

DISTRICT 7570

POLICIES & PROCEDURES



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Approved Amendments for District Legislative Assembly  
29 APRIL 2023

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## INTRODUCTION

### ***Policies and Procedures of Rotary International District 7570***

The following policies and procedures, **also known as the district leadership plan**, are designed to provide guidelines and assist the District Leadership Team under the direction of the District Governor (DG) to function more effectively. The intent is to ensure better continuity; closer linkage between the district and the club committees; the participation and involvement of a greater number of knowledgeable and dedicated Rotarians in district leadership; and thereby enhance the effectiveness of Rotary's educational and humanitarian programs. Any proposed amendments to the District Policies and Procedures Manual and/or Policy Statements issued by any District Standing Committee will be forwarded to the District Strategic Planning Committee for review, formatting and recommendation to the District Governor. Any suggested amendments reviewed by the District Strategic Planning Committee requires approval at the District Legislative Assembly and becomes effective July 1 of each new Rotary year.

Throughout this policy and procedure document from District 7570, the following rules of construction shall apply: The words "shall," "will," "is," and "are" are mandatory, and the words "may" and "should" are permissive. Pronouns of either the masculine or feminine gender shall include the other gender. The terminology "mail," "mailing," and "ballot-by-mail" will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

Note: Rotary International (RI)'s governance documents are contained in the Manual of Procedure (MOP) and Code of Policies (COP). The MOP contains the RI Constitution and Bylaws, the standard Rotary Club Constitution, and other legal matters. The COP is the collection of RI Board of Directors' decisions that are currently applicable. These documents, except the R.I. Bylaws, are formatted traditionally with (a), (b), (c), etc. The RI Bylaws are formatted decimally (e.g., 15.051.2). These District Policies and Procedures refer to the current MOP which is updated and published every three years following the meeting of the Council on Legislation (COL) as well as parenthetical reference to appropriate COP decisions. The COL is held every third year in which the sum of the digits of the year is equally divisible by three.

This document shall be reviewed following each Council on Legislation **by the District Strategic Planning Committee**.

### ***Rotary International District 7570 Policy Statement on Work Product***

Work produced for the benefit of Rotary by a Rotarian should be shared for the benefit of all, in accord with the 4 Way Test of Rotary International. When a Rotarian undertakes to prepare materials or documents for Rotary International District 7570 or other Rotary activities, or to contribute to such, that Rotarian is deemed to waive any claim of ownership to all drafts, notes and other work product prepared by the Rotarian for the ultimate benefit of Rotary, to

the extent said work product is used or accessed by others for Rotary use and benefit and not for the personal or business benefit of others. This does not extend to waiver of ownership to a created platform on which the Rotarian is working, such as a software program, or to otherwise copyrighted or trademarked material.

***Rotary International District 7570 Policy Statement on Ethics***

Rotary International District 7570's policy on Ethics is framed by the 4 Way Test of Rotary International.

***Rotary International District 7570 Policy Statement on Conflict of Interest***

A Rotarian shall avoid impropriety and the appearance of impropriety in all the Rotarian's activities. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the Rotarian's ability to act with integrity and impartiality is impaired.

***Rotary International District 7570 Policy Statement on Succession of District Governor Due to Unforeseen Circumstances***

If the DG is unable to continue performing his/her role, the immediate PDG will step in as Vice Governor and fulfill the term. If the immediate PDG is unable to step in, the Council of Governors (COG) will convene and appoint an appropriate replacement within the COG.

## ABBREVIATIONS USED

Abbreviation	Description
AG	Assistant Governor / Area Governor
AAG	Administrative Assistant Governor
COG	Council of Governors
COL	Council on Legislation
COP	(Rotary International) Code of Policies
CTT	Club Team Training (formerly known as District Team Training (DTA))
DDF	District Designated Fund
DG	District Governor
DGE	District Governor-elect
DGN	District Governor-nominee
DGNd	District Governor-nominee designate
DCO	District Communications Officer
DLA	District Legislative Assembly
DRFC	District Rotary Foundation Committee
DTTS	District Team Training Seminar
ESSEX	Eastern States Student Exchange
GSE	Group Study Exchange
MOP	(Rotary International) Manual of Procedure
PAG	Past Assistant Governor
PDG	Past District Governor
PE	President-elect
PETS	Presidents-elect Training Seminar
RI	Rotary International
RYLA	Rotary Youth Leadership Award
TRF	The Rotary Foundation
VTT	Vocational Training Team
WCS	World Community Service

*NOTE: Usage in these policies include the adjectives such as:*

- *Area*
- *Assistant/(Area) Governor*
- *Assistant Treasurer*
- *Conference*
- *Committee*
- *Governor*
- *Governor-elect*
- *Governor-nominee*
- *Governor-nominee designate*
- *Policies*
- *Secretary*
- *Treasurer*

# ARTICLE I: ORGANIZATION OF THE DISTRICT

## Section 1 – Standing Committees

(Art. I defines responsibility of each standing committee)  
(also reference COP Article 17.010)

Standing Committees shall be appointed as follows to assist in conducting district business. Standing Committees are only those approved by PEs at DLA (Art IV, Sec. 3). Term of all committees shall coincide with Rotary year. Standing committees will be composed of Rotarians in good standing, each with three-year terms.

### 1.1 Standing Committee List:

- Council of Governors (ART III, Sec 5.1)
- DG Nominating (ART III, Sec 5.2)
- District History and Archives (ART III, Sec 5.3)
- Operations (ART III, Sec 5.4)
- District Rotary Foundation (ART III, Sec 3)
- District Training (ART III, Sec 5.5)
- Finance (ART III, Sec 5.6)
- Membership (ART III, Sec 4)
- New Club Development (ART III, Sec 4.2)
- Youth Services (ART III, Sec 6)
- Public Image (ART III, Sec 2.1)
- Strategic Planning (ART III, Sec 5.7)

### 1.2 Members

Members are typically appointed for three-year terms on each standing committee and the incoming DG will review and reaffirm members currently serving on committees. Committee members completing a **three-year term** may be re-appointed. It is recommended that members not serve more than two (2) consecutive three-year terms, but reappointment will be based on the needs of the committee. Appointments to any new standing committees will be made by DGE, in consultation with DG and DGN. DGs in succeeding years shall appoint members as described above. Continuity is essential on standing committees.

### 1.3 Committee Chairs and Vice Chairs

Whenever possible, committee chairs should be selected from current members of standing committee. If a candidate cannot be found in list of current members, then DGE shall appoint chair. Chair serves for a one year but may be re-appointed. In same manner as chair selection, DGE may appoint vice chair. This person must be qualified and able to step into committee leadership if needed. Vice chair serves for one year but may be re-appointed. DGE may appoint as many as two ex officio members to a committee as special needs dictate, each for one-year term. Ex officio appointees to

standing committees are in addition to established committee members and have full rights of membership, including voting unless specifically stated otherwise.

## **Section 2 – Special Committees**

*(also reference COP Article 17.010)*

DGE shall appoint special committees (Art IV) deemed necessary to serve for a **one-year term** with year of service coinciding with year of service as DG. Ex-officio appointees to special committees have full membership rights including voting, unless specifically stated otherwise.

- District Conference (ART IV, Sec 1)
- Rotary International Awards (ART IV, Sec 7)
- Any other committee as needed by the DG



## ARTICLE II: RESPONSIBILITIES OF DISTRICT OFFICERS

### Section 1 – District Governor

*(also reference COP Article 19.010;)*

RI Bylaws Sec 16.030 plus the following:

- Assists DGE in planning and preparing for training of AGs and district committee chairs, and for planning DTTS, PETS, CTT, and DLA
  - Ensures that the constitution and bylaws of the clubs comply with the constitutional documents, especially following councils on legislation
  - Personally, visits every Area (multi-club and/or individual clubs) as early in year as possible, preferably during first six months. During year, DG may elect to visit selected clubs for a specific purpose to advance Rotary. DG should provide for direct personal contact with each club through some form of official visit during year
  - Ensures that sponsoring Rotarian counselor is appointed by the Scholarship Committee Chair for each scholarship selectee (Skelton and/or Jones) sponsored by district and Rotarian host counselors are appointed for scholars assigned to study in DG's district
- 1.1 Holds the following meetings** – District Conference, DLA, CTT, DTTS, and PETS. Other training seminars for key district and club leadership may also be planned. These seminars are planned, organized, and implemented by DGE and training committee chair in conjunction with DG.
- 1.2 Fills the vacancies** in any standing committee for the unexpired term of original appointee.
- 1.3 Responsible for keeping expenses within budget** approved by clubs at DLA.
- 1.4 Ex officio on district committees** and may elect to attend committee meetings. DG may elect to appoint both DGN and DGE as ex officio to committees.

### Section 2 – District Governor-elect

*(also reference COP Article 19.040)*

- 2.1 Preparation and Responsibilities** – DGE is required to attend International Assembly and Zone Institute. DGE shall appoint AGs to handle assigned responsibilities during tenure as DG. The number of AGs appointed is based on needs of district, specifically the number of Areas established in the District, *(also reference COP Article 19.040)*
- 2.2 Appoints members to fill vacancies on standing committees** and to special committees that will serve during the upcoming Rotary year. DGE should seek input from current DG to identify committee members who are not fulfilling their responsibilities.
- 2.3 Publishes and circulates directory** by July 15 of new Rotary year. Directory must include, but is not limited to, names, addresses, telephone numbers, digital

addresses, and email addresses of all district officers, AGs, club presidents, club secretaries, committee chairs and members, PAGs and PDGs. Directory to be available by hardcopy and/or electronic means by July 15 and may be used in a manner approved by DG except it may not be used as commercial mailing list.

- 2.4 Prepares training programs and agendas** for AGs, CTT, DTTS, and PETS.
- 2.5 Serves on District Operations Committee.**
- 2.6 Budget Preparation** – Works with Finance Committee to prepare and distribute a zero-based preliminary operational budget proposal defining all anticipated revenues and expenses during the following Rotary year and proposal of per-capita assessment as deemed necessary. Upon review and approval by finance committee, budget is then presented to DLA for approval.

### Section 3 – District Governor-nominee

*(also reference COP Article 19.030)*

- 3.1** Selected by district process described in Art. II, Sec. 3. Once officially named and announced, it is role of DGN to understudy DG and learn basic operations of district.
- 3.2** Serves on District Operations committee.
- 3.3** Undertakes assignments as directed by DG.
- 3.4** Becomes DGE on July 1.
- 3.5** Attends Zone Institute training.

### Section 4 – District Governor-nominee designate

- 4.1** Selected by district process described in Art. II, Sec. 4. Once officially named and announced, it is role of DGNd to understudy DG and learn basic operations of district.
- 4.2** Serves on District Operations committee.
- 4.3** Undertakes assignments as directed by DG.
- 4.4** Becomes DGN on July 1.
- 4.5** Attends Zone Institute training.

### Section 5 – Area/Assistant Governors and Administrative Assistant Governor

- 5.1 Purpose** – DGE shall appoint Rotarians as AG to assist in carrying out the District Leadership Plan and serve as key liaison workers between the DG and club presidents and club committees. AGs have such authority as outlined in the RI District Leadership Plan and properly delegated to them by DG and shall have only those responsibilities which may be assigned to them by DG.
- 5.2 Qualifications and Tenure** – Recommended criteria for the selection of AGs should include but not restricted to those listed in MOP under District Leadership Plan.
- 5.3 AGs are district appointees selected by DGE, not officers of RI.** AGs are to be appointed on annual basis, with no AG serving more than three one-year

terms. When possible, one-third of AGs should be first-term appointees. This allows continuity in district leadership and provides more leaders opportunity to serve. No PDG should serve as AG.

**5.4 Determination of areas for club groupings** – DGE, in consultation with Operations and Strategic Planning Committees, will review district club grouping into areas on an annual basis and formally recommend to the Strategic Planning Committee proposed changes in club grouping.

**5.5 Responsibilities of AGs** – Responsibilities of AGs shall be those determined by DGE within guidelines set forth in MOP; RI District Leadership Plan; and District 7570 Policies and Procedures. Responsibilities include those listed in the MOP and:

- Participates with committee chairs in DTTS
- Works with DG and DGE to develop goals for District
- Advises DG and DGE on committee selections and prospective AGs
- Indicates Club Ratings, document official AG Club visits, and enter other observations about a club in the Comments section of Club Ratings in Rotary Club Central prior to June 1. Visits each assigned club at least quarterly and communicates regularly via telephone, e-mail and/or mail
- Supports each club president and seeks ways to help club be successful in local and global community
- Serves as communications conduit to enable DG to communicate effectively with local clubs – keeps DG fully aware of status of each club, with emphasis on both successes and problems
- Provides information and education about district and RI programs to each club, with emphasis on work of TRF
- Attends meetings as required by DG – District Conferences (before and during term), PETS, DLA, CTT, DTTS, area workshop meetings and DG/AG meetings when called
- Schedules and plans for visit of DG to areas and clubs
- Performs other assignments as requested by DG

#### **5.6 Administrative Assistant Governor**

- The position of Administrative Assistant Governor serves as a team member with the District Governor to assist him/her with management decisions and offer suggestions, solutions that the DG may want to discuss.
- The major management activities are:
  - In collaboration with the DG and the District Training Chair, the AAG shall:
    - **support** logistical matters of location, catering, an event budget, and other needs as directed by the DG for District training events such as PETS, DTTS, CTT and

- work with the DG and Foundation Chair to manage the details of the Grant Management Seminars and Foundation events
- set up the registration on the DACdb calendar and be prepared to check in the registrants, collect payment when appropriate and ensure that nametags and other printed materials are in place
- assist with ensuring the technology or the linkage for a virtual meeting is in place as required such as projectors, microphones, etc., for the above events and present the budget for all needed technology to the DG
- work with the District Conference committee as needed, especially those events involving the DG
- keep the calendar current on DACdb and on the website with all training dates or other events known
- keep the listing of AGs, District Committee Chairs, and District Officers current on DACdb for each Rotary year
- manage the District's Zoom account. This involves scheduling of District meetings called by the DG, assisting Committee Chairs with scheduling of committee meetings, managing training sessions and webinars as needed, and ensuring the capacity of attendees and recording storage is adequate for the District's needs
- assist the DG with preparing for and scheduling the monthly AG calls, all COG meetings, and the District Legislative Assembly (DLA)
- participate as a non-voting member of the District Finance Committee, as many events managed by the AAG have financial impact for the District
- work with DG to determine purchase of (if applicable) the PDG pin and plaque for the out-going DG at the end of the Rotary year
- assist the DG & AGs in the selection and presentations of the Area 110% Awards on an annual basis
- be a voting member of the DLA

## **Section 6 – Treasurer and Assistant Treasurer**

Treasurer and Assistant Treasurer are recommended to DLA by Finance Committee and elected by clubs at DLA. Treasurer and Assistant Treasurer are elected to a three-year term, and may be elected for an additional two-year term, if recommended to DLA by Finance Committee. Assistant Treasurer shall work with Treasurer on financial matters to gain working knowledge and be able to handle treasurer responsibilities in absence of Treasurer. For continuity, Assistant Treasurer may be considered by Finance Committee to fill Treasurer vacancy. DG will fill interim vacancies in Treasurer or Assistant Treasurer positions.

- 6.1 Responsibilities** – Treasurer has day-to-day management responsibility for financial resources subject to oversight and approval of the DG and the Finance Committee. Accounts managed are DG’s budgetary account, operations revenue and expenses, and reserve accounts.
- 6.2 Treasurer shall:**
- Disburse budgetary funds according to budget approved by clubs at DLA.
  - Be responsible for seeing IRS Form 990 completed and filed on or before 15 November
  - Send district dues invoices November 1 based on the membership in clubs as of 30 September. Payment is due 1 December.
- 6.3 Treasurer and Assistant Treasurer shall:**
- Be full members of finance committee
  - Be bonded at district expense
  - Attend DLA and District Conference
  - Attend all meetings of finance committee
  - Prepare and distribute monthly expense vs. budget report of current budgetary funds
  - Cooperate with audit committee and provide all financial records necessary to complete annual audit

## **Section 7 – Secretary and Assistant Secretary**

Candidates for the positions of District Secretary and Assistant Secretary are recommended by the Council of Governors and elected by clubs at the District Legislative Assembly for an initial three-year term. They may be re-elected for an additional two-year term. In the event of a vacancy of either position, the District Governor shall fill the vacancy by appointment until the next District Legislative Assembly.

**7.1 Responsibilities:** The Secretary shall attend and record minutes of each Council of Governors meetings, the District Legislative Assembly, and such other District meetings or events as directed by the District Governor. Minutes of all such meetings or events shall include essential facts discussed and all specific actions taken, and shall be distributed to the attendees within thirty days of the meeting or event

**7.2 Secretary shall:**

- Submit a report at each Council of Governors meeting that includes a snapshot of the District relative to its health and vigor such as membership, attendance, club size, issues brewing, and the like
- Perform such other tasks agreed upon
- Ensure production is made of the final version of the District 7570 Policy & Procedures Manual containing items approved during the District Legislative

Assembly; and provide final P&P Manual to the District Communications Officer to post on the District Website

- Minutes for all District level meetings should be stored in paper form at the District office located at the VT Corporate Research Center and in electronic form in the District files on DACdb

**7.3 Assistant District Secretary shall:**

- To learn how to perform the duties of the District Secretary
- To serve the role of the District Secretary in the absence of the District Secretary
- To perform such other tasks agreed upon

## ARTICLE III: STANDING COMMITTEES

### Section 1 – Awards

#### 1.1 District Conference

**1.1.1 District Conference venue selection and date selection shall be made by the DGNd**

**1.1.2 District Conference Advisory Committee** - MOP 15.040 ;  
(also reference COP Article 17.030; Article 19.040; Article 20.010)

- **Responsibilities** –
  - Advise District Conference Planning Committee on matters pertaining to planning the District Conference and ensure D7570 has appropriate venue for the District Conference under contract approximately three years in advance
  - In general, provide oversight of all aspects of District Conference including but not limited to programming, budget, and logistics
- **Members** - Six members appointed by DG (or DGE), at least 2 shall be PDGs and the remaining past District Conference chairs or other persons experienced in planning conferences.

**1.1.3 District Conference Planning Committee**  
(also reference COP Article 17.030; Article 20.020)

- **Responsibilities**
  - Assists DG in District Conference planning, programming, budget, and logistical details
  - Promotes fellowship among Rotarians, disseminates Rotary information, conducts business usually brought before District Conference. This committee executes the event
- **Members** – Include committee chair, Treasurer, host club(s) chair and additional members as deemed necessary by DG
- **Program**
  - Further programs of Rotary through fellowship, inspirational Rotary addresses and presentations and discussions of Rotary activities and programs
  - Speakers and subjects to achieve program shall be responsibility of DG
  - Encourages partners to participate in, and attend, all programs.

Functions planned for partners should not conflict with District Conference program features

- Makes provision for free time with activities to encourage fellowship

#### 1.1.4 Special Awards

- **Recognizes clubs and individuals** in D7570 rendering outstanding service that enhances image of Rotary and promotes wider adoption of the Object of Rotary. Awards committee shall assist DG by informing clubs of awards by 1 September, receiving and screening replies from clubs, identifying and recommending individuals and clubs for awards
- **Awards given at District Conference** for following club achievements:
  - Club service
  - Club bulletin
  - Club partnership service
  - Conference attendance
  - Best club website
  - Community service
  - Youth activities
  - Membership growth
  - Vocational service
  - Douglas A. Newton Excellence in Communication
  - Public image
  - International service
  - David Moreman Youth Encouragement Award (DG choice award)
  - Peacebuilders Award (DG choice award)
  - Outstanding Club Award (DG choice award, presented at end of Rotary year)

Each award does not have to be given every year.

- **Membership Awards** should represent district's area makeup
- **Committee prepares award materials** and obtains banners from clubs
- **Committee presents results** of its deliberations to DG 30 days prior to the District Conference

#### 1.2 Gold Club Achievement Award

DGE provides oversight for Gold Club Achievement Award earned by clubs over one-year period for excellent accomplishments of service, leadership, TRF, membership and retention, and public relations. Committee evaluates criteria for needed updates, reviews submission of applications for award and participates with presentations of awards, facilitated by Assistant Governors at the end of the Rotary year.



### **1.3 Rotary International Citation and The Rotary Foundation Awards**

*(also reference COP Article 43)*

#### **Solicit nominations from the clubs and assist in:**

Assists in nominating qualified D7570 Rotarians or Clubs for RI recognition and awards.

- RI Service Above Self
- TRF Citation for Meritorious Service
- TRF Distinguished Service
- TRF Service to Humanity
- TRF District Service - At DG discretion, recognizing up to 20 Rotarians serving humanity through TRF
- RI Club Builder Award – At DG discretion, recognizing up to ten Rotarians who have significantly supported and strengthened their Rotary Clubs
- Significant Achievement - DG may nominate one club whose club project extends over a period, addresses a community need, and involves large number of club members

#### **Other Club Awards**

- RI Avenues of Service - one member per club annually for outstanding efforts
- Rotary Citation – Club meeting requirements of current RI president

## **Section 2 – Communications**

### **2.1 Public Image**

*(also reference COP Article 9.050; Article 17.030; Article 50.010)*

#### **Responsibilities**

- Assists DG in encouraging all Rotarians to become more knowledgeable about Rotary
- Assists DG and district in all public relations matters
- Helps clubs establish active Public Image committee
- Upon request, assists clubs in public relations matters
- Helps clubs and areas coordinate Social Media marketing and management
- Provides each club with up-to-date Rotary information
- Prepares and disseminates the district newsletter monthly to all Rotarians in District 7570
- Promotes informative and effective new membership indoctrination
- Promotes Rotary to the general public and encourages Rotary Branding.

## 2.2 Information Technology

Committee works cooperatively with district leadership to make effective use of internet and related technology to improve communications capabilities of district. District Communications Officer (DCO) serves as chair. Reviews and evaluates the District Conference Awards for Best Club Website, Best Club Social Media, Best Club Bulletin and Public Image.

### Responsibilities

- Encourages leadership to develop site content, maintains and strives to enhance the functionality of district web presence and provide participating club websites encouragement in use of internet-related technology to improve communication within and between clubs and leadership
- Works with district training committee to assist Club Internet Communication Officers and clubs in use of club websites. Also provides training to develop and enhance technology expertise in the clubs

## Section 3 – Foundation

### District Rotary Foundation Committee

*(also reference COP Article 17.030)*

The District Rotary Foundation Committee Chair shall: 1) Report to the district governor on all district Foundation activities monthly, including qualification status of clubs and district, 2) Oversee and serve as an ex-officio member of all subcommittees, 3) Together with the district governor, provide one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the District Rotary Foundation Committee.

To assure a smooth transition being passed on from the out-going DRFC Chair to the incoming DRFC Chair, the selection of the incoming DRFC Chair shall be considered by the time of the District Conference or approximately 3 months before the new Rotary Year.

The District Rotary Foundation Committee (DRFC) assists in educating, motivating, and inspiring Rotarians to participate in Foundation grant and fundraising activities in the district. The committee serves as the liaison between The Rotary Foundation and Rotarians.

- The Foundation subcommittee chairs are members of this committee
- The district governor is an ex-officio member of the committee and provides one of two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the District Rotary Foundation Committee
- In addition to the minimum recommended qualifications established in the District Leadership Plan, the Rotary Foundation committee members should be past district governors, past assistant governors, effective past district subcommittee members, or experienced Rotarians – appointed based on their commitment to The Rotary Foundation as demonstrated through program participation and financial contributions

- All committee members are expected to attend a regional Rotary Foundation seminar conducted by a Regional Rotary Foundation Coordinator (RRFC). In addition, all committee members are expected to attend and participate in the district team training seminar and other district training meetings
- Work with the governor and other district committee chairs to ensure Rotary Foundation activities are properly included in such committees
- Work with the district governor, district trainer, and the district training committee to plan, organize, and promote district seminars, the district Rotary Foundation seminar, the district training assembly, presidents-elect training seminar, and grant management seminars, focusing on agenda and content
- Provide support to Area Foundation Advocates and Club Foundation committees
- Assist the governor-elect in obtaining input from Rotarians before establishing district Foundation goals for implementation during his/her term as governor
- Assist the governor in nominating qualified recipients for district Rotary Foundation awards
- Ensure Rotary Foundation Grant activities are reported at a district meeting to which all clubs are invited such as during District Conference, PETS, and the Grants Seminar are eligible to attend, as required by the terms and conditions of Foundation Grants
- Responsible for receiving Grants, disbursing, maintaining, and reporting Grants activity
- Assist the DG to prepare a budget showing projected income and expenditures based on DG's priorities

### **3.1 Grants Subcommittee**

The grants subcommittee is responsible for fiscal responsibility of grant funds, promoting, and encouraging implementation of district grants and global grants. Members should be Rotarians who have experience with Rotary Foundation grants and professional expertise in either one of the areas of focus, grant preparation, project management, or stewardship

- Serve as a district expert and resource on all Rotary Foundation grants
- Create and enforce a district policy that outlines the distribution of grant funds for clubs and the district
- Provide input on DDF distribution
- Abide by, follow, enforce, disseminate, and educate clubs on the terms and conditions of grant awards for district and global grants
- Confirm that global grant applications are completed and confirm that the sponsor clubs are qualified
- Serve as the primary contact for district grants
- Work with the District Rotary Foundation Committee chair to disburse grant funds and with the Stewardship Subcommittee to ensure that proper records of grant activity are maintained for reporting purposes
- Establish a grants budget and maintain appropriate grant management recordkeeping systems

- Conduct orientation for all Vocational Training Team recipients before their departure or upon their arrival

### **3.2 Stewardship Subcommittee**

The District Stewardship Subcommittee is responsible for ensuring the careful and responsible management of Rotary Foundation grant funds and educating Rotarians on proper and effective grant management. Subcommittee members should, preferably, be Rotarians with professional experience in auditing or accounting and those with experience with Rotary Foundation grants

- Assist in the implementation of the district memorandum of understanding, including the development of the financial management plan
- Ensure that the annual financial assessment of the financial management plan and its implementation are conducted in accordance with the district qualification memorandum of understanding
- Oversee the qualification of clubs, including assisting with grant management seminars
- Monitor and evaluate the implementation of proper stewardship and grant management practices for all club- and district-sponsored grants, including reporting to The Rotary Foundation on all grants
- Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest
- Create system to facilitate and resolve any potential misuse or irregularities in grant related activity, report any potential misuse or irregularities to The Rotary Foundation and conduct initial local investigations into any reports of misuse

### **3.3 Scholarships Subcommittee**

The Scholarships Subcommittee promotes and administers Global Scholars, Peace Scholars, and District Scholars program in the District. When many qualified applicants apply, use district scholarship endowment funds to apply for TRF Global Scholars matching grant, thus increasing the number of scholarships.

- Assist DG in promoting all Foundation scholarship programs
- Contact appropriate student personnel officers at all colleges, universities, and technical training institutions in District to explain the scholarship programs and obtain their cooperation in publicizing among students
- Encourage clubs to seek, encourage, and nominate highly qualified applicants
- Process applications, conduct interviews, and select candidates
- Assure that each scholar has a counselor in the host club and that counselor understands the program and activities of the scholar
- Conduct orientation for all Rotary Peace Fellowship and Scholarship recipients before their departure or upon their arrival

- Maintain accurate contact information on all scholars and encourage and coordinate past scholars presenting programs to clubs and others, at District and local meetings

### **3.4 Endowments Subcommittee**

The Endowments Subcommittee manages the Skelton and Jones Endowments

- Publicize and promote financial support/growth of the two endowments
- Communicate with The Rotary Foundation to maintain understanding of the health of the endowments and the availability of realized funds for scholarships
- Communicate details the realized funds availability to the Scholarships Subcommittee

### **3.5 Annual Giving Subcommittee**

The Annual Giving Subcommittee promotes and encourages on-going, continuing financial support of The Rotary Foundation through contributions to the Annual Fund. The Annual Giving Subcommittee includes Area Foundation Advocates, appointed by the DG, who support clubs and inspire local Rotarians towards giving in all programs of The Rotary Foundation. Area Foundation Advocates report to the Chair of the Annual Giving Subcommittee and coordinate their efforts with the Chairs of the Paul Harris Society, PolioPlus, Endowments, and Planned Giving/Major Gifts Subcommittees.

- Develops and implements a comprehensive and effective program to achieve meaningful levels of club and Rotarian contributions
- Assist clubs in identifying their club Foundation Chairs and provide training for the chairs
- Work with the clubs to establish challenging, achievable Annual Fund giving goals
- Assist clubs in developing and implementing a fundraising program, utilizing milestone achievements such as EREY, Paul Harris Fellow, Sustainer, multiple Paul Harris Fellow, and Paul Harris Society membership. Such programs should be in harmony with District Goals and milestones
- Publicize District goals/milestones and provide regular updates of progress toward achievement
- Provide club presentations on programs of the Foundation

### **3.6 PolioPlus Subcommittee**

The PolioPlus Subcommittee is responsible for supporting Rotary's commitment to polio eradication and for encouraging participation in PolioPlus activities by all Rotarians.

- Encourage donations from Rotarians, clubs, the district, and donations of DDF for PolioPlus
- Organize at least one PolioPlus district activity during the year

- Work with the Foundation chair, district public relations committee, and the governor to ensure appropriate recognition of exemplary polio eradication club and district activities
- Assist the governor and the district trainer on the presentation of PolioPlus as part of Rotary Foundation training at district meetings
- PolioPlus Society was established in January 2022 and Rotarians who commit to making an annual PolioPlus donation of \$100 or more qualify

### **3.7 Planned Gifts/Major Gifts Subcommittee**

The Planned Gifts/Major Gifts Subcommittee is responsible for promoting and encouraging planned giving and major gifts in support of TRF endowment growth

- Inform Rotarians of planned giving and significant giving opportunities as means to secure the future of The Foundation
- Work with club leadership to identify, cultivate, and solicit potential donors
- Acknowledge and celebrate those making significant commitments and contributions
- Establish meaningful goals and measure progress in achieving these goals

### **3.8 Paul Harris Society Subcommittee**

The Paul Harris Society Subcommittee is responsible for promoting District Rotarian participation in the Paul Harris Society as organized by The Rotary Foundation.

- Identify eligible Paul Harris Society members from Foundation Reports
- Establish annual participation Goals for District Rotarians in the Paul Harris Society
- Coordinate efforts with Foundation giving committee and Area Foundation Advocates in promoting Paul Harris Society to District Rotarians
- Communicate with new Paul Harris Society Members, and communicate with all Paul Harris Society Members, as part of regular Foundation updates
- Monitor PHS reports and communicate giving levels as needed to PHS members

### **3.9 Foundation Celebration**

The Foundation Celebration Subcommittee is responsible for organizing, planning, and executing an appropriate event for District 7570. The intention is to celebrate the good being accomplished in the world and to recognize donors throughout the District. It is the desire of the committee to encourage others to participate in giving to The Rotary Foundation.

## **Section 4 – Membership**

### **4.1 Membership**

The DGE appoints the chair for this committee. Members of the committee should represent areas. Membership Chair works with the DGE to design and implement a comprehensive and effective membership recruitment, retention, and new club development programs.

*(also reference COP Article 4; Article 5; Article 17.030; Article 31.100)*

#### **Responsibilities**

- Assisting the DGE to establish District membership and retention goals
- Encourage clubs to strive to represent the demographic composition of the community's professionals through diversity, equity, and inclusion
- Ensure clubs are aware of and have access to Rotary International's membership tools and provide clubs with regular updates to keep them engaged and enthusiastic about membership growth and retention
- Providing an annual presentation for area AGs and advocates on recruitment, retention, and new club development
- Work with Public Image Committee to plan activities to aid local club membership efforts
- Assist clubs in achieving membership goals
- Identify and recognize clubs that are reaching and surpassing goals
- Encourage clubs to establish attendance measures that best serve their members
- Identify and share best practices
- Identify clubs in need of membership development strategies and assist AG and area advocate to provide appropriate support to the clubs
- Provide DG with quarterly written reports on progress

#### **4.2 New Club Development**

With the assistance and support of the District Leadership Team, this committee assists Clubs and Areas to expand existing clubs and develop new clubs. New Club Development Committee is a resource for information about new club models and the process for starting a new club.

#### **4.3 Rotaract**

*(also reference COP Article 12.010)*

Facilitates fellowship and community service among young adults through Rotaract clubs. Committee will involve and support local club chairs and Rotaract leaders in organizational leadership and program planning and will encourage and assist district clubs in establishing/sponsoring Rotaract club as a means of service.

## **Section 5 – Operations**

### **5.1 Council of Governors (COG)**

*(also reference COP Article 19.040)*

COG shall function under direction and supervision of DG to offer advice and counsel on matters affecting district. Members of COG are advisory to DG and shall take no action which may in any way tend to dilute authority or responsibility of DG.

**Membership** of COG shall consist of DG as chair, DGE, DGN, DGNd, and all PDGs of RI who are members of clubs in D7570 and reside in the territorial boundaries of D7570.

**COG shall meet three times annually with one of the meetings at District Conference**, if possible, and from time to time upon call of DG to consider those matters DG shall bring to their attention.

**COG shall recommend Secretary and Assistant Secretary** to be elected at DLA.

The DG may invite guests to attend COG in order to provide information or special reports.

## **5.2 DG Nominating**

*(also reference COP Article 19.030)*

**Meets annually to nominate candidate** to become DGN for ensuing Rotary year. DGN selected and approved will succeed to DGE following year upon election of incoming DG at RI convention. DG Nominating committee shall be comprised of the DG and the last five PDGs (chronologically) that have served as DG in D7570 with the immediate PDG as its chair; provided that no PDG may serve in the event a member of his or her club is being considered for nomination. In the event of unavailability or ineligibility for any reason the next PDG in reverse chronological order shall serve. All members except for the DG are voting members. In the event there is a vacancy and no PDG is willing and able to serve, the President of RI will appoint a suitable Rotarian to serve from the District. (MOP16.060.3 )

**Time Schedule and Nominating Procedure:** In accordance with MOP12.010, district shall select DGNd not more than 36 months or less than 24 months prior to day of taking office. Nominating committee for DG shall be charged with duty to seek out and propose best available candidate for DGN. Composition of district nominating committee shall be as in Art. III, Sec. 5.2.

**Responsible for obtaining nominations** of highly qualified candidates.

**Interviews all candidates** for DG with their partners, if available.

**All actions taken shall be by majority vote** of those present.



**Only members of nominating committee are to be present** during official meeting of committee (other than candidates and partners when interviewed). DG attends as representative of Rotary International and is a non-voting member.

**Selection of District Governor Nominee** – Selection of nominees for DG shall be by nominating committee as provided in MOP12.010, et seq.

5.2.1 Disruption

Should a resignation of any member among the District leadership team [District Governor, District Governor-elect, District Governor-nominee] occur, the District Governor shall promptly phone (and follow-up electronically with a detailed explanation) the District’s representative at Rotary International, Club & District Support, for guidance.

**5.3 History & Archives**

*(also reference COP Article 53.010)*

**Committee, in consultation with DG**, prepares and submits historical material relating to district archives.

**Materials Included** – Brief summary by DG of each year’s activity, to include but not limited to a listing of VTT Teams, GSE teams, Scholars, District Conference materials, brief TRF grants history, Rotarians serving in RI posts.

**Prepares history** to be updated each year.

**DG shall seek approval of clubs at DLA**, at least every five years, to publish and finance printing and distribution of updated history.

**Responsible for preparing the summary for publication.**

**5.4 Operations Committee**

*(also reference COP Article 19.070; Article 31.075)*

Composed of DG (chair), DGE (vice chair), DGN, DGNd, immediate PDG, AAG (also serving as recording secretary), and others such as District Treasurer, District Secretary at the discretion of the DG. Confers regularly on operations and activities that have a duration of one year or less to ensure continuity and direction of district.

**5.5 District Training**

*(also reference COP Article 17.030)*

Coordinates district training opportunities

**Membership:** The DG, based on recommendations of DGE, shall appoint district trainer(s) on an annual basis. The District trainer(s) will chair the committee and

support the DG and DGE in training club and district leaders.

**Club Team Training (CTT):**

*(also reference COP Article 20.060)*

**Virtual seminars**, preferably held in February, March, or April, developed to prepare incoming Rotary leaders, or update continuing club leaders on their roles. The seminar may include training for, but is not exclusive to, secretaries, treasurers, and club chairs in various topics such as membership, TRF, public image, and grant writing. DGE is responsible for CTT assisted by district training committee.

**District Team Training Seminar (DTTS):**

*(also reference COP Article 20.080)*

DGE, supported by the training committee and with DG approval, is responsible for developing and implementing the training program for AGs and district committee chairs. Effective training program for AGs and designated district committee chairs addresses:

- Club administration
- DG/AG relationship
- TRF Goal development
- Rotary Club Central (RCC) training
- Club assemblies
- Membership – Club Extension
- Public Image
- DG Official visit schedule
- Rotary information
- RI theme
- RI and TRF programs
- Other items as required

**President Elect Training Seminar (PETS):** The DGE, supported by training committee and with approval by DG, is responsible for developing and implementing the training program for PEs. Effective training program for PEs addresses:

*(also reference COP Article 20.070)*

- Instruction in club administration
- General Rotary information
- Rotary administrative responsibilities

- Utilizes a “Resource Fair” concept
- Motivational and inspirational presentations
- Any other items suggested by the DGE
- Public Image
- Youth Protection
- Membership

## 5.6 Finance

*(also reference COP Article 17.030; Article 31.070)*

Controls finances and charged with following responsibilities. The Finance Committee shall:

- Work with the DGE to prepare a zero-based preliminary operational budget proposal defining all anticipated revenues and expenses during the following Rotary year and proposed per-capita dues as deemed necessary
- Approve budget and per capita dues for DGE to present to DLA for adoption
- Determine policies and procedures to govern disbursement of funds, including any extraordinary disbursements in excess of budget
- Recommends Treasurer and Assistant Treasurer to be elected at DLA
- Reviews audit of finances
- Reviews all fund investments

**Composition of committee** - Finance committee membership shall be:

- Committee Chair\*
- DG
- DGE
- DGN
- DGNd (non-voting)\*\*
- Two members-at-large\*\*\*
- Treasurer
- Assistant Treasurer
- Immediate Past District Governor as ex-Officio
- Administrative Assistant Governor (non-voting)

\*Finance Committee Chair must be a PDG

\*\*The DGNd fully participates in all committee activities as a non-voting member.

\*\*\*At-large members shall each serve a three-year term, with terms to be staggered. At-large members shall not have been DGs, but must

have served as club president.

**Audit committee** will conduct review of financial records and statements prepared by Treasurer and report findings to finance committee within 60 days of end of fiscal year.

Audit committee shall consist of at least three members (all active Rotarians in good standing) with two being PDG and another Rotarian with audit experience. DGE will recommend members for three-year staggered terms, with approval by DLA.

- Audit of funds - Because financial report to IRS must be filed each year on or before 15 November of prior calendar year, all bills from previous Rotary year must be submitted to Treasurer within 30 days after the close of year.
- Treasurer prepares an annual financial statement and report, including income and expenditures with supporting documents (bank statements, certificates of deposit, etc.) and submits statement and report to audit committee. Audit committee reviews Treasurer's reports and statements and issues report of findings to DG and finance committee.
- Finance committee reviews report of findings and financial statement and then recommends appropriate action.

DG must provide annual financial statement, which must have been independently reviewed, to each club within 3 months after end of DG's year in office – RI Bylaws Sec 16.060.4

**District Finance Committee Policies.** The following policies will be used to conduct the financial business of the District

- **General Reimbursement Guidelines, District 7570 Operating Budget Reimbursable items include:**
  - Administrative supplies and activities such as postage, copying, printing
  - Purchased or rented equipment, meals, beverages, audio/visual equipment rental, and space rental associated with a planned event needed for use in approved activities - must have prior approval of a Committee Chair and/or District Governor
  - Any other stipulated items in the approved budget, except under extraordinary circumstances and with pre-approval of the District Governor, the following items are not reimbursable: Travel expense (mileage or other forms of travel), lodging and meals and beverages
  - Request for expense reimbursement must be submitted on the standard "District 7570 Reimbursement Voucher" (downloadable

from [www.Rotary7570.org/finance](http://www.Rotary7570.org/finance)

- Each expense submitted must be defined/included in a specific budget line(s). Attach receipts for all expenses.
- A submitted voucher must be approved by a Committee Chair or District Governor
- Cumulated expense reimbursements from a budget line item will not exceed the line total (an exception will require approval by the District Governor)

- **Reimbursement Guidelines for Assistant Governors:**

The Assistant Governors are given discretionary use of their allowances and may request reimbursement for actual and reasonable expenses, using the standard reimbursement request form and by submitting the request(s), with supporting documentation, to the District Treasurer. Therefore, in addition to reimbursable expense in Policy (ART III, Sec 5.6) the following expenses are allowed for Assistant Governors:

- A mileage reimbursement based on the IRS rate for miles driven in service of charitable organizations, in the fulfillment of the responsibilities
- Lodging or a lodging stipend as pre-approved by the District Governor (or after the fact, in the case of emergency lodging)

- **Reimbursement Guidelines for District Governor, District Governor-elect, District Governor-Nominee, and District Governor Nominee-designate:**

In accordance with approved District 7570 Reimbursement Guidelines (ART III, Sec 5.6), duties and responsibilities provided by RI in the current Manual of Procedure, the District Leadership Plan, and the District 7570 P&P manual, the District Governor, District Governor-elect, District Governor-nominee and District Governor-designate are granted special consideration in submission of actual and reasonable substantiated expenses, not limited to the standard guidelines, but within the guidelines for District officers as defined in the mentioned documents.

- Requests for actual and reasonable reimbursement must be made on the standard “District 7570 Reimbursement Voucher” form and submitted with substantiating documents to the District Treasurer
- Reimbursement cannot exceed the total allowance

District Governor: Article II, Section 1

District Governor – elect: Article II, Section 2  
District Governor – nominee: Article II, Section 3  
District Governor-designate: Article II, Section 4

- **Modification of Approved District Budget:**

Budget funds may be modified or re-allocated among budget line items, by the District Governor, under the following guidelines:

- Budget line items may be revised at any time by the District Governor. All changes to the budget will be reported to the Finance Committee by their next scheduled meeting. Revision of budget expenses should never exceed budgeted revenue
- In the case of emergencies or unforeseen circumstances when expenses exceed budgeted revenue, the Finance Committee will expect to see a demonstration for cause from the District Governor
- Authorization from the Finance Committee (by a  $\frac{3}{4}$  vote of members present or by written proxy, with at least 5 voting) of expenditures in excess of budgeted expenses is required
- No indebtedness may be incurred that will adversely impact the approved per capital levy (dues)

There shall be full disclosure of actions taken under this policy as a part of the year-end financial report to district clubs, provided by the immediate District Governor as required by RI MOP.

- **Utilization of Reserve Funds:**

District Reserve Funds must be maintained. The Finance Committee, using the following guidelines, will assure adequate reserve funds and make funds, more than an established reserves, available for use in the District:

- The district will establish and maintain a Reserve Fund equal to Seventy Five Percent (75%) of the average of the previous three years actual District dues income. It will be the responsibility of the DGE and Finance Committee in developing a budget each year to allow for replenishment of the Reserve Fund
- Any excess reserve funds could be available for special need(s) or program(s) but not used as a regular part of the budget
- Use of the excess funds shall be considered following a written request from the District Governor
- The Finance Committee shall approve (by a  $\frac{3}{4}$  vote of members present or by written proxy, with at least 5 voting) the use of these funds, with the understanding that such action will not

adversely impact the financial integrity of the District

- Approved use of these excess Reserve Funds requires that the funds be used within the current Rotary year. If the need or program requires funding beyond the current year, funding in the next year will be covered in the budget for that year
  - There shall be full disclosure of actions taken under this policy as a part of the year-end financial report to district clubs, provided by the Immediate Past District Governor as required by RI.
- **Use of the District Conference Restricted Fund (DCRF):**  
DCRF was created from surpluses or a portion of previous District Conferences according to Policy (SEC III, ART 5.6).

The District Finance Committee shall receive a full accounting of the District Conference from the District Governor by June 1 of the current fiscal year.

If the District Conference concludes with a deficit, the District Governor may request from the District Finance Committee Chair use of all or a portion of the District Conference Restricted Fund. The District Finance Committee will act on the District Governor's request by June 1 of the current fiscal year. Use of District Conference Restricted Funds is limited to the following:

- Only for unforeseen, unanticipated, unpredicted budget shortfalls or once- in-a-lifetime opportunities
- Examples of unforeseen circumstances include, but are not limited to, Acts of God such as weather cutting off available transportation, shortage of commodities, governmental authority, or act of war on the United States of America
- Cannot be used to reduce registration fees, augment sponsorships, or for failure to properly budget and manage income or expenses
- May be used for late additions to programming (opportunities), special guests (last minute), grant opportunities, or augmented youth activities, if approved by the Finance Committee prior to the District Conference
- Funds must be used in year of need and only for the requested purpose

The Finance Committee has final authority for approval.

- **Provision of annual district budget allowances for District Governor, District Governor- Elect, and District Governor-Nominee, and District Governor Nominee-designate:**

Budget allowances are established as a standard aspect of each annual budget.

The budget allowances are not intended to be inclusive or static, but adaptive to changing requirements at both International and District levels. The allowances are therefore established annually, reviewed periodically, and must meet the test of both reasonable and actual expenses for the management of duties of the respective offices.

- **District Conference Accounting:**

District Conference funds will be held in a separate account.

District Reserve Funds may be used if there is a financial shortfall caused by unforeseen, unpredicted, and all circumstances\* beyond the control of the District Governor. The District Governor may then petition the District Finance Committee for relief and the utilization of District Reserve Funds to minimize the debt incurred. The District Finance Committee will determine and implement appropriate action.

If the District Conference concludes with a surplus the District Governor will report to the District Finance Committee and include a recommendation for use of such surplus no later than July 1. The District Governor and the Finance Committee will agree on how the surplus is disbursed, considering the following factors:

- Contributions to The Rotary Foundation
- Investment in District-wide projects
- Replenishment of District financial position
- Intent of District Conference Sponsors

A full accounting of all District Conference finances shall be made and included with the District’s fiscal year report prepared by the District Treasurer.

*\*Examples of “circumstances” (not inclusive) – Acts of God, shortage of commodities, governmental authority or acts of war on the United States of America.*

- **Reimbursement Guidelines for District Conference Chairpersons:**

A District 7570 Chairperson selected by the District Governor and approved for



travel to training, program meetings and events may be reimbursed for expenses in accordance with ART III, Sec 5.6 above and the following expenses:

- A mileage reimbursement based on the IRS rate for miles driven in service of charitable organizations in excess of 100-mile round trips in the fulfillment of the responsibilities.
- Lodging or lodging stipend as pre-approved by the District Governor (or after the fact, in the case of emergency lodging).

Request for reimbursement must be prepared using the standard request form and submitting in a timely manner to the District Treasurer, with supporting documentation, and indicating approval by the District Governor.

## **5.7 Strategic Planning**

*(also reference COP Article 19.010; Article 31.090)*

Provides longer range planning and makes recommendations to DG, Operations Committee and DLA as indicated, to include updating District Policy & Procedures after RI Council on Legislation meets. Examines and provides a plan for updating a rolling three-year Strategic Plan.

**Members:** at-large members appointed by the DG and open to all PDGs who are actively involved.

## **5.8 District Leadership Assembly (DLA)**

Committee shall provide oversight of the DLA session, enact, and amend district policies and procedures, develop DLA agenda, programming, and logistical details of the assembly. DLA Committee members include but are not limited to the DGE serving as chair, DG, District Secretary, and District Treasurer.

The Assembly of PEs should discuss and vote on legislation proposed by the Strategic Planning Committee and DG. The DLA committee is consulted for inclusion of documents and elections requiring vote of all clubs. Each Club PE shall attend DLA unless excused by DGE. If so excused, the PE shall send a designated club representative, who shall report back to the PE. If the PE does not attend DLA and has not been excused by the DGE or, if so excused, does not send a designated club representative to such meetings, the PE shall not be able to serve as club president. Special exemptions may be considered by the District Governor-Elect.

Participants (voting members) are the District Governor-Elect, Presidents-Elect and incoming AGs (including AAG).

## **Section 6 – Youth Services**

*(also reference COP Article 17.030; Article 41.010; Article 41.050; Article 41.060)*

**Purpose** - To promote increased focus of Rotary on youth from age five through age 18. Includes Interact at the middle and high school level, youth exchanges and RYLA. It encompasses international understanding and opportunities to experience international contacts for exchange students or host families, and to imbue ideals of international and community service to others, and transitioning in to business and professional world. This includes club extension in ART III, Sec. 4.2.

At discretion of DG, a Youth Services Coordinating Committee may be established to assist DG in planning and promoting work of standing committees. The Youth Services Coordinating Committee includes the Youth Services Coordinator (Chair) and Chairs of each Standing Youth Service Committee (per ART III, Sec. 6).

**Responsibilities** - If appointed, Youth Services Coordinator works under leadership of DG. The coordinator works with Area Youth Advisors and youth service committees to plan, integrate, implement, and evaluate all district youth activities. Coordinator serves as a member of all four committees and should stay informed of work of each committee. Area Youth Advisors coordinate Youth Services at the Area Level, working with the Assistant Governors.

### **Youth Service Committees**

*(also reference COP Article 2.120)*

Each committee is responsible for its area of work and is composed of members, all holding three-year appointments having staggered terms for continuity.

#### **6.1 Interact Committee**

Provides service through local Interact clubs. Committee will involve local club chairs and youth representatives of Interact clubs for organizational leadership and program planning

#### **6.2 International Youth Exchange Committee**

Provides youth international exchange contacts and coordination. Committee works through Eastern States Student Exchange (ESSEX) program. Direct contacts for exchanges may also be arranged through district committee. Program includes short-term exchanges and school- year exchanges

**6.3 District Youth Protection Officer**

Serving under leadership of DG, serves on and works with all youth services committees to establish and maintain necessary policies and procedures needed to ensure students are properly protected from inappropriate actions

**6.4 Rotary Youth Leadership & Awards Committee (RYLA)**

Provides special leadership training for selected high school students. Committee will plan, publicize, and conduct annual leadership training seminars and coordinate annual Speech Competition.

**6.5 EarlyAct Committee**

Early Act is a service club for elementary school students and sponsored by one of the local Rotary Clubs. The mission and operation of Early Act are closely linked to the ideals of Rotary and provide a foundation and natural succession into Interact when the students move into middle and high school. Early Act provided young students the opportunity for gaining an increased awareness and knowledge of their community and the world. Additionally, it teaches students to live the Rotary motto of "Service Above Self." At a young age, all students can easily be encouraged to be caring and helpful. Their minds are open to recognize the dignity and worth of each individual which builds reasons for others.

## **ARTICLE IV: SPECIAL APPOINTMENTS AND SPECIAL COMMITTEES**

Special Appointments and Special Committees are established each year at discretion of DG and presented to DLA for approval. Committee membership is by appointment from the DG. Following appointments, special committees and committee objectives are reflective of current practice but may be modified by future DGs with approval from DLA.

## **ARTICLE V: DISTRICT SPOKESPERSON**

### **Section 1 – DG is only RI officer in D7570**

*(also reference COP Article 19.010)*

Only DG may speak officially for Rotary District 7570 and Rotary International.

## **ARTICLE VI: REPRESENTATIVE ON COUNCIL ON LEGISLATION**

**General** - Since legislation affecting clubs often contains proposals of vast significance and their study is of great importance, a representative must be carefully selected. Best qualified person available should be selected to ensure thorough study, counsel to clubs and competent representation in COL. Each representative and alternate must be, or have been, RI officer (or be DGN under special circumstances).

*(also reference COP Article 19.010; Article 59.030; Article 59.040)*

**When Elected** - District representative on COL shall be elected by COG PDGs acting as nominating committee at District Conference COG meeting at least two years preceding the year of COL. Candidate receiving majority of votes cast shall be representative.

**Nomination and Election Procedure** - MOP 9.050 et seq.

**Proposal of legislation and resolution to COL** – Districts may propose legislation and resolutions at COL through the same endorsement process as that used for club-proposed legislation. (COL2022, 22-56)

## **ARTICLE VII: MEMBER - ZONE NOMINATING COMMITTEE FOR RI DIRECTOR**

**Eligibility and Selection** - Zone nominating committee member for RI director must have been DG with at least three years elapsed time since service as DG prior to time of election and have attended two zone institutes and one international convention since being DG. They shall be elected pursuant to provisions of MOP 11.020.3.

## ARTICLE VIII: POLICIES AND PROCEDURES MANUAL

**Purpose** - In administration of district Rotary programs, committees may vary from time to time, in developing procedures to assist in carrying out functions.

**Policies and procedures** of any standing committee, whether or not they have been published, shall be subject to review at DLA. By majority vote at DLA, committees' policies and procedures may be changed.

**Amendment** - Proposal shall be accompanied by certificate, signed by president and secretary of club proposing such amendment, stating that proposal was adopted by majority vote of club membership present at time vote was taken. At DLA immediately following COL, COL representative shall propose changes to district policies needed to comply with enacted COL legislation. Any proposal to amend these policies shall be delivered to DG not less than 45 days prior to DLA at which amendment is to be considered.

- DG shall distribute a copy of proposed amendment to Club Secretary and Club President Elect of each club not less than 30 days prior to date of DLA at which such amendment will be considered.
- Proposed amendment will become effective if it receives two-thirds vote of delegates.
- Unless amendment shall specify otherwise, each amendment passed at DLA shall become effective on first day of Rotary year.
- Should any amendment of these policies be required by changes in RI constitution, bylaws, or policies, then such amendment shall become effective immediately as required, whether or not DLA shall have taken any action with respect thereto. DG shall cause a copy of any such amendment to be distributed to president and secretary of each club stating that district policies have been amended and setting out the reasons; therefore, changes will be made in district practice, if required, to be in conformity with this document.



## **ARTICLE IX: PROJECTS**

*(also reference COP Article 17.030)*

As means of achieving Object of Rotary through Five Avenues of Service, Rotary clubs identify, organize, and carry out projects, sometimes in multiple clubs' partnerships. There may be situations when the magnitude and scope of project suggests district-wide partnering of all clubs to accomplish project objectives. To achieve this united effort, there are two district-wide project options - district project and DG project. Even though there are procedures for these project types, use of either should come only after thorough study and approval by clubs as set forth below. All projects should include positive peace through the Avenue of Service. Positive peace is defined as the attitudes, institutions, and structures that create and sustain peaceful societies, such as a sound business environment, equitable distribution of resources, free flowing of information, high levels of human capital, acceptance of the rights of others and low levels of corruption. (COL2022, 22-78)

### **Section 1 – District Project**

**Scope** - Project implemented throughout entire district for three {3} years or more. There will be no more than 1 active district project at any given time.

**Process** - Upon suggestion of possible project, committee shall be appointed by DG and charged with defining needs, formulating scope to address needs, and defining possible action steps/timing. Committee will report its findings and recommendations at next DLA. After committee report and resultant discussion, DLA will decide whether to adopt or reject. Adopted district project will begin in following Rotary year with committee responsible for implementation and oversight throughout defined life of project.

### **Section 2 – District Governor Project**

*(also reference COP Article 19.010)*

**Scope** - Project implemented throughout entire district for only 1 year. There will be no more than one active DG project at any given time.

**Process** - Upon suggestion of possible project by DGE, committee will be appointed by DG and charged with defining needs, formulating scope to address needs, and defining possible action steps and timing. Committee will report findings and recommendations at next DLA. After committee report and resultant discussion, DLA will decide whether to adopt or reject. Adopted DG project will be implemented and completed during following Rotary year, with committee responsible for implementation, oversight, and completion during year.