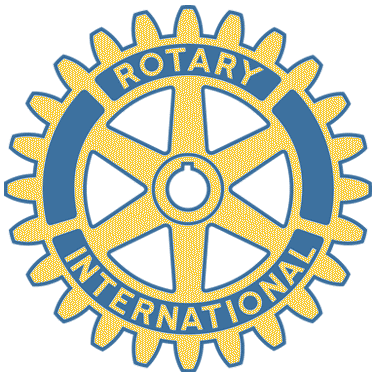
**DISTRICT 7770, INC.**

**ROTARY INTERNATIONAL**



**POLICY MANUAL**

**2017-2018**

**Revision February 1, 2017**

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**PURPOSE**

This District *Policy Manual* is intended to assist the District Governor in leading District 7770, Inc. In addition, it provides guidance to officers and committee chairs of the District and aids Rotary Club Presidents and Directors in better understanding the functions of the District. In the event of a conflict between the provisions of this manual and the current Rotary International Manual of Procedure, the Manual of Procedure takes precedence. A glossary of Rotary acronyms is located on page 19.

### DISTRICT ORGANIZATION

The District has adopted the Rotary International Strategic Leadership Plan.

**DISTRICT OFFICERS**

**District Governor**

The District Governor is the only officer of Rotary International in the District. The District Governor is nominated by the clubs in the District and elected by the voting delegates of the International Convention of Rotary International. The qualifications for District Governor are set forth in the Constitution and By-Laws of Rotary International. The District Governor is responsible to Rotary International and must carry out the duties set as prescribed in the current *Manual of Procedure* of Rotary International as well as those set forth by the Board of Directors of Rotary International.

The District Governor delegates specific responsibilities and authority to Assistant Governors, District Committee Chairs and the Chair of the Rotary Foundation Committee. The District Governor’s primary focus is to meet District and Club needs. The District Governor is fully accountable for all District and club activities and functions.

**Vice Governor**

The Vice Governor is a PDG who would assume the office of Governor in case of temporary or permanent inability for the Governor to serve. The Vice Governor Chair will serve as the Chair of the Council of Governors. The District Nominating Committee will confirm this position annually. The DGE will provide the name of the PDG to the nominating Committee at the January meeting.

**District Governor-elect**

The duties and responsibilities of the District Governor-elect are detailed in Rotary International publications. The District Governor-elect shall be a member of all District Committees, except the District Nominating Committee. In addition, the District Governor-elect shall assume any duties deemed advisable by the District Governor.

Using the District Strategic Plan, the District Governor-elect shall plan goals for the coming year and establish District committees to achieve these goals.

The District Governor-elect shall endeavor to have all geographical areas of District 7770 represented as far as possible.

**District Governor-Nominee**

The District Governor-nominee should be an *ex-officio*, non-voting member of all District committees, except the District Nominating Committee. The District Governor-nominee should assume any duties deemed advisable by the District Governor.

**District Governor-Nominee Designate**

The District Governor Nominee Designate shall be the official title of the individual selected by the Nominating Committee prior to becoming District Governor-elect on July 1st of the Rotary year in which they are selected.

**District Secretary**

The incoming District Governor should appoint a well-qualified Rotarian who has served a full term as a club secretary to serve as District Secretary. The term of office shall be one (1) year.

The District Secretary shall assist the District Governor in any or all of the following duties:

1. Answer all correspondence written to the District Secretary, or as directed to the District Secretary by the District Governor.
2. Provide assistance to the District Governor in communicating with the district.
3. Maintain a file of District records. *Note: Financial records are kept by the Treasurer.*
4. Maintain the online District database.
5. Coordinate with the District Leadership to insure accurate information is maintained in the District Database.
6. Assist and act as Recording Secretary for such District meetings, institutes, and assemblies as the District Governor deems appropriate.
7. Conduct the Club Secretary training session at the Club Leadership Spring Training Assembly.

The District Secretary shall be reimbursed for all out-of-pocket expenses in maintaining the office of District Secretary and for attending the District Conference, Club Leadership Spring Training Assembly and other District meetings as requested by the District Governor commensurate with budget provisions.

In addition to the District Secretary, the District may employ a qualified individual to serve as Executive Secretary to carry out any or all of the duties listed above and other such duties as specified by the District Governor.

The District Governor may appoint a Rotarian employed as Executive Secretary to serve concurrently as District Secretary, provided that if the Executive Secretary’s employment with the District ends the office of District Secretary shall be declared vacant.

**District Treasurer**

The incoming District Governor shall appoint a well-qualified Rotarian with a background in finance to serve as District Treasurer. The initial term for District Treasurer shall be one (1) year, but the District Treasurer may be re-appointed by subsequent District Governors. One or more Assistant Treasurers possessing the same qualifications required of the Treasurer may be appointed as needed.

The District Treasurer shall:

1. Maintain accounts as necessary to show the receipts, expenditures and financial condition of the District and shall perform all other duties connected with the office of District Treasurer.
2. Send notices to the clubs of the semi-annual per capita levy each year before October 1 and April 1.
3. Disburse District funds, when properly substantiated (as set forth by IRS rules) by the procedures covering the District Finance Committee as outlined within this Policy Manual.
4. Assist in preparing the District Conference budget and disburse District Conference funds when properly substantiated.
5. Invest such funds designated as “the reserve balance” in accordance with the District’s Investment Policy and with regard to their required liquidity for operational use. The District Finance Committee has overall responsibility for defining and implementing the investment objectives and policies as well as monitoring and evaluating the performance of all investments.
6. Prepare a quarterly Treasurer’s report for the District Governor and the District Finance Committee showing receipts, disbursements and assets and liabilities of District 7770.The reports shall compare disbursements with budgeted items.
7. Be bonded for an amount equal to the previous year’s operating budget. Assistant Treasurers and others involved in signing checks or handling district funds and accounts shall also be bonded.
8. Prepare such reports as requested by the Finance Committee and/or the District Governor.
9. Serve as an *ex-officio* member of the District Finance Committee.
10. Sign District checks. In the event of the absence or incapacity of the District Treasurer, or when two signatures are required, an Assistant Treasurer, the DG, DGE, DGN and/or the District Executive Secretary may sign checks.
11. Report any irregularities which come to the District Treasurer’s attention, including but not limited to non-payment of District and/or RI dues and fees by a club and exceeding budgeted items by committees, to the District Governor and to the District Finance Committee. The Treasurer and District Executive Secretary shall be given access to RI reports of District clubs in arrears on dues and fees in order to assist the District Governor and the clubs with the resolution thereof.
12. Be responsible for turning over all records of the office of District Treasurer in an accurate, orderly and up-to-date condition to the successor.

The District Treasurer shall be reimbursed for all out-of-pocket expenses in maintaining the office of District Treasurer and for attending the District Conference, the Club Leadership Spring Training Assembly and other district meetings as requested by the District Governor commensurate with budget provisions.

**District Assistnt Treasurer**

1. Enter deposits (credits) and/or checks (debits) into accounting program.
2. Reconcile each account no later than 5th working day of the month
3. Reconcile monthly credit card deposits with backroom registration for 3 events.
   1. Club Leadership Foundation Membership Public Image Fall Seminar
   2. District Conference
   3. Club Leadership Spring Assembly
4. Prepare monthly payroll for Executive Secretary to include monthly payroll tax deposits, annual W-2s or any other related payroll documents or functions needed.
5. Checks may be prepared by bookkeeper but signed by appropriate signers within the District
6. Create District semiannual invoices for Club dues.
7. Coordinate with Treasurer the preparation financial statement by the 10th of each month to be distributed to the District Governor lineage.

**District Auditor**

The District Auditor should be a qualified, professional accountant recommended by the DG, DGE, DGN and the Chair of the District Finance Committee and approved by the Finance Committee. The District Auditor, if a Rotarian, cannot be currently serving in any of the above offices or be a member of the District Finance Committee. The chairman of the Finance Committee is authorized to sign the letter engaging the selected auditor to conduct a review of the District Treasurer’s records for the immediately preceding Rotary year. The auditor shall complete the review and present a report of his or her findings to the District Finance Committee by September 30. The District Auditor also shall review the District Grants account and any other accounts designated by the District Finance Committee, and prepare the District’s IRS form 990.

**District Parliamentarian**

The incoming District Governor shall appoint by March 1 a qualified, knowledgeable Rotarian to serve a one-year term as District Parliamentarian. The District Parliamentarian may be re-appointed by subsequent District Governors, and shall have no vote on any District committee.

The District Parliamentarian shall:

1. Oversee the running of District elections, District Legislative sessions and the activities of the District Conference Election and Credentials Committee.
2. Be available to assist any club in preparing enactments or resolutions for Rotary International or District 7770.
3. Keep all clubs informed of their voting rights and duties. At least 30 days prior to the District Conference, the District Parliamentarian shall inform all of the club presidents of
   * Enactments or resolutions involving changes to the District Policy Manual requiring the vote by Club Electors at the District Conference.
   * The candidates for District Governor-nominee and their qualifications if an election by Club Electors will be required at the District Conference.
   * The candidates for Representative to the Council on Legislation and their qualifications (in the two years preceding the Council), to be voted on by Club Electors; and
   * Other matters expected to come to the floor of the District Conference for vote by Club Electors.
4. Shall be the expert and authority on the Rules of Procedure section of the R.I. Manual of Procedure.
5. Shall maintain a neutral attitude and position on all District matters or issues.
6. Shall attend all District Assemblies and the District Conference.
7. Shall maintain strict confidentiality of all voting results.

**Assistant Governors**

The District shall be divided into administrative areas by demographic criteria. The District Governor shall determine the number of areas. An Assistant Governor, who is a District appointee, not an RI officer, shall represent each area. Candidates for the position of Assistant Governor should demonstrate outstanding performance as a club president/district leader and meet the published qualifications of a District Governor-nominee. An Assistant Governor is appointed for one (1) year, with no Assistant Governor serving more than three (3) one-year terms. In addition to carrying out duties described in the *Manual of Procedure*, Assistant Governors shall attend the Assistant Governors Leadership Seminar, PETS, the Club Leadership Spring Training Assembly and the Club Foundation Membership Public Image Fall Training Seminar. Assistant Governors shall be given a budget for appropriate expenses.

# Representative to the Council On Legislation

The Council on Legislation is the legislative body of Rotary International and meets every three (3) years. District 7770 shall elect its Representative to the Council on Legislation and an alternate two (2) years preceding the meeting of the Legislative Council. The elected Representative and alternate must be a Past District Governor at the time of the election. The Representative and alternate should be selected by a Nominating Committee procedure similar to the procedure used for the selection of district governor. The Nominating Committee should be chaired by the immediate past Council Representative and the committee should be comprised of PDG’s in the District. The nominations must be made by the clubs in accordance with Rotary International guidelines and the candidate’s qualifications must meet the requirements stipulated by the By-Laws of Rotary International.

If the district chooses not to select its representative through a Nominating Committee, the district should elect its Representative and alternate at the district conference. All nominations must be in the Governor’s hands 60 days before the election is held. The Parliamentarian must notify all the clubs in the district of all the candidates at least 30 days before the election. The candidate receiving the second highest number of votes will be elected the alternate.

The District Representative shall communicate with the District and Club leadership regarding pending legislation. The Representative shall communicate any Council enactments to the District Executive Committee. Council reports should be made available to clubs.

# DISTRICT LEADERSHIP TEAM AND COMMITTEES

District Committees are formed to assist the Rotary clubs of the District in carrying out the far-reaching programs of Rotary International and to enhance District administration. The District Governor should appoint the committees deemed necessary to carry out these programs during the District Governor’s Rotary year (except for the Training Committee, which is appointed by the District Governor Elect). Rotary International or District 7770 resolution has imposed certain criteria on seven (7) of these committees (Finance, Communication/Public Image, Membership, New Club Development, Nominating, Foundation, Conference, and Training) and these criteria are explained in further detail in this *Policy Manual*.

The District Governor should appoint well-qualified Rotarians as chairs of District Committees.

# Director of District Training

The District Governor Elect in conjunction with the DGN should appoint a Past District Governor or Past Assistant Governor to serve a one-year term as Director of District Training (District Trainer). The District Trainer should serve no more than three consecutive one year terms. Other qualified Past-Presidents, Assistant Governors, and Past District Governors are to be appointed to the District Training Committee with terms not to exceed three years. The District Training Committee shall consist of the District Trainer and Lead Training Coordinators responsible for Assistant Governors Leadership Seminar, PETS, Club Leadership Spring Training Assembly and Club Leadership Foundation Membership Public Image Fall Training Seminar respectively. Sub-committees for each training session shall be selected by the DGE, District Trainer and Lead Coordinators as needed each year. The District Governor Elect shall have ultimate responsibilities for training Assistant Governors Leadership Seminar, Presidents-elect Training Seminar (PETS) and the Club Leadership Spring Training Assembly.

**District Executive Committee:**

The Executive Committee shall consist of the Immediate Past District Governor, District Governor, District Governor Elect, District Governor Nominee and the Council of Governors Chair. The purpose of the Executive Committee is to ensure continuity in leadership and adherence to the District Strategic Plan. The committee shall meet no less than quarterly. The Governor and executive committee shall work with club leaders to encourage participation in the District Strategic Plan. The District Executive Committee shall also ensure continuity within the district by working to foster effective clubs by consistently adhering to the District Strategic Plan as developed & revised by the District Long Range Planning Committee.

**District Finance Committee**

The District Finance Committee shall consist of seven (7) voting members: The District Governor, the immediate Past District Governor, the District Governor-elect, the Finance Committee Chair, and three at-large members serving three-year staggered terms. At-large members must be a past club president, or a Past District Governor. Each year the incoming District Governor shall appoint one new member to a three-year term. The incoming District Governor shall also designate a well-qualified Rotarian to serve a one-year term as District Treasurer. The Chair of the Finance Committee shall be a Rotarian of significant financial experience appointed by the incoming DG, in consultation with the current DG and DGN, to serve a maximum three-year term conditional on the Chair’s overall performance. The DGN, District Treasurer, and District Executive Secretary shall serve as non-voting members of the committee. The Chair of the Finance Committee or the District Governor may authorize opening of new bank accounts.

1. Each year the Finance Committee shall approve a recommended budget for the year beginning the next July 1. A preliminary budget shall be prepared by the DGE in consultation with the Finance Committee Chair and District Treasurer, and in consultation with the DGN in development of recommendations for training events Assistant Governors Leadership Seminar, PETS, and Club Leadership Spring Training Assembly). In planning for these events, the DGE must develop budgets that incorporate adequate registration fees to cover costs above the district allocations for the events. The recommended budget approved by the committee shall be submitted to the clubs at least four (4) weeks prior to the Club Leadership Spring Training Assembly and approved by the incoming presidents at the Club Leadership Spring Training Assembly. The District shall have a balanced budget for each fiscal year without using any funds from the Reserve Fund without the explicit approval of the Finance Committee and the incoming Presidents at the Club Leadership Spring Training Assembly.
2. The Finance Committee shall oversee the administration of all District funds and shall be the only authority to approve disbursements not authorized by the budget or by existing resolutions. The committee shall, in conjunction with the DG, ensure that all persons responsible for handling receipts and invoices for a district event remit such receipts and invoices to the District Treasurer within one week after the end of the event in order to facilitate up-to-date records and timely reporting by the Treasurer.
3. The Finance Committee shall meet as follows for the purposes as noted:
4. By October 31, to review the year-end auditor’s report on the District Treasurer’s records and other District activities, including the District Grants, to review the District Governor-elect’s preliminary budget for the following year, to review the preliminary District Conference budget, and to approve the final budget for the training events.
5. By February 28, to review the Treasurer’s six-month report compared to budgeted items and to approve the next District Conference budget. At the same time, the committee shall approve a recommended budget for the next Rotary year and submit it to the District Governor for distribution to the club presidents and club presidents-elect four (4) weeks prior to the Club Leadership Spring Training Assembly.
6. The following guidelines apply to the budget’s income, expenditures, disbursements and reimbursable expenses:
7. Each Rotary Club shall contribute, in two installments, an amount per member (excluding Honorary) per year for District expenses as shall be determined at the Club Leadership Spring Training Assembly by approval of three-fourths of the presidents-elect attending and voting. The first installment shall be payable by October 1 based on the club membership as reflected on the districtdatabase as of July 1, and the second installment shall be payable by April 1 based on the club membership as reflected on the district database as of January 1.
8. The Finance Committee shall maintain an adequate reserve balance in the District fund.
9. The DG, DGE, and DGN may be reimbursed for all reasonable and necessary expenses (except those reimbursed by RI) associated with preparing for, and fulfilling, the term as District Governor. Reimbursable items include, but are not limited to, attending the International Convention, Zone Institute, Zone Foundation/Membership Seminar, District functions and area meetings, administrative expenses, entertaining visiting Rotary dignitaries, and performing other District functions as may be necessary (See the District budget and related complimentary expenses policy for details on allowable expenses for certain events).
10. District Officers, Directors, Assistant Governors, District Committee Chairs and their committee members shall be reimbursed for necessary expenses associated with District business when such expenses are included in the annual approved District budget and are properly documented. Note: In case of transportation by automobile, the Finance Committee shall set a mileage rate based on current R.I. guidelines.
11. Reimbursement for any non-budgeted expenses for any District member requested to attend any function outside the District will be paid only if the member had received the approval of the Finance Committee prior to the event. Consideration of such requests shall be based on District benefits and current available contingency funds.

# District Communication/Public Image Committee

A well-qualified Rotarian appointed by the District Governor shall chair the District Communication/Public Image Committee. The mission of the District Communication/Public Image Committee is to ensure the District communicates both internally and externally, to coordinate district-wide communication efforts, and to train and encourage clubs in effective communication methods. The District Communication/Public Image Chair shall have responsibility for oversight of the following functions: the District newsletter, District Webmaster, District Technology, District Public Relations and Social Media. The District Communication/Public Image Committee Chair may appoint sub-committees as necessary to carry out the communications mission of the district. The District Communication Chair may, in consultation with the District Governor, appoint area communication advocates. The District Communication/Public Image Committee Chair or a designate will also attend the Regional Rotary Communication/Public Image Seminar each year and conduct a Communication/Public Image Seminar at Club Foundation Membership Public Image Fall Training Seminar.

**District Membership Committee**

A well-qualified Rotarian appointed by the District Governor shall chair the District Membership Committee. The mission of the District Membership Committee is to ensure the District meets its membership goals by conducting a District Membership Seminar at the Club Foundation Membership Public Image Fall Training Seminar., to train and motivate area and club membership chairs; coordinate district-wide membership development activities; encourage clubs to develop effective membership development and retention plans; and assist area and club membership leaders in carrying out their responsibilities. The District Membership Chair may, in consultation with the District Governor, appoint area membership advocates. The District Membership Chair or their designate will also attend the Regional Rotary Membership Seminar each year.

**District New Club Development Committee** – is a subcommittee of the Membership Committee.

The District Governor is charged with the particular duty of organizing new clubs within the District. The District Governor shall appoint a well-qualified Rotarian, preferably a Past District Governor with experience in forming new clubs, to chair the District New Club Development Committee. The purpose of the committee is to identify areas where new clubs may be formed and provide support in the organization and chartering of new clubs.

# District Nominating Committee

The District Nominating Committee should include a member from each of the areas in District 7770. At least four (4) of these members, not counting the Chair, shall be Past District Governors. The Chair is the Immediate Past District Governor whose term is one (1) year. The term for the other members is two (2) years with one-half of the committee to be installed each year. Committee members must agree in writing that no member of the committee, nor any spouse, child or parent of the committee member shall be eligible to be nominated for the respective office in the year in which the committee serves. No committee member may serve more than one consecutive term. The members who are not Past District Governors shall have served as a president of a club. The Committee shall have representation from all Areas of the District.

The District Governor-nominee election procedure is as follows:

1. On or before December 31, the president of any club (in good standing) desiring to place the name of one of its members in nomination shall file with the Chair of the Nominating Committee a resolution of the club, adopted at a regular meeting of the club, naming such candidate and certifying that the nominee meets the qualifications for District Governor-nominee. The resolution shall include the signed statement of the candidate that the candidate understands the duties, responsibilities, etc. of the office of District Governor, a current photograph and a biographical sketch of the candidate’s personal and Rotary background. Qualifications for the office of District Governor are as listed in the By-laws of Rotary International, published in the *Manual of Procedure*.
2. The District Governor shall distribute the above information in September and October to all members as an invitation to all clubs in the District to propose a candidate for District Governor-nominee.
3. On or before January 31, the Chair of the Nominating Committee shall convene a meeting of the committee to choose a proposed candidate for District Governor-nominee. A quorum shall be a simple majority of its members. After making its selection, the Nominating Committee shall notify the District Governor in writing of the committee’s choice of the proposed candidate for District Governor-nominee. The name of the candidate proposed by the Nominating Committee, together with a statement of the candidate’s qualifications, shall be announced in District Communications
4. On or before March 15, any club, which submitted a name of a candidate to the Nominating Committee, other than the Nominating Committee’s choice, may resubmit their candidate by resolution of the club. If the candidate has all of the qualifications for District Governor, then those candidates, along with the Nominating Committee’s choice, shall be placed on a ballot and submitted to the next District Conference for vote by the electors assembled at the District Conference. The one receiving the majority vote (over 50%) shall be elected the new District Governor-nominee. In the event there are three (3) or more candidates for District Governor-nominee and no candidate receives a majority (over 50%) of the vote, a run-off election shall be scheduled after the District Conference between the two (2) candidates with the most votes.
5. If by March 15, no additional candidates have been proposed by any club in the District, the District Governor shall declare the candidate of the Nominating Committee to be District Governor-nominee and shall include an announcement in District Communications as notification to all clubs in the District. The District Governor shall declare the candidate to be the District Governor-nominee at the annual District Conference.
6. The District Governor shall certify the name of the District Governor-nominee to the general secretary of R.I. within ten days after he/she has been declared to be the nominee.

**District Rotary Foundation Committee**

The District Policy Manual defers to the most recent revision of the Lead Your District Rotary Foundation Committee Manual. The Rotary Foundation Committee Manual (as last revised) shall become part of this manual and is included as an Appendix.

The Rotary Foundation Committee shall promote and oversee the District programs of The Rotary Foundation. The committee shall be responsible for following the policies and procedures established by The Rotary Foundation. Under the District Leadership Plan, the Chair of the Foundation Committee also shall be responsible for all programs under International Service.

The Rotary Foundation Committee shall consist of the Chair and sub-committee chairs. Members of the committee and subcommittees shall serve staggered three-year terms. The governor, in consultation with the immediate past governor and the governor-elect, shall appoint members for the open positions of the DRFC, the members of which will serve as chairpersons of one of the ten sub-committees. The Chair of the DRFC shall be a Past District Governor having significant knowledge of, commitment to and experience with Rotary Foundation activities. The current district governor shall not serve as DRFC chairperson. The DRFC members’ appointment shall be based on their commitment to the Rotary Foundation as demonstrated through program participation and financial contributions.

The Chair of the Foundation Committee shall:

1. Assist the District Governor in establishing goals and in promoting the objectives and activities of the Rotary Foundation.
2. Coordinate the work of all Rotary Foundation subcommittees and all International Service subcommittees and shall serve as a member of all subcommittees.
3. Attend the Regional Rotary Foundation Seminar each year.
4. Lead the Training Committee in planning the Grant Management and Foundation segments of the Club Foundation Membership Public Image Fall Seminar each year.

Sub-committees shall be appointed to address on-going administrative functions as follows:

Annual Giving

Endowment Fund/Major Gifts

Paul Harris Society

Ambassadorial Global Grant Scholarships

Vocational Training Team

Grants

End Polio Now

Rotarian Counselor (As needed)

Stewardship

Foundation Alumni

Committee qualifications:

In addition to the minimum recommended qualifications stated above, the District Rotary Foundation sub-committee members shall be a past district governor, a past assistant governor, an effective past district sub-committee member, or an experienced club Rotarian.

Annual Giving Subcommittee

The Chair of the Annual Giving Subcommittee should be familiar with the District’s past record of Foundation support and all current Rotary Foundation programs and activities. The Chair of the Annual Giving Subcommittee should be an organized individual and a dedicated supporter of the Rotary Foundation.

The Chair of the Annual Giving Subcommittee shall:

1. Design and implement a comprehensive and effective District Annual giving program to achieve the District’s contribution goals. This is the solicitation of unrestricted contributions which fund the regular programs of the Foundation.
2. Assist the District Governor and the Foundation Chair in establishing goals for unrestricted contributions.
3. Assist the clubs in establishing goals for unrestricted contributions.
4. Publicize the Foundation goals monthly and keep clubs informed as to their progress by providing them the monthly and quarterly reports, to include the list of Paul Harris Fellows, Paul Harris Society Members and Sustaining Members, as received from the Rotary Foundation.

## Paul Harris Society Subcommittee

The Chair of the Paul Harris Society Subcommittee shall have responsibility for recruiting and retaining Rotarians whose contributions to the Foundation meet the current requirements for membership in the Paul Harris Society.

Endowment Fund/Major Gifts Subcommittee

The Chair of the Endowment Fund/Major Gifts Subcommittee should be a Rotarian committed to the financial support of the Foundation’s Endowment Fund.

The Chair shall:

1. Be responsible for securing Benefactor commitments, Bequest Society members and soliciting major gifts from those capable individuals to build the Endowment Fund.
2. Inform Rotarians of planned giving opportunities which allow the donor to make a significant gift while receiving income tax deductions.

Ambassadorial Global Grant Scholarship Subcommittee

The Chair of the Ambassadorial Global Grant Scholarship Subcommittee should, with the concurrence of the District Governor and the DRFC Chair, appoint a Vice-Chair whose term shall correspond with the term of the Ambassadorial Global Grant Scholarship Chair. The Ambassadorial Scholarship Subcommittee Chair, the Vice-Chair and committee members shall serve three-year terms.

The Chair of the Ambassadorial Global Grant Scholarship Subcommittee shall:

1. Distribute application materials to clubs within the District.
2. Promote the Ambassadorial Global Grant Scholarship Program by encouraging clubs to contact student personnel offices of all colleges, universities and technical schools in their area to advise them of the Foundation’s awards program and obtain their cooperation in publicizing this program among the students.
3. Encourage all clubs to continually seek qualified candidates in the community at large.
4. Appoint a selection committee to select qualified candidates from a field of club-endorsed candidates.
5. Orient scholars prior to their departure.
6. Assure that Rotarian Counselors are appointed by the sponsoring clubs for any scholars sent from our District to other countries to study.
7. Assure that said Counselors maintain contact with the scholars before and during the study year and upon their return.
8. Publicize the return of the scholars and assure that they are given the opportunity to speak at the District Conference and at Rotary Club meetings and to connect them with the District Alumni Chair.

The following are recommended guidelines for the membership of the District Selection Committee:

Chair: Ambassadorial Global Grant Scholarship Subcommittee

Vice Chair: Ambassadorial Global Grant Scholarship Subcommittee

Two knowledgeable Rotarians

Rotary Foundation Committee Chair

Annual Giving Subcommittee Chair

Immediate Past District Governor

District Governor

District Governor-elect

District Governor-nominee

Linguists (Rotarians or non-Rotarians) as determined by the candidates’ language requirements

Vocational Training Team Subcommittee

The Chair of the Vocational Training Team subcommittee should preferably be a former GSE or Vocational Training Team leader.

Vocational Training Team Committee (Outgoing)

The Chair of the Vocational Training Team Subcommittee (Outgoing) should be a Rotarian familiar with the activities of the Vocational Training Team Program, preferably a former GSE or Vocational Training Team leader.

The Chair of the Vocational Training Team Subcommittee (Outgoing), in conjunction with the District Governor and the Foundation Committee Chair, shall:

* 1. Determine the composition of the team.
  2. Receive applications for the team leader and team members and be responsible for coordinating a selection committee to choose the team leader, members and alternates.
  3. Communicate early and often with the subcommittee of the host district, providing them with information about our team members, team leader, their vocations and a brief message from the District Governor.
  4. Determine, in cooperation with the host district, the length and dates of the team’s visit and the place of arrival and departure.
  5. Identify the specific Vocational Training Team Projects in the host District

The following are the recommended guidelines for the membership of the District Selection Subcommittee (Outgoing):

Chair: Vocational Training Team Subcommittee (Outgoing) Chair

Rotary Foundation Committee Chair

Annual Giving Subcommittee Chair

Immediate Past District Governor

District Governor

District Governor-elect

District Governor-nominee

Two Rotarians who have served as GSE or Vocational Training Team Leaders

A Rotarian who has served as GSE or Vocational Training Team Member

One Assistant Governor

Newly selected Team Leader for outgoing team

Team selection should be completed six (6) months prior to departure. The Selection Committee should be appointed 45 days prior to the selection meeting.

Foundation Grants Subcommittee

In addition to the previously stated qualifications, the Chair of the Foundation Grants Subcommittee should be knowledgeable of the grants available and the process for securing these grants through the Rotary Foundation.

The Chair of the Foundation Grants Subcommittee shall:

1. Inform Rotary Clubs and/or District project committees planning international and community service projects of the possibilities that exist for Foundation grants to assist those projects.
2. Encourage clubs to sponsor and administer international and community service projects eligible for Foundation grants such as Global Grants and District Grants.
3. Become familiar with each grant program, its eligibility, criteria and application procedures.

Rotarian Counselor Subcommittee

A Rotarian Counselor shall be appointed by the Foundation Chair as needed.

The Rotarian Counselor shall:

1. Assure that Guidelines prepared by the Foundation for maintaining contact with the Scholar's home club and maintaining contact with the Scholar upon his or her return home.

2. Assure that the incoming Scholar is provided opportunities to participate in the District Conference and at regular Rotary club meetings as a program speaker as required by the Rotary Foundation.

Stewardship Subcommittee

The District Stewardship Subcommittee is responsible for ensuring the careful management of Rotary Foundation Grant funds and for educating Rotarians on proper and effective management.

End Polio Now Subcommittee – Educates Rotarians and the community about Polio Eradication efforts.

Alumni Committee

The Chair of the Alumni committee should be a Rotarian familiar with the programs of Rotary International that generate Alumni.

The Chair of the Alumni committee shall:

1. Maintain an accurate and current roster of names and addresses of all Rotary alumni in the District. These are people who have participated as [Interact](https://my.rotary.org/en/learning-reference/learn-topic/interact), [Rotaract](https://my.rotary.org/en/learning-reference/learn-topic/rotaract), [Rotary Youth Exchange](https://my.rotary.org/en/take-action/empower-leaders/start-exchange), New Generations Service Exchange, [Rotary Youth Leadership Awards](https://my.rotary.org/en/take-action/empower-leaders/organize-ryla-event) (RYLA), [Rotary Peace Fellowships](https://my.rotary.org/en/get-involved/exchange-ideas/peace-fellowships), [Rotary Scholarships](https://my.rotary.org/en/take-action/apply-grants) (funded by global grants or district grants), [vocational training teams](https://my.rotary.org/en/take-action/apply-grants/grant-activities) (members and leaders), Ambassadorial Global Grant Scholarships, Grants for University Teachers, Group Study Exchange (members and leaders), and Rotary Volunteers.
2. Encourage these alumni to be part of an Alumni Association in the District and encourage the alumni to make themselves available as speakers and as trainers for new Scholars and Vocational Training Teams.
3. Encourage clubs in the District to invite alumni as speakers on the Rotary Alumni programs.

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**District Disaster Relief Committee**

The District Disaster Relief Committee is established to assist the District Governor in guiding District 7770 in its response to a natural disaster. The committee is tasked with assessing needs and recommending how best to allocate manpower and funds to provide appropriate response to those needs. It is recognized that such a need may include areas within District 7770, as well as areas beyond District 7770. The District Disaster Relief Committee shall consist of one member from each administrative area of the district with preference given to the Assistant Governors. The chair of the committee shall be a qualified individual appointed by the District Governor with preference given to Past District Governors, Past Assistant Governors and present Assistant Governors. The initial term shall be one (1) year, with no member serving more than three (3) one-year terms. The committee will meet as required.

**District Long Range Planning Committee**

The District Long Range Planning Committee (LRPC) is established to assist the Governor in guiding District 7770 in the most effective and efficient manner. The committee’s main purpose is to continually review the District Strategic Plan, district practices and policies and recommend appropriate changes as necessary and in agreement with current policies of Rotary International (MOP). This is a standing committee and its composition is intended to ensure an ongoing continuity of leadership at the Governor’s level, with the assistance of past club presidents, experienced AG’s and PDG’s.

The LRPC shall consist of thirteen (13) voting members:  the District Governor, the immediate Past District Governor, the District Governor-elect, the District Governor-nominee, the Chair of the Council of Governors, five past club presidents and three current or past Assistant Governors. The past club presidents and Assistant Governors shall serve staggered two-year terms. The District Governor-elect shall serve as chair of the committee. Meet as required, but no less than once a year.

# Council of Governors

There shall be Council of Governors composed of all Past District Governors residing in District 7770. The current District Governor, the District Governor-elect and the District Governor-nominee shall also be non-voting members. Each year the incoming Vice Governor shall serve a one-year term as Chair of the Council of Governors. The Council shall:

1. Serve as an advisory body to the District Governor.
2. Meet a minimum of two (2) times during the Rotary year.

**DISTRICT CONFERENCE**

The annual District Conference furthers the program of Rotary through fellowship, recognition, inspirational addresses and the discussion of matters relating to the affairs of clubs in the District and Rotary International. Every effort should be made by the District Governor, the District Conference Committee and the Rotary Club presidents to obtain the largest possible attendance at the District Conference. Special Emphasis should be placed on the conference attendance and recognition of new Rotarians.

**District Conference Committee**

The District Governor, in accordance with recommendations of Rotary International, shall appoint a District Conference Chair. The District Governor and the District Conference Chair shall then appoint a Conference Committee. If possible, the next year’s District Conference Chair should bea Vice-Chairman of this committee. The Conference Committee is authorized to set registration fees as approved by the District Finance Committee.

**District Conference Budget**

The District Governor and the District Conference Chair shall prepare a balanced budget for the District Conference.

1. A sum of money shall be designated in the District Budget for the Conference. Any costs above that amount must be covered by registration fees. Any and all Conference monies are to be deposited in the District 7770 checking account. This account shall contain all monies allocated from the District and monies received through registration fees.
2. The District Governor and Conference Chair must prepare a balanced budget and present this budget to the District Finance Committee at its October meeting, and for final review at its January meeting. The District Finance Committee must approve the Conference budget prior to any funds being used for the conference.

**Elections and Credentials Committee**

The District Conference Chair shall appoint an Elections and Credentials Committee. In conjunction with the District Governor and under the supervision of the District Parliamentarian, this committee shall:

1. Ensure that all elections are conducted in accordance with the current Rotary International *Manual of Procedure*.
2. Issue credentials for all club electors to the District Conference after proper confirmation by each Rotary Club, consistent with the current R.I.M.O.P.
3. Prepare, distribute, collect and count the ballots for such voting at the Conference which may require written ballots.
4. Report the results of voting to the District Governor or District Parliamentarian presiding at the legislative session of the Conference.
5. Maintain at all times a neutral attitude regarding any vote and provide for confidentiality of all voting.

**General Sessions**

The following rules shall apply to each general session of the District Conference:

1. *How to Secure Recognition* – Any person desiring recognition shall stand and, when recognized by the chair, shall give his or her name in full and the name of his or her club.
2. *Speakers – Who and When* – No person, excepting those who have been assigned programmed speeches and discussions, shall be allowed to speak more than twice on any subject, and not more than three (3) minutes at one time on any subject without unanimous consent of the Conference.
3. *Who may vote* – Every member in good standing of a club in District 7770 present and registered at the Conference shall be entitled to vote upon all questions and matters properly presented except in the selection of the District Governor-nominee, the selection of the District Representative to the Council on Legislation, and a Resolution affecting the District Policy Manual, which votes shall be restricted to Club Electors. However, any Elector shall have the right to demand a poll upon any question presented, in which event the voting shall be restricted to the Electors.
4. *Club Electors* – Each club, provided it has paid its financial obligations to Rotary International and has paid its District Contribution in total by the opening day of the Conference, shall select one Elector for each 25 members or major portion thereof as reported in the semi-annual report immediately preceding the District Conference. Each club shall be autonomous in its methods of electing Electors. Procedures for issuing credentials shall be handled by the District Conference Elections and Credentials Committee. A letter from the club president stating the name of the person or persons chosen to be Electors should be submitted to the District Parliamentarian at least ten (10) days prior to the District Conference Substitutions may be made only by a written and signed letter presented to the Credentials Committee no later than noon on Friday of the District Conference.
5. All sessions shall be governed by the above rules, by applicable Rules of Procedure contained in the *R.I. Manual of Procedure* as interpreted by the District Parliamentarian and by *Robert’s Rules of Order*.

**District Resolutions**

District Resolutions may be proposed by a club or by the District Governor. These resolutions are normally proposed at a District Conference, provided the proposed resolution has been submitted in writing to the District Governor 60 days prior to the District Conference.

1. The District Governor shall submit all of the proposed resolutions to all the clubs at least 30 days prior to the District Conference and shall have them submitted for action at the District Conference, unless withdrawn by the proposer. No amendment may be introduced during the legislative session which would greatly change the intent or purpose of any piece of legislation according to the proposer. Any suggested amendment must be submitted in writing to the District Parliamentarian at least 24 hours before the legislative session, announced at a Plenary Session, and posted prominently.
2. *Courtesy Resolutions* – Courtesy Resolutions thanking the President’s Representatives, the meeting place, etc. will not need 60 days’ notice.
3. *Emergency Resolutions* – If, in the opinion of the District Governor, an emergency exists which requires the enactment of a District resolution for conducting the business of the District, such proposed resolution may be submitted to the clubs for e-mail ballot. In which case the District Governor shall e-mail to the secretaries of each club in the District a ballot detailing the proposed resolution and stipulating a return date 30 days from the time of the e-mailing of the ballot. A two-thirds majority of all the clubs in the District shall be required to support the emergency resolution.

**ASSISTANT GOVERNORS LEADERSHIP SEMINAR**

The District Governor-elect, in conjunction with the District Governor and District Trainer, shall schedule and conduct a training seminar for the incoming Assistant Governors before the Presidents-elect Training Seminar is held. The Assistant Governors Leadership Training Seminar is held to provide motivation, inspiration, Rotary knowledge and instruction in administrative duties in order that the incoming Assistant Governors receive a greater understanding of their responsibilities and opportunities for service. All incoming Assistant Governors shall attend. An amount of money shall be designated in the District budget for the Assistant Governors Leadership Seminar.

**CLUB PRESIDENTS-ELECT TRAINING SEMINAR (PETS)**

The District Governor-elect, in conjunction with the District Governor and the District Trainer, shall schedule and conduct a training seminar for club presidents-elect. PETS is held to provide motivation, inspiration, Rotary knowledge and instruction in administrative duties in order that the incoming Presidents-elect receive a greater understanding of their responsibilities and opportunities for service. All Presidents-elect must attend the current year’s seminar. Only the District Governor-elect in accordance with the R.I. Manual of Procedure shall excuse a President-elect from attendance at PETS. Rotary Clubs are also encouraged to have their current President –Nominee attend PETS

A sum of money shall be designated in the District budget for the Presidents-elect Training Seminar. A registration fee is to be charged. Rotary clubs are encouraged to defray the cost of attendance of their Presidents-elect at this seminar.

**CLUB LEADERSHIP SPRING TRAINING** **ASSEMBLY**

The District Governor-elect, in conjunction with the District Governor and District Trainer, shall schedule and conduct the Club Leadership Spring Training Assembly. The Club Leadership Spring Training Assembly is held to provide motivation, inspiration, Rotary knowledge and instruction in administrative duties in order that ~~i~~ncoming club leaders receive a greater understanding of their respective responsibilities and opportunities for service.

The Club Leadership Spring Training Assembly shall be held no earlier than one (1) month after the Presidents-elect Training Seminar. Incoming presidents, secretaries, treasurers, Foundation chairs, Membership chairs, Communications/Public image chairs and other club leaders the DGE may designate are expected to attend the Assembly or send representatives from their club in their place.

The District Governor-elect, District Governor and District Training committee are responsible for planning the Club Leadership Spring Training Assembly. Funds will be designated in the District budget for the Assembly Registration fees covering costs above the budgeted amount. Rotary clubs are encouraged to defray the cost of attendance of their key officers, directors and committee chairs at the Club Leadership Spring Training Assembly

**CLUB FOUNDATION MEMBERSHIP PUBLIC IMAGE FALL TRAINING SEMINAR**

The Club Foundation Membership Public Image Fall Training Seminar shall include training for the Rotary Foundation, Grant Management, Membership and Communications/Public Image to provide motivation, inspiration, Rotary knowledge and instruction for club leaders to receive a greater understanding of their respective responsibilities and opportunities for service. The District Governor-elect, District Governor, District Foundation Chair and District Training committee are responsible for planning the Club Foundation Membership Public Image Fall Training Seminar. An amount of money shall be designated in the District budget for the Seminar. Registration fees will cover cost above the budgeted amount. Rotary clubs are encouraged to defray the cost of attendance of their key officers, directors and committee chairs at the Club Foundation Membership Public Image Fall Training Seminar.

**GRANT MANAGEMENT TRAINING SEMINAR**

A Grant Management Training Seminar shall be included in the Club Foundation Membership Public Image Fall Training Seminar. A Club must be qualified by the Rotary Foundation to participate in either District Grant or Global Grant funding. At least two members of each Club must attend the Grant Management Training Seminar as part of the Club Qualification Process. The Qualification is required annually and it is recommended that the President-Elect and Foundation Chair of the Club attend the Training.

At least two members of each Club must attend the Grant Management Training Seminar as part of the Club Qualification Process. The Qualification process is required annually to participate in either District Grant or Global Grant funding. (It is recommended that the President-Elect and Foundation Chair of the Club attend the Grant Management Training.)

**PAST DISTRICT GOVERNORS**

The District Governor shall take advantage of the experience and broad knowledge of the Past District Governors in the District by seeking their advice in District matters, by using them as speakers, throughout the District, by enlisting their help in District activities, and by asking them to give direct assistance to the clubs in the District.

**INDEPENDENT FINANCIAL ASSESSMENTS**

In accordance with the RI Manual of Procedure, each club must annually have an independent financial assessment made of the previous year’s financial transactions. A copy of the assessment shall be submitted to the District Treasurer by October 15. It is encouraged that at least one member of the assessment committee be someone with significant financial experience.

**POLICY MANUAL CHANGES**

After each Council on Legislation, the Representative to the Council on Legislation and the District Governor should consult with the Council of Governors and ensure the necessary changes in the *District Policy Manual* shall be printed and disseminated to the clubs. Changes in the *District Policy Manual* shall be made by resolution enacted at the District Conference in accordance with the procedures established herein. Resolutions may be proposed by the District Governor, the District Parliamentarian, or by Rotary Clubs of the District.

**SOCIAL MEDIA POLICY**

The District Executive Team along with the Communications/Public Image committee will control the content and access of social media platforms.

**DISTRICT PROTECTION POLICY**

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians’ spouses, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact. District 7770 requires clubs to conduct background checks of all Rotarians and prospective members in the Clubs and other volunteers. All Rotarian members have a duty to immediately report any suspected abuse to the District Governor and the District Protection Officer, who will immediately notify the appropriate Law Enforcement Authorities in cases of abuse.

The incoming District Governor shall appoint a well-qualified Rotarian with an appropriate law enforcement background as District Protection Officer for a term of one year. The District Protection Officer may be reappointed for a maximum of three terms.

The District Protection Officer shall: monitor clubs’ protection policies; recommend programs such as school systems background checks for utilization by clubs to meet the District 7770 background check requirement; and develop reporting methodology for yearly reporting of all clubs by June 30, i.e. a signed compliance statement by the president.

**GLOSSARY OF FREQUENTLY USED ROTARY ACRONYMS**

AG Assistant Governor

PAG Past Assistant Governor

COG Council of Governors

COL Council on Legislation

AGLS Assistant Governor Leadership Seminar

DC District Conference

DEC District Executive Committee

DG District Governor

DGN District Governor-nominee

DGND District Governor-nominee Designate

DGE District Governor-elect

DGTM *District Governor’s Training Manual*

DLP District Leadership Plan

CFMPIFTS Club Foundation Membership Public Image Fall Training Seminar

CLSTA Club Leadership Spring Training Assembly

DRFC District Rotary Foundation Chairperson

DRCF District Rotary Foundation Committee

IA International Assembly

IAP Book *International Assembly Participants* Book

IVCG International Vocational Contact Groups

MOP *Manual of Procedure*

OD *Official Directory*

PDG Past District Governor

PETS Presidents-Elect Training Seminar

PHF Paul Harris Fellow

PPE Preserve Planet Earth Programs

PR Public Relations

RCC Rotary Community Corps

RFE Rotary Friendship Exchange

RI Rotary International

RITS Rotary International Travel Service

RRFC Regional Rotary Foundation Coordinator

RV Rotary Volunteers

RVC Rotary Village Corps

RYLA Rotary Youth Leadership Awards

TRF The Rotary Foundation

VTT Vocational Training Team

WCS World Community Service