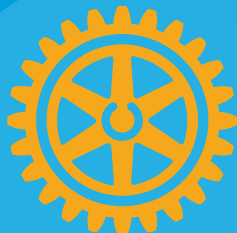


DISTRICT 7360

CLUB PRESIDENT'S MANUAL

HERB SMITH | DISTRICT GOVERNOR | 2023-24

Rotary



**CREATE HOPE
in the WORLD**

*“The world
needs more
Rotarians.”*

Herb Smith, DG
Rotary District 7360



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Rotary International Leadership



Gordon McNally

**Rotary Club of South
Queensferry**

West Lothian, Scotland

President of Rotary International
2023-2024



Jeremy Hurst

Rotary Club of Grand Cayman
Georgetown, Cayman Islands

Director of Rotary International
Zones 33-34

Rotary District 7360 Leadership

2023-2024



District Governor

Herb Smith

Rotary Club of Hagerstown Sunrise

240-291-0097

hondaman21740@gmail.com



District Governor-Elect

Pam Wagoner

Rotary Club of Martinsburg

304-582-3328

depotflorist@yahoo.com



District Governor- Nominee

Dawn M. Linn

Rotary Club of Williamsport, PA

570-447-7569

dawnlinn923@gmail.com

District Administration



District Administrator
Susanna Tomlinson

Rotary Club of Altoona-Sunrise

814-414-1151

tomlinsonsusanna736@gmail.com

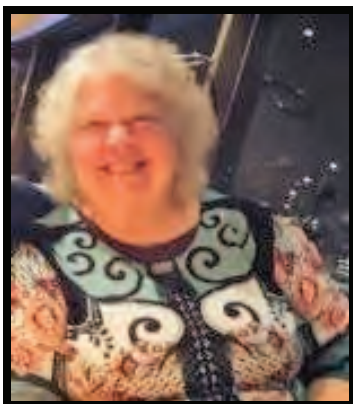


District Treasurer
John P. Lantzy

Rotary Club of Shepherdstown

301-991-5023

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District Secretary/DG Aide/
AG Coordinator

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Rotary Club of Muncy

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Email: bjmorgan57@windstream.net

Area Governors



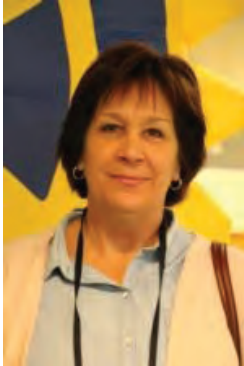
Area 1

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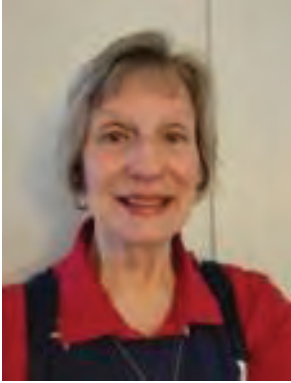
Area 4

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State College, State College Sunrise,
State College Downtown

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Waynesboro

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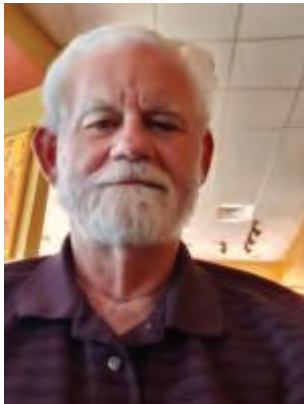
Area 14

January Weber

Hagerstown, Hagerstown Sunrise,
Hancock, Williamsport, MD

240-313-5499

goodshepherd168@verizon.net



Area 15

John Taylor

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Martinsburg, Martinsburg Sunrise,
Shepherdstown, Shepherdstown Sat.

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Area 16

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Cumberland, Grantsville, Keyser,
Oakland, Romney

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District Committees & Representatives

Interested in serving on a District Committee?
Contact the committee chair or District Governor Herb Smith.

Alumni

Sharon Benner, PDG, Chair – rotaryjourney@yahoo.com

Ann Dunlavy

Tammy Wolgemuth

Mary Jane Smith

Irvin Wright, PDG

Anita Wasileski

Pam Yeager

District Conference/Foundation Dinner

Herb Smith, DG, Chair – Hondaman21740@gmail.com

Curt Miller, Co-Chair – curtmlr46@yahoo.com

Dawn Linn, DGN, Foundation Dinner – DLinn@ywcawilliamsport.org

District and Club Development

Irvin Wright, PDG, Chair – iwright@bloomu.edu

Maria Leppert

Colleen McCloskey

Devin Mathias

Kwok Ngai

Tiffany Mathias

Beatrice Terbovich

Barb Morgan

Noel Williams

Finance

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John Lantzy, Treasurer

Dan Bennett, PDG

Carrie Ryan

Roger Fetter

Swan Stull, PDG

Deborah Parks

Pam Wagoner, DGE

Herb Smith, DG

Irvin Wright, PDG

Foundation

Ken Martin, Co-Chair – kpmartin@stamps.org
Kelly Wike, PDG, Co-Chair – kcwike7@gmail.com

District Grant Co-Chairs

Swan Stull, PDG
Helen Schmitt

International Service Coordinator

John Taylor

Paul Harris Society Chair

Kelly Wike, PDG

Stewardship Co-Chairs

Dana Orsini, PDG
Kat Snowe

Global Grants Co-Chairs

Carl Askew, PDG
Maria Brown

Polio Plus Chair

Jeff Coup, PDG

Peace Fellowship Chair

Kat Snowe

Members at Large

Mary Anne Burke
Sarah Kowalski
Maria Leppert
Dawn Linn, DGN
Pam Wagoner, DGE

Four-Way Test Speech Contest

Art Leach – artleach77@gmail.com

Handbook/Bylaws

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Ken Martin
Herb Smith, DG
Barb Morgan
Tammy Wolgemuth
Dana Orsini, PDG
Irvin Wright, PDG
Carrie Ryan
Vicki Zimmerman, iPDG

Innovative Club Advocate

Jack Collins, Chair – jj.collins3@outlook.com

Legislative Representative to Council on Legislation

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Jim Eberly, PDG, Alternate – eberly7360@gmail.com

Membership

Dana Orsini, PDG, Chair – dmorsini@aol.com

Arthur F. Bowen

Sarah Kowalski

Jack Collins

Barb Morgan

James Cook

Sherri C. Shebelsky

Jim Eberly

Jim Zubler

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Nominating

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Dawn Linn, DGN

Swan Stull, PDG

Dana Orsini, PDG

Pam Wagoner, DGE

Herb Smith, DG

Vicki Zimmerman, iPDG

Seven active Rotarians to be determined

Public Image

Stefanie Basalik, Chair – stefaniebasalik@gmail.com

Jo Ellen Allenberg

Clint Rawlings

RLI (Rotary Leadership Institute) Division Chair

Mitch Morgan – mrmorgan@frontier.com

RYLA (Rotary Youth Leadership Awards)

Dawn Linn, DGN – DLinn@ywcawilliamsport.org

Shelter Box Representatives

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Juliana Mingle – jrmorgan824@gmail.com

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Strategic Planning

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Dan Bennett, PDG

Jim Eberly, PDG

Dawn Linn, DGN

Ken Martin

Barb Morgan

Dana Orsini, PDG

Herb Smith, DG

Swan Stull, PDG

Susana Tomlinson

Pam Wagoner, DGE

Noel Williams

Irvin Wright, PDG

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Dan Bennett, PDG, District Trainer – dan@danbennet.biz

Marian Anderson

Sarah Kowalski

Ken Martin

Mitch Morgan

Dana Orsini, PDG

Herb Smith, DG

Swan Stull, PDG

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Vicki Zimmerman, iPDG

Youth and Peace in Action

Jack Richford, Chair – jrchfrd@ptd.net

Youth Exchange

Kathy Krinks, Chair – klk1@psu.edu

Isaac Fisher, Inbound Chair

Mary Jane Smith, Outbound Chair

Mitch Morgan, Short Term Chair

Barb Morgan, Treasurer

Marce Pancio, Youth Protection Officer

Carl Askew, ESSEX Outbound Coordinator

Carl Hill, ESSEX Country Contact Chair

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 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 Governor⁴

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

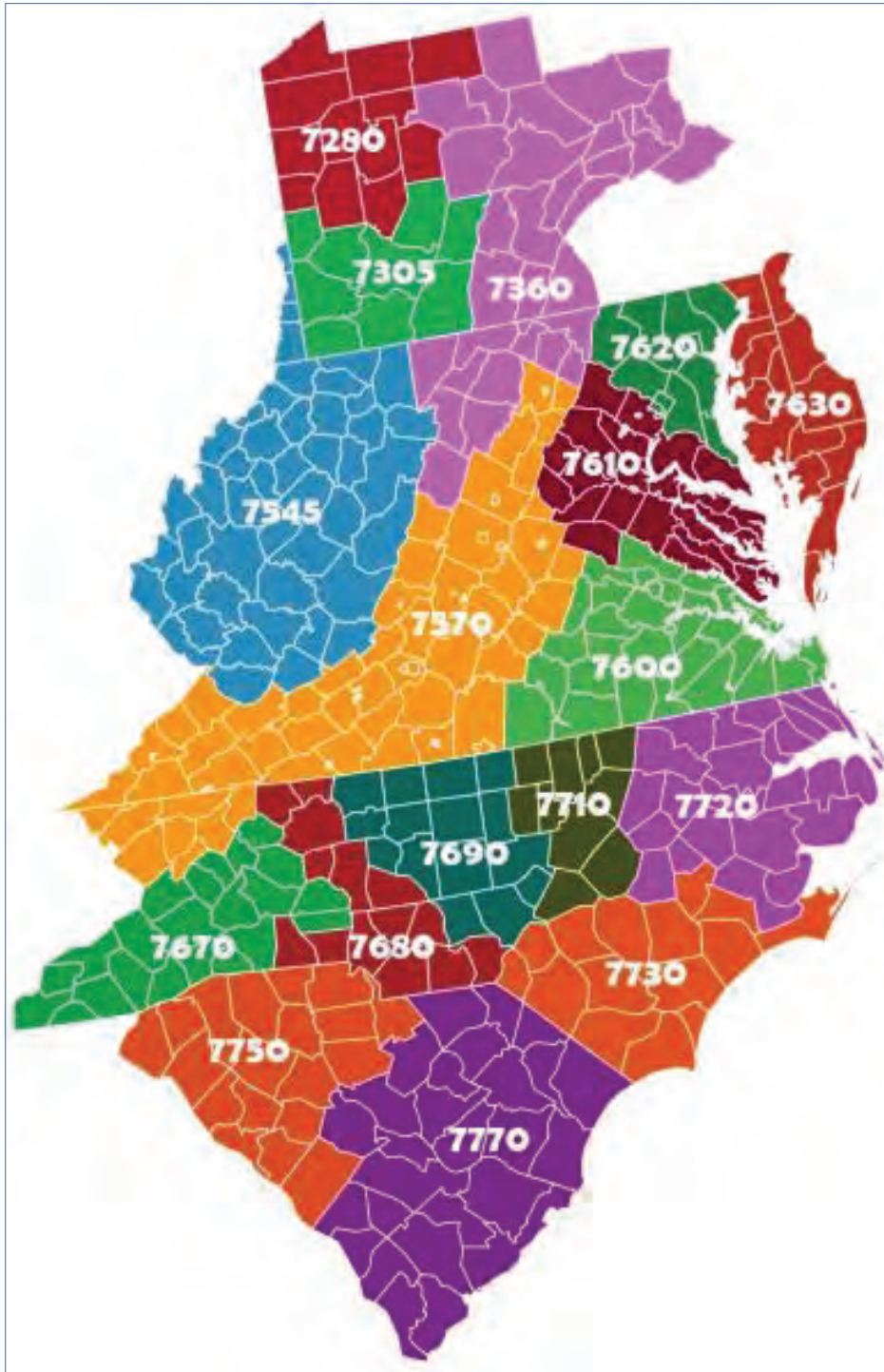
encompasses actions taken to expand Rotary's humanitarian reach around the globe and to promote world understanding and peace. In this area, Rotarians strive for the advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united 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

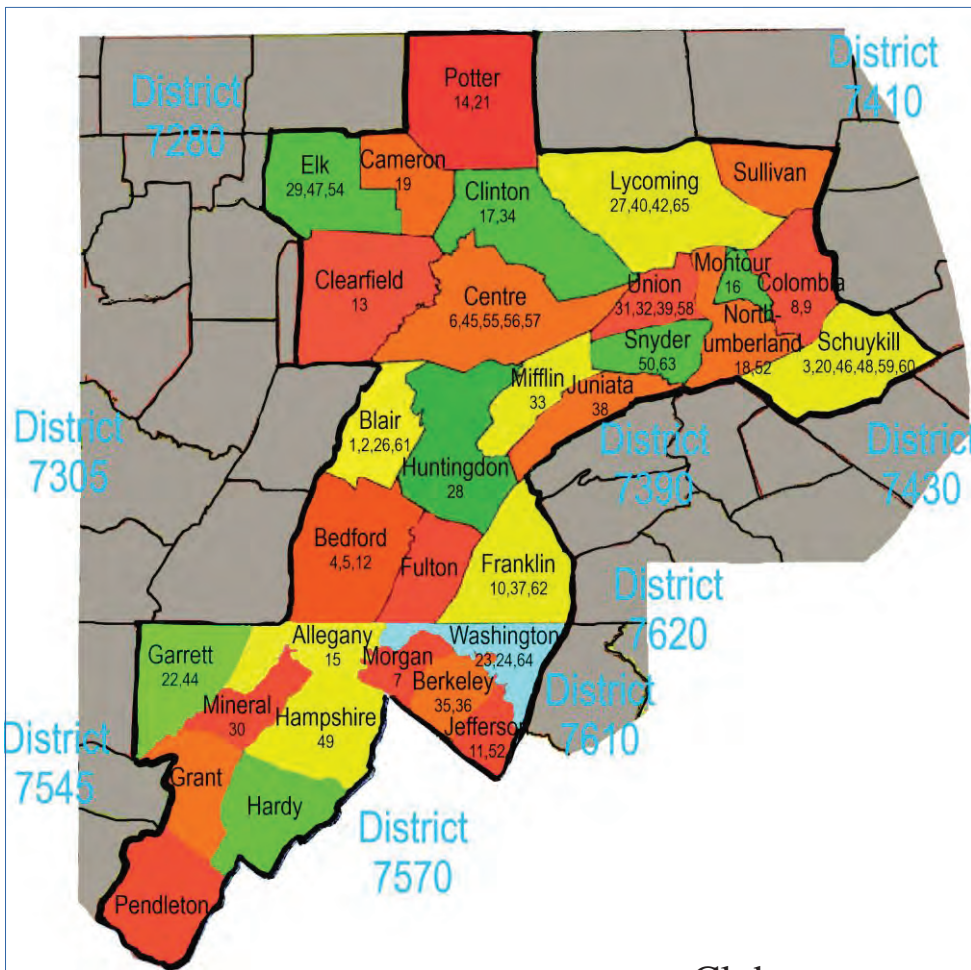
recognizes the positive change implemented by youth and young adults through leadership development activities as RYLA, Rotaract, Interact, service projects, and creating international understanding through Rotary Youth Exchange.

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



District 7360

Clubs

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

14.4 District 7360 Strategic Plan

Available at the District Website, rotary7360.org, choose **Documents** then **District Governing Folder**

14.5 District 7360 Budget

Available at the District Website, 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 worldwide 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) 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, choose **Documents** then **District Grants Folder**

14.12 District Reimbursement Request Form

Available at the District Website, rotary7360.org, choose **Documents** then **District Financials Folder**

14.13 District Directory

Available at the District Website, 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>

BYLAWS
OF
ROTARY INTERNATIONAL DISTRICT 7360, INC.
Effective July 1, 2014
Revised April 30, 2016
Revised May 1, 2021
Revised November 19, 2022

PREAMBLE

The Rotary clubs within District 7360 of Rotary International (the “District”) have adopted these Bylaws. Rotary International District 7360, Inc. (the “Corporation”) is formed as a non-profit corporation known as “Rotary International District 7360.”

ARTICLE ONE

NAME AND OBJECTIVES

- 1.1 Name.** The name of the Corporation shall be Rotary International District 7360, Inc.
- 1.2 Objectives.**
- 1.2.1** To provide structure for Rotary clubs within the District as assigned by Rotary International (“RI”); to provide support to these Rotary clubs in their pursuit of programs and activities that promote the objectives of Rotary; and to encourage, promote, extend, and supervise Rotary throughout the District.
- 1.2.2** To conduct District Conferences.
- 1.2.3** To conduct projects and activities consistent with the Corporation’s non-profit purposes and the object of Rotary, as defined by RI.
- 1.2.4** To hold, manage, sell, and lease personal and real property and to invest and reinvest corporate funds in any type of property or security which the Board of Directors may deem advisable whether or not such investments are of the type or character authorized by the laws of the Commonwealth of Pennsylvania, the State of West Virginia, or the State of Maryland for the investment of trust funds, and to enter into such contracts and execute such conveyances, instruments, and releases as may be necessary and proper to carry out the objects and purposes of the Corporation.
- 1.2.5** To engage in any other permitted activities for corporations exempt from federal income tax under Section 501(c) (4) of the Internal Revenue Code of 1986, as amended (the “Code”).
- 1.3 Tax-Exempt Status.** Notwithstanding any other provision of these Bylaws, the Corporation shall not carry on any other activities not permitted to be carried on by a non-profit corporation exempt from federal income tax under Section 501(c)(4) of the Code.

ARTICLE TWO

MEMBERS, DUES, AND ANNUAL MEETING OF THE MEMBERSHIP

- 2.1 Members.** The members of the Corporation (“Members”) shall be comprised of and limited to all Rotary clubs designated to be in the District pursuant to the Bylaws of RI. The addition or

removal of a Member club or clubs from the District pursuant to the RI Bylaws shall immediately and automatically result in a corresponding change in the membership (for clarity, references throughout these Bylaws to individual members of a club or membership of a club shall be in the lower case).

2.2 Dues. Each Member club shall pay semi-annual per capita dues to the Corporation at the rate established by the budget approved by the Presidents-elect at District Training Assembly before the year in which the dues are payable. The membership on which the per capita dues are based shall be the active membership as reported by RI as of July 1 and January 1 of each year. Dues shall be due and payable fifteen (15) days after the billing statement is mailed to the Member club.

2.3 Annual Meeting. The Annual Meeting of the Corporation is the formal annual business meeting of the Corporation.

2.3.1 Time of Meeting; Notice. The Annual Meeting shall be held during the District Conference which may be in person or in a virtual format. The District Governor, in consultation with the Board of Directors, shall establish the time and place/format 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, on behalf of the Board, shall send to the Members written or electronic notice of the time and place/format 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.

2.3.2 Resolutions. 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 of Directors not later than sixty (60) days prior to the Annual Meeting. The Board shall then review the proposed resolution. No proposed resolution may be considered at the Annual Meeting without notice of such resolution having been given in the manner set forth above.

2.4 Voting at Annual Meeting.

2.4.1 Electors. 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) **active** 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 individual *active* members in the Member club as of the date of the most recent semi-annual report preceding the date of the Annual Meeting. 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 at the Annual Meeting to vote.

2.4.2 Voting Procedures at Annual Meeting. (a) Electors Only. 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 with more than one vote shall be cast

for the same candidate.

(b) **Members in Good Standing.** Every active 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 not restricted to vote of the electors as set forth in subsection (a) above. Notwithstanding the foregoing, any elector shall have the right to demand a poll upon any matter presented at the Annual Meeting. In such cases, voting on such matter shall be restricted to the electors.

2.4.3 Quorum. 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 **simple** majority of the Member clubs at the Business Session, when such matters are to be considered at the Annual Meeting. The presence of a quorum will be determined by a roll call of Member clubs immediately preceding the report of the District Committee of Legislation at the Annual Meeting.

2.4.4 Approval of Legislation. 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 at the Annual Meeting.

2.5 Special Meetings. The Board may call a special meeting of the Members. The Board shall send written or electronic notice of the time and *place/format* of any special meeting at least thirty (30) days, but not more than sixty (60) days, before the date of such special meeting.

2.6 Business of the Annual Meeting. Subject to the restrictions set forth in Section 2.4, the business that may be conducted at the Annual Meeting shall include (a) election of the District Governor-nominee, the District representative and alternate representative to the Council on Legislation, and the District representative member of the Nominating Committee that selects a director-nominee of RI; (b) consideration of any amendments to the Corporation's Articles of Incorporation or Bylaws that are properly submitted; (c) consideration of all resolutions that have been properly submitted; and (d) other business as shall properly come before the Annual Meeting.

ARTICLE THREE

BOARD OF DIRECTORS

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

3.2 Composition. 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 of the District who are active members of a Member club. The District Governor shall serve as the Chairperson of the Board. The District Governor-elect shall serve as the Vice-Chairperson. Subject to Section 3.3, a Director shall serve for so long as he or she occupies one of the positions listed in this Section 3.2. In the event a Director no longer occupies one of the positions listed in this Section 3.2, the Director shall be automatically removed as Director, without ratification of the Board. 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.

3.3 Appointment of Successor Past District Governor. In the event of the death, removal, or resignation of any of the three (3) most immediate Past District Governors serving on the Board, or in the event any such Past District Governor is no longer an active member of a Member club, the District Governor may appoint a Past District Governor of the District to fill the former Director's unexpired term.

3.4 Removal from the Board. The Board may, by a majority vote of the Directors, vote to remove any Director for cause.

3.5 Board Meetings.

3.5.1 Time; Place. Meetings of the Board of Directors shall be held at least twice per year as provided in this Section. The Board meetings shall be held at the locations determined by the Board. The Board may determine under Section 3.5.2 that a meeting of the Board shall be held solely by means of remote communication.

3.5.2 Meetings Solely by Means of Remote Communication. Any meeting among Directors may be conducted solely by one or more means of remote communication through which all of the Directors may participate with each other during the meeting, if the same notice is given of the meeting as would be required by Section 3.5.4, and if the number of Directors participating in the meeting is sufficient to constitute a quorum at a meeting. Participation in a meeting by that means constitutes presence at the meeting.

3.5.3 Participation in Meetings by Means of Remote Communication. A Director may participate in a Board meeting by means of telephone conference or, if authorized by the Board, by such other means of remote communication, in each case through which the Director, other Directors so participating, and all Directors physically present at the meeting may participate with each other during the meeting. Participation in a meeting by this means constitutes presence at the meeting.

(3.5.3.1) Calling Meetings; Notice. The District Governor or any two (2) Directors may call a Board meeting by giving at least five (5) days notice to all Directors of the date, time and place/format of the meeting. Any notice given to a Director by a form of electronic communication consented to by the Director to whom the notice is given, is effective when given. The notice is deemed given (i) if by facsimile communication, when directed to a facsimile number at which the Director has consented to receive notice; (ii) if by electronic mail, when directed to an electronic mail address at which the Director has consented to receive notice; or (iii) if by any other form of electronic communication by which the Director has consented to receive notice, when directed to the Director. Consent by a Director to notice given by electronic communication may be given in writing or by authenticated electronic communication. Any consent so given may be relied upon until revoked by the Director, provided that no revocation affects the validity of any notice given before receipt of revocation of the consent.

3.5.4 Previously Scheduled Meetings. If the day or date, time, and place/format of a Board meeting were announced at a previous meeting of the Board, no notice is required. Notice of an adjourned meeting need not be given other than by announcement at the meeting at which adjournment is taken.

3.5.5 Waiver of Notice. A Director may waive notice of a meeting of the Board. A waiver of notice by a Director entitled to notice is effective whether given before, at, or after the meeting and whether given in writing, orally, by authenticated electronic communication, or by attendance.

Attendance by a Director at a meeting is a waiver of notice of that meeting, except where the Director objects at the beginning of the meeting to the transaction of business because the meeting was not properly called or convened in accordance with these Bylaws and does not participate thereafter in the meeting.

3.5.6 Absent Directors. A Director may give advance written consent or opposition to a proposal to be acted on at a Board meeting. If the Director is not present at the meeting, consent or opposition to a proposal does not constitute presence for purposes of determining the existence of a quorum, but consent or opposition shall be counted as a vote in favor of or against the proposal and shall be entered in the minutes or other record of action at the meeting, if the proposal acted on at the meeting is substantially the same or has substantially the same effect as the proposal to which the Director has consented or objected.

3.5.7 Quorum. A majority of the Directors currently holding office present at a meeting is a quorum for the transaction of business. In the absence of a quorum, a majority of the Directors present may adjourn a meeting until a quorum is present. If a quorum is present when a duly called or held meeting is convened, the Directors present may continue to transact business until adjournment, even though the withdrawal of a number of Directors originally present leaves less than the proportion or number otherwise required for a quorum.

3.5.8 Voting. At all meetings of the Board, each Director shall have one (1) vote.

3.6 Act of the Board. The Board of Directors shall take action by the affirmative vote of (i) a majority of the Directors present at a duly held meeting at the time the action is taken, or (ii) a majority of the minimum proportion or number of Directors that would constitute a quorum for the transaction of business at the meeting, unless otherwise required by these Bylaws or by the Articles of Incorporation.

3.7 Action Without a Meeting. Any action required or permitted to be taken at a Board of Directors meeting may be taken by written action signed or consented to by authenticated electronic communication by all of the Directors. If the action need not be approved at the Annual Meeting and the Articles of Incorporation so provide, the action may be taken by written action signed or consented to by authenticated electronic communication by the number of Directors that would be required to take the same action at a meeting of the Board at which all Directors were present. The written action is effective when signed or consented to by authenticated electronic communication by the required number of Directors, unless a different effective time is provided in the written action. When written action is permitted to be taken by less than all Directors, all Directors shall be notified immediately of its text and effective date. Failure to provide the requisite notice does not invalidate the written action; provided, however, a Director who does not sign or consent to the written action has no liability for the action or actions taken thereby.

3.8 Compensation. Directors shall not be compensated for their duties as Directors, except that the Directors may be reimbursed for their reasonable and substantiated expenses incurred on behalf of the Corporation.

ARTICLE FOUR

OFFICERS

Only Rotarians who are active members of Member clubs shall be eligible to serve as officers. The officers of the Corporation shall consist of those officers described in this Article Four, and such other officers as the Board may appoint.

4.1 District Governor. The District Governor shall serve as the President and Chief Executive Officer of the Corporation. The District Governor 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 these Bylaws, and by the resolutions of the Corporation. The District Governor shall be elected for a one (1) year term in the manner set forth in the Bylaws and policies of RI, by these Bylaws, and by the resolutions of the Corporation. The Board may, by majority vote, but only for cause, request the President of RI to remove a District Governor pursuant to the Bylaws and policies of RI.

4.1.1 Responsibilities. In addition to any duties assigned by the Bylaws and policies of RI and the resolutions of the Corporation, the District Governor shall have the following responsibilities: (a) schedule the time, date and place/format for the Annual Meeting, for Board of Directors meetings and College of Governors meetings; (b) communicate at least monthly with each club president and secretary; (c) appoint all chairs of District committees District Governor and make the information available to all members.

4.1.2 Selection. In accordance with the Nominating Committee procedures set forth in Article 7 herein, the Corporation shall select a District Governor-nominee not more than thirty-six (36) months or less than twenty-four (24) months prior to the date of taking office unless the Board of RI extends such date for good and sufficient reason. The District Governor-nominee will be elected as District Governor-elect at the RI convention held immediately preceding the year in which the District Governor-nominee is to be trained as the District Governor-elect at the International Assembly. The District-Governor nominee so elected shall serve a one (1) year term as District Governor-elect and assume office on July 1, in the calendar year following election.

4.2 District Governor-elect. The District Governor-elect shall serve as the Vice Chairperson of the Corporation. The District Governor-elect shall assume this office in the manner set forth by the Bylaws and policies of RI, these Bylaws, and the resolutions of the Corporation adopted. The District Governor-elect shall assume the office of District Governor in the year immediately after serving as District Governor-elect. The District Governor may assign other responsibilities to the District Governor-elect, which are in addition to those prescribed by the Bylaws and policies of RI, these Bylaws, and the resolutions of the Corporation adopted. If the District Governor-elect is unable to fulfill the duties of District Governor- elect or to assume the position of District Governor, the District Governor-nominee may, when possible, upon certification by the District Governor and with notice to all Members, assume the position of District Governor-elect. The District Governor-elect shall serve as an assistant to the District Governor.

4.2.1 Responsibilities. In addition to any duties assigned by the Bylaws and policies of RI, these Bylaws, and the resolutions of the Corporation adopted, the District Governor-elect shall (a) arrange a Presidents-Elect Training Seminar (PETS) after the International Assembly for all incoming Member club presidents for the purpose of providing instruction and information on administering Member clubs and Rotary service; and (b) encourage attendance of all Member club presidents-elect at the PETS and the District Assembly of Rotarians. The District Governor-elect may excuse a Member club president-elect from attendance at PETS; provided, however, that if a Member club president-elect shall be so excused, the Member club president-elect must send a designated Member club representative to the PETS who shall report back to the Member club president-elect. If the Member club president-elect either (i) fails to be so excused or (ii) if excused, fails to send a designated club representative to the PETS, then the Member club president-elect shall not be qualified to serve as Member club president.

4.3 District Governor-nominee. The minimum qualifications for serving as a District Governor-nominee include at least five years as a Rotarian, two years as a member in the District and one (1) year of service as president of a RI recognized Rotary club. The District Governor-nominee shall assume the office of District Governor-elect in the year immediately after serving as District Governor-nominee. The District Governor may assign responsibilities to the District Governor-nominee, which are in addition to those prescribed by the Bylaws and policies of RI, these Bylaws, and the resolutions of the Corporation.

4.4 Area (Assistant) Governors.

4.4.1 Selection. The minimum qualifications for serving as an Area(Assistant) Governor include current membership in a Member club for at least three years and at least one (1) year of service as club president of a Member club or of any RI recognized Rotary club. By the end of November of the year he or she is serving as District Governor-elect, the District Governor-elect shall select an **Area/Assistant** Governor for each of the areas comprising the District. The term of an **Area/Assistant** Governor shall be for one (1) year, but may be renewed for two (2) additional consecutive terms upon the approval of the District Governor.

4.4.2 Responsibilities. In addition to any duties assigned by the Bylaws and policies of RI, these Bylaws, and the resolutions of the Corporation, the Area (Assistant) Governors shall (a) attend the Area (Assistant) Governor Training Seminar, and attend and actively promote attendance at the District Conference/Annual Meeting, the District Assembly, and other meetings or events as directed by the District Governor; (b) meet with and assist the incoming Member club presidents in his or her assigned area before the commencement of the Rotary year to discuss Member club goals; (c) report as necessary to the District Governor after the visit with each incoming Member club president; (d) attend the official Member club visit with the District Governor; (e) encourage Member clubs to follow through on requests and recommendations of the District Governor; (f) participate in the Rotary Foundation programs, annual and special giving events and other special assignments as necessary; encourage clubs to use Rotary Club Central for assessment and planning goals;-(g) act as liaison between their assigned Member clubs and the District Governor; (h) interface and communicate with other Area (Assistant) Governors in the District; and (i) perform other duties as may be assigned by the District Governor.

4.5 District Treasurer. The District Governor shall appoint the District Treasurer, who shall serve at the pleasure of the District Governor for a one (1) year term to coincide with that of the District Governor; provided, the District Treasurer may serve for two (2) additional consecutive one (1) year terms, not to exceed three (3) consecutive one (1) year terms, so long as he or she remains in good standing of a Member club. The District Treasurer shall be an *ex officio* member of the District Finance Committee and Board of Directors. The District Treasurer shall maintain such records of account as may be necessary to reflect the receipts, expenditures, and financial condition of the Corporation, and shall perform any other duties as are customary for this office. The District Treasurer shall be empowered, upon approval of the District Governor chain and Finance Committee chair to sign checks for the disbursement of the Corporation's funds and further provided, that checks shall only be issued upon the receipt of a detailed invoice, receipt or statement of expense by the District Treasurer. The District Treasurer shall be responsible for the billing and collection of Member Club dues. The District Treasurer shall prepare for each College of Governors Meeting and Annual Meeting for each Rotary year a financial statement showing receipts and disbursements, assets and liabilities of the Corporation. The District Governor may assign other responsibilities to the District Treasurer, which are in addition to those prescribed by the Bylaws and policies of RI,

these Bylaws, and the resolutions of the Corporation.

4.5.1 District Budget. The District Governor-elect, in coordination with the District Finance Committee, shall present the District Budget for approval at the District Training Assembly. At a date set by the District Governor-elect, which shall be prior to the District Training Assembly each year, the District Finance Committee shall prepare the District Budget based upon the budget requests from each District committee together with an estimate of the reasonable operating expenses of the Corporation. The District Governor-Elect shall submit a recommended District Budget to the District Finance Committee for review. The District Governor-elect shall then submit the recommended District Budget to the Member club presidents-elect for approval at the District Training Assembly. The District Budget shall be adopted upon majority vote of the Member club presidents-elect.

4.5.2 Financial Statements. The District Treasurer shall publish and make available to all Member clubs semi-annual reports reflecting the entire financial status of all activities in the District. In addition, the District Treasurer shall annually submit to the District Governor, immediate Past District Governor, District Governor-elect, District Governor-nominee and all Member clubs an annual financial report of the previous Rotary year. This annual report shall be filed within three (3) months of the end of the Rotary year. It shall include, but not be limited to: (a) all sources of the Corporation's funds; (b) all funds received by, or on behalf of the District fundraising activities; (c) all financial transactions of the District committees; (d) all financial transactions of the District Governor by or on behalf of the Corporation; (e) grants received from the Rotary Foundation or funds of the Rotary Foundation designated by the Corporation for use; (f) all expenditures of the Corporation's funds; (g) all funds received by the District Governor from RI; and (h) all other funds received by the Corporation from any source.

4.5.3 District Funds and Bank Accounts. For purposes of these Bylaws, "District Funds" shall include any funds, cash, accounts, securities, donations, dues, bequests, legacies, registration fees, per capita contributions or other properties that belong to or are in the possession of the Corporation. All District Funds shall be deposited or invested where prudent in such bank or financial institution as may be recommended by the District Treasurer and approved by the District Governor and the District Finance Committee. All bank accounts shall clearly indicate that the funds are the property of the Corporation and not the personal property of any Member club or individual club member.

4.5.3.1 District Budget Reserve Expenditures. Expenditures from any District Budget Reserve may be made only by a proposal for such expenditure made in writing to the District Governor. The proposal may also be made by the District Governor. The proposal must receive approval of the Board of Directors and the District Finance Committee. The District Governor shall then provide a ballot to each Member club president explaining the proposal and including the recommendation of the Board of Directors and the Finance Committee. The entire sections of the District Budget affected by such proposal shall be included in the ballot. The expenditure shall be approved only upon the majority vote of the Member club presidents. Ballots will be valid only if they are received by the District Governor within twenty (20) days of distribution. Any ballots not received in twenty (20) days shall be deemed to be a vote in favor of the proposal.

4.5.4 Bond. The District Treasurer shall be bonded. The bond shall be for such amount as may be determined by the District Finance Committee and approved by the District Governor.

4.5.5 Assistant Treasurer. The District treasurer may appoint assistant treasurer(s) with approval of the District Governor-elect to serve a one-year term concurrent with the District Governor-elect's term as District Governor.

4.6 District Administrator. The Board may hire a District Administrator who shall be an independent contractor to the Corporation. The District Administrator shall be a member in good standing of a Member club. 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.

4.7 District Secretary. The District Governor shall appoint a District Secretary who shall be a member in good standing of a Member club and whose term shall be for one (1) year to coincide with the term of the District Governor. The District Secretary shall maintain the official district records and performs a variety of additional secretarial duties.

4.8 Removal from Office, Other Than the District Governor. The removal of any officer, other than the District Governor, may be made for cause and upon majority vote of the Board of Directors.

ARTICLE FIVE

GOVERNING AND ADVISORY BODIES

5.1 Executive Committee

5.1.1 Composition. 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 Member club within the District. The District Governor shall serve as the Chairperson of the Executive Committee.

5.1.2 Responsibilities. 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 Corporation on matters requiring immediate attention.

5.2 College of Governors. In accordance with the RI Manual of Procedures, a council of Past District Governors called the College of Governors provides 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 Rotary International Past District Governors who are active members of a District Club, the District Governor, the District Governor-elect, the District Governor-nominee, the District Treasurer, the District Secretary, and District Administrator. The College of Governors shall act in an advisory capacity only and meet at least twice per year.

ARTICLE SIX

**REPRESENTATIVE TO THE RI COUNCIL ON RESOLUTIONS
AND AT THE COUNCIL ON LEGISLATION**

- 6.1 Composition.** Each representative to the RI Council on **Resolutions and Council on** Legislation must be a member of a Member club and must have served a full term as an officer of RI at the time of election. Provided, however, upon certification by the District Governor with the concurrence of the President of RI, that no past officer is available in the District to serve as representative, a Rotarian who shall have served less than a full term as the District Governor or District Governor-elect may be elected to serve.
- 6.2 Responsibilities.** The responsibilities of the representative to the RI Council on **Resolutions and Council on** Legislation shall include (a) preparation of a summary of the Corporation’s proposed amendments and resolutions to be considered by the Council on Legislation; (b) securing from the Members opinions on these proposed amendments and resolutions; and (c) performing any other duties described in the Bylaws and policies of RI.
- 6.3 Election.** The representative and alternate representative to the Council on Resolutions and Council on Legislation shall be elected in accordance with the Bylaws of RI, as amended. Two (2) years before the year in which the RI Council on Legislation meets, the Corporation shall elect at its Annual Meeting one (1) representative and one (1) alternate representative to the RI Council on Legislation. Election shall be by the duly designated voting electors and chosen in accordance with the Bylaws and policies of RI. The names of the representative and alternate representative to the RI Council on **Resolutions and Council on** Legislation shall be reported by the District Governor to the General Secretary of RI promptly following their election.

ARTICLE SEVEN

DISTRICT COMMITTEES

- 7.1 General.** District committees shall be established to support the development and growth of Member clubs. Other standing and ad hoc committees may be established as deemed necessary by the Corporation to support the Members and the administration of the Corporation.
- 7.1.1 Appointment of Chairpersons.** The District Governor-elect shall appoint the chairperson of the District committees and subcommittees except for those committees for which these Bylaws specify a different method. The District Governor-elect shall make the appointments by the first day of May preceding his or her term as District Governor. Unless specified otherwise herein, the chairperson shall serve for a term of one (1) year. Past District Governors may serve as committee chairs. The committee chairperson may organize his or her committee, including appointing a secretary, as necessary in the chairperson’s discretion.
- 7.1.2 Committee Members.** All committees should strive for at least five (5) Rotarians representing all areas of the district. The District Governor-elect or the chairperson of a committee shall appoint new and continuing members to the committee except for those committees for which these Bylaws require a different method. Each committee member shall serve a term of one (1) year and may serve additional terms, unless otherwise specified in these Bylaws. In the event of a vacancy on a committee due to the resignation of a committee member or otherwise, the District Governor may appoint another Rotarian to complete the unexpired term of the committee member responsible for the vacancy. With the exception of Past District Governors, no more than one (1) Rotarian from each Member club shall serve on the same

committee, except in the case of justifiable circumstances.

7.1.3 Quorum. A quorum for the transaction of business at a meeting of a committee shall exist if more than one-third of the committee shall be present at such meeting.

7.1.4 Committee Budget. Committees shall submit a budget to the Finance Committee by **January 15** of each year.

7.1.5 Committee Expenses. Reasonable administrative expenses incurred by committees and subcommittees in completing their prescribed duties or assignments may be reimbursed from District funds provided such expenses are included in the District Budget and are substantiated.

7.1.6 Creating Committees. The District Governor may establish additional committees at his or her discretion. The District Governor shall appoint the chairperson and members of any such committee and provide the committee's scope, duties, duration, and budget.

7.1.7 Ex-officio Members of Committees. *Ex-officio* members of committees shall have all the rights of committee members, except the right to vote unless specifically stated otherwise. *Ex-officio* committee members shall not count toward any required quorum. The District Governor, the District Governor-elect, the District Governor nominee, and the District Governor nominee Designate shall be *ex-officio* members of all committees.

7.2 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.

7.2.1 Responsibilities

- a. Review and suggest revisions to the budget proposed by the District Governor Elect each year prior to its informational 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 in accordance with Rotary International policies and procedures.
- 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.

7.3 The Rotary Foundation Committee. The purpose of the District Rotary Foundation Committee is to administer and oversee all of the Rotary Foundation programs in the District. It shall endeavor to carry out the objectives of the Rotary Foundation, which is the achievement of world understanding and peace through charitable and educational programs. The District Rotary

Foundation Committee generally conducts its business through the use of subcommittees. In carrying out its purpose, the Committee shall (a) provide information about Rotary Foundation activities and programs in Member clubs; (b) encourage support for the Rotary Foundation through all channels and for securing funds; (c) appoint and monitor the progress of any subcommittees.

- 7.4 Innovative Club Advocate Committee.** The Innovative Club Advocate Committee shall encourage and promote the formation of new non-traditional types of clubs. In carrying out its purpose, the Innovative Club Advocate Committee shall 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.

- 7.5 Interact Committee.** Membership shall be Rotarians in good standing who have an interest in Interact. The number of members may vary and shall be determined by the number of members needed to carry out the committee mission. The purpose of the Interact Committee shall be to administer the District's Interact Program of RI. In carrying out its purpose, the Interact Committee shall (a) assist the District Governor in publicizing the Interact Program of RI; (b) administer the District Interact Program; (c) encourage and assist Member clubs in sponsoring and organizing Interact Clubs within the District; (d) develop the exchange of information between existing Interact Clubs and encourage cooperation and joint meetings between Interact Clubs; and (e) provide other appropriate activities that will promote and strengthen the Interact movement.

- 7.6 Membership Committee.** The purpose of the Membership Committee shall be to train Member clubs in ways to promote membership development. In carrying out its purpose, the Membership Committee shall (a) assist Member clubs in analyzing reasons that individual club members leave Rotary and suggest retention strategies; (b) encourage Member clubs to assist individual club members who need to transfer or relocate to a new Member club within the District; (c) assist Member clubs in preparing a-classification survey of their community; (d) assist Member clubs in reviewing their rosters and surveys to promote diverse club membership and to determine prospective new individual club members; (e) provide any other appropriate activities or programs that will encourage an increase in Rotary membership; and (f) present membership seminars for individual club members covering topics relating to recruitment and retention.

- 7.7 Nominating Committee.**

7.7.1 Composition. The Nominating Committee shall consist of nine (9) Rotarians within the District, five (5) of which shall be immediate past presidents of Member clubs and four of which, including the Chairperson, shall be the most recent Past District Governors available to serve. The District Governor-elect shall appoint the five immediate past president members of the Nominating Committee, who shall each serve for a one (1) year term. 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. The term of the five (5) immediate past presidents shall be non-renewable. No member, alternate member, candidate for membership on the Nominating Committee, whether elected or not, or any candidate who is elected and subsequently resigns from the Nominating Committee shall be eligible to be nominated for the respective office in the year in which the Nominating Committee serves.

7.7.2 Responsibilities. The Nominating Committee shall seek out and propose the best available candidates for the office of District Governor-nominee and for the office of District Governor-elect, if necessary. The District Governor-nominee shall be nominated by the Nominating Committee before the Annual Meeting in accordance with the Bylaws and policies of RI, these Bylaws, and the resolutions of the Corporation. The Nominating Committee shall ensure 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 meeting held during the District Conference. The Nominating Committee shall notify the then-current District Governor of the candidate selected. The District Governor shall then notify the Member clubs of the name and identity of the Member club of the District-Governor nominee in accordance with the RI Bylaws.

7.7.3 Nominating Procedure. Each year, Member clubs suggesting candidates for nomination as the District Governor must submit applications to the Chairperson of the Nominating Committee by the date specified in a notice from the District Governor and the Chairperson of the Nominating Committee. 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 and shall nominate the best-qualified Rotarian available to serve as District Governor. The Nominating Committee shall interview all candidates and will make a report of its nomination to the District Governor in accordance with the Bylaws of RI. 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 candidates, which deadline will be not less than fourteen (14) days after publication of the report. Any Member club may propose a challenger candidate for District Governor-nominee. The challenger candidate must have been duly submitted to the Nominating Committee for consideration. The District Governor shall notify all Member clubs of the name(s) of the challenger candidate(s). The District Governor shall inquire if any Member club wishes to concur with this challenge. Only challenges that have been concurred with by at least ten (10) other clubs in the District will be considered. All candidates for District Governor-nominee will be voted upon at the Annual Meeting. If no Member club proposes a Rotarian for District Governor-nominee, or if no candidate otherwise qualifies, the Nominating Committee shall select a candidate and present his or her name to the District Governor under the procedures set forth above.

7.8 Public Image Committee. The purpose of the Public Image Committee shall be to interpret RI's Programs of Service to Member clubs, individual Rotarians, and the public. In carrying out its purposes, the Public Image Committee shall (a) develop a communication network between Member clubs to provide timely information; (b) develop a roster of media contacts to provide for distribution of Rotary information; (c) distribute information on District and Member club projects and activities; (d) distribute information from RI to appropriate areas; (e) provide appropriate information to the Newsletter Editor for publication in the District's monthly newsletter; (f) encourage and assist Member clubs in the dissemination of Rotary information to their members and communities; (g) encourage the publication and exchange of Member club bulletins; and (h) provide any other appropriate activities or programs that will promote dissemination of information relating to Rotary.

7.9 Rotaract Committee. The purpose of the Rotaract Committee shall be to administer the District Rotaract Programs of RI. In carrying out its purpose, the Rotaract Committee shall (a) assist the District Governor in publicizing the Rotaract Programs; (b) administer the District Rotaract

Programs; (c) encourage and assist Member clubs in sponsoring and organizing Rotaract clubs in the colleges, universities, and communities within the District; (d) develop the exchange of information between existing Rotaract clubs and encourage cooperation and joint meetings between Rotaract clubs; and (e) provide any other activities that will promote and strengthen the Rotaract movement.

7.10 Strategic Planning Committee. The Strategic Planning Committee shall consist of the immediate Past District Governor, the District Governor, the District Governor-elect, the District Governor-nominee and the District Governor-nominee-designate **and other leaders as determined by the committee chair and District Governor-elect.** The purpose of the Strategic Planning Committee shall be to define the long term (five (5) year) and short term (three (3) year) goals of the Corporation and to perform regular and systematic reviews of Corporation operations with the aim of developing strategies to identify and address opportunities and challenges associated with those goals. The Strategic Planning Committee may form subcommittees as it requires, consisting of individual members of Member clubs and other such individuals as the Committee sees fit to appoint. In carrying out its purpose, the Strategic Planning Committee shall (a) hold regular meetings to discuss issues related to strategic planning for the Corporation; (b) promote continuity of purpose among the past, current and future District Governors; and (c) issue regular reports to the Member clubs outlining the recommendations, strategies, and proposed amendments to the Resolutions.

7.11 Youth Exchange Committee. The purpose of the Youth Exchange Committee shall be to actively promote and encourage the exchange of students between countries and to arrange to have students as guests of Rotarians within the District in order to enable the students to learn the social, economic, and cultural aspects of life on a personal basis in a different country. In carrying out its purpose, the Youth Exchange Committee shall (a) work with Eastern States Student Exchange (ESSEX) to arrange for students in the District to travel to foreign countries and to obtain host families for foreign students visiting the District; (b) actively promote the concept of Youth Exchange among the various Member clubs so that a large number of qualified candidates are available each year to participate in the program; and (c) oversee the hosting of these foreign students in the District.

ARTICLE EIGHT

LIABILITY, INDEMNIFICATION AND INSURANCE

8.1 Limitation of Liability. To the fullest extent permitted by law, no Director of the Corporation shall be personally liable for monetary damages for any action taken, or for any failure to take any action, as a Director; provided, however, such limitation of liability shall not apply if the Director shall have breached or failed to perform the duties of his or her office and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness; and further provided that the provisions of this paragraph shall not apply to the responsibility or liability of a Director pursuant to any criminal statute, or to the liability of a Director for the payment of taxes pursuant to local, state or federal law.

8.2 Indemnification. The Board may establish and implement policies for indemnification of directors, officers, employees and agents except as prohibited by law. No indemnification pursuant to this paragraph shall be made, however, in any case where the act or failure to act giving rise to the claim for indemnification is determined by a court to have constituted willful

misconduct or recklessness.

- 8.3 Insurance.** The Corporation may provide, at its expense, insurance to protect itself and for the benefit of any Director or officer of the Corporation against any expense, liability or loss, whether or not the Corporation would have the power to indemnify such person under law.

ARTICLE NINE

MISCELLANEOUS

- 9.1 Conformity with RI Articles of Incorporation and RI Bylaws.** These District Bylaws are intended to **be consistent with and** supplement the Articles of Incorporation and Bylaws of RI. If any provision in these Bylaws conflicts with the Constitution, Bylaws, or policies of RI, as amended, then the terms of the Constitution, Bylaws, or policies of RI shall prevail. These bylaws should be subject to review in the year following the Council on Legislation.
- 9.2 Roberts' Rules of Order.** The edition of *Robert's Rules of Order, Newly Revised* that is then currently sanctioned by the Roberts' Rules Association governs this Corporation in all parliamentary situations that are not provided for in the law, these Bylaws, or adopted Resolutions.
- 9.3 Fiscal Year.** The fiscal year shall be from July 1 through June 30.

ARTICLE TEN

AMENDMENTS

- 10.1 Amendment Process.** These Bylaws may be amended as follows:
- 10.1.1 At the Members Annual Business Meeting.** These Bylaws may be amended at the Annual Meeting by a majority vote of those members present and voting, provided that no amendment shall be considered unless it has been submitted in writing to the District Governor at least sixty (60) days before the Annual Meeting, and provided further that the District Governor shall have given notice of such proposed amendment to all Members at least thirty (30) days before the Annual Meeting of the Members.
- 10.1.2 Vote By Electronic or Mail Ballot.** These Bylaws may be amended by Electronic or Mail Ballot of the Members if a majority of the votes are cast in favor of the proposed amendment. Each Member shall have that number of votes as otherwise set forth in Section 2.4 of these Bylaws as if electors were voting at the Annual Meeting. Each Club must cast its entire vote as a block. The proposed amendment must have been submitted in writing to the District Governor at least sixty (60) days before the date of the Electronic or Mail Ballot vote, and the District Governor must have given notice of such proposed amendment to all of the Members at least thirty (30) days before the date of the Electronic or Mail Ballot vote.
- 10.1.3 Who May Propose An Amendment to the Bylaws.** Only the District Governor, the District Governor-elect, the Board, or a Member Club may propose an amendment to these Bylaws.
- 10.2 Effective Date.** Amendments to the Bylaws shall be effective on July 1 following the Annual Meeting at which they were adopted, unless otherwise specifically stated in such amendment.

10.3 Amendment Limitation. Unless otherwise required by law, the Corporation may not adopt any amendment to these Bylaws that conflicts with the Constitution, Bylaws, or policies of RI.

Adopted at Rotary District 7360 Annual Meeting on April 26, 2014 to be effective July 1, 2014. Revised at Rotary District 7360 Annual Meeting on April 30, 2016. Revised at Rotary District 7360 Annual Meeting on May 1, 2021. Revised at Rotary District 7360 Annual Meeting on November 19, 2022.

Adding a New Member to Your Club

STEP 1 – Add the new Member to Rotary International (requires the login of your current club President or Secretary)

1. **Sign into My Rotary**, using either the President’s or Secretary’s login.
 - Go to www.my.rotary.org
 - Sign In – (If you haven’t before registered for a My Rotary login, click Register and follow the prompts)
 - Mouse over **Manage**
 - Look for **Club & District Administration** >> click on **Club Administration**
 - Click on **Add, edit, or remove members**
 - Click **ADD A MEMBER**
2. **Identify Member** – Search by last name, then narrow things down by adding first name. Enter EITHER an Email address or RI Member ID if you have one for a known prior member. New members regularly don’t tell us they’ve been in Rotary before. Skipping this step results in duplicate RI Member records and fragmentation of their Foundation contribution accounts. If you find an apparent prior membership, contact the new member and verify. If another club name is shown (other club affiliation), the member will need to be terminated by that club’s secretary before you can add him/her to your club.
3. **Assuming you don’t find a prior membership, add the new member**, following the prompts – enter minimal required fields.

STEP 2 – Add the new Member to DACdb (www.dacdb.com)

1. If the member is already in DACdb as a Potential or Proposed Member, open DACdb, log in, and open the Member Profile in Edit mode.
2. Change the Member to Active and enter the actual “Start Date” as the date you entered the member in RI.
3. If the member is not already in DACdb, open DACdb, log in, open the Club Members View, then RI Integration >> Member Compare on the left side
4. Find the member alphabetically and click “Add to DACdb”
5. All further updates to Active Member records in DACdb are sent automatically to RI – you never need to open that member’s profile in RI Member Access again. This sequence ensures several things:
 - That a member isn’t added to RI’s books prematurely, in which case they will assign a member number and add to your club’s roster. This is a problem when prospects change their minds.
 - That future updates through DACdb are “keyed” to the RI Member Access database, by means of the RI Member Number. Again, prevents possible duplication in the case of a name change (i.e. “Frank” changed to “Franklin”)

The District 7360 Foundation Committee

This committee has several goals for the 2023-24 Rotary year.

We plan to:

- Increase Annual Fund support from District Rotarians.
- Increase Polio Plus support and increase members in the Polio Plus Society.
- Increase participation in District Community Grants and Global Grants.
- Cultivate Estate Gifts.
- Support Foundation events throughout the district.

Our Committee is made up of Rotarians from throughout the district:

Co-chairs

Ken Martin – kpmartin@stamps.org
Kelly Wike, PDG – kcwike7@gmail.com

International Service Coordinator

John Taylor – taylorjohnw@comcast.net

Global Grants Co-Chairs

Carl Askew, PDG – d7370dg2009.10@gmail.com
Maria Brown – mlebrown777@gmail.com

District Grants Co-Chairs

Swan Stull, PDG – swanss@ptd.net
Helen Schmitt – helenpschmitt@gmail.com

Polio Plus Chair

Jeff Coup, PDG - jeffcoup@verizon.net

Paul Harris Society Chair

Kelly Wike, PDG – kcwike7@gmail.com

Peace Fellowship Chair

Kat Snowe – katsnowe@comcast.net

Stewardship Co-chairs

Kat Snowe – katsnowe@comcast.net
Dana Orsini, PDG – dmorsini@aol.com

Members At Large

Mary Anne Burke – maburke@myactv.net
Sarah Kowalski – sjkowalski1@verizon.net
Dawn Linn, DGN – dawnlinn923@gmail.com
Marie Leppert – mariall09@hotmail.com
Pam Wagoner, DGE - depotflorist@yahoo.com

Club Leadership responsibilities:

- Choose a Club Foundation Committee Chair who has a passion for The Rotary Foundation.
- Encourage all members to donate to the Annual Fund and Polio Plus.
- Schedule one program every three months on The Rotary Foundation.
- Encourage members to attend the District Conference/ Foundation Dinner.
- Share The Rotary Foundation minutes at your club meetings and in your newsletter.

Why encourage giving to the Annual Fund?

When you make a donation to The Rotary Foundation Annual Fund your money is invested for three years. For example - the amount given to the annual fund in 2020-2021 will be returned to the district in 2023-2024. That Rotary year 47.5% of the investment can be used for District Community Grants. 47.5% can be used for Global Grants and Polio Plus. The remaining 5% is used for expenses of The Rotary Foundation. The more your club Rotarians donate – the more that comes back – the more your club can use for projects in your community or throughout the world.

What's the easiest way to donate to The Rotary Foundation?

Log in to MyRotary and hit the donate button in the upper right hand corner of the screen. This allows you to make a one-time donation or to set up a recurring donation (TRF Direct). If you use MyRotary, you don't need to know your membership number or your club number.

What is a Paul Harris Fellow?

When you have donated \$1,000 or someone else has donated \$1,000 in your name, you become a Paul Harris Fellow and receive a certificate and a pin. For each additional \$1,000 you receive a new pin with sapphires or rubies, but no new certificate. When you reach \$10,000 given by yourself you become a Major Donor. Arch Klumph Society members have donated \$250,000 or more. (Arch Klumph was the founder of The Rotary Foundation.)

Clubs receive a 100% Paul Harris Fellow banner when all club member's are Paul Harris Fellows

The **Paul Harris Society** is comprised of Rotarians who have pledged to donate \$1,000 every year to the Annual Fund.

The Global Grant Committee and the International Service Coordinator work together to look for global grant opportunities and to support the clubs in applying and funding Global Grants.

Global grants are large scale grants of at least \$30,000. The grants are managed by The Rotary Foundation and usually take several years to accomplish. They must be sustainable and pertain to at least one of the seven Areas of Focus and require a Community Assessment before starting the application.

The District Grants Committee accepts the Memorandums of Understanding (MOU) and Grant Applications, checks them, approves them and sends the information on to the Rotary Foundation for their approval.

As the grants are completed the committee checks the final reports and reimburses the clubs if the proper documentation is submitted.

These grants are smaller grants administered by the District Governor and the Foundation Committee. For the 2023-24 Rotary year applications and MOUs are due on August 1, 2023 and final reports will be due on May 1, 2024. Club Presidents will be given a checklist with the amount their club is eligible for in 2023-24. There will be a limited number of \$200 grants given on a first come –first serve basis pending availability of funds.

The Peace Fellowship Committee. This committee helps candidates for Peace Fellowships and supports current Peace Fellows. There are 8 Peace Centers around the world. Candidates may receive a two year scholarship to work on their master's degree in peace and conflict resolution. There is also a shorter certificate program, but no degree is earned. Read about the Peace Centers in Rotary.org and contact the committee if you have questions.

The Stewardship Committee members are responsible for ensuring that the district is compliant with all the rules and regulations of The Rotary Foundation. They maintain the financial records, the checking account and are the financial watch dogs of The Foundation Committee.

Checklist for District Community Grant 2023-24 Eligibility

Club: _____

Your club may be eligible for a _____ District Grant

If you/your club complete the following:

1. Someone, preferably your president-elect, attend all of President-Elect Training Seminar (PETS).
2. Two club members must attend the 2023-24 Grant Management seminar. (Your representative at PETS does not count. Attendance at previous years' Grant Management Seminars does not qualify.)

June 20 at 6:30 PM	July 11 at 6:30 PM
June 27 at Noon	July 19 at 4:00 PM
July 6 at 10 AM	July 24 at 6:30 PM

The Zoom link will be on DACdb.
3. Submit the Memorandum of Understanding (MOU) by **August 1, 2023**.
4. Submit the District Community Grant Application by **August 1, 2023**.
5. Enter 13 goals including an Annual Fund Goal in MyRotary by August 1, 2023
6. Clubs must be current on Rotary International and District Dues.

Please submit your MOU and application to

Swan Stull, PDG – swanss@ptd.net

Helen Schmitt – helenpschmitt@gmail.com

Ken Martin – kpmartin@stamps.org

Kelly Wike, PDG – kcwike7@gmail.com

Typeable forms are available on the District Website and in DACdb (Go to District then Files then District Community Grants.)

NOTE: There will be a limited number of \$200 grants given on a first come-first serve basis pending availability of funds.

District 7360 Club MOU Document 2023-24

This document must be typed.

This form is for District Community Grants only.
All information for Global Grants must be completed at MyRotary.org.

Rotary Club of _____ MOU Qualifications Document

A) Terms of Qualification

- Clubs that receive certification are qualified through May 1, 2024.
- Club president or designee must have attended PETS or equivalent training.
- Two club members must attend yearly a Grant Management Seminar (GMS) held by District 7360.
- Clubs must submit a MOU to the District 7360 Grants Subcommittee by August 1, 2023.
- Clubs must have entered a (non-zero) Annual fund Goal and at least 13 goals in MyRotary for 2023-24 Rotary year by August 1, 2023.
- Club must be current on Rotary International and District dues.

B) Club Leadership Responsibilities

- The person writing the Grant is the Club Grant Chair.
- The Grant Chair of the Rotary Club of _____ 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.
- Documents will be stored in hard copy by the club's TRF Chairperson. Also, an electronic file of all related documents (preferably in DACdb) will be kept by the TRF Chair and financial records by the Club Treasurer. The Club TRF Chair, Club Treasurer, Club President and the Club Grants Chair will have access to these records.
- If any one of these individuals should leave the club or position for any reason, in a timely manner the club will appoint an individual to replace the person who left. Any replacements must be provided a copy of this document so they will be aware of duties as they relate to the TRF Grants/Monies.

C) Financial Management Plan

- The District Community Grant is **reimbursable** after submission of the "Final Report." There is no need to open a separate bank account.
- The Club Treasurer will keep a standard set of accounts related to the Club's District Community Grant(s) and will maintain a record of all receipts in hard copy and electronic copy with access by the Club TRF Chair, Club President and Club Grants Chair.
- A copy of all Bank Statements will be kept both hard copy and electronically.
- The Club Community Grant(s) Chair will be responsible for the inventory of items purchased, produced or distributed through grant activities and provide a copy of such to the Club TRF Chair.

D) Document Retention

- The Club Foundation Chair will maintain the MOU and documents relating to Terms of Qualification, Leadership Responsibility, Financial Management and Document Retention in both hard copy and electronically (ideally in DACdb).

E) Reporting on Use of Grant Funds

1. The club must submit the District Community Grant Final Report with copies of all receipts
2. These items must be submitted by e-mail by **May 31, 2024** to the District Community Grants Co-Chairs, Swan Stull and Helen Schmitt and District Foundation Committee Chairs, Ken Martin and Kelly Wike.

F) Method for Reporting and Resolving Misuse of Grant Funds

The club will report to the District Rotary Foundation Chair Ken Martin any potential misuse or irregularities in grant related activity.

Authorization and Agreement

This memorandum of understanding (MOU) is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of _____, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2023/2024 and will notify Rotary International District 7360 of any changes or revisions to club policies and procedures related to these requirements.

Club President (type) _____

Term 2023-24

Date _____

Club President-elect (type) _____

Term 2023-24

Date _____

Club Foundation Chair (type) _____

Term 2023-24

Date _____

Club Grants Chair (type) _____

Term 2023-24

Date _____

Send electronic copies of this form to the following four people:

District Grant Co-Chair Swan Stull – swanss@ptd.net

District Grant Co-Chair Helen Schmitt – helenpschmitt@gmail.com

District Foundation Committee Chair Ken Martin – kpmartin@stamps.org

District Foundation Committee Co-Chair Kelly Wike, PDG – kcwike7@gmail.com

The Club President, President-elect, Foundation Chair and Grants Chair listed above must also be copied on this e-mail and must affirm their acceptance by e-mail in lieu of signatures.

revised 2023/02/12

3. Will the project be completed if less than requested funds are granted?

If yes, will the project be modified if this occurs, and if so, how?

4. How does this project reflect the mission of The Rotary Foundation?

APPLICATION REQUIREMENTS:

- **All 2023-24 Rotary Foundation Certified Clubs may submit one (1) Community Grant Proposal if they gave \$6,000 or less to Annual Fund in 2020-21 OR two Community Grant Proposals if Annual fund giving exceeded \$6,000 OR one (1) collaborative project with one or more clubs.**
- **Each year the Rotary Club must be certified. Please check to certify that the following steps for the 2023-24 Certification have been completed:**

Club President or designee must have attended PETS or equivalent training.

Two (2) club members must attend yearly a Grant Management Seminar (GMS) held by District 7360.

Clubs must submit a Memorandum of Understanding (MOU) to the District 7360 Grants Subcommittee by August 1, 2023.

Clubs must have entered a (non-zero) Annual Fund Goal and at least 13 goals for the 2023-24 Rotary year in MyRotary by August 1, 2023.

Club must be current on Rotary International and District Dues.

Reminder: The club will receive the grant money when the final report and all receipts have been submitted to the District Grants Committee Chair

Rotary Club President (2021-22): _____ e-mail: _____

Rotary Club President-Elect (2021-22): _____ e-mail: _____

Rotary Club Grants Chair: (2021-22): _____ e-mail: _____

Submit by e-mail to
District Grant Co-Chair Swan Stull, PDG – swanss@ptd.net
District Grant Co-Chair Helen Schmitt – helenpschmitt@gmail.com
District Foundation Committee Chair Ken Martin – kpmartin@stamps.org
District Foundation Committee Co-Chair Kelly Wike, PDG – kcwike7@gmail.com

revised 2023/02/12

DISTRICT 7360 COMMUNITY GRANT PROJECT FINAL REPORT

Send electronic copies of this form to the following four people:

District Grant Co-Chair Swan Stull, PDG – swanss@ptd.net

District Grant Co-Chair Helen Schmitt – helenpschmitt@gmail.com

District Foundation Committee Chair Ken Martin – kpmartin@stamps.org

District Foundation Committee Co-Chair Kelly Wike, PDG – kcwike7@gmail.com

By May 1, 2024

Rotary Club: _____

Project Title: _____

PROJECT DESCRIPTION:

1. Describe the project. What was done, when, and where did project activities take place?

2. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met? How many people benefitted from this project?

3. How many Rotarians participated in the project? What did they do. Please give at least two examples, not including financial support provided to the project.

4. If a cooperating organization was involved, what was its role?

FINANCIAL REPORT (District must retain receipts of all expenditures for at least seven years)

Income

Source of Income	Amount
1. Grant funds to be received from the District _____	
2. Other funding (specify) _____	
3. _____	
Total Project Income _____	

Expenditures (Please be specific and add lines as needed. Copies of all receipts must be attached.)

Budget Items	Name of Supplier	Amount
1. _____	_____	
2. _____	_____	
3. _____	_____	
4. _____	_____	
5. _____	_____	
6. _____	_____	
Total Project Expenditures _____		

Certifying Signature

By signing this report, I confirm that to the best of my knowledge these District Grant funds were spend only for eligible items in accordance with Trustee-approved guidelines, and that all the information contained herein is true and accurate. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibition and any other promotional materials of RI and TRF.

Certifying Signature _____ Date _____

Print name, Rotary title, and club _____



To be completed by the District Community Grant Committee Chair:

District Community Grant # _____

Individual Project Report # _____

revised 2023/02/13

District 7360 Speakers Bureau

Want to learn more about Rotary? The District Speakers Bureau will present programs to educate, improve awareness, and deepen Rotarians' relationship with Rotary. District Rotarians are available to speak to your club or Board of Directors in person or virtually on the following topics. Looking for a speaker on another Rotary topic? Contact Speakers Bureau coordinator Dan Bennett, PDG, at dan@danbennett.biz.

DACdb including RI Integration and MyRotary

Ken Martin..... kpmartin@stamps.org
Barb Morgan (RI Integration)..... bjmorgan57@windstream.net
Susanna Tomlinson..... tomlinsonsusanna736@gmail.com

Membership and Innovative Clubs

Dana Orsini, iPDG..... dmorsini@aol.com
Sherri Shebelsky..... badersfurniture@gmail.com
William J. Wylie, Jr. wjwylie@impressguru.com
Jim Zubler..... jim@downtownlewistown.com

Polio Plus

Jeff Coup..... jeffcoup@verizon.net

Public Image

Stefanie Basalik..... stefaniebasalik@gmail.com
Herb Smith..... hondaman21740@gmail.com

Rotary Foundation (including District and Global Grants)

Ken Martin..... kpmartin@stamps.org
Kelly Wike, PDG..... kcwike7@gmail.com
Swan Stull, PDG..... swanss@ptd.net
John Taylor (Global Grants)..... taylorjohnw@comcast.net

Shelter Box

Kelly Wike, PDG..... kcwike7@gmail.com
Barb Morgan..... bjmorgan57@windstream.net
Pete Mulford..... plm8410@aol.com

Strategic Planning

Irvin Wright..... iwright@bloomu.edu

Herb Smith District Governor 2023-2024

Schedule of Visits

Day and Date	Time	Area/Club	Location of Meeting if known
Friday, July 7, 2023	7:00 AM	Hagerstown Sunrise	Hagerstown Community College 11400 Robinwood Dr. Hagerstown, MD
Tuesday, July 11, 2023	12 Noon	Waynesboro	Waynesboro Country Club 11000 Country Club Rd Waynesboro, PA 17268
Thursday, July 13, 2023	12 Noon	Mercersburg	Moose Lodge 107 Landis Dr Mercersburg, PA
Tuesday, July 18, 2023	12 Noon	Hancock, Berkeley Springs	Hancock American Legion
Wednesday July 19, 2023	7:00 AM	Williamsport, MD	Lotus Moon Café 16 North Conococheague St. Williamsport MD 21795
Thursday, July 20, 2023	12 Noon	Chambersburg	Gear House Brewing Co. 253 Grant Street Chambersburg, PA
Tuesday, July 25, 2023	6:15 PM	Grantsville	Penn Alps Restaurant 125 Casselman Rd Grantsville MD 21536
Thursday, July 27, 2023	6:00 PM	Area 12: Bedford, Bedford Sunrise, Claysburg, Morrison's Cove	The Dream Hollidaysburg, PA
Monday, July 31, 2023	6:00 PM	Keyser, Romney, Cumberland	TBD
Wednesday, August 2, 2023	12 Noon	Hagerstown	American Legion 405 Northern Ave. Hagerstown MD
Tuesday, August 8, 2023	5:30 PM	Area 3: Lock Haven, Downtown Lock Haven	The Poorman Gallery/Jaycee Hall 352 East Water Street Lock Haven PA
Wednesday August 16, 2023	All Day	Emporium Picnic	Emporium
Thursday, August 17, 2023	6:30pm	Area 2: Emporium, Galeton, Coudersport	Aroma Café 6 East Fourth Street Emporium,
Tuesday, August 22, 2023	Supper	Area 5: Lewisburg Sunrise, Lewisburg Sunset, Milton, Selinsgrove, Sunbury	Milton
Monday, August 28, 2023	6:00 PM	Tyrone, Hollidaysburg, Huntingdon	Hollidaysburg

Thursday, September 7, 2023	Supper	Area 6: Berwick, Bloomsburg, Elysburg, Danville	TBD
Thursday, September 14, 2023	Supper	Area 7: Ashland Area, Shamokin, Area 8: Frackville, Northern Schuylkill County, Pottsville, Ringtown, Southern Schuylkill County, Tamaqua	Fountain Springs Country Inn 52 Country Club Rd Ashland, PA 17921
Wednesday, September 20, 2023	6:00 PM	Area 4: Hughesville, Montoursville, Muncy, Williamsport, PA	Orlando's 8 Main St Muncy, PA 17756
Thursday, September 21, 2023	5:30 PM	Area10: Bellefonte Sunrise, Pleasant Gap, State College, State College Downtown, State College Sunrise	Ramada Inn State College, PA
Tuesday, September 26, 2023	5:30 PM	Area 1: Clearfield, Johnsonburg, Ridgway, St. Mary's	Clearfield
Tuesday, October 3, 2023	5:00 PM	Altoona, Altoona Sunrise	Altoona
Tuesday, October 10, 2023	5:30 PM	Area 9: Lewistown, Mifflintown, West Snyder-Beaver Springs	Birch Hill Event Center 1100 North Pine Street Burnham PA 17009
Wednesday, October 25, 2023	12:15 PM	Charles Town, WV	Charles Washington Hall 100 W. Washington St, Charles Town, WV
Thursday, October 26, 2023	12 Noon	Oakland	American Legion Hall 4 th Street Oakland MD 21550
Tuesday, October 31, 2023	7:00 AM	Shepherdstown	Bavarian Inn 164 Shepherd Grade Rd Shepherdstown, WV
Wednesday, November 1, 2023	6:00 PM	Shepherdstown Satellite	Bavarian Inn 164 Shepherd Grade Rd Shepherdstown, WV
Thursday, November 9, 2023	12 Noon	Martinsburg	Holiday Inn 301 Foxcroft Ave Martinsburg, WV
Tuesday, November 14, 2023	7:30 AM Breakfast	Martinsburg Sunrise	Blue Ridge CTC 13650 Apple Harvest Dr Martinsburg, WV

Area Governors will be setting up the meeting for their area. Some clubs have offered to do that already. All dates will be confirmed at PETS and hosting clubs confirmed by April 30th to Barb Morgan.

Before the District Governor's Visit:

The following letter will go out to the club presidents 2-3 weeks in advance of DG Herb's visit. Please answer and return asap:

Dear President,

The District Governor is required to make an official visit to each club in the District either at a meeting or fundraiser whether it be virtual or in person. This year your club may be asked to do this as an Area Visit. We are asking that you work together to make this a GREAT way to be connected to other clubs.

The purpose of the visit:

- **To communicate the goals and objectives of Rotary International, your Zone and your District to all District Rotarians.**
- **To share his vision for our District and any special District projects.**
- **Maybe the most important purpose is to provide an opportunity for DG Herb to hear directly from you regarding issues, concerns and ways the District leadership can support you.**

Herb is planning his official visit with your club on: Date, location, and time.

We need you to email me **ASAP** with the answers to the following questions:

- Is the location correct?
- Do you have issues that you need to discuss with Herb alone?
- If your Board would like to meet with Herb – please let us know what time before or after the meeting or an alternate day/time
- Is your club involved with Youth Exchange? Inbound or Outbound? Details – please.
- Does your club sponsor an Interact Club or a Rotaract Club? Which?
- What are the names of any of your members who have been Rotarians for 50 years or more? Please give us the number of years too.

Remember – Herb is the only program for this meeting. Please don't schedule another speaker.

Your prompt answers would be greatly appreciated!

Thanks for your help in making sure Herb has what he needs to make your visit a success!

Barb Morgan

Aide to DG Herb

bjmorgan57@windstream.net

rotarybarb7360@gmail.com

570-412-3368

Finally, the Area Governor introduces the DG. In the absence of the AG, the Club President introduces the DG.

The Meeting:

DO NOT SCHEDULE ANOTHER SPEAKER FOR THE OFFICIAL VISIT

DG HERB IS THE SPEAKER

The Area Governor will Introduce DG Herb. The Club President will introduce in the absence of the AG.

Please stand (if able) as he is to be shown the respect of his position.

DG Herb will more than likely ask everyone to sit fairly quickly.

DG Herb will be more than honored to present any Paul Harris Fellows, induct new members, or present any other honors.

DG Herb and Area Governors are guests of the club- their meals should be at club costs.

Some final notes:

The Governor's visit is a very special visit and we encourage all clubs, if they have potential members, to invite them for this. As DG Herb is a very motivational speaker and he has the ability to quickly fire up a room with smiles, laughter and yes sometimes tears, this could be the chance for your potential member to see who Rotary is, what we do and the F.U.N. we have while doing it.

Personal gifts are not needed. It is DG Herb's desire for you to spend your club's hard-earned money on The Rotary Foundation, Polio Plus Society, your club projects and your community's projects. If you do wish to donate money in honor of DG Herb, please contact Barb Morgan DG Herb's Aide.

ONE LAST THING - and this is the first we have had a DG do this in a very long time. DG Herb will be traveling with a large version of the 2023-2024 RI Theme banner. He will invite all to sign this banner as a way of remembering you and his time spent with you and your clubs.

District Governor Herb's thoughts for 2023-2024 "Create HOPE in the World"

PUBLIC IMAGE – Get out there BE VISIBLE, BE IRRESISTIBLE, BE IMPACTFUL & BE POSITIVE!

FOUNDATION GIVING – Find new ways to donate or encourage contributions to the TRF.

ROTARY INFORMATION/KNOWLEDGE/AWARENESS – Know more about what Rotary does and where we are and who we have and are helping.

CHANGE/EVOLVE/ADAPT/GROW – Our world is ever changing, growing and evolving. Rotary must change with it, grow with it, and evolve to new and better things. If it's not broke but it's not used, BREAK IT, throw it away and start over. Remember "FAIL" only means First Attempt In Learning.

LOOK OUT THE WINDOW/OPEN THE DOOR – Rotary is much bigger than your club. We are everywhere and there are things to learn once you open the doorstep outside and EXPLORE your Rotary world!

PARTNERSHIP/NEW MEMBERS/MEMBERSHIP – Make sure you send DG Herb new member names at the end of each MONTH. Try to bring in at least three new members this year and make the club exciting. Reach out to other non-profit service organizations and work with them on a project.

Area Governors Visits

The role of the Area Governor is to assist you and guide you to District Teams or Rotary International information sites. This person is not to be regarded as interference with the procedures of your club, but as a friendly advisor and a direct link to the Governor. This person is to be respected, as if the Governor is there.

The Area Governor is expected to visit your club once a quarter whether it is at a Board meeting, Regular meeting, club social or club fundraiser. Please make sure you invite them.

2023-24 DISTRICT CALENDAR

(Watch DACdb Calendar for additional information)

<u>Date</u>	<u>Event</u>
<u>2023</u>	
May 2-3	District Training Assembly – Virtual (evenings)
May 20	District Foundation Walk, Muncy, PA, State College, PA and Hagerstown, MD
May 20	Four Way Test Speech Contest Finals, Muncy
May 31	Deadline to submit District Grant Final Report for 2022-23
May 27-31	Rotary International Convention, Houston, TX
June 15-17.	RYLA, Shepherd's Spring, Sharpsburg, MD
June 17	Pedals Out Polio (virtual or on location)
June 20	District Grant Training Seminar – Virtual - 6:30 p.m.
June 27	District Grant Training Seminar- Virtual - noon
May 31	Deadline to enter 2022-23 goals in Rotary Club Central
July	Semi-annual Rotary International dues
July	Semi-annual District dues
July 1	DG Installation, Green Grove Gardens, Greencastle, PA
July 6	District Grant Training Seminar – Virtual - 10:00 a.m.
July 11	District Grant Training Seminar – Virtual - 6:30 p.m.
July 19	District Grant Training Seminar – Virtual - 4:00 p.m.
July 24	District Grant Training Seminar – Virtual - 6:30 p.m.
August 1	Deadline to submit District Community Grant Application & MOU
October 17-31.	World's Greatest Meal Club Events to Support Polio Plus
October 20-22.	District Foundation Dinner/Conference, Gettysburg, PA
October 24	World Polio Day
November	Submit outbound Youth Exchange application
December 31.	Deadline for club elections (must report PE to RI by this date)

2024

January	Semi-annual Rotary International dues
January	Semi-annual District dues
February 15.	Deadline to submit 4-Way Test Speech Contest club entry form
March/April.	PETS (Presidents-Elect Training Seminar)
May 1	Deadline to submit District Grant Final Report
May	District Training Assembly - Virtual
May TBD	Foundation Walk/Youth Activities, Hagerstown, MD
June 29	District Governor Installation
June 30	Finalize club goals/achievements in Rotary Club Central