

## **DISTRICT 7670 LEADERSHIP PLAN**

### **Part I: Bylaws**

#### **Preface**

The purpose of District 7670 of Rotary International (RI) is to assist its clubs to fulfill the Object of Rotary.

These bylaws are subordinate to the RI Constitution and Bylaws and the Standard Club Constitution, and any amendments enacted in them by the Council on Legislation of RI shall immediately amend anything in these bylaws that is at variance with the RI constitutional documents.

#### **Leaders**

The leaders of District 7670 are its current Governor (DG), Governor-elect (DGE), Governor-nominee (DGN), Immediate Past Governor (IPDG), Secretary (DS), Treasurer (DT), and Trainer (DTR) – all supported by the Assistant Governors (AGs).

The governors shall be selected by the Nominating Committee, composed of the five immediate PDGs and six immediate past club presidents selected by the IPDG, following procedures established by RI. All other leaders shall be appointed by the DG or DGE for one year.

The duties and powers of these leaders shall be those in the RI Bylaws and in this District's Standard Procedures, provided that nothing shall impair the responsibilities of the DG as the Officer of RI for this District, under the supervision of the President and Board of Directors of RI.

#### **Council**

##### Duties:

- The Council shall offer advice and counsel to the DG and DGE on any matters affecting the District in the current and the succeeding years.
- It shall devise, and annually review with appropriate changes, a strategic plan for the District.
- It shall offer supplementary training to future DGs.
- It is expected that the DG and the DGE will consult the Council before launching any major initiative, dealing with any important development, or committing the District to a significant expenditure.
- The DG shall give the Council informative reports on the state of the District.

##### Annual Composition:

- DG, DGE, DGN, and IPDG
- Two PDGs and one current club president, selected by the DG for his or her year of service.
- Two AGs, selected by the DGE from the current year
- District Membership Committee chair
- District Foundation Committee chair
- District Finance Committee chair
- When selected, the designated DGN (DGN-D) should meet with the Council as a non-voting member.
- The DG may invite other Rotarians to attend parts of various meetings for informational purposes, but they shall not have general voice or vote.

##### Meetings:

- The Council shall meet at least six times yearly (unless there is an agreement to skip a meeting), and at other times at the call of the DG.
- By common consent, meetings may be held by conference call or by any suitable electronic means.
- The DG shall preside at all meetings, and shall distribute a proposed agenda to all members at least three days before each meeting.

### **Committees**

There shall be the following Standing Committees: Conference, Finance, Foundation, Membership, Youth Services, Nominating, Public Image, and Training.

The District's Standard Procedures may specify other committees and subcommittees. The DG may group these into several divisions, and the DG may appoint any desired special committee for one year.

The chairs of all committees and divisions shall be appointed by the DG or the DGE in consultation with each other and with all known future DGs.

It is very desirable that continuity of leadership be promoted by multi-year renewed appointments and staggered-term membership. Normally (with the exception of the chair of the Foundation committee or division), committee chairs are appointed for one year on the understanding that reappointment is possible. But no Rotarian shall serve in the same position for more than three consecutive years. It shall be the responsibility of the DS to keep track of all appointments and to advise the DG or DGE how long a Rotarian has served in a position.

The responsibilities of these committees shall be those mandated or suggested by RI or by the District's Standard Procedures.

It is expected that all committees shall bring to the Council recommendations on any major matters before enacting them.

All PDGs residing in the District shall be convened by the DG at least twice during each Rotary year to exchange information and consult on matters of common concern.

### **Meetings**

There shall be the following annual district meetings: Foundation Seminar; Foundation Banquet; Team Training Seminar; Presidents-Elect Training Seminar; Grants Management Seminar; District Assembly and Membership Seminar; and District Conference. The District's Standard Procedures may specify other optional meetings and the DG may call other training meetings.

### **Standard Procedures**

The District's Standard Procedures are designed to assist the Governor in leading District 7670 effectively. They shall be distributed annually to all club presidents and published on the District's website.

These procedures may be changed by the DG or the DGE with the advice and consent of the Council, provided that any such changes shall be communicated promptly to the club presidents.

### **Finances**

The District's leaders and all club presidents shall comply fully with the financial requirements of the RI constitutional documents, directives from the President or Board of Directors of RI, and applicable provisions in the District's Standard Procedures.

The Finance Committee shall annually, with the endorsement of the Council, submit a balanced District budget for approval in accord with Section 15.060.2 of the RI Bylaws.

### **Amendments**

Amendments to these bylaws may be proposed by the Council or by any club resolution adopted at a regular meeting.

Proposed amendments shall be delivered to the DG at least 45 days – and to each club president at least 30 days – prior to a District meeting called by the DG at which such amendments will be considered.

An amendment receiving a two-thirds or more majority favorable vote of the club electors present and voting shall become effective at the beginning of the next Rotary year.

*Approved by District Council April 17, 2014*

Leadership Plan  
Part II: Standard Procedures

*The following procedures are designed to assist the Governor in leading District 7670 effectively. Nothing herein may conflict with the constitutional documents of RI, or the directives of its Board of Directors or with Part I: Bylaws of the District 7670 Leadership Plan.*

**I. MEMBERSHIP**

The Membership Division has the responsibility to promote and increase membership throughout District 7670 through the support of three committees: Member Development, Member Retention, and New Club Extension, and by the promotion of the annual Membership Seminar. The committee is composed of the Division Manager and the chairs of the three committees and four other members, appointed so as to represent the geographic areas of the District: The committee: (1) Encourages clubs to support an active membership committee. (2) Assists the DG and the District Leadership Team in developing and implementing goals for the Rotary year. (3) Requests club membership committees to promote membership through presentations at weekly meetings, informal group meetings, forums and by insertions in club bulletins. (4) Maintains records and provides information to the DG so that proper recognition can be given to clubs showing the most progress with membership growth and retention.

**I.A. MEMBER DEVELOPMENT**

The goal of this committee is to increase the number of Rotarians in order to accomplish the important service goals of our organization. The committee helps club membership chairs to embrace and achieve club, District, and RI membership goals. The committee will identify, market, and implement membership development strategies within the District.

**I.B. MEMBER RETENTION**

This committee shall work with club membership chairs to encourage practices that integrate all Rotarians, but especially new members, into their clubs' activities, committees and service projects so that fewer Rotarians will leave.

**I.C. NEW CLUB RETENTION**

This committee has the responsibility, working closely with the DG and DGE, to expand Rotary throughout the District by identifying possible locations for new Rotary clubs, including developing innovative approaches to new and different meeting formats. The committee makes available all information required by RI in the process of establishing a new club and is available to assist a sponsoring club and/or a Special Representative in every possible way.

**I.D. PUBLIC RELATIONS**

This committee fosters understanding, appreciation and support for the programs of Rotary and its clubs. It also encourages clubs to make public relations a priority and provides them with professional expertise and advice in successfully mounting a public relations program appropriate for their community news media.

### I.E. MEMBERSHIP TRAINING

The annual Membership Seminar is an opportunity to train District and/or club leaders to have the necessary skills, knowledge, and motivation to help clubs recruit, retain and extend their membership base. The Training Committee, in concert with the Membership Division Manager, will to plan an annual Membership Seminar. All Rotarians, but especially club membership chairs, are encouraged to attend this training.

### I.D. AWARDS

The District recognizes clubs that perform outstanding service. The purpose of this committee is to create awareness among all clubs of the awards that are available for their achievements. This committee shall evaluate annually the District awards and shall assist the DG in evaluating the clubs for recognition.

## **II. SERVICE PROJECTS**

The Service Projects Division shall encourage and inspire all clubs and their members to design and implement projects, local and international, that exemplify Service Above Self. The Division shall inform all of the many resources that RI has for such projects.

### II.A. CLUB INTERNATIONAL PROJECTS

This committee provides advice and assistance to clubs in developing effective international service projects. The chair is responsible for creating a team of Rotarians with knowledge and experience with international service projects who can support the clubs in the District by sharing ideas and providing contacts for developing international service projects. The committee shall cooperate with the Grants Committee, where applicable, to seek Matching Grant support from TRF for projects and publicize international service projects and special achievements in appropriate communications media.

### II.B. CLUB COMMUNITY/VOCATIONAL PROJECTS

This committee provides advice and assistance to clubs in developing effective community service projects. It also publicizes those projects and other special achievements and maintains records of significant community service activities in the District. The focus of this committee is also to advance the understanding of vocations and to promote high ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society. It shall highlight the Four-Way Test, publicize vocational service ideals and achievements, and maintain records of significant activities in the District.

### II.C. DISTRICT OFFERED PROJECTS

The Service Projects Division shall inform the clubs about the following and other opportunities for service, and assist them in their implementation:

1. Wheelchairs  
A humanitarian campaign to buy wheelchairs for those who have been deprived of mobility.
2. Coins for Alzheimer Research Trust (CART)  
Support for the work to eradicate Alzheimer's disease.
3. ShelterBoxes  
These provide shelter, supplies and equipment to assist people who have lost their homes.
4. Stop Hunger Now

Provision of nutritious and economical food packets for the needy.

5. Honor Air

A program designed to send every World War II veteran to Washington, DC, to see the memorial dedicated in their honor.

6. World View

An international program, based in UNC-Chapel Hill, to help K-12 children and community college educators respond to a more interconnected world.

### **III. FOUNDATION**

The Foundation Division has overall responsibility for supporting The Rotary Foundation (TRF) and for channeling information about TRF programs to others in the District. It shall educate, motivate, and inspire Rotarians to participate in Foundation programs and fund-raising activities. It consists of a manager (appointed by the DG for three years) and The committee chairs of the following nine committees. The Foundation Division Manager should be a PDG, or past AG with considerable experience in the Foundation. This leader serves as an ex-officio (voting) member of all District Foundation committees and participates in the Group Study Exchange and Scholarship selection processes.

The Foundation Division Manager: (1) Meets with the DGE prior to the International Assembly to establish goals for District giving and develops and submits the annual District SHARE allocation form to TRF. (2) Monitors, maintains, and communicates up-to-date reports on annual giving, and permanent fund participation, to all club presidents and club Foundation chairs as well as the District leadership and committees. (3) Attends regional Rotary Foundation seminars and maintains contact with the Regional Rotary Foundation Coordinator. (4). Tracks progress in spending SHARE monies and keeps the District leadership informed as to the status.

The District will annually hold a Foundation Seminar. All Rotarians, but especially the club Foundation chairs and new Rotarians, will be invited and encouraged to attend this one-day training session, which is specifically aimed at educating and motivating club leadership to support TRF. The Training Committee, in concert with the Foundation Division Manager, will plan and host the meeting under the guidance of the DG.

An annual Foundation Banquet shall be held during Foundation month (November). The purpose of the meeting is: to celebrate the mission of TRF, to support the efforts of RI to achieve world understanding and peace through international, humanitarian, educational and cultural exchange programs, and to honor District Rotarians who have made substantial contributions, both in time and money, to this mission.

The program shall be planned by the Foundation Division under the guidance of the DG.

#### **III.A. ANNUAL PROGRAM FUND**

This committee: (1) Establishes, along with the DGE and District Foundation Manager, the District annual program fund goal. (2) Maintains close working relationships with appropriate staff at TRF and with Zone resources. (3) Meets with club Foundation chairs and ensures their support of the District's goals. (4) Identifies opportunities to recognize giving at the club level, at Foundation Seminars, and at District events. (5) Promotes annual gifts from every Rotarian every year.

#### **III.B. MAJOR DONORS/PERMANENT FUND**

This committee is responsible for soliciting and recognizing major donations to the Permanent Fund of TRF. The chair should have prior service in District Foundation programs or committees, expertise in

fund-raising and public relations, a commitment to and understanding of TRF programs, and should be Major Donor. The committee will develop a list of potential significant donors from each club.

### III.C. PAUL HARRIS SOCIETY

This committee promotes and recognizes those who have pledged to donate at least \$1,000 annually to TRF.

### III.D. BENEFACTORS AND BEQUEST SOCIETY

This committee promotes and recognizes new Benefactors and members of the Bequest Society of TRF.

### III.E. GRANTS

This committee coordinates all of the Foundation grants in cooperation with TRF and creates greater awareness among Rotarians of the volunteer opportunities available within Rotary-sponsored service projects as well as worthy projects of other organizations. The committee: (1) Reviews all applications to determine if they qualify for Foundation financial support; (2) Encourages clubs to sponsor international service projects eligible for Foundation grants, (3) Maintains files on all grants until the projects are reported on in final form to TRF. (4) Provides the DG, the Foundation Manager, and the District leaders with regular reports on the status of grants in the District.

### III.F GROUP STUDY EXCHANGE (GSE)

The DG, IPDG, DGE, DGN, the Foundation Manager and three at-large members (one appointed each year by the DGE, serving three-year staggered terms) shall serve on this committee, along with the GSE Committee chair (who is usually appointed for three years).

The GSE committee: (1) Works with the DGE and the Foundation chair and TRF to arrange a pairing with another district as far in advance as feasible. (2) Selects the leader and the members of each GSE Team from the District, and supervises their training. (3) Makes the necessary arrangements for the District to receive the GSE Team from the paired Districts. (4) Encourages clubs to suggest highly qualified candidates for a GSE Team. (5) Assists the DG in publicizing the objectives and operation of the GSE program. (6) Maintains an accurate record of the names and addresses of GSE Team members from the District. (7) Prepares the District budget estimate for both inbound and outbound teams, and manages the District budget allocation and all required financial records. (8) Arranges for GSE inbound and outbound team members to attend the District Conference with each team making presentations. (9) Organizes the GSE program for the incoming team, including housing, transportation, events, vocational days, club visits, team orientation and support.

### III.G SCHOLARS

This committee manages all aspects of the program: promoting and recruiting, selecting, orienting, training and mentoring outbound scholars, as well as mentoring and hosting inbound scholars. It is responsible for promoting club participation in the following programs: Ambassadorial Scholarships, Cultural Scholarships, Grants for University Teachers, Rotary World Peace Scholarships and Rotary Centers for International Studies in Peace and Conflict Resolution. It reviews all applications and selects the best qualified person, assigns mentors for in-bound scholars, provides guidance and training for all counselors, and maintains ties with recipients upon their return. It completes all required forms and applications for signature of the DG and forwards them to TRF. The committee is composed of the DG, IPDG, DGE, DGN, the District Foundation Manager, the Scholarships Committee chair (who is usually

appointed for three years), and three at-large members (one appointed each year by the DGE), serving three-year staggered terms.

### III.H ALUMNI

This committee assists clubs in obtaining interesting, informative and inspirational speakers on topics related to TRF; its education and humanitarian programs, as well as its giving opportunities. The committee: (1) Maintains a current list of contact information for all Rotary Alumni of the District. (2) Maintains contact with Rotary Alumni. (3) Encourages Alumni to join Rotary clubs and become potential contributors to TRF.

### III.I. POLIO CHALLENGE

Beginning in 1985, RI has, in partnership with the World Health Organization, UNICEF, and the Centers for Disease Control, worked to eradicate poliomyelitis. To complete the huge progress already made, and match a \$100 million grant from the Gates Foundation, each club is now asked to contribute at least \$1,000 in each of three calendar years: 2008, 2009 and 2010.

## IV. LEADERSHIP DEVELOPMENT

This Division shall oversee and strengthen all the opportunities to recognize and enhance leaders within both the District and all clubs.

### IV.A. INTERACT/ROTARACT

This committee's tasks are: (1) Helping Rotary clubs establish new Interact and Rotaract clubs; (2) Bringing together the existing Interact and Rotaract clubs for service, fellowship and training opportunities; (3) Promoting Interact and Rotaract involvement at District events, with other districts and with international Interact and Rotaract clubs; and (4) Hosting periodic joint meetings of all Interactors and Rotaractors so they can exchange ideas and collaborate on projects.

### IV.B YOUTH EXCHANGE

This Committee is responsible for managing the numerous activities that support an international exchange of selected high school students to prepare them to be good productive citizens in their communities, following Rotary's ideals of service.. The committee's duties are to: (1) Provide for outbound recruitment, inbound placement, marketing and promotion, special events and tours and summer exchanges. (2) Set the annual calendar. (3) Organize training programs to explain to Rotarians how to have a successful program. (4) Resolve issues with students or hosts, which club committees are unable to resolve. (5) Ensure that insurance and all other requirements are in place for the program, including necessary background checks. (6) Coordinate with the DG the inclusion of youth exchange students' activities at the District Conference. (7) Take responsibility to verify registration and room reservations, prepare a detailed schedule of activities, and arrange for appropriate chaperones for the conference; (8) Prepare detailed budget estimate for the year to be included in the annual District budget to be submitted to the DGE and the Finance Committee. (9) Verify that each club has a committee in place to support the youth exchange host families.

### IV.C. ROTARY YOUTH LEADERSHIP AWARDS (RYLA)

The RYLA committee is responsible for conducting a Youth Leadership Training Program to which clubs send selected high school student leaders. The week-long Leadership Camp of District 7670 is

sponsored by the Rotary Club of Brevard and held at the Brevard Music Center. Two members of the committee should be members of the Rotary Club of Brevard.

#### IV.D. FRIENDSHIP EXCHANGE

This is an opportunity for Rotarians and their families – either on a club-to-club or a district-to-district basis – to carry out reciprocal visits and home stays in other countries to advance international understanding. The committee promoting these exchanges can also highlight RI's Recreational and Vocational Fellowships to build stronger bonds of international friendship.

#### IV.E. DISTRICT TRAINING

##### 1. District Team Training Seminar

The purpose of this seminar is to prepare the incoming officers, division managers and committee chairs for the next Rotary year. They discuss their roles and responsibilities, how to work with clubs and each other, and what resources are available to help them in fulfilling their responsibilities. They also discuss the District's goals for the coming year and to identify strategies for supporting the Clubs.

The DTR, working under the direction of the DGE and with the assistance of the Training Committee and utilizing the specific information and training manuals supplied by RI, shall develop the program, recruit the instructors, and present the required training. It is desirable, if possible, to hold this one day or overnight training after the International Assembly and before PETS.

##### 2. Presidents-Elect Training Seminar (PETS)

The purpose of the PETS is to orient and train incoming club presidents and incoming AGs to provide effective leadership at the club level. PETS provides a unique opportunity for the DGE to motivate and educate future leaders to carry out club and District goals for the ensuing year.

(a) ATTENDANCE IS MANDATORY FOR CLUB PRESIDENTS-ELECT.

(b) District 7670 cooperates with other districts in the Carolinas.

(c) The programs are designed to provide club level leadership by:

- (1) emphasizing the theme announced by the RI President;
- (2) describing new and continuing programs of RI and TRF;
- (3) planning club and District programs and activities for the succeeding year;
- (4) motivating club presidents to develop their leadership roles; and
- (5) informing club presidents about the operations and activities of the District.

(d) Participants attending the PETS, in addition to the DGE and the club presidents-elect, should include the DG, the DGN, the AGs, the DTR, and the PDGs. Club Presidents-nominee are encouraged to attend.

(e) The DGE shall utilize the DTR and other members of the District Leadership Team in preparing for PETS.

##### 3. District Assembly

The District Assembly shall be held annually after PETS, preferably in April or May, to provide Rotary instruction and information and to coordinate District activities in order that the club presidents-elect, incoming club secretaries, treasurers and other incoming club leaders will receive a greater understanding of their responsibilities and opportunities for service in the coming year. The Assembly's primary purpose is to develop Rotary club leaders to have the necessary skills, knowledge and motivation to sustain an effective Rotary Club. The DGE and the DTR shall plan and conduct the District Assembly in cooperation with the DG and the Training Committee.

#### I.F. ROTARY LEADERSHIP INSTITUTE (RLI)

These inspiring meetings provide training to prepare Rotarians for leadership positions at the club and district level and to provide training for new Rotary clubs.

## **V. ADMINISTRATION**

### **V.A. DISTRICT OFFICERS**

#### **1. GOVERNOR (DG)**

The DG is the Officer of RI in the District, functioning under the general control and supervision of the Board of Directors of RI. The DG is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the District. The DG shall also ensure continuity within the District by working with past, current, and incoming District leaders in fostering effective clubs. The DG shall have the responsibilities in the District detailed in the RI Bylaws (15.090). The DG shall also fill any vacancies in any committee for the unexpired term of the original appointee. And the DG shall see that expenses are kept within the budget approved by the District, unless the Finance Committee approves, in advance, an overrun.

#### **2. GOVERNOR-ELECT (DGE)**

The DGE assumes the position of DG on July 1st of the next Rotary year. The DGE shall have the following responsibilities: (1) attending the Rotary Zone Institute and International Assembly; (2) appointing and training as many Assistant Governors as deemed necessary and assigning specific clubs to each; (3) appointing members of committees who will serve during the coming Rotary year; (4) publishing and distributing a District Directory, which shall include a calendar of District and RI events prior to and during the new Rotary year. (5) preparing and/or coordinating with the District Trainer, programs and training for the District Assembly, the Team Training Seminar, and PETS in conjunction with the DG; (6) working with the Finance Committee to prepare a preliminary budget proposal, and a proposal of per capita assessment at least thirty (30) days prior to the District Assembly; and (8) assisting the DG in any duties as assigned.

#### **3 GOVERNOR-NOMINEE (DGN)**

The DGN shall immediately, upon selection and notification, begin preparation to be a DG. The DGN shall have the following responsibilities: (1) performing any duties assigned by the DG in support of the District's programs; (2) participating as an ex-officio, non-voting member of all District committees; and (3) attending the District Conference, PETS, District Assembly and Zone Institute.

#### **4. SECRETARY (DS)**

The Secretary (DS) is appointed by the DGE for a one-year term. The DS shall be a well qualified Rotarian who has served a full term as Club President or Club Secretary. The DS shall have the following responsibilities: (1) attending the District Assembly, District Conference, meetings of the Finance Committee; and other District meetings and maintaining records of all decisions made; (2) receiving and filing all committees' minutes; (3) maintaining a monthly record of the membership and attendance percentage of each club; (4) transferring on or before July 1st of the new Rotary year to the incoming DS all records and relevant correspondence; (5) encouraging all clubs to maintain histories and archives; and (6) performing other duties as assigned by the DG.

#### **5. TREASURER (DT)**

The Treasurer (DT) is appointed by the DGE for a one-year term. The DT shall have been a Rotarian in the District for at least the past three years and be experienced in the management of financial affairs and shall be bonded. The DT shall have the following responsibilities: (1) having the day-to-day management responsibility for the financial resources of the District, including receiving, safe-keeping and disbursing of all District funds, subject to the oversight and approval of the Finance Committee; (2) depositing in accounts, approved by the Finance Committee. (The signatories on the account shall be the

DT and the DG, and the IPDG for checks payable to the DG); (3) disbursing District funds in accordance with the policies and procedures established by the Finance Committee. (The chair of the Finance Committee shall act in the absence or inability of the DT to disburse funds.); (4) sending out invoices for the District levy payable by September 30th based on the membership in clubs as of the previous June 30<sup>th</sup>; (5) disbursing budgetary funds when approved by the DG and according to the budget approved at the District Assembly but only for items purchased and delivered within that Rotary year. (Flexibility in utilizing funds is permitted between line items specified within the approved total budget); (6) attending all meetings of the Finance Committee as an ex-officio (non-voting) member, and presenting an expense versus budget report of current funds; (7) attending the District Assembly, the District Conference and other District training meetings as needed; (8) seeing that appropriate Federal and State Internal Revenue forms are completed and filed; (9) providing a year-end statement of net assets and liabilities, and a statement of income and expenses for the year along with all required support documentation and other financial files to the Finance Committee, and a qualified accountant selected by the Finance Committee so that a formal annual statement can be reported in accordance with RI bylaws, (15.060.4); (10) notifying the DG on or before October 1st of each year as to the status of clubs with unpaid balances; (11) transferring to the incoming DT all funds on or before September 15<sup>th</sup> of the new Rotary year; and (12) performing other duties as assigned by the DG.

#### 6. TRAINER (DTR)

The DGE appoints the Trainer (DTR) for a one-year term. The DTR should be a PDG or skilled past AG with special teaching skills and a broad knowledge and understanding of training needs within Rotary. The DTR shall receive guidance and direction from the DGE in consultation with the DG. The DTR shall help plan program content and organizational aspects of PETS and the other training meetings and leadership development in cooperation with the DGE with the approval of the DGE, the DTR shall appoint a Training Committee which can be composed of as many assistant trainers as are deemed necessary by the DTR and the DGE. Specifically, this committee is responsible for developing the programs for District training events, utilizing the materials as supplied by RI and the DG, and coordinating all of the activities associated with these events, including: location, registration, setup and facilities, programming and instructors, and promotion.

#### 7. IMMEDIATE PAST GOVERNOR (IPDG)

The IPDG can provide valuable counsel to the DG, and shall assist the DG as requested. Specifically the IPDG chairs the Nominating Committee to select the DG (and occasionally the COL Representative), serves on the Council, serves on the Finance Committee, and hosts the RI President's Representative at the District Conference.

#### 8. ASSISTANT GOVERNORS (AGs)

AGs are appointed by the DGE to serve one eighteen-month term beginning on January 1st preceding the new Rotary year. At the request of the incoming DGE, all AGs may serve a second term. RI policy states that AGs must provide the following support to their assigned clubs: (1) meet with and assist the incoming presidents before the beginning of the Rotary year to review the Club Leadership Plan, discuss club goals, and review the *Planning Guide for Effective Rotary Clubs* and the Club "Failure to Function" policy; (2) attend each club assembly associated with the DG's official visit; (3) visit each club at least bimonthly, and meet regularly with the club president and other club leadership to discuss the work and service of the club, resources available to them, and the handling of club funds in a businesslike manner; (4) assist club leaders in planning for the DG's official visit; (5) keep the DG informed of the progress of the clubs, suggesting improvements; (6) encourage clubs to follow through on the DG's requests; (7) promote the District's leadership plan and the club leadership plan; (8) attend and promote attendance at the District Conference and other District meetings; (9) participate in the district team training seminar; (10) attend

PETS and the District Assembly; (11) work with the DG to develop goals for the District; (12) advise the DGE on District committee selections; (12) participate in TRF programs and events and other special assignments as necessary; (13) orient the incoming AG for easy turnover of responsibilities; and (14) perform other tasks as assigned by the DG.

#### V.B DISTRICT COUNCIL

The District Council shall meet regularly at the call of the DG, who shall preside. It shall offer advice and counsel to the DG and the DGE on any matters affecting the District in the succeeding years. It shall be composed as specified in Part I: Bylaws of the District Leadership Plan.

Should there be an unexpected vacancy in the office of the DG, the District Council (convened by the IPDG) shall propose a qualified replacement to RI, for action pursuant to RI bylaws (6.120).

#### V.C. DISTRICT COMMITTEES

Normally, a Rotarian shall not serve as chair of a committee or subcommittee for more than three consecutive years. The terms of all committees, unless otherwise indicated, shall coincide with the Rotary year. Committees except as otherwise indicated will be composed of six members, with each member serving a staggered three-year term. The DGE will appoint the chairs for all committees, whose terms of service end with the current Rotary year. Each committee chair shall serve a three-year term at the pleasure of the DG or as otherwise indicated. The committee chair shall select subcommittee chairs with the advice and approval of the DGE. It is intended that all division managers, committee chairs, and members be reconfirmed or appointed at least six months before the start of each new Rotary year. The DGE may appoint any committees deemed necessary to serve for a one-year term coinciding with his or her term as DG.

#### V.D. SPECIAL COMMITTEES

In addition to other committees mentioned elsewhere, there shall be these special committees:

##### 1. FINANCE COMMITTEE

The Finance Committee shall be charged with the following responsibilities: 1) preparing, in cooperation with the DGE, a District budget for the next Rotary year, which shall be submitted to all club presidents-elect at least four weeks prior to the District Assembly. (Approval of the proposed budget requires an affirmative vote of three-fourths of the incoming presidents present at the District Assembly); 2) reviewing annually the District per capita contribution and recommending any change; 3) determining policies and procedures which shall govern the disbursement of funds; 4) reviewing the external annual statement of District finances, and providing a report to the District Assembly and Governor's newsletter; 5) periodically reviewing all investments of District funds. All investments of District 7670 funds shall be in FDIC insured accounts that are approved by the Finance Committee; 6) evaluating annually the District insurance policy.

The Finance Committee shall be composed of the DG, the DGE, the IPDG, the immediate past DT, the DS who shall keep minutes, and three members at large. A quorum shall be five of the eight members. The current DT, the incoming DT and the DGN shall serve as ex-officio non-voting members. The at-large members shall either have served as a DG or as an AG and have substantial professional experience. Each DG shall appoint one at-large member who will serve a three-year term. Prior to the Rotary year, the DGE shall select one of the at-large members as chair.

The financial report to the IRS must be filed each year by November 15 by the Immediate Past DT. All bills incurred from the previous Rotary year must be submitted to the immediate past DT within thirty

days after the close of the Rotary year. The immediate past DT prepares a year-end financial report including all income and expenditures with supporting documents, and submits the financial data to a qualified accountant selected by the Finance Committee. A copy of the year-end financial report is to be sent to the IPDG, the DG and the chair of the Finance Committee. The Finance Committee reviews the report and the official financial statement and recommends appropriate action.

#### GENERAL FINANCIAL MATTERS

- a.) The financial statement and the review of District funds shall be presented in writing to the subsequent District Conference and shall be available to any club upon written request.
- b.) The District shall maintain bonding insurance coverage for the DG, DT, DS, and any others collecting or disbursing District funds. The DT shall be responsible for maintaining this coverage.
- c.) General liability insurance for the District is provided by RI. The district is assessed an amount to fund the coverage. If deemed necessary by the DG, insurance should also be taken out covering District functions.
- d.) The District establishes club dues in accordance with the RI bylaws. Each club is required to contribute to the District General Fund amounts set forth in the budget and approved at the District Assembly by three fourths of the incoming club presidents (or at District Conference by a majority of electors present and voting). This levy shall be based on the membership of each club as of June 30 of the preceding year.
- e.) The DG shall certify to the RI Board the name of any club that has failed for more than six months to pay such levy. The RI Board shall suspend the services of RI to the delinquent club while the levy remains unpaid.
- f.) Suspension of clubs with unpaid financial obligations in excess of \$250 will occur after six months. Financially delinquent clubs will be terminated after nine months.
- g.) Suspended clubs will not be provided the services of the District or RI.
- h.) Non-functioning clubs can be terminated by action of the RI General Secretary at the recommendation of the DG, on behalf of the RI Board, pursuant to provisions of the RI bylaws.
- i.) Properly functioning clubs are defined as: a. paying dues to RI; b. meeting regularly; c. having all members subscribe to The Rotarian magazine; d. implementing service projects; and e. receiving visits from the DG, AG, and any other RI officer; and f. maintaining appropriate general liability insurance. Terminated clubs will cease to be Rotary clubs.
- j.) When authorized, the District Officers carrying out their duties and attending RI meetings, as well as other Rotarians approved by the DG, shall, upon presentation of proper vouchers, have their expenses reimbursed by the District, which shall follow the general policy in the RI Manual of Procedure for travel. Such reimbursements are subject to the following conditions:
  - 1.) Available District funds will permit these expenditures.
  - 2.) Expected expenditures are budgeted each year.
  - 3.) Transportation and other actual expenditures incurred by the spouse of the designated official shall not exceed a sum to be approved each year in the annual budget.
  - 4.) Reimbursement shall be made by the DT upon certification by the Rotarians of her or his expenses (not otherwise covered) that are reasonable and necessary for the trip.
  - 5.) Reimbursement for authorized mileage shall be at the prevailing IRS rate.
- k.) The District Fund shall be used to:

(1) Cover the expenses of the District Conference; District Assembly and other similar RI authorized District-wide meetings. Such covered expenses shall include all costs other than the travel expenses, lodging costs, and meals of Rotarians.

(2) Purchase a suitable PDG pin for the outgoing DG at a cost to be provided in the District budget as well as a gift to her or him from the clubs of the District not to exceed an amount set forth in the District budget.

(3) Defray RI Convention attendance expense as authorized by the DG and as allocated in the District budget.

(4) Meet the expenses of District committees and officers as authorized by the DG and as allocated in the District budget.

(5) Cover the expense of auditing, postage, clerical, bank fees, and any additional expenses.

(6) Promote the development of Rotary within the District as determined by the DG and as allocated in the District budget.

## 2. NOMINATING COMMITTEE

The District shall select its future DGs by the Nominating Committee procedure detailed in the RI bylaws 13.020. The Nominating Committee shall be composed of: 1) the five most recent PDGs (in order of service) still residing in the District who are willing and able to serve. 2) Six outstanding Rotarians, who have just completed serving a full term as president of his/her club, selected at the beginning of each Rotary year by the new IPDG. In making this selection, the IPDG shall, as far as feasible, be guided by, but not limited to, the following factors: performance, achievements, participation, geography, inclusion, and representation. The names of the members of the committee shall be published as early in the Rotary year as possible in the Governor's newsletter.

The IPDG shall chair this committee and (following the time table recommended by RI) shall convene the committee not more than 36 months, but not less than 24 months prior to the DG's taking office and at a time to ensure the presence of as many as possible of the eleven members.

The committee shall reach its decision by majority vote of those present, provided a quorum of eight voting members has been obtained. The DG, DGE, and DGN shall be ex-officio, non-voting members of this committee. The time table for selection of nominees for DG shall be as follows:

- Early September - The IPDG invites all clubs to submit suggestions for DG for consideration by the Nominating Committee. Each suggestion must be submitted on the required Nomination Form and include a resolution adopted at a regular meeting of the club, properly certified by the club secretary, naming the candidate and including information and data on the background and Rotary activities of the suggested candidate. This information is to be mailed to the IPDG.
- Mid-November (at least two months after the above invitation) - Final date for clubs' resolutions to be received by the IPDG.
- End of November - Last date to hold the meeting of the Nominating Committee to interview all candidates. Candidates shall be present at the place, date, and time specified for their interviews in order to be considered for nomination by the committee.
- Early December - Final date to notify in writing the clubs of the action of the Nominating Committee.

This committee shall also nominate the District's representative (and alternate) to the Council on Legislation (COL) following the selection process prescribed in the RI bylaws (8.070), and bearing these provisions in mind:

- The best-qualified person available should be selected to ensure thorough study, counsel to clubs and competent representation of our District at the COL. Each representative and alternate must be a member of a Rotary club in District 7670 and must have served a full term as DG. The obligations of the COL representative are set out in RI bylaws (article 10).
- The District representative and alternate for the COL shall be elected at the District Conference in the year that precedes the COL meeting by two years.

### 3. LEGISLATIVE AFFAIRS COMMITTEE

This committee shall be chaired by the most recently elected District Representative to the Council on Legislation (COL). Other members shall be appointed by the chair, with the approval of the DG. This committee shall assist the District Council with any revisions of the District Leadership Plan, and shall assist any clubs or the District wishing to propose legislation to the COL. It shall also help the District study all legislation proposed to the COL.

### V.E. DISTRICT CONFERENCE

Annually, at the end of April or in May, District 7670 holds a conference to allow all Rotarians and Rotary families to meet together for fellowship and celebration of the Rotary year.

(1.) The conference is to be held at such time and place as shall be agreed upon by the DG and the presidents of the majority of the clubs in the District. The conference can be held outside the District.

(2.) The conference gives consideration to any special matters submitted to it by the RI Board of Directors or on matters originating within the District.

(3.) The conference may offer for consideration to the COL and RI proposed legislation growing out of conference discussions. The Legislative Affairs Committee, working the District Council, shall review all legislation proposed by clubs and recommend whether the conference approve or disapprove all proposals. Each incoming Governor shall appoint a District Conference Committee.

This committee arranges for the annual District Conference. The chair and all other members are appointed for a specific conference by the DG of that year and immediately begin work. The chair should have experience on a prior District Conference Committee or experience in coordinating large meetings. The chair is responsible for assisting the DGE in deciding the location for the District Conference. The District Conference Committee may be composed of four major working groups: 1) Program, 2). Arrangements, 3) Operations, and 4) Registration. The committee shall follow the requirements and recommendations outlined in the Manual of Procedure of RI.

### V.F. CONVENTION

The DG shall ensure that attendance at each RI Convention is adequately promoted throughout the District. It is desirable for the DGE to attend the RI Convention both immediately before assuming office and during the year he/she is DG and the DGE shall attend at least one, as she/he may choose. Financial support for one or both will be provided in the District budget.

### V.G. DISTRICT COMMUNICATIONS

To ensure Rotary's progress, the collection and dissemination of information is a critical function at every level of Rotary. An incoming Governor shall appoint a Chief Information Officer (CIO) (usually

appointed for three years) who shall be responsible for: (1) Developing and maintaining a comprehensive computer database (including names, addresses, major Rotary offices held and committee assignments. (2) Working closely with the DGE in preparing the final version of the Directory.

The CIO also works closely with the District Webmaster and Club Webmasters to ensure that information on all sites is timely, comprehensive and useful.

#### V..H. DISTRICT OFFICE

1. The District shall maintain an office that is adequately staffed and equipped.
2. Its location shall be determined by the District Council, after the matter has been discussed at a District meeting.
3. The District Council shall adopt, and periodically review, a suitable job description for an Office Manager (OM), interview applicants, and employ an OM who shall serve at the pleasure of the Council.
4. The OM shall be supervised by the DG.
5. The District's annual budget shall make sufficient and comprehensive provision for the running of the office.

#### VI. AMENDMENTS

These Standard Procedures may be changed by the District Council on the recommendation of the DG or the DGE, or at the suggestion of any club resolution adopted at a regular meeting. Any proposed change adopted by the Council shall be promptly communicated to the club presidents.

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