

Preamble: A committee consisting of the following: PDG Bill Herrmann, PDG Tam Mustapha, PDG, Betsy Kopstein PDG Jack Tartamella, PDG Joe Salmonese, PDG Ken O'bremski, DG 2005-2006 Doris Obremski, and DG Knut Johnsen. PDG Bill Herrmann convened this committee during his year, 2002-2003, to compose a manual of procedures for District 7210. Several meetings took place to structure and develop the manual. . The reason for the District Standard of Operating Procedures hereby referred to as the DSOP is to provide a job description for all Rotarians who may be interested in positions beyond the club level. Such a manual is usually in constant revision but we hope that this current DSOP will be used. Initially, we will present the DSOP to the College of Governors to give constructive suggestions, support and approval. The sitting District Governor will select and convene future meetings to address and vote on recommendations and changes.

December 2003

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## District Policy Manual

The purpose of the manual is to give some broad guidance and general understanding to the district officers as well as to the district committee members. A job description for the various leadership roles and positions is presented as a guide to all Rotarians of the District 7210.

A quorum - a simple majority of College of Governors and a 2/3 vote of those in attendance is recommended for a change to the policy manual. (DG must be officially elected at District conference to be a part of the college of governors and thus to be considered a voting member) Voting privileges are reserved for past District governors who are in good standing in a club within this district. This automatically becomes part of the policy of manual. Suggestions for changes can come from any District Rotarian. It is strongly recommended that any deviation from the MOP needs consent of the College of Governors. Accurate minutes of the College of Governors meetings must show any changes.

## Executive Committee

The members shall consist of:

Treasurer, District Secretary, and the last 7 District Governors willing to serve, current DG (chair of committee). They shall meet at least 4 times per year to update themselves on all aspects of the District.

**Operating procedure:** This is a fiduciary relationship. This committee is responsible for making sure our District follows Rotary International bylaws and procedures. (example: timeframe involved with club charter revocation or suspension, a budget problem or a major change in policies and procedures) Any major decisions in the District, not specifically delegated to the District Governor, should be discussed by the Executive Committee. If decisions need to be made a quorum of the executive committee along with 2/3 majority rule should prevail. There should be a budget line item for this executive committee.

## District Governor

- 1 District Governor will call and preside over the College of Governors quarterly and Executive Committee meetings.
- 2 They should be required to read and be familiar with the MOP of RI and District MOP
3. District Governor is highly encouraged to attend the International Conferences as a DGE and a DG
4. District Directory should be published before he/she takes office.
5. DG needs to be appraised of the District expenditures monthly.
- 6 DG should give the report of finance expenditures that are reimbursed by RI to District finance committee biyearly.
7. Keep daily log of expenditures
8. Once current DG has staff chosen then the next DG can begin to finalize plans for staff
9. Must look into the methods of communication for District as soon as elected.
- 10 DG must attend Rotary Zone meeting.
11. All future DGE and DGN and DGD should be encouraging to attend meetings.
12. DG is responsible for a summary of events during year to be given to historian  
This should include all reports sent to RI. (see historian section)
13. Strongly suggest that a chair of a committee be chosen from some one who has worked on this committee in some capacity.
14. DG expenses associated with attendance at the International convention must be presented and agreed upon by the Reserve committee prior to travel.
15. DG responsible for gifts to all RI representatives and GSE counterpart
16. DG must introduce RI representative at conference
17. DG should welcome youth exchange kids when they arrive.
18. DG should officially receive the GSE team when they arrive.
19. DG sends newsletter to the College of Governors and to RI
20. DG has a staff meeting and make sure all of them have a copy of the manual and operating procedures
- 21 DG sends attendance report to RI
22. DG sends statistics of conference to RI, finance committee, historian and future elected and nominated DG's.
23. Send future Dg's data and picture into RI promptly upon election.

## District Governor Elect

The District Governor Elect is an ex-officio member of all committees. Right after the DG has begun his term, selection of committee members can begin. Work with future District Governors on continuity.

1. Work with Trainer for format of sessions for AG, PETS and ASSEMBLY. Be guided by direction and materials from RI.
2. Attend zone and Rotary International Training at Anaheim
3. Buy theme pins and banners for club visits Order and pay for own official jacket.
4. Buy token gifts to be handed out at Anaheim
5. Create budget with the help of finance and treasurer and sitting DG for approval at January or February finance committee prior to being DG.
6. DGE is strongly suggested to choose past presidents as their AG's
7. DGE should appoint a AG and an AGA before AG training which occurs usually in January preceding year served.
8. All standing committee chairs should be appointed/elected at least 3 months before taking office. (Finance-elected and chair by bylaws, Bylaws elected and district Reserve committee by bylaws)

As soon as the District Governor Nominee Designate becomes approved by the conference the DGND

1. Should appoint advisors (minimum of two) and they should meet as soon as possible
2. After election form a time and place committee followed by a conference committee
3. Choose a trainer soon after election.
4. Should be highly encouraged to attend all committees of District especially finance, foundation, and world community service.
5. DGDN should be aware of zone meeting and should try to attend.
6. All nominees should be encouraged to attend a Rotary Leadership Institute for 3 years (prior to becoming DG)
7. Discuss with foundation chair and District Governor the allocation for DDF distribution.
8. Discuss with advisors GSE planning.
9. Decide dates for training or to go with multiple district training

## AG

1. Must attend district training along with specific seminars (membership, foundation)
2. Must follow Rotary International Leadership Plan as indicated by Rotary International
3. Hold regular regional meetings at Governor's direction
4. Perform Club Evaluations
5. It is highly recommended that an AG be a past president
6. AG does not have to be from that region
7. AG should travel with DG when Dg makes official visits if requested by DG
8. AG does have a budget (postage, supplies etc.)
9. AG responsible for attendance reporting to the secretary
10. AG should be encouraged to attend Rotary Leadership Institute
11. Ag should keep DG abreast of club activities monthly.

## Treasurer

1. Sends out bills to all clubs in first part of July or last week in June. Uses last years membership to determine bill and is responsible for collection efforts.
2. Reconciles check book with bank statements
3. Checks with District Governor about expenses over \$500 and gets approval
4. Checks with District Governor about questionable items of expense
5. Attends the finance committee meeting and reserve committee meetings
6. Prepares quarterly reports for the finance committee on standing of the District
7. Closes books end of July
8. Sends final report to the auditor by August 31
9. Prepares and files the 990 form for the IRS
10. Is the official treasurer for the conference, and RYLA and should receive all receipts for these functions along with a final expense and income statements from these committees.
11. Delivers Treasurers report at the District Conference, after first reviewing that report with the Finance committee.
12. Supplies reports to all Finance Committee members at least 24 hours before Finance Committee meetings.
- 13. Shall be bonded along with the Assistant treasurer and the District Governor.**
14. Shall assure that a check is available at District Functions requiring payment be made at time of service. Treasurer should be encouraged to attend functions.

## Secretary

1. Must attend all District meetings of College of Governors, conference, PETS, ASSEMBLY and keeps accurate minutes of proceedings. This includes special sessions or seminars called at the discretion of the DG.
2. Mail agenda for meetings
3. Creates the District directory
4. Send out all meeting notices as required by DG
5. Work with Attendance Secretary to keep accurate records of the district's membership
6. Serves at the discretion of DG and is appointed by DG

## Attendance Secretary

1. Works with DG to establish procedure for reporting club attendance.
2. By the 3<sup>rd</sup> of each month notifies Ag's if club/region has not reported.
3. Meets with club secretaries at Assembly for orientation of needed statistics
4. Serves at the discretion of DG and is appointed by DG

**District Historian**- The Historian will be appointed by the District Governor, and will be charged with the responsibility of collecting and organizing in chronological order, a continuing history of the District. The history is to be updated as new information from the past is uncovered and as the current year unfolds, the records must be prepared to be archived at the end of each year. Clubs should be solicited for contributions and special milestones in a clubs history such as Chartering, sponsoring new clubs, special anniversaries and outstanding contributions to the community and to Rotary as a whole, must be included in the District History. The Historian should continually seek new information to fill in the gaps in the district history. Inclusion of photographs is a special thrust.

Items in the history should include a copy of: the monthly District Newsletters, the District Conference reports, the District Audit and other financial records including RYLA and Reserve Committee, the district directory for each year, the bylaws each time it is changed, the district Leadership plan each time it is changed, reports from the District Chairs of Club, Community, Vocational and International Service at the end of each year outlining all the subcommittee activities for the year, reports from the World Community Service Chair at the end of each year, reports from the Nominating Committee, the PETS agenda, the District Assembly Agenda, the Foundation contribution report for each year and a year-end report from the Governor.

## Budget

1. No line item for international conference will appear on the District budget. reserve committee will supervise the expenses associated with travel to International convention.
2. Each year, \$5000 from the District budget shall be put into the reserve committee and the DGE and DG appeals to the reserve committee for monies to go to the International conference)
3. Budget must be voted upon a major meeting (ASSEMBLY or PETS)
4. Budget should be made with treasurer and finance committee and when possible the sitting DG.
5. DGE should start process in July the year before becomes DG (a draft) Work with suggested resources (treasurer-finance and executive committee)
- 6 All training of AG is reimbursed by RI
7. DG jacket is personal expense.

## Finance

1. District dues should be evaluated each year by finance committee.
2. The auditor for the years' budget should be chosen a year ahead.
3. Meets at least four times annually
- 4 They interview all candidates for treasurer and recommends to the DG for appointment (a majority vote of committee rules). Candidates submit their resume to the nominating committee)
5. All expenditures must be accompanied by a reference line in the budget
6. Three people shall have the authority to sign checks: DG, Treasurer and Assistant Treasurer
7. When they meet they go over current income and expenditures to see whether they are still in line with budget
8. Decides whether monies can be moved from one item to another

## Reserve Committee

1. Assures the integrity of the Reserve fund, maintaining the best possible performance of fund.
- 2 Allocate and approve funds for attendance at the international conference (DG and DGE) Be guided by registration fees, prudent airlines and hotel costs.
3. Assure that surplus administrative dollars from the immediately concluded Rotary year are transferred to Reserve fund.
- 4. Process immediate PDG's request for "earmarked funds" up to 20% of unused funds for the year PDG has served.**
- 5. Follow guidelines set up in Reserve Committee attachment**

## Nominating Committee

The nominating committee is convened annually by the District Governor

### 1. Timing of the committee meeting

Committee should convene in December or January

### 2. A broad based committee from all regions of the District is important.

a. The governor appoints a past district governor to form a committee and convene nominations. Chair should be a PDG who has attended at least the last two of the last three PETS and/or Assembly and aware of the District bylaws/policies and procedures.

Request for nominees should be sent to club districts at least 2 months before the committee convenes. This is done by the Chair of the Committee. Appropriate documentation, signatures and letters must come with nomination.

b. Three more past governors are appointed, one of which is vice chairman to provide back up and the others members in order to insure experience goes into the nomination process

c. Rotarians, preferably past club presidents are appointed from the other regions to insure that each region is represented.

d. 2/3 of the committee is a quorum. . The chair person will vote only if there is a tie.

3. As RI has no policy to remove a district governor-nominee designate, the nominating committee must conduct a thorough background check of the candidate, verifying the appropriateness of the person for a future DG.

4. The committee has the option not to recommend any of the interviewees as DG.

## 3. Place of meeting

a. The location should be in a place central to the District

b. The place chosen should have a pleasant atmosphere that encourages friendly discussions and exchange of ideas on the part of the interviewees.

### 4. Notification

a. Each candidate should be advised as far ahead of the interview as possible. In no event should it be less than 14 days

b. A personal communication ie; telephone, fax, e-mail, letter from the chairperson is desirable and most appropriate

### 5. Elected positions to be nominated

A. District Governor, Bylaws, Budget & Finance as stipulated in the constitution

## By-laws and Resolutions-

This elected committee of Rotarians from District 7210 in good standing will advise and assist governors on nominations and elections and other matters involving RI's constitutional documents and District By laws. The committee shall consist of three members, each serving a staggered three-year term. Members should be knowledgeable about RI's constitutional documents and election and District By laws, policies, and procedures. This committee should meet as directed by the District Bylaws or at the request of the Governor or the executive committee. This committee will draft suggestions for By-law changes suggested by the Governor, executive committee or College of Governors. This committee will review and comment on proposals for By-law changes submitted by clubs within the District, but is not responsible for drafting such club sponsored changes. This committee will make its work product available to the District Legal Advisor for comment, but is not bound in any way to make suggested changes to that product.

Governors with questions concerning RI election policies and procedures that they cannot resolve within their districts with the assistance of their Bylaws committee should contact their Club and District Administration representative, Rotarians in neighboring districts familiar with RI election procedures and guidelines, or the RI director from their area for assistance

## Legal Advisor

The district will seek the advice of legal counsel and liability insurance counsel appointed by the District Governor with respect to the need for protection against liability resulting from district projects and activities. (Clubs must participate in the club and district general liability insurance program administered by RI.)

The advisor should be a Rotarian in good standing from District 7210

The district legal advisor will review all contracts entered into by the district and make recommendations for change.

These documents are listed, but not limited to: RYLA venue, District Conference, PETS venue, District Assembly venue, Foundation Dinner venue and any district sponsored function or endeavor which binds the district legally. The advisor will be a practicing attorney, and will also provide council to the district concerning club activities that could impact adversely on the District. The advisor will also assist the By laws committee and review all By Laws proposed changes and any interpretations and make comment on same. The advisor will aid the Strategic Planning Committee, the executive committee and the Finance Committee. The Advisor will merely act in an advisory role, the advisor will have no liability resulting from their opinions and their advice is not binding on the committees or persons that they are advising.

## **Protocol**

Be familiar with Rotary International by-laws, District 7210 by-laws, Robert's Rules of Order, Parliamentary procedure, rules of ceremony as indicated in the MOP

Serves at the discretion of the District Governor and is appointed by DG

## **District Trainer**

The RI Board has established the guidelines regarding the responsibilities of trainers. (see Rotary.org for details under download section and refer to training manual) The District trainer is responsible for supporting the governor and governor-elect in training club and district leaders. The sequence of training should be the following: Ag in December or January, PETS in March and Assembly in April or May. DGE is to notify Presidents elect of these times and the need for attendance at PETS and ASSEMBLY along with committee chair. There is a definite Rotary Leadership Training Cycle found at Rotary.org. An attachment of such cycle is found at end of DSOP

## **Committee Chairs**

1. To be responsible for and stay within the budget for their committee.
2. Take notes of meetings held
3. Hand over operating procedures to next committee chair
4. Should be encouraged to have District wide representation
5. Budget exceptions must be approved by the finance committee
6. BE aware of district bylaws and manual of procedures
7. Committee chairs cannot sign contract to bind district
8. Any special committee is appointed by the District governor and will have a written format, description of job and a time frame for execution

## **Avenues of Service Chairs**

1. Appointed by DG to serve one year
2. Assist clubs in goals by providing speakers, exchange of materials, resources
3. Present programs on a District level for Rotarians ( membership, public relations, fundraising, vocational awareness, vocation awards, Rotary Information, foundation, and world service projects)
4. International Chair is responsible for setting up with Foundation chair a foundation meeting

## **Rotary International Youth Exchange Program**

As this is a program of Rotary International all guidelines can be found at <http://www.Rotary.org>. A District inbound manual is attached to this document. District 7210 only participates in the long-term exchange of one year. Insurance is required for all incoming students. Insurance applications are sent with guarantee forms to chairman of sending country to give to the student to complete with applications. The exchange student is not allowed to travel outside immediate area of community without the consent of the exchange's parents or legal guardians. A set of rules has been set by District for inbound students must be signed by parents and students prior to students arrival. Participants must be between the ages of 15-18. Each club provides a modest stipend to the inbound student in the amount of \$75-90 for 10 months starting Sept. 1 and ending June 1.

## **RYLA**

District Governor Elect chooses his chair. Work begins as soon as one conference ends. A site must be chosen and agreed upon by DG. Contract signed by DG. Estimates of budget formed by committee with regard to income that is solely stemming from attendance admission charge. A manual of procedures has been established by District and should be referred to. Accurate accounting of expenditures must be done and submitted to the Treasurer. Format of program is established by committee. All Rotarians should be invited to attend RYLA to learn about program.

## **Public Relations Committee**

Refer to RI MOP page 17. The purpose is to foster understanding, appreciation and support for the mission and programs of Rotary among the general public and to enhance the image of Rotary worldwide. The committee can accomplish this by contacting AG's to encourage presidents to appoint club PR chairs, to provide access and assistance to clubs for successful club PR, to provide district training, and to encourage use of websites and RI suggestions.

## Conference

District time and place once chosen should always include conference chair.

DG responsible for gift to RI Rep

DG responsible for choosing RI Aides

Rotarians pay just room and board no registration or entertainment fee

## **Strategic Planning-**

This committee will develop and make changes when necessary to the District Strategic Plan. The committee will make a disciplined effort to produce fundamental decisions and actions that shape and guide what the district organization is, what it does, and why it does it, with a focus on the future. The committee will develop, adhere to and change as necessary a Mission statement, Annually review and perform a needs assessment, Develop, review and amend as necessary District Strategic goals, Annually review Strategies, Annually review Outcome measures, and Annually review Performance evaluation.

This committee will be comprised of the immediate past 3 Past District Governors of District 7210, The District Governor, and current elected and nominated District Governors. Any person may be added to the committee at the discretion of the District Governor to serve as long as that Governor is in office. The Committee members must all be living within the boundaries of District 7210 and in Good standing within the District as a member of a club in Good standing within District 7210. The work product of this committee will be made available to the District Governor, College of Governors, District Legal Advisor, Finance Committee, By-laws committee and District Treasurer and generally made available to all District Staff in a manner that the committee feels is appropriate. The Chair of the committee is to be the most senior PDG mandated to the committee, but can a PDG appointed by the Governor if the committee elects that person by a two-thirds vote of the mandated committee. This committees work product should be made available to the District legal advisor, Treasurer, College of Governors and executive committee for review and comment. This committee work is to take into account past experience and future expectations and measure District strengths and weaknesses, anticipate threats and formulate a working plan for the District Leadership to move forward with continuity and consistency.

## Property Management

An inventory is to be taken by the Finance Committee. Location of items should be centralized. A standard form be devised for usage be created by the property manager. All district materials should be given to the property manager or the District Trainer. Damaged property must be repaired and paid for by the user.

## World Community Service

Operates under the oversight of Rotary Foundation Chair person

Committee Structure: chair, co-chair or vice chair, at least 1 representative from each region. It is important the committee be educated continually on the grants

Meetings held at regular intervals. Monthly suggested with time suited to the majority and at a central place

Responsibilities: recommend expenditures of DDF to the DG and TRF chair

- Review and recommend simplified grants to DG

- Provide information to Rotary clubs regarding WCS projects that they can fund

- Provide training and assistance in processing matching grants

- Publicize WCS and the need to provide funding

- Provide speakers to Rotary clubs.

See Rotary.org for a list of projects for which matching grants can be used, along with applications and brochures.

Simplified grants can be used for allocation of funds in local communities (We can request 20% of the 50%we share with TRF three years after they are received.)

Same restrictions are similar to the MG program. Projects are submitted by

Individual clubs and then world community service committee chooses by majority vote the recipients)

## **Group Study Exchange**

Operates under the oversight of the Chair person who is appointed by the DG.

Corresponds with the Chair of the Group Study Exchange team in foreign country

Schedules the incoming team's agenda with the assistance of a committee

Is responsible for team while in District

Schedules for farewell dinner and supervises all transportation for team to and from airport

Promotes outgoing team. Chooses with the proscribed committee as set forth by RI the appropriate leader and team members. Assists in training.

**District Newsletter** -The governor will send to the president and secretary of each club in the district a monthly District Newsletter This letter should contain items of particular interest to clubs in the district such as items on organization of new clubs, the district assembly, the district conference, the convention, mention of unusual accomplishments of any of the clubs in the district, and matters requiring attention by the several clubs. Governors are strongly encouraged to promote RI district recognition programs in their monthly letters to Rotarians. Governors are also encouraged to send their monthly newsletters to Interact clubs. (*Nov. 1999 Mtg., Bd. Dec.172*). A copy should also be sent to each Assistant Governor, all Past District Governors of District 7210, our RI service supervisor, Zone Director, District Historian, and the president of all Rotaract Clubs

. The expense of the newsletters sent to the Presidents and Secretaries is borne by RI and paid to the Governor in the Governors reimbursement from RI. The cost of sending the newsletters to everyone else is at the expense of the District. A policy of proper communication as written by Rotary International shall be followed.

**District fund raising:**

Should only be conducted for special R.I. projects (such as Polio plus) or for special district wide projects which would benefit all the clubs participating. .All should have a definite time frame.

Special Projects and committees:

It is done as per R.I .directive or with the approval of district executive committee. The committee serves for a definite time frame. There should be a budget for that committee

**Council of Legislation**

1.Delegate to the Council of Legislation is a position elected by the members at large at the annual District Conference and does not process through the nominating committee

2. Elected 2 years prior to Council of Legislation

3. Representatives must be a PDG who resides in the District and be willing to serve. (See guidelines in RI MOP)

**Rotary Leadership Institute**

Calendar time of session provided by the Institute under the guidance of regional representative

Promotion of program by the District coordinator along with assistance by the DG and AGS

Purpose is for the upcoming leadership of the clubs.

**GUIDELINES**  
FOR THE USE OF  
**Electronic Communications**  
IN  
**ROTARY INTERNATIONAL**

[Adopted by the Board of Directors of Rotary International in Decision #166, in  
November 2000]

Electronic communication is fast becoming the preferred method of communication in our Rotary world. These **Guidelines** have been developed to promote the efficient and effective use of electronic communication.

**Use and Privacy of Email Addresses**

Rotary Leaders and Rotarians interested in future Leadership positions at any level of Rotary are strongly encouraged to both have Email addresses and use the Internet. (See RI Board recommendation November 1999) When a Rotarian submits their Email address to the club, district or Rotary International, the Rotarian thereby acknowledges and agrees that Rotary may use the Email address for purposes of Rotary communication at that level. Rotarians who accept leadership positions acknowledge and accept that their Email addresses will be used for Rotary communication as appropriate at all levels of Rotary International.

No one should freely distribute Email addresses without the owner's consent. Similarly, forwarding of Email should not be done without first obtaining permission of the initiating author.

**Group and Broadcast Email:**

No Rotarian should be added to an "e-groups" or other type of bulk mailing list without that person's permission; excepting mailing lists specifically established for RI Directors, Trustees, and Officers (including, but not limited to District Governors, District Governors Elect, District Governors Nominee), as well as RI Committee members, RI Task Force Chairmen and Coordinators, DICOs, CICOs, and Club President. By virtue of having accepted the duties and responsibilities of their positions, Rotarians included in the "exception" list shall be presumed to have given permission to receive Email pertaining to their positions.

Whenever possible, one to one Emails are encouraged. When essential for efficiency, Emailing to a select group of Rotarians directly involved in a particular task or interested in a particular subject is acceptable. Copying Rotarians who may not need to receive the Email is discouraged, to help minimize the quantity of Email received.

**RESERVED COMMITTEE  
RECOMMENDATIONS**

**Chair PDG Joe Salmonese, PDG Joe Seiler, and PDG Tam Mustapha  
Year 2001-2002**

**PURPOSE OF THE RESERVE COMMITTEE IS TO HAVE AVAILABLE FUNDS IN THE EVENT THAT THE DISTRICT CAN NOT MEET IT FINANCIAL OBLIGATIONS IN THE CURRENT YEAR BECAUSE OF MEMBERSHIP DUES DECLINING AND/OR AN ECONOMIC DISASTER OR RESPONDING TO A DISASTER APPEAL. (AS OF THIS MEETING IF PASSED BE THE COMMITTEE # 3 WILL BE INCLUDED IN THE PURPOSE.)**

- 1. Minutes of all meetings referencing finances for District 7210 MUST BE TAKEN. Those minutes must be distributed to Finance Committee Members, Reserve committee members, District 7210 Governors (current and Future, District 7210 Treasurer, and finally to the District 7210 Historian.**
- 2. Those minutes should be kept by the chairs of the finance and reserve committees and passed on to those future chairs so that there is some continuity with respect to when and why decisions were reached on various subjects.**
- 3. It is recommended that a \$5000. Advance from the reserve fund is given to the Governor starting July 1. With the understanding that those monies be replaced in the Reserve Funds by September 15 of the same year that it was given. This will simplify the process of closing the books as required by the current by-law procedures for the previous year by allowing the activity curtailed to that year alone. At the conclusion of the audit any excess funds will be forwarded to the reserve funds. This will also offer the convenience of opening a new checking account for the year starting July 1.**
- 4. It is also recommended that the reserve fund monies be kept in a separate account and invested into some type of CD or Bonds and/or mutual fund where the maxim interest can be obtained. It is also recommended that the total reserved amount be divided into equal amounts and invested at different time intervals, so that if funds were required during the year the total reserved fund would not be effected by the transaction.**
- 5. It is recommended that Two signatures be required for the signing of District 7210 reserved monies. Those 2 signatures should be the Chairperson of the Reserve Committee and the District Treasurer. As a back up the Vice-Chairperson of the Reserve Committee should be available, if one of the other two elected people are not able to sign. In any case there should be advance verbal/written authorization given to the District Governor Elect for the signing of any check that person is asked to sign.**
- 6. It is recommended that a detailed report on the activity, contents and investments of the Reserve Funds be given at the First College of Governors meeting following July 1 for the previous year.**

7. It is recommended that the only designated funds in the reserved funds be monies collected for a specific project during the year and was ear marked for that purpose only. These funds should be available for three years after initially set aside and if not used after that time it should be forwarded to the general reserved fund, and that designated category is deleted.
8. It is recommended that any monies not spent from the current year budget be forwarded to the general fund of the reserved committee. If the Governor for that year wishes to ear mark monies to a designated purpose it should be limited to 20% of the unused portion of the excess budget funds left. These funds should be available for three years after initially set aside if not spent after that time period it should be forwarded to the general reserved fund, and that designated category is deleted.
9. It is recommended that the Reserve Committee meet at least two times a year to insure that the investments are secure and evaluate any requests or concerns at hand. This will insure an accurate report will be given to the College of Governors. These 2 meetings should be conducted with the Reserve committee members present only.
10. As for any requests from a sitting Governor for reserve monies sufficient documentation should be provided to the reserve committee, along with recommendation and supporting data from the finance committee for the request.
11. It is recommended that (when a treasurer term is up) the current treasurer be responsible to provide the necessary forms needed for authorizing signatures at the last official finance meeting for that term. Those new cards will be submitted on the first banking day either on July 1 or any time after that, but not more than 5 days after the new Rotary year starts. The same authorization forms for the reserve funds should be made available at this time also. The only difference is that the Chair for the Reserve changes every year, not like the Treasurer which can continue on. This will speed up and eliminate any confusion as to who has the authority for all District 7210 monies.
12. It is recommended that these procedures be put in place immediately as a policy change and enforced until the by-law changes can be done at the next District 7210 conference during the first week in October 2002.
13. The unrestricted Reserve Fund should have a maximum of \$100,000. This sentence should be added into the by-laws in the section marked A # 2.