



Rotary District 7630 Rules of Procedure



WHEREAS, Rotary District 7630 is a geographical territory in which the Rotary Clubs of The State of Delaware and the Eastern Shore of Maryland are associated for Rotary International administrative purposes, and

WHEREAS, it is necessary to provide a procedural document to guide and assist the Governor in the governing of District 7630, and

WHEREAS, it is necessary to provide procedures for standing and other committees

IT IS HEREBY RESOLVED that the following Rules of Procedure be adopted.

ARTICLE I **ORGANIZATION**

A. Leadership

1. Rotary District 7630 is under the leadership of a Governor who is selected by the Nominating Committee in the District and elected as Governor at the Rotary International Convention.
2. The Governor appoints the Leadership Team to assist him or her in fulfilling all the responsibilities assigned by Rotary International and District 7630 per the Rotary International District Leadership Plan.
3. Also assisting the Governor in clearly specified functions are the Governor Elect and Governor Nominee.
4. The following standing committees (and any other committees to meet specific objectives as needed) carry out the goals of District 7630:

Nominating Committee	New Generations Committee
Finance Committee	Awards and Citations Committee
Rules of Procedure Committee	District Extension Committee
Communications Committee	District Conference Committee
Financial Review Committee	District Assembly Committee
Rotary Foundation Committee	District PETS Committee
Membership Committee	Rotary Information Committee
Council of Governors	District Youth Protection Review Committee

ARTICLE II
DUTIES AND RESPONSIBILITIES OF DISTRICT LEADERS

A. District Governor

The District Governor shall:

1. Convene the following district meetings:
 - a. District Conference
 - b. District Rotary Membership Seminar (optional)
 - c. District Rotary Foundation Seminar (optional)
2. Fill vacancies in any committee for the un-expired term of the original appointee
3. Authorize in writing all expenditures from current budgeted funds
4. Determine the dates and location for the District Conference
5. With the concurrence of the Finance Committee, engage an independent contractor to serve as District Executive Secretary.
6. Perform the duties for this office as delineated in the Rotary International Manual of Procedure.
7. Visit each Club in the District in his or her official capacity as District Governor.
8. Perform such other duties as the District Governor shall determine.

B. Assistant Governor

The Assistant Governor shall:

1. Visit the assigned clubs at least four times during the Rotary year as resource for the club.
2. Assist club presidents in:
 - a. Completing club plans and objectives and strategic planning
 - b. Conducting club assemblies in the month of July
3. Accompany and introduce the Governor during official visits.
4. Assist clubs in preparation for the Governor's official visit in completing its goals and objectives and meeting with clubs one week in advance of the official visit to ascertain that all administrative matters and planning are complete.

5. Encourage clubs to have quarterly assemblies and members to attend weekly club meetings.
6. Inform the Governor of programs of interest, problems and successes, which can serve the interests of the clubs and their officers.
7. Distribute information and encourage attendance at district meetings, special events and activities of interest.
8. Attend and participate in the following district meetings:
 - a. District Conference
 - b. District Assembly
 - c. Presidents Elect Training Seminar (PETS)
9. Perform any other duties on task forces, committees and special assignments as deemed necessary by the Governor.
10. Perform the duties for this office as delineated in the Rotary International Manual of Procedure.
11. Conduct periodic meetings with all Area Presidents.
12. Not serve more than three (3) consecutive years.

The Assistant Governors shall, if possible, be graduates of the Rotary Leadership Institute.

C. Advocates for the Foundation:

The Foundation Advocates shall:

1. Work with the Rotary club Foundation Chairs, Officers and individual Rotarians to strengthen financial contributions to and participation in The Rotary Foundation programs in support of District 7630 goals and objectives.
2. Have the following duties:
 - a. Function as the liaison and an all-purpose Foundation resource person between the District Rotary Foundation Committee and the clubs in the advocate's Area of responsibility.
 - b. Promote all Foundation Giving and Recognition Programs.
 - c. Assist Club Rotary Foundation Chairs and Officers in creating increased awareness and understanding of The Rotary Foundation programs and ways to contribute and participate.
 - d. Attend Area Presidents' meeting with the AG.
 - e. Attend the Area PRE-PETS meeting annually.

- f. Promote the District Foundation Seminar.
- g. Promote the District Foundation dinner.
- h. Promote involvement in the Grants programs.
- i. Help recruit candidates for World Peace and Global Scholarships.
- j. Help recruit Vocational Training Team participants.
- k. Assist clubs and individuals in reviewing Foundation records and reports.
- l. Assist clubs and individuals in processing Foundation contributions.
- m. Shall not serve more than three (3) consecutive years.

D. Governor Elect

The Governor Elect shall:

1. Appoint the following officers to serve during the Governor Elect's tenure as Governor:
 - a. District Secretary
 - b. District Treasurer
 - c. Aide to the Governor, if so desired
 - d. Assistant Governors (as many as deemed necessary)
2. Appoint all standing and other committees that will serve during the Governor Elect's tenure as Governor.
3. Solicit from each of the committees a proposed budget.
4. Be responsible for exploring the possibility of conducting a Vocational Training Team Grant or a Group Study Exchange Team during the District Governor Elect's year as Governor.
5. Publish, by the first day of July the year he/she is District Governor, a District Directory to include, but not be limited to:
 - a. Names of all District leaders, Club Presidents and Club Secretaries
 - b. Addresses (home, business and e-mail)
 - c. Fax numbers, where available
 - d. Telephone numbers (home, business, and mobile) of all district officers, club presidents, club presidents elect, club secretaries, Assistant Governors, committee chairs, committee members, Past District Governors, and other Rotarians working with the Governor in his or her year.
 - e. The District 7630 Rules of Procedure
 - f. Include in the District Directory a calendar of the Governor's official visits
6. Distribute the District Directory by the first day of July in the year he/she is Governor to each of the following:
 - a. District Officers
 - b. Club Presidents
 - c. Club Secretaries
 - d. Assistant Governors

- e. Committee Chairs
- f. Past Governors

7. Convene, plan, prepare, and conduct programs, in cooperation and coordination with the Governor, for:

- a. Presidents Elect Training Seminar in conjunction with the Chesapeake multi-district PETS program
- b. PRE-PETS training session prior to the Presidents Elect Training Seminar of that year
- c. District Assembly

8. Prepare and distribute to the Finance Committee 30 days prior to its mid-year meeting in the following:

- a. Zero-base preliminary budget proposal
- b. per capita dues proposal

E. Governor Nominee

The Governor Nominee shall attend:

1. PRE-PETS
2. PETS
3. District Conference
4. District Assembly
5. Zone Institute
6. Council of Governors meetings
7. Leadership team meetings
8. Finance Committee meetings

The Governor Nominee shall identify people to fill leadership roles

F. Governor Nominee Designate

The Governor Nominee Designate shall attend:

1. PRE-PETS
2. PETS
3. District Conference
4. District Assembly
5. Council of Governors meetings
6. Leadership team meetings
7. Finance Committee meetings

The Governor Nominee Designate shall identify people to fill leadership roles

G. District Treasurer

The District Treasurer shall:

1. Be responsible for all district funds and tax filings and will keep the district books and records in QuickBooks accounting software.
2. Deposit the district Operational Budget (Operating Account) in a federally insured banking institution in an account in the name of "Rotary International District 7630" with the dual signatories being the District Governor and the District Treasurer. There will be no separate bank accounts maintained by any district Committee or district entity other than as required for the Foundation.
3. Send invoices to each club for district dues as soon as possible after July 1st, based on the club membership as of the most accurate Rotary-approved report as of July 1st.
4. Attend all meetings of the Finance Committee and present at each regularly scheduled meeting an expense-vs.-budget report of current Operating Account funds.
5. Prepare receipts and disbursements report of the District Conference and other District events.
6. Be a voting member of the Finance Committee.
7. Receive written approval from the District Governor for all disbursements (email approval will be considered written approval.) All disbursements shall be from the District Fund in accordance with the approved budget or when so directed by the District Finance Committee.
8. Attend the District Conference and the District Assembly.
9. Analyze the current accounting system and recommend to the Finance Committee such changes that will simplify or clarify the financial process.
10. Ensure that all signatories to accounts containing district funds be bonded at district expense.
11. Conduct the club Treasurers Elect Training Seminar at the District Assembly the year he/she is District Treasurer Designate.
12. Deliver to the District Finance Committee by July 31st the District's financial books and records.
13. Not serve more than three (3) consecutive years.

The District Treasurer shall, if possible, be a duly licensed Certified Public Accountant with adequate experience using QuickBooks.

H. District Secretary

The District Secretary shall:

1. Attend all meetings of the Finance Committee and maintain records of all actions taken by the committee.
2. Mail to members of the Finance Committee the Minutes of each meeting within 10 days after the meeting.
3. Attend the District Conference and the District Assembly and maintain records of all actions taken and decisions made at each meeting.
4. Transfer to the District Secretary Designate on July 1st all files, correspondence and other material relating to the position of the District Secretary.
5. Notify, at the discretion of the Governor, members of the various committees of the time and place of their meetings.
6. Be a voting member of the Finance Committee.
7. Conduct the Club Secretaries Elect Training Seminar at the District Assembly the year he/she is District Secretary Designate.
8. Serve as editor of the District Newsletter.

I. Aide to the Governor (if desired)

1. The District Governor, at his or her option may designate an aide who shall perform whatever duties are assigned by the Governor, however, the aide to the Governor shall not perform duties specifically assigned to the governor as delineated in the Rotary International Manual of Procedure, Rotary International Code of Policies, and/or District 7630 Rules of Procedure.

J. District Trainer

The District Trainer shall:

1. Assist the District Governor and District Governor Elect in developing and conducting district training and planning meetings, including the Presidents Elect Training Seminar, the District Assembly and other sessions and meetings as may be needed for the enhancement of Rotary within the District.
2. If possible, be a Past District Governor, or if not a Past District Governor, shall be such other person as shall have demonstrated outstanding leadership performance at the club and District levels, and shall have the potential to serve as a future District Governor.

K. Parliamentarian

The District Parliamentarian shall:

1. Advise and counsel the Governor and the Leadership team on matters of parliamentary procedure.

L. District Youth Protection Officer

The District Youth Protection Officer shall:

1. Raise awareness of risk management issues for youth programs and ensure that the District, clubs and all program volunteers comply with RI and District abuse and harassment policies.
2. Certify that District and club officers are annually trained on procedures and guidelines related to abuse and harassment and other risk management issues.
3. Administer all provisions of the District Youth Protection Abuse and Harassment Policy.
4. Have professional experience in handling abuse and harassment issues and youth counseling, and knowledge of both RI policies and relevant national and local laws.
5. Not serve more than three years (3) consecutive years.

**ARTICLE III
STANDING COMMITTEES**

A. General

1. The term of all standing Committees shall coincide with the Rotary year as required in order to provide continuity of administering ongoing programs.
2. The Governor Elect shall publish all committee assignments to include Chairs and members.

B. Nominating Committee

1. Responsibilities

- a. Meeting in closed session, the responsibilities of the Nominating Committee shall be to:
 - i. Review the résumés of and interview potential Governor Nominee Designate candidates
 - ii. Select the best available credentialed candidate for governor nominee-designate.

b. Should encourage clubs in District 7630 to present candidates for consideration as Governor Nominee-Designate:

2. Membership and Quorum

a. Members shall be those members of the Council of Governors willing and able to serve.

b. The immediate Past Governor shall serve as Chair, and the District Governor shall serve as Vice Chair.

c. A member whose club has a candidate under consideration, shall not be precluded from voting for that candidate.

d. The Chair votes only to break a tie vote

e. A quorum shall be seven (7) voting members

3. Procedure for selection of Governor nominee

a. The District Governor shall initiate the District Governor nominating process on or before November 1 of each year by sending a notice to all clubs soliciting suggestions for the Office of District Governor.

b. The notice shall specify a January 15 deadline for the submission of suggestions. The notice shall further specify that appropriate forms and a biographical profile of the nominees must accompany suggestions from a club. All suggestions for nominees shall be submitted to the Chair, who shall forward copies of each nomination and all supporting material to each member of the Nominating Committee on or before January 31.

c. The Committee shall meet within the geographical boundaries of District 7630 on or before February 1 at a time and place determined by the Chair.

d. The Committee shall review the credentials of all candidates and screen out any candidate that does not meet the minimum qualifications as established by Rotary International.

e. The Committee shall establish procedures to be followed during its examination of the candidates and its subsequent deliberations.

f. The Chair shall fix an appointment time and location for each committee meeting and shall notify each candidate.

g. The Chair shall submit the names of all qualified candidates to each of the clubs in the District prior to conducting the interviews.

h. All interviews shall be conducted in a time frame that enables the Committee to complete the entire selection process prior to March 15th.

i. Only those Nominating Committee members present shall be eligible to vote.

j. If the Committee cannot agree upon a candidate, the Governor Nominee-Designate shall be elected by a mail ballot as provided for in the Rotary International Manual of Procedure.

k. In the event of rejection of a Governor Nominee-Designate by Rotary International as per Rotary International Bylaws, Article XIII, Section 13.070, the Governor shall follow the procedure in Section 13.070.3 using the ballot-by-mail specifications described in Section 13.040 of the Bylaws.

C. Finance Committee

1. Responsibilities

The responsibility of the Finance Committee shall be to:

- a. Review at the December meeting the district budget prepared by the Governor Elect for submission to clubs at least four weeks prior to the District Assembly.
- b. Review at the December meeting the Per Capita levy on each club to be voted on either at the District Assembly or District Conference (Rotary International Bylaws, Article XV, Section 15.060.2)
- c. Review the income and expenditures of the District Operating Account
- d. Advise the Governor regarding current and proposed activities and programs, especially unusual or new requests for district funds.
- e. Develop financial procedures for District 7630 and update the District Accounting Manual as needed.
- f. Review and recommend amendments to the District 7630 Rules of Procedure as provided in Article X below.

2. Membership

- a. The Committee shall be comprised of nine (9) members: The District Governor, the District Governor Elect, the Immediate Past District Governor, three (3) Club Past Presidents, the District Secretary, the District Treasurer, and the Assistant District Treasurer.
- b. The District Governor shall appoint one Past President for a term of three (3) years to replace the one whose term expires. None shall serve more than three consecutive years. Any vacancy shall be filled by appointment by the District Governor for the remainder of the term of the vacancy.
- c. The Chairman shall be the Past President with seniority on the Committee.
- d. The District Finance Committee shall review all proposed district projects and approve the funding program for each, prior to anyone promoting and implementing the project.
- e. The Finance Committee shall supervise the books of account, review accounting methods, and advise the District Governor on all matters pertaining to District finances.
- f. As required by Rotary International Bylaws, Article XV Section 15.060.4, the Finance Committee shall assure that an annual financial compilation of the District finances is supplied each club in the District.
- g. The Committee shall approve the amount of the bond of the District Governor and District Treasurer.
- h. The Committee shall meet at least quarterly to review the District Treasurer's financial reports, which shall include all District projects and events.

3. District Finances

- a. Expenditures by the District during the period of each July 1 through the following June 30 shall be limited to a total of:
 - i. All amounts transferred to the District Treasurer by the preceding District Treasurer.

- ii. Plus all amounts received by the District Treasurer during the period from whatever source, including dues, fundraising events and income from investments.
- iii. Minus an amount equal to thirty percent (30%) of the budgeted revenue to the District from club dues approved at the last District Assembly, plus any restricted funds, which amount shall be maintained and paid over to the succeeding District Treasurer. This amount shall be known as the District Reserve.
- iv. At the end of each fiscal year, any unrestricted, undesignated, net assets in excess of the 30% stated in item (iii) above, shall be credited back to the clubs on a per capita basis during the next fiscal year. One half of the credit shall be applied to the September semiannual dues billing and one half of the credit to the January billing.

b. District Funds may be held in the form of cash or securities as approved by the District Finance Committee.

c. Notwithstanding any provisions contained in these Rules of Procedure to the contrary, no Officer, Committee Chairman or Committee of District 7630 shall enter into any non-budgeted binding contracts or commitments on behalf of District 7630 involving expenditures without prior approval of the District Finance Committee.

d. The District Governor, working in harmony with the District Finance Committee, shall ensure that expenditures for his/her year do not exceed the budgeted amount approved at the District Assembly. However, the District Governor may exceed the budgeted amount provided that funds are available through a non-budgeted source and that the District Reserve will not fall below the 25% level.

4. Per Capita Contribution

a. A per capita contribution shall be made by each club to cover all the budgeted District general expenses for the forthcoming year not separately billed to the clubs of the District.

b. The per capita contribution shall be established by the District Treasurer by dividing the budgeted District general expenses of paragraph 4.a by the actual total District reported membership excepting honorary members as of July 1.

c. The District Treasurer shall bill each club in the district not later than September 1 of each year for the per capita contribution based on the club's membership (excepting honorary members) as of July 1, with payments to be made to the District Treasurer in two (2) equal installments by October 15, and February 15.

d. For a newly chartered Rotary club, there shall be no per capita contribution for the first two (2) calendar quarters of its existence from the date of its charter and including that date in the first quarter. Payments for the balance of the Rotary

year shall be one fourth (1/4) per capita contribution quarterly based on the number of charter members.

5. District Budget

- a. The District Finance Committee shall review and forward to the Council of Governors a budget for their review and comment.
- b. The District Finance Committee shall review and forward to the club president elect for the District Assembly's approval, at least thirty (30) days prior to the District Assembly of each year, a budget for the operation of the District for the forthcoming Rotary year.
- c. The budget may include allocations for the following expenses:
 - i. All general expenses of the District Secretary and the District Treasurer.
 - ii. The District Conference, excluding cost of meals and lodging.
 - iii. District Assemblies
 - iv. Council of Governors
 - v. Transportation (economy fare) to and from the International Convention and hotel accommodations and meals for the District Governor Elect and his/her spouse.
 - vi. Travel (economy fare) and hotel accommodations and meals at the Rotary Institute for the District Governor Nominee, the District Governor Elect and their spouses.
 - vii. Those expenses of the District Governor, District Governor Elect, and the District Governor Nominee necessary for the furtherance of Rotary within the District.
 - viii. Costs relating to the engaging of a District Executive Secretary
- d. Reimbursement of the reasonable expenses of attending the District authorized PETS training each year of the AG's. This reimbursement may consist of the total amounts incurred, or a percentage of the expenses allocated in an equitable manner among all the attendees. The expected room rate reimbursement will be at the "sharing a room" rate and not the "single" rate.
- e. The District Budget shall not cover any expenses made by those Rotarians or Rotary spouses not identified by these Rules of Procedure unless extenuating circumstances prevail as approved by the Finance Committee.
- f. A copy of the proposed District Budget shall be forwarded by the District Governor Elect to the incoming Secretary and the incoming President of each club in the District, at least thirty (30) days prior to the District Assembly. The budget shall contain: a comparison with the current years budget, partial year actual and projected full year expenditures; an estimate of the Per Capita Contribution based on anticipated total District membership excepting honorary members as of July 1 of the forthcoming year. (Actual to be based on actual reported District membership excepting honorary members on July 1, see paragraph 4b); explanations of notable issues, significant changes, and variances from prior years in the proposed budget; and the District Treasurer's financial

report on the most recent District Conference. Before approval of the District budget at the District Assembly, any line item in the proposed budget may be amended, or deleted by the affirmative of three quarters (3/4) of the incoming Presidents or their respective designees, present at the time of voting.

g. A budget shall be approved in the District Assembly by the three quarters (3/4) of the incoming Presidents, or their respected designees, present at the time of voting. This section shall also apply to any amended budget.

6. District Securities

a. All securities held by the District shall be kept in a safe deposit box or in such depository as may be designated by the District Finance Committee.

b. The signature for access to such safe deposit box shall be the District Governor and the District Treasurer.

c. As securities of the District mature, it shall be the duty of the District Governor and the District Treasurer to convert such securities into cash for deposit into the District cash account, and to reinvest the proceeds as soon as possible pursuant to the instructions of the District Finance Committee.

7. Transfer of books and records

a. The District Finance Committee must deliver to the incoming District Finance Committee the financial books and records of the District prior to the September District Finance Committee meeting.

8. Financial Compilation

The District Finance Committee shall arrange for a compilation of the books of the District Treasurer no later than July 31 after the close of the District fiscal year. A copy of the compilation shall be sent to the District Governor, District Governor Elect, District Governor Nominee, District Treasurer, Assistant Treasurer, every club, and any Rotarians who request a copy in writing.

D. Financial Review Committee

1. Responsibilities

The Responsibilities of the Financial Review Committee shall be to:

a. Perform the annual review of the District Operating Account of the Rotary year immediately past using the prescribed review checklist as provided in Appendix A.

b. Distribute copies of the Financial Review Committee report at least 30 days prior to the midwinter meeting of the Finance Committee to:

i. Governor

ii. Governor Elect

iii. Governor Nominee

iv. All members of the Finance Committee.

v. Any District 7630 Rotarian requesting a copy

c. Report findings to the Finance Committee at its midwinter meeting.

d. Review all event income and expense items of the District Conference, District Assembly and Presidents Elect Training Seminar and report its findings to the Finance Committee at its fall meeting.

2. Membership and Qualifications

a. The District Governor shall appoint members of the District financial Review Committee who must have the following qualifications:

- i. Be a Rotarian in good standing.
- ii. Be a recognized professional in the area of finance.
- iii. Cannot serve concurrently on the Finance Committee.
- iv. Cannot have served as District Treasurer during the budget review year.

E. Rotary Foundation Committee

1. Responsibilities

The responsibilities of the Rotary Foundation Committee shall be to:

- a. Assist the Governor in the promotion of the goals and objectives of the Rotary Foundation.
- b. Serve as a liaison between the Secretariat of Rotary International/staff of The Rotary Foundation and those clubs and individuals who are supporting the activities of the Rotary Foundation.
- c. Inform the Governor, by written report, of the progress of the committee on January 1 and June 30 (responsibility of the chair)
- d. Authorize a plan of allocating the Rotary Foundation Designated Funds (DDF) annually by a District Committee that includes the DG, DGE, DGN and the Foundation Chair for the year the money will be received. In addition, a member from each of the following clubs: Top 2 Per Capita clubs (annual fund) and top dollar club (annual fund). In the case where there are duplicate clubs involved, the next on the list for top Per Capita clubs will be asked to serve on the Committee.

2. Committee Membership

a. The chair of each subcommittee delineated in Section E. 3a below of this Article and each Foundation advocate is a member of the District Rotary Foundation Committee.

b. The Chair of the Committee:

- i. Shall, if possible, be a Past District Governor.
- ii. Shall have served as Chair of one of the District Rotary Foundation subcommittees.
- iii. Is appointed for a period of three years.
- iv. Is selected by the Governor in consultation with the DGE and the DGN.

c. During the year prior to the one in which he/she is to serve, the District Foundation Committee Chair, in consultation with District Governor Elect, shall appoint a District Rotary Foundation Treasurer to serve during their term. The District Rotary Foundation Treasurer shall be responsible for collecting,

administering and distributing all funds received by the District for or from the Rotary Foundation of Rotary International in accordance with the rules and policies of that Foundation and shall comply with the audit requirements of the District and Foundation.

d. To safeguard and preserve the funds entrusted to the District by the Rotary Foundation, the District Rotary Foundation Treasurer shall establish and maintain a non-interest bearing account in a Federally insured bank. No other funds shall be deposited in this account. Withdrawals and disbursements from the account shall require the signatures of the District Rotary Foundation Committee Chair and the District Governor. At the conclusion of each Rotary year, the District Rotary Foundation Treasurer shall cause an audit to be performed by an independent accountant who shall deliver copies of the audit (as defined by the Rotary Foundation) report to the District within ninety days after the conclusion of the Rotary year.

F. Membership Development, Retention and Extension Committee

1. Responsibilities

The responsibilities of the Membership Development, Retention and Extension Committee shall be to:

- a. Foster Membership Development, Retention and Extension.
- b. Intensify efforts to achieve internal growth and retain membership.
- c. Create standing subcommittees for:
 - i. Development
 - ii. Extension
 - iii. Retention

2. Membership

The Committee Membership shall represent the geographical make up of District 7630.

- a. The Chair of the Committee shall be appointed by the Governor.
- b. A special representative recommended by the extension Chair and appointed by the Governor for each provisional club.

3. New Club Formation

- a. A special assessment of \$1.00 per member based on July 1 membership shall be billed to the clubs by the District Treasurer to support the formation of each new club.
- b. All monies relating to a new club formation shall be handled by the District Treasurer.
- c. No funds shall accrue to the District as a result of profit from the billing. Such funds shall be expended by the District Governor for adequate equipment and supplies for the new club and the remaining balance presented to the newly Chartered Club.

G. New Generations Committee

1. Responsibilities

The responsibilities of the New Generations Committee shall be to:

- a. Provide information on all youth services programs.
- b. Promote activity in all youth services programs.
- c. Inform the Governor, by written report, of the progress of the Committee on January 1 and June 30 (responsibility of the Chair).

2. Membership

- a. The Chair of each subcommittee delineated in Section G. 3a below of this Article are members of the Committee.
- b. The Governor shall appoint a Chair of the Committee.

3. Subcommittees

- a. The following subcommittees shall be appointed:
 - i. Rotaract Subcommittee
 - ii. Interact Subcommittee
 - iii. Rotary Youth Leadership Awards (RYLA) Subcommittee
 - iv. Youth Exchange
 - v. Youth Protection
- b. Membership
 - i. Membership on each subcommittee shall be appointed by the Governor and should represent the geographical make up of District 7630.
 - ii. The Chair of the New Generations Committee, in consultation with the Governor Elect, shall appoint the Chair of each subcommittee.

4. Public Relations

- a. The District New Generations Committee shall prepare and periodically review and, as necessary, amend a printed or electronic brochure to acquaint Rotarians with the programs, rules, regulations and procedures of District 7630 Youth Services.

H. Communications Committee

1. Responsibilities

The responsibilities of the Communications Committee shall be to:

- a. Provide guidance and advice to the District on ways to effectively communicate the mission, program and activities of Rotary to Rotarians, clubs and the general public.
- b. Advise District Rotarians of all Rotary International Communication tools including printed publications, electronic Communications and audiovisual materials for Rotarians and the general public.
- c. Assist clubs in their efforts to keep their membership informed of the objects and programs of Rotary International

- d. Assist clubs in development programs that will help to instruct and assimilate new Rotarians into the programs of Rotary
- e. Participate, at the Governor's request, in District Conferences, District Assemblies and other District meetings.

2.Membership

- a. Members of the Communications Committee shall be:
 - i. District Communications Chair
 - ii. District and Club Database Communications Chair
 - iii. District Newsletter editor
 - iv. District Rotary Foundation newsletter editor
 - v. District Webmaster
 - vi. District Public Relations Officer
- b. The Governor shall appoint a Chair of the Committee.

I. Awards and Citations Committee

1. Responsibilities

The responsibilities of the Awards and Citations Committee shall be to:

- a. Recognize Rotary clubs in District 7630 that perform outstanding service enhancing the image of Rotary and promoting the wider adoption of the object of Rotary.
- b. Select awards recipients and present the results of its deliberations to the Governor 30 days prior to the awards and citations presentations.

2. Awards and Citations may be given at any District event, as determined by the Awards committee with the approval of the District Governor.

3. Membership

- a. The Committee membership shall represent the geographical make up of District 7630
- b. The Chair of the committee shall be appointed by the Governor.

J. District Conference Committee

1. Responsibilities

The responsibilities of the District Conference committee shall be to assist the Governor in the planning, programming and logistical details for the District Conference, which:

- a. Promotes fellowship among Rotarians
- b. Disseminates Rotary information
- c. Conducts the business usually brought before a District Conference

2. Planning and Administration See Article IV below

3. Membership

- a. Chair who shall be appointed by the Governor.

- b. District Conference Treasurer
 - c. Additional members as deemed necessary by the Governor
4. Program
- a. Speakers and subjects shall be the responsibility of the Governor
 - b. Provisions for free-time activities for the partners should be included
5. Budget
- a. See Sections A.1 and B.1 below of Article V
 - b. A preliminary budget of the upcoming District Conference shall be presented at the fall meeting of the Finance Committee.
 - c. A final accounting of the funds expended in the immediate past District Conference shall be presented at the fall meeting of the Finance Committee, following that District Conference.
 - d. Each member club in the District agrees to contribute a prepaid conference registration fee based on the number of electors they were eligible to send to the previous annual District Conference. These fees will be paid prior to the end of December in each Rotary year and will be based on the District Conference budget, as approved by the Finance Committee. Each club shall designate to the Conference Chair how these funds should be allocated among attending club member(s). No refunds will be made under any circumstances, and the club funds may not be allocated against the cost of non-Rotarians or non-club members. Clubs will be refunded for the number of electors from that club that attend and pay full registrations for the District Conference.
6. Attendance
- a. All Rotarians and partners are encouraged to attend.
 - b. Each club shall submit the names of all of its delegates to the District Governor, or such person as the District Governor shall designate, not later than 30 days prior to the District Conference.

K. District Assembly

1. Responsibilities of the District Governor Elect and his or her trainer shall be:
 - a. To assist in the planning, programming, and logistical details of the District Assembly for the training of officers and committee chairs.
2. Planning and Administration of the District Assembly shall be governed by Article IV below.
3. Program
 - a. The program is planned by the Governor Elect in cooperation with the Governor.
4. Budget
 - a. See Sections A.2 and B.1 below of Article V

L. Presidents Elect Training Seminar (PETS) Committee

1. Responsibilities

The responsibilities of the Presidents Elect Training Seminar Committee shall be to train incoming club Presidents to provide leadership through:

- a. Rotary instruction on administrative duties
- b. Rotary International procedures
- c. Motivational and inspirational speakers
- d. Any other items the Governor Elect deems proper.

2. Planning and Administration

- a. See Article IV below. District 7630 is a member of a multi-District PETS called Chesapeake PETS, Inc.

3. Membership

- a. Membership includes the Governor Elect, the District Trainer, and other Rotarians named by the Governor Elect.

4. Program

- a. The District breakout program is developed by the Governor Elect and District Trainer.

5. Attendance

- a. Attendance is mandatory for club Presidents Elect.

M. Council of Governors

1. Responsibilities

The responsibilities of the Council of Governors shall be to:

- a. Serve as the District Nominating Committee.
- b. Assist in extension efforts.
- c. Serve as a resource to Governors Elect and Governors Nominee.
- d. Promote the Rotary International Convention.
- e. Participate in and support all District events.
- f. Assist in activities involving contacts outside the District such as Youth Exchange, and other areas of international contact and cooperation.
- g. In the event the sitting Governor or the Governor Elect (if after he/she has attended the International Assembly) is unable to serve out the term of office, the Council of Governors will select a successor from the Council of Governors starting with the immediate past District Governor. If the immediate past District Governor is unwilling or unable to serve, the selection for successor will then go in backwards succession order, the past District Governor prior to the immediate past District Governor and so on, until a successor accepts. While the selection would go in succession backwards, the Council of Governors would have final approval authority in the event that they deemed the candidate unsuitable or incapable of serving at the time based on cause and/or justifiable facts.

- h. Select from within their ranks the District representative to the Council on Legislation in accordance with the timeframe and policies mandated by Rotary International.
- 2. Membership
 - a. The Council of Governors consists of Past District Governors (PDG) and the current Governor leadership corps already identified by the District (e.g. DG, DGE, DGN, DGND). Also, any PDG's who are members of Rotary clubs in District 7630 are invited to be a member of the COG.
 - b. The Chair shall be the immediate Past District Governor
- 3. Meetings

There shall be at least four meetings called and directed by the immediate Past District Governor as follows:

 - a. A fall meeting.
 - b. A meeting within the month following the end of the International Assembly.
 - c. A Nominating Committee meeting.
 - d. Annual retreat in June or July.

N. District Youth Protection Review Committee

- 1. Responsibilities
 - a. Investigate and follow through on any allegation of abuse or harassment within the District.
 - b. Reviews and revises, as necessary, the district's Youth Protection Policy and risk management procedures.
 - c. Performs all duties and investigations as described in the District Youth Protection Policy.
- 2. Membership
 - a. District Governor
 - b. District Youth Protection Officer
 - c. District New Generations subcommittee Chairs.
 - d. Any other Rotarians and non-Rotarians at the District Governor's discretion.

ARTICLE IV

PLANNING AND ADMINISTRATION FOR DISTRICT CONFERENCE, ASSEMBLY, PRE-PETS AND PETS

A. Meeting Notices

- 1. Preliminary Notice

A preliminary notice shall be given to all clubs, Assistant Governors, Past Governors and Committee Chairs 60 days prior to the upcoming meeting and shall include, but not be limited to, the following:

- a. Venue
 - b. Date and duration of the meeting
 - c. Purpose of the meeting
 - d. Who should attend
 - e. Provisions for proposals and resolutions
2. Official Notice
The official notice shall be given to all clubs, Assistant Governors, Past Governors and Committee Chairs 30 days prior to the meeting and shall include, but not to be limited to, the following:
- a. All preliminary notice requirements
 - b. Proposed agenda
 - c. Registration form with costs
 - d. Resolutions and proposals to be considered
3. Methods of Notice
Notice shall be by two or more direct means of communications, including but not limited to first-class mail, e-mail, telephone, fax, or other recognized methods.
4. Resolutions
Shall be voted on by all active Rotarians present and registered at the District Conference, District Assembly, and District PETS provided, however, that in the event of a challenge, the vote shall be by the designated electors.

ARTICLE V **DISTRICT EXPENSES AND FUNDING**

A. Meeting Expenses

The Governor Elect shall have included in the budget sufficient amounts to fund the following anticipated meeting expenses:

1. District Conference
The budget shall include amounts to:
 - a. Fund expenses of the Conference
 - b. Offer an allowance for speakers
 - c. Purchase a gift for the Rotary International President's representative
2. District Assembly
The budget shall include amounts to:
 - a. Fund expenses of the Assembly
 - b. Offer an allowance for speakers
3. District Seminars

The budget shall include a sufficient amount to pay for the expenses of the following seminars:

- a. Presidents Elect Training Seminar (PETS) and PRE-PETS
- b. Rotary Membership Seminar
- c. Rotary District Foundation Seminar
- d. Rotary District Grants Seminar

B. Travel Expenses

Allowances and reimbursements shall be made for the District officers and their partners as listed below to attend the following District, Zone and international level Rotary events:

1. International Convention

- a. The Governor Elect and partner shall receive:
 - i. Round-trip lowest coach fare published 30 days prior to travel.
 - ii. Room and board at the host hotel or an equivalent establishment if space should not be available at the host hotel.
 - iii. Registration fees and miscellaneous ordinary and necessary expenses directly related to the Rotary convention.
- b. The amount of the allowance for the Governor Elect, and his or her respective partner is to be reviewed annually by the Finance Committee.

2. International Assembly

- a. Rotary International pays all expenses for the Governor Elect except miscellaneous expenses.
- b. The Governor elect shall receive an allowance to cover miscellaneous expenses including gifts.

3. Rotary Institutes Zones 33-34

An allowance shall be made to cover the expenses for attending zone meetings by the Governor, Governor Elect, the Governor Nominee, and their partners as follows:

- a. Round-trip travel in the most economical manner reasonable under circumstances.
- b. Room and board at the Zone specified venue
- c. Registration fees
- d. Ordinary and necessary expenses directly related to the meeting
- e. District contribution in the amount requested by the Zone

4. Club Meetings

District Rotary Clubs shall pay for meals for the District Governor, Assistant Governor, and Foundation Advocates during official visits.

5. Other Travel

Funds shall be budgeted to provide travel expenses, room and board with respect to Rotary functions for the Governor and partner not otherwise covered in this section.

C. Miscellaneous Expenses

1. Promotion of Rotary:

The Governor is a volunteer worker in Rotary International sacrificing much time and effort and shall be reimbursed for out-of-pocket expenses incurred to promote Rotary in District 7630. A sufficient amount shall be budgeted to cover this expense.

2. Standing and Other Committees

All Committee Chairs shall, prior to the fall meeting of the Finance Committee, prepare a budget for expenses for the coming year. The amounts, after review, shall be incorporated into the proposed budget of the Governor Elect.

3. Retirement Gifts

The following retiring District Officers shall receive suitable gift:

- a. Retiring Governor
- b. Retiring Treasurer
- c. Retiring Secretary
- d. Retiring aide to the Governor
- e. Retiring Assistant Governors

4. Administrative Expenses

All administrative expenses including, but not limited to, the following items are to be budgeted:

- a. Printing
- b. Postage
- c. Telephone
- d. District Directory
- e. Publicity and Public Relations
- f. Other necessary administrative expenses

D. Transfer of Budgeted Items Between Expense Categories

1. The Governor may make transfers between categories with the concurrence of the Finance Committee.

2. The Governor may not exceed total budget, in making these transfers, without the approval of the Finance Committee.

E. Emergency or Other Expenses

Approval of the Finance Committee is mandatory for all emergency expenses.

ARTICLE VI
DELINQUENT CLUBS

A. Delinquent Clubs

1. Any club which has not paid its July billing of the District dues by October 1st or has not paid its January billing of the District dues by March 15th, shall be considered delinquent and shall be so notified by the District.
2. Shall have no voting rights in Rotary International and/or in District 7630.
3. Will receive no services from Rotary International and/or District 7630.

ARTICLE VII
INTERNATIONAL ROTARY FELLOWSHIPS

A. International Rotary fellowships shall be encouraged by District 7630. Their purpose shall be that which is expressed in their charter. Any activities other than those expressed in the charter shall be specifically and individually authorized by the Governor.

ARTICLE VIII
DISTRICT SPOKESPERSON

A. Only the Governor may speak officially for District 7630 and Rotary International, within the District.

ARTICLE IX
ADMINISTRATIVE AND MEETING PROCEDURE

A. The Rotary International Manual of Procedure takes precedence in any conflicting matter.

B. The Chairman of each Rotary meeting, assembly, conference or convention shall decide all matters of procedure not specifically covered by the constitution, bylaws or special rules of procedure adopted by Rotary International. Such matters of procedure shall take into consideration basic fairness, subject to the right of appeal to such assembly. (Rotary International Bylaws, Article XIX, Section 19.040)

C. Guidelines and procedures for Districts are delineated in Part One, Chapter 2 of the Rotary International Manual of Procedure and in Article XV of the Rotary International Bylaws.

D. All references to the Rotary International Manual of Procedure and to the Rotary International Bylaws in this Rules of Procedure (dated February 2013) shall refer to the most recently adopted Rules of Procedure.

ARTICLE X
AMENDMENTS

A. The following procedures shall be used to amend the most recently adopted Rules of Procedure document at the District Conference:

1. All resolutions, amendments, and proposed changes in these Rules of Procedure may be considered at a District Conference, and shall be circulated to all clubs in the district at least 30 days prior to the day of the vote.
2. Amendments may be proposed by any club in good standing in District 7630 or by any established District Committee.
3. All resolutions, amendments, and proposed changes originated by the clubs, must be delivered to the District Governor at least 90 days prior to the District Conference for consideration by the proper District Committees. Amendments proposed by the District Committees shall be forwarded to the District Governor 45 days prior to the day of the vote.
4. Amendments must be approved by a two-thirds majority of the delegates present.

APPENDIX A
Rotary International District 7630
Annual Review of the District Operating Account- Financial Review
Committee's Annual Financial Review Procedures Checklist

Review Period (Rotary Year): _____

District Governor for Review Year: _____

District Treasurer for Review Year: _____

This checklist is intended to be a guide for the Financial Review Committee and should be completed by the committee using professional judgment as to what documents should be reviewed utilizing a sampling of such documents then determining and documenting if additional procedures are required

Review Procedures	Yes	No	N/A	Comments
1. Review check request forms				
a. Verify required dual signatures	---	---	---	
b. Review supporting documentation	---	---	---	
c. Review canceled checks for check amount and dual signatures	---	---	---	
2. Review bank reconciliations and related activity				
a. Agree reconciled balances to general ledger	---	---	---	
3. Review of financial statements and related accounting				
a. Trace general ledger accounts to financial statements	---	---	---	
b. Review revenue and expense items to determine if they are properly categorized	---	---	---	
c. Compare account balances to prior year balances; Identify/explain any unusual fluctuations	---	---	---	
d. Review significant budget variances for reasonableness	---	---	---	
4. Verify applicable tax filings:				
a. Return of Organization Exempt From Income Tax (IRS 990)	---	---	---	
1. Verify valid extension filed if current year return not yet filed	---	---	---	
2. If current year return on extension, verify prior year return filed	---	---	---	
5. Ensure that all insurance policies are current	---	---	---	
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Completed by: _____ Signature: _____ Date: _____