

## District 7910 Resolutions; version dated September 19<sup>th</sup> 2008

(This version of the Resolutions includes changes adopted at the District Business Meetings of May 5<sup>th</sup> 2005 and May 19<sup>th</sup> 2007)

WHEREAS, in conducting business affairs of District 7910, continuity from one Rotary year to the next is essential; and WHEREAS, District 7910, in providing for an orderly transfer of administration from one Rotary year to the next, will record in one procedural handbook the various resolutions adopted at previously convened District Conferences.

BE IT THEREFORE RESOLVED that the following resolutions having been duly affirmed and ratified by the voting delegates at the annual District Conference are, in effect and service, direction for the governance of District 7910.

### **Definitions:**

*Assembly* Except when referring to the International Assembly, the term "Assembly" will be understood to mean "The District Assembly of Rotary District 7910." *Clubs* The word "Clubs" when used in these resolutions shall be understood to mean "The Rotary Clubs of Rotary District 7910." *District* The word "District" when used in these resolutions shall be understood to mean "Rotary District 7910."

*District Conference* The term "District Conference" when used in these resolutions shall be understood to mean "The Annual District Conference of Rotary District 7910."

*District Finance Committee* This term shall include and incorporate the Trustees of the District Funds.

*Trustees of the District Funds* Wherever used within the District Resolutions, shall be deemed to mean, in addition, the District Finance Committee.

*District Funds* duly established and operating in Rotary District 7910 with the exception of those District funds as provided for under Article XI.

*Officers* When using the terms "District Governor," "District Governor-elect", "District Governor Nominee," "District Governor Designate," "District Treasurer," "District Archivist," and "Trustees of the District Funds," in these resolutions, it shall be understood to be referring to officers of "Rotary District 7910."

*RI* For purposes of this document, the initials "RI" shall mean Rotary International. *PETS* For purposes of this document, the initials "PETS" shall mean the Presidents-elect Training Seminar.

### **Article I (District Governor)**

1.01 A District Governor shall administer the District in accordance with section 15.090 of the Rotary International By Laws. This By Law is as follows: "The governor is the officer of RI in the District, functioning under the general control and supervision of the board. The governor is charged with the duty of furthering the object of RI in exercising direct supervision of the clubs in the District."

1.02 The governor shall be responsible for the following activities in the district:

- (a) Organizing new clubs;
- (b) Strengthening existing clubs;
- (c) Promoting cordial relations between the clubs and between the clubs and RI;
- (d) Planning for and presiding at the District Conference and assisting the Governor-elect in the planning and preparation for PETS and the District Assembly;
- (e) Personally visiting every club as early in the year as possible, but preferably during the first six months;
- (f) Issuing a monthly letter to each club president and secretary in the district;
- (g) Reporting promptly to RI as may be required by the RI president or the RI Board;
- (h) Supplying the Governor-elect, prior to the International Assembly, full information as to the condition of clubs with recommended action for strengthening clubs;
- (i) Approve budgets for all planned district level events;

(j) Transferring continuing district files to the governor-elect;

(k) And performing such other duties as are inherent as the officer of RI.

## **Article II (Nominating Committee)**

2.01 There shall be a District Nominating Committee, which shall consist of the six most recent Past District Governors, the District Governor, the District Governor Elect, the District Governor Nominee and the District Governor Designate, if selected. The most senior of these shall be the Chairperson.

2.02 The Nominating Committee shall seek nominations from the member clubs of the district for the positions of District Governor Nominee, Trustees of the District Funds, District Treasurer, District Sergeant-at-Arms and District Archivist.

2.03 The qualifications and duties of the District Governor Nominee will be in accordance with Rotary International Bylaw Article XIII -Nomination and Elections for Governor. All other nominees for District Office must be Past Presidents of a Rotary Club.

2.04 By August 15 of each year, the District Governor shall issue, or cause to be issued, in the name of the Nominating Committee, an invitation to all clubs in the district to propose qualified candidates for District Governor Nominee and all other district officers to be nominated by the Nominating Committee. The invitation will outline the procedures to follow, the qualifications required for each position and the necessary nomination forms. The Nominating Committee must receive the club proposal forms, not later than October 15 of the same year. The nominating Committee, by majority vote prior to October 15 may extend to a future specified date, the date by which the club proposal forms must be received.

2.05 The Nominating Committee shall schedule and conduct interviews of the candidates proposed by the various clubs. The Nominating Committee shall not be limited in its selection to the candidates proposed by the clubs, but shall nominate the best qualified Rotarian available to fulfill the requirements of the position.

2.06 The Nominating Committee shall submit its selections to the District Governor no later than December 1st of each year. Prior to January 1st of each year the District Governor shall publish, in the District Governor's Newsletter, the names and clubs of those selected by the Nominating Committee. It shall be the responsibility of the Nominating Committee to promptly send appropriate notice of the Committee actions to all candidates.

2.07 If any club in the District disagrees with the selection of the Nominating Committee, it may propose a challenging candidate(s) whose name had been previously suggested to and interviewed by the Nominating Committee. This challenge must be filed with the District Governor within thirty days after the publication of the Nominating Committee's action and after the club adopted, at a regular meeting of the club, a resolution naming the challenging candidate.

2.08 a. In the event of a challenge, the District Governor shall inform all challenged candidates and all clubs of the name(s) of any challenging candidates and inquire whether any club wishes to second the challenge. To do so a club must, within two weeks, file with the District Governor a resolution of the club, adopted at a regular meeting, concurring with the challenge. To be considered valid, at least five other clubs in the District must second the resolution.

If there is a valid challenge for District Governor Designate, there shall be an election at the District Conference conducted in accordance with procedures described in the Rotary International Bylaws, Article XIII.

If there is a valid challenge for other District Officers, there shall be an election at the District Conference, conducted by acceptable parliamentary procedure with votes being limited to voting delegates to the Conference.

2.09 If there are no challenges, the District Governor will, no later than February 1st, declare the Nominating Committee selections duly elected, and will so notify all candidates.

In the event of a conflict between these nominating procedures and those outlined in Article XIII Section 13.020 of the Rotary International By-Laws, those listed in the Rotary International by-laws shall prevail.

## **Article III (District Secretary)**

3.01 There shall be a District Secretary who is appointed by the District Governor and who shall serve through June 30th and thereafter until a successor has been appointed. The District Secretary shall serve without personal remuneration or travel expenses but actual out of pocket expenses may be reimbursed upon approval of the District Governor.

3.02 The District Secretary shall maintain records of all business matters concerning the District including but not limited to business transacted at the District Conference, meetings of the District Trustees and other occasions as directed by the District Governor.

3.03 The District Secretary shall submit minutes of business transacted at the District Conference to the District Governor for review and approval, minutes of the Trustees meetings to the Trustees for review and approval, and all other minutes to the District Governor for review and approval.

3.04 The District Secretary shall receive and summarize the District Attendance Reports for the various clubs and provide monthly summaries for the District Governor in accordance with Rotary International policies and procedures.

3.05 The District Secretary shall forward notices of respective scheduled meetings to members of the District Council and District Trustees taking their reservations therefore and making appropriate arrangements with the meeting location personnel.

3.06 The District Secretary shall submit copies of all approved minutes to the District Archivist.

3.07 The District Secretary shall submit, in a timely fashion, all proposed changes to the District Resolutions to the member clubs.

#### **Article IV (District Treasurer)**

4.01 There shall be a District Treasurer, who, in accordance with the procedures outlined in Article II of these resolutions, shall be elected for a term of three years. The Treasurer shall not serve consecutive terms and will not be paid wages nor given a travel allowance.

4.02 When authorized by the District Governor, the Treasurer shall have the authority to open savings or checking accounts, make deposits, draw on or close such accounts that stand in the name of the Operating Account of such District Governor.

4.03 When authorized by a majority vote of all the Trustees of the District Funds, the Treasurer shall have the authority to open savings or checking accounts, make deposits, draw on or close such account that stands in the name of the District Funds of Rotary District 7910. The Treasurer shall invest the funds of the district as directed by the Trustees of the District Funds from time to time.

4.04 The Treasurer shall maintain detailed accounting records of all funds collected pursuant to Article XI, the Permanent Fund of the District and all other District Funds. The periodic financial reporting by the Treasurer of such individual accounts must show the beginning balance, additions and deletions to the account and the account balance at the end of the period being reported. The periodic financial reporting by the Treasurer of such individual funds must disclose the bank balances, value of investments at both the beginning and end of the period being reported. The financial report of each individual fund should include footnotes that disclose unrealized income and unpaid expenses. The Treasurer shall assign to each respective Fund within his/her control the respective interest and dividends earned by such fund.

4.05 Subject to the satisfaction of the requirement to fund the Special Purpose Fund in Article XV, at the start of such provision the Treasurer shall transfer as soon as may be practicable after the close of the Rotary year, but not later than October 1st of that year, any surplus funds standing in the Operating Fund of the immediate past District Governor into the Permanent Fund. However, the prior sentence notwithstanding, any funds in the operating fund that had been allocated for attendance at the International Convention and have remained unspent for such purpose, shall be retained in such category and added to the funding for such purpose in the operating fund for the successor District Governor.

4.06 The Treasurer shall advance, when authorized by a majority vote of the entire board of Trustees of the District Funds, sums from the Permanent Fund not to exceed Ten Thousand Dollars to the District Governor Nominee and an additional Twenty Thousand Dollars to the District Governor Elect, each to be used for the expenses incurred in getting his/her Rotary Year successfully underway. Upon this advancement of such funds, a separate accounting for the respective District Governor Elect or District Governor Nominee during his/her year as District Governor. Such funds as are advanced from the Permanent Fund shall be repaid to the Permanent Fund by the respective District Governor Elect or District Governor Nominee from his/her operating fund.

4.07 The Treasurer shall provide, at District Expense, a surety bond in the amount of One Hundred Thousand Dollars (\$100,000.00) to insure the faithful performance of official duties. Said bond to be in place prior to the Treasurer assuming office.

4.08 The Treasurer shall keep accounts of all District Funds and Operating Accounts and shall present reports pursuant to section 4.10.

4.09 The Treasurer shall receive an approved budget prior to an event and an income and expense statement from every chairperson responsible for a District 7910 event within sixty days from the termination of that event, and shall include such reports in his/her annual report. The income and expense statement shall be submitted on a form provided by the Treasurer.

4.10 The Treasurer shall provide financial information to the District Governor and the Trustees of the District Fund when reasonable requests are made for such information, but interim information must be available for Trustee and Council meetings. The Treasurer must submit a formal interim financial report, which will include detailed analysis of the operating funds and each restricted fund, to the business session

of the annual District Conference. The Treasurer must provide a final financial report to the immediate Past District Governor within four months of the completion of such District Governor's term. This report shall be presented, discussed if need be, and formally adopted by the following District Conference.

#### **Article V (District Archivist)**

5.01 There shall be a District Archivist who is elected for a term of three years in accordance with these Resolutions outlined in Article II. The number of consecutive terms to which the Archivist may be elected to serve shall not be restricted.

5.02 The District Archivist shall collect and maintain records of District activities, events, minutes of meetings, regulations, and resolutions, and shall catalogue and file them in such fashion that they may be readily and immediately available for reference.

5.03 The District Archivist shall be the custodian of District records and shall maintain a running inventory of them. The District Archivist shall secure receipts for all District records that are loaned. The District Archivist shall report the condition and the extent of the District records and properties each year at the District Conference Business Meeting.

#### **Article VI (District Council)**

6.01 There shall be a District Council which shall consist of the District Governor as Chairperson, the District Governor-elect, the District Governor Nominee, the District Governor Designate, and all Past District Governors of Rotary District 7910 who are still members in good standing of Rotary International, the District Treasurer, and the District Secretary.

6.02 Meetings of the District Council will be called by the District Governor whenever necessary, but no fewer than four times a year. No payment shall be made to members of the Council for travel or meal expenses.

6.03 Members of the District Council shall advise the District Governor, when asked, on matters of District interest, but any action taken by them shall in no way abridge the authority of the District Governor.

#### **Article VII (Board of Trustees of the District Funds)**

7.01 There shall be a Board of Trustees of the District Funds. This Board shall consist of the most recent Past District Governor as Chairperson, the current District Governor, the District Governor Elect, the District Governor Nominee, the District Governor Designate, if selected, the District Treasurer and six Trustees of the District Funds. The District Secretary shall keep a record of all meetings, but shall not have a vote.

7.02 The elected Trustees of the District Funds must be Past Presidents of a club and shall serve a term of three years. Two new Trustees shall be nominated and elected each year.

7.03 Upon completion of his/her three-year term, the Trustee shall not be eligible for reelection to the office of Trustee. A Trustee who has been appointed to fill a vacancy on the Board of Trustees shall not be precluded from election to the Board.

7.04 The Board of Trustees shall have full authority to manage the affairs of the District Funds. The responsibility of managing District Funds includes the supervision of the investments of District Funds.

7.05 The Board of Trustees shall receive and review all requests for disbursements from the various funds. Their review shall include a determination of the propriety of such a request and to ascertain that the request satisfies the purpose of the fund being addressed. All disbursements require a majority vote of those attending a duly scheduled meeting of the Board of Trustees at which a quorum is present.

7.06 Meetings of the Board of Trustees of the District funds shall be called by the Chairman as required, but no fewer than four times per year. No payment shall be made to members of the Board of Trustees for meals or travel expenses.

#### **Article VIII (International Convention and Zone Institute Expenses)**

8.01 The District Governor-elect and District Governor Nominee shall attend both the Leadership Forum and the Zone Institute held during the year they serve as District Governor-elect and District Governor Nominee respectively.

8.02 The District Governor Elect shall attend the International Convention held immediately prior to assuming office as District Governor.

8.03 For each of the above obligations, such individual shall be reimbursed for his/her own expenses and those of his/her partner for transportation (based on economy class fare if flying; if traveling by car, at the mileage rate established by the current Internal Revenue Service for travel allowance), registration fees, hotel accommodations and cost of meals.

8.04 The statement of charges shall be given to the Trustees of the District Funds for audit and for approval. Payment by the Treasurer shall be made out of the operating budget of the respective individual.

8.05 The District Governor may use his/her discretion as to whether the attendance of the District Governor at either the Zone Institute or the Leadership Forum is appropriate or necessary. In such event, his/her reasonable expenses are a proper charge against the operating fund of the District.

### **Article IX (Council on Legislation – Delegate and Expenses)**

9.01 District 7910 shall elect a Representative of the Clubs and an Alternate Representative of the Clubs to the Council on Legislation at the annual District Conference Business Meeting held two years preceding that year during which the Council on Legislation is to meet. Such election will be conducted in accordance with the most recent procedures provided under Section 8.050, 8.060 and 8.070 of Article VIII of the by-laws of Rotary International as shown in the Manual of Procedures.

9.02 In the event there is more than one candidate for Representative, the Representative and Alternate shall be the two candidates receiving the highest and the next highest number of votes cast by the electors present and voting at the District Conference Business Meeting or as provided in Rotary International By Laws. Their election will be by the accredited voting delegates at the District Conference Business Meeting. It is expected that Rotary International shall pay for basic expenses of the representative.

### **Article X (Filling Un-expired Terms)**

10.01 In the event of the death, disqualification, disability, and/or prolonged absence of certain District officers (Treasurer, Archivist, Sergeant at Arms or Trustees of the District Funds), the District Governor will declare a vacancy and appoint a qualified Rotarian to complete the unfilled term until the end of the Rotary year, the next June 30th.

10.02 If the unfilled term is for a period beyond the Rotary year that will end on the next June 30th, the Governor will request the Nominating Committee to seek a qualified Rotarian to fill the unexpired term, commencing on the next July 1st.

10.03 In the event that subsequent to the District Conference which he/she was elected Governor Nominee, a Governor Nominee is disqualified from Rotary membership, or is unable or unwilling to assume the office of District Governor, it shall be the duty of District Nominating Committee to select a suitable replacement forthwith for presentation to the clubs, which will either approve or reject such nomination. If rejected by one third of the clubs in the District within thirty days of issuance of notice, the sitting District Governor shall convene a meeting of a committee consisting of all active past district governors which committee shall fill the vacancy in accordance with the applicable provisions of the *RI Manual of Procedure*.

10.04 In the event that subsequent to the International Convention at which he/she was elected District Governor-elect, and prior to such individual's attendance at the International Assembly, such individual is disqualified from Rotary membership, or is unable or unwilling to assume the office of District Governor, it shall be the duty of the District Nominating Committee to select a suitable nominee forthwith for presentation to the clubs, which will either approve or reject such nomination. If rejected by one third of the clubs in the District within thirty days of issuance of notice, the District Governor shall convene a meeting of all past district governors as indicated herein and act in accordance with the provisions hereof. In the event that a replacement for the District Governor-elect is required after he/she has attended the International Assembly, the sitting District Governor shall convene a meeting of a committee consisting of all active past district governors which committee shall fill the vacancy in accordance with the applicable provisions of the *RI Manual of Procedure*.

### **Article XI (District Cash Flow)**

11.01 There shall be a fund to be known as the Operating Fund of Rotary District 7910. The purpose of this fund is for the financing of District sponsored projects and the administration and development of Rotary in the District.

11.02 The financing for the Operating Fund shall be provided by all clubs in the District by way of a per capita levy on the members of those clubs. This levy will be a semiannual contribution, based on the club membership figures sent to Rotary International on July 1st of each year.

11.03 The amount of the levy shall be decided at the District Assembly by a vote of approval of three fourths of the incoming club Presidents present. If a three fourths vote is not attained, the existing annual levy will be retained.

11.04 The payment of the levy is mandatory on all clubs in the District. A club which has failed to pay the levy for more than six months will have the services of Rotary International suspended until the assessment is paid.

11.05 Deleted by vote of the District Conference 2002

11.06 To assure that adequate money is available to meet the cost of attendance of presidents-elect at PETS, there shall be an annual contribution from each club specified in the proposed budget of the

incoming District Governor, such amount is subject to approval by the presidents-elect at the District Assembly preceding the year in which the respective PETS will be held.

11.07 To assure that adequate money is available for the District Conference, there shall be an annual contribution from each club in the amount of Five Dollars (\$5.00) per member, based on each club's membership figures sent to RI on July 1st of each year. The purpose of the Fund is to more adequately provide for the annual Conference of District 7910, and to eliminate the necessity of charging registration fees for attendance by any Rotarian and his/her partner at this Rotary function.

11.08 The budget for any District event must be approved by the District Governor prior to the commitment to any item of expense. Such approved budget is to be submitted by the event chair to the District Treasurer.

#### **Article XII (Permanent Fund)**

12.01 There shall be a fund known as the "Permanent Fund of Rotary District 7910" which is intended as auxiliary financial support of Rotary within the District, particularly in times of stress, when the Operating Fund, through some emergency, may become depleted. Disbursements from the Permanent Fund shall be authorized by a majority vote of the entire Board of Trustees of the District Fund. This vote must be taken at a duly called meeting of the Trustees of the District Funds and the item being voted on must appear on an agenda which has been published and distributed to the Trustees of the District Funds prior to the meeting.

12.02 The Permanent Fund may also be used for beneficial purposes to further the goals of Rotary within District 7910. Expenditures of this type must be recommended by the District Governor and be approved by a two-thirds vote of the entire Board of Trustees of the District Funds.

12.03 In no case, other than an emergency situation, may the Trustees of the District Funds approve any expenditure which would allow the balance of the Permanent Fund to fall below the current operating budget as defined in Article XI, sections 11.01 and 11.02.

#### **Article XIII (Audit Committee)**

13.01 The District Governor shall appoint an Audit Committee whose function shall be to review the operating account balance sheet for the next prior year: such account having been closed as of October 1st of the current year pursuant to Article 4.05 of these By-laws.

13.02 The Audit Committee will issue a report to be presented to the Annual Business Meeting of the District in a form appropriate to satisfy the requirements of Rotary International. Such report to be forwarded to Rotary International within twenty-one days of the end of the Annual Business meeting by the current Governor.

13.03 The Audit Committee shall consist of three members, at least one of which, to serve as Chairman, shall be a past District Governor other than the one whose operating fund is being audited.

#### **Article XIV (Budget Committee)**

14.01 The District shall be operated on a Budget to be arrived at by a Budget Committee of six members. The Committee shall include the District Governor as Chairperson, the District Governor-elect, the District Governor Nominee, the District Governor Designate, if selected, the Chairperson of the District Funds, and the Treasurer. The balance of the Trustees of the District Funds should be available to aid the Budget Committee in preparing budget and long range financial plans for the District. The Budget Committee shall meet within sixty days immediately preceding the International Assembly.

14.02 The detailed items of the budget should be flexible to allow for unexpected expenses. This Committee will be concerned with the Operating Account moneys only, and should submit a report of its recommendations and findings at the next District Council meeting.

14.03 Each District Governor Elect shall apportion a minimum of Five Thousand Dollars (\$5,000.00) for attendance at the RI International Convention from his/her operating account.

#### **Article XV Special Purpose Fund**

15.01 The District Treasurer shall maintain a separate account to be known as the Special Purpose Fund. The initial funding for this Fund shall be the balances remaining in the District Education Fund and the Governors Rinehart's Scholarship, which are hereby merged.

15.02 The Trustees of the District Funds shall administer this Fund.

15.03 It shall be the purpose of this Fund to support those special projects and needs not normally anticipated and not normally provided for in the Operating Budget of the District. Such needs might include but not be limited to additional support for outgoing and incoming Group Study Exchanges, Ambassadorial

Scholars, special purpose scholarships, or disaster relief. This fund shall not be used to cover any shortfall in the Operating Fund.

15.04 Requests for disbursement of funds hereunder may be made to the Trustees by the District Governor, the District Governor Elect, any Trustee of the District Funds or any Past District Governor.

15.05 Single purpose disbursements shall be limited to the greater of Three Thousand Dollars (\$3,000.00) or 10% of the principal balance of the fund.

15.06 Disbursements must be voted by a majority of the Trustees in attendance at any duly called meeting of the Trustees at which a quorum is present and for which advance notice of the request has been provided.

15.07 Disbursements, when appropriate, may be in the form of a loan rather than a grant. Loan disbursements shall not be subject to the limitation of Section 5 of this article.

15.08 Upon the closing of the Operating Fund as provided in Article IV, the District Treasurer shall transfer to this Special Purpose Fund, an amount equal to one-third of the remaining funds, if any, in the Operating Fund. This calculation shall ignore funds remaining in the Operating Fund for attendance at International Conventions.

#### **Article XVI (Proxy Voting):**

16.01 It shall be the policy of this District that no votes may be counted at any meeting unless the individual voting member of such Committee is present.

16.02 The sole exception to this may occur at the Annual Business Meeting of the District providing that the item to be voted upon was previously announced to the clubs.

#### **Article XVII (Future Bandey-Hefler Friendship Exchange):**

17.01 There shall be a committee known as the "Bandey Hefler Committee" which shall consist of no fewer than five members plus a chairperson. It shall be the Committee's responsibility to promote, organize and implement regular social exchanges with Rotarians in Great Britain or any other suitable country deemed appropriate by the Committee.

17.02 A committee chair, with prior experience with the Bandey Hefler Program as a host, shall be appointed by the District Governor sitting in the Rotary year 2002 2003, for a term of three years. Successor chairs shall be appointed by the sitting District Governor every third year following 2002 - 2003. There shall be no limit on the number of three year terms an individual can serve as chair of the Committee.

17.03 The appointed chair of the Committee shall in turn annually appoint a committee of no less than five members, each of whom shall be a member in good standing of a Rotary Club in District 7910 and who shall have had prior experience with a friendship exchange program. This provision shall not prohibit appointment of committee members without prior friendship experience providing the first requirement of this section is met.

17.04 There shall be an assessment of each Rotarian (if a couple are both Rotarians, they shall be considered as one) traveling from District 7910 on the exchange. This assessment shall be \$200. This replacement shall take effect July 1, 2005 so that the per capita assessment currently in place will remain in effect through June, 2004.

17.05 There shall be a fund maintained by the District Treasurer known as the "Bandey Hefler Account". Disbursement of funds from this account shall be restricted for the exclusive use of the Bandey Hefler Committee in carrying out its mission and shall be made only at the discretion of the Bandey Hefler Committee.

#### **Article XVIII (Former Governor Rinehart Scholarship Deleted Apr 2002)**

18.01

#### **Article XIX (Resolutions Committee)**

19.01 There shall be a "District Resolutions Committee" composed of the three most recent immediate Past District Governors, the District Governor, District Governor Elect, District Governor Nominee and District Governor Designate, if selected. The Chair of this Committee shall be the most senior member of the Past District Governors on the Committee.

19.02 The Resolutions Committee shall review the Resolutions each year and make recommendations for changes. In addition, they shall review and make recommendations as to changes submitted by others in time to be acted upon at that year's District Conference Business Meeting.

#### **Article XX (Charitable Fund) – Deleted May, 1999 Article XXI (Public Relations Committee)**

21.01 There shall be a Public Relations Committee appointed by the District Governor.

21.02 The purpose of the Committee shall be to publicize the activities of Rotary International, District 7910 and the clubs of the District as well as all such other Rotary communications and information as the Committee and the District Governor may deem in the best interest of Rotary.

## **Article XXII (District Leadership Plan)**

### **OBJECTIVE**

The objectives of the District Leadership are:

- To ensure faster and more efficient responsive support to the clubs
- To create a larger number of qualified leaders within the District
- To improve member participation in Rotary activities
- To improve communications between the District and the clubs
- To demonstrate a District interest and presence to the clubs and their members

### **ASSISTANT GOVERNORS AND COMMITTEE CHAIRS:**

The incoming District Governor shall divide the district into convenient groupings of clubs. He/she may but need not utilize the groupings of the prior District Governor. Each group should contain no less than four no more than eight clubs. The District Governor shall appoint as Assistant Governor for each group to coordinate the district leadership of his/her clubs as outlined below.

The incoming District Governor shall appoint such Committee Chairs as are required by Rotary International and the By-taws of the District. Additional committees may be formed at the discretion of the incoming Governor. The Governor shall work with the Committee Chairs to appoint members to the committees as necessary. All committee chairs must be Rotarians in good standing in a club in the District. Appointed District Committee Chairs shall attend the District Assembly and scheduled training sessions as appropriate.

The Assistant Governors and Committee Chairs serve a one-year term at the pleasure of the District Governor but should be aware that several years of service in such position may be expected.

It would be appropriate for the budget of the District to include provisions for training of Assistant Governors and potential expenses (such as travel, postage and stationery) of the Assistant Governors. It would be appropriate for the clubs to absorb the costs of meals for the Assistant Governors when the Assistant Governor visits such club.

The qualifications for being an Assistant Governor are:

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

**RESPONSIBILITIES:** In addition to the responsibilities inherent in each committee chairmanship, those Committee Chairs whose committees have any function concerning youth shall be aware of the District Sexual Abuse and Harassment Policy. Further, those Committee Chairs shall ensure that all adults functioning under such Committee sign an acknowledgment of having received a copy of such policy.

The Assistant Governor shall (reference to clubs shall mean only the clubs assigned to the respective Assistant Governor):

1. Attend scheduled Training Sessions for Assistant Governors prior to taking office. Such sessions may be at the multidistrict level, the district level or both, at the discretion of the District Governor for the respective year.
2. Meet with the president (and other officers) of each club during the period of 15 June prior to the start of the Rotary year to 15 July of the Rotary year to assist the club in the proper completion of

- the Plans and Objectives form and preparation for the Governor's official visit; ensure that the form is submitted to the District Governor\* prior to the Plans and Objectives meeting.
3. Communicate with the District Governor in advance of the Plans and Objectives meeting relative to any unique needs or problems with the respective club.
  4. Attend the Plans and Objectives meeting and introduce the District Governor to club officers and members.
  5. Contact each club president on a monthly basis and communicate to the District Governor the status of the clubs; such reporting to the District Governor shall be on the form attached hereto for such purpose.
  6. Attend at least one meeting of each club every three months (including both the Plans and Objectives meeting and the Official Governor's meeting, if different). Such meetings, to the extent possible, should coincide with special meetings/events for the club.
  7. Continuously monitor the clubs relative to reporting requirements to both Rotary International and the District.
  8. Encourage and assist the clubs to fulfill the requirements for the Presidential Citation.
  9. Actively encourage participation of the clubs in all District functions including but not limited to Assembly, Conference, Pre-PETS and PETS.
  10. Personally attend the Assembly and District Conference; greet and welcome members from his/her constituent clubs.
  11. Facilitate and promote joint activities and competition between and among clubs (fund-raising, social events, etc.).
  12. Attend the social events of the clubs as representative of the Governor.
  13. Advise the District Governor as to the availability of persons within the clubs for District positions.
  14. Take the incoming president of each club with him/her on at least one visit to another club prior to such incoming president taking office as club president. Such visits may be combined with the Assistant Governor's scheduled quarterly visits to the clubs.
  15. Meet with the District Governor-elect to assist in setting the goals for the district.
  16. Attend the installation of each club president.
  17. Conduct new member installations and officer installations if requested to do so by the club.
  18. Attend quarterly meetings with the District Governor.

\* Subject to the procedure adopted by the District Governor, the Plans and Objectives meeting may be conducted by the District Governor-elect or the District Governor Nominee as provided for below.

The District Governor cannot delegate those responsibilities imposed on each office by Rotary International such as, but not limited to: conducting PETS, District Assembly, official visits, and periodic newsletter and District appointments.

**TERM:** An appointed Assistant Governor shall commit to a potential term of three years.

**TRAINING:** It shall be the responsibility of the District Governor-elect to ensure the proper training of the incoming Assistant Governors. It shall be the decision of the District Governor-elect as to whether the Assistant Governors for his/her year as governor receives their training as a part of a multidistrict PET agenda or as a district activity or both. The District Trainer shall work with the District Governor to ensure that all Assistant Governors are properly trained prior to the start of the Rotary year.

The training for the Assistant Governors shall include, as a minimum:

1. A full review of all responsibilities as outlined above.
2. Good communications techniques.
3. Development of District Goals.
4. Working effectively with clubs.
5. Relationships with District Governors and with club officers.
6. Representing the District Governor.
7. The Rotary International Theme and the Presidential Citation Program.
8. District Finances.
9. Programs of Rotary International and The Rotary Foundation.
10. District Structure: Committees and their roles/responsibilities.

**GOVERNOR'S OFFICIAL VISIT:**

It shall be the obligation of the District Governor to meet with each club in the District. The District Governor shall attempt to complete these visits prior to 30 November of his/her years as Governor. The purpose of such a meeting is to address the club, provide personal contact with the officers and members, focus attention on important Rotary matters, motivate participation of members in Rotary activities and recognize the contributions of Rotarians within the club.

**PLANS AND OBJECTIVES MEETINGS:**

In addition to the official visit by the District Governor, there shall be a Plans and Objectives meeting with each club. This shall be in conjunction with a regular meeting of the club and shall take place immediately prior to or immediately after such regular meeting as is arranged. The Plans and Objectives meetings shall take place with all clubs during the period 15 July through 31 August and shall be conducted one-third of the clubs each by the District Governor, the District Governor-elect and the District Governor nominee. The objectives of such meetings shall be to review with the clubs their plans and objectives as provided by the clubs on the form specified, address any concerns which the club or any of its officers/members might have, offer suggestions to the club for improvement, ensure that the clubs are aware of the various reporting obligations to Rotary International and the District, discuss the various events on the calendar for the District and present such other matters as the District Governor may direct. The division and assignment of groups of clubs for such visits shall be such that, in a three year period, a given club has such visit conducted by three different individuals and by each of the three individuals (District Governor, District Governor-elect and District Governor Nominee. Such sequence should be as follows:

Club Group:	A	B	C
Year #1	DG	DGN	DGE
Year #2	DGE	DG	DGN
Year #3	DGN	DGE	DG

**STEERING COMMITTEE**

A Steering Committee consisting of the sitting District Governor, District Governor-elect, District Governor Nominee, and District Governor Designate (when selected) shall meet monthly in an executive session.

The purpose of this committee shall be to coordinate and carry out plans for the current year and set into place plans extended into future years. The sitting Governor shall have complete responsibility implementing plans and programs during his/her year in office. The Governors-elect, Nominee and Designate shall: (a) fulfill the prescribed duties as outlined in the district by-laws; (b) serve the Governor as an advisory group; (c) constitute a forum for the Governor to discuss district problems and issues; (d) formulate with the Governor a multi-year vision for the district; (e) provide leadership continuity. Each member of the Steering Committee, at the discretion of the sitting District Governor, working with the Assistant Governors, shall conduct one third of the official goals and objectives meetings (as outlined and provided for above), participate in special club events, and serve at the installation of club officers and new members when invited by the Club.

**DISTRICT TRAINER**

The District Trainer is appointed by the District Governor and serves at the pleasure of the District Governor. His/her role is to coordinate all efforts within the district for the proper training of Assistant Governors and incoming club presidents. The District Trainer will work closely with the Program Chair for the District Assembly to assure that the agenda for the Assembly adequately addresses the training needs of the incoming officers.

**PETS, DISTRICT ASSEMBLY AND DISTRICT CONFERENCE**

The District Governor shall be responsible for ensuring that the District participates in a multi-district PETS, holds an Assembly and holds a Conference. Dates, times, places and programs shall be at the discretion of the District Governor provided that there is compliance with the directives of Rotary International as presented in the RI Manual of Procedure.

**Article XXIII (Sergeant at Arms)**

23.01 There shall be a District Sergeant at Arms who, accordance with the procedures outlined in Article II of these Resolutions, shall be elected for a term of three years.

23.02 The Sergeant at Arms shall be responsible to maintain the District banner and other property of the District as directed by the District Governor, all of such items to be duly turned over to his or her successor upon appointment.

23.03 The Sergeant at Arms shall ensure that such items within his or her control are readily available for use throughout the District.

23.04 The Sergeant at Arms shall provide an annual report to the District Governor of all District property in his or her possession. Such report shall be provided within thirty days prior to the district Conference, with copy to the District Governor Elect.

23.05 The Sergeant at Arms shall be the custodian of District properties and shall maintain a running inventory of them. The District Sergeant at Arms shall secure receipts for all District properties that are loaned. "Properties" as used in this section shall exclude records maintained by the District Archivist.

#### **Article XXIV (World Community Service Fund)**

24.01 There shall be a fund known as the "World Community Service Fund of Rotary District 7910". Disbursement of funds from this account shall be restricted for the exclusive use of District World Community Service projects and at the discretion of the World Community Service committee.

#### **Article XXV (Youth Protection Policy)**

25.01 The District is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of, and to prevent the physical, sexual, or emotional abuse of, children and young people with whom they come into contact. Under U.S. law, ESSEX and RI guidelines, national criminal background checks and reference checks are required for every one 18 years of age and older who has direct one-on-one interaction with any participant in Rotary Programs for youth.

25.02 The District Governor shall appoint a Youth Programs Chair and alternate, who will obtain a Youth Volunteer Affidavit for each adult covered by the Youth Protection and Criminal Background Check policy and forward them with the appropriate fee to ESSEX (Eastern States Student Exchange) for processing, this person will also receive the results.

25.03 ESSEX will have a national criminal background and sex offender registry check performed with a Social Security number verification by one of several vendors.

25.04 Decision Process: Upon receipt of the background check information by ESSEX, notification of all individuals cleared by ESSEX will be forwarded to the district Youth Programs Chair. Based on the background check results, personal references, and other information available, the Youth Program Chair of the district is responsible for the decision as to who can serve as a volunteer or a host. Any disqualification should be discussed with the District Governor before the individual is notified. The individual must be notified before and after any potential adverse action is taken. The person will be provided with his/her rights under the Fair Credit Reporting Act and also a copy of the background check from the vendor.

25.05 The above policy shall be governed by the following documents. These documents and any modifications there to will be published on the District website and will be available upon request from the District Secretary.

- a) District Youth Programs Volunteer Affidavit
- b) ESSEX District Background Check Process
- c) ESSEX District Criminal Background Check Policy

#### **Article XXVI (Modifications and Additions to Resolutions)**

26.01 These resolutions and any proposed changes may be amended, altered, or repealed in whole or in part by a majority vote of the voting delegates at any annual District Conference.

26.02 Changes may be proposed by the District Governor, the District Council, Trustees of the District Funds, a Rotary Club in the District upon a vote of that club, or by the District Resolutions Committee. The District Governor shall notify all clubs of the procedure for amending the Resolutions of District 7910 at least five months prior to the District Conference. The changes must be submitted in writing to the District Secretary, with a copy to the Chair of the Resolutions Committee, postmarked no later than ninety days

prior to the date of the District Conference Business Meeting where the proposed changes are to be acted upon.

26.03 The District Resolutions Committee will send to the District Secretary its recommendations regarding any proposed changes at least forty five days before the District conference Business Meeting, and the District Secretary, will send to each Club President copies of all proposed changes together with the recommendations from the District Resolutions Committee at least thirty days prior to the date of the District Conference Business Meeting.

As originally adopted by the District Conference in May, 1982, and amended at the District Conferences in 1983, 1984, 1985, 1986, 1988, 1989, 1991, 1992, 1994, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007.