



District Leadership Plan

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Introduction

This District Leadership Plan comprises the primary governing policies guiding the operations of Rotary District 7730. It is designed to provide guidelines and assist the District Leadership Team under the direction of the District Governor to function effectively while furthering Rotary's educational and humanitarian programs through:

- Assuring better continuity and closer linkage between District and Club Committees,
- Facilitating the participation and involvement of knowledgeable and dedicated Rotarians in district leadership, and
- Ensuring compliance with Rotary International policies and procedures.

The management of District 7730 can best be accomplished by operating in a structured manner, one that will maximize the efficiency of the District Leadership Team and involve the services of capable and experienced Rotarians in the district. This document outlines the necessary structure for a multi- year continuation of direction and management of the many worthwhile activities of the district, and for more timely and adequate assistance to its clubs.

As a District Leadership Plan, this document has these required components:

- Common terminology such as assistant governor, district trainer, and district committees,
- Established district structure including committees that ensure continuity of leadership within the district; and
- Defined responsibilities and duties for district leaders and committees.

This document should also help strengthen the district and clubs by providing:

- Timely and responsive support to clubs,
- A larger and more accomplished supply of well-trained leaders in the district,
- A larger and stronger field of leaders dedicated to district service, and
- Greater participation in Foundation programs and district-level RI activities.

The incorporated policies and procedures provide a framework for administering the affairs of District 7730 in concert with Rotary International's governance documents, specifically:

- The Manual of Procedure,
- The Rotary International Bylaws,
- The Rotary International Leadership Plan,
- The Rotary International Constitution, and
- The Rotary International Code of Policies. (All districts are required to develop and adopt a District Leadership Plan (DLP) in conformity with sections 17.030.1.-17.030.3. of the *Rotary Code of Policies*.)

This document is to be utilized as a ready source of information and a guide to the efficient organization and operations of the district. It is intended to help strengthen Rotary at both the district and club levels by making possible:

- Faster and more responsive support to clubs,
- Better communication at all levels within the district,
- Improved participation in Foundation programs and district activities,
- A larger supply of well-trained leaders in the district, and
- A larger field for future District Governor candidates.

Article 1. Definitions.

- AGTS: Assistant Governor Training Seminar
- Articles of Operations (“Procedures”)
- DG: District Governor
- DGE: District Governor-elect
- DGN: District Governor-nominee
- DGND: District Governor-nominee Designate
- DLT: District Leadership Team comprised of the Officers and Chairs of District Committees.
- PDG: Past District Governor
- iPDG: Immediate Past District Governor
- PETS: President-elect Training Seminar
- PHS: Paul Harris Society
- RI: Rotary International
- Rotary International Assembly: An international gathering of DGE’s and RI leadership typically held in January in which DGE’s are trained for their role as District Governor and RI priorities for the upcoming year are announced.
- Rotary International Convention: An international gathering of the Rotary family typically held in June which provides a platform for the exchange of ideas, training, and international friendship. The RI President Elect and all other incoming RI Officers are certified to take office effective July 1 at the RI Convention.
- Rotary Leadership Institute/Summit: A leadership development conference of Rotary leaders within a Zone or set of Zones typically held in the fall of each year.
- RYLA: Rotary Youth Leadership Assembly
- TRF: The Rotary Foundation
- Rotary Year: The 12-month period beginning 1 July of each calendar year and ending on 30 June of the succeeding year.

Article 2. District Leaders

2.1 District Governor (DG). The District Governor is the officer of Rotary International in the district, functioning under the general control and supervision of the RI board. The District Governor shall ensure the district functions consistent with the RI Manual of Procedures while inspiring and motivating the clubs in the district. The District Governor shall ensure continuity within the district by working with past, current, and incoming district leaders.

The duties of the District Governor include:

- (a) Organizing new clubs;
- (b) Strengthening existing clubs;
- (c) Promoting membership growth;
- (d) Working with district and club leaders to encourage participation in the district leadership plan;
- (e) Furthering the Object of Rotary by providing leadership and supervision of the clubs in the district;
- (f) Filling positions within the District Leadership Team in cooperation with the District Nominating Committee and District Committee Chairs;
- (g) Supporting The Rotary Foundation (TRF);
- (h) Promoting cordial relations between the district, its clubs and between the clubs and RI;
- (i) Planning for and presiding at the district conference and assisting the District Governor- elect in planning and preparing the PETS, the district training assembly and AGTS;
- (j) Conducting an official visit to each club, individually or in multi-club meetings, with the objectives of:
 - i. Focusing attention on important Rotary issues;
 - ii. Providing special attention to weak and struggling clubs;
 - iii. Motivating Rotarians to participate in service activities;
 - iv. Ensuring that the club constitution and bylaws comply with RI governing documents; and
 - v. Personally recognizing the outstanding contributions of Rotarians in the district;
- (k) Issuing a monthly communication to each club and to previous Rotary International Officers active in the district;
- (l) Reporting promptly to RI as required by RI;
- (m) Providing the DGE, before the annual international assembly, full information about the condition of clubs and recommended action to strengthen them;
- (n) Assuring that district nominations and elections comply with the RI governing documents;
- (o) Inquiring regularly about the activities of Rotarian organizations in the district;
- (p) Attending all relevant Rotary International, Zone and district training sessions.
- (q) Completing records of the year of service and turning district files over to the successor District Governor by September 1st of the year immediately following

- their year of service as District Governor;
- (r) Ensuring district files to DACdb for succession;
- (s) Serving as the Chair of the Council of Governors and convening at least one annual meeting of the Council of Governors.
- (t) Performing other duties inherent of an RI officer;

2.2 District Governor-elect (DGE). The District Governor-elect will serve as District Governor commencing July 1 through June 30 of the Rotary year immediately following the term of the current District Governor.

The duties of the District Governor-elect include:

- (a) Attending all relevant Rotary International training, including the annual Rotary International Convention, International Assembly and all relevant Zone and district training sessions;
- (b) Identifying and appointing members of the District Leadership Team to serve during the year of service as District Governor;
- (c) Developing, preparing, and refining training programs and agendas in concert with the District Training Chair for AGTS and PETS.
- (d) Serves as a member of the Council of Governor's meetings;
- (e) Serving as a member of the District Nominating, District Finance and District Conference Committees to ensure the continuity and succession of the District;
- (f) Serves as primary leadership for the training planning committee for Carolinas PETS, a multi-district training organization formed to support the training of President Elect;
- (g) Other duties as requested or assigned by the District Governor.

2.3 District Governor-nominee (DGN). The District Governor-nominee will serve as District Governor-elect commencing July 1 through June 30 of the Rotary year immediately following the term of the current District Governor-elect.

The duties of the District Governor-nominee include:

- (a) Beginning the preparations to become District Governor;
- (b) Attending all relevant Rotary International, Zone and district training sessions;
- (c) Supporting the DGE in developing, preparing and refining training programs and agendas in concert with the District Training Chair for AGTS and PETS;
- (d) Performing other duties as assigned by the District Governor;
- (e) Serving as a member of the District Nominating, District Finance, District Grant and District Conference Committees to ensure the continuity and succession of the District;
- (f) Serving as a voting member of the CART Advisory Board and attend the CART Annual Meeting;
- (g) Serving in leadership for the Planning Committee for Carolinas PETS, a multi-district training organization formed to support the training of Presidents Elect;
- (h) Serving as a member of the Council of Governors;

- (i) Other duties as requested or assigned by the District Governor.

2.4 District Governor-nominee Designate (DGND). The District Governor-nominee Designate will serve as District Governor-nominee commencing July 1 through June 30 of the Rotary year immediately following the term of the current District Governor-nominee.

In order to provide the greatest opportunity for development for a newly designated DGND, as well as to maximize their familiarity with the district and the duties for which they will be responsible, the DGND once selected shall immediately become an ex officio (non-voting) member of all district committees and shall be included in all District 7730 meetings, including those of the Council of Governors.

The duties of the District Governor-nominee Designate include:

- (a) Attending all relevant Zone and district training sessions;
- (b) Participating in a broad cross-section of district committee meetings to observe their operations and familiarize themselves with district level Rotarians;
- (c) Supporting the District Governor-elect in developing, preparing and refining training programs and agendas in concert with the District Training Chair for AGTS and PETS;
- (d) Serving as a member of the District Finance and District Conference Committee;
- (e) Serving as a member of the Council of Governors, and
- (f) Performing other duties as requested or assigned by the District Governor.

2.5 Immediate Past District Governor (iPDG). The Immediate Past District Governor is the District Governor who last completed a full term as District Governor prior to the current District Governor assuming their position.

The duties of the Immediate Past District Governor include:

- (a) Mentoring the currently serving District Governor;
- (b) Serving as Chair of the District Nominating Committee;
- (c) Serving as Chair of the District 7730 Foundation (for Disaster Relief);
- (d) Coordinating with the District Governor, Rotary International Award Nominations;
- (e) Remaining active in the district and supportive of the currently serving District Governor;
- (f) Serving as a member of the District Finance Committee; and
- (g) Performing other duties as requested or assigned by the District Governor.

2.6 District Executive Secretary. The District Executive Secretary is key and vital role in support of the District Governor line and the District as a whole. This position is responsible for communications between the district and Rotary International, the Zone leadership and the clubs of District 7730. The District Executive Secretary is selected by the District Nominating Committee with the approval of the District Governor.

The District Executive Secretary position is a paid position, the holder of which is considered an independent contractor in accordance with the laws of the State of North Carolina and will be provided a Form 1099 for each applicable tax year. Annual compensation will be determined by the Finance Committee and appropriately adjusted per industry standard to be commensurate with the capabilities, work history, experience and/or education of the individual appointed to the position.

The District Executive Secretary shall serve a term not to exceed three (3) years in length and may receive an indefinite number of three (3) year extensions if so desired by the sitting District Governor. The District Executive Secretary may be terminated during any three (3) year period of employment at the discretion of the sitting District Governor, or the DGE if within ninety (90) days of the start of his or her term, provided a ninety (90) day notice is provided to the incumbent. If the contract of the current District Executive Secretary is terminated and it is intended that the position be refilled, a new selection will be initiated as described in this section.

The duties of the District Executive Secretary include:

- (a) Coordinating the activities of the District Governor, as needed, including scheduling, arranging transportation and lodging for official travel;
- (b) Working in concert and engaging the District Leadership Team to assist in effective communications within the district;
- (c) Overseeing the official records (both physical and electronic) of the District;
- (d) Maintaining and encouraging succession and sustainability of the District with District Leadership by maintaining District files in the District database;
- (e) Ensuring RI has an accurate record of all district level positions and their occupants;
- (f) Maintaining an accurate database of district leadership (names, addresses, phone numbers and e-mail addresses) to include committee assignments, offices held and the period of such assignments;
- (g) Routing correspondence to the appropriate district official for action, following up to ensure proper action is taken, and informing the District Governor, if difficulties are encountered;
- (h) Publishing a periodic district newsletter;
- (i) Supporting the logistics of all District Training and Celebration events;
- (j) Performing other administrative tasks as assigned or requested by the District Governor.

2.7 Assistant Governors. Assistant Governors act as an Area Representative of the Governor for their assigned region within the district and as such, are the principal connection between the clubs they support and the district leadership team. They are not officers of RI, but rather district appointees that serve at the pleasure of the District Governor. Together, the Assistant Governors form a leadership team that enables the District Governor to better support the clubs of the district.

The number of Assistant Governors is at the discretion of the District Governor taking into consideration factors such as geography, the size and strength of the clubs in the region, and the span of control capability of the assigned Assistant Governor, provided there is no less than one Assistant Governor per region.

The role of Assistant Governor is intended to be a three-year term but may be evaluated annually by the DGE prior to commencing his or her term as District Governor and shall assume their positions coincident with the DGE becoming District Governor. Assistant Governor appointments should be viewed as developmental leadership positions within the district. The selection of Assistant Governors should take into consideration the capabilities, commitment and development of the individual being considered along with the conditions within the region to which they are being appointed. In recognition of the value of continuity in service in these positions, reappointment should be appropriately considered when a currently serving Assistant Governor is willing to accept such an extension of their appointment.

The qualifications for Assistant Governor are:

- (a) Active membership in good standing in a club in the district;
- (b) Served as a Club President for a full term prior to assuming the position of Assistant Governor;
- (c) Demonstrated active performance at the district level;
- (d) Possessing the qualities and characteristics for consideration as a future District Governor;
- (e) It is recommended that no Past Governor serve as an Assistant Governor in order to promote succession planning in leadership for the District; and
- (f) Willingness and ability to accept the responsibilities and proactively serve in the role of Assistant Governor.

The duties of an Assistant Governor are as follows:

- (a) Completing the Assistant Governor Basics Course in the on-line Rotary Learning Center;
- (b) Assisting the DGE in identifying Rotarians qualified and capable to fill district leadership positions;
- (c) Attending District and Zone trainings, as identified;
- (d) Working with the DGE to develop goals for the district in the upcoming year;
- (e) Maintaining close contact with assigned clubs ensuring they are appropriately represented in district events and activities;
- (f) Visiting assigned clubs at least once a quarter including once during the first two months of the Rotary year to ensure they are aware of the RI annual theme and district level objectives and events for the year;
- (g) Meeting regularly with assigned club presidents to discuss the business of the clubs and resources available to assist them;
- (h) Encouraging assigned clubs to actively participate in all five Avenues of Service;
- (i) Assisting assigned clubs in identifying annual goals aligned with district goals and ensuring those goals are entered in Rotary Club Central;
- (j) Encouraging assigned clubs to have leadership succession plans that include

- identification of a President, President-elect and President-nominee, all of which are recorded in DACdb;
- (k) Encouraging assigned clubs to participate in district events with particular emphasis on:
 - PETS – All Club Presidents are required to complete PETS prior to taking Office July 1.
 - District Training Assembly
 - District Conference
 - (l) Encouraging assigned clubs to have at least one member who has completed the annual grants training seminar.
 - (m) Monitoring the progress of assigned clubs toward their goals and reporting assessment and feedback through Rotary Club Central;
 - (n) Actively participating in monthly Assistant Governor meetings and keeping the District Governor updated on the status of assigned clubs, highlighting areas of success as well as areas that need attention;
 - (o) Preparing assigned clubs for the District Governor’s annual official visit; and
 - (p) Performing other duties as assigned by the District Governor.

++Note that District Leaders not identified in this section are found within Article 3 District Committees.

Article 3. District Committees

3.1. General Provisions. District Committees are formed by the District Governor as needed to enable the efficient operation of the district and/or respond to initiatives of RI, Zone and district leadership. Typically, committees are intended for terms in excess of one year. Projects of a shorter nature which require multiple members are typically assigned to a temporary task force.

District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. The governor-elect, governor, and immediate past district governor should work together to ensure continuity of leadership and succession planning. The governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office.

The following district committees shall be appointed in accordance with the RI Code of Policies:

- Finance Committee, chaired by the District Finance Chair
Supported at a minimum by the District Treasurer, District Audit Chair, District Disaster Fund Chair and other roles as assigned
- Membership Committee, chaired by the District Membership Chair
Supported at a minimum by the District Innovative Club Advocate Chair and the Rotaract Chair
- Public Image Committee, chaired by the District Public Image Chair
- Rotary Foundation, chaired by the District Rotary Foundation Chair
Supported at a minimum by the District Polio Plus Chair, the District Global Grants Chair, the District Annual Fund Chair and District Major Gifts Chair
- Training, chaired by the District Training Chair

The following are the standing committees of District 7730. The District Governor may supplement this committee listing as desired to support the efficient operation of the district, coordinate district activities and events, and/or respond to initiatives of RI or Zone 33 leadership.

The following are standing committees of District 7730:

- District Nominating Committee, chaired by the immediate Past District Governor
- District Initiatives Committee, chaired by the District Initiatives Chair
Supported at a minimum by the District CART Chair and the District Boys and Girls Home Chair
- District Conference Committee, chaired by the District Conference Chair
- District Youth Services Committee, chaired by the District Youth Services Chair
Supported at a minimum by the District Interact Chair, the District Youth Protection Officer and the District RYLA Chair
- District Diversity, Equity and Inclusion Committee

The District Governor may appoint Ad Hoc Committees and/or authorize the creation of sub-committees at their discretion as the need arises for a specific function. All Ad Hoc Committees and sub-committees are to be provided a charter document outlining their purpose and any applicable operating instructions and/or limitations.

3.2 Committee Chairs. Committee Chairs are appointed by the District Governor unless indicated otherwise in these procedures to serve during the year of his or her term. The current district governor cannot serve as a district committee chair. It is recommended that district committee chairs be past governors, governor-nominees, past assistant governors, or effective past district committee members. All committee chairs should be selected and, if required, reported to RI by 31 December in the year before taking office on 1 July.

Committee Chairs are responsible for the overall operation of their committee as outlined below or as provided in their charter document.

The general duties of Committee Chairs are as follows:

- (a) Remaining an active Rotarian in a club within the District;
- (b) With the exception of committees with pre-designated membership, identifying potential members of their committee and, with District Governor approval, recruiting members for service on the committee (generally, each committee should be comprised of at least three members selected from a cross section of clubs within the district);
- (c) Establishing committee goals by March of the year prior to each new program year in concert with the District Governor-elect and consistent with the current District Strategic Plan;
- (d) Chairing all meetings of the committee and ensuring a record of each meeting is created in writing and provided to both the District Governor and District Secretary;
- (e) Holding committee meetings at least quarterly during which corresponding Rotary and Rotaract Club committee chairs are invited to attend;
- (f) Plan, market and conduct at least one training workshop each year for corresponding Rotary and Rotaract Club Committees to review expectations and ensure the committees are adequately trained and have the tools to be successful in supporting their respective clubs;
- (g) Attending monthly District Leadership Team meetings and reporting on the progress of their committee;
- (h) Managing assigned budget authority as provided in the district budget, ensuring funds are managed consistent with current district financial policies and procedures;
- (i) Submitting a written summary of the committee's actions and progress on achieving its goals during the previous year by July 15th of each year;
- (j) Developing a successor from within their committee as a qualified and capable replacement when their term is completed;
- (k) Attending the District Training Assembly, PETS, District Conference and DG

- designated Zone training events; and
(l) Actively participating in Zone meetings applicable to your committee.

3.3 Committee Qualifications. The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a Rotary or Rotaract club in the district. District governors are strongly encouraged to appoint Rotaractors to every district committee.

3.4 Training Requirements. District committee chairs should attend the district team training seminar and complete related Rotary Learning Center training prior to serving as chair. Committee members should participate in district training meetings.

3.5 Relationship with Rotary Regional Leaders. District committees are encouraged to work with regional leaders (RCs, RPICs, RRFCs, E/MGAs) as well as Rotarians appointed by the RI president. This relationship strengthens the District and the Clubs.

3.6 Reporting Requirements. District committees shall report to the District Governor on the status of their activities on a regular basis. District committees shall report successful activities to RI for possible publication in RI publications and on the RI website.

3.7 District Finance Committee: The finance committee works closely with the governor to maintain the transparency of district finances and keep proper records of income and expenditures. This Committee oversees the preparation and execution of the district budget and oversees the financial operations of the district based on historical practice and consistent with RI requirements and its Manual of Procedures.

3.7.1 Composition. The Finance Committee will consist of eight members as follows: District Governor, District Governor Elect, District Finance Chair, District Treasurer, District Executive Secretary, and the District Rotary Foundation Chairperson; and in addition:

- a. Two Rotarians with staggered three-year terms. The Governor will appoint/reappoint one Rotarian for a period of three years and/or fill vacancies as needed.
- b. The District Governor Nominee, and Immediate Past District Governor are ex-officio (nonvoting) members.
- c. The Finance Chair and the Treasurer, ideally, should not change in the same year and should serve staggered terms.

The at-large members shall each serve a three-year term, the terms to be staggered in order that one at-large member shall rotate off the Committee each year. Preference should be given to those with previous service as club treasurer, to those with accounting or finance as a component to their vocation or profession, and those knowledgeable in District affairs and programs. A balance of geographical areas should be represented on this committee.

3.7.2 The District Finance Chair oversees the duties of the Finance Committee in support of the District Governor’s vision for the Rotary Year and in compliance with RI requirements, its Manual of Procedures and Code of Policies. This position ensures compliance with the Fiscal Matters Article of this document. This position should be a Past District Governor due to the expansive knowledge and oversight required. This position also chairs the Business Sessions for the District when held.

3.7.3 Duties of the District Finance Committee include:

- (a) Creating the annual district budget for the ensuing Rotary year on or before March 1st. The committee reviews the necessary administrative costs and helps prepare a budget. The budget is typically submitted to clubs at least four weeks before a meeting of incoming club presidents. When planning the budget, the committee considers,
 - The necessary costs of district administration;
 - Expenses that support the responsibilities of the governor, governor-elect, and governor-nominee that may cost more than the DG funding amount covers;
 - Special club and district events that the governor or governor-elect may attend; and
 - If your district plans to host visits from your zone’s director and from officers of

- Rotary International or The Rotary Foundation, include expenses related to these visits as part of your budget;
- (b) Coordination with the Committee Chairs with payables or liabilities of the District, to include District Grants, training events, celebration events, etc;
 - (c) Ensuring the budget is presented at a District Business Meeting and made available to all clubs thereafter by either mail, electronic means or website posting;
 - (d) Reviewing and approving the end of term summary financial statement prepared by the District Governor, comparing actual expenditures and fund ending positions against the approved budget;
 - (e) Identifying a suitable and appropriate source to conduct a financial review of the district books and District Treasurer's records subsequent to the end of each fiscal year;
 - (f) Making available to the succeeding District Governor as well as each Rotary Club in the district, the approved end of year financial statement along with the report resulting from the year-end financial review;
 - (g) After the fiscal year, prepare the annual statement, arrange for an independent review of the annual statement, distribute the annual statement to clubs, present the annual statement for adoption so that the governor can send it to Rotary by 30 June, within 12 months of the end of their year, and prepare the DG funding report and send it to Rotary by 31 July, one month after the end of the governor's year;
 - (h) Review of the annual 990 filing, which the District Treasurer facilitates the completion of.
 - (i) Oversight, includes:
 - **Accounting Software/Platforms:** The Committee shall periodically review the accounting software being utilized to determine whether it is in keeping with transparency for the District, cost effective, easy to learn, secure, etc;
 - **Audit:** An annual review of the financial statements of the District shall be completed by an Audit Committee. This review should be a consolidated financial statement review of all accounts associated with District 7730.
 - **Authorized Expenditures:** The Treasurer is authorized to pay all properly presented bills or vouchers for budgeted items, without specific further instructions or authorizations provided that such funds are available from other budgeted items.
 - **Bank and Savings Accounts:** The Committee shall provide for depositing and withdrawing of funds and shall authorize signers for the account to be recorded where funds are deposited. Typically, the signers are the District Finance Chair and District Treasurer for segregation of duties.
 - **Budget and Certification:** The budget of the projected income and expenditures for each year shall be prepared by the Committee and presented to the District Assembly for approval, together with per capita levy on the members to be requested from the Rotary Clubs in District 7730.
 - **Budgeted Items:** The Committee shall budget for effective and efficient operation of the District taking into consideration the recommendations of the District Governor and District Governor Elect.

- **Financial Statements:** The Committee shall keep a complete record of its transactions and shall require a bond on the Treasurer in an amount equal to the total of all funds for which the District Treasurer has control.
- **Income and Expenditures:** The expenditures of any one year shall not exceed the receipts thereof, unless by specific authorization of the District Assembly, District Conference or by a club majority mail or e-mail ballot.
- **Records:** Complete records shall be kept by the Committee. Complete and accurate reports of all activities and finances shall be presented to the District Assembly. A summary of the activities of the Committee with a condensed statement of its finances shall be included in the District Governor's annual report to the Business Meeting of the District.

3.7.4 District Treasurer. The District Treasurer is responsible for the day-to-day management of district finances and ensuring good financial stewardship consistent with the approved district budget. The District Treasurer is a 3-year term and should be selected by the Governor Line every 3 years, with review annually to ensure continuity of service for the District.

The duties of the District Treasurer include:

- (a) Receiving and disbursing district funds with sufficient internal controls in accordance with the policies and procedures established by the Finance Committee and approved by the District Governor;
- (b) Maintaining accounting records of the district and related materials in accordance with document retention requirements;
- (c) Invoicing clubs for district dues and other approved billings and collecting associated payments;
- (d) Reviewing of credit card purchases and reconciliation of discrepancies;
- (e) Making district payments to RI on a timely basis;
- (f) Managing district project/event funds, including paying bills and related expenses;
- (g) Working with the District Governor Line to ensure expenditures and reimbursements are made in alignment with the RI District Governor funding requirements;
- (h) Distributing approved grant and scholarship funds;
- (i) Working with the Rotary Foundation to submit contributions and receive grant funding;
- (j) Preparing monthly financial statements and distributing them to the Finance Committee
- (k) Preparing and submitting tax returns as required;
- (l) Attending the District Conference and annual District Assembly;
- (m) Supporting the District Finance Committee in drafting an annual budget in time for it to be reviewed and endorsed by the Finance Committee for presentation at the District Conference or Business Session;
- (n) Overseeing completion of the annual Internal Revenue Form 990 for review and approval by the District Finance Committee in time to meet the submission deadline of November 15 or as otherwise imposed by any applicable governmental

- authority;
- (o) Preparing an annual financial statement of income and disbursements attributable to each District Governor’s year of service comparing actual expenditures against approved budgeted expenditures for review and approval by the District Finance Committee;
 - (p) The District Treasurer is ex-officio, and is non-voting, and serves as Treasurer of The Rotary District 7730 Foundation; and
 - (q) Performing other duties as requested or assigned by the District Finance Chair and/or the District Governor.

3.7.5 District Disaster Relief Committee: District 7730 recognized a need in 1992 to ensure reserve funds for the use of District 7730 for disaster relief of victims of hurricanes, fires, floods, tornadoes, and other similar calamities. Funds available for these charitable purposes shall be limited to the earnings of the fund in excess of \$100,000. The basic corpus of the fund (\$100,000) shall not be used.

3.7.5.1 Composition: The Immediate Past District Governor (iPDG) will serve as Chair. Six Rotarians from District 7730 will comprise the committee. Five of the Rotarians will be the most recent Past District Governors (PDG) residing in the District on July 1, but this may be modified to ensure representation across the district. The sixth Rotarian will be the District Governor Elect (DGE) on July 1 of that year. This Committee serves the District Governor and should include the District Governor Line whenever convened.

3.7.5.2 The District Disaster Relief Committee Chair oversees the Disaster fund and ensures the activation of the Committee in support of disaster relief efforts on an as needed basis. The Chair should convene the Committee at a minimum of twice annually to review the financial position of the restricted funds and make recommendations to the Finance Chair and Committee any investment strategies to ensure growth of the funds.

The Chair should be prepared to support the District Governor in communications to the District in the availability of and use of these funds to support disaster relief efforts.

3.7.5.3 Activation of the Disaster Relief Committee (DRC): Activation of the DRC may be performed by the District Governor, committee chairperson, or a member of the DRC. One or more of the following events may trigger activation of the District DRC.

1. A disaster impacting an area within District 7730.
2. A disaster impacting an area outside the boundaries of the District with the possibility of mobilizing the District’s disaster relief operations.
3. A request for disaster relief assistance from another Rotary District or Club, or from Rotary International.

Note: All assistance must be coordinated through the involved Incident Command or the Emergency Management organization having authority when either has been activated. Unsolicited assistance will duplicate other programs and often will interfere with assistance already being provided. When the involved Incident Command and/or an Emergency Operations Center has been established, requests will be made

utilizing the resource request system in place for the incident. Showing up at a disaster or sending items without a request is known as “free lancing” and is discouraged.

4. An event which presents a potential threat of significant damage and /or loss of life.
5. A request for funds or donation of funds to a disaster relief effort.

3.7.5.3 Duties of the District Disaster Relief Committee include:

- (a) Considering disaster relief assistance in the form of funds, supplies, equipment, volunteers or any other resource available to the District. The DRC may choose to provide relief assistance for a specific disaster in the form of a one-time monetary donation or it may choose to withhold disaster relief for any disaster.
- (b) Oversight, along with the District Treasurer, of all funds to be used for disaster relief.
- (c) Writing grants so as to ensure that district funds are applied for within a specified time. Rotary grant applications must be completed within five days of a disaster.
- (d) Solicitations to individual clubs within the district for specific materials, monies or services needed to assist with the District’s disaster relief efforts.
- (e) All funds will be sent directly to the District 7730 treasurer and earmarked for disaster response.
- (f) In the event that more funds are received than are needed for a particular event, the District Disaster Relief Committee may keep those funds in the disaster account, authorize their use for another disaster, or contribute them to an RI recognized partner like Shelter Box. Should that happen, clubs will be recognized for their contribution on a pro rata basis.

Recognizing Federal tax rules, the donors of those funds will receive the appropriate tax receipts, and the funds can be used for such disaster relief efforts.

As such, the funds cannot be redirected without clear instructions from the donors. Thus, when funds are solicited it will have to be clear in the solicitation documents, much like Rotary's check off on the donation forms, that excess funds will be redirected to other humanitarian projects. Otherwise, they must be used for the intention given.

3.8 District Membership Committee. It is the purpose of the District Membership Committee to assist district clubs in attracting and engaging new members as well as coordinating the establishment of new clubs within the district. This committee actively works in tandem with the District Training Committee, the District Public Image Committee, the District Foundation Committee and any other District Committees as needed.

3.8.1 Composition. The Composition of this Committee includes at a minimum, the District Membership Chair, the District Innovative Club Advocate and the Rotaract Chair.

3.8.2 District Membership Chair. This position, a three year term, oversees the duties of the Membership Committee in support of each District Governor's goals and vision for the Rotary Year and in compliance with RI requirements, its Manual of Procedures and Code of Policies. The Membership Chair attends Zone Training and Meetings to ensure continuity and knowledge of RI and Zone resources for the District. This role communicates committee progress, challenges, and opportunities with your Rotary Coordinator and District Governor on a regular basis.

3.8.3 Duties of District Membership Committee, include:

- (a) Working with the DG and club leaders to ensure connection community members have the opportunity to know and join Rotary;
- (b) Coordinating district-wide membership development activities;
- (c) Planning and conducting trainings in consultation with the governor and district trainer, as well as the district public image and Rotary Foundation chairs.
- (d) Encouraging clubs to participate in District, RI or presidential membership development recognition programs;
- (e) Maintaining communication with other district committees to coordinate activities that will aid membership growth;
- (f) Assisting in organizing, establishing, and supporting new and different club types and models, where Rotary is currently not present, as well as in areas where Rotary is already active.
- (g) Working with campus and community based Rotaract Clubs to maximize their membership in Rotary;
- (h) Assigning any prospective, referred, or relocating members who are hoping to join a club using the RI web-based membership management system.
- (i) Making the committee known to all clubs, and ensure that members of the committee are available to help them;
- (j) Encouraging clubs to develop and implement an effective Club Leadership Plan that includes membership growth and training in the plan;
- (k) Assisting club membership chairs in carrying out their responsibilities; Seeking opportunities to visit clubs to speak about successful membership development activities and share information on successful activities;
- (l) Promote the use of the four way test in acceptance of members to achieve a wide variety of membership in a club to represent the club's cultural and vocational climate.

- (m) Ensuring that each club Membership Committee is connected routinely with RI and Zone resources, such as Rotary Learning Center.
- (n) Staying informed of Club and District trends, analyzing and reporting to the District Governor and Leadership Team as an active part of strategy in growth and retention of membership; and
- (o) Reporting to the District Leadership Team and the District Governor on a routine basis.
- (p) Supporting the District Governor in innovative strategies as requested or assigned.

3.9 District Public Image Committee. It is the purpose of the District Public Image Committee to create and implement a plan to tell Rotary’s story to the general public and to promote district projects and activities. Effective public image strategies can help communities understand what Rotary does and how Rotary is making a difference. This committee promotes Rotary to the public and fosters understanding, appreciation, and support for our programs. This committee actively works in tandem with the District Training Committee, the District Membership Committee, the Diversity Equity and Inclusion Committee and the District Foundation Committee.

3.9.1 Composition. The Composition of this Committee includes at a minimum, the District Public Chair and Rotarians that serve in supportive Public Image Roles to the District Foundation, Membership, Training and Initiatives Committee.

3.9.2 District Public Image Chair. This position, a three year term, oversees the duties of the Public Image Committee in support of each District Governor’s vision for the Rotary Year and in compliance with RI requirements, its Manual of Procedures and Code of Policies. The Public Image Chair attends Zone Training and Meetings to ensure continuity and knowledge of RI and Zone resources for the District. This role communicates committee progress, challenges, and opportunities with your Rotary Coordinator and District Governor on a regular basis.

3.9.3 Duties of District Public Image Committee, include:

- (a) Developing and executing a public image plan for the district in support of the District Governor and their vision for stories and initiatives highlighted;
- (b) Coordinating district-wide membership development activities;
- (c) Planning and conducting trainings in consultation with the governor and district trainer, as well as the district public image and Rotary Foundation chairs.
- (d) Supporting District Leadership Chairs in identifying Public Image support for the committee work that can be a part of this Committee;
- (e) Providing resources to present, explain, and promote Rotary to the public in cooperation with district clubs;
- (f) Assisting clubs in their public image efforts and responsibilities;
- (g) Leading by example and share stories that show your district as people of action, through social media and other media
- (h) Seeking opportunities to visit clubs to speak about successful public image initiatives and activities.

- (i) Encourage clubs to communicate with external audiences to promote the impact they make in their communities.
- (j) Getting media coverage for local projects by cultivating relationships with journalists.
- (k) Working with clubs to use the resources available on the Brand Center to create and use club logos that reflect Rotary's brand guidelines and develop materials that are distinctly Rotary;
- (l) Promoting the End Polio Now campaign, our areas of focus, grant successes, and alumni activities;
- (m) Plan and conduct the district Vibrant Club Workshop in consultation with the governor and district trainer, as well as the district membership and Rotary Foundation chairs;
- (n) Taking Courses in Rotary Learning Center and participating in Zone training;
- (o) Reporting to the District Leadership Team and the District Governor on a routine basis.
- (p) Supporting the District Governor in innovative strategies as requested or assigned.

3.10 District Rotary Foundation Committee. It is the purpose of the District Rotary Foundation Committee to act as the representative of The Rotary Foundation within the district, to inspire giving, to stimulate TRF related activities and to coordinate grant management within the district. This committee actively works in tandem with the District Training Committee, the District Membership Committee, the District Diversity, Equity and Inclusion Committee and the District Public Image Committee.

This Committee has responsibilities that include authorizing the use of DDF for District grants and qualifying the clubs in your district to apply for global grants. There are subcommittees for fundraising, grants, PolioPlus, Rotary peace fellowships, and stewardship.

3.10.1 Composition. The Composition of this Committee includes at a minimum, the District Foundation Chair, the District Polio Plus Chair, the District Grants Chair, the District Global Grants Chair, the District Annual Fund Chair, the District Peace Fellow Chair and the District Major Gifts Chair. The District Treasurer serves in an ex-officio capacity.

3.10.2 District Foundation Chair. This position, a three year term, oversees the duties of the Foundation Committee in support of each District Governor's vision for the Rotary Year and in compliance with RI requirements, its Manual of Procedures and Code of Policies. The Foundation Chair attends Zone Training and Meetings to ensure continuity and knowledge of RI and Zone resources for the District. This role communicates committee progress, challenges, and opportunities with our assigned Rotary Foundation Coordinator and District Governor on a regular basis. This position has signing authority for global grants, in coordination with the District Governor.

3.10.3 Duties of District Rotary Foundation Committee, include:

- (a) Developing and executing a plan for the district in support of the District Governor and their vision for cultivating and stewardship of gifts to the Rotary Foundation;
- (b) Coordinating district-wide Foundation development activities;
- (c) Planning and conducting trainings in consultation with the governor and district trainer, as well as the District Membership Chair and District Membership Chair.
- (d) Coordinating fundraising efforts within the district to include both Annual Fund Share and Polio Plus gifts;
- (e) Identifying potential major gift donors and working with the Zone 33 Major Gifts Officer in pursuing major gifts;
- (f) Encouraging Paul Harris Society membership within the district;
- (g) Arranging special recognition events and providing stewardship support to major donors and PHS members within the district;
- (h) Coordinating Polio Plus educational and fundraising campaigns within the district;
- (i) Planning and executing one district-wide Polio Plus program annually;
- (j) Marketing the Rotary Peace Fellows program and coordinating application processing within the district;
- (k) Deciding how to use the District Designated Funds allocated to District Grants in consultation with the District Governor and District Governor-elect;
- (l) Conducting an annual Grants Management Seminar, and
- (m) Coordinating the district and global grants process within the district to ensure participation, recognition and furthering the understanding of how the Rotary Foundation works for communities;
- (n) Planning and conduct the district Vibrant Club Workshop in consultation with the governor and district trainer, as well as the District Membership and Public Image chairs;
- (o) Taking Courses in Rotary Learning Center and participating in Zone training;
- (p) Reporting to the District Leadership Team and the District Governor on a routine basis; and
- (q) Supporting the District Governor in innovative strategies as requested or assigned.

3.10.4 District Global Grants Chair. This position provides promotion, allocation and administration of the District’s Designated Funds designated for Global Grants from the Rotary Foundation in conjunction with the District Governor, the District Foundation Chair and the District Foundation Committee. This position is the facilitator of the Global Grants process with RI, the District and the Clubs. This position interfaces with RI on matters concerning approval of Global Grants and special initiatives of the Rotary Foundation that the District can seek to participate in.

The Chair oversees the following functions:

- (a) Allocating the District’s available District Designated Funds (“DDF”) from the Rotary Foundation to the Clubs seeking Global Grants based upon the fairest manner possible so as to encourage enhanced contributions to The Rotary Foundation’s Annual Program Fund;

- (b) Recommending policy for awarding DDF to Global Grants;
- (c) In coordination with the District Foundation Committee, oversee the administration of Global Grants that are approved;
- (d) Promoting Club use of and provide Training to Club members on use of, application for, administration of, and reporting on Global Grants;
- (e) Assisting the Clubs in applying for Global Grants;
- (f) Reviewing the final reports to the District in the use of funds to ensure compliance;
- (g) Providing technical assistance and support to Clubs to resolve any compliance concerns with the projects or use of funds;
- (h) Working with the District Treasurer to ensure reconciliation of any funds;
- (i) Taking Courses in Rotary Learning Center and participating in Zone training, as appropriate;
- (j) Reporting to the District Leadership Team and the District Governor on a routine basis; and
- (k) Supporting the District Governor in innovative strategies as requested or assigned.

3.10.5 District Grants Chair. The role of this position is to provide promotion, allocation and administration of the District’s Designated Funds from the Rotary Foundation. The District Grants Chair works in concert with the District Governor nominee to convene the District Grants Committee for review and selection of the grant recommendations to the District Governor. Other members of the District Grants Committee should include the District Foundation Chair.

The Chair oversees the following functions:

- (a) Allocating the District’s available District Designated Funds (“DDF”) from The Rotary Foundation to the Clubs based upon the fairest manner possible so as to encourage enhanced contributions to The Rotary Foundation’s Annual Program Fund;
- (b) Recommending policy for awarding DDF to District Grants;
- (c) In coordination with the District Foundation Committee, oversee the administration of the District Grants that are awarded;
- (d) Promoting Club use of and provide Training to Club members on use of, application for, administration of, and reporting on District Grants;
- (e) Assisting the Clubs in applying for District Grants;
- (f) Reviewing the final reports to the District in the use of funds to ensure compliance;
- (g) Providing technical assistance and support to Clubs to resolve any compliance concerns with the projects or use of funds;
- (h) Working with the District Treasurer to ensure reconciliation of funds;
- (i) Taking Courses in Rotary Learning Center and participating in Zone training, as appropriate;
- (j) Reporting to the District Leadership Team and the District Governor on a routine basis; and
- (k) Supporting the District Governor in innovative strategies as requested or assigned.

3.10.6 District Polio Plus Chair. This position supports Rotary’s commitment to polio

eradication; encourage participation in PolioPlus activities by all Rotarians; facilitate fundraising for Rotary's End Polio Campaign; and ensure that Rotary's commitment to polio eradication continues to be promoted in clubs, at the District and in local communities.

The Chair oversees the following functions:

- (a) Educating and encouraging donations from Rotarians, clubs, the District, donations of DDF, as well as the public at large for the PolioPlus campaign;
- (b) Supporting club or District PolioPlus fund raising activities throughout the Rotary year;
- (c) Working with the District Foundation Chair, District Public Image Committee and the District leadership team to ensure appropriate recognition of exemplary polio eradication club and District activities;
- (d) Assisting the DG and District Trainer in the presentation of PolioPlus as part of the Rotary Foundation training and at District meetings;
- (e) Coordinating with Rotary International, Zone Polio Chair and the PolioPlus committees as well as non-Rotarian agencies, in the implementation of Polio eradication and/or education activities;
- (f) Participating in club and District level activities as requested to promote PolioPlus;
- (g) Taking Courses in Rotary Learning Center and participating in Zone training, as appropriate;
- (h) Reporting to the District Leadership Team and the District Governor on a routine basis; and
- (i) Supporting the District Governor in innovative strategies as requested or assigned.

3.11 District Training Committee. It is the purpose of the Training Committee to coordinate and administer all district level training conducted within District 7730. At district training events, club and district leaders prepare for their roles and connect with each other. This committee oversees the district's training plan and supports the District Governor and District Leadership to educate, plan and inspire Rotarians to know and do more for their Clubs and communities.

3.11.1 Composition. The Composition of this Committee includes at a minimum, the District Training Chair, the District Rotary Leadership Institute (RLI) Chair and those supporting the training needs in the District.

3.11.2 District Training Chair. The position oversees training in support of the District Governor's vision for the Rotary Year and in compliance with RI requirements, its Manual of Procedures and Code of Policies. The Training Chair attends Zone Training and Meetings to ensure continuity and knowledge of RI and Zone resources for the District. This role communicates committee progress, challenges, and opportunities with the District Governor and District Leadership on a regular basis.

3.11.3 Duties of the District Training Committee, include:

- (a) Working with the DGE in developing, marketing and executing the annual President-elect Training Seminar (PETS), Assistant Governor Training Seminar (AGTS) and District Training Assembly;
- (b) Planning training events, including the logistics, program, speakers, training leaders, and evaluations.
- (c) Coordinating and marketing RLI training within the district;
- (d) Supporting the planning and success of District trainings and District Conference;
- (e) Assisting clubs and district committees in identifying relevant training available for the development of their officers and committees;
- (f) Assisting committee chairs in conducting their committee's annual training workshop; and
- (g) Monitoring the use of the Rotary Learning Center and coordinating the marketing of that resource within the district;
- (h) Planning and conducting the district Vibrant Club Workshop in consultation with the governor and District Membership, Foundation and Public Image chairs;
- (i) Taking Courses in Rotary Learning Center and participating in Zone training;
- (j) Reporting to the District Leadership Team and the District Governor on a routine basis; and
- (k) Supporting the District Governor in innovative strategies as requested or assigned.

3.12 District Nominating Committee. It is the purpose of the District Nominating Committee to provide qualified and committed Rotarians from within the district to fill key district leadership positions as well as to assist in developing district leaders for the future. Among those positions are the District Governor, as well as Representatives and Alternates for RI's Councils on Resolutions and Legislation.

3.12.1 Composition. The membership of the Nominating Committee will be as follows:

- Immediate Past District Governor (Chair & Convener) (Votes only to break a tie)
- District Governor
- District Governor Elect
- District Governor Nominee
- Two Assistant Governors, whom are not under consideration for any role before the Committee
- Two Past District Governors appointed by the Governor from areas not represented otherwise by the Governor, Governor Elect or Immediate Past District Governor and whom are not under consideration for any role before the Committee.

3.12.2 Duties of the District Nominating Committee. The responsibilities include the duties outlined in Article 6, Article 7, and Article 8.

3.13 District Initiatives Committee. It is the purpose of the District Initiatives Committee to further Rotarians understanding of RI's Areas of Focus. This Committee oversees special district programs and activities that supplement the work of our district's clubs and leverage the combined capabilities of Rotarians and Rotaractors throughout the district. District 7730 has long term partnerships with the Boys and Girls Home of North Carolina and CART, as two examples. This Committee works with Community Service Chairs in our clubs to inform, educate and connect to District Projects as well as develop local service projects that address community's needs.

3.13.1 Composition. The Composition of this Committee includes at a minimum, the District Initiatives Chair, the District CART Chair, the District Boys and Girls Home Chair and other Chairs that represent Initiatives.

3.13.2 District Initiatives Chair. The position oversees the duties of the District Initiatives Committee in support of the District Governor's vision for the Rotary Year and in compliance with RI requirements, its Manual of Procedures and Code of Policies. The Chair attends Training and Meetings, as identified, to ensure continuity and knowledge of RI and Zone resources for the District. This role communicates committee progress, challenges, and opportunities with the District Governor on a regular basis.

3.13.3 Duties of District Initiatives Committee, include:

- (a) Encouraging clubs to follow the lifecycle of a project and use Rotary's online tools for planning, implementing and evaluating.
- (b) Encouraging clubs to visit Rotary Showcase to find project partners and browse for ideas.
- (c) Assisting clubs with community service by connecting them to best practices and resources, local organizations, district committees, and other Rotary groups focused on service and helping them formalize their relationships with key community stakeholders.

- (d) Promoting vocational service by encouraging club members to use their talents and professional skills to plan and carry out service projects.
- (e) Motivating clubs to provide community service and highlight successful projects.
- (f) Coordinating district-wide community and international service initiatives; and
- (g) Working with the District Governor, selecting, marketing and coordinating the completion of at least one district-wide project in each Rotary year.
- (h) Ensuring a web presence that is current and in keeping with the District's current involvement;
- (i) Actively engaging with District Initiatives, such as CART and the Boys and Girls Home, to learn needs and current vision, to ensure that the District Leadership Team is informed for continuity and planning;
- (j) Taking Courses in Rotary Learning Center and participating in Zone training;
- (k) Reporting to the District Leadership Team and the District Governor on a routine basis; and
- (l) Supporting the District Governor in innovative strategies as requested or assigned.

3.14 District Conference Committee (DCC). It is the purpose of the District Conference Committee to plan and execute district conferences held annually or as directed by RI policies. A District Conference is held to engage, inform and inspire District Rotarians as an extension of Rotary International. Under the direction of the District Governor, the District Conference Committee shall plan, promote and implement the necessary arrangements to ensure an effective, dynamic, and well-attended District Conference.

Due to the financial impact of the District Conference, thoughtful and long-range planning is expected. Only the District Governor has the authority to sign contracts for the District, therefore only after thoughtful consideration and planning with the DG and the Finance Committee shall contracts be entered into.

3.14.1 Composition. The DCC shall consist of District Governor, District Conference Chairperson, District Treasurer (if different than the District Conference Treasurer), the District Governor Elect, the District Governor Nominee, the Immediate Past District Conference Chairperson, the Immediate Past District Conference Treasurer, the District Training Chair and other persons as the Governor may appoint.

Preference should be given to those who have experience in the meeting coordination or hospitality industry and/or those who have media, public relations or marketing skills as a component of their vocation or profession.

With the amount of skillsets and time it takes to conduct a successful conference, it is encouraged that subcommittees be appointed by the District Conference Chair and the District Governor. Suggestions are: including, but not limited to: Site Planning, Program, Registration, Resolutions, Awards, Publicity, and Sergeant-at-Arms

3.14.2 District Conference Chair. The District Governor and the District Conference Chairperson are co-conveners of the District Conference Committee. The District

Conference Chairperson is appointed by the District Governor Elect for a term to last through the actual conference.

3.14.3 Funding for the District Conference. The budget for the District Conference shall be developed in concert with the District’s Finance Committee. The District Conference Budget should be self-supporting with estimated expenditures and sources of income to cover the expenditures. The District Treasurer and other knowledgeable experienced Rotarians will provide guidance or assistance as requested or needed to plan the budget.

3.14.4 Duties of the Committee, include:

- (a) Planning a conference with all elements as outlined in the RI Manual of Procedures.
- (b) Providing planning and operational support for the District Conference;
- (c) Assisting in the selection of the district conference venue and coordinate all related logistical arrangements;
- (d) Coordinating the finances of the conference to ensure maximum attendance at a cost that aligns conference costs with the conference budget to prevent overages;
- (e) Planning that aligns with the needs of the District and the vision of the District Governor;
- (f) Promoting conference attendance with particular emphasis on new Rotarians, all members of newly-organized clubs in the district, and representation from every club in the district;
- (g) Promoting the district conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs; and
- (h) Coordinating, in cooperation with the District Trainer, a district leadership seminar, if the same is to be held in conjunction with the district conference.
- (i) Coordinating with the District Governor in the mandatory request of a RI President’s Representative. The District is required to pay the expenses of the RI Representative and allow time to actively participate and address the Conference attendees per RI policy.

3.15 District Youth Services Committee. It is the purpose of the District Youth Services Committee to coordinate management and oversight of district youth programs and to “support young leaders’ transition through Rotary’s programs and offer them progressively greater leadership opportunities as they develop their skills.”

3.15.1 Composition. The Composition of this Committee includes at a minimum, the District Youth Services Chair, the District RYLA Chair, the District Interact Chair, the District Youth Protection Officer, the District Youth Exchange Chair and other Chairs as needed.

3.15.2 District Youth Services Chair. This position oversees the duties of the District Youth Services Committee in support of the District Governor’s vision for the Rotary Year and in compliance with RI requirements, its Manual of Procedures and Code of Policies. The Chair attends Training and Meetings, as identified, to ensure continuity and knowledge of RI and Zone resources for the District. This role communicates committee

progress, challenges, and opportunities with the District Governor on a regular basis.

3.15.3 Duties of District Youth Services Committee, include:

The duties of the District Youth Services Committee are as follows:

- (a) Increasing awareness of youth-related activities within the district;
- (b) Coordinating district support of Interact Clubs within the district, including providing support to Rotary Clubs interested in establishing Interact Clubs;
- (c) Coordinating the district's participation in Rotary Youth Exchange, to include applicable annual District certifications through RI approved training;
- (d) Managing the District's Rotary Youth Leadership Awards (RYLA);
- (e) Maintaining the district Youth Protection Policy and ensuring it is followed in all youth programs;
- (f) Taking Courses in Rotary Learning Center and participating in Zone training;
- (g) Reporting to the District Leadership Team and the District Governor on a routine basis; and
- (h) Supporting the District Governor in innovative strategies as requested or assigned.

Note: The following roles and requirements of the following positions are detailed on rotary.org; training can be found in the Rotary Learning Center:

- RYLA Chair
- Youth Protection Officer
- Interact Chair
- Youth Exchange Chair

3.16 District DEI (Diversity, Equity and Inclusion) Committee. It is the purpose of the District DEI Committee to be the catalyst behind education and awareness of DEI, the existence of Rotary International's Code of Conduct as it relates to DEI, and to assist the membership committee and district clubs in attracting and engaging members who represent the communities in which they serve. This Committee actively works in tandem with the District Membership Committee, the District Foundation Committee and the District Public Image Committee.

3.16.1 Composition. The Composition of this Committee includes at a minimum, the District DEI Chair and committee members representative of the District.

3.16.2 District DEI Chair. This position oversees the duties of the District DEI Committee in support of the District Governor's vision for the Rotary Year and in compliance with RI requirements, its Manual of Procedures and Code of Policies. The Chair attends Training and Meetings, as identified, to ensure continuity and knowledge of RI and Zone resources for the District. This role communicates committee progress, challenges, and opportunities with the District Governor on a regular basis.

3.16.3 Duties of District DEI Committee include:

- (a) Creating and maintaining a DEI strategic plan,

- (b) Working with the DG and interested club leaders to educate clubs and their members about DEI initiatives;
- (c) Supporting the district and clubs with their DEI efforts;
- (d) Encourage clubs to understand the intricacies and nuances of DEI as it relates to the mission of Rotary;
- (e) Maintaining communication with other district committees to coordinate activities that will aid membership growth;
- (f) Seeking opportunities to encourage clubs to foster diversity and inclusion within the clubs;
- (g) Creating a DEI-focused grant program as made available from District funds and as designated by the District Governor and approved by the District Finance Committee;
- (h) Making the committee known to all clubs, and indicate that members of the committee are available to help them;
- (i) Encouraging clubs to develop and implement an effective Club Leadership Plan that includes DEI training in the plan;
- (j) Assisting club DEI chairs in carrying out their responsibilities;
- (k) Seeking opportunities to visit clubs to speak about DEI as it relates to membership development and community engagement; and
- (l) Ensuring that each club DEI Committee completes learning modules in the Rotary Learning Center that relate to diversity and inclusion.
- (m) Taking Courses in Rotary Learning Center and participating in Zone training;
- (n) Reporting to the District Leadership Team and the District Governor on a routine basis; and
- (o) Supporting the DG in innovative strategies as requested or assigned.

Article 4. District Representative to the Councils on Resolutions and Legislation

4.1 Council on Resolutions. The Council on Resolutions meets annually online to vote on proposed resolutions submitted to RI. Resolutions are requests to the RI Board or the Board of Trustees of TRF to take action that is outside the purview of the RI governance documents currently in effect. Each Rotary district provides a single representative to vote on such resolutions as proposed by Rotary clubs, Districts, the RI Board and the General Council or conference of RIBI. Adopted resolutions are then considered by the RI Board or TRF Trustees.

4.2 Council on Legislation. The Council on Legislation meets every three years in Chicago to review and vote on proposed changes to the legislation that governs Rotary International. The Council considers enactments which change Rotary's governing documents and position statements by the RI Board.

4.3 Term of Representative. A single individual acts as the District Representative to both the Council on Resolutions and the Council on Legislation. The selected representative serves a three (3) year term and is required to attend, at District expense, the Rotary Zones 33/34 Institute in order to receive training in legislation and legislative procedure.

4.4 Alternate Representative. An alternate Representative to the Councils on Resolutions and Legislation shall be elected to serve in the event the Representative to the Councils cannot meet the obligations of the position.

4.5 Qualifications of Representatives. To be eligible for nomination as District representative or Alternate Representative, an individual must:

- (a) Be an active member of a club in this district;
- (b) Have served a full term as an RI officer at the time of election; however, if the District Governor certifies, and the RI President concurs that no past officer is available in the district, a Rotarian who served less than a full term as District Governor or District Governor-elect may be nominated; and
- (c) Understand and be qualified, willing, and able to perform the duties and responsibilities of the representative.

4.6 Responsibilities of the Representative. The responsibilities of the District Representative to the Councils on Resolutions and Legislation are as follows:

- (a) Assisting clubs in preparing enactments and resolutions;
- (b) Attending the Zone 33/34 Institute and complete Representative training;
- (c) Being knowledgeable about the attitudes of Rotarians within the district;
- (d) Studying proposed legislation thoroughly;
- (e) Discussing legislation and resolutions at district conferences and other district meetings;
- (f) Consulting the clubs of the district to obtain their views on pertinent proposals;
- (g) Considering carefully all legislation and resolutions presented to the councils

- and effectively communicate their views to the councils;
- (h) Acting as an objective legislator of RI;
 - (i) Attending the meeting of the council on legislation for its full duration;
 - (j) Participating in the council on resolutions; and
 - (k) Reporting on council deliberations to the clubs of the district.

4.7 Selection of Representatives. The selection of the District Representative and Alternate Representative shall follow the same procedure as that outlined for District Governor-nominee Designate. Representatives shall be selected by 30 June in the year two years before the council on legislation.

Article 5. Council of Governors.

The Council of Governors acts as an advisory board to assist the District Governor in the performance of his or her duties. The Council provides advice and counsel as requested by the District Governor and shall take no action which may in any way tend to dilute the authority or responsibility of the District Governor.

5.1 Membership. The Council of Governors shall consist of the Current District Governor, DGE, DGN, DGND and all previous District Governors who are active members in good standing in any District 7730 Rotary Club.

5.2 Meetings. Meetings of the Council of Governors shall occur on at least an annual basis, and as requested by the District Governor.

Article 6. Elections, Appointments, Voting, Vacancies and Terms of Office

6.1 Elections. The members of the District Governor line the Representative and Alternate for the Council on Resolutions and the Council on Legislation represent the only elected positions within the district.

6.2 Appointments. The District Governor is ultimately responsible for selecting his or her leadership team. Those selections are typically completed during the DGE year. This process of appointment is intended to form a district leadership team that supports the District Governor in ensuring efficient district operations, fosters leadership development within the district, and enables the District Leadership Team to more effectively serve each club in the district.

Appointments of Assistant Governors, Committee chairs and District Leadership Team positions are typically done in consultation with the governor line. Appointments of committee members are typically done in consultation with the respective committee chair that will be leading the committee once their term commences.

6.3 Voting. Unless otherwise specified, voting within the district will typically follow Roberts Rules of Order and generally require a simple majority of those present who voted.

When, upon determination of the District Governor, in-person voting is not optimal or practical, electronic voting shall be permitted in a fashion consistent with that outlined in the RI Constitution, Manual of Procedure, Bylaws and/or other pertinent governing documents of Rotary International. All such other applicable provisions of the RI Manual of Procedure and others related shall apply to the vote and its process.

6.4 Vacancies.

6.4.1 Vacancies in Appointed Positions. The District Governor shall have the discretion to fill any vacancies for any unexpired term of the original appointee.

6.4.2 Vacancies in Elected Positions. Should vacancies occur in a district elected position, it shall be filled consistent with RI policy as follows:

- District Governor: The Nominating Committee shall select one available Past District Governor to fill the vacancy of the unexpired term of the District Governor, subject to the approval of Rotary International.
- District Governor-elect: The District Governor-nominee shall fill the vacancy.
- District Governor-Nominee: The District Governor-nominee Designate shall fill the vacancy.
- District Governor-nominee Designate: At the discretion of the District Governor, the Nominating Committee can be directed to commence an out of cycle DGND selection process or, if timing is such that a normal election cycle is imminent, defer action to the next normal election cycle. In making this decision, the DG

should be mindful of the possible lost training opportunities if too long a gap is created during which the DGND position is left unfilled.

- Immediate Past District Governor: The Past District Governor in line of succession, according to the least years removed from office shall fill the vacancy.
- If the succession plan identified in this section cannot be fulfilled, the Council of Governors shall be convened to determine the best course of action.

6.5 Terms of Office.

6.5.1 Terms of Elected Positions. Holders of elected positions begin their term on July 1st and serve a term of one year or until their successor has been elected, unless otherwise specified in these procedures.

6.5.2 Terms of Appointed Positions. The majority of the terms of office of all appointed positions are for one year with reappointment at the discretion of the DGE. Please refer to specific sections for additional specifications of terms. All appointments should balance the value of continuity in service with the need for leadership development within the district. Rotary International intends the District Foundation Chair and the District Membership Chair to serve 3 year terms specifically.

6.6 Other Nominations, Appointments and Selections.

6.6.1 RI Director Nominating Committee Member. Rotary International Director Zone 33/34: Every 4 years, the District has the opportunity to select a member of the RI Director Nominating Committee for Zone 33 to select a qualified Zone 33/34 Director. This selection must be a qualified PDG District 7730 in keeping with RI Manual of Procedures and RI Bylaws. The selection process must follow the requirements prescribed by Rotary International.

6.6.2 RI Director Nomination. The District should give consideration to suggesting a qualified candidate for the Nominating Committee for RI Director and a qualified candidate for Director of Rotary International each time the District is eligible.

6.6.3 Other. The District should be proactive in identifying positions that Clubs and the District will be asked for selection, appointment and nomination to serve beyond the District.

Article 7. Qualifications, Nomination and Selection Process of the District Governor

The Nominating Committee for the District serves as the Nominating Committee for District Governor. This Committee is charged with the duty to propose the best qualified Rotarian who is available to serve as District Governor. The Committee conducts a fair and open selection process, finds and nominates the most qualified person and interviews all qualified candidates for governor, who are nominated by clubs or by the committee.

7.1 Basic Procedure. The selection of District Governor Nominee-designate (DGND) shall be by Nominating Committee as provided in the Manual of Procedure of RI, as may be amended, and in Article 12 of the RI Bylaws, as may be amended.

7.2 Summary of the selection of the District Governor. Each year, the current Nominating Committee shall be charged with oversight of the following Nominations and Elections process for the District Governor Nominee-designate, who will serve in successive years as the DGN, the DGE and the DG.

The Immediate Past District Governor is responsible for convening and oversight of the process. Selection of the DGND shall be conducted under the procedures set forth below entitled "Nomination Procedure". The DGND is proposed to serve as District Governor for the Rotary Year three years hence. The qualifications of District Governor are found in the RI Bylaws and the Manual of Procedure.

Each year a District Governor Nominee-designate (DGND) is nominated and selected to replace the outgoing District Governor in the chain line. This process ensures a leadership succession is in place at all times within the district.

7.3 Nomination Procedure. The governor shall invite clubs to submit their suggestions for nominations for governor. Eligible candidates must meet the qualifications as outlined in the RI Bylaws and Manual of Procedure, adhere to the Rotary International qualifications and requirements for District Governor. The invitation is to be made at least two months before suggestions are due to the nominating committee. It is recommended the invitation occurs by August 1st. The suggestions shall be submitted by a resolution naming the suggested candidate adopted at a regular club meeting and certified by the secretary. A club shall only suggest one of its own members. The district will provide the nomination form.

Any currently serving Assistant Governor may place their own name into consideration for District Governor-nominee Designate by submitting the same background information within the timeframes indicated.

The Nominating Committee is not limited to considering only those names submitted. Its task is to select the best qualified individuals for this position.

7.4 Duties of the Nominating Committee, include:

- (a) Announcing the date of the committee meeting and provide at least two weeks' notice to all eligible candidates.
- (b) Convening approximately one month after the close of nominations, but no later than November 30th, for the purpose of considering candidates submitted and selecting the District Governor Nominee-designate.
- (c) If no candidate is recommended by the clubs of the district, the District Nominating Committee will meet as prescribed and select the best qualified Rotarians from within the district;
- (d) The Chair shall notify the governor of the candidate selected within 24 hours of the adjournment of the Nominating Committee. Within three days of receipt of the notice, the governor shall notify the clubs in writing of the name and club of the nominee.
- (e) The Chair shall also personally notify each candidate and inform them of the Nominating Committee's decision regarding their candidacy prior to the governor's communication.
- (f) The Chair shall ensure that the name and club of the person selected be published in the next issue of the District Newsletter and on the District's website.
- (g) The Chair shall ensure that the governor certifies the name of the governor-nominee to the RI general secretary within 10 days of declaring the nominee.
- (h) Failure to identify and select a qualified candidate will follow the processes as outlined in the RI Manual of Procedures and RI Bylaws.
- (i) Ensuring that any challenges to the selected candidate will be resolved following the processes as outlined in the RI Manual of Procedures and RI Bylaws.

Article 8. Fiscal Matters

8.1 District Budget. The District Governor supported by the District Finance Chair, the District Treasurer and the District Finance Committee is responsible for fiscal management of all district funds. The district budget is the mechanism through which that authority is exercised and outlines the annual fiscal program for the district. The District budget is developed by the District Finance Committee, presented to the clubs at the preceding year's Business Meeting (or by other electronic voting means approved by the District Governor), and made available thereafter to all clubs in the district by mail, electronically and/or website posting.

8.2 District Fund. There shall be a District Fund for the financing of district-sponsored projects and the administration and development of Rotary in the district. The financing of the District Fund shall be supported by way of a per capita levy.

The District Fund shall be kept in an interest-bearing account, when possible, in the name of "Rotary International District 7730." The signatories on the account shall include the District Treasurer and another individual(s) or other adequate safeguard mechanism authorized by the District Governor and as permitted by RI. The District Treasurer is authorized to act on expenditures authorized within the approved budget. Expenditures outside the approved budget must be approved by the Finance Committee before action can be taken.

8.3 District Surplus Funds. All accumulated monies saved during the course of conducting District business that are in excess of the needed Reserve funds shall be considered Surplus. These monies shall be made available for District matching grants in the next available grant cycle, or as otherwise determined to be of best use by the committee, so long as such funds are used to promote and further the ideals of Rotary. Surplus funds shall be spent on approved Rotary projects or causes as quickly and expeditiously as reasonably possible.

8.4 Reserve Funds. The District Governor with support of the Governor line, the District Finance Chair, the District Treasurer and the District Finance Committee will establish a Reserve Fund with guidelines for sustainability of the District and stewardship of the funds.

8.5 District Reserve Funds Account. Any district funds identified as a reserve account are to be deposited into a separate interest-bearing account in the name of "Rotary International District 7730 Reserve." The signatories on account shall include the District Treasurer and another individual(s) or other adequate safeguard mechanism authorized by the District Governor and as permitted by RI.

8.6 District Reserve Funds Account(s) for Disaster Relief: Funds are restricted for use for disaster related matters as determined by the District Disaster Relief Committee. These funds shall be used primarily within the boundary of North Carolina with particular attention to the relief of disaster victims in the geographical area of Rotary International

District 7730; however there are times that the Committee may direct funding to other Districts for disaster.

District Disaster Relief Funds should not be invested in any instrument the term of which is more than one year. All earnings and income from any source shall be deposited in an account to take advantage of any interest accrual.

Funds available for disaster related purposes shall be limited to the earnings of The Foundation in excess of \$100,000. The basic corpus of The Foundation (\$100,000) shall not be used.

8.7 Per Capita Levy. The district per capita levy, otherwise known as district dues, generates money for the district fund, which is used for the district's expenses. The annual budget sets an appropriate levy amount. The per capita levy needs to be approved by at least three-fourths of the incoming club presidents at the presidents-elect training seminar or at the district training assembly, or by a majority of electors present and voting at a district conference. Once the levy is established, it does not need to be approved every year — only if the levy amount needs to change.

After the per capita levy has been approved at a Business Meeting, the Treasurer shall bill each Rotary Club in District 7730 for each member of that Club. Payments for a pro rata portion of the per capita levy will be due September 30 (based on the June 30th membership), and March 31st (based on the December 31st membership) for each Club member admitted during the prior semiannual period.

Clubs are expected to complete payment of district per capita levies promptly, normally within 30 days of the receipt of the club's invoice. A penalty charge may be imposed for late payments if approved by the Finance Committee.

Should a club fail to make payment within 60 days of the date of the invoice, the District Treasurer will notify both the club president and the district governor of the delinquency and seek to develop a plan to resolve the delinquency.

Should a resolution not be developed within 90 days of the date of the invoice, the District Treasurer will send a certified return receipt letter to the club president advising him/her that if a plan to resolve the delinquency is not developed within the following 30 days, the club will be placed on suspension during which the club will be ineligible to receive district grant funds, participate in district events or have voting privileges within the district.

If a plan to resolve the delinquency has not been finalized within 120 days of the date of the invoice, Rotary International will be advised to terminate the charter of the effected club.

8.8 Dispensing Funds. The District Treasurer shall disburse funds according to the annual budget prepared by the District Finance Committee and approved by the clubs at the District Conference, Flexibility in dispersing funds is permitted between line items

specified within the approved total budget as recommended by the District Treasurer and approved by the Finance Committee.

Disbursements to clubs will only be considered in the case of clubs whose per capita levy has been paid. Disbursements of grant funds will only be considered to those clubs having participated in the annual mandatory grants training.

8.9 Payments. Any expenditure required or requested to be paid by the District Treasurer shall be covered by a proper invoice or voucher corresponding to the applicable approved annual budget. Requests for disbursements shall be in writing and promptly disbursed by the District Treasurer once they have been authenticated. Expenditure requests not previously authorized or budgeted shall be reviewed by the Finance Committee and approved for payment before payment will be made by the District Treasurer.

8.10 Credit Cards. In order to maintain efficiencies in the day to day operation of the District, the Finance Chair is an authorized signor of the credit card accounts to authorize the names of the District Governor, the Governor Line and the District Executive Secretary to hold credit cards in the name of Rotary District 7730 while serving in the role. The named roles are authorized to make expenditures in keeping with the District's budget and approved expenditure plan. All expenditures will be submitted to the District Treasurer.

8.11 Final Financial Statement. At the end of each Rotary year, the District Governor, in cooperation with the District Treasurer, shall prepare a financial statement of income and disbursements attributable to said Governor's year of service. This statement shall compare actual expenditures against the approved budget and any documented modification directed by the District Finance Committee during the year. Fund balances will also be compared to budgeted levels at the beginning and end of the Rotary year.

Copies of the statement thus prepared shall be made available to the District Finance Committee and, when approved by the District Finance Committee, shall be filed with the district papers of the outgoing District Governor and provided to the succeeding District Governor.

8.12 Annual Financial Review. At the end of each Rotary year, the District Finance Committee shall identify a suitable and appropriate source of assistance for an external review of the books and accounts of the district as well as a verification of the annual financial statement. The results of that review will be provided in writing to the District Governor, District Treasurer and to each of the Rotary Clubs in the district. The finalized Annual Statement and Report of District Finances shall be submitted to RI per Ri policy.

Article 9. District Governor Club Visitations.

The District Governor is charged with upholding the Constitution and Bylaws of Rotary International and must be concerned with adherence by each club in the district. The District Governor's visit provides an opportunity to observe each club in action as well as to share information, provide assistance for special initiatives and counsel/advise on Rotary issues. The aim of the District Governor visit is to help clubs develop to their full potential as the leading service organization within their respective communities.

District Governors are required to make at least one official visit to every club in the district during their year of service. Multiple clubs can be included in a single visit. Following each visit a report is filed about each club with Rotary International summarizing the visit and the status of the club.

The following guidelines apply to District Governor visits:

- (a) The date for the visit should be set in advance and one hundred percent (100%) attendance requested to allow each club member an opportunity to learn about new RI information and programs;
- (b) No other program should be planned during the District Governor's official visit;
- (c) The District Governor should be provided an opportunity to meet with club leadership, including the President, for an adequate time prior to or after the scheduled meeting for frank dialogue to include discussion of matters of concern to the club, the District Governor, the district and RI.
- (d) When possible, the corresponding Assistant Governor should accompany the District Governor, and should be seated at the head table during the meeting;
- (e) An official address to the club will be given by the District Governor during the meeting.

Article 10. District Directory, Web Presence and Newsletter

10.1 District Directory. A directory of members shall be maintained in conjunction with the District website and/or by another third party online database with which RI and/or its various districts has contracted.

10.2 Web Presence. A district social media page will be maintained as well as a District website through which district Rotarians will be kept apprised of known dates and locations of upcoming events, stories from within the district, appropriate information about RI, Zone and District activities and initiatives, and any other information deemed important by the District Governor.

10.3 District Newsletter. A District Newsletter shall be made available by the District Governor and District Executive Secretary for the benefit of district clubs and their members on a monthly basis. Clubs are encouraged to submit recommended topics for the Newsletter to the District Executive Secretary.

Article 11. District Conference.

The District Governor will convene a district- wide conference per RI guidelines. The District Governor, at the recommendation of the District Governor Elect and/or District Governor Nominee, will convene a District Conference Committee to support the planning process of the District Conference. (See District Conference Committee section in this document)

While the agenda is at the discretion of the District Governor, the following components are encouraged to support the RI purpose of a District Conference:

- PDG Fellowship time
- Council of Governors meeting
- Business meeting
 - District grants report
 - Presentation of the annual district budget for the next Rotary year and approval of any annual per capita levy increase to be paid by district clubs
 - Presentation on any revisions to these procedures
 - Other business identified by the District Governor
- Address from RI President's Representative (The representative is selected by RI through a process that the District Governor facilitates with RI.)
- District Level Awards and Recognition
- In Memorial for Fallen District Rotarians that passed in the previous year
- Special presentations on RI, district and/or district club initiatives
- Updates from RI leadership representatives
- Fun and fellowship

Article 12. Conflict of Interest.

Whenever a member of the district leadership, including the District Governor has a financial or personal interest in any matter coming before any district committee, the chair of that committee shall ensure that:

- (a) The interest of the individual is fully disclosed to all members of the committee.
- (b) No interested committee members may vote or lobby on this matter when such matter is voted upon.
- (c) Any transaction in which a committee member has a financial or personal interest shall be duly approved by the DG or DGE not so interested or connected as being in the best interests of the organization.
- (d) Payments to the interested committee members shall be reasonable and shall not exceed fair market value.
- (e) The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Article 13. Revisions to the District Leadership Plan.

13.1 Revisions Resulting from Law or RI Action. Should any revision to these procedures be required by operation of law or through amendment of the Constitution, Bylaws, or Policies and Procedures of Rotary International, such amendment shall become effective immediately without further discussion.

The District Governor shall cause a copy of any such revision to be provided by mail or electronic means to the President and Secretary of each club in the district stating that the revision has been made and setting forth the reasons for that revision.

13.2 Club Proposed Revisions. Any club may propose a revision to these procedures provided such revision is consistent with the RI Constitution and Bylaws and the Rotary Code of Policies. Such revision proposals must be made in writing accompanied by a certificate signed by the President and Secretary of the club proposing such revision that states the proposal was adopted at a club meeting in which a quorum was present and a majority vote of the club membership present at the time voted in favor of the proposed revision.

13.3 Revision Processing. Any qualifying proposed revision to these procedures shall be delivered to the District Governor not less than sixty (60) days prior to the next Business Meeting. The District Governor shall make available to each club in the district, the District Leadership Team and the Council of Governors a copy of the proposed revision not less than thirty (30) days prior to the date of that Business Meeting to allow time for comment should any choose to do so.

The District Governor will review all comments received and determine the appropriate resolution as follows:

- Any revisions that meet the following criteria will be presented at the Business Meeting for action and will be adopted if affirmed by a two-thirds (66.6%) majority vote cast by a quorum of qualified electors, or proxies, identified and possessing proper credentials as such:
- Challenges to the District Governor-nominee, District Representative to the Councils on Resolution and Legislation, or the latter's alternate selected by the Nominating Committee.
- An increase in the per capita levy included in the district budget.
- Revisions not requiring Business Meeting approval are at the sole discretion of the District Governor after considering any input received from clubs, the District Leadership Team and/or the Council of Governors.

13.4 Revision Effective Date. Unless the revision specifies otherwise, each revision approved by the Business Meeting shall become effective on July 1, the first day of the immediate next Rotary year.

Article 14. Required Review.

This document is to be reviewed not less than once every three years and coincides with RI's issuance of updates to its Constitution, Manual of Procedure and/or Bylaws.

A copy of this document, and any subsequent revisions, upon enactment shall be made available to each Rotary District 7730 Club and published on the district website.

Approved June 30, 2023 at Virtual District Conference

2022-23 District Leadership Plan Committee: District Governor Nancy Carr, PDG Dawn Rochelle (Chair), District Governor-elect, Allen Quigley, District Governor-nominee CJ Crooks, District Governor-nominee Designate Andrea Young, iPDG Ellen Deaton, PDG Doug Wolfe, PDG Lee Dixon.