| 10 - Chambersburg     | 27 - Hughesville   | 44 - Oakland           | 61 - Tyrone                  |
| 11 - Charles Town     | 28 - Huntingdon    | 45 - Pleasant Gap      | 62 - Waynesboro              |
| 12 - Claysburg        | 29 - Johnsonburg   | 46 - Pottsville        | 63 - W Snyder-Beaver Springs |
| 13 - Clearfield       | 30 - Keyser        | 47 - Ridgway           | 64 - Williamsport MD         |
| 14 - Coudersport      | 31 - Lewisburg SR  | 48 - Ringtown          | 65 - Williamsport PA         |
| 15 - Cumberland       | 32 - Lewisburg SS  | 49 - Romney            |                              |
| 16 - Danville         | 33 - Lewistown     | 50 - Selinsgrove       |                              |
| 17 - Dntwn Lock Haven | 34 - Lock Haven    |                        |                              |

### Areas

- |                             |                                 |                              |
|-----------------------------|---------------------------------|------------------------------|
| Area 1 - 13, 29, 47, 54     | Area 7 - 3, 51                  | Area 13 - 10, 37, 62         |
| Area 2 - 14, 19, 21         | Area 8 - 20, 43, 46, 48, 53, 59 | Area 14 - 23, 24, 25, 64     |
| Area 3 - 17, 34             | Area 9 - 33, 38, 63             | Area 15 - 7, 11, 35, 36, 52  |
| Area 4 - 27, 40, 42, 65     | Area 10 - 6, 45, 55, 56, 57     | Area 16 - 15, 22, 30, 44, 49 |
| Area 5 - 31, 32, 39, 50, 58 | Area 11 - 1, 2, 26, 28, 61      |                              |
| Area 6 - 8, 9, 16, 18       | Area 12 - 4, 5, 12, 41          |                              |

## 4. District Governor Chain

### 4.1 District Governor

#### General Responsibilities

The District Governor (DG) is an officer of Rotary International (RI), charged with furthering the Object of Rotary by administering and providing leadership for the District and motivation for the District Clubs. The District Governor serves from July 1 through June 30.

He/she shall serve as the President and Chief Executive Officer of the Corporation (District) and shall perform the customary duties of a president and a chief executive officer of a non-profit corporation and those assigned by the Bylaws and policies of RI, by the District, and by the resolutions of the District adopted from time to time.

#### Qualification Process

Individuals in good standing who wish to be considered for the District Governor must have previously served at least one full year as president of a Rotary Club, agree to a four year commitment, must have been a Rotarian for at least seven years (cumulatively) before taking office as District Governor. If recommended by the Nominating Committee (see section 13.1) and elected at the Annual General Meeting, they serve the Rotary year following election (July 1 - June 30) as District Governor Nominee, the second year as District Governor Elect, the third year as District Governor, and in the final year of their commitment they serve as Immediate Past District Governor.

#### Duties and Responsibilities

- a. Establish the agenda and time, date and place of the Annual Meeting; District Conference, and District board meetings.
- b. Preside at meetings of the Board of Directors and any other official district meetings except as otherwise expressly provided.
- c. Appoint chairs and approve committee members for District committees prior to his or her commencement as District Governor. Identify goals and objectives for Committees which provide assistance to the District Governor.
- d. Appoint the District Administrator, District Newsletter Editor, District Secretary, District Treasurer, and District Training Officer; and other positions which may be deemed necessary to help the District function smoothly.
- e. Submit a budget for approval at the District Annual Meeting by incoming District club presidents (at the District Training Assembly) prior to their year as District Governor. Governors will promote transparency of financial information and will ensure compliance with all local and national laws relating to financial management. Governors will comply with Rotary's expense reimbursement policies.
- f. Assure that district nominations and elections are properly conducted.
- g. Support the Rotary Foundation with respect to program participation and financial contributions. Approve the use of District Designated Funds (DDF) in consultation with the District Foundation Committee.
- h. Communicate regularly with the District Officers to keep them informed of activities in the district and work closely with the District Governor Elect and the District Governor Nominee in preparation for assuming the duties of District Governor.
- i. Provide monthly communication on District activities to all clubs.
- j. Serve as an ex-officio and non-voting member of each District committee.
- k. Promote membership growth and the organization of new clubs .
- l. Promote cordial relations among the clubs and between the clubs and Rotary International.
- m. Plan for and preside at the district conference.
- n. Foster an environment in the district that promotes safety, courtesy, dignity, and respect and act based on fairness to all concerned.
- o. Provide for an official club visit (meeting individually, in multi-club meetings, physically or by electronic means), for the following purposes:
  1. Focusing attention on important Rotary issues.
  2. Motivating Rotarians to participate in service activities.



3. Recognizing the outstanding contributions of Rotarians in the district.
4. Promoting membership growth.
5. Improving the Clubs.
6. Recording their evaluations of clubs for use by the District Governor-Elect.

## **4.2 District Governor-Elect**

### General Responsibilities

The District Governor-elect shall serve as the Vice Chairperson of the Corporation (District).

### Qualification Process

The District Governor-elect is the second step in the formal progression to serve as District Governor and is identified as part of the District Governor selection process.

### Duties and Responsibilities

- a. Attend International Training Assembly usually held in January.
- b. Attend the Governor-Elect Training Seminar at Zone Institute.
- c. Plan and arrange the Area Governors and Presidents-Elect Training Seminar (PETS) with the assistance of the District Training Officer and others who may comprise an ad-hoc committee to assist with the event.
- d. Appoints the club immediate past president representatives on the District Nominating Committee.
- e. Be responsible for District Training Assembly with the advice and consent of the District Governor.
- f. Plan for the year as District Governor and have all district committees and appointments in place not later than three months prior to the assumption of office as District Governor.
- g. Serve on the District Executive Committee and Board.
- h. In coordination with the District Treasurer request budget needs from each District committee by December 1.
- i. Oversee the District Governor Installation event.
- j. Coordinate the annual update of the District Handbook and review of the Strategic Plan.
- k. Assist the District Governor as requested.
- l. Attend District events.
- m. Attend District committee meetings as available.
- n. Attend District club meetings.

## **4.3 District Governor-Nominee**

### General Responsibilities

The District Governor-Nominee shall serve on the District Executive Committee and District Board and assume the role of District Governor-Elect in case of vacancy.

### Qualification Process

The District Governor-Nominee is the first step in the formal progression to serve as District Governor and is identified as part of the District Governor selection process. The DGN must have been a member of Rotary for five years including one year as a club president.

### Duties and Responsibilities

- a. Serve on the District Executive Committee and Board.
- b. Attend the Governor-Nominee Training Seminar at Zone Institute.
- c. Have overall responsibility for the District Foundation dinner or alternative event.
- d. Assist the District Governor and District Governor Elect as requested.
- e. Attend all District wide events including District Conference, PETS, District Training Assembly, and District Governor Installation.
- f. As available, attend District committee meetings to become acquainted with the operation of the District.
- g. Attend District club meetings and be available to assist Area Governors.
- h. Serve on the District RYLA Committee.

#### 4.4 District Governor-Nominee Designate

##### General Responsibilities

The District Governor-Nominee Designate is the title conveyed on the individual selected to begin the two year orientation and training to become District Governor. He/She becomes District Governor Nominee on the July 1 following approval by the District clubs of his/her selection as District Governor Nominee Designate.

##### Qualification Process

The District Governor-Nominee Designate is the title conveyed upon election to serve as District Governor two plus years in the future. He/she is selected as part of the District Governor selection process. The Nominee must have been a Rotarian for at least five years, two years as a member in the District and one (1) year of service as president of a RI recognized Rotary club. See District Bylaws for further qualification.

##### Duties and Responsibilities

- a. Assist the District Governor, the District Governor Elect and the District Governor Nominee as requested.
- b. Attend District events including District Conference, PETS, District Training Assembly and the District Governor Installation.
- c. Attend District committee meetings and club meetings to become better acquainted with the District.

#### **4.5 Immediate Past District Governor**

##### General Responsibilities

The Immediate Past District Governor serves on the District Executive Committee and Board.

##### Qualification Process

The District Governor becomes the Immediate Past District Governor at the end of his/her term as District Governor.

##### Duties and Responsibilities

- a. Chair the District Finance Committee.
- b. Serve on the District Board and Executive Committee.
- c. Serve as an informal advisor and resource to the District Governor and other District leadership.
- d. Be available to help with District events.
- e. Attend District events including PETS, District Conference, District Training Assembly and the District Governor Installation.

## **5. Appointed District Leaders**

### **5.1 District Administrator**

The Board may hire a District Administrator who shall be an independent contractor to the Corporation (District). The District Administrator must be a Rotarian. The District Administrator position shall be part-time at no more than twenty (20) hours per week during any given Rotary year. The hourly rate for the position shall be determined by the District Governor and may be modified from time to time by the District Governor in consultation with the District Governor-elect, the District Governor-nominee and the District Treasurer. The District Administrator shall report to the District Governor. The District Administrator's duties shall vary from time to time based on the then-current activities in the District, as may be determined by the District Governor.

#### Purpose

The District Administrator (DA) facilitates the administrative functions of the District and supports the District Governor, District Leadership, and clubs.

#### Duties and Responsibilities

The District Administrator shall:

- a. Attendance at all District Events.
- b. Keep the District Events calendar updated in DACdb and the District website.
- c. Serve as Event Registrar.
  1. Format event registration in DACdb to facilitate online registration.
  2. Keep event committee informed on registration process, status, and finances.
  3. Accept registration payments and ensure that cash receipts, credit card charges, checks and other evidence of monies paid to the District are accompanied with a detailed list and reconciliation of monies received and transmitted directly to the treasurer. Such listing should reconcile the number and type of registrations, contributions received; quantity of goods sold, or expenses reimbursed to the amounts received.
  4. Ensure name tags, meal tickets, tent cards, programs, etc. as directed by event committees are printed and available at event registration table.
- d. Serve as DACdb District Communications Officer (DCO).
  1. Attend DACdb University Webinars, Quarterly DCO Webinars and annual DACdb User Group meetings (travel may be involved).
  2. Provide support to district leadership and membership over the phone and via email.
  3. Provide training to club and district officers and members as needed.
  4. Be a primary contact for DACdb to all members in the district.
  5. Must have both an Email and Phone Number (cell, home, or office) entered in their DACdb profile and be willing to knowingly share them with all members of their district
  6. Effectively and thoroughly pass on responsibilities and knowledge to successor.
- e. Serve as District Webmaster through DACdb: Keep district information up to date as directed by the District Governor, District leadership, and District committee chairs.
- f. Maintain a roster and a mailing list within district database (DACdb), including names, addresses, email addresses, and telephone numbers of the Board of Directors (BOD), District Leadership Council (DLT), College of Governors (COG), Area Governors (AG), and District committees.
- g. Provide reports for publication including but not limited to new club members and deceased club members to District Newsletter Editor.
- h. Maintain a list of current district-owned equipment and supplies, their condition, storage location, and possessor.

### **5.2 District Newsletter Editor**

The Board may hire a District Newsletter Editor who shall be an independent contractor to the Corporation (District). The District Newsletter Editor may be a Rotarian; however, membership in a Rotary club is not a requirement for the position. The District Newsletter position shall be part-time. The

hourly rate for the position shall be determined by the District Governor and may be modified from time to time by the District Governor in consultation with the District Governor-elect, the District Governor-nominee and the District Treasurer. The District Newsletter Editor shall report to the District Governor.

#### Purpose

The District Newsletter Editor solicits content and edits and formats the information into two monthly electronic newsletters posted to the District website and distributed by e-mail (either as a weblink or file attachment) to all District Rotarians.

News of the District, its events and committees, is the focus of the newsletter made available during the first half of each month, while club and member news is the focus of the newsletter issued during the second half of the month.

#### Duties and Responsibilities

- a. Establish guidelines for the content of each publication subject to review by the District Governor and Board.
- b. Publish desired and acceptable standards and formats for submission of items. This may include appropriate length (words), number of images, quality of images (resolution), and subject matter.
- c. Establish an annual calendar for deadlines for receipt of material and publication of the newsletters.
- d. Solicit appropriate content.
- e. Maintain mailing lists of appropriate individuals to send reminders of newsletter deadlines.
- f. Format and edit the material received into an attractive digital publication.
- g. Send out the digital newsletters by e-mail and post them to DACdb and the District website.

### **5.3 District Governor Aide**

#### Purpose

The District Governor Aide (DGA) begins as the aide to the District Governor Elect (DGE) and continues with that individual through their term as District Governor (DG). He/she is appointed by the District Governor for whom he/she serves.

#### Qualifications

The DGA should be a Rotarian in good standing, preferably a past club president who is familiar with the District and Rotary International (RI), and has knowledge of District (DACdb) and RI websites. This Rotarian should have excellent organizational and computer skills and be available for frequent communication with the DGE/DG during the club visit set-up and calendar and committee development.

#### Duties and Responsibilities

- a. Reach out to the clubs in advance of President-Elect Training Seminar (PETS) and again at PETS to confirm DG visit dates, times, and locations.
- b. Keep records of the DG visits and committee meeting schedule and attends committee meetings as needed.
- c. Develop and keep a calendar of all DG appointments (Rotary and personal) for club visits, Area Governor (AG) calls, Club President calls, Leadership calls and training events.
- d. Be a liaison for the AG Coordinator and AGs to the DG as needed.
- e. Assist the DGE with calculating the RI report in October for projected club visit expenses.

### **5.4 District Secretary**

#### Purpose

The District Secretary is a district officer who works closely with the district and club leadership. If possible, the district secretary will have served as a club secretary and club president.

#### Qualifications

The District Secretary shall be appointed by the District Governor. The District Secretary must be a Rotarian in good standing. While the District Secretary serves at the discretion of the District Governor, the expected term of office shall be three years. The District Secretary may receive a stipend for services as determined by the Finance committee.

### Duties and Responsibilities

- a. Send and answer correspondence within the scope of the position's responsibilities.
- b. Maintain a file of District official correspondence.
- c. Maintain the official district records.
- d. Be a primary contact for DACdb membership issues to all members in the district.
- e. Prepare a roster and a mailing list including names, address, email addresses, and telephone numbers of the district leaders.
- f. Prepare rosters, including names, addresses, telephone numbers, and email addresses of the following officers of each club: President, President-elect, Secretary, Treasurer, Membership Chair, Public Image Chair and Foundation Chair.
- g. Assist in the arrangements for District meetings, including preparation of the agenda, notification of participants, and recording and distributing minutes of each meeting.
- h. Submit required reports to RI.
- i. Arrange for a club secretary training session at the District Training Assembly.
- j. Ensure that a copy of the district newsletter is forwarded to RI each month.
- k. Provide district information to the district webmaster, as directed by the DG.
- l. Assist the District Governor as requested.

## **5.5 District Treasurer**

### Purpose

To provide financial skills, continuity and knowledge to the leadership team and be responsible for the financial function within the district.

### Qualifications

The District Treasurer shall be appointed by the District Governor. The District Treasurer must be a Rotarian in good standing. While the District Treasurer serves at the discretion of the District Governor, the expected term of office shall be three years. The individual should be familiar with finance, accounting, and bookkeeping practices. An accountant or CPA is preferred. It is recommended that the treasurer serves three years.

### Duties and Responsibilities

- a. Use software such as QuickBooks to ensure ease of record transfers from year-to-year, continuity, and uniformity of accounting records.
- b. Use assigned account numbers or descriptions to ease classifications and to facilitate financial review.
- c. Serve as a voting member of the District Finance Committee.
- d. Pay a bill, invoice, statement or expense report (with attached completed Payable request form) only with the expressed authorization of the responsible district officer, under the supervision of the District Governor who has knowledge of and responsibility for the expenditure of such funds; Checks should require two signatures and never be signed in advance.
- e. Be exempt from obtaining authorization for any bank service charges, investment account service charges, bills from Rotary International for dues, supplies, manuals, assessments and related charges. All other items of charge for which an approval cannot be otherwise readily obtained, should be detailed by the treasurer for written approval by the district governor, or his or her designee.
- f. Ensure that cash receipts, credit card charges, checks and other evidence of monies paid to the District are accompanied with a detailed list and reconciliation of monies received and transmitted directly to the treasurer. Such listing should reconcile the number and type of registrations, contributions received; quantity of goods sold, or expenses reimbursed to the amounts received. This shall serve as the Cash Receipts Journal for entry into the accounting system.
- g. Direct the responsible district officer, chairperson, assistant chairperson, registration personnel, or the district administrator, or their designees to prepare such a detailed listing, and communicate it to the treasurer along with the actual funds received for deposit to the District's bank accounts. The treasurer is responsible for reconciling such cash receipts with the detailed listings when depositing funds to the bank accounts, and notifying the responsible persons of any discrepancies.

- h. Other duties include but are not limited to:
1. Assist the Governor-elect and the Finance Committee with the preparation of the district budget which must be submitted to clubs at least four weeks before approval at a meeting of incoming club presidents. This includes coordination with the District Governor-elect to request budget needs from each District committee by December 1.
  2. Send, during July and January, an invoice for semi-annual district dues and other fees to all clubs. Dues shall be based on the club's membership as of June 30 and December 31.
  3. Maintain all district bank accounts, reconciling all accounts on a monthly basis in accordance with generally accepted accounting practices. The bank accounts must be held in the name of the district.
  4. Work with Youth Exchange and RYLA leaders to review and reconcile accounting on a semi-annual basis.
  5. Prepare semi-annual reports on the revenues and expenditures, comparing both to the approved budget categories and sending a copy of this report to the Governor and the chair of the Finance Committee.
  6. Advise the Governor, when expenditures or accounts payable appear likely to exceed the budget or cash on hand.
  7. Coordinate the preparation of all required Federal and State tax returns in a timely manner for the Governor's and Finance Committee review.
  8. Prepare all 1099's for any independent contractors or vendors who are engaged by the District, in compliance with applicable state and federal laws.
  9. Close the books and forward all records to the reviewer/auditor each year.
  10. Assist in the preparation of a year-end financial review as required in the Rotary International Manual of Procedure.

## **5.6 District Trainer**

### Purpose

The District Trainer provides District Rotarians, especially district and club leaders, the knowledge and skills they need to be more effective Rotarians. Training and course development are accomplished personally or through members of the Training Committee.

### Qualifications

- a. Experience as a District Leader (AG, DG, Committee Chair) or one to two successful years of service as part of the District Training Committee.
- b. Training, education, or facilitation experience.
- c. Familiarity with the operations of Rotary District 7360.
- d. A member in good standing of a Rotary District 7360 club.
- e. Familiarity with a variety of training media—virtual, face-to-face, conference sessions, club training, recorded training.

### Duties and Responsibilities

- a. Serve as chair of the District Training Committee.
- b. Select qualified members to the training committee subject to approval of the District Governor.
- c. In coordination with the District Governor and District Governor-Elect, and appropriate committee chairs, manage training for the district, including: Presidents-Elect Training Seminar (PETS); District Training Assembly; district training seminars and One Rotary Summit; training presented during the District Conference; and other training offered by the district.
- d. Assist district leaders and committee chairs as needed in developing training agendas
- e. Oversee curriculum planning as needed, and maintains files (paper and or electronic) of lesson plans and training agendas for future use.
- f. Select and prepares session facilitators from the training committee or other sources as agreed by district leaders and committee chairs for the purpose of delivering or preparing training events.
- g. Oversee planning, preparation and distribution of training materials.
- h. Facilitate training sessions when needed.
- i. Manage the training committee budget.

- j. Serve as a consultant to district leaders, committee chairs and club presidents on district and club training needs.

#### Selection

The District Trainer serves at the discretion of the District Governor.

#### Resource

Lead Your District – Training (Rotary International Manual)

## **5.7 Area Governor Coordinator & Area Governors**

### Area Governor Coordinator

The Area Governor Coordinator serves at the discretion of the District Governor. He/she assists with communications and helps the Area Governors carry out the goals of the DG.

### Area Governor

An Area Governor is the District Governor's personal representative in all matters relating to the district and clubs. An AG is responsible for the geographic area assigned by the District Governor. Historically, most AGs are responsible for three to five clubs plus Rotaract, Interact, and Satellite clubs in the same geographic area.

Area Governors are selected by the governor-elect to begin the following year. AGs motivate and support a group of designated clubs to thrive. Area Governors are appointed on an annual basis and may serve for a period of three one-year terms. Preferably, no more than one half of the AG's would be replaced each year.

### Qualifications

- a. Member, other than honorary, in good standing in a district club for at least three years.
- b. Past president of a club.
- c. A graduate of RLI preferred.
- d. Knowledge of clubs, District 7360 and Rotary International including relevant policies and Rotary's online tools.
- e. Leadership skills including communication, motivation, and being proactive.

Area Governors help to carry out the administrative work associated with club operations. His/her duties may include:

- a. Meet with and assist incoming club presidents with their club's plans and goals and monitor the progress.
- b. Assist club presidents with Rotary Club Central.
- c. Visit each club regularly, at least quarterly, to discuss progress and problems
- d. Ensure the clubs update their membership and pay dues on time.
- e. Assist clubs in planning for DG's visit and introduce the DG at that visit.
- f. Assist DG in communication between the district and clubs.
- g. Check RI Integration monthly.
- h. Attend and promote attendance at district meetings.
- i. Attend designated training seminars.

### Resources (available on MyRotary)

- a. Lead Your District: Assistant Governor
- b. Be a Vibrant Club: Your Club Leadership Plan
- c. Take a course in the Learning Center

## 6. Standing Committees

The District heavily relies on the work of its committees to achieve its goals. Committee chairs are typically appointed and serve at the discretion of the District Governor. District Rotarians interested in serving on a Committee should contact the appropriate committee chair. Committees strive for a diverse geographical representation.

Committee chairs should submit to the District Governor-elect by December 1 any budget needs for the following fiscal year.

### 6.1 Alumni Committee

#### Committee Chair

The District Alumni Committee Chair shall be appointed by the District Governor. It is recommended that he/she must have been a Rotarian for at least five years and have previous leadership experience at least at the level of club president or Alumni Committee member. A Past District Governor is preferred. While the Chair serves at the discretion of the District Governor, the maximum term shall be three years.

The Committee should include at least six additional members appointed by the chair in consultation with the District Governor. The members serve staggered three year terms and should represent different geographic areas of the District.

Who are Alumni: Rotaractors, Interactors, Youth Exchange Students, RYLA, Rotary Scholarship winners, former Rotarians, Peace Fellows, Group Study Exchange members, 4-Way Speech Contest participants, Community Corps members.

#### Duties and Responsibilities

- a. Develop and promote opportunities for alumni to engage with Rotary in the District and globally.
- b. Maintain relationships with alumni in the District.
- c. Promote awareness of alumni in our District.
- d. Encourage Rotarians to build relationships with alumni and to work with them on projects and fundraisers.
- e. Keep alumni aware of the good Rotary does in our communities and globally.
- f. Help clubs develop an action plan to involve alumni in Rotary activities and encourage them to become or return as active members.
- g. Encourage alumni to start new clubs.
- h. Encourage former youth exchange students to join Interact, Rotaract and Rotary Clubs.

### 6.2 Finance Committee

The Finance Committee shall be chaired by the Immediate Past District Governor. Its members shall include the District Governor, District Governor Elect, District Governor Nominee, plus six additional members, two chosen by the District Governor each year for a three year term. At least one member must be a CPA. The District Treasurer shall be a non voting ex-officio member. No member may serve more than six years.

#### Duties and Responsibilities

- a. Review and suggest revisions to the budget proposed by the District Governor Elect each year prior to its presentation at PETS, including District dues and any other changes in fees.
- b. Provide guidance to the District Board on an appropriate target amount for the reserve fund and on appropriate investment of the reserve fund.
- c. Review and suggest any needed changes to financial policies.
- d. Review December 31 and June 30 financial statements and the annual report for Rotary International.
- e. Advise the District Governor and Executive Committee on any material differences between the budget and actual income and expense.
- f. Select two Finance Committee members, one of whom must be a CPA, to serve as an audit subcommittee to review the books of the District as prepared by the Treasurer at the end of each fiscal



year and report back to the entire committee. Members of the audit subcommittee shall serve two year terms with one new member each year.

- g. Review the IRS Form 990 prior to submission and post to the District website after it is filed.

### **6.3 Foundation Committee**

#### Committee Chair and Vice Chair or Co-Chairs

The District Foundation Committee Chair and Vice Chair or Co-Chairs shall be appointed by joint consent of the District Governor, District Governor-elect and District Governor Nominee. The selection should be reported by the District Governor-elect by December 31 of the year prior to them taking office on July 1. It is recommended that they have been Rotarians for at least five years. They should have previous leadership experience at least at the level of club president or Foundation Committee member, and must commit to support The Rotary Foundation as at least a Sustaining Member. A Past District Governor is preferred. He/she shall be appointed to a three year term subject to removal for cause.

#### Subcommittees

The District Governor-elect shall appoint members for open positions of the District Rotary Foundation subcommittees for his/her year in office. It is recommended that subcommittee chairs serve three year terms to help ensure continuity. Each of the subcommittee chairs shall be a member of the Foundation Committee. Recommended subcommittees include Global Grants, District Community Grants, Polio Plus, Peace Fellowships, Stewardship, Foundation Fundraising and Recognition.

#### Additional Members

The District Governor, District Governor Elect and District Governor Nominee shall be members of the Foundation Committee.

#### Duties and Responsibilities

- a. Provide information about The Rotary Foundation activities and programs to District clubs and Rotarians.
- b. Encourage Rotarians and clubs to provide financial support to The Rotary Foundation.
- c. Provide recommendations to the District Governor on the use of District Designated Funds,
- d. Certify clubs' eligibility for Community and Global grants.
- e. Educate and assist clubs on grant opportunities and in the preparation of grant requests.
- f. Oversee the use of District Funds for Community and Global Grants.
- g. Post information for the prior fiscal year by July 31, on the use of District Designated Funds to the District website and DACdb.
- h. Recognize District Rotarians and clubs for their support of The Rotary Foundation.

#### Resources

Rotary Foundation Code of Policies, Article 25

### **6.4 Fundraising Committee**

#### Committee Chair

The District Fundraising Committee Chair shall be appointed by the District Governor. It is recommended that he/she must have been a Rotarian for at least five years and have previous leadership experience at least at the level of club president or Fundraising Committee member. While he/she serves at the discretion of the District Governor, the maximum term shall be three years.

The Committee should include additional members appointed by the chair in consultation with the District Governor. The members serve staggered three year terms and should represent different geographic areas of the District. Special consideration should be given to Rotarians who have fundraising, development and sponsorship experience.

#### Duties and Responsibilities

- a. Develop a fundraising program for the District.
- b. Develop educational programs to share fundraising ideas with clubs.
- c. Develop strategies to encourage new or increased contributions.

- d. Organize activities to raise funds and in-kind donations for the District.
- e. Create or update donor (individuals and organizations) database.
- f. Design and produce promotional materials.
- g. Compile or develop materials to submit to granting or other funding organizations.
- h. Recruit sponsors, participants, or volunteers for fundraising events.
- i. Secure commitments of participation of donations from individuals or corporate donors.
- j. Prepare materials for charitable events, such as fundraising envelopes, bid sheets, or gift bags.
- k. Monitor progress of fundraising programs.

## **6.5 Interact Committee**

### Committee Chair

The Interact Committee Chair shall be appointed by the District Governor. It is recommended that he/she must have been a Rotarian for at least five years and have previous leadership experience at least at the level of club president or Interact Committee member. While the Chair serves at the discretion of the District Governor, the maximum term shall be three years.

The number of members may vary and shall be determined by the number of members needed to carry out the Committee charge. Members are appointed by the chair in consultation with the District Governor. The members serve staggered three year terms and should represent different geographic areas of the District. Special consideration should be given to members who have been an Interactor, Interact club advisor or Interact Liaison.

### Duties and Responsibilities

- a. Must follow RI policies regarding the protection of youth and must complete the RI Learning Center course on Protecting Youth Program participants.
- b. Serve as a resource to existing Interact clubs or sponsoring Rotary clubs.
- c. Assist and encourage the start-up of new Interact clubs.
- d. Promote opportunities for Interactors to enhance their leadership ability through partnership with other clubs throughout the District and Zone.
- e. Explore the possibility of an Interact District Conference and the election of **an Interact** District Governor

## **6.6 Innovative Clubs Advocate**

### Committee Chair

The Innovative Clubs Advocate Committee Chair shall be appointed by the District Governor. It is recommended that he/she must have been a Rotarian for at least five years and have previous leadership experience at least at the level of club president or Membership Committee member. While the Chair serves at the discretion of the District Governor, the recommended term shall be three years.

The Committee should include additional members appointed by the chair in consultation with the District Governor. The members serve staggered three year terms and should represent different geographic areas of the District. Consideration should be given to individuals who have successfully recruited members to Rotary.

### Duties and Responsibilities

Explore innovative avenues for growing Rotary and sharing these ideas with clubs including Interact, Rotaract, Rotary Community Corps, Satellite Clubs, Passport Clubs, Cause-based clubs, e-clubs and other innovative approaches.

## **6.7 International Service**

### Committee Chair

The International Committee Chair shall be appointed by the District Governor. It is recommended that he/she must have been a Rotarian for at least five years and have previous leadership experience at

least at the level of club president or District International Committee member. While the Chair serves at the discretion of the District Governor, the maximum term shall be three years.

The number of members may vary and shall be determined by the number of members needed to carry out the Committee charge. Members are appointed by the chair in consultation with the District Governor. The members serve staggered three year terms and should represent different geographic areas of the District. Special consideration should be given to members who have served on Rotary International Service projects, Global Grants or a GSE team.

The International Service Committee works with clubs and districts to identify resources to develop international projects and design global grants of higher quality and greater scale by leveraging local Rotarian and Rotary alumni expertise. It establishes connections between clubs in our district and a host or international partner, and it creates a network of local experts to help with planning projects and grants.

#### Duties and Responsibilities

- a. Create a database of local experts experienced in project planning, the areas of focus, and Rotary grants; connect members to experts for assistance with projects and grants.
- b. Collaborate with the leadership of Member clubs, Rotaract representatives, Rotarian Action Groups, the Rotary International Foundation Cadre of Technical Advisers, and other experts, including peace fellows and alumni, who are interested in assisting with projects and global grant applications.
- c. Work with the District Foundation committee on Global Grants.
- d. Find answers to frequently asked questions about project enhancement and how it can help connect clubs in your district with resources to improve projects and global grants.
- e. Educate and publicize club international service initiatives.

## **6.8 Membership Committee**

#### Committee Chair

The Membership Committee Chair shall be appointed by the District Governor. It is recommended that he/she must have been a Rotarian for at least five years and have previous leadership experience at least at the level of club president or Membership Committee member. While the Chair serves at the discretion of the District Governor, the maximum term shall be three years.

The Committee should include additional members appointed by the chair in consultation with the District Governor. The members serve staggered three year terms and should represent different geographic areas of the District. Consideration should be given to individuals who have successfully recruited members to Rotary.

The Membership Chair and Committee are responsible for identifying, promoting, and implementing membership strategies that will result in membership growth and retention in District 7360. They also aid in establishing new Rotary clubs within the District. The Committee may divide into subcommittees one focusing on membership and retention and the other focusing on the creation of new clubs.

#### Duties and Responsibilities

- a. Work with the District Governor and club leaders to ensure that each club achieves its membership goal.
- b. Identify and engage membership champions in each club to enhance membership growth and retention.
- c. Promote and increase diversity in membership.
- d. Coordinate District-wide membership development activities.
- e. Maintain communication with the District Governor and other District committees to coordinate activities that will aid membership attraction and engagement efforts.
- f. Assist club membership chairs in carrying out their responsibilities.
- g. Work with the District Training Committee to plan and conduct training related to membership growth and retention.

- h. Communicate with Zone Membership Coordinators and participate in training in order to stay current on new methods and philosophies of recruitment and retention.

Resource

Rotary Code of Policies, October 2019, pg. 55

## **6.9 Public Image Committee**

Committee Chair

The Public Image Committee Chair shall be appointed by the District Governor. It is recommended that he/she must have been a Rotarian for at least five years and have previous leadership experience at least at the level of club president or Public Image Committee member. While the Chair serves at the discretion of the District Governor, the maximum term shall be three years.

The Committee should include additional members appointed by the chair in consultation with the District Governor. The members serve staggered three year terms and should represent different geographic areas of the District. Consideration should be given to individuals who have experience as a club public image chair, or outside experience with media, public image or marketing.

The Public Image Coordinator and Committee are responsible for promoting Rotary, specifically the events, projects and club activities of District 7360. The committee also promotes an awareness among District Rotarians that effective publicity and a positive image are essential goals. Other areas of responsibility may include:

- a. Encourage District clubs to make public image a priority.
- b. Communicate with the District Governor and the chairs of committees to stay informed about District projects and activities.
- c. Communicate with the Zone Public Image Coordinator as necessary.
- d. Share Rotary International public image materials and ideas with clubs.
- e. Seek opportunities to speak to individual clubs about the importance of club public image.

Resource

Rotary Code of Policies, October 2019, pg. 59.

## **6.10 Rotaract**

Committee Chair

The Rotaract Committee Chair shall be appointed by the District Governor. It is recommended that he/she must have been a Rotarian for at least five years and have previous leadership experience at least at the level of club president or Rotaract Committee member. While the Chair serves at the discretion of the District Governor, the maximum term shall be three years.

The Committee should include additional members appointed by the chair in consultation with the District Governor. The members serve staggered three year terms and should represent different geographic areas of the District. Special consideration should be given to members who have been Rotaractors, Rotaract club advisors or Rotaract Liaisons.

Duties and Responsibilities

- a. Must follow RI policies regarding the protection of youth and must complete the RI Learning Center course on Protecting Youth Program participants.
- b. Serve as a resource to existing Rotaract clubs and/or sponsor Rotary clubs.
- c. Assist and encourage the start-up of new Rotaract clubs.
- d. Promote opportunities for Rotaract members to enhance their leadership ability through partnership with other clubs throughout the District and Zone.

## **6.11 Rotary Youth Leadership Awards (RYLA)**

### Committee Chair

The RYLA Committee Chair shall be appointed by the District Governor. It is recommended that he/she must have been a Rotarian for at least three years and have previous leadership experience with youth. The Chair serves at the discretion of the District Governor and is renewable on an annual basis.

The Committee should include additional members appointed by the chair in consultation with the District Governor. Special consideration should be given to members who have experience in mentoring, in team and in youth leadership, and in curriculum development.

### Duties and Responsibilities

- a. Must follow RI policies regarding the protection of youth and must complete the RI Learning Center course on Protecting Youth Program participants.
- b. Recruit team volunteers.
- c. Share expectations for activities, objectives, and results.
- d. Determine curriculum that meets RYLA goals and expected results.
- e. Recruit qualified presenters for curriculum.
- f. Market and promote to clubs.
- g. Coordinate logistics including registration, food and beverage.
- h. Track attendance and assure qualifications are met.
- i. Present certificates.
- j. Maintain contact with RYLA alumni.

Note: Clubs are encouraged to maintain contact with RYLA sponsored students as potential Rotarians including potentially adding them to DACdb as allowable. See Alumni - 6.1.

## **6.12 Speakers Bureau Coordinator**

The Coordinator of the District Speakers Bureau shall serve at the discretion of the District Governor. Consideration for selection should be given to Past District Governors or individuals with general familiarity with our District. The maximum term shall be three years.

The Speakers Bureau should include additional members appointed by the coordinator in consultation with the District Governor. The members serve staggered three year terms and should represent different geographic areas of the District.

### Duties and Responsibilities

- a. Identify Rotary issues and topics of interest and relevance to clubs.
- b. Recruit speakers throughout the District.
- c. Provide guidance to speakers (the Speakers Bureau) who agree to address clubs on a variety of Rotary-related topics.
- d. Publish the list of speakers, topics, and speakers' contact information.
- e. Coordinate club visits or District presentations when necessary.
- f. Promote the Speakers Bureau whenever possible.

The Speakers Bureau is comprised of individual Rotarians throughout the District who are knowledgeable on a variety of Rotary-related topics, and who agree to speak to clubs as needed. Speakers do not serve as a committee but are available to present to clubs.

## **6.13 Strategic Planning**

### Committee Chair

The Strategic Planning Chair shall be appointed by the District Governor. It is recommended that he/she must have been a Rotarian for at least five years and have previous leadership experience at least at the level of club president. The committee chair should be experienced in preparing and monitoring strategic plans, either within Rotary or through workplace activity. While the Chair serves at the

discretion of the District Governor, the maximum term shall be commensurate with the length of the strategic plan.

The Committee should include additional members appointed by the chair in consultation with the District Governor. The members serve staggered three year terms and should represent different geographic areas of the District. Consideration should be given to individuals who have a knowledge of Rotary. Members of the Strategic Planning Committee will include the District leadership chain (DG, DGE, DGN, DGNd), selected Area Governors, and standing committee chairs.

#### Duties and Responsibilities

The Strategic Planning Committee is responsible for preparing and monitoring the District Strategic Plan. In addition, the committee chair will advise the District Board on the progress achieved toward strategic goals. Other specific responsibilities include:

- a. Communicate with District committee and individuals assigned to each goal for the purpose of monitoring progress.
- b. Review and revise the strategic plan as needed.
- c. Monitor District activities and external events which might affect the completion of goals, and adjust the strategic plan upon consultation with the District Governor and Board.
- d. Communicate regularly with the District Governor through the Committee chair regarding goals completion.
- e. Monitor both club and District needs for future strategic initiatives.

#### Resource

Rotary Code of Policies, October 2019, pg. 173

### **6.14 Training Committee**

#### Committee Chair

The Training Committee Chair shall be appointed by the District Governor. It is recommended that he/she have been a Rotarian for at least five years and have previous leadership experience at least at the level of club president.

The District Trainer serves as the chair of the Training Committee. The Committee should include additional members appointed by the chair in consultation with the District Governor. The members serve staggered three year terms and should represent different geographic areas of the District. Consideration should be given to individuals who are experienced in training, education, or facilitation.

#### Duties and Responsibilities

The Training Committee works closely with the Committee Chair (see District Trainer) to prepare and facilitate a variety of training and training events for District 7360 Rotarians. Members of the Training Committee may be involved in:

- a. Identifying the most effective, innovative methods of training.
- b. Marketing the training events.
- c. Reaching out to clubs.
- d. Preparing and distributing event materials.
- e. Coordinating event logistics.
- f. Supporting clubs in local training activities.
- g. Assisting clubs with their technological needs.

#### Resources

Lead Your District – Training manual, 2017-20.

### **6.15 Youth Exchange Committee**

#### Committee Chair

The Youth Exchange Committee Chair shall be appointed by the District Governor. Expectations include:

- a. It is recommended that they be a Rotarian for at least five years.

- b. A minimum of three years service as a District Youth Exchange committee member.
- c. At least three years service as a club youth exchange officer.
- d. Knowledge of the Rotary International Youth Exchange and Eastern States Student Exchange (ESSEX) or equivalent programs.
- e. Service as a youth exchange counselor or host family.
- f. Certification in the State Department regulations for Exchange Visitor programs.
- g. Knowledge and compliance with the Rotary International Youth Protection policies.

The Committee should include additional members appointed by the chair in consultation with the District Governor. The members should represent different geographic areas of the District. The committee members and Chair shall complete required training and successfully pass all required background checks. New members are appointed each year as needed. There is no limitation on the number of years to which a member of the committee may be appointed by the committee chair in consultation with the District Governor. Included in the committee positions are the Chair, Vice Chair, Treasurer, Long Term Inbound Coordinator, Long Term Outbound Coordinator, Short Term Coordinator, and Youth Protection Officer who does not have to be a Rotarian.

#### Duties and Responsibilities

The District 7360 Youth Exchange Committee is responsible for actively promoting and encouraging the exchange of students between countries. The Committee arranges to have students as guests of Rotarians or other vetted host families. This helps the students to learn the social, economic, and cultural aspects of life on a personal basis in a different country.

The Committee shall:

- a. Work with the District Governor and club leaders to ensure that each club has information to participate in Rotary International Youth Exchange programs.
- b. Promote and increase active involvement of District 7360 clubs in Outbound and Inbound Long Term Exchange and Short Term Exchange.
- c. Coordinate District training for the youth exchange committee and club youth committee members.
- d. Assist club youth exchange chairs in carrying out their responsibilities.
- e. Support Eastern States Student Exchange (ESSEX) initiatives, rules, and guidelines.
- f. Supervise the hosting of students.
- g. Provide a summary of income and expenses to District leadership every six months.

## 7. Ad Hoc & Event Committees

### 7.1 District Conference Committee

#### Committee Chair

The District Conference Committee Chair shall be appointed by the District Governor for the year of the conference. The selected individual should have attended a District Conference and ideally served on a previous District Conference Committee.

#### Committee

The Committee should include additional members appointed by the chair in consultation with the District Governor. Numbers and assignments of committee members will be determined as needed each year.

#### Timing

District Conference has traditionally been held in spring and should consider the availability of all members of the District including Rotaractors.

#### Duties and Responsibilities

In consultation, or in conjunction, with the District Governor, the District Conference Committee plans, organizes, and promotes the conference.

- a. Selects and reserves conference venue and/or virtual platform, managing contractual arrangements as approved by the Governor.
- b. Selects a theme.
- c. Organizes conference schedule and agenda including:
  1. Business meeting to vote on pending District matters, i.e., District Governor-Nominee; District Budget, approval of changes in District dues; election of District Representative to Council on Legislation.
  2. Saturday night gala event.
  3. College of Governors' meeting.
  4. Student Exchange presentation.
  5. Four-Way Test Speech competition.
  6. Plenary and breakout sessions.
  7. Club recognition and special awards.
  8. Memorial for Rotarians who passed away within the year.
- d. Consults with the District Treasurer to ensure expenditures are within budgeted amounts.
- e. Works with other District Committees to organize training and speakers.
- f. Coordinates volunteers.
- g. Works with the District Administrator and District Secretary to arrange conference registration.
- h. Fulfills any Rotary International requirements regarding the RI President's Representative's attendance which currently means planning two speaking engagements and brief closing remarks.
- i. Selects aides to assist the President's representative and spouse/partner and other speakers as needed.
- j. Works with chef to provide appropriate foods for attendees.
- k. Promotes attendance to District members, in coordination with the District Governor, Area Governors and others.

#### Resources

RI Roles and Responsibilities for Your District Conference, 2017 (appendices)

RI Five Steps to a Successful District Conference, December 2016 (appendices)



## **7.2 District Foundation Event**

The District 7360 Foundation Event celebrates The Rotary Foundation (TRF) and the contributions of District clubs and individuals. Traditionally, event coordination falls to the District Governor-Nominee (DGN) and Rotarians recruited within the District. The DGN will reserve the venue and/or virtual platform and plan the event with the following considerations:

- a. Works with the District Administrator and District Secretary to arrange registration.
- b. There will be a meeting of the College of Governors prior to the event.
- c. The District holds a raffle in conjunction with the Foundation Event. Raffle tickets should be mailed 60-90 days in advance to all clubs for purchase. The first ticket purchased is used for expenses. Proceeds from subsequent purchases will be credited to individual Rotarian's Foundation contributions. Prizes will be determined. The drawing will be held the night of the event or as soon as possible.
- d. When held in person, there will be a Paul Harris Society/Major Donor reception, or free cocktails will be provided for Paul Harris Society members prior to the event.
- e. An appropriate speaker will address the attendees. Travel and expenses for the speaker and spouse/partner may be provided by the District. A District Rotarian will be assigned as aide to the speaker.
- f. The Rotary Foundation club awards (EREY, top three contributors, etc.) will be distributed with appropriate recognition.
- g. Hotel rooms should be available at the venue or in close proximity for attendees who wish to stay overnight.
- h. The cost of attendance will cover all expenses of the Foundation dinner. There is no subsidy in the District budget for this event.
- i. A silent auction may be held during the Foundation event for the benefit of TRF. Items are donated by the clubs. Top bidders will win the desired item, and their payment will be credited to individual Rotarian's Foundation contributions.
- j. The DGN will work with the District Treasurer to ensure funds are appropriately disbursed.

### Additional Consideration

Generally, the District takes the opportunity to offer training during the afternoon before the Foundation event. Training should be held in the same or nearby venue. The DGN will also be responsible for reserving a location for this training.

## **7.3 District Training Assembly**

### Purpose

The purpose of District Training is to prepare incoming club leaders for their year in office and build their leadership team. It also serves to give the District Governor-elect, incoming area governors, and district committee chairs the opportunity to motivate club leadership teams and build their working relationships.

Organized by the District Governor-elect and the District Trainer, the event has been held in person and virtually in the spring. Learning plans may be provided for Presidents, Presidents-elect, Secretaries, Treasurers, Membership Chairs, Foundation Chairs, and Public Image Chairs. The DTA is open to all District Rotarians and may include other sessions.

### Resources

See also 5.6 District Trainer

## **7.4 4-Way Test Speech Contest**

### Coordinator

The 4-Way Test Speech Coordinator shall be appointed by the District Governor to oversee all aspects of the 4-Way Speech Test Contest. Expectations include a Rotarian for at least five years and a minimum of three years involvement with the 4-Way Speech Contest. He/she must be fully aware and compliant with the Rotary International Youth Protection policies.

The Committee should include additional members appointed by the chair in consultation with the District Governor. The members should represent different geographic areas of the District to be able to help with the Regional Contests and the District Contest. New members are appointed each year as needed. There is no limitation on the number of years to which a member of the committee may serve.

#### Purpose

The purpose of the 4-Way Test Speech Contest is to foster the principles of ethics in everyday life and future professions. The Contest is designed to introduce high school students to Rotary by creating interest through a competitive speech contest, sponsored by their local Rotary club.

The specific goals of the Contest are:

- a. To acquaint youth with Rotary, and specifically, the tenets of the 4-Way Test.
- b. To demonstrate and enhance Rotarians' commitment to youth.
- c. To heighten awareness of Rotary among students, parents, school officials, and the community at large.
- d. To recognize, encourage and reward hard work and accomplishment in our youth.
- e. To provide an opportunity for Rotarians to participate in a program which focuses on the 4-Way Test as our standard of behavior.

There are three levels of competition: Club, Regional and District. Each club conducts their local club level contest during January or February. Club contests MUST be completed in late winter/early spring sufficiently in advance of District Conference, and the contestant winner's information be submitted to the District 7360 Contest Chair using the Student Entry and Biography forms which must include written parental or guardian permission.

The District Contest Chair will conduct Regional Contests during March-April. The District 4-Way Test Speech Contest Committee will be responsible for organizing these contests. Specific dates and locations for these contests will be determined based on clubs entering the contest.

The District level competition will be held at District Conference. The District 4-Way Test Speech Contest committee will conduct that contest. The winning speaker from each of the Regional contests will compete. Customarily the District Champion will receive at least \$1,000 cash award, ~~the first runner up will receive \$500~~ and the ~~other~~ runners-up will each receive smaller cash awards. Cash awards will also be given at the local and regional levels.

Judges should be free of bias and ideally from different clubs than the contestants.

A club fee (**example:** \$200 as of 2020) covers the expenses of Regional and District contests and District awards. Clubs need to allocate additional budget to cover the cost of club level awards and meal expenses (if applicable) for their participants.

## **7.5 President-Elect Training Seminar (PETS)**

#### Purpose

The purpose of PETS is to prepare presidents-elect to lead their club. District Leadership and Area Governors facilitate the training through the sharing of knowledge and experience.

PETS is organized by the District Governor-Elect (DGE). The DGE arranges PETS with the assistance of the District Trainer and others who may comprise an ad-hoc committee to assist with the event.

#### Duties and Responsibilities

- a. Works with the District Administrator and District Secretary to arrange registration.
- b. Manage logistics with venue and or virtual platform regarding registration, meals, room arrangements, equipment and seating.
- c. Selection and preparation of knowledgeable facilitators.
- d. Plan curriculum and engaging sessions with qualified speakers.
- e. Select formats appropriate for multiple participant learning styles.

## **8. Governing & Advisory Bodies**

### **8.1 Board of Directors (Governing)**

A Board of Directors consisting of five (5) or more Directors shall oversee the business and affairs of the District. Only active Rotarians, as defined by RI, who are members of clubs in the District and who have served as president of a club in any Rotary District are eligible to serve as Directors.

The Board shall be composed of the District Governor, the District Governor-elect, the District Governor nominee, and the three (3) most recent and available Past District Governors who are active members of a District club. The District Governor shall serve as the Chairperson of the Board. The District Governor-elect shall serve as the Vice-Chairperson.

Additional Directors meeting the qualifications may be appointed by the District Governor, with ratification of the Board of Directors, to serve a one year term to run concurrently with the District Governor's.

### **8.2 Executive Committee (Governing)**

The Executive Committee shall be composed of the District Governor, the District Governor-elect, the District Governor-nominee, and the most immediate and available Past District Governor, who is an active member of a club within the District. The District Governor shall serve as the Chairperson of the Executive Committee.

The Executive Committee shall exercise all powers of the Board when the Board is not in session. It shall make decisions between meetings of the Members and between meetings of the Board on behalf of the District on matters requiring immediate attention.

### **8.3 Leadership Council (Advisory)**

The Leadership Council shall be composed of the District Governor chain, the District Officers, the Area Governors, the chairs of the standing and ad hoc committees, and any other District Rotarian appointed by the District Governor. It is meant to help facilitate communication throughout the District and provide ideas and advice to the District Governor. It meets at the discretion of the District Governor.

### **8.4 College of Governors (Advisory)**

In accordance with the RI Manual of Procedures, a council of Past District Governors called the College of Governors will be organized each year to provide assistance to the District Governor, the District Governor-elect, and the District Governor-nominee in planning and operating their respective responsibilities. The College of Governors shall be composed of all Past District Governors, the District Governor, the District Governor-elect, the District Governor-nominee, the District Treasurer, the District Secretary, and the District Administrator. The College of Governors shall act in an advisory capacity only and meet at least twice per year.

## **9. Appointed RI Representatives**

### **9.1 Council on Legislation**

The Council on Legislation is the legislative body of Rotary International, and convenes triennially in April, May, or June. Each district selects one Representative as a voting member of the Council and an alternate. The Representative will serve a term of three years or until a successor is selected and certified. Rotary International mandates that the election of the representative and alternate is held at District Conference two years prior to the next Council of Legislation and Resolutions. The representative and alternate must be past district governors. Rotary International Bylaws provide guidance in the case where no past district governor is available.

### **9.2 Zone Representatives**

Zones are geographic areas of multiple districts overseen by Rotary International Directors. Each Zone consists of approximately 35,000 Rotarians.

The RI Director (elected by Zones 33-34) is selected from the districts within these zones. Currently, there are 17 Directors who serve on the Board of Directors of Rotary International. District 7360 is a part of Zone 33. The RI Director is assisted by zone coordinators and assistant zone coordinators in the areas of membership, foundation and public image. The Coordinators and Assistant Coordinators use their knowledge and skills to support and strengthen clubs.

## **10. District Events**

### **10.1 Area Governor Training**

Traditionally held in February or March, Area Governor training prepares AGs for their duties and the focus/theme of their upcoming year. Area Governors should complete the Assistant Governor Basics course on the Learning Center in advance of their district training.

The District Governor-elect oversees the agenda and personnel responsible for the event.

The training, offered in person or virtually, should include:

- a. District 7360 AG Responsibilities.
- b. Use of myrotary.org and DACdb.
- c. District Governor Goals.
- d. Rotary's Vision Statement.
- e. District 7360 Strategic Plan.
- f. District Governor Official Visit Protocol.
- g. Youth protection and adult harassment.
- h. Data privacy.
- i. Diversity inclusion and equity.

### **10.2 District Conference (See 7.1)**

### **10.3 District Foundation Event (See 7.2)**

### **10.4 District Governor Installation**

The District Governor installation is typically a free-standing, swearing-in, financially break-even celebratory function held virtually or at a location close to the home club of the incoming DG in mid to late June. It also has been held in conjunction with the District Conference as the final program. It is planned by a committee chosen by the District Governor-elect.

### **10.5 District Seminars**

The District may offer additional seminars on various topics either free of charge or at a cost. These may be done through the Zone, under the auspices of a District committee, or District leadership.

### **10.6 District Training Assembly (See 7.3)**

### **10.7 One Rotary Summit**

The One Rotary Summit is an interactive learning experience for District members encouraging participants to work together to develop innovative strategies for membership, public image and Foundation support. The yearly summit also explores and integrates the Rotary International President's theme. It is a complement to but not a substitute for RLI.

District 7360 traditionally offers the Summit as a preamble to the Foundation Event.

The Chair of the Training Committee or his/her designee oversees the One Rotary Summit and may appoint a co-chair.

### Duties and Responsibilities

- a. Works with the District Administrator and District Secretary to arrange registration.
- b. Establish a date and a venue which may be virtual in coordination with the District Governor Nominee.
- c. Establish a budget and set enrollment fee (for the revenue neutral event).
- d. Appoint and train facilitators.
- e. Obtain and prepare materials for the Summit (materials are available through Zones 25&29).
- f. Advertise and promote event.

### **10.8 President-Elect Training** (see 7.5)

### **10.9 Polio Events**

District 7360 promotes two annual events to support the eradication of polio. These events are organized by Foundation Committee Polio Subcommittee chair or his/her designee.

#### World's Greatest Meal

Each club establishes a date, preferably in October, then encourages club members to contribute the cost of a meal to Polio Plus on that date. Clubs also provide a program featuring the polio eradication effort.

#### Pedals Out Polio

Bike rides in two locations in the District raise money to help eradicate polio. Virtual bike rides are also an option.

## **11. Zone and International Events**

Rotary Zone 33 which includes Maryland, DC, Virginia, West Virginia, North Carolina and South Carolina in addition to parts of Pennsylvania, Delaware and Tennessee. Zones 33 and 34 combine for the purposes of electing a Rotary International Director and leadership training.

### **11.1 Zone Institute/Leadership Summit**

Each year the District Governor chain, senior leaders who may include committee chairs and emerging leaders attend Rotary Institutes to share information, build connections, and exchange ideas about Rotary International and the Rotary Foundation.

### **11.2 Zone Training Seminars**

The Zone offers webinars on world current events, public image, membership, the Foundation, and leadership training of the District Governor chain.

### **11.3 Council on Legislation (see also 9.1)**

The Council on Legislation is the legislative body of Rotary International, and convenes triennially in April, May, or June. Each district selects one Representative as a voting member of the Council and an alternate. The Representative will serve a term of three years or until a successor is selected and certified. Rotary International mandates that the election of the representative and alternate is held at District Conference two years prior to the next Council on Legislation and Resolutions. The representative and alternate must be past district governors. Rotary International Bylaws provide guidance in the case where no past district governor is available.

The Council on Legislation is an important part of Rotary's governance process. While the Board of Directors sets policies for Rotary International, the Council is where Rotary districts have a vote in the governance of the association. Every club and district is entitled to submit legislation to the Council.

### **11.4 RI Convention**

Since 1910, the Rotary International convention has combined fellowship with Rotary business and inspired attendees with notable guest speakers and entertainers, workshops, and messages from Rotary leaders in locations around the world. All Rotarians are encouraged to attend. Our District allocates funds to help cover expenses of attendance by the District Governor.

### **11.5 International Assembly**

Rotary's annual training meeting for district governors-elect provides opportunities to share ideas for strengthening clubs and improving communities. Keynote speakers and informative presentations inspire and prepare district governors-elect to lead their districts successfully.

## **12. Partner/Related Organizations**

### **12.1 RLI (formerly known as Rotary Leadership Institute)**

RLI provides an opportunity to enrich leadership skills through sharing experiences and ideas with other Rotarians. RLI conducts multiple events each year. The program consists of four levels: Part I, Part II, Part III and Graduate. Attendees progress through the program at their own pace.

Each session is highly interactive and, therefore, contains a minimum of lecturing and numerous opportunities for participants to share their experience and ideas. The sessions are led by Rotary leaders who are graduates of RLI and have been trained in the facilitation techniques that maximize the learning experience.

### **12.2 ShelterBox**

In 2012 ShelterBox became Rotary International's first Project Partner and remains Rotary's only disaster relief charity. ShelterBox is a registered charity, independent of Rotary International and The Rotary Foundation. By providing emergency shelter and tools to families robbed of their homes by disaster or conflict, ShelterBox transforms despair into hope. Not all disasters make the news, but they all devastate lives.

### **12.3 Polio Partners**

In 1988, Rotary formed the Global Polio Eradication Initiative with the World Health Organization, UNICEF, and the U.S. Center for Disease Control and Prevention. The Gates Foundation and Gavi, the Vaccine Alliance later joined. The eradication of polio is one of Rotary's longest standing and most significant efforts. District 7360 holds educational and fund raising events throughout the year to assist with this effort (see 10.9)

The Gates Foundation's longstanding partnership with Rotary has been vital to fighting polio. The Foundation extended funding match, so every dollar that Rotary raises is met with two more. Polio—a paralyzing and sometimes deadly disease—is on the verge of becoming the second human disease in history to be eradicated. This critical funding helps ensure that children in at-risk countries are protected from polio, and that the wild poliovirus is eliminated.

### **12.4 United Nations**

Rotary and the United Nations have a shared history of working toward peace and addressing humanitarian issues around the world. Rotary was instrumental in the creation of the United Nations and has a non-voting representative. Today, Rotary holds the highest consultative status offered to a non-governmental organization by the UN's Economic and Social Council, which oversees many specialized UN agencies. The Rotary Representative Network maintains and furthers its relationship with several UN bodies, programs, commissions, and agencies. This network consists of Rotary International representatives to the United Nations and other organizations.

Rotary Day at the United Nations each year celebrates the organizations' shared vision for peace and highlights the critical humanitarian activities that Rotary and the United Nations lead around the world.



## **13. Standard Operating Procedures**

### **13.1 District Nominating Committee**

The Nominating Committee shall consist of eleven (11) Rotarians within the District, four (4) of which, including the Chairperson, shall be the most recent Past District Governors available to serve. The remaining seven shall be selected by the District Governor-elect subject to the approval of the District Governor. The Chairperson of the Nominating Committee shall be the Past District Governor who is four (4) years removed from serving as District Governor. If he/she is not available to serve, then the chairperson shall be a Past District Governor appointed by the District Governor-Elect. No Committee member shall be eligible to be nominated for District Governor Nominee Designate in the year in which he/she serves on the Nominating Committee.

The Nominating Committee shall seek out and propose the best available candidates for the office of District Governor-nominee. In the event of a vacancy for the office of District Governor-elect, the Nominating Committee shall also propose the best available candidate for this position. The District Governor-nominee shall be nominated by the Nominating Committee before the Annual Meeting in accordance with the Bylaws and policies of RI and District 7360.

The Nominating Committee shall ensure that all applications for District Governor-nominee include Member club recommendations and a complete resume of the individual proposed. The District Committee shall meet as necessary for the purpose of interviewing and selecting nominees for District Governor-nominee Designate to be presented to the District at the Annual Business meeting. The Nominating Committee shall notify the then-current District Governor of the candidate selected. The District Governor shall then notify the District Membership of the name of the nominee and identity of their club.

Member clubs may recommend candidates for District Governor by submitting applications to the Nominating Committee by the date specified. The Nominating Committee shall not be limited in its selection to those names submitted by Member Clubs. The Nominating Committee shall evaluate the qualifications of each candidate. The evaluation shall include an interview of selected candidates. The Nominating Committee shall report its nomination to the District Governor. The District Governor shall publish the report of the Nominating Committee and fix a deadline for the submission by Member clubs of names of any other challenger.

### **13.2 Annual Meeting**

The Annual Meeting shall be held during the District Conference, except in the case of extenuating circumstances. The District Governor shall establish the time and place for the Annual Meeting. The date of the Annual Meeting shall not conflict with the date of the District Training Assembly, International Assembly, or International Convention. The District Governor shall send to the Members written or electronic notice of the time and place of the Annual Meeting at least thirty (30) days, but not more than sixty (60) days, before the date of the meeting. A copy of all proposed resolutions to be considered at the Annual Meeting shall be included with such notice.

Any proposed resolution to be submitted for vote at the Annual Meeting shall be originated by a Member club, the District Governor, a District Committee, or the Board. Any proposed resolution shall be sent to the Board, not later than ninety (90) days prior to the Annual Meeting. The Board shall then review the proposed resolution and submit its recommendations on the resolution to the District Governor not later than sixty (60) days prior to the Annual Meeting. No proposed resolution may be considered at the Annual Meeting without notice of such resolution having been given in the manner set forth above.

Each Member club shall select, certify, and send to the Annual Meeting at least one (1) elector. Any Member club with a membership of more than twenty-five (25) members shall be entitled to select, certify, and send one (1) additional elector for each additional twenty-five (25) members. For purposes of this section, the membership of a Member club shall be the number of active members in the club as of the preceding January 1.

Any Member club whose membership in RI has been suspended by the Board of RI shall not be entitled to send any electors to the Annual Meeting. Each elector selected by a Member club for the Annual Meeting must be an active member of such Member club. An elector must be present (virtually or in person) at the Annual Meeting to vote.

The following issues shall be restricted to the vote of the electors only: (1) the election of the District Governor-nominee; (2) the election of a member and alternate member of the District to serve on the Nominating Committee for selection of RI director-nominee; and (3) the election of the District's representative and alternate representative to the RI Council on Legislation. For the election of the District Governor-nominee, all votes from a Member club with more than one vote shall be cast for the same candidate.

Every individual member of a Member club who is present and in good standing, whether or not an elector, shall be entitled to vote on all other matters submitted to a vote at such Annual Meeting. A quorum for the enactment of legislation and other matters requiring approval at the Annual Meeting will consist of at least one (1) elector from a majority of the Member clubs. The presence of a quorum will be determined by a roll call of Member clubs immediately preceding the report of resolutions at the Annual Meeting.

All matters of legislation, and other matters requiring approval at the Annual Meeting, shall be adopted upon the affirmative vote of a majority of those present and entitled to vote.

### **13.3 Finance**

#### Oversight

The District Finance Committee shall be responsible for oversight of the District's finances as described in 6.3. The District Treasurer shall provide a report for the District at least semi-annually detailing all income and expenses, assets and liabilities of the District with comparisons to budget and previous years results. These reports shall include not only the main District account but other separate accounts currently maintained for the Youth Exchange program, RYLA, and District Designated Funds.

#### District Budget

Each District Governor-elect is responsible for developing a budget for the fiscal year of their term as District Governor. Usually the District Governor-elect works with the District Treasurer beginning in January. A draft budget for the following fiscal year should be presented to the Finance Committee in February so that any input can be incorporated before preliminary presentation to the Presidents-elect at PETS.

The final District budget is presented for approval of the presidents-elect at District Training Assembly.

#### Payment of Bills/Reimbursement of Expenses

Bills and requests for reimbursement should be presented to the District Treasurer. Reimbursement requests should be accompanied by receipts and a Payable Request Form. All checks should be countersigned by a second District official or alternatively may be approved by e-mail by the District Governor chain.

### **13.4 District Foundation Committee/Grants**

Each fiscal year approximately fifty percent of the District's giving to the Rotary Foundation annual fund from three years prior is returned to the District as District Designated Funds (DDF). This may be supplemented by unused DDF carried over from the previous year. The District may use up to 50% of its DDF for District Grants. Per Rotary International regulations all District clubs must be able to apply for a grant, but the District may offer different amounts based on the club's giving record. The District Foundation Committee is responsible for establishing procedures for grant management training and application.

At the discretion of the District Governor a portion of DDF (traditionally 20%) is pledged toward Polio Plus. The remaining DDF are available for Global Grants, Peace Fellowships and other Rotary International approved uses.

### District Grants

District grants fund small-scale, short-term activities that address needs in your community and communities abroad. Each district chooses which activities it will fund with these grants. District grants may be used to fund district and club projects and activities, including, but not limited to:

- a. Projects that benefit local communities.
- b. Humanitarian projects, including disaster recovery efforts.
- c. Scholarships for any level, length of time, location, or area of study.
- d. Youth programs, including Rotary Youth Exchange, Rotary Youth Leadership Awards (RYLA), Rotaract, and Interact.
- e. Vocational training teams, which are groups of professionals who travel abroad either to teach local professionals about their field or to learn more about it themselves.

### Terms of Qualifications for District 7360 (as of 2021)

Qualification to apply for grants must be met each fiscal year:

- a. Two club members must attend a Grant Management Seminar (GMS) held by District 7360.
- b. Clubs must submit a Memorandum of Understanding (MOU) to the District 7360 Grants Subcommittee by the grant deadline.
- c. Clubs must have entered by the grant deadline the minimum required number of goals in MyRotary to potentially qualify for the Rotary Citation.
- d. Clubs must disclose any conflicts of interest and cooperate with any District or The Rotary Foundation (TRF) audit.
- e. The Club President must have attended President-elect Training (PETS) or equivalent training.
- f. Clubs must be current on their Rotary International and District dues.

### Club Leadership Responsibilities

- a. The President or Foundation Chair of the Rotary Club will be responsible for the management of the club's qualifications and ensure there are financial stewardship measures and proper grant management practices in place.
- b. The grant application, MOU, final report and all receipts must be retained and accessible for seven years.

See the District Grant Application, MOU and Grant Management Seminar available on the District website for further details.

### Global Grants

Global grants support large international activities with sustainable, measurable outcomes in Rotary's seven areas of focus: promoting peace; fighting disease; providing clean water; sanitation and hygiene; saving mothers and children; supporting education; growing local economies; and supporting the environment. To qualify, both a participating district or club in the country where the activity is to be carried out, and an international partner district or club, are required.

The minimum budget for a global grant project is \$30,000. District Designated Funds (DDF) are matched by the World Fund at 100 percent. Global grants can also be funded with endowed earnings and directed gifts.

To be approved, your application must clearly describe how the project, scholarship, or vocational training team:

- a. Is sustainable — including plans for long-term success after the global grant funds have been spent.
- b. Includes measurable goals.
- c. Aligns with one or more Rotary areas of focus.
- d. Responds to real community needs — any club or district that applies for a global grant to support a humanitarian project or a vocational training team must conduct a community assessment and design the project based on what they learn through that assessment.
- e. Actively involves Rotarians and community members.

District 7360 has a Global Grant subcommittee of the District Foundation Committee available to assist clubs in completing the online application. The International Service Chair is available to help locate suitable projects.

Measuring outcomes is an integral part of global grant projects. Proper monitoring and reporting ensure that Rotary grants have a positive impact.

Applications are accepted throughout the year and are reviewed as they are received.

Full details on applying for Global Grants are provided on MyRotary.org.

### **13.5 Year End/District Governor Transition**

#### Financial Accounts/Signatories

The signatories for District accounts should be reviewed and updated as needed on an annual basis.

#### Updating MyRotary and DACdb

Each year Board of Directors, Area Governors, District Committee chairs and members, and other officials need to be updated on both MyRotary and DACdb. Form letters such as those sent to sponsors of new members and birthdays of Rotarians should be reviewed and updated.

Transfer of Files/Records including letterhead – see District Record Retention Policy

#### Badges/Pins/Banners

The District Governor-elect should ensure

- a. badges are provided for the DG chain and District Committee chairs.
- b. Rotary theme pins are traditionally obtained and provided to all District members.
- c. acquisition of appropriate banners such as Polio Plus, the annual Rotary theme, 4 Way Test, and the District Governors home club.

#### District Directory

A directory listing district officials, district committees, club presidents, club meeting locations and club meeting times, and past district governors, is traditionally made available on an annual basis.

#### Strategic Plan Review

The District's Strategic Plan should be reviewed and updated semi-annually or as needed.

#### DG Club Visitation Schedule

A schedule of District Governor official visits to each club is prepared by the DGE (or his/her aide) and initially presented to club presidents-elect at PETS with changes subsequently made as necessary. The draft schedule must be submitted to Rotary International by the RI determined deadline which is typically early in his/her year as District Governor-elect. The schedule is a factor in determining RI authorized expense levels for the DG.

## 14. Appendices and Links to References

There are numerous documents and policies which provide the basis and or supplement this leadership manual/handbook. Many of these are multiple pages in length with a few of the Rotary International documents numbering in the hundreds of pages. Because of the length and frequency with which changes are made, it is impractical to include many of these entire documents. Thus, for many, only a link to the document is provided. (Links can also change but the document should still be available by searching MyRotary for RI documents and the District website for District specific policies and documents.)

### 14.1 RI Governance Documents

<https://my.rotary.org/en/learning-reference/about-rotary/governance-documents>

From **MyRotary** click on **Learning and Reference** then **Policies and Procedures** then **Governance Documents**

Includes

- Constitution of Rotary International (word and PDF formats)
- Bylaws of Rotary International (word and PDF formats)
- Standard Rotary Club Constitution
- Manual of Procedure
- Rotary Code of Policies
- Rotary Foundation Code of Policies
- RI Sample Club Bylaws

### 14.2 Rotary's Commitment to Diversity, Equity, and Inclusion

We believe that exemplifying and embracing diversity, equity, and inclusion (DEI) should be a part of everything we do at Rotary.

To ensure we live up to that ideal, the Board of Directors and our DEI Taskforce acted to strengthen the DEI statement originally adopted in 2019. The result is in a new commitment to diversity, equity, and inclusion:

At Rotary, we understand that cultivating a diverse, equitable, and inclusive culture is essential to realizing our vision of a world where people unite and take action to create lasting change.

We value diversity and celebrate the contributions of people of all backgrounds, across age, ethnicity, race, color, disability, learning style, religion, faith, socioeconomic status, culture, marital status, languages spoken, sex, sexual orientation, and gender identity as well as differences in ideas, thoughts, values, and beliefs.

Recognizing that individuals from certain groups have historically experienced barriers to membership, participation, and leadership, we commit to advancing equity in all aspects of Rotary, including in our community partnerships, so that each person has the necessary access to resources, opportunities, networks, and support to thrive.

We believe that all people hold visible and invisible qualities that inherently make them unique, and we strive to create an inclusive culture where each person knows they are valued and belong.

In line with our value of integrity, we are committed to being honest and transparent about where we are in our DEI journey as an organization, and to continuing to learn and do better.

### 14.3 District 7360 Bylaws

Available at the District Website, [rotary7360.org](https://rotary7360.org), choose **Documents** then **District Governing Folder**

### 14.4 District 7360 Strategic Plan

Available at the District Website, [rotary7360.org](https://rotary7360.org), choose **Documents** then **District Governing Folder**

### 14.5 District 7360 Budget

Available at the District Website, [rotary7360.org](https://rotary7360.org), choose **Documents** then **District Financials**

## 14.6 District 7360 Conflict of Interest Policy

### 1. Purpose

The purpose of the Conflict of Interest policy is to ensure that the deliberations and decisions of the District are made in the best interests of the District and those individuals it serves, and to protect the interests of the District when it is contemplating entering into a transaction, contract, or arrangement that might benefit the private interest of an Interested Director, Officer or Person (as defined below). An Interested Director, Officer or Person may not use his or her position with respect to the District, or confidential corporate information obtained by him or her relating to the District, in order to achieve a financial benefit for himself or herself or for a third person, including another nonprofit or charitable organization. This policy is intended to supplement but not replace any applicable laws governing conflicts of interest in nonprofit and charitable Foundations.

### 2. Definitions

2.1 Compensation. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

2.2 Family. The "family" of any individual shall include only his or her spouse; his or her siblings and their spouses; his or her ancestors; and his or her descendants and their spouses.

2.3 Financial Interest. A person has a "financial interest" if the person has, directly or indirectly, through business, investment or family:

- (a) An existing or potential ownership or investment interest in any entity with which the District has a transaction, contract, or other arrangement, or
- (b) A compensation arrangement with the District or with any entity or individual with which the District has a transaction, contract, or other arrangement, or
- (c) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the District is negotiating a transaction, contract, or other arrangement, or
- (d) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity whose business or operation has been or will be directly affected by a decision or action of the District.

2.4 Interested Director. "Interested Director" shall mean any Director of the District who has a material financial interest, as defined above, or who serves as a Director or Officer of any entity with which the District has a transaction, contract, or other arrangement.

2.5 Interested Officer. "Interested Officer" shall mean any Officer who has a material financial interest, as defined above, or who serves as a Director or Officer of any entity with which the District has a transaction, contract, or other arrangement. For purposes of this policy, the Governor of the District shall be treated as an Officer.

2.6 Interested Person. "Interested Person" shall mean either:

- (a) Any person currently being compensated by the District for services rendered to it within the previous 12 months, whether as a full- or part-time employee, independent contractor, or otherwise, or
- (b) Any person whose family member, as defined in Section 2.2, is currently being compensated by the District for services rendered to it within the previous 12 months, whether as a full- or part-time employee, independent contractor, or otherwise.

2.7 District: Rotary District 7360

### 3. Committee on Conflicts of Interest

3.1 To administer and monitor compliance with this Policy, the Board shall create a Committee of the Board on Conflicts of Interest ("Conflicts Committee").

3.2 The Conflicts Committee shall require a statement from each Director and Officer not less frequently than once a year setting forth all business and other affiliations which relate in any way to the business and other activities of the District.

### 4. Duty to Abstain

4.1 No Director shall vote on any matter in which he or she has a material and direct financial interest that will be affected by the outcome of the vote.

4.2 In the event of such an abstention, the abstaining Director shall state the reason for the abstention, which shall be noted in the minutes of the Board of Directors.

5. Disclosure by Directors and Officers
  - 5.1 When requested by the Conflicts Committee (not less frequently than once a year), each Director and Officer shall promptly submit a statement to the Committee setting forth all business and other affiliations which relate in any way to the business and other affiliations of the District.
  - 5.2 With respect to any particular matter then pending before the District, each Director and Officer shall disclose to the Conflicts Committee any matter that could reasonably be considered to make the Director or Officer an "Interested Director" or "Interested Officer," as defined above.
  - 5.3 With respect to any particular matter then pending before the District, each Director and Officer shall disclose to the Conflicts Committee any relationship or other factor that could reasonably be considered to cause the Director or Officer to be considered to be an "Interested Person," as defined above.
  - 5.4 For purposes of this section, Officers of the District need not disclose compensation and other benefits paid to the Officer by the District pursuant to Board resolution.
6. Procedures in Connection with Proposed Transactions and Arrangements
  - 6.1 Scope. This section applies to any proposed transaction, contract, or arrangement in which a Director, Officer, or Interested Person has a material financial interest.
  - 6.2 Duty to Disclose. In connection with any actual or possible conflicts of interest, an Interested Director or Interested Officer must disclose the existence and nature of his or her material financial interest to the Conflicts Committee prior to the consideration of the proposed transaction, contract, or arrangement by the Board or any Committee of the Board.
  - 6.3 Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest, the disinterested members of the Conflicts Committee shall determine whether a conflict of interest exists. Neither the Board nor any Committee of the Board shall vote upon any proposed transaction, contract, or arrangement in connection with which an actual or possible conflict of interest has been disclosed by an Interested Director until such time as the Conflicts Committee has addressed the actual or possible conflict of interest. For matters pending before the full Board of Directors, a referral to the Conflicts Committee will not be required where the Interested Director fully discloses to the Board his or her financial interest and abstains from participation in the Board's consideration of the proposed transaction, contract, or arrangement.
  - 6.4 Procedures for Addressing a Conflict of Interest
    - 6.4.1 Where a matter has been referred to the Conflicts Committee and the Conflicts Committee has concluded that a conflict of interest exists, the chairman of the Board or Committee of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction, contract, or arrangement.
    - 6.4.2 After exercising due diligence, the Board or Committee shall determine whether the District can obtain a more advantageous transaction, contract, or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
    - 6.4.3 If a more advantageous transaction, contract, or other arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or Committee shall determine by a majority vote of the disinterested Directors whether the transaction, contract, or arrangement is in the District's best interest and for its own benefit and whether it is fair and reasonable to the District, and shall make its decision as to whether to enter into the transaction, contract, or arrangement in conformity with such determination.
7. Violations of the Conflict of Interest Policy
  - 7.1 If the Conflicts Committee has reasonable cause to believe that a Director or Officer has failed to disclose an actual or possible conflict of interest, it shall inform the Director or Officer of the basis for such belief and afford the Director or Officer an opportunity to explain the alleged failure to disclose.
  - 7.2 If, after hearing the response of the Director or Officer and making such further investigation as may be warranted in the circumstances, the Conflicts Committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall recommend to the Board of Directors appropriate disciplinary and corrective action.
  - 7.3 The violation of this conflict of interest policy is a serious matter and may constitute "cause" for removal or termination of a Director or Officer, or the termination of any contractual relationship the District may have with an Interested Person or other party.

8. Records of Proceedings

8.1 The minutes of the Conflicts Committee shall contain:

- (a) The names of Directors and Officers found to have a material financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the decision of the Conflicts Committee as to whether a conflict of interest in fact existed.
- (b) The names of the persons who were present for discussions and votes relating to the actual or potential conflict of interest; the content of the discussion; and a record of any votes taken in connection therewith.

8.2 In connection with a conflict of interest, the minutes of the Board or other Committee of the Board shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion, including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection therewith.

9. Annual Statements

Each Director, Officer and volunteer in a leadership role shall annually sign a statement which affirms that such person:

- (a) Has received a copy of the conflicts of interest policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy; and
- (d) Understands that the District is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

10. Periodic Reviews

The Conflicts Committee shall periodically consider whether and how this Conflicts of Interest Policy should be revised or amended to better meet its objectives. In connection with any periodic review conducted by the District to ensure that it operates in a manner consistent with its charitable purposes, the Conflicts Committee shall report on the matters referred to it and their resolution.

I, \_\_\_\_\_, Governor of the District 7360, certify that the foregoing Conflict of Interest Policy was adopted for Rotary International District 7360 at the meeting of the Directors held on \_\_\_\_\_.

\_\_\_\_\_ President

Witness \_\_\_\_\_



## 14.7 District 7360 Record Retention Policy

**Section 1. Policy for Record Retention.** District records shall be retained according to the following schedule:

**A. Records to be retained for 25 years.**

1. All insurance policies.
2. All tax returns and any report filed with any state or federal agency.
3. Check registers and cancelled checks.
4. All year-end financial statements and the district auditor's report.

**B. Records to be retained for 7 years.**

1. All records not listed above for 25-year retention, including but not limited to the following:
  - a. All other financial records.
  - b. All reports filed with Rotary International.
  - c. All documents related to Rotary Foundation grants.
  - d. All minutes of the annual meeting of the corporation, and all other meetings at which action is taken which is intended to be binding on the district.
  - e. Any written agreement to which the district is a party (retain for 7 years after expiration of the term of the agreement).
  - f. All employment records (retain for 7 years after completion of employment).
  - g. Any documents related to litigation (retain for 7 years after final judgment or settlement), threatened litigation, or any situation the district governor thinks presents a realistic possibility of litigation.
  - h. Any other documents the district governor thinks should be retained.

**Section 2. Responsibility for Compliance.** Commencing in 2018, it shall be the responsibility of each district governor, with the assistance of the district treasurer, the district secretary and the district administrative assistant.

- A. To mark all records required to be retained pursuant to Article VII, Section 1, indicating clearly on the outside thereof the date after which each record may be destroyed.
- B. To deliver the records so marked, to any record repository maintained by the district or, in the absence of a record repository, to their successor as district governor, on or before November 30 after completion of their term as district governor.
- C. To preserve all district records, whether maintained in their custody or in a district record repository, until the destruction date.
- D. To destroy records for which the destruction date has been reached.

**Section 3. Records Prior to 2018.** Any person who served as district governor before 2018 may mark any records from their year of service in accordance with this policy and deliver them to the current district governor or to any record repository maintained by the district.

## **14.8 District 7360 Whistleblower Protection Policy**

Rotary is known for the Four-Way Test of the things we think, say or do – a test used by Rotarians world-wide as a moral code for personal and business relationships. Rotary International and District 7360 expects its representatives, officers, employees and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

Fraud, abuse or misuse of resources or assets, dishonest actions or deeds, suspected conflict of interests, harassment of any kind, or any other behaviors that violate Rotary policies, governmental laws or regulations should be reported to the appropriate entities.

Formal complaints concerning a violation or suspected violation must be presented in writing. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. No director, officer, volunteer or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse consequences. Any member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership. Any allegations that prove not to be substantiated and which prove to be made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

All violations or suspected violations should be submitted to the District Governor. The District Governor has the responsibility for investigating and resolving all complaints and allegations. All District officials are required to report suspected violations to the District Governor. An allegation involving the District Governor should be reported to the Board of Directors.

Violations or suspected violations may be submitted on a confidential basis. Reports of violations or suspected violations will also be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Receipt of a formal complaint will be acknowledged, investigated and appropriate corrective action taken if warranted.

## 14.9 District 7360 Adult Harassment Policies

### Harassment-Free Environment Policy

District 7360 is committed to maintaining a harassment-free environment at sponsored meetings, events and activities. Harassment is broadly defined as any conduct, verbal or physical, that denigrates, insults, or offends a person or group based on any characteristic (age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, or gender identity). All members and individuals attending or participating in Rotary meetings, events, or activities should expect an environment free of harassment, and shall help maintain an environment that promotes safety, courtesy, dignity, and respect to all. Adults who work with youth are subject to policies outlined in the Rotary Code of Policies 2.120, and Section 14.8 of this Handbook.

All allegations of criminal activity should be referred to appropriate local law enforcement authorities.

Allegations of harassment at District meetings, events and activities should be reported to the District Governor for review. The District Governor or a designated committee (appointed by the District Governor), will investigate the allegation and respond in approximately one month of receipt of the allegation. If the District Governor is the alleged offender, the immediate Past District Governor (or most recent past governor), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. The type of review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior.

The Rotary International General Secretary shall be informed within two weeks of any allegations of harassment by the District Governor, Governor-elect, or Governor-nominee.

District leadership, including governors, Area Governors, and committee chairs, are encouraged to work with the clubs to create a harassment-free environment.

Club and District leaders must report severe and pervasive harassment and any resulting membership terminations to the **RI** General Secretary. Failure to adequately address findings of harassment, will result in the Rotary International Director contacting the RI Board for appropriate action. Such action may include club termination or other appropriate sanctions.

For additional information, see the Rotary Code of Policies, Article 26.120.

## 14.10 District 7360 Youth Protection Policy

### District 7360 Youth Protection Policy Abuse and Harassment Allegation Reporting Guidelines

*This policy covers activities and participants of the Rotary Youth Exchange, Rotary Youth Leadership Awards (RYLA), ROTARACT, INTERACT and 4-Way Test Speech Contest.*

**Statement of Conduct for Working with Youth** – District 7360 strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard youth program participants (the children and young people with whom they come into contact) and protect them from physical, sexual, and psychological abuse.

#### **Definitions**

Volunteer: Any adult involved with Rotary youth activities who interacts directly with youth, whether supervised or unsupervised. Rotary volunteers include:

1. Club and District youth program officers and committee members
2. Youth Exchange and RYLA counselors and Interact advisors
3. Members and nonmembers and their spouses or partners who work with students during activities or outings or who transport students to events
4. Youth Exchange host parents and other adult residents of the host home, including host siblings and other family members
5. Rotary Youth Leadership Award (RYLA) instructors
6. 4-Way Test Speech Contest coordinators

Youth Program Participant: Anyone who participates in a Rotary youth program, regardless of age.

#### **Liability Insurance**

District 7360 is covered under the US Rotary Club and District Liability Insurance Program for activities within the United States.

#### **Club Compliance**

The District Governor is responsible for supervising and controlling all youth activities in the District. With regard to the Student Exchange program, the District cooperates with the Eastern States Student Exchange (ESSEX), Rotary International and the State Department. ESSEX monitors all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements.

All clubs that participate in Rotary Youth Exchange must provide the District with a copy of the following for review and approval:

1. A signed compliance statement that the club is operating its program in accordance with District and RI policies.
2. Confirmation that volunteers will be prohibited from contact with program participants until a written application, interview, reference check, and criminal background check have been conducted and clearance for **unsupervised** contact with program participants has been issued.
3. All club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites.
4. Any club youth protection training materials.

#### **Volunteer Selection and Screening**

RI will not tolerate any form of abuse or harassment. All Rotary member and nonmember volunteers who are interested in working with youth program participants must meet RI and district eligibility requirements. RI prohibits the membership and participation of any Rotarian or non-Rotary volunteer who has admitted to, been convicted of, or otherwise been known to have engaged in sexual abuse or sexual harassment or other act that violates the accepted standard of behavior in the community.

Our District will maintain confidential records of individuals prohibited from contact with youth and make sure that these prohibitions are implemented consistently throughout the district from year to year.

People who are prohibited from working with youth also may not serve as district Interact chair, Interact club adviser, district RYLA chair, district Four-Way Speech Contest coordinator, district Youth Exchange chair, district youth protection officer or in any other locally appointed club or district role in which they might have contact with youth.

If a person is accused of sexual abuse or harassment and law enforcement's investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any youth program participants with whom the accused might have future contact, as well as the accused. A person who has been cleared of charges may apply to continue as a youth program volunteer. Such reinstatement is not a right, and reinstatement to a former position is not guaranteed.

All Rotary member and nonmember Youth Exchange volunteers who have direct, unsupervised contact with program participants must:

1. Complete a volunteer application form
2. Undergo a criminal background check (subject to local laws and practices)
3. Be interviewed, preferably in person
4. Be determined suitable by Youth Exchange host family interview process which should demonstrate:
  - a) Commitment to the safety and security of students
  - b) Appropriate motives for hosting a student consistent with Rotary's ideals of international understanding and cultural exchange
  - c) Financial ability to provide adequate accommodations (room and board) for the student
  - d) Ability to provide appropriate supervision and parental responsibilities that ensure the student's well-being
  - e) Provision of a list of personal references and their contact information (references may not include family members and no more than one Rotary member).
  - f) Compliance with RI and district guidelines for the Youth Exchange program
  - g) Undergo announced and unannounced home visits both before and during the placement. Home visits must be conducted during each year the family participates, even for repeat host families

Note: All adult residents of the host home must meet all selection and screening guidelines. This includes adult children of the host family and other members of the extended family or household staff who are full-time or part-time residents of the home.

Youth Exchange students must be appointed a Rotary counselor who meets the criteria for all volunteers. Also:

1. A counselor must not hold a role of authority over the student's exchange (for example, a member of a student's host family, school principal, club president, or district or club Youth Exchange officer).
2. Counselors must be able to respond to any problems or concerns that may arise, including instances of physical, sexual, or psychological abuse or harassment.

### **Participant Selection and Screening**

All students who are interested in the district Youth Exchange program must meet district guidelines and:

1. Complete a written application
2. Be interviewed by the sending club and/or district
3. Attend and participate in all club and district orientation and training sessions

All parents or legal guardians of Youth Exchange participants must also be interviewed at the club or district level to determine the student's suitability to participate in the program.

### **Training**

The District and its clubs will provide youth protection training and information on youth programs through the Rotary International Learning Center and District trainers.

The district Youth Exchange program must provide youth protection training and information to all students and volunteers.

Members of the Youth Exchange Committee in conjunction with ESSEX and the RI Learning Center will conduct the training sessions. The District will:

1. Adapt Rotary's Youth Protection Guide to reflect district guidelines, information on local customs and culture, and legal requirements.
2. Develop a schedule that specifies who will be trained, how often, and in what formats
3. Conduct specialized training for those involved in Youth Exchange:
  - a. District Governor
  - b. District Youth Exchange officer and committee members
  - c. Club Youth Exchange officer and committee members
  - d. Rotary counselors
  - e. Other Rotary members and nonmembers who participate in Youth Exchange activities, such as local tours or District events.
  - f. Host families
  - g. Students (outbound and inbound)
4. Maintain records of participation

### **Responding to Allegations**

The District takes all allegations of abuse or harassment seriously and will handle them in accordance with Rotary International's Abuse and Harassment Allegation Reporting Guidelines. (See Rotary Youth Protection Guide.)

The District will cooperate with all law enforcement agencies, child protective services, and legal investigations.

A District Youth Protection Officer will help manage risks and any crises that affect the safety of youth. The Youth Protection Officer should have professional experience in counseling, social work, law, law enforcement, or child development, and may or may not be a Rotary member. There may be a separate Youth Protection Officer for certain Youth programs or one for all programs.

### **Travel by Youth**

Youth travel outside of the community must comply with RI and District youth protection policies.

For all youth travel sponsored by the District or its clubs, before departure, the host district must:

Obtain written permission from the parents or legal guardians of all youth program participants.

Give parents or legal guardians details about the travel, including locations, accommodations, itineraries, and the organizer's contact information.

For Youth Exchange travel outside of students' host communities or that is not customarily a part of the exchange program, either with their host families or to attend Rotary events, the host District shall receive authorization from the sending district in advance.

### **District Youth Exchange Administration**

The District Youth Exchange program, in collaboration with participating clubs, must:

1. Confirm that all inbound students have at least the minimum insurance that is required by the Rotary Code of Policies.
2. Store participant and volunteer records securely in accordance with applicable records retention and privacy laws.
3. Provide each student with a list of local services (rape and suicide crisis hotlines; alcohol and drug awareness programs; relevant law enforcement agencies; Lesbian, Gay, Bisexual, Transgender, Queer services: etc.). This list must also include the following contacts:
  - a. For inbound students: host Rotary counselor, host club president, host District Youth Exchange Chair, host District Governor, and at least two nonmember resource people (one male and one female) who are not related to each other and do not have close ties to the host families or Rotary counselor and who can help the students with any problems.
  - b. For outbound students: sending Rotary counselor, sending club president, sending district Youth

Exchange chair, sending district governor.

4. Complete an annual survey reporting on program activity for RI
5. Provide a 24-hour emergency contact phone number to students
6. Report all incidents (including abuse or harassment allegations, accidents, crimes, early returns, and death) that involve Youth Exchange students to RI staff ([youthprotection@rotary.org](mailto:youthprotection@rotary.org)) within 72 hours of learning of the incident.
7. Prohibit any unauthorized exchange activity, such as sending a student on exchange outside of the Rotary Youth Exchange program or outside of the District certification structure.
8. Develop contingency hosting plans that list prescreened families. Establish the criteria and procedures for removing a student from the host family. Arrange for temporary contingent housing in advance.
9. Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students as a condition of sending students on an exchange.
10. Have long-term program participants stay with multiple host families, if possible. It is recommended that they be placed with three host families during their exchange. If circumstances prevent multiple host family placements, the sending and the host district must agree and must inform the student's parent or legal guardian in advance. At least one backup host family must be available.
11. Request a monthly report from each inbound and outbound program participant that includes information on their current hosts, feelings, concerns, ideas, and suggestions. The District youth Exchange committee can review the reports and assist program participants as needed.

### **14.11 District Community Grant Application and Memorandum of Understanding**

Available at the District Website, [rotary7360.org](http://rotary7360.org), choose **Documents** then **District Grants Folder**

### **14.12 District Reimbursement Request Form**

Available at the District Website, [rotary7360.org](http://rotary7360.org), choose **Documents** then **District Financials Folder**

### **14.13 District Directory**

Available at the District Website, [rotary7360.org](http://rotary7360.org), choose **Documents**

### **14.14 Creation and Dissolution of Clubs**

<https://my.rotary.org/en/learning-reference/about-rotary/governance-documents>

From **MyRotary** click on **Learning and Reference** then **Policies and Procedures** then **Governance Documents**

### **14.15 District Social Media Links**

Facebook - <https://www.facebook.com/Rotary7360>

District You Tube Channel - <https://www.youtube.com/channel/UCnPyR4abcxhDVWuZ-QFK6rw>