



Rotary International District 7710

Manual of District Procedures

July 1, 2014

Rotary International District 7710 Manual of District Procedures

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PART ONE: ORGANIZATION

District 7710 Mission Statement

The mission of District 7710 is to encourage unity among its clubs, to strengthen clubs in the district, to enhance the image of Rotary, to ensure the District is responsive to clubs and to advance the cause of world peace and multi-cultural understanding.

Purpose of District 7710

Like other Rotary districts, District 7710's purpose is to assist Rotary International to provide efficient administration of the clubs located within the assigned territory and to help individual clubs advance the Object of Rotary.

The responsibility for administering the policies and programs of Rotary International is given to the District Governor. A District Council assists the Governor in performing his/her duties. Territorial limits for districts are established, and altered, by the Rotary International Board of Directors. The district size is determined largely by consideration of the ability of the District Governor to perform the duties and by Rotary International's financial obligations to districts.

Expected Practices

The Rotary International Constitution, Bylaws and RI Manual of Procedure govern all activities of District 7710. This District 7710 Manual of Procedures is a compilation of statements of policies and procedures adopted by the Rotarians in District 7710 to guide the operation of District 7710 by the district leadership and district committees.

The Operations Committee shall appoint a Strategic Planning Committee comprised of the District Governor, District Governor Elect, District Governor Nominee, District Rotary Foundation Chair, and four Past District Governors to annually review the district Manual of Procedure and Strategic Plan.

Any changes to the District Manual of Procedures and Strategic Plan shall be reviewed and approved by vote of club presidents (by mail or a district event) prior to implementation. Documentation of the date of changes shall be included in the appropriate sections or when the Manual of Procedures is revised.

District Governor

STATUS: He / She is an officer of Rotary International, nominated by the district to serve first as District Governor- nominee and then elected at the Rotary International Convention. He / She has sole responsibility to Rotary International for administration of Rotary programs within the district. He / She is authorized to utilize advisory groups to assist with district activities. He / She serves as Chair of the District Council.

QUALIFICATIONS: Must be a member, other than honorary member, in good standing of a club in the district by which he/she is nominated; must have been a Rotarian at least seven years; must have been a full-term club president; must attend the entire International Assembly just prior to the year of service; should attend the Zone Institute prior to the year of service; should have experience as a member of the District Council; should have depth of knowledge about Rotary, its purposes and rules; should have business or professional work so well organized that he/she can give the time necessary to carry out

his/her Rotary work; and must meet any qualifications established by Rotary International. (See Rotary International Bylaws, Article XIII)

DUTIES INCLUDE:

- Further the object of Rotary as directed by Rotary International.
- Promote good will among the clubs and between the clubs and Rotary International.
- Supervise the organization of new clubs.
- Strengthen the existing clubs.
- Plan, develop, and preside at the District Conference.
- Assure that the Spring District Assembly and Membership Seminar is planned and conducted under the guidance of the District Governor-elect in a manner that will enhance the growth and service of Rotary.
- Make an official visit to every club in the district as early in the year as possible.
- Issue monthly newsletters to each member in the district.
- Make required reports in a timely manner to Rotary International, including the notification of the death of past officers of Rotary International residing in District 7710.
- Replace appointed officers, committee chairs, and committee members who are unable to carry out their responsibilities.
- Replace elected district officials who are unable to carry out their responsibilities.
- Assist his/her successor with assumption of responsibilities.
- Transfer continuing district files to his/her successor.
- Submits the District's nomination for District Governor Nominee to Rotary International.
- Perform other duties inherent in the responsibility as an officer of Rotary International in the district.

District Governor-elect

STATUS: He / She serves one full year as District Governor-elect before beginning the year as District Governor. He / She is not an officer of Rotary International, but must attend the International Assembly at the expense of Rotary International in preparation for the year as District Governor. (See Rotary International Bylaws, Article XIII)

QUALIFICATIONS: See Qualifications for District Governor.

DUTIES INCLUDE:

- Attend all District Council Meetings.
- Participate in the multi-district Presidents-Elect Training Seminar.
- Confirm location and date for the District Conference.
- Plan and organize the program for the Spring District Assembly and Membership Seminar.
- In conjunction with the Finance Committee, develop a budget for the coming Rotary year.
- Attend International Assembly and Zone Institute prior to assuming office of District Governor.
- Plan for the term as District Governor and be prepared for the beginning of all planned activities and committee functions immediately upon assuming that office.
- Assist District Governor as requested.

District Governor-nominee

STATUS: Selected by the clubs of the district to be nominated the following year as District Governor-elect. The District Governor presents the nomination to Rotary International. He / She serves one full year as District Governor-nominee before beginning the year as District Governor-elect. (See Rotary International Bylaws, Article XIII)

QUALIFICATIONS: See Qualifications for District Governor-

DUTIES INCLUDE:

- Attend all District Council Meetings.
- Participate in the multi-district Presidents-Elect Training Seminar.
- Attend International Assembly and Zone Institute prior to assuming office of District Governor.
- Plan for the term as District Governor and be prepared for the beginning of all planned activities and committee functions immediately upon assuming that office.
- Assist District Governor as requested.

SELECTION PROCEDURE: The procedures for selection shall comply with Rotary International Bylaws, Article XIII, Section 5f, which shall be used for guidance and which shall control in the event of any conflict with these provisions.

The Nominating Committee distributes to clubs by September 1 a statement of qualifications for offices and asks for nominations for District Governor-nominee. The call for nominations must include the date for the meeting of the Nominating Committee. The Nominating Committee must receive nominations by October 1.

The Nominating Committee reviews all nominations and may seek additional candidates. The Nominating Committee meets between October 1 and October 15 and then reports its selected candidate to the District Governor. The District Governor notifies clubs of the name and qualifications of the candidate by November 1. Any club wishing to propose an alternate candidate shall file with the District Governor a resolution naming the candidate (whose name shall have been previously submitted to the Nominating Committee prior to October 1) and certifying that he/she meets the qualifications established by Rotary International.

If no alternate candidate is proposed by December 1, the candidate of the Nominating Committee shall be declared the District Governor-nominee for the next Rotary year. If one or more alternate candidates are proposed, the nominee shall be elected by mail ballot of the clubs following procedures in the Rotary International Manual of Procedure.

District Governor-nominee Designate

Once designated the District Governor-nominee (DGND) for the upcoming year, the DGND is expected to attend District Council meetings and other District level meetings where decisions are made that may impact his/her year as District Governor. Assist the District Governor as requested. Participation in continuing education programs such as PETS, Rotary Foundation Seminars, and the Rotary Leadership Institute are highly recommended.

District Council

STATUS: The Council is organized to assist the District Governor with his/her responsibilities. It exists to provide assistance to Rotary clubs and Rotarians on Rotary matters that are district-wide in nature and to encourage all Rotarians to strive for greater service.

MEMBERSHIP: The Council shall consist of the District Governor, the District Governor-elect, the District Governor-nominee, the Immediate Past Governor residing in the district, the President of the College of Governors, the District Secretary, the District Treasurer, each of the Assistant Governors, and the District Rotary Foundation Chair.

DUTIES INCLUDE:

- Endorse the District Budget developed by the Finance Committee.
- Periodically review expenditures and receipts and make appropriate adjustments to the budget.
- Assist the District Governor with any activities requested.
- Promote the Club Leadership Training Seminar, District Conference, and other district meetings.

District Secretary

STATUS: The District Secretary is recruited by the District Governor Elect and confirmed by the District Operations Committee for service during the coming Rotary year. He / She is a member of the District Council.

QUALIFICATIONS: Should have a basic knowledge of computer programs (e.g. Word, Excel) and ability to work online. Preference will be given to candidates who have served as a club president.

TERM: One year, with maximum of three consecutive years.

DUTIES INCLUDE:

- Monitoring and reporting of membership and attendance for clubs in the District.
- Gathering Presidential Reports from all clubs in the District, quarterly, in preparation for the bi-monthly District Council Meetings.
- Distribute a compiled report of these Presidential Reports via e-mail to the District Council prior to each District Council Meeting.
- Coordination of catering for District Council Meetings and District Assemblies.
- Assistance with registration at Rotary District Events.
- Assistance with Secretarial Training and assistance in answering secretarial inquiries when needed.
- Semi Annual Report Reporting – Monitoring and facilitating the collection of the reports and dues due to Rotary International and Rotary 7710.
- Assist with “Check In” or Rotary members at the District Assembly events and at District banquets when needed.
- Oversee and review all district attendance reports.
- Oversee arrangements for district meetings, including preparations of agenda, notification to participants, and recording and distributing minutes of each meeting.
- Assist with registration at district events.
- Collect material of historical value from the District officers.
- Prepare a record of District activities.

- Organize appropriate records in the Duke University Library repository.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

District Treasurer

STATUS: The District Treasurer is recruited by the District Governor Elect and confirmed by the District Operations Committee for service during the coming Rotary year. He/She is a member of the District Council and District Finance Committee.

QUALIFICATIONS: Must have some knowledge of finance and accounting and preferably a knowledge of the District's procedures. Must be bonded. Preference will be given to candidates who have served as a club president.

TERM: One year, with maximum of three consecutive years.

DUTIES INCLUDE:

- Receive and deposit dues and fees.
- Maintain bookkeeping function for all accounts.
- Report to District Council the financial status of district.
- Manage timely financial review at year's end.
- Maintain complete financial records for the district.
- Attend each meeting of the District Finance Committee.
- Make payments in accordance with budget authorization and expenditures approved by the Finance Committee or District Council
- Communicate with clubs of the district regarding the collection of the per capita contribution for district activities, and reports to the District Governor and District Council on the progress of such collections.
- Prepare IRS Forms as required.

District Executive Secretary (Paid Position)

TERM: Serves at the pleasure of the Operations Committee.

DUTIES INCLUDE:

- Administrative Support to the District Governor.
- Record and distribute minutes from District Council and District Committee meetings
- Check the District P.O. Box
- Assist in monitoring and following up with District dues
- Send District e-mail notices
- Support District mailings
- Support District conferences and assemblies (online registration, check-in, etc)
- Maintain District-level information on District Database (calendar, committees, etc.)
- Assist with Secretarial Training
- Support the District Council and District Committees as requested by the District Governor

Assistant Governors

STATUS: The Assistant Governors are recruited by the District Governor Elect and confirmed by the District Operations Committee for service during the coming Rotary year. Assistant Governors are expected to serve a two year term. Each of the Assistant Governors shall be given a specific responsibility by the District Governor.

QUALIFICATIONS: The individual should have been active in a club and served a full-term as club president. Should also have been active in the district, preferably as a committee chair.

TERM: Two years.

DUTIES INCLUDE:

- Attend the Assistant Governors’ training sessions.
- Attend the Multi-District Presidents-Elect Training Seminar prior to the start of each year he/she serves; the District mid-year and the Club Leadership Training Seminar, the District Rotary Foundation Seminar; District Conference; bi-monthly District Council meetings.
- Advise the Governor-elect and Operations Committee on district committee selections.
- Representing the Governor-elect, he/she will meet with each club president and board of directors to review the Summary of Club Plans and Objectives prior to July 1st.
- Responsible for making a written report to the Governor-elect on the status of the club (including the completed goals and objectives report) prior to July 1st.
- Will make regularly scheduled visits to each club in the area during the Rotary year.
- Attend the official visit of the District Governor to each club in their area.
- Encourage clubs to follow through on requests and recommendations of the District Governor.
- Promote attendance at the district conference and other district meetings.
- Monitor each club’s performance with respect to service projects, annual giving, membership development and participation in programs of the Rotary Foundation and make quarterly written reports to the District Governor.
- Keep in regular contact with each club president (offering assistance if needed) and report to District Governor.
- Assist the District Governor and District Secretary in preparing for and conducting the mid-year and spring assemblies and any other district events as requested.
- Serve as a member of the Club Membership and Retention Committee.

AREA ASSIGNMENT OF CLUBS:

- Area 1: Henderson, Warrenton, Roxboro, Oxford, South Granville County
- Area 2: Wakefield/Wake Forest, Wake Forest, Wendell, Zebulon
- Area 3: Central Johnston County, Dunn, Dunn-Erwin, Smithfield
- Area 4: Clayton, Clayton Mid-Day, Cleveland School, Garner, Garner Mid-day
- Area 5: Angier, Fuquay-Varina, Fuquay-Varina Downtown, Holly Springs, Lillington
- Area 6: Chapel Hill, Chapel Hill-Carrboro Sunrise, East Chapel Hill, Hillsborough
- Area 7: Durham, Durham Sunrise, North Durham, Southwest Durham
- Area 8: Apex, Apex Sunrise, Morrisville, RTP
- Area 9: Cary, Cary Central, Cary-Kildaire, Cary-MacGregor, Cary-Page
- Area 10: Capital City, Crabtree, North Raleigh, Raleigh, Raleigh MidTown, West Raleigh

College of Governors

STATUS: Serves as an advisory group upon request of the District Governor, the clubs, and district officials. The president of the College of Governors is a member of the District Council.

QUALIFICATIONS: Membership is limited to officers of Rotary International and former District Governors who reside within the territorial boundaries of the district and who retain membership in one of the district clubs.

OFFICERS: The president of the College of Governors is elected by the College of Governors by no later than December 31 for service during the next Rotary year.

DUTIES INCLUDE:

- Promote fellowship among Rotarians.
- Encourage attendance at district activities.
- Promote continuing education of Rotarians regarding changes in Rotary rules and regulations.
- Provide assistance as requested by the District Governor.
- Hold a minimum of three meetings a year of which one should be scheduled to allow the District Governor-elect to report on the proceedings of the International Assembly.

PART TWO: COMMITTEES

GENERAL INFORMATION ON ALL COMMITTEES:

The District Governor-elect, in consultation with the District Governor and District Governor-nominee (Operations Committee) selects the chairs and members of all District 7710 committees by April 1 for service during the next Rotary year.

The committee chair will serve a one-year term unless otherwise indicated. All committees will be composed of three members unless otherwise indicated.

Committee members will serve a 3-year term with 1/3 of each committee rotating off the committee each year. If a committee member needs to be replaced during their term, the replacement committee member will serve the remainder of that committee member's term.

Committee chairs may be asked to make recommendations for committee members.

The Operations Committee may appoint additional committees as required.

Appointments shall be consistent with the policies set out in the District 7710 Manual of Procedures. All committees of District 7710 meet at the call of the chair or the District Governor. Committees should meet at least twice per year and more often if necessary.

Committee chairs are responsible for maintaining written records of committee activities, meeting summaries or other pertinent information.

Rotary International provides no financial assistance for district committee meetings. All costs are borne by the participants or by District 7710.

Vacancies on committees occurring during the year are filled by the District Governor, in consultation with the Operations Committee.

Operations Committee

STATUS: Serves as an “executive committee” to facilitate continuity, communication and planning for the operation of District 7710.

MEMBERSHIP: The District Governor, District Governor-elect and District Governor-nominee. Once approved by the district, the District Governor-nominee designate should be included in meetings.

DUTIES INCLUDE:

- Meet a minimum of quarterly to discuss the operating status of the district.
- Make appointments of the best qualified Rotarians to serve on the District Council and in committee positions.

Strategic Planning Committee

MEMBERSHIP: The District Governor, District Governor Elect, District Governor Nominee, District Rotary Foundation Chair, and four Past District Governors appointed by the Operations Committee. The District Governor Nominee-Nominee shall be included once approved by the clubs.

DUTIES INCLUDE:

- Meet between November and February of each year to review and make recommendations on the District Strategic Plan and any changes to the District Manual of Procedure for the following Rotary year.
- Make recommendations to the District Council and District Assembly.
- Orient the District Governor Nominee Designate
- Other duties as assigned by the Operations Committee

Awards

MEMBERSHIP: Individual appointed by the Operations Committee for a one-year term to serve as chair. Three members, each serving a three-year term in addition to the District Governor elect and the District Conference Chair

DUTIES INCLUDE:

- Review with the District Governor the awards to be presented at the close of the Governor’s term and, if necessary, revise criteria, deadlines and forms needed for each award to be given.
- Compile all awards data received from clubs and other sources for district awards program.
- Obtain the awards needed from vendors.

- Assist the District Governor in presentation of these awards at a district-wide function prior to the end of the Governor's term of office.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

Club Extension

MEMBERSHIP: Three members, each serving a three-year term. The chair shall be a Past District Governor or a Past Assistant Governor.

DUTIES INCLUDE:

- Assist the District Governor in developing and chartering new clubs.
- Seek and propose locations for new clubs.
- Assist new clubs during their first two years of operation.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

Club Membership & Retention

MEMBERSHIP: Individual appointed by the Governor-elect for a one-year term to serve as chair. In addition, the Assistant District Governors will serve as the members of this committee.

DUTIES INCLUDE:

- Encourage clubs to pursue quality membership growth.
- Assist clubs in creating and carrying out membership development and retention plans.
- Provide resource materials to clubs.
- Monitor membership trends in the district.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

Nominations

MEMBERSHIP: The Nominations Committee shall be comprised of the District Governor, District Governor-elect, District Governor-nominee, the two most immediate Past District Governors and the president of the College of Governors. The chairman of this committee will be the Immediate Past District Governor.

DUTIES INCLUDE:

- Review candidate qualifications and conduct interviews for candidates for District Governor-nominee.
- Encourage District 7710 candidates for Zone and RI appointments.

District Trainer

MEMBERSHIP: Individual appointed by the Governor-elect for a one-year term to serve as chair with up to a three-year maximum.

DUTIES INCLUDE:

- Assist the District Governor and District Governor-elect in planning or conducting the Spring District Assembly and Membership Seminar, District Mid-year Assembly, and other district events as requested by the District Governor.
- Identify and assist in training of potential district leaders.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

Family of Rotary (Optional Committee)

MEMBERSHIP: Three members, each serving a three-year term.

DUTIES INCLUDE:

- Support clubs in forming Family of Rotary Committees to visit sick Rotarians in their homes and ensure any needs are met.
- Promote diversity of membership in clubs; encourage spouses, children, and parents of Rotarians to participate in service projects.
- Encourage spouses and adult children of Rotarians to join Rotary
- Maintain relationships with the family of deceased Rotarians and spouse
- Support the family of deceased Rotarians in their times of need
- Encourage the family of deceased Rotarians to continue their involvement with Rotary.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

Public Relations

MEMBERSHIP: Individual appointed by the Governor-elect for a one-year term with up to a three-year maximum.

DUTIES INCLUDE:

- Provide information and assistance to Rotary clubs in increasing media coverage.
- Promote club public relations efforts at the District Conference.
- Assist the District Governor in publicizing district events.
- Provide information for the District newsletter.
- Submit a written annual report to the District Council to be presented at the June Council meeting.
- Keep the district web site current and updated.
- Work with the Governor, and others designated, to make the district web site attractive and informative of the District's goals.
- Assist local clubs with their web sites as requested by the individual club.

Rotary Leadership Institute

MEMBERSHIP: Individual appointed by the Governor-elect for a one-year term with up to a three-year maximum.

DUTIES INCLUDE:

- Promote attendance at Rotary Leadership Institute sessions as a means of educating club members prior to their elevation to positions of leadership in the clubs of the district.
- Assist club leaders in selecting potential club leaders and in arranging for RLI registration for these potential leaders.
- Work with the Zone 33 Rotary Leadership Institute Committee to make arrangements for RLI sessions scheduled in District 7710 and neighboring districts.
- Recruit qualified faculty for RLI events from the graduates of the RLI program, from the district's clubs and from district leadership.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

District Conference

MEMBERSHIP: Six to nine members, each serving a one-year term. Generally, the District Governor-elect and the next year's conference chair also serve as members of the committee.

Duties include:

- Assist the District Governor with the details involved in conducting the district conference.
- Develop a budget and detailed operational plans for the conference.
- Negotiate the hotel arrangements, recruit speakers and entertainment.
- Promote and advertise the conference to the Rotarians in the district.
- Receive all resolutions for action by the conference.
- Prepare reports and other information for Rotary International & district records.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

Boys' and Girls' Home

MEMBERSHIP: Three members, each serving a 3-year term.

DUTIES INCLUDE:

- Make at least one visit per year to the Rotary Cottage at Lake Waccamaw.
- Make a report to the clubs in the district on the needs of the youth residing in the home.
- Promote and coordinate an annual visit by the Rotarians in District 7710 to the Rotary Cottage.
- Monitor use of district donations made to the home.
- Coordinate district efforts with the statewide Rotary effort.
- Create and carry out, if at all possible, one district-wide service project on the campus of the Boys' and Girls' Home each year.

- Submit a written annual report to the District Council to be presented at the June Council meeting.

“Take a Kid...” Events

MEMBERSHIP: Each ‘event’ will have a coordinator who is an individual appointed by the Governor-elect for a one-year term.

DUTIES INCLUDE:

Coordinate and make necessary arrangements for each of the events.

Work with any District club to support other such club projects within the District.

District Charitable Trust

MEMBERSHIP: The District Governor, District Governor-elect, and the District Governor-nominee. In addition, two Past District Governors and two non-Past District Governor members currently active in the District, each appointed for a staggered two-year term. Trustees may serve a maximum of four years in succession. The Operations Committee shall appoint the Chair of the Trustees.

DUTIES INCLUDE:

- Encourage contributions to the General Trust Fund.
- Monitor investment of the trust funds by the District Treasurer.
- Approve use of the interest earned by the fund.
- Interview and select recipients of the Charles and Margaret McCullers Scholarship from residents of the Boys and Girls Homes of North Carolina.
- Submit a written annual report to the District Council to be presented at the June Council meeting.
- Chair will serve as the District Disaster Relief coordinator

Finance

MEMBERSHIP: The District Treasurer, District Governor, District Governor-elect, District Governor-nominee, the two Immediate Past District Governors, and up to two Rotarians (non-Past District Governors) who will be appointed by the Governor-elect. The chairman shall be the Immediate Past District Governor, once removed.

DUTIES INCLUDE:

- Assist the District Governor-elect in preparing a budget.
- Approve any requests for disbursements not included in the budget.
- Authorize transfer of reserve funds to the annual operating budget.
- Assure that the appropriate District officials are bonded.
- Assist the Treasurer in review and preparation for the annual audit.
- Meet with the Treasurer in January to review the first six-month’s activity.
- Provide suggestions to the Treasurer on financial procedures.

- Submit a written annual report to the District Council to be presented at the June Council meeting.

Rotary Fellowships (OPTIONAL)

MEMBERSHIP: Three members, each serving a three-year term.

DUTIES INCLUDE:

- Promote membership in Rotary Fellowships to Rotarians in the district
- Submit a written annual report to the District Council to be presented at the June Council meeting.

Luther Hodges Ethics

MEMBERSHIP: Individual appointed by the Governor-elect for a one-year term with up to a three-year maximum. Additional members may be appointed as needed.

DUTIES INCLUDE:

- Emphasize the need for high ethical standards in education, business, government, community, and family life.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

Four-way Test

MEMBERSHIP: Individual appointed by the Governor-elect for a one-year term with up to a three-year maximum. Additional members may be appointed as needed.

DUTIES INCLUDE:

- Encourage local clubs to promote the Four-Way Test program in their local elementary schools through participation in programs such as Four-Way Test presentations to classes, Four-way Test coloring contests, poster contests, etc.
- Encourage clubs to promote the Four-Way Test program in their local middle schools by arranging and providing presentations by local Rotarians and Four-way Test essay contests.
- Plan and coordinate a District-sponsored Luther Hodges Four-Way Test Essay Contest.
- Coordinate with Interact Clubs to promote the Four-way Test in High Schools (e.g. guest speakers for Interact Clubs or for selected classes, essay contests, poster contests, etc.)
- Submit a written annual report to the District Council to be presented at the June Council meeting.

The Donald B. Hayman Rotarians Against Drugs Speech Contest

MEMBERSHIP: Three members, each serving a three-year term

DUTIES INCLUDE:

- Promote participation by clubs in the District's Donald B. Hayman Rotarians Against Drugs Speech Contest.
- Provide judges for the contest and assure recognition of the district winners.
- Submit a written annual report to the District Council to be presented at the June Council meeting.
- Coordinate the Multi-District Speech Contest.

Interact Clubs

MEMBERSHIP: Three members, each serving a three-year term. Preference should be given to members from clubs that sponsor an Interact club.

DUTIES INCLUDE:

- Assist the District Governor in chartering new Interact clubs.
- Seek and propose locations for new clubs.
- Assist Rotary clubs that sponsor clubs.
- Monitor activities of existing clubs in the district.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

Rotaract Clubs

MEMBERSHIP: Three members, each serving a three-year term. Preference should be given to members from clubs that sponsor a Rotaract club.

DUTIES INCLUDE:

- Assist Rotary clubs that sponsor Rotaract clubs.
- Seek and propose locations for new clubs.
- Assist the District Governor in chartering new clubs.
- Monitor the activities of existing clubs in the district.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

Rotary Youth Leadership Award

MEMBERSHIP: A minimum of six members, each serving a three-year term.

DUTIES INCLUDE:

- Plan and conduct the RYLA Conference to recognize outstanding high school juniors.

- Promote attendance by at least two delegates from each club in the district.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

Youth Exchange

MEMBERSHIP: Three members, each serving a three-year term.

DUTIES INCLUDE:

- Work with District clubs and the Eastern States Student Exchange (ESSEX) to locate and provide opportunities and support for local and foreign exchange students.
- Assist clubs in the screening and selection of students for the Youth Exchange Program.
- Follow up and ensure that clubs' commitments to the students and host families are met.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

Child Protection Officer

MEMBERSHIP: An individual appointed by the District Governor-elect.

DUTIES INCLUDE:

- Ensure that the District Sexual Harassment and Abuse Policy is being implemented as stated.
- Act as chair of the Sexual Abuse and Harassment Committee.

Sexual Abuse and Harassment

MEMBERSHIP: Three members, each serving a three-year term. In addition, the Child Protection Officer, the District Governor, District Governor-elect, District Governor-nominee, VTT Chair and the Youth Exchange Committee Chairman will serve on this committee. The DG shall serve as chair of this committee.

DUTIES INCLUDE:

- Ensure that the District policy is implemented as written.
- Review and recommend changes to the Policy at least annually.

Friendship Exchange (OPTIONAL)

MEMBERSHIP: Three members, each serving a three-year term.

DUTIES INCLUDE:

- Promote the program to the clubs in the district.
- Coordinate itineraries for the participants.
- Maintain records on exchange participants and potential hosts for future exchanges.

- Communicate with the District Governor and the clubs in the District when developing Friendship Exchanges.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

World Community Service (Optional)

MEMBERSHIP: Three members, each serving a three-year term.

DUTIES INCLUDE:

- Promote the concept of world community service among clubs in the District.
- Identify and select a project(s) for district financial support.
- Submit a written annual report to the District Council.

Literacy (Optional)

MEMBERSHIP: Three members, each serving a three-year term.

DUTIES INCLUDE:

- Promote literacy worldwide through specific projects aimed at increasing the level of literacy (and its companion, numeracy).
- Submit a written annual report to the District Council to be presented at the June Council meeting.

PART THREE: The Rotary Foundation

MEMBERSHIP: The Operations Committee will appoint the District Rotary Foundation Chair for a three-year term. The District Rotary Foundation Chairman must be a Past District Governor.

DUTIES INCLUDE:

- Appoint with the concurrence of the Operations Committee, the subcommittee chairs for The Rotary Foundation subcommittees unless otherwise specified in the District Manual of Procedure.
- Serve as an ex-officio member of all TRF subcommittees, meeting at least once each Rotary year.
- Train, with the assistance of the District Trainer, the Annual Fund committee members.
- Assist all Foundation committee chairmen with all Foundation activities related to the subcommittee's area.
- Assist the District Governor in planning, coordinating, and evaluating all district Rotary Foundation activity.
- Schedule periodic meetings of the district subcommittee chairs to review progress.
- Submit requests to the District Finance Committee to provide financial support for TRF activities such as Paul Harris Society pins, PHS club banners, postage, and shipping.
- Plan and conduct the District Rotary Foundation seminar.
- Maintain ongoing contact with club Foundation chairs.
- Maintain ongoing contact with staff of The Rotary Foundation.
- Plan events to recognize Rotary Foundation support by individuals and clubs to include a Rotary Foundation Banquet or other district-wide event.
- Submit a written annual report to the District Governor.

Annual Fund Subcommittee

MEMBERSHIP: The chairman of this committee shall be a Rotarian who is familiar with the organization and programs of TRF and is knowledgeable of the clubs in the District. A committee member should be appointed to represent each area of the District.

DUTIES INCLUDE:

- Promote annual giving to The Rotary Foundation by encouraging all Rotarians to contribute annually to the Annual Fund.
- Plan for a Rotary Foundation presentation to each club in the District.
- Monitor and review the Annual Giving goals set by each Rotary club.
- Monitor district-giving trends.
- Oversee district activities for the Paul Harris Society.
- Submit a written annual report to the District TRF Chair.

Paul Harris Society Subcommittee

MEMBERSHIP: This committee will be composed of a chairperson and two other members, appointed on a rotating basis for three-year terms.

DUTIES INCLUDE

- Establish an annual quantitative goal for membership in the District 7710 Paul Harris Society.
- Promote membership in the Paul Harris Society by making presentations at district-wide events each Rotary year.
- Identify, with the help of TRF, those in our district who are eligible and are interested in membership in the District 7710 Paul Harris Society.
- Recruit members to the Paul Harris Society and maintain a database of PHS members.
- Provide each member of the Paul Harris Society with a membership certificate and pin signifying membership in the Paul Harris Society.
- Maintain contact with Paul Harris Society members to encourage their continued participation in the Society.
- Establish baseline criteria for clubs to be designated as a Paul Harris Society Club (ex. 10% or more of active club members must be Paul Harris Society members for club recognition as a PHS Club)
- Provide appropriate tangible recognition to each club recognized as a PHS club

Endowment Fund Subcommittee

MEMBERSHIP: This committee will be composed of a chairperson and two other members, appointed on a rotating basis for three-year terms.

DUTIES INCLUDE:

- Using materials and training provided by The Rotary Foundation of Rotary International, develop selection criteria, strategies, and policies that will lead to the identification of prospective donors to the Endowment Fund.
- Solicit these prospective donors for gifts to The Rotary Foundation's Endowment Fund.
- Utilize, as needed, the staff of The Rotary Foundation.
- Submit a written annual report to the District TRF Chair.

Matching Grants Subcommittee

MEMBERSHIP: A minimum of six members, each serving a three-year term, selected on a staggered basis to promote continuity on the sub-committee. Because of the extensive background knowledge needed for this position, a PDG should be given strong consideration to serve as chair.

DUTIES INCLUDE:

- Responsible for promoting and managing the Rotary Foundation Grants program
- The chairman of the committee will review draft and final applications to determine their readiness for further review by the committee.
- Projects deemed complete will be designated a priority for Grants Committee review and final committee action.
- Encourage clubs to participate in international service projects involving Matching Grants and other Rotary Foundation grants.
- Publicize successful grants in the District newsletter.
- Submit a written annual report to the District TRF Chair.

SHARE Subcommittee

MEMBERSHIP: Eleven members, each serving a one-year term. The members will be the District Governor, District Governor-elect, District Governor-nominee, Immediate Past District Governor, District Rotary Foundation Chairman and District Grants Subcommittee Chair. The chair shall be the District Rotary Foundation Chairman.

DUTIES INCLUDE:

- Review the SHARE System Report and district planning and tracking sheets received from The Rotary Foundation in January to determine that amount matches the amount the District believes is the correct amount of SHARE.
- Review the decisions of recent SHARE committees.
- Determine how District Designated Funds will be used in the District two years hence.
- Notify the clubs as to how the money has been allocated.
- Committee meets in the third quarter of the Rotary year.

Stewardship Subcommittee

MEMBERSHIP: The President of the Council of Governors will serve as Chairman. They will select three other members to include at least one member who is a past governor or a person with audit experience. The committee may not include individuals directly involved with the TRF grants.

DUTIES INCLUDE:

- Conduct an annual financial assessment of controls and compliance as outlined in the D7710 Grant Process Manual.

Rotary Foundation Alumni Subcommittee

MEMBERSHIP: Three members appointed on a staggered basis, each serving a three-year term. The chair of the committee shall be the senior member of the committee.

DUTIES INCLUDE:

- Maintain and regularly update the database of all District 7710 Foundation alumni.
- Ensure that Peace Fellows, Outbound VTT team members and Scholar recipients are added to the alumni database every year.
- Maintain annual contact with all District 7710 Foundation alumni.
- Encourage TRF Alumni to affiliate with Rotary clubs.
- Promote and aid clubs in the utilization of Foundation alumni by local clubs.
- Submit all requested reports to The Rotary Foundation.
- Support and assist in the development of a local organization of TRF Alumni.
- Submit a written annual report to the District TRF Chair.

Rotary Scholar Selection Subcommittee

MEMBERSHIP: A minimum of six members, each serving a three-year term and selected on a staggered basis to assure continuity.

DUTIES INCLUDE:

- Publicize the availability and deadlines for Rotary Foundation Scholarships to clubs and to college and university administrators in the district.
- Process the applications received from clubs.
- Interview all candidates in a face-to-face meeting.
- Provide information to the sponsor counselors of the nominee.
- Send selected applications to The Rotary Foundation prior to the deadline.
- Personally attend and encourage sponsoring Rotarian (or a club representative) to attend the annual Outbound Scholar/VTT Team Orientation.
- Provide names of scholars to district Alumni chair.
- Submit a written annual report to the District TRF Chair.

Scholar Hosts Subcommittee

MEMBERSHIP: An individual appointed to serve a one-year term.

DUTIES INCLUDE:

- Recruit counselors for Rotary Foundation Scholars studying in District 7710.
- Provide information to The Rotary Foundation staff on host counselors.
- Assist counselors with any problems that may occur.
- Coordinate a welcoming reception for the scholars in the fall and a farewell reception in the spring.
- Submit a written annual report to the District TRF Chair.

Vocational Training Team – Inbound Subcommittee

MEMBERSHIP: In addition to an individual appointed to serve as chair, this committee will have ten members, each representing an area in the district.

DUTIES INCLUDE:

- Assist the District Governor and the District Governor-elect with all planning for the visiting team.
- Correspond with the visiting team leader prior to arrival.
- Plan and publish the itinerary for the visiting team.
- Arrange transportation, housing, club visits, sightseeing, farewell party, and other logistics for the team.
- Submit a draft itinerary to The Rotary Foundation and to the sending district at least 90 days prior to the team's arrival.
- Submit the FINAL itinerary 60 days prior to the team's arrival.
- Submit a written annual report to the District TRF Chair.

Vocational Training Team – Outbound Subcommittee

MEMBERSHIP: A minimum of three members. In selecting the chair, preference will be given to an individual who is knowledgeable about Rotary and its programs and also knowledgeable about the receiving country. Consideration should be given to past VTT Team Leaders as members of the committee.

DUTIES INCLUDE:

- Publicize the availability and deadline dates of the VTT program.
- Process the applications received from clubs.
- Interview and recommend to the District Governor a VTT team leader. (Once the leader has been selected and approved by the Operations Committee, the newly selected team leader will participate in the selection of the outbound team.)
- Communicate early and often with the subcommittee chair of the paired district.
- Assist the VTT team leader with the training of the team.
- Provide names of VTT team members to district Alumni chair.
- Submit a written annual report to the District TRF Chair.

District Rotary Peace Fellowship Selection Subcommittee

MEMBERSHIP: This committee shall consist of the District Governor, District Governor-elect, District Governor-nominee, Immediate Past District Governor, the Host Area Coordinator, and the District Rotary Foundation Chairman. The Host Area Coordinator shall serve as chair of the committee.

DUTIES INCLUDE:

- Inform clubs of the Rotary World Peace Fellowship opportunity and distribute materials to support the program.
- Work with interested clubs to identify individuals who are interested in the Fellowship program.
- Interview club-endorsed applicants and recommend one applicant per year to the World Selection Committee, ensuring that all material is received at The Rotary Foundation by the deadline.
- Maintain contact with recipients during the study period.
- Submit a written annual report to the District TRF Chair.

Additional Foundation Committees:

Rotary Centers Host Area Coordinator

MEMBERSHIP: Individual appointed by the Trustee Chairman of The Rotary Foundation Chair in consultation with the District Governor.

DUTIES INCLUDE:

- Promote the program to Host Area clubs and districts, providing opportunities for involvement as appropriate.

- Appoint a Rotarian Host Counselor for each inbound Rotary World Peace Fellow.
- Coordinate requests from clubs and districts to invite Rotary World Peace Fellows to attend or speak at Rotary events.
- Support the Rotary Center Director, as appropriate, in meeting program needs that can be enhanced by local Rotary participation.
- Maintain open and direction communication between the university and the Host Area Rotarians and maintain regular communication with the Regional Rotary Foundation Coordinator and the Rotary World Headquarters to receive and provide program updates.
- Assist in program evaluation, as directed by the Rotary Centers Committee, if necessary.
- Coordinate an orientation session with the Rotary Center.
- Provide an orientation for Host Counselors.
- Promote Rotarian participation at the Rotary Center Annual Seminar.
- Submit a written annual report to the District TRF Chair.

PART FOUR: MEETINGS

District Council

The District Council is expected to meet regularly on a bi-monthly basis. Decisions of the Council may be made by mail ballot with signed ballots.

Members of the Council are expected to notify the Secretary or District Governor when absence from a meeting is unavoidable, and a Council member is expected to resign if he/she cannot meet reasonable attendance standards.

The District Governor shall serve as Chair of the Council; the Immediate Past District Governor shall serve as Vice Chair and preside in the absence of the District Governor.

The Treasurer shall make a report of the financial condition of the district treasury including a report of receipts and expenditures at each meeting of the Council. The Secretary shall record all actions taken and shall mail a copy of the minutes of each meeting to all Council members within two weeks after the meeting.

Club Leadership Training Seminar

The objective of the Spring District Assembly and Membership Seminar is to provide instruction in administrative duties, to impart Rotary knowledge, and to inspire incoming club presidents, secretaries and other leaders. Official items of business requiring a club vote (such as the annual budget) are also presented.

Rotary International recommends that each club adopt a policy of requiring incoming presidents and secretaries to attend the Spring District Assembly and Membership Seminar. The standard Rotary International club constitution requires that the incoming club president attend or send his/her representative. Clubs are encouraged to reimburse their attendees for expenses incurred. Traditionally, the time for this meeting is between the time the District Governor-elect has attended the International Assembly and the beginning of the new leader's year of service and at a time that does not conflict with the International Convention. This meeting should be held in May. The District Governor, with the advice and consent of the District Governor-elect, sets the location and date of the meeting. While the District Governor is responsible for all activities during his/her term of office, the District Governor-elect is expected to lead this meeting.

District Conference

The annual meeting of Rotarians of District 7710 is the District Conference. All Rotarians and their partners are urged to attend. The program features highlights of the year, inspirational messages relating to Rotary, and a great opportunity for fellowship. In addition, the conference provides an opportunity for clubs to share their achievements, for members to share their ideas, and for everyone to gain from the programs presented.

The District Governor-elect, with the advice and counsel of the District Governor, selects the time and place for the District Conference to be held during his/her term as District Governor. The date cannot conflict with the Zone Institute or the Rotary International Convention.

The District Governor has the responsibility for planning the Conference held during his/her term of office, including events and the number of meetings and the duration of the Conference. Traditionally, the District Conference has begun at noon on Friday and ended at noon on Sunday.

The first meeting of the District Conference Committee should be held approximately 18 months in advance of the conference for which the committee chair is responsible. The District Governor-elect should select the committee chair as soon as possible after his/her selection. The first meeting should include the chair, the District Governor-elect, and Rotarians from several clubs in the district. Their principal objective will be to select a conference location and preferred dates. Then, a tentative "booking" should be made with the conference facility. Often, popular facilities are booked more than two years in advance for conventions. At this same meeting, a tentative planning schedule by date should be developed. At the next meeting, the committee should select subcommittee chairs and adopt a tentative budget. This meeting should be held at the District Conference preceding the one for which the committee members will be responsible. At that time, each committee member can have an opportunity to observe someone else carrying out the responsibilities he/she will have. It would be desirable for members of the committee to assist with one District Conference prior to having responsibility as subcommittee chairs.

District Mid-Year Training Assembly

The objectives of the District Mid-Year Training Assembly are: to promote the district's goals and objectives at this, the midpoint in the Rotary year; to provide assistance to clubs' members participating in district projects such as The Four-Way Test, Drug Prevention Abuse Speech Contest, fostering Interact Clubs, etc; to provide for a second meeting between the District Governor and the club presidents; to provide for a first meeting between the District Governor-elect and the clubs' presidents-elect. This meeting should be held in mid to late January. The District Governor sets the location and date of the meeting. Clubs are encouraged to reimburse their attendees for expenses incurred.

District Rotary Foundation Seminar

The objective of the Rotary Foundation Seminar is to inform and inspire the participation of all of the clubs' members in the goals and objectives of The Rotary Foundation. Generally, all of the subcommittees are represented on the program (as appropriate) and former Rotary Foundation Scholars and Vocational Training Team members are among the presenters.

The District Rotary Foundation Seminar should be held in September. The District Rotary Foundation Chair sets the location and date of the meeting. Clubs are encouraged to reimburse their attendees for expenses incurred.

District Team Training

The objective of this training session is to allow the District Governor-elect to present the annual theme; discuss district administration; roles and responsibilities of Assistant District Governors, District Committee Chairs and District Committee Members; how to work with the clubs; plans for the year and communication during his/her year as Governor.

This training seminar should be conducted in April (after PETS) and attended by Assistant District Governors, district committee chairs and district committee members.

PART FIVE: FINANCES

Preparation of District Budget

The Finance Committee has the responsibility for preparation of a proposed budget. In advance of each Rotary year, this committee, with the Immediate Past District Governor, once removed, as chair, will meet with the District Governor-elect to discuss proposals for income and expenditures in light of the past and present budgets and experiences. The District Governor-elect shall be responsible for making a presentation of his/her objectives and for submitting any expenditure requests that vary significantly from traditional expenditures.

Rotary International allocates an amount of money each year to the District Governor to cover reimbursement of reasonable and necessary expenses, and, upon his/her application, additional expense reimbursements incurred in connection with the organization of new clubs and the presentation of charters. Rotary International reimburses each District Governor-elect for his/her reasonable and necessary expenses in attending the International Assembly.

The Finance Committee may include in the budget, to the extent possible, any expenses of the District Governor-elect and the District Governor, Council members, and other District 7710 officials when such expenses are reasonable and necessary to carry out the activities for which they are responsible.

The District Governor-elect shall be encouraged to select his/her committee chairs prior to the time for preparation of a budget for his/her years, in order that the District Governor-elect might consider any special budget needs of their committees.

Certain expenses that are typically incurred at the District Conference shall be included in the annual budget for the district and not the conference. These shall include gifts to the District Governor and his/her partner and gifts to the Rotary International President's Representative and other guests of the district at its annual meeting. Some allocation of district funds shall be made to cover the costs of the District Conference in order to minimize the expense for participating Rotarians and encourage attendance. Expenses of Foundation Scholars and VTT Team members who attend the conference should be considered.

Adoption of Budget

The District Governor shall mail the budget proposed by the Finance Committee to all club presidents-elect at least thirty (30) days before the Club Leadership Training Seminar or District Conference. A budget shall be adopted by approval of two-thirds of the clubs present and voting at the District Assembly; for this purpose, each club in the district shall have one vote.

Receipts and Disbursements

The income of District 7710 is derived primarily from contributions of the clubs of the district made on a per capita basis. It is the responsibility of the Treasurer to notify each club of the contribution required and to collect such funds as soon as possible.

The Treasurer, in an account or accounts approved by the Finance Committee, shall deposit all money received. The Treasurer shall be bonded in an amount at least as great as the amount of income projected by the budget and the amount carried forward in the treasury. A blanket bond shall be obtained to cover others receiving district funds.

The District Governor may authorize disbursements to chairs of committees in advance of expenditures upon the adoption of proper safeguards and the designation of the individual who will be responsible for accounting for such funds.

The Treasurer or, in the event of his/her disability, the District Governor, shall be authorized to disburse funds by check for budgeted items. No expenditures shall be made for any purpose in excess of the budget amount without the approval of the Finance Committee prior to the making of the expenditure. Each budget expenditure is stated as a maximum amount. Those responsible for incurring such expenses are encouraged to spend only amounts that are reasonable and necessary in conducting the activities of the District.

Financial Review

The Treasurer shall maintain a cashbook, journal, and general ledger in which he/she shall record the receipts and disbursements. He / She shall keep as supporting evidence all deposit slips, bank statements, canceled checks, expense vouchers, requests for payment, and paid invoices, together with all correspondence relative to the district finances until the completion of the annual audit.

The Finance Committee shall select an auditor, and a financial review of the annual activities of the treasury shall be conducted. The financial review shall contain a financial report that includes a comparison of receipts and disbursements with the approved budget for the year. Upon completion of the financial review, all treasury records shall be placed in the custody of the district treasurer and shall be retained for a period of five years. Supporting records and documents need not be maintained for a longer period, but the financial review records shall be maintained indefinitely as part of the district records and shall be placed in district archives.

PART SIX: REVISIONS

Procedure for changes to the Manual of District Procedures:

Any Club may propose an amendment, signed by the club president and secretary stating that the proposal was adopted by a majority vote of the club membership present at the time the vote was taken.

The District Council or the District Operations Committee may propose amendments at any time but shall undertake a complete review every three years.

Proposed changes to the Manual of District Procedures will be sent to the secretary of each club prior to the district meeting at which such amendments will be considered.

The amendment becomes effective if it receives the majority vote of the club delegates present and voting.

TO BE Approved: At the D7710 Assembly, May 2014