



Rotary District 7630 Rules of Procedure



ARTICLE I ORGANIZATION

A. Leadership

1. Rotary District 7630 is under the leadership of a District Governor who is selected by the Nominating Committee in the District and elected as District Governor at the Rotary International Convention.
2. There shall be a District Leadership Team which shall include all of the individuals cited in Article II of these Rules of Procedure and may also include such committee chairs and other District Rotarians as the District Governor shall invite to serve on the Leadership Team. The District Leadership Team shall assist the District Governor in the management and supervision of District 7630 and in fulfilling all the duties and responsibilities assigned by Rotary International. The Leadership Team shall:
 - a. Serve as the primary advisory body to the District Governor
 - b. Perform individual duties as outlined in these Rules
 - c. Meet at least quarterly during the Rotary Year to discuss and report on Rotary business and issues.
3. The District Governor Elect and District Governor Nominee shall assist the District Governor in clearly specified functions.
4. The following standing committees (and any other committees to meet specific objectives as needed) shall carry out the goals of District 7630:

Nominating	Public Image
Finance	Awards and Citations
Rotary Foundation	District Conference
Membership Development, Retention and Extension	Policy and Procedures
Youth Services	Council of Governors
District Youth Protection Review	

ARTICLE II
DUTIES AND RESPONSIBILITIES OF DISTRICT LEADERS

A. District Governor

The District Governor shall:

1. Convene such District meetings as shall be required or necessary.
2. Authorize and coordinate all expenditures from current budgeted funds with the Treasurer and the Finance committee.
3. Approve all District committee appointments and fill vacancies in any committee for the unexpired term of the original appointee.
4. Engage an independent contractor to serve as District Executive Secretary, with the concurrence of the District Finance Committee.
5. Perform the duties for this office as delineated by Rotary International.
6. Visit each Club in the District in his¹ official capacity as District Governor.
7. Be a voting member of all District Committees, unless otherwise cited in these Bylaws
8. Perform such other duties as he shall determine.

B. Vice Governor

The Vice Governor shall:

1. Serve as the de facto District Governor in the event of the District Governor's death, disability or unwillingness to serve.
2. Be selected by the Council of Governors at such time as the need for a Vice Governor should arise.

C. District Governor Elect

1. The District Governor Elect shall attend:
 - a. All training programs mandated by Rotary International;
 - b. Pre-PETS;
 - c. PETS;
 - d. District Conference;
 - e. District Assembly;

¹ The masculine pronoun is used throughout and shall include the feminine gender as applicable.

- f. Zone Institute;
 - g. Council of Governors meetings;
 - h. Leadership team meetings;
 - i. Finance Committee meetings;
 - j. Foundation Committee meetings;
 - k. Such other meetings as requested by the District Governor.
2. Appoint the following officers to serve during the District Governor Elect's tenure as District Governor:
 - a. District Secretary;
 - b. District Treasurer;
 - c. Lieutenant Governor, if so desired;
 - d. Assistant Governors (as many as deemed necessary).
 3. Appoint all standing and other committee chairs that will serve during his tenure as District Governor.
 4. Solicit a proposed budget from each of the committees.
 5. Publish and distribute a District Directory during the first quarter of the Rotary Year, in which he is District Governor, to include, but not be limited to:
 - a. Names of Leadership Team, Club Presidents and Club Secretaries, including all appropriate contact information.
 - b. District 7630 Rules of Procedure.
 6. Distribute electronically the District Directory in the year he is District Governor to each of the following:
 - a. Provide, as requested, printed copies to:
 - (i) Leadership Team
 - (ii) Council of Governors
 - (iii) Club members
 7. Convene, plan, prepare, and conduct programs, in cooperation and coordination with the District Trainer, for:
 - a. Pre-PETS training session prior to the Presidents Elect Training Seminar of that year;
 - b. Presidents Elect Training Seminar in conjunction with the Chesapeake multi-district PETS program;
 - c. District Assembly.
 8. Prepare and distribute to the Finance Committee by March 1 of his year the following:
 - a. Zero-base preliminary budget proposal;
 - b. Per capita dues proposal.

D. District Governor Nominee

1. The District Governor Nominee shall attend:
 - a. All training programs mandated by Rotary International;
 - b. Pre-PETS;
 - c. PETS;
 - d. District Conference;
 - e. District Assembly;
 - f. Zone Institute;
 - g. Council of Governors meetings;
 - h. Leadership team meetings;
 - i. Finance Committee meetings;
 - j. Foundation Committee meetings;
 - k. Such other meetings as requested by the District Governor and/or the District Governor Elect.

2. The District Governor Nominee shall identify people to fill leadership roles for their year as District Governor.

E. District Governor Nominee Designate

1. The District Governor Nominee Designate shall attend:
 - a. All training programs mandated by Rotary International;
 - b. Pre-PETS;
 - c. PETS;
 - d. District Conference;
 - e. District Assembly;
 - f. Zone Institute;
 - g. Council of Governors meetings;
 - h. Leadership team meetings;
 - i. Finance Committee meetings;
 - j. Foundation Committee meetings;
 - k. Such other meetings as requested by the District Governor and/or the District Governor Elect.

2. The District Governor Nominee Designate shall identify people to fill leadership roles during their year as District Governor.

F. Assistant Governor

The Assistant Governor shall:

1. Visit the assigned clubs at least four times during the Rotary year as a resource for the club.

2. Assist club presidents in all phases of club operations.
 - a. Completing club objectives and strategic planning;

3. Accompany and introduce the District Governor during official visits.
4. Encourage clubs to have quarterly assemblies and to have members attend scheduled club meetings.
5. Inform the District Governor of programs of interest, problems and achievements, which can serve the interests of the clubs and their officers.
6. Distribute information and encourage attendance at district meetings, special events and activities of interest.
7. Attend and participate in the following district meetings:
 - a. District Conference;
 - b. District Assembly;
 - c. Pre-Presidents Elect Training Seminar (Pre-PETS);
 - d. Presidents Elect Training Seminar (PETS).
8. Perform any other duties on task forces, committees and special assignments as assigned by the District Governor.
9. Perform the duties for this office as delineated by Rotary International.
10. Conduct periodic meetings with all Area Presidents.
11. Serve for a term of three consecutive years and such additional number of years as requested by the District Governor.
12. Shall, if possible, be graduates of the Rotary Leadership Institute.

G. District Treasurer

The District Treasurer shall:

1. Be responsible for all District funds and financial reports during their term and continuing until the new District Treasurer starts.
2. Maintain books and records on the accrual basis of accounting for all the District funds using QuickBooks accounting software and retain copies of all supporting documents in accordance with the Rotary District 7630 Retention and Destruction policy.
3. Deposit all District 7630 funds in an FDIC insured institution. The account will be named Rotary International District 7630. There will be no separate bank accounts except for the Rotary International District 7630 Foundation Committee account.

4. Oversee the credit card processing of all District funds.
5. Prepare all District invoices, i.e. semi-annual dues and others as needed.
6. Disburse funds by check or other approved mechanism, e.g. EFT, upon receipt of proper supporting documents and approval by the District Governor (either by signature or by email) in accordance with the budget guidelines. Any check/ETF disbursement greater than \$1,000 requires two signatures. The signatories on the account(s) will be the District Governor and the District Treasurer.
7. Attend all Finance Committee meetings and present the following prior month's reports:
 - a. Balance Sheet compared to prior year's report of the same date.
 - b. Profit and Loss, year to date, on a comparative basis with the previous year.
 - c. Profit and Loss, year to date, on a comparative basis with the Budget.
8. Engage an independent Certified Public Accounting Firm to prepare the annual compilation of the financial statements in accordance with accounting principles generally accepted in the United States of America and to prepare the required tax forms (e.g. 1099; form 990, 990-EZ or 990-N), related to their term as District Treasurer. The Treasurer will review, sign, and file the tax forms related to his term as District Treasurer.
9. Deliver to the Finance Committee by July 31, a final accounting for the respective year, including all books and records, both hard copies and electronic software backup.
10. Analyze the accounting process including software, i.e. to simplify or clarify the functions while adhering to good oversight and internal controls. If needed, make recommendations.
11. Participate in District activities, if possible:
 - a. District Conference
 - b. District Assembly
 - c. District Training Seminars as requested by District Governor
12. Ensure all persons handling District funds are properly bonded, cost to be borne by the District.
13. Be experienced in QuickBooks and if possible be a licensed C.P.A.
14. Serve no more than three (3) consecutive years.

H. **District Secretary**

The District Secretary shall:

1. Attend all meetings of the Leadership Team and Finance Committee and other meetings as directed by the District Governor and maintain records of all actions taken at the meetings.
2. Distribute minutes of any such meetings within 10 days.
3. Attend the District Conference and the District Assembly and maintain records of all actions taken and decisions made at each meeting.
4. Prepare and collect all correspondence and other materials relating to the position of District Secretary in accordance with the District 7630 Retention and Destruction Policy.
5. Notify, at the discretion of the District 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 Training Seminar at the District Assembly.

I. **Lieutenant Governor**

1. The District Governor Elect, at his option, may designate a Lieutenant Governor to serve during the District Governor Elect's tenure as District Governor, who shall perform such duties as shall be assigned by the District Governor; however, the Lieutenant Governor shall not perform duties specifically assigned to the District Governor as delineated by Rotary International.

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 Pre-PETS and 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. Be a Past District Governor who has experience as a Trainer or a Rotarian with a professional background in training.

K. **Parliamentarian**

The District Parliamentarian shall:

1. Advise and counsel the District 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 Rotary International 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. Serve not 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 District Governor Elect shall publish committee assignments to include chairs and members.

B. Nominating Committee

1. Responsibilities
 - a. Meet in closed session to:
 - (i) Review the resumes of and interview potential District Governor Nominee Designate candidates;
 - (ii) Select the best available credentialed candidate for District Governor Nominee Designate.
 - b. Should encourage clubs in District 7630 to present candidates for consideration as District Governor Nominee Designate.

2. Membership and Quorum
 - a. The Nominating Committee for District Governor shall be established and comprised of the following:
 - (i) The immediate Past District Governor who shall serve as Chair. The Chair shall be a non-voting member of the committee except where needed to break a tie;
 - (ii) The District Governor who shall serve as the Vice Chair;
 - (iii) One (1) member from each Area in the District and one (1) Alternate from a different club in each Area, who shall be Past Club Presidents or current Club Presidents. The Area member and alternate shall be selected by the club presidents in that Area prior to December 15 of each year. Areas that have been divided into two or more parts for administrative purposes shall be considered one Area. Assistant Governors shall coordinate the member and alternate selection process in their Area and all clubs shall be notified of the makeup of the committee members and alternates;
 - (iv) No more than one (1) member of any club may serve as a member of the Nominating Committee in any given year;
 - (v) If any member of the Nominating Committee is a member of a club that has a candidate for election to District Governor, the Area alternate shall replace that member on the committee. If the alternate is also a member of a club that has a candidate, the District Governor shall appoint a Past President and/or current Club President from a club in that Area with no candidate, to replace the alternate. If either the Chair or Vice Chair has a member from their club who is a candidate, they shall abstain from the voting process.
3. Procedure for selection of District Governor Nominee
 - a. The District Governor shall initiate the District Governor nominating process on or before October 1 of each year by sending a notice to all clubs soliciting suggestions for the Office of District Governor.
 - b. The notice shall specify an October 31 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 December 31.
 - c. The Committee shall meet on or before January 15 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 to interview 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 January 31.
 - i. Only those Nominating Committee members present shall be eligible to vote.
 - j. If the Committee cannot agree upon a candidate, the District Governor Nominee- Designate shall be elected by a mail ballot as provided for in the Rotary International Bylaws.
 - k. In the event of rejection of a District Governor Nominee-Designate by Rotary International as per Rotary International Bylaws, the District Governor shall follow the procedure in the Rotary International Bylaws. Using the ballot-by-mail specifications described in the Rotary International Bylaws.

C. **Finance Committee**

1. Responsibilities

- a. Oversee and review the funds and records for the District as maintained and prepared by the District Treasurer, and with the assistance of the District Governor ensure the funds are allocated in accordance with the budget.
- b. Advise the District Governor and the District Treasurer on District financial matters.
- c. Review, and if appropriate approve, budget overruns and any other release of funds for activities/projects not previously included in the established budget. The overrun may be limited to the greater of 1) 25% of the budgeted expenses for the given fiscal year or 2) 50% of the District Reserve for the given fiscal year, both of which are limited to the amount of actual cash in the bank account. The approval will be recorded in the minutes.
- d. Review and approve if applicable the District Budget as prepared by the District Governor Elect and incoming Treasurer prior to its release to the Club Presidents-elect and secretaries. This document is to include the proposed budget, the current year's budget and the prior year's actuals in comparison to budget, delineating any significant variances.
- e. Review and approve if applicable the per capita contribution for the upcoming fiscal year as prepared by the incoming Treasurer.
- f. Receive the final compilation and items of record for the prior fiscal year, as submitted by the District Treasurer. Review the reports, and if in conformity with accounting principles generally accepted in the United States of America, provide a copy of the reports to each club within the District prior to the District Conference, at which time it will be presented.

- g. Meet at least quarterly to discuss the matters above and any other financial matters pertaining to the District.
- h. Review recommendations from the District Treasurer as they relate to accounting and reporting procedures, as well as suggest modifications to the procedures, and if applicable, approve them for implementation. Notify others, with need to know, of the changes.
- i. Comply with the District 7630 Retention and Destruction Policy.

2. Membership

- a. The Finance Committee shall be comprised of nine (9) voting members: the District Governor, the District Governor Elect, the Immediate Past District Governor, three (3) Rotarians with a financial or accounting background, the District Secretary, the District Treasurer and incoming District Treasurer; and ex-officio District Governor Nominee.
- b. The District Governor Nominee shall appoint one Rotarian with a financial or accounting background for a term of three (3) years to commence July 1 of his year as District Governor Elect. Such member shall not serve more than three (3) consecutive years.
- c. The Chairman shall be the District Governor appointee with a financial or accounting background who has seniority on the Committee.

3. District Finances

- a. Expenditures during the period of each July 1 through June 30 shall be limited to a total of:
 - (i) All bank balances transferred to the District Treasurer from the previous Rotary year.
 - (ii) Plus any amounts received by the District Treasurer during the current term from additional sources, including but not limited to dues, fundraising income and income from investments;
 - (iii) Plus, any prepaid expenses or receivables as of June 30th
 - (iv) Less, any accounts payable or accrued expenses as of June 30th
 - (v) Minus an amount equal to thirty percent (30%) of the budgeted revenue to the District from club dues approved for the current term, plus any restricted funds, the administration of which shall be maintained and transferred to the succeeding District Treasurer. This amount shall be known as the District Reserve;
- b. At the end of each fiscal year, any unrestricted, undesignated, net assets (cash and cash equivalents and/or investments) in excess of the 30% stated in item 3a. above as calculated by the District Treasurer, shall be credited back to the clubs on a per capita basis in two equal installments on their September and January semiannual dues billing.
- c. Notwithstanding any provisions contained in these Rules of Procedure to the contrary, no Rotarian shall enter into any commitment or non-budgeted

binding contract on behalf of District 7630 involving expenditures without prior approval of the District Finance Committee.

- d. Working in cooperation with the District Governor and Treasurer, ensure District's expenditures are made within budget guidelines. 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 established by the District Treasurer, in consultation with the Incoming Treasurer and approved by the Finance Committee, by dividing the proposed budgeted District expenses for the upcoming fiscal year by the actual total District reported membership (except honorary members) as of the preceding July 1st. This amount will be paid by each club in the District to cover all the budgeted District expenses for the forthcoming year. The per capita contribution will be billed as dues to each club.
- b. The dates of the semi-annual billings prepared by the Treasurer shall be September 1st and January 1st with payments due no later than October 15th and February 15th, respectively.
- c. For a newly chartered Rotary Club, the per capita contribution will be 1) fifty (50) percent of the total per capita contribution (prior to any credits) for clubs formed between July 1st and December 31st or 2) twenty five (25) percent of the total per capita contribution (prior to any credits) for clubs formed between January 1st and June 30th. The calculation will be based on charter members and billed by the District Treasurer.
- d. In the year in which a new Rotary club is chartered, each club in the District will contribute a per capita amount to offset start-up costs and the excess of funds transferred to the newly chartered club.

5. District Budget

- a. As stated in Section C(1) of Article III, the Finance Committee shall approve the upcoming budget and it shall be distributed to the District clubs a minimum of 30 days prior to the District Assembly, or at other such time as the District Governor Elect selects, at which time it will be presented and approval sought.
- b. The budget may include allocations for the following expenses:
 - (i) All general expenses of the District Secretary and the District Treasurer and any other officer deemed appropriate.
 - (ii) District Conference
 - (iii) District Assemblies

- (iv) Council of Governors
- (v). Transportation (economy fare) to and from International Convention and hotel accommodations and meals for the District Governor Elect and his partner
- (vi) Travel (economy fare) and hotel accommodations and meals at the Rotary Zone Institute for the District Governor Nominee, the District Governor Elect and their partners and any other officer deemed appropriate.
- (vii) Appropriate expenses of the District Governor, District Governor Elect, and the District Governor Nominee and any other officer.
- (viii) Costs related to the engagement of a District Executive Secretary or any other position.

- c. The District Budget shall not cover any expenses made by any Rotarian or Rotary partners not identified by these Rules of Procedure unless approved by the Finance Committee due to extenuating circumstances.
- d. At the time of presentation at the District Assembly and prior to final approval, any line item in the proposed budget may be amended, deleted or modified as deemed appropriate by an affirmative vote of three quarters (3/4) of the votes of the attending Presidents Elect or their respective designees. Final approval of the District Budget is affirmed by three quarters (3/4) of the votes of attending Presidents Elect or their respective designees.

6. District Securities

- a. If securities are received by the District, the District Governor and District Treasurer will be responsible for converting the securities into cash and depositing those funds as quickly as possible into the bank account of Rotary International District 7630. The intent is not to hold securities long term.

7. Transfer of Books and Records

- a. The District Finance Committee will oversee the transfer of the books and records from the former Treasurer to the current District Treasurer by July 31st.

8. Financial Compilation and Tax Return

- a. The District Finance Committee may assist the District Treasurer in engaging a firm to prepare the annual compilation and required tax returns.
- b. A copy of the compilation will be sent to:
 - i. District Governor
 - ii. District Governor Elect
 - iii. District Governor Nominee
 - iv. Immediate Past District Governor

- v. District Treasurer
- vi. District Incoming Treasurer
- vii. Immediate Past District Treasurer
- viii. The President and Secretary of each Club in the District
- ix. Any District 7630 Rotarian who submits a written request

- c. A copy of the tax return will be sent to those listed in section b above, other than President and Secretary of each Club in the District

D. Rotary Foundation Committee

1. Responsibilities

- a. Assist the District 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 District Governor, by written report, of the progress of the committee on December 1 and June 1.
- d. Authorize a plan of allocating the Rotary Foundation District Designated Funds (DDF) annually by a District Committee that includes the following: District Governor, District Governor Elect, District Governor Nominee, Foundation Chair, District Grants Chair and Global Grants Chair for the year the money will be received. In addition, the committee will include a member from each of the following clubs: Top 2 per capita clubs (Annual Fund) and top dollar/overall giving club (Annual Fund). If where there is duplicate representation of a club on the committee, the next top per capita club will be asked to serve on the Committee.
- e. Maintain a Financial Management Plan for managing the District Rotary Foundation finances for the Rotary Foundation; the scope of which is limited to those finances pertaining to the District's stewardship over District Designated Funds (DDF). The Financial Management Plan shall incorporate the criteria for awards of District and Global Grants.
- f. This report will be made available to all interested Rotarians.
- g. Prepare a report delineating the use of the District Designated Funds, which shall include projects, club names, the lead individuals, the amount of each grant, and a detail of the related grant expenditures. An interim report on current-year activities shall be presented at the District Conference.

2. Committee Membership

- a. The following shall be the members of the District Rotary Foundation Committee:
 - (i) Foundation Chair
 - (ii) Foundation Treasurer
 - (iii) District Governor
 - (iv) District Governor Elect

- (v) District Governor Nominee
 - (vi) Subcommittee Chairs
 - (vii) And such additional members as shall be designated by the Foundation Chair and approved by the District Governor.
- b. The Chair of the District Rotary Foundation Committee:
- (i) Shall, if possible, be a Past District Governor or shall have served at least three consecutive years as a member of the Rotary Foundation Committee;
 - (ii) Shall be appointed for a period of three years;
 - (iii) Shall be selected by the District Governor in consultation with the District Governor Elect and the District Governor Nominee.
 - (iv) Ensure the District becomes qualified annually in order to receive grant funding from the Rotary Foundation.
 - (v) Ensure that all clubs are able to qualify for Rotary Foundation grants.
- c. During the year prior to the one in which he is to serve, the District Foundation Committee Chair, in consultation with the District Governor Elect, shall appoint a District Rotary Foundation Treasurer to serve during his 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 reporting requirements of the District and Foundation.
- d. A separate non-interest-bearing bank account will be established in the name of “Rotary International District 7630” specifically from funds received by the Rotary Foundation and for the disbursement of grants to clubs within the District. The account will require dual signatories being a combination of the District Treasurer, District Governor and the Stewardship Committee Chair. No other funds or disbursements of the District are to be run through this account. At the conclusion of each year, the District Treasurer will appoint a committee of no less than three independent accountants to review the bank account activity for the fiscal year and compare that activity against the grants awarded to the clubs. Grants awarded to the clubs should be reviewed by this committee for compliance in accordance with the Rotary District 7630 Financial Management Plan. The Committee will issue a report on any findings within 90 days of the fiscal year end and deliver that report to the District Finance Committee.

E. Membership Development, Retention and Extension Committee

- 1. Responsibilities
 - 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
 - a. The Committee Membership shall represent the geographic area of District 7630.
 - b. A special representative recommended by the extension Chair and appointed by the District Governor for each provisional club.
- 3. New Club Formation
 - a. A special assessment established by the Finance Committee based on July 1 membership shall be billed to the clubs by the District Treasurer to support the formation of each new club and shall be made within thirty (30) days following the official date of the chartering of each new club. Historically this assessment has been \$1 per member.
 - 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.

F. **Youth Services Committee**

- 1. Responsibilities
 - a. Provide information on all Youth Services programs.
 - b. Promote activity in all Youth Services programs.
 - c. Inform the District Governor in writing of the progress of the committee as requested.
 - d. Comply with Rotary International Youth Protection Policy, District 7630 Youth Protection Policy and applicable Maryland and Delaware State Laws.
- 2. Membership
 - a. The following shall be the members of the Youth Services Committee:
 - (i) Youth Services Chair
 - (ii) District Governor
 - (iii) District Governor Elect
 - (iv) District Governor Nominee
 - (v) Subcommittee Chairs
 - (vi) And such additional members as shall be designated by the Youth Services Chair and approved by the District Governor.
 - b. Committee Members
 - (i) Membership on each subcommittee shall be appointed by the District Governor and should represent the geographic area of District 7630;

- (ii) The Chair of the Youth Services Committee, in consultation with the District Governor Elect, shall appoint the Chair of each subcommittee for the upcoming Rotary year.

3. Public Image

- a. The District Youth Services 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.

G. District Youth Protection Review Committee

1. Responsibilities

- a. Investigate and follow through on any allegation of abuse or harassment within the District.
- b. Review and revise, as necessary, the District Youth Protection Policy and risk management procedures.
- c. Perform all duties and investigations as described in the District Youth Protection Policy.

2. Membership

- a. The Chair shall be the District Youth Protection Officer
- b. District Governor
- c. District Governor Elect
- d. District Governor Nominee
- e. Chairs of the District's Youth Services Committee as follows:
 - (i) RYLA
 - (ii) Interact
 - (iii) Rotaract
 - (iv) Youth Exchange

H. Public Image Committee

1. Responsibilities

- a. Provide guidance and advice to the District and each club on ways to effectively communicate the mission, program and activities of Rotary to Rotarians, other 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 District Governor's request, in District Conferences, District Assemblies and other District meetings.

2. Membership
 - a. Members of the Public Image Committee shall be:
 - (i) District Public Image Chair;
 - (ii) District and Club Database Communications Chair;
 - (iii) District Newsletter editor;
 - (iv) District Rotary Foundation Newsletter editor;
 - (v) District Webmaster.

I. **Awards and Citations Committee**

1. Responsibilities
 - 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 award recipients and present the results of its deliberations to the District 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 geographic area of District 7630.

J. **District Conference Committee**

1. Responsibilities
 - a. Assist the District Governor in the planning, programming and logistical details for the District Conference, which:
 - (i) Promotes fellowship among Rotarians;
 - (ii) Disseminates Rotary information;
 - (iii) Conducts the business normally brought before a District Conference.
 - b. Allow continuity as well as collaboration across District Governors' years among the District Conference Chair and those chairs from previous District Conferences to insure the smooth preparation, production, and implementation of a successful conference.
2. Membership
 - a. Chair who has been appointed to serve during the District Governor's year
 - b. District Conference Chairs as appointed by the District Governor Elect, District Governor Nominee and the District Governor Nominee Designate
 - c. Immediate Past District Conference Chair
 - e. Additional members as deemed necessary by the District Governor, in consultation with the District Conference Chair.

3. Program & Activities
 - a. Speakers and subjects shall be determined and scheduled by the District Governor in collaboration with the appropriate committee members.
 - b. In-Conference and extra outside educational, social and recreational activities shall be determined and scheduled by the District Governor in collaboration with the appropriate committee members.
 - c. Provisions for free-time activities for the spouses, partners and families should be included.

4. Budget
 - a. See Article IV below.
 - 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 received and 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 shall contribute a prepaid conference registration fee based on the number of its Electors. A club's number of Electors shall be based on its membership as of July 1 of the Rotary year in which the District Conference will be held. These fees will be billed and due prior to the end of December in that Rotary year and will be based on the District Conference budget, as approved by the Finance Committee. Clubs will be refunded its prepaid conference registration fees based on the number of Electors for that club who attend and pay full registration for the District Conference.

5. Attendance
 - a. All Rotarians and their spouses or partners are encouraged to attend. Children are welcome to attend appropriate events and activities.
 - b. Each club shall submit the names of all of its Electors to the District Governor Nominee prior to the District Conference.
 - c. Electors are expected to register for and participate in the entire District Conference.
 - d. At the Annual Lunch/Dinner for District Governors held each year at the District Conference, the widows and widowers of deceased Past District Governors shall be invited to attend as guests of the District.

6. The District Conference Committee shall avoid scheduling conflicts with the District Assembly, the Rotary International Assembly, Rotary Zone Institute, RI Convention and religious or public holidays.

K. Policy and Procedure Committee

1. Responsibilities
 - a. Convene at least annually prior to January 15 to:
 - (i) Review and propose changes to the District's Rules of Procedure;
 - (ii) Receive and consider proposed amendments from District Clubs and District Committees.

- b. Present all recommended amendments to the District Governor for distribution to the District's Clubs to comment on the proposed amendments.
- c. Prepare a final draft of proposed amendments to the District's Rules of Procedure for presentation at the District Conference to be considered and voted upon by the Electors.
- d. Deliver a copy of the District's Rules of Procedure to the District Secretary immediately following the District Conference which includes all amendments to the Rules of Procedure adopted at the District Conference.

2. Membership

- a. The Policy and Procedure Committee shall be comprised of the following members:
 - (i) The Chair
 - (ii) The District Parliamentarian;
 - (iii) The two most recent Past District Governors;
 - (iv) The District's representative to the RI Council on Legislation and Council on Resolutions.
 - (v) Such number of additional members in good standing as shall be appointed by the Policy and Procedures Committee Chair.
 - (vi) The District Governor, District Governor Elect and the District Governor Nominee shall serve as ex officio members of the Committee.

L. **Council of Governors**

1. Responsibilities

- a. Assist in extension efforts.
- b. Serve as a resource to District Governor, District Governor Elect and District Governor Nominee.
- c. Promote the Rotary International Convention.
- d. Participate in and support all District events.
- e. Assist in activities involving contacts outside the District such as Youth Exchange, and other areas of international contact and cooperation.
- f. Shall select a Vice Governor in the event the sitting District Governor or the District Governor Elect, if after he has attended the International Assembly is unable to serve out his term of office. The Council of Governors shall select the Vice Governor from the District's Past Governors starting with the Immediate Past District Governor. If the Immediate Past District Governor is unwilling or unable to serve, the selection for Vice Governor shall be in reverse succession order until a Past Governor accepts. The Council of Governors shall have final approval authority.
- g. Select from within their ranks the District representative to the Council on Legislation in accordance with the timeframe and policies mandated by Rotary International.
- h. Serve as the selection and/or nominating committee for all Zone and Rotary International positions in accordance with the time frame and policies of

- Rotary International.
 - i. Select annually three Past District Governors who shall serve as the incoming Governor Mentoring Group.
2. Membership
- a. The Council of Governors shall be comprised of Past District Governors (PDGs) who are current members of Rotary Clubs in District 7630 and the District Governor, District Governor Elect, District Governor Nominee and District Governor Nominee Designate.
 - b. The Chair shall be the immediate Past District Governor.
3. Meetings
- a. There shall be at least three meetings called and directed by the chair as follows:
 - (i) A fall meeting;
 - (ii) A meeting within the month following the end of the International Assembly;
 - (iii) A meeting at the annual District Conference.

ARTICLE IV
DISTRICT EXPENSES AND FUNDING

Expenses incurred for meetings, travel and other miscellaneous expenses related to Rotary shall be paid by the District in accordance with the budget. Some expenses might be paid out of pocket by a Rotarian or incurred by a Rotarian on behalf of the District. In those cases, the Rotarian must provide complete documentation (invoices, bills, mileage reports, etc) for the expense incurred in order to be reimbursed for the expense. All expense reimbursements should be submitted no later than 15 days after the fiscal year end June 30th. Expenses submitted after the deadline are assumed to be late and may not be reimbursed.

A. Meeting Expenses

The District will hold various meetings throughout the year including the District Conference, District Assembly, and District Seminars and meetings as scheduled and included in the district budget. The District may hold other meetings as needed. The expenses incurred to run these meetings shall be paid by the District in accordance with the budget.

B. Travel Expenses

Allowances and reimbursements shall be made within budget for the District officers and their partners as listed below to attend the following District, Zone and International level Rotary events. No other travel expenses shall be reimbursed unless previously approved:

1. International Convention
 - a. The District Governor Elect and partner shall receive:
 - (i) Round trip travel in the most economical manner reasonable under the circumstances;
 - (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.
2. International Assembly
 - a. Rotary International pays all expenses for the District Governor Elect and partner except miscellaneous expenses.
 - b. The District Governor Elect shall receive an allowance to cover miscellaneous expenses including gifts.
3. Rotary Zone Institute

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

 - a. Round trip travel in the most economical manner reasonable under the circumstances;
 - b. Room and board at the host hotel or an equivalent establishment if space should not be available at the host hotel;
 - 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
 - a. District Rotary Clubs are expected to pay for meals for the District Governor and Assistant Governor during official visits. On those occasions when a club does not pay for the above referenced meals, the cost of those meals shall be reimbursed by the District.
 - b. Other Travel
 - c. Funds may be budgeted to provide travel expenses and room and board with respect to Rotary events for the District Governor and partner not otherwise covered in this section.

C. **Miscellaneous Expenses**

The promotion of Rotary by the District Governor requires sacrifice of time and out of pocket expense. The District Governor shall be reimbursed for expenses incurred out of pocket to promote Rotary and District 7630 as budgeted. Such expenses include gifts for retiring officers (District Governor, Treasurer, Secretary, Lt. Governor and Assistant Governors) and administrative expenses such as printing, postage, telephone, District Directory, public image, website and other necessary administrative expenses. This list is not meant to be all inclusive and is

at the discretion of the District Governor.

D. Budgetary Parameters

The actual cost of meetings and travel are hard to budget in advance. There may be instances where the cost of a meeting or travel may go over or under budget. The District Governor has to look at the collective budget for meetings and travel expense and stay within the total budget for meetings and travel.

E. Emergency and Other Expenses

1. Approval of the Finance Committee is mandatory for all emergency expenses, whether paid directly or reimbursed.

ARTICLE V
DELINQUENT CLUBS

A. Delinquent Clubs

1. Any club with an outstanding balance to District 7630 in excess of 60 days shall:
 - a. be considered delinquent and shall be so notified by the District Treasurer;
 - b. have no voting rights in Rotary International and/or District 7630;
 - c. will receive no services from Rotary International and/or District 7630.

ARTICLE VI
DISTRICT SPOKESPERSON

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

ARTICLE VII
DISTRICT VOTING

- A. Voting at the District Conference and/or a District Legislation meeting shall be done in accordance with the most current Rotary International Bylaws.

ARTICLE VIII
ADMINISTRATIVE AND MEETING PROCEDURE

- A. The Rotary International Bylaws and Rotary International Standard Club Constitution take 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.
- C. Guidelines and procedures for Districts are delineated in the Rotary International Bylaws.
- D. All references to the Rotary International Bylaws in this Rules of Procedure shall refer to the most recently adopted Rotary International Bylaws.

ARTICLE IX
DISTRICT RULES OF ORDER

- A. The official parliamentary authority for Rotary International District 7630 shall be the current edition of *Robert's Rules of Order Newly Revised*.

ARTICLE X
AMENDMENTS

- A. The following procedures shall be used to amend these Rules of Procedure
 - 1. Amendments and Resolutions may be proposed by any club in good standing or any established District Committee.
 - 2. All Resolutions and Amendments proposed by Clubs or District Committees must be submitted to the Chairperson of the District Policy and Procedures Committee 90 days prior to the District Conference for Committee consideration.
 - 3. Following consideration and approval by the Committee, approved proposals shall be forwarded to the District Governor at least 45 days prior to the District Conference.
 - 4. Approved proposals shall be reviewed by the District Governor and circulated to all clubs at least 30 days prior to the District Conference.
 - 5. Proposals must be approved by two-thirds majority of the Electors present.