



# **ROTARY INTERNATIONAL**

## **DISTRICT 7570 POLICIES AND PROCEDURES**

**Approved by District Assembly**

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**DISTRICT 7570  
ROTARY INTERNATIONAL  
DISTRICT POLICIES AND PROCEDURES**

The following policies and procedures are designed to provide guidelines and assist the District Leadership Team under the direction of the District Governor to function more effectively. The intent is to assure 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.

The Manual of Procedure of Rotary International is a reference manual which contains policies and procedures for Rotary International and the Rotary Foundation. The Manual of Procedure is revised every three years. The 2004 MOP was used in the April 16, 2005 revision of this document.

**ARTICLE I ORGANIZATION OF THE DISTRICT**

**SECTION 1** The following **Standing Committees** shall be appointed to assist in conducting the business of the District.

- 1.1 Nominating Committee for District Governor
- 1.2 Finance
- 1.3 Council of Governors
- 1.4 District Rotary Foundation Committee
  - 1.41 Group Study Exchange Subcommittee
  - 1.42 Scholarship Subcommittee
    - 1.42a Endowed Scholarships Committee
  - 1.43 Grants Subcommittee
  - 1.44 Annual Giving Subcommittee
  - 1.45 PolioPlus Subcommittee
  - 1.46 Alumni Subcommittee
  - 1.47 Planned Giving/Significant Gifts Subcommittee
- 1.5 District Youth Leadership and Services
  - 1.51 Interact
  - 1.52 Rotaract
  - 1.53 International Youth Exchange
  - 1.54 Rotary Youth Leadership Seminar
- 1.6 District History
- 1.7 Membership Development, Retention, & Extension
- 1.8 District Operations Committee
- 1.9 Strategic Planning

## SECTION 1a

Standing Committees are only those approved by the Clubs of the District at District Assembly. The term of all Committees shall coincide with the Rotary Year. Normally, Standing Committees will be composed of six (6) members, each with three year terms. Committees with different composition are:

- Foundation GSE – 13 members (one from each of district areas)
- Membership Development-Retention - 13 members (one from each of district areas)
- District Rotary Foundation Committee – steering function by sub-committee chairs
- District History – smaller membership may be sufficient
- Council of Governors – all PDGs, DG, DGE, and DGN

The District Governor-Elect shall appoint two (2) members for three (3) year terms on each Standing Committee. Members completing a (3) year term may be re-appointed for an additional (3) three year term. A person who has served (6) six consecutive years is not eligible for reappointment until being off the committee for at least (1) one year

Appointments to any new Standing Committees will be made by the District Governor-Elect, in consultation with the District Governor-Nominee, who shall appoint six (6) members: Two (2) for three (3) year terms, Two (2) for two (2) year terms and Two (2) for one (1) year terms. Governors in succeeding years shall appoint members to fill vacancies with specified term to be served. Continuity is essential on standing committees.

Committee Chairs: In the interest of continuity and when possible, the Committee Chair shall be selected from current members of a Standing Committee. If a candidate cannot be found in the list of current members, then the District Governor Elect shall appoint a Chair from the two (2) appointments to be made to the Standing Committee. A Chair serves in this capacity for one year, but may be re-appointed. In the same manner as the Chair selection, the District Governor Elect will appoint a Vice Chair. This person must be qualified and able to step into committee leadership if needed. A Vice Chair serves in this capacity for one year, but may be re-appointed

Ex-officio appointees to Standing Committees have full rights of membership, including voting unless specifically stated otherwise.

## SECTION 2.

The District Governor-Elect shall appoint Assistant Governors and any Special Committees deemed necessary to serve for a one year term with that term coinciding with the year of the District Governor-Elect. Ex-officio appointees to Special Committees have full membership rights including voting, unless specifically stated otherwise.

- 2.1 Assistant Governors
- 2.2 Rotary Information and Public Relations
- 2.3 District Friendship Exchange & World Fellowship
- 2.4 Vocational Service & Volunteers
- 2.5 Community Service
- 2.6 World Community Service
- 2.7 District Conference & Awards
- 2.8 Rotary International Awards
- 2.9 District Assembly
- 2.10 Information Technology

## **ARTICLE II DUTIES OF DISTRICT OFFICERS**

### **SECTION 1 DISTRICT GOVERNOR**

#### **SECTION 1a.**

The District Governor is the officer of the Rotary International in the District. The Governor is charged with the specific duty of furthering the objectives of Rotary International, and is personally responsible for: (1) organizing new Clubs; (2) strengthening existing Clubs; (3) seeing that a sponsoring Rotarian counselor is appointed for each scholarship selection sponsored by the District and also host Rotarian Counselors are appointed for scholars assigned to study in the Governor's District; (4) promoting cordial relations between Clubs in the District and between the Clubs and Rotary International; (5) planning for and presiding at the District Conference and assisting the District Governor-Elect in planning and preparing for the training of Assistant Governors and District Committee Chairs (DTTS), the President-Elect Training Seminar (PETS) , Secretary Elect Training Seminar (SETS), and the District Assembly; (6) personally visiting every District area (multi-club and/or individual clubs) in the District as early in the year as possible, preferably during first 6-months. During the year, the Governor may elect to visit selected Clubs for a specific purpose to advance Rotary. The Governor should provide for direct personal contact with each Club through some form of official visit during the year. (7) Issuing a monthly newsletter to each Club President and Secretary and to previous Rotary International Officers in the District; (8) reporting promptly to Rotary International as required by the President or the Board; (9) supplying to the District Governor-Elect (prior to the International Assembly) full information on condition of Clubs and action recommended for strengthening Clubs; (10) transferring continuing District files; and (11) performing other duties as are inherent in the responsibilities as an Officer of Rotary International in the District.

The District Governor shall hold the following District meetings:

- 1.1 District Assembly
- 1.2 District Conference
- 1.3 District Team Training Seminar (DTTS), President-Elect Training Seminar (PETS) and Secretary Elect Training Seminar (SETS). Other Training Seminars for key District and Club leadership may also be planned. These seminars are planned, organized, and implemented by the District Governor-Elect and District Trainer in coordination with the District Governor.

#### SECTION 1b.

The District Governor shall fill the vacancies in any Standing Committee for the unexpired term of the original appointee.

#### SECTION 1c.

The Governor is responsible for keeping expenses within the District budget approved by the Clubs at the District Assembly. The Governor must provide an audited annual statement of the district finances to each club within 3 months of the completion of the Governor's year in office as specified in the Bylaws of Rotary International, Article XV, Section 15.060

#### SECTION 1d.

The Governor is ex-officio on District Committees, and may elect to attend Committee meetings. The Governor may elect to appoint both the DGN and DGE ex-officio to District Committees.

## **SECTION 2 DISTRICT GOVERNOR-ELECT**

#### SECTION 2a. Preparation and Duties:

The District Governor-Elect is required to attend the International Assembly and the Zone Institute. The District Governor-Elect shall appoint Assistant Governors to handle assigned duties during the tenure as Governor. The number of Assistant Governors appointed is based on the needs of the District, taking into consideration factors such as geography, the balance of strong and weak Clubs in each area, and the number of Clubs an Assistant Governor can reasonably be expected to support. Experience to date shows that four to eight Clubs per Assistant Governor is a helpful guideline.

### SECTION 2b.

Appoint members to fill vacancies on Standing Committees and to Special Committees that will serve during the Rotary year (see Article 1, Section 1a and 1b). The Governor-Elect should seek input from the current Governor to identify committee members who are not fulfilling their responsibilities

### SECTION 2c.

Publish and circulate a District Directory prior to the first day of July of the new Rotary Year. The Directory must include, but is not limited to, the names, addresses, and telephone numbers, fax numbers, and e-mail addresses of all District Officers, Assistant Governors, Club Presidents, Club Secretaries, Committee Chairpersons and Members, Previous Assistant Governors and Previous District Governors.

### SECTION 2d.

Prepare Training Programs and Agendas for Assistant Governors and District Committee Chairs (DTTS); Presidents-Elect (PETS); Secretaries-Elect (SETS). Submit to District Operations Committee for concurrence.

### SECTION 2e. Financial Preparation

Work with the District Treasurer and prepare and distribute to the Finance Committee: (1) A zero-based preliminary budget proposal defining all anticipated revenues and expenses during the Rotary year, and (2) a proposal of per-capita assessment as deemed necessary. Upon review and approval by the Finance Committee, this budget is then presented to the District Assembly for approval.

### SECTION 2f

The District Governor-Elect serves on the District Operations Committee.

## **SECTION 3 DISTRICT TREASURER AND ASSISTANT TREASURER**

The District Treasurer and Assistant District Treasurer are recommended to District Assembly by the Finance Committee and elected by Clubs at District Assembly. The District Treasurer is elected to a three year term, and may be elected for a second three year term, if recommended to District Assembly by the Finance Committee. The Assistant District Treasurer shall work with the District Treasurer on district financial matters to gain a working knowledge and be able to handle treasurer duties in the absence of the Treasurer. In the interest of continuity, the Assistant District Treasurer may be considered by the Finance Committee to fill a District Treasurer vacancy. The District Governor will fill mid-year vacancies in the District Treasurer or Assistant District Treasurer positions.

### SECTION 3a. Duties:

The District Treasurer has the day-to-day management responsibility for the financial resources of the District subject to the oversight and approval of the Finance Committee. The accounts managed are:

- (1) The District Governor's Budgetary Account, and
- (2) The District's Revenues and Expenses.
- (3) The Reserve Accounts

### SECTION 3b.

The District Funds (Reserve Accounts) are to be deposited in separate interest bearing accounts in the name of "Rotary International District 7570 (Reserve)". The signatory on the account shall be the District Treasurer and the Assistant District Treasurer. The District Treasurer shall be responsible for disbursing District funds in accordance with the policies and procedures established by the Finance Committee. The Chairperson of the Finance Committee shall act in the absence or inability of the Treasurer or Assistant District Treasurer to receive funds, disburse funds or invest District funds not currently needed for operations.

### SECTION 3c.

The Treasurer shall send invoices for the District dues assessment on November 1 based on the membership in Clubs as of September 30. Payment is due December 1. A 5% penalty charge shall be imposed for late payments made after January 1.

### SECTION 3d.

The District's Budgetary Fund shall be kept in an interest bearing account in the name of "Rotary District 7570 (Rotary Year)". The signatory on this account shall be the District Treasurer or Assistant District Treasurer.

### SECTION 3e.

The Treasurer shall disburse budgetary funds according to the budget approved by the Clubs at the District Assembly. The Finance Committee can approve flexibility in utilizing funds between line items specified within the approved total budget as long as the total budget is not exceeded.

### SECTION 3f.

The Treasurer and Assistant Treasurer shall be *ex-officio* members of the Finance Committee.

SECTION 3g.

The Treasurer and Assistant Treasurer shall attend all meetings of the Finance Committee as ex-officio, and present an expense versus budget report of current budgetary funds.

SECTION 3h.

The Treasurer and Assistant Treasurer shall attend the District Assembly and the District Conference.

SECTION 3i.

The District Treasurer shall be responsible for seeing that the Internal Revenue Form 990 is completed and filed on or before the 15th of November.

SECTION 3j.

The District Treasurer and Assistant Treasurer shall be bonded at District expense.

**SECTION 4 DISTRICT SECRETARY AND ASSISTANT SECRETARY**

The District Secretary and Assistant District Secretary are recommended to District by Council of Governors and elected by Clubs at District Assembly. The District Secretary is appointed for a three-year term, and may be re-appointed for a second three-year term. Assistant District Secretary shall work with District Secretary on district secretarial matters to gain a working knowledge and be able to handle secretary duties in the absence of the District Secretary. Assistant District Secretary may be considered by the Council of Governors to fill a District Secretary vacancy. The District Governor will fill mid-year vacancies in the District Secretary or Assistant District Secretary positions.

SECTION 4a. Duties:

The District Secretary is responsible for obtaining, classifying, filing, storing and retrieving the official records, audio-visuals, documents, books, and history of the District. These records include keeping the up-dated computer database (names, addresses, telephone numbers, fax numbers, e-mail addresses, Committee assignments, offices held, etc.) information for the District.

SECTION 4b.

The District Secretary and Assistant District Secretary shall attend the District Assembly and District Conference and maintain records of all actions taken and decisions made.

**SECTION 4c.**

The Secretary shall mail to the members of District Committees minutes of each committee meeting within thirty (30) days of the last meeting. Committee chairpersons are responsible for providing Minutes to the District Secretary so that they can be mailed within the 30 days specified. The minutes should include essential information and specific actions taken and not a complete detailed record.

**SECTION 4d.**

The Secretary shall obtain, for the Governor, a monthly record of the membership and attendance percentage of each Club in the District and maintain the information in the District permanent file.

**SECTION 4e.**

The Governor with the assistance of the Secretary shall notify all members of Council of Governors and all Club Presidents of the serious illness or death of a Council Member or Club President and send flowers on behalf of the Governor and District 7570. Notification of serious illness or death should be forwarded promptly to the Governor and the Secretary.

**SECTION 5 ASSISTANT GOVERNORS****SECTION 5a. Duties:**

The Assistant Governors shall perform the special duties specified in Rotary International's District Leadership Plan (pages 3 and 4) and those established by the District to enable the District Governor to more effectively serve the District and provide better support to each Club (see specific duties listed in Article IV, Section 1d.).

**SECTION 6 DISTRICT GOVERNOR-NOMINEE****SECTION 6a**

The District Governor-Nominee is selected by a district process described in Article III, Section 1 in this document. Once officially named and announced, it is the role of the District Governor-Nominee to understudy the District Governor and seek to learn the basic operations of the district.

**SECTION 6b**

The District Governor-Nominee serves on the District Operations Committee.

### SECTION 6c

The District Governor-Nominee undertakes assignments as directed by the District Governor.

### SECTION 6d

The incumbent District Governor-Nominee becomes District Governor-Elect on 1 July, as the incumbent District Governor-Elect becomes District Governor.

## **SECTION 7 DISTRICT INTERNET COMMUNICATION OFFICER**

### SECTION 7a

The District Internet Communication Officer (DICO) is appointed by the Governor to a term not to exceed five years, and serves as ex-officio member of the Information Technology Special Committee. The DICO works cooperatively with District Leadership to make effective use of internet and related technology to improve the communications capabilities of the District.

### SECTION 7b

The DICO will work with the District Trainer to assist Club Internet Communication Officers and Clubs in their use of the Club web sites.

### SECTION 7c

The DICO will work with key District Committee Chairs to help them gain understanding of the capabilities afforded them by the District's web presence and to assist the District Trainer to train a committee member who will serve as Web Editor for that committee and to encourage whenever possible those providing District web page content to update online information in a timely manner.

### SECTION 7d

The DICO is designated as the District's primary coordination point with the Webmaster, and with outside sources providing services to the District for Internet and web site services.

## ARTICLE III STANDING COMMITTEES

### SECTION 1 NOMINATING COMMITTEE FOR DISTRICT GOVERNOR

There shall be a District Nominating Committee and it shall meet annually to nominate a candidate to become the District Governor-Nominee for the ensuing Rotary Year. The District Governor-Nominee selected and approved will succeed to District Governor Elect the following year upon election of the incoming Governor at the Rotary International Convention. The Nominating Committee for District Governors shall be composed of eight (8) members:

1. The immediate Past District Governor who shall serve as Chairperson (Non-voting unless tie breaker).
2. The current District Governor (Ex-officio with no vote), as the officer of Rotary International in the District, is present to see that official nominating procedures are utilized)
3. Three (3) Past District Governors shall be recommended to the District each year by the Council of Governors and these three will be proposed to the Rotary Clubs, at the District Assembly, for election.
4. Three (3) non-Past District Governors shall be appointed by the District Governor each year. Rotarians appointed should be deemed capable of serving as future District Governors. Over time, qualified persons should be selected from locations throughout the district to assure involvement of all areas of the District.
5. Service on the Committee is limited to one year with eligibility reestablished after not serving for one year (with the exception of the District Governor who serves during his/her tenure and the following year as the Chairperson of the Committee).
6. The Committee is responsible for obtaining nominations of highly qualified candidates.
7. The Committee shall interview all candidates for District Governor and their Partners.
8. All actions taken shall be by majority vote of those present and voting; provided that no Committee member shall be entitled to vote if any member from his/her Club is being considered for nomination.
9. Only members of the Nominating Committee are to be present during the official meeting of the Committee.

#### SECTION 1a. Selection of District Governor-Nominee

The selection of nominees for District Governor shall be by the Nominating Committee as provided in Article XIII, 13.020 of the 2001 Bylaws of Rotary International, except that if there shall be candidates in addition to the candidate proposed by the Nominating Committee, then \_\_\_\_\_ and in that event, balloting shall be by mail as provided in Article XIII, 13.030 of the Bylaws of Rotary International dated 2004.

#### SECTION 1b. Time Schedule and Nominating Procedures

In accordance with Article XIII, Sec 13.010 Bylaws of Rotary International, the district shall select a Governor-Nominee not more than 30 months or less than 24 months prior to the day of taking office. The Nominating Committee for District Governor shall be charged with the duty to seek out and propose the best available candidate for District Governor-Nominee. The composition of the District Nominating Committee shall be as set out in Section I. of Article III.

The procedure, for selection of nominees for District Governor shall be as follows  
8 April - the District Governor issues, in the name of the Nominating Committee, an official call to all District Clubs for nominations for District Governor candidate nominations to be considered by the Nominating Committee. Each nomination must be submitted on the Required "District 7570 Nomination Form for District Governor" and include a resolution adopted at a regular meeting of the Club, properly certified by the Club Secretary naming the candidate and including information and data on the background and Rotary activities of the suggested candidate. The District Secretary can supply copies of the Nomination Form.

8 June - final date for Clubs' nominations to be received by the chairperson of the Nominating Committee.

15 June – final date for any member of Nominating Committee to propose a candidate other than ones suggested by the Clubs. Such proposal must be made upon the required nomination form and shall include the required certification and signature by the candidate on the form as well as certification by the candidate's home Club.

16 June - date for notifying members of the Nominating Committee of the time and place of their meeting.

20 June- last date to invite each duly-proposed candidate to appear, with partner, before the Nominating Committee for a required interview to be considered as a candidate for District Governor.

30 June - last date to hold the meeting of the Nominating Committee to interview all candidates and their Partners. The attendance of at least five (5) voting members of the Committee shall be required for a quorum.

7 July - final date to notify the Clubs of the District, in writing or via email, of the action of the Nominating Committee.

26 July - last date that any Club in the District may propose a challenge candidate for DGN whose name had previously been duly nominated by the Club to the Nominating Committee and who had been interviewed in person by the Nominating Committee. The Club must file with the District Governor, a resolution of the Club, adopted at a regular meeting thereof, naming such challenge candidate. If by this date, no such nomination has been received by the District Governor, the Governor shall declare the candidate of the District Nominating Committee to be the District Governor-Nominee. If on or before 26 July, any challenge nomination has been received by the District Governor from any Club in the District and this nomination continues effective until 10 August,

then the District Governor shall notify all Clubs in the District, and the selection of the Governor Nominee shall be conducted in a ballot by mail. The only candidates to be included on such ballot by mail shall be the candidate proposed by the Nominating Committee (who shall be so designated) and the challenge candidate or candidates properly nominated by Clubs following the report of the Nominating Committee.

10 August - If a challenge nomination is received from Clubs in the District, but does not continue effective, then the District Governor shall declare the candidate of the District Nominating Committee to be the District Governor-Nominee, and within fifteen (15) days thereafter shall so notify all Clubs in the District.

#### SECTION 1c. Ballot by Mail

Should balloting by mail be required, balloting shall be by the single transferable ballot system. The District Governor shall prepare and mail to the Clubs a ballot giving the name of the candidates and proposers. The candidate selected by the Nominating Committee shall show the District Nominating Committee as the proposer and shall be listed first on the ballot. All other candidates, with Club proposers, shall be listed alphabetically by name. A ballot is to be sent to each Club with instructions that the completed ballot must be returned to and received on or before a date to be fixed by the Governor. This date shall be not less than fifteen days nor more than thirty days following the date of the Governor's mailing of the ballots to the Clubs. Each Club shall be entitled to one vote for each twenty-five, or major fraction thereof, of its members (honorary members excepted), based upon the number of members of the Club as of date of the most recent semiannual payment preceding the date on which the vote is held. In using the single transferable ballot, the second and subsequent preference choices are to be specified and shall be taken into account, where necessary, in determining the candidate receiving a majority vote. The name of the nominee shall be certified by the District Governor to the General Secretary, and the District Governor shall at once notify the candidates of the selection.

## **SECTION 2 FINANCE COMMITTEE**

#### SECTION 2a. Duties:

The District Finance Committee shall be charged with the following responsibilities:

1. The Finance Committee in cooperation with the District Governor-Elect shall propose a District Budget for the coming Rotary Year. The budget shall be finalized and approved by the Committee and then presented to the District Assembly for adoption.
2. Review annually the District per capita contribution and recommend any necessary change for adoption at District Assembly.

3. Determine policies and procedures which shall govern the disbursement of funds, including any extraordinary disbursements in excess of the budget.
4. Recommend to the District, a District Treasurer and an Assistant District Treasurer to be elected at the District Assembly.
5. Review the external audit of District Finances.
6. Periodically reviewing all investments of District funds.

#### SECTION 2b. Composition of the Committee:

The Finance Committee membership shall be the Governor, the District Governor-Elect, and the two immediately preceding Past District Governors, together with three members at large, the District Treasurer, and Assistant Treasurer. The at large members shall each serve a three-year term, the terms to be staggered in order that one at-large member shall rotate off the Committee each year. The at-large members shall not have been District Governors, but each must have served as a Club President or Club Secretary. Each District Governor shall appoint one at-large member of the Finance Committee. The Governor shall also be responsible for appointing any other at-large members, if necessary, to complete the unexpired term of any at-large member. The immediately preceding Past District Governor shall serve as Chairperson of the Finance Committee.

#### SECTION 2c. Audit of District Funds:

The financial report to the Internal Revenue Service (IRS) must be filed each year on or before 15 November of the prior calendar year. Therefore all bills from the previous Rotary Year must be submitted to the Treasurer within (30) thirty days after the close of the year (30 June). The Treasurer prepares a financial report including income and expenditures with supporting documents (bank statements, certificates of deposit, etc.) and submits the financial data to the District's designated Certified Public Accountant (CPA). The CPA audits the District's funds and prepares the official financial statement and the IRS return. The Finance Committee reviews the external audit report and the official financial statement and recommends appropriate action. The approved financial statement and audit report are reported to the District Conference and submitted to District Assembly for approval.

### **SECTION 3 COUNCIL OF GOVERNORS**

#### **SECTION 3a. Purpose:**

The purpose of the Council of Governors shall be to function under the direction and supervision of the District Governor, to advise and counsel on matters affecting the District. The members of the Council of Governors are advisory to the District Governor and shall take no action which may in any way tend to dilute the authority or responsibility of the District Governor.

#### **SECTION 3b. Composition of Council:**

The membership of the Council of Governors shall consist of the current Governor as Chairperson, the Governor-Elect, the Governor-Nominee, and all Previous District Governors of Rotary International who are members of Rotary Clubs in District 7570.

#### **SECTION 3c. Meetings:**

The Council of Governors shall meet at the District Conference, in July and from time to time upon the call of the Governor to consider those matters that the Governor shall bring to their attention.

#### **SECTION 3d.**

The Council of Governors shall recommend to the District a District Secretary and an Assistant District Secretary to be elected at the District Assembly.

#### **SECTION 3e.**

Council of Governors shall also recommend to the District each year three (3) Past District Governors to be elected at the District Assembly to serve on the Nominating Committee for District Governor.

### **SECTION 4 DISTRICT ROTARY FOUNDATION COMMITTEE**

#### **SECTION 4a.**

The District Rotary Foundation Committee (DRFC) is a group of experienced and dedicated Rotarians who assist the governor in educating, motivating, and inspiring Rotarians to participate in Rotary Foundation programs (except for the GSE Subcommittee which has a member from each district area) and fundraising activities in the district. To be effective, the **DRFC** must have continuity of leadership; therefore the DRFC Chairperson, preferably a Past District Governor,

shall be appointed for a three-year term. Committee members shall be appointed by the governor, in consultation with the immediate past district governor and governor-elect and in accordance with the District Leadership Plan. Members shall be a past district governor, a past assistant governor, an effective past district subcommittee member, or an experienced club Rotarian. These members will serve as chairpersons of the eight subcommittees.

SECTION 4b. The Subcommittees are:

- 4.1 Group Study Exchange
- 4.2 Scholarships
- 4.2a Endowed Scholarships
- 4.3 Grants
- 4.4 Annual Giving
- 4.5 Polio Plus
- 4.6 Alumni
- 4.7 Planned Giving/Significant Gifts

SECTION 4c. Responsibilities:

The District Rotary Foundation Committee (DRFC) works under the direct leadership of the District Governor and serves as the liaison between The Rotary Foundation (TRF) and club Rotarians. The Chairperson works with district leadership to plan, integrate, implement, and evaluate all district Foundation activities. The Chairperson shall be a Past District Governor, a Paul Harris Fellow, and must accept the assignment for three years. Each District Foundation Committee is responsible for its area of work. Each Committee is composed of a Chairperson and five other members all with three-year appointments and staggered terms for continuity. Chairpersons for Subcommittees are selected by the Governor with input from the Chairperson of the DRFC. (It is noted that GSE Subcommittee has one appointment per Area.)

SECTION 4d. Specific Duties:

Chairperson of the District Rotary Foundation Committee.

- a. With the direct leadership of the District Governor, works with the DRFC to plan, coordinate, and evaluate all district Foundation Activities. Coordinates the work of the Subcommittees and serves as ex-officio to the subcommittees.
- b. Assists the District Governor in establishing and achieving District Foundation goals, especially a goal for the Annual Programs Fund unrestricted contributions and encourages Clubs to establish goals in support of these District targets

- c. Represents the DRFC in the District Designated Fund allocation process to identify and authorize the use of DDF for educational, humanitarian, program enhancement, and donation program options. Signs the SHARE Decision Allocation Worksheet.
- d. Ensures submission of satisfactory, timely final reports to TRF on district sponsored humanitarian grants and educational program activities
- e. Encourages strong levels of financial support for Foundation programs through regular contributions and gifts to the Annual Programs Fund and the Permanent Fund of The Rotary Foundation (including restricted gifts to the Skelton Ambassadorial Scholarship) to “Build World Understanding and Peace”. Helps coordinate district-wide fund raising and recognition activities.
- f. Encourages Clubs to present Club programs on the Foundation at least once per quarter, giving special observance to November as Rotary Foundation Emphasis Month.
- g. Assists the District Governor in presenting a District Foundation seminar for Club Presidents, Foundation Committees and Presidents-Elect. Assists in providing Foundation content material for District Training Events as needed.
- h. Works closely with the District Governor and Conference Chairpersons to assure full participation of R. I. Scholarship recipients and GSE Team members on the program of the District Conference.
- i. Helps to provide effective communication with club Foundation Committees and answers questions from Clubs and Rotarians about Foundation programs, development, contributions, and Paul Harris Fellow recognition.
- j. Contacts the Secretariat staff to clarify policy and obtain information.
- k. Works with the eight Subcommittees and prepares a full plan on the implementation of the programs of the Rotary Foundation including a systematic approach to annual giving and submits written reports to the District Governor following each six month time period.

#### SECTION 4.1 Group Study Exchange Subcommittee

- a. Assist the Governor, DGE and DGN as requested to make pairings for GSE exchanges with other districts.
- b. Secure the active participation of all Rotary Clubs in the District and inform Clubs of the responsibility in the GSE program
- c. Process applications, conduct interviews, and select leader(s) of the District GSE team. Selected Leader then joins Subcommittee to select team members.

- d. Make the necessary arrangements for the District to receive the GSE team from the paired Districts. .
- e. Immediately advise the District Governor of any unusual events related to a GSE team
- f. Provide the selected team leader(s) and team members with the orientation necessary for them to have a meaningful experience abroad.
- g. Encourage Rotary Clubs to look during the entire year for highly qualified candidates for a GSE team.
- h. Assume responsibility for all GSE public relations and send appropriate information to the Rotary Clubs.
- i. Assist the District Governor in publicizing the objectives and operation of the Group Study Exchange Program.
- j. Compile and maintain an accurate record of the names and addresses of GSE team members of the District by Clubs and send to Foundation Alumni Committee.
- k. Encourage the participation of past GSE team members in presenting programs to Rotary Clubs and others at District and local meetings and serve as liaison in arranging such programs.

#### SECTION 4.2 Scholarships Subcommittee

- a. Assist the District Governor in promoting all Rotary Foundation Scholarships programs.
- b. Contact the appropriate student personnel officers of all colleges, universities, and technical training institutions in the District for the purpose of explaining these programs and obtaining their cooperation in publicizing them among the students.
- c. Encourage Rotary Clubs to look during the entire year for highly-qualified applicants.
- d. Process applications, conduct interviews and select District candidates for all outgoing scholarship award(s) (including outgoing endowed scholarship awards).
- e. See that all incoming scholars have a counselor within each Club and that the counselor understands the program and activities of the scholar. If possible, the counselor should be a faculty member so as to be able to assist the scholar in college requirements.
- f. Assist each awardee in any way possible and provide the orientation necessary for him/her to have a meaningful year.
- g. Compile and maintain an accurate record of the names and addresses of past scholars of the District by Clubs and send to Foundation Alumni Committee.
- h. Encourage the participation of past scholars in presenting programs to Rotary Clubs and others at District and local meetings and serve as liaison in arranging such programs.
- i. Coordinate the work of the Endowed Scholarship Committee.

#### SECTION 4.2A The Endowed Scholarships Subcommittee

- a.. has responsibility for the administration of the endowed scholarships of the district,
- b. interface with the Rotary Foundation
- c. education of clubs,
- d. raising of funds for the endowments,
- e. selection of incoming scholars
- f. interface with other participating districts.
- g. When outbound scholars are to be selected, such selections are to be made by the Scholarship Subcommittee.
- h. RIPP William E. Skelton serves ex-officio to the subcommittee and is designator for the Skelton and Jones Endowed Scholarships to The Rotary Foundation.

#### SECTION 4.3 Grants Subcommittee

- a. Responsible for assisting clubs in developing ways to participate in international service projects eligible for grants through The Rotary Foundation.
- b. Help clubs be aware of World Community Service opportunities. Assists the Governor in preparing proposals for district projects to be submitted to TRF for matching grants.
- c. Reviews and signs-off on all grant applications to certify that applications are complete and accurate prior to submission.
- d. Works with DRFC to assure satisfactory, timely final reports on district supported projects are submitted to TRF.
- e. Helps clubs identify and arrange speakers who are well informed and experienced on matching grants and world community service.

#### SECTION 4.4 Annual Giving Subcommittee

- a. Designs and implements a comprehensive and effective program to achieve district Annual Programs Fund goal.
- b. Assists the Governor elect and DRFC in establishing a challenging yet realistic Annual Programs Fund Goal.
- c. Assist clubs to devise an annual giving program for the Rotary Foundation, with emphasis on encouraging each Rotarian to become a Sustainer to the Foundation and encouraging clubs and Rotarians to continue to name additional Paul Harris Fellows and Multiple Paul Harris Fellows. A Rotarian who becomes a Sustainer to our Rotary Foundation agrees to contribute \$100 or more annually to the Foundation. The Sustainer Program is considered an important basis of our District plan of giving to the Annual Fund of the Rotary Foundation for District 7570.

- d. Assist clubs in the selection of a Club Foundation Chair and motivation to the club Foundation Chairs.
- Offer training
- e. Publicize the district goal and provide regular updates to all clubs on the progress being made toward their club goals.

#### SECTION 4.5 Polio Plus Subcommittee

- a. Encourage all clubs in the District to support the ongoing effort of polio eradication.
- b. Assist the Clubs in the District with educational materials and knowledgeable speakers to provide current information on the campaign to eradicate Polio by the year 2005.
- c. Work with the DRFC Chairperson, and the District Governor to assure appropriate recognition of exemplary polio eradication Club and District activities.
- d. Request the District Governor to place Polio Plus on the agenda of key District meetings, and assist in the presentation of the subject.
- e. Coordinate with national and / or regional Polio Plus committees, and governmental and other agencies in the implementation of polio eradication activities.

#### SECTION 4.6 Alumni Subcommittee

- a. Help insure Foundation program alumni are involved in Rotary activities.
- b. Develop a comprehensive and up-to-date list of Foundation Alumni (names, addresses, telephone and fax numbers, and e-mail address)
- c. Ambassadorial Scholars, Group Study Exchange Members (GSE), and Rotary Volunteers.
- d. Utilize the list as a resource to identify outstanding speakers for District and Club programs and as prospective Rotarians (Scholars and GSE).
- e. Provide copies of the Foundation Alumni List to District Officers, Key District Committee Chairs; Club Officers; Club Program Chairs; and Membership Chairs.
- f. Ensure that returning scholars and GSE team members complete required presentations in the District and encourage clubs to invite alumni to speak at club meetings or events
- g. Encourage alumni to remain involved in Rotary and wherever possible, encourage clubs to invite alumni into Rotary membership.
- h. Coordinate with the Scholarship and GSE Subcommittees to involve alumni in orientation for scholars and team members.
- i. Establish and maintain an alumni association.

#### SECTION 4.7 Planned Giving/Significant Gifts Subcommittee

- a. Promote and encourage planned gifts to the Permanent Fund, such as will bequests and gifts of life insurance
- b. Work with the DRFC and District Governor-Elect to establish benefactor and bequest goals for the year.
- c. Inform Rotarians of planned giving opportunities and assist club president to recognize current benefactors and Bequest Society members.
- d. Identify, cultivate and solicit potential donors of major gifts or planned gifts in support of the Foundation Permanent Fund.

### **SECTION 5 DISTRICT YOUTH LEADERSHIP AND SERVICE COMMITTEES**

#### SECTION 5a.

To forward the District's desire to prepare youth to be good productive citizens in their communities, to provide international understanding and opportunities to experience international contacts for exchange students or host families, and to imbue the ideals of service to others, the following four committees are authorized: Interact, Rotaract, International Youth Exchange and Rotary Youth Leadership Awards. At the discretion of the District Governor, a Youth Services Coordinating Committee may be established to assist the Governor in planning and promoting the work of the standing committees.

#### SECTION 5b. Responsibilities:

1. If appointed, The District Youth Services Coordinator works under the leadership of the District Governor. The Coordinator works with the District Youth Service Committees to plan, integrate, implement, and evaluate all District Youth activities. The Coordinator serves as a member of all four Committees and should keep good contact with the work of each Committee. The Coordinator shall inform the District Governor of each Committee's programs by written reports on January 1st and June 30th.
2. District Youth Service Committees: Each Committee is responsible for its area of work. Each Committee is composed of six Rotarians — a chairperson and five other members all with three-year appointments and staggered terms for continuity.

#### SECTION 5.1 Interact Committee

Purpose is to provide service through the local Interact Clubs. The Committee will involve local Club chairs and youth representatives of interact Clubs for organizational leadership and program planning.

## SECTION 5.2 Rotaract Committee

Purpose: to provide community service through Rotaract Clubs.  
The Committee will involve local Club chairs and Rotaract leaders for organizational leadership and program planning.

## SECTION 5.3 International Youth Exchange Committee

Purpose: to provide youth international exchange contacts and coordination.  
The Committee works through the Eastern States Student Exchange (ESSEX) program. Direct contacts for exchanges may also be arranged through the District Committee. The program includes short-term exchanges and school year exchanges.

## SECTION 5.4 Rotary Youth Leadership Seminar & Awards Committee

Purpose is to provide special leadership training for selected high schools students  
The Committee will plan, publicize, and conduct annual leadership training seminars and coordinate the annual Drug and Alcohol Abuse Prevention Speech Competition.

## **SECTION 6 DISTRICT HISTORY COMMITTEE**

1. Prepare and submit historical material relating to District 7570 to the District Archives.
2. Material to include: Brief summary by Governor of each year's activity, listing of GSE Teams, Ambassador Scholars, District Conference Materials, Brief TRF Grants History, District Rotarians serving RI posts.
3. Prepare a District history to be updated each year.
4. At least each five years, Governor shall seek approval of Clubs at the District Assembly to publish and finance the printing and distribution of the updated history of the District.

## **SECTION 7 MEMBERSHIP DEVELOPMENT, RETENTION AND EXTENSION COMMITTEE**

### SECTION 7a. Duties:

To foster development and intensify the effort in achieving growth and retaining current membership.

SECTION 7b. The District Governor-Elect shall appoint co-chairpersons for this Committee. Members should represent the geographic areas of the District.

### SECTION 7c.

The chairpersons shall inform the Governor of the Committee's progress by written reports due on January 1st and June 30th.

### SECTION 7d. Extension:

It is the responsibility of this Committee, with the assistance of key Assistant Governors, to plan for the orderly expansion of Rotary in our District into communities that can and will support a Rotary Club.

### SECTION 7e. Duties:

Prior to any effort to officially organize a Club, a formal survey will be made. After this, the Committee will follow the Rotary International Extension Manual. The Committee will coordinate with the District Governor where new Clubs are contemplated.

### SECTION 7f. Membership:

The Committee shall represent the geographical makeup of the District.

## **SECTION 8 DISTRICT OPERATIONS COMMITTEE**

The District Operations Committee is comprised of the District Governor, District Governor-Nominee, District Governor-Elect, and immediate Past District Governor. The purpose of the committee is to facilitate continuity, communication and planning.

## **SECTION 9 DISTRICT TRAINING COMMITTEE**

### SECTION 9a Duties

Coordination of all district training opportunities

### SECTION 9b Membership

The Governor, based on the recommendations of the Governor-Elect, shall appoint a District Trainer on an annual basis. The District Trainer will be Chair of the committee and support the Governor and Governor-Elect in training club and district leaders. Committee membership shall include representation from district committees and groups involved in training (PETS, DTTS, Rotary Foundation, RYLA, Rotary Leadership Institute, Past Club President Leadership Training)

### SECTION 9c District Team Training Seminar (DTTS):

The District Governor-Elect, supported by the Training Committee and with approval by the Governor, is responsible for developing and implementing a training program for Assistant Governors and District Committee Chairs. An effective training program for Assistant Governors and District Committee Chairs addresses the following topics:

District finances, Membership and Extension, Rotary information / Rotary International resources, Rotary International programs, Foundation programs, Rotary International meetings (the Convention, Presidential Conferences, etc.), Task Force and District Committees, Joint development of District goals, Duties and responsibilities, The relationship between the Governor and Assistant Governors, Club administration, Conducting Club assemblies, The system for official visits, Rotary International Theme and Presidential Citation, etc.

### SECTION 9d. President-Elect Training Seminar (PETS)

The District Governor-Elect, supported by the Training Committee and with approval by the Governor, is responsible for developing and implementing a training program for Club presidents-Elect.

An effective training program for Club Presidents-Elect:

Instruction in Administration of a Rotary Club (workbooks may be distributed), General Rotary Information, Instruction on Rotary administrative duties, Rotary International procedures, Rotary Foundation programs, Motivational and Inspirational Presentations, and any other item the Governor-Elect deems proper.

The president-elect shall attend the district presidents-elect training seminar and the district assembly unless excused by the governor-elect. If so excused, the president-elect shall send a designated club representative who shall report back to the president-elect. If the president-elect does not attend the presidents-elect training seminar and the district assembly and has not been excused by the governor-elect or, if so excused, does not send a designated club representative to such meetings, the president-elect shall not be able to serve as club president. (Standard Rotary Club Constitution Art 9, Sec 5 c.)

### SECTION 9e Secretary-Elect Training Seminar (SETS)

## **SECTION 10 STRATEGIC PLANNING COMMITTEE**

The Strategic Planning Special Committee provides longer range planning for the District and makes recommendations to the Governor, the Operations Committee and District Assembly as is indicated.

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

Special Appointments and Special Committees are established each year at the discretion of the Governor and presented to District Assembly for approval. The following appointments, special committees and committee objectives are reflective of current practice, but may be modified by future Governors with approval from the District Assembly.

### **SECTION 1 ASSISTANT GOVERNORS**

#### **SECTION 1a. Purpose**

The District Governor-Elect shall appoint Rotarians as Assistant Governor to assist in carrying out the District Leadership Plan and serve as key liaison workers between the District Governor and the Club Presidents and Club Committees in the District. These Assistant Governors have such authority as outlined in Rotary International's District Leadership Plan (pages 3 and 4) and properly delegated to them by the District Governor and shall have only those duties which may be assigned to them by the Governor.

#### **SECTION 1b. Qualifications and Tenure:**

Minimum recommended criteria in selecting Assistant Governors include:

1. Membership, other than honorary, in good standing in a Club in the District for at least three years
2. Satisfactory service as President of a Club for a full term;
3. Willingness and ability to accept the responsibilities of Assistant Governor;
4. Demonstrated outstanding performance at the Club level; and
5. Potential as future Governor of the District.

Assistant Governors are District Appointees selected by the District Governor-Elect (not officers of Rotary International). Assistant Governors are to be appointed on an annual basis, with no Assistant Governor serving more than three one-year terms. Ideally, each year at least one-third of Assistant Governors should be first term appointees. This allows continuity in District Leadership and provides more leaders an opportunity to serve. No Previous District Governor should serve as an Assistant Governor.

#### **SECTION 1c. Determination of areas for Club Groupings:**

The Governor-Elect shall, six months prior to the beginning of his/her administration, group the Clubs of the District into areas, each of which shall be served by an Assistant Governor. The preference shall be to keeping Clubs in the same group so that they plan together on a long term continuing basis in programs and projects.

## SECTION Id. Duties of Assistant Governors:

Duties of Assistant Governors shall be those determined by the District Governor-Elect and the District within the guidelines set forth in the Rotary International Manual of Procedure; Rotary International District Leadership Plan; and the District 7570 Manual of Policies and Procedures.

Responsibilities include:

- 1 Participating, with District Committee Chairs, in the District Team Training Seminar (DTTS),
2. Working with the District Governor-Elect to develop goals for the District,
3. Advising the District Governor-Elect on District Committee selections and Prospective Assistant Governors.
4. Conducting Club Assemblies for assigned Clubs prior to 1 June, and assisting with the preparations for Club Assemblies to assure that each Club develops and documents plans and objectives and a financial statement / budget during April-May. Preparing memo of official visit forms for Rotary International, and forwarding completed forms to the District Governor for signature, and follow ups with letters to Club Presidents.
5. Visiting each assigned Club at least quarterly and communicating regularly via telephone, fax, e-mail and /or mail. Supporting each Club President and seeking ways to help the Club be successful in the local and global community.
6. Serving as a communications conduit to enable the District Governor to communicate effectively with the local Clubs -- keeping the Governor fully aware of the status of each Club, with emphasis on both successes and problems.
7. Providing information and education about the District and Rotary International programs to each club, with emphasis on the work of The Rotary Foundation.
8. Attending meetings as required by the District Governor:
  - 8a. District Conferences (before and during term)
  - 8b. President-Elect Training Seminar (PETS); Secretary Elect Training seminar (SETS); and District Assembly
  - 8c. Area Workshop meetings
  - 8d District Governor / Assistant Governor meetings (usually late summer, fall and winter).
9. Organizing Area Leadership Workshops (first by 1 October and second soon after 15 January for mid-year review) of assigned Clubs for the District Governor to meet with Club Officers (President, President-Elect, Secretary, Treasurer, and Foundation Chair).
10. Scheduling and planning for the visit of the Governor to the Areas of the District and to the clubs.
11. Identifying new Secretaries of Clubs and working with Club Presidents to assure proper training.
12. Performing other assignments as requested by the District Governor.
13. As key members of the District Leadership Team, Assistant Governors shall participate in the development of the District Governor-Elect's District goals and suggest candidates for Committee appointments

## **SECTION 2 ROTARY INFORMATION & PUBLIC RELATIONS SPECIAL COMMITTEE**

### SECTION 2a. Duties:

1. Assist the District Governor in encouraging all Rotarians to become more knowledgeable about Rotary. Assist the Governor and the District in all Public Relations matters.
2. Help each Club to establish an active Rotary Information Committee. Upon request, assist Clubs in Public Relations matters.
3. Provide each Club with up-to-date Rotary Information.
4. Promote informative and effective new membership indoctrination.

### SECTION 2a.

The Chairperson of this Committee shall be, preferably, a Past District Governor. If at all possible, Rotarians with Public Relations experience should be named as committee members.

## **SECTION 3 FRIENDSHIP EXCHANGE & WORLD FELLOWSHIP SPECIAL COMMITTEE**

The Committee will work to foster Friendship Exchange and other world fellowship experiences for Rotarians and Clubs to enhance participation in world-wide Rotary.

## **SECTION 4 VOCATIONAL SERVICE AND VOLUNTEERS SPECIAL COMMITTEE**

### SECTION 4a Mandate:

Vocational service is the way Rotary fosters and supports the application of the ideal of service in the pursuit of all vocations

### SECTION 4b Duties:

1. Promote and encourage District-wide interest and involvement in vocational service projects.
2. Encourage each Rotary Club in the District to emphasize vocational service and the 4-Way Test in their program of work and to devise new and innovative means of stimulating and fostering the objectives of this avenue of service.
3. Publicize vocational service ideals, projects, and special achievements in all appropriate communication media.
4. Maintain records of significant vocational service activities in the District and report periodically to the District Governor.

## **SECTION 5 COMMUNITY SERVICE SPECIAL COMMITTEE**

### **SECTION 5a Mandate:**

The application of the Ideal of Service by every Rotarian to his personal, business, and community life.

### **SECTION 5b Duties:**

1. Promote and encourage District-wide interest and participation in community service projects.
2. Assist the Rotary Clubs in the District in emphasizing community service projects in their outreach efforts — Examples — literacy promotion, concern for the aging, and drug prevention.
3. Publicize community service projects and special achievements in appropriate communication media.
4. Maintain records of significant community service activities in the District and report periodically to the District Governor.

## **SECTION 6 WORLD COMMUNITY SERVICE SPECIAL COMMITTEE**

This committee shall assist the Governor, the District and District Clubs in developing meaningful World Community Service Projects.

### **SECTION 6a Duties:**

1. Identify, promote and help execute District-wide WCS projects as appropriate.
2. Work cooperatively with the Grants Committee in seeking Matching Grants from the Rotary Foundation
3. Assisting clubs as appropriate in undertaking WCS projects.

## **SECTION 7 DISTRICT CONFERENCE & AWARDS SPECIAL COMMITTEE**

### **SECTION 7a Duties:**

This Committee shall assist the District Governor in the planning, programming and with logistical details for the Conference.

### **SECTION 7b Members:**

The Committee Members shall consist of the following:

1. Chairperson
2. Treasurer
3. Host Club(s) Chairperson
4. Additional members as deemed necessary by the Governor.

SECTION 7c Purpose:

1. To promote fellowship among Rotarians.
2. Disseminate Rotary Information.
3. Conduct the business usually brought before a District Conference.

SECTION 7d Attendance:

All Rotarians, spouses and their guests are encouraged to attend.

SECTION 7e. Program:

1. Program to further the programs of Rotary through fellowship, inspirational Rotary addresses and presentations and discussions of Rotary activities and programs of the District.
2. Speakers and subjects to achieve the program shall be the responsibility of the District Governor.
3. Encourage spouses to participate in and attend all programs. Functions planned for spouses should not conflict with program features of the conference
4. Provisions for free time with activities to encourage fellowship.

SECTION 7f Awards:

1. Recognize Rotary Clubs and individuals in District 7570 rendering outstanding service that enhances the image of Rotary and promotes the wider adoption of the Objects of Rotary. The Awards Committee shall assist the Governor by informing the Clubs of the awards by 1 September, receiving and screening replies from the Clubs, identifying and recommending individuals and Clubs for awards.
2. Awards will be given at the District Conference for the following Club achievements: Attendance, International Service, Membership Growth, Vocational Service, Club Project, Rotary Foundation, Skelton Fellows, Club Service, Youth Activities, Community Service, Conference Attendance, and Club Bulletin. Best Club Web Site Each award does not have to be given in every Rotary year.
3. The Awards Committee membership should represent the geographical makeup of the District.
4. The committee will prepare award materials and obtain banners from the clubs.
5. The Committee shall present the results of its deliberations to the District Governor 30 days prior to the District Conference.

**SECTION 8 ROTARY INTERNATIONAL AWARDS SPECIAL COMMITTEE**

The Committee assists the District in nominating qualified Rotarians in our District for recognition and awards from Rotary International.

## **SECTION 9 DISTRICT ASSEMBLY SPECIAL COMMITTEE**

### **SECTION 9a Duties:**

This Committee, in conjunction with the District Governor-Elect and the District Governor, shall assist in the planning, programming and logistical details of the Assembly.

### **SECTION 9b Members:**

The Committee members shall consist of the following:

1. Chairperson
2. Treasurer
3. Additional members as deemed necessary by the Governor. Others often include Past District Governors and former Club Presidents.

### **SECTION 9c Attendance:**

1. Mandatory for Incoming Assistant Governors. If unable to attend, may be excused by the District Governor-Elect.
2. Mandatory for Incoming Club Presidents. If unable to attend, may be excused by the District Governor-Elect and a representative from the Club should be appointed.

### **SECTION 9d Program:**

Proposed by the District Governor-Elect and District Trainer with the approval of the District Governor.

## **SECTION-10 INFORMATION TECHNOLOGY SPECIAL COMMITTEE**

### **SECTION 10a.**

In addition to appointments made by the Governor each year, the committee will have as ex-officio appointments: District Internet Communications Officer, District Secretary and the District Trainer.

### **SECTION 10b.**

The Committee will encourage District leadership to develop site content, will maintain and strive to enhance the functionality of the District Web Presence and will provide participating Club Websites encouragement in the use of Internet related technology to improve communication within and between District Clubs and District Leadership.

### SECTION 10c.

With the District Trainer, the committee will develop and maintain an Internet based D7570 University for training purposes in the district.

### SECTION 10d.

The Committee, working with District Secretary, will develop and maintain the database and expand the use of online reporting, online forms, and electronic communications.

1. Develop and maintain for the District a comprehensive computer database (including names, addresses, telephone and fax numbers, e-mail address major Rotary offices held and Committee assignments, terms of continuing District Committee appointments, etc.).
2. Work closely with the incoming Governor to develop the basic format for the Governor's printed Directory that accepts the database information. Record and retain this information on computer for future use. Assist the Governor as required with Newsletter and Printed Directory preparation and distribution.

### SECTION 10e. District Directory:

The District Governor-Elect shall publish a District Directory. The District Directory shall be an information source for all Rotarians in District 7570 (See Article II, Section 2c) The Directory should contain the names, addresses, telephone and fax numbers and e-mail addresses of an the Rotarians working with the Governor in his/her year of service and any other information the Governor deems necessary. The Directory is to be available to the District prior to the first day of the New Rotary Year (July 1). The Directory may be used in a manner approved by the Governor. It shall not be used as a commercial mailing list.

## **ARTICLE V DISTRICT SPOKESPERSON**

### SECTION 1

The only Rotary International officer in District 7570 for the year is the District Governor. Only the District Governor may speak officially for District 7570 and Rotary International.

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

### SECTION 1a. General:

Since legislation affecting Clubs of our District often contain proposals of vast significance and their study is of great importance, a District representative must be carefully selected. The best qualified person available should be selected to

assure thorough study, counsel to Clubs and competent representation of our District in the Council. Each representative, and alternate must be or have been an officer of Rotary International (or be DGN under special circumstances).

**SECTION 1b. When Elected:**

The District Representative on the Council on Legislation shall be elected at the District Conference at least two years preceding the year of the Council meeting. The candidate receiving a majority of the votes cast shall be the representative.

**SECTION 1c. Nomination Procedure:**

Provisions governing the nomination and election of the District Representative on the Council on Legislation are prescribed in the Bylaws of Rotary International (R. I.).

**SECTION 1d. Obligations by Those Nominated:**

1. Attend the Rotary Institute (Zones 33 and 34) to receive training in legislation and legislative procedure.
2. Attend the Council meeting unless unforeseen circumstances arise.
3. Study the proposed legislation thoroughly.
4. Consult the Clubs of our District to obtain their views.
5. Present an analysis of the significant legislative proposals at a District Conference. At the next District Conference following the Council meeting, present an analysis of significant legislative enactments.
6. Assist the Clubs in considering legislation by counsel, literature and, to the extent possible, presentation of a Club program.
7. Report the Council actions to the Clubs and the Conference.
8. Work with District Secretary to develop proposed changes to the District Manual as needed to comply with enacted COL legislation. These proposals will be presented for adoption at the next District Assembly following the COL

**SECTION 1e. Alternate:**

The candidate receiving the second highest number of votes shall be the alternate representative. If neither is able to serve, a representative shall be elected as provided in the Bylaws of R. I.

**ARTICLE VII  
MEMBER OF ZONE NOMINATING COMMITTEE FOR ROTARY  
INTERNATIONAL DIRECTOR**

**SECTION 1a Eligibility:**

A Zone Nominating Committee member for Rotary International Director must have been a District Governor with at least three years elapsed time since service as District Governor prior to the time of election and also have attended two Institutes and one International Convention since being District Governor.

SECTION 1b Selection Procedures:  
(See Rotary International Bylaws Article XII, Section 12.020.)

## **ARTICLE VIII POLICIES AND PROCEDURES MANUAL**

### **SECTION 1 Purpose**

In the administration of the programs of Rotary in District 7570, the District Committees may, from time to time, develop procedures to assist them in carrying out their functions.

### **SECTION 2 Review by District Assembly**

The policies and procedures of any District Standing Committee, whether or not they have been published, shall be subject to review at the District Assembly. By majority vote at the Assembly the District Committee's policies and procedures may be changed.

### **SECTION 3**

Any Club may propose an amendment, in writing. The proposal shall be accompanied by a certificate, signed by the President and Secretary of the Club proposing such amendment, stating that the proposal was adopted by majority vote of the Club membership present at the time the vote was taken. At the District Assembly immediately following a Council on Legislation, the District COL representative may propose changes to the District Manual as needed to comply with enacted COL legislation. Any proposal to amend these Bylaws shall be delivered to the Governor not less than 45 days prior to the District Assembly at which the amendment is to be considered.

### **SECTION 4**

The Governor shall mail a copy of the proposed amendment to the Secretary of each Club not less than 30 days prior to the date of the District Assembly at which such amendment will be considered.

### **SECTION 5**

The proposed amendment will become effective if it receives the favorable vote of a two-thirds majority of all Rotarians present and voting at the business session of the District Assembly.

**SECTION 6**

Unless the amendment shall specify otherwise, each amendment passed at a District Assembly shall become effective on the first day of the Rotary Year.

**SECTION 7**

Should any amendment of these Bylaws be required by operation of Law or through amendment of the Constitution, Bylaws, or Policies and Procedures of Rotary International, then such amendment shall become effective immediately as required, whether or not the District Assembly shall have taken any action with respect thereto. The District Governor shall cause a copy of any such amendment to be mailed to the President and Secretary of each Club in the District stating that the Bylaws of this District have been amended by operation of Law and setting out the reasons therefore.

**SECTION 8**

Upon approval of these Management Procedures by the Clubs of District 7570, and if required, changes will be made in the Bylaws of the District so as to be in conformity with this document.