

MANUAL OF POLICIES, PROCEDURES AND
PRACTICES

Revised May 2024



District 7690
ROTARY INTERNATIONAL

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**ROTARY INTERNATIONAL DISTRICT 7690
MANUAL OF POLICIES, PROCEDURE AND PRACTICES**

**Contents of this Manual shall not in any way contravene the Constitution or
Code of Policies of Rotary International**

SECTION I: ARTICLES

Article I - PREAMBLE

Section 1.01 – HISTORY (District 7690, Zone 33)

Rotary was introduced into North Carolina in 1914 with the chartering of the Raleigh Rotary Club. Two years later, Rotary arrived in the area currently served by District 7690 when the Rotary Clubs of Richmond, VA and Roanoke VA sponsored a Rotary club in Winston-Salem. The 535 Rotary clubs worldwide are divided into 34 zones. District 7690 is part of Zone 33 which includes much of the eastern coastal states between South Carolina and Pennsylvania. Zones 33 & 34 share a representative on the Rotary International Board of Directors. District 7690 serves approximately 2,500 members in 15 counties of central North Carolina. District 7690 is recognized among the stronger districts in the Rotary world:

Fellowship: District 7690 has consistently had the support of its membership as demonstrated in enthusiastic attendance at its conferences and training seminars.

The Rotary Foundation: District 7690 Rotarians have a history of strong and innovative support of The Rotary Foundation's fundraising and programs. In 2008 it became the first 100% Paul Harris Fellow District in the Rotary world. It led the world in charter member participation in the Bequest Society. It consistently supports Rotary's peace efforts as a Rotary Peace Builder district. It has promoted innovative fundraising programs such as the Paul Harris Society and the Triple Crown program. It has taken a leadership role in promoting the eradication of Polio through the Polio Plus Promise program. It has led in addressing local initiatives such as food insecurity.

Leadership: District 7690 leaders and past district governors have a tradition of working cooperatively with one another to cultivate enthusiasm, continuity and support at scheduled meetings of the Executive Committee, and networking with past district governors at a weekly breakfast meeting.

Section 1.02 - BOUNDARIES

District 7690 includes 15 counties in the central portion of North Carolina.

Article II - PURPOSE

Section 2.01 - This Policy Manual shall provide a guideline for the orderly management of the affairs of District 7690 and provide for an orderly and useful system of maintaining records of District actions and resolutions. The Manual shall be used as a guide for District Governors (DG), District Governors Elect (DGE), District Governors Nominee (DGN), District Officers, District Committees and Clubs within District 7690.

The purpose of these District Policies and Procedures is to further the Object of Rotary by establishing practices in the District designed to aid:

- (a) The DG with routine administrative procedures necessary for the smooth functioning of the Clubs in the District, thus freeing them to concentrate their efforts on inspiring Clubs to greater service through their leadership.
- (b) The DG in harnessing the best efforts of all Clubs and all Rotarians to greater Rotary service.
- (c) The Clubs and individual Rotarians to better understand and utilize the assistance that is available through the District organization.

This Manual shall conform to the Rotary International Manual of Procedure and any subsequent revisions or directives, and should not, in any way, interfere with the DG's administration of the District as provided by Rotary International. In fact, it should assist the DG by providing a framework that has been approved by the District, which, under his/her leadership, will itself harness the ideas, talents and energies of many outstanding Rotarians.

Article III - MODIFICATIONS

Section 3.01 - This manual shall be reviewed for revision by the Executive Committee no less than every third year, following each Rotary International Council on Legislation, and revised for conformity with the Rotary International Manual of Procedure.

Section 3.02 - Other modifications or additions to the District Policies contained in this Manual shall be by resolution adopted at the Annual District Training Assembly, or District Conference.

Section 3.03 - Resolutions proposing a new District policy or District policy amendment may be initiated as follows:

- (a) On or before the date fixed by the DG for the District Conference or by the DGE for the District Training Assembly, and being a date not less than 90 days before the said meeting, those mentioned in Item (b) below may file with the DG a resolution proposing a new District Policy or District Policy amendment,
- (b) A Club through the President, the DG, the DGE, any Past DG, any District Officer or a District Committee by its Chair, may propose a policy or amendment in

accordance with paragraph (a) above,

- (c) Members of District 7690 other than those mentioned above shall submit their resolutions proposing policies through their individual Clubs. Such resolutions shall have been adopted at a meeting of the Club and shall be filed by the Club President in the manner prescribed herein.

Section 3.04 - The District Governor will forward all resolutions proposing changes in District policy and submitted in accordance with the above procedure to the District Executive Committee, no less than 45 days prior to the District Training Assembly or the District Conference, whichever comes first, for its review and recommendation.

Section 3.05 - The District Executive Committee shall study the proposed resolution(s) and prepare its recommendations for action at the District Training Assembly and or District Conference.

Section 3.06 - At least 30 days prior to the District Training Assembly or the District Conference respectively, the District Executive Committee will distribute copies of all resolutions, which will be presented for approval to:

- (a) The President-Elect of each Club if the vote is to be at the District Training Assembly, or
- (b) The president of each Club if the vote is to be at the District Conference.
- (c) All members of District Executive Committee.

Section 3.07 - During District Training Assembly or District Conference, at a time and place designated by the DG, the District Executive Committee shall present each resolution along with the Committee recommendations.

Section 3.08 - Resolutions proposing an amendment to District policies may be received from the floor at the District Training Assembly or District Conference with the concurrence of three quarters (3/4) of Clubs present.

Section 3.09 - Adoption shall be by approval of at least three-quarters of the eligible votes cast. Votes on all resolutions shall be in accordance with the bylaws of Rotary International. See Addendum VI (Voting)

Section 3.10 - The DG or District Administrator shall circulate adopted policies and amendments to policies to all Clubs.

Article IV - ACCESS

Section 4.01 - The District Manual of Policies, Procedures and Practices shall be posted on the District Website for all members of the District to access.

Article V - DISTRICT ORGANIZATION AND MANAGEMENT

Section 5.01 - The District office shall be at such location(s) as the DG shall determine. All official files and records of the District shall be kept at said location(s).

Section 5.02 - On or before assuming office, the DGE, subject to section 5.06 and 5.07, shall appoint all Standing Committees and District Officers, including those required by the current Rotary International Manual of Procedure.

(a) District Executive Committee

- District Governor (DG)
- The two most recent Past District Governors residing in the District and who are active in Rotary
- District Governor Elect (DGE)
- District Governor Nominee (DGN)
- District Membership Chair (DMC)
- District Rotary Foundation Chair (DRFC)
- District Youth Services Chair (DYSC) (non-voting)
- District Public Image Chair (DPIC) (non-voting)
- Vice-Governor (non-voting)
- District Governor Nominee-Designate (non-voting)
- District Administrator (non-voting)

** In the event any member of the Executive Committee holds more than one of the named designations granting membership on the Executive Committee, said member will hold one seat on the committee and be entitled to only one vote. Additional Appointments shall not be made to fill any vacancy created because a member of the Executive Committee holds more than one title.*

(b) Assistant Governors (AG)

(c) Standing Committees

- Membership
- District Training
- Event & District Support
- Finance
- Nominating
- Strategic Planning
- District Rotary Foundation
- Public Image
- Youth Services
- Advisory Council of Governors
- Rotaract (Shall become a stand-alone committee on July 1, 2023)

Section 5.03 – The District Leadership Team is comprised of those individuals designated in Section 5.02 (a) and (b) and Chairs of the standing committees in 5.02 (c).

Section 5.04 – The incoming DG shall publish on the District Website, a District Directory listing all Club Officers, District Officers and District Committee Chairs.

Section 5.05 – With the exception of the DG Nominating Committee, the DG, and the DGE shall be ex-officio members of all District Committees. All committee and subcommittee chairs shall provide the DGN and DGND with notice of all meetings, said notice being given at the same time as notice is provided to the other committee members.

Section 5.06 – The DGE, in preparation for his/her year and in consultation with the DG, DGN and DGND, shall determine the upcoming Chair of each standing committee.

Section 5.07 – The DG shall make appointments to District Committee Chairs that extend beyond their term of office with the consensus of the DGE, DGN and/or DGND who will serve as District Governor during the term of the Committee Chair.

Section 5.08 – Vacant Committee Chairs/ Officers/Assistant Governors shall be filled by the DG in consultation with the DGE, DGN and DGND, and such appointments shall be for the remainder of the term of the vacated committee or office.

Section 5.09 – The DG may establish any non-standing or ad hoc committee(s), or make such additional appointments deemed necessary by the DG, or recommended by Rotary International, to ensure the good functioning of the District.

Section 5.10 – All Chairpersons and Assistant Governors, except in exceptional circumstances, should not remain in their respective Chairs for more than three (3) years.

Section 5.11 – The DG is responsible for management and administration of the District affairs in accordance with this Manual of Policies, Procedures and Practices and guidance as published by Rotary International.

Section 5.12 – The DG may, during the term of office, call meetings of any of the established committees with a minimum of 72 hours notice given to all members of the committee (If all committee members waive the notice requirement in writing, a called meeting may be held sooner than 72 hours notice as agreed to by the committee members).

Section 5.13 – The DG shall, not later than 60 days after the close of the term of office, deliver or cause to be delivered to the successor DG, the official files and records of the District and shall complete the following:

- (a) Bring up-to-date all records of their administration,
- (b) Screen the year's correspondence and remove all non-essential material,

- (c) Turn over to the successor DG their own files and those confidential files of their predecessor,
- (d) Designate all materials to be placed in the archives of the District,
- (e) Place in the files copies of the following:
 - A copy of each semi-annual report submitted to Rotary International
 - The District Conference report
 - The year's financial report
 - The District Directory
 - Activity reports from each committee

Section 5.14 – The Finance Committee in consultation with the DGE, DGN, and DGND shall prepare the District Budget for the following year. The proposed operating budget shall be balanced. The proposed Budget may include additional expenditures outside of the balanced operating budget to be paid from excess reserves. The Budget to include any dues increases shall be distributed to the Presidents-Elect 30 days before the District Training Assembly where it will be presented for consideration. It will then be voted for adoption at District Training Assembly.

Section 5.15 – The District Treasurer shall invoice all Clubs on July 1 and January 1 of each year. The January invoice shall be a prorated dues assessment against any membership net increases reported to December 31.

Section 5.16 – A reserve fund in an amount no less than 50% of the District's preceding year's operating expenses shall be maintained.

Section 5.17 – When a Club is dissolved, the DG shall terminate the membership of the Club in Rotary International in accordance with the bylaws of Rotary International. All materials and equipment (property of the Club) shall become the property of the District. Any unallocated funds in accounts of the Club shall be paid over to the District who in turn shall forward the funds to The Rotary Foundation.

Article VI – DUTIES & FUNCTIONS

Section 6.01 – The duties and functions of the DG and DGE shall be as defined in the Manual of Procedure as published and amended by Rotary International.

Section 6.02 – Some additional duties and functions of the DG, the DGE and other officers of the District are set out in the appendices to this manual.

Section 6.03 – The DG shall determine the duties and functions of special non-standing and ad hoc Committees.

Article VII – FINANCES

Section 7.01 – Itemized bills are to be presented to the District Treasurer for payment. The District Treasurer shall pay reasonable expenses incurred by any member of District 7690, with the approval of the DG, upon presentation of an itemized bill with

supporting invoices.

Section 7.02 – The District Treasurer shall maintain a separate account for District Conference funds and expenses. The District Treasurer shall advance to the District Conference Committee amounts necessary to cover essential expenses incurred prior to the realization of any income. After the District Conference has been held, the accounts for Conference having been completed, a detailed accounting shall be forwarded to the District Treasurer no later than 90 days following said Conference. All proceeds derived from any given Conference are to be returned to the District Treasurer. Should a Conference have returns in excess of the total of the advances from District funds, the difference shall be provided in its entirety to the District Treasurer for deposit as District surplus.

Section 7.03 – All committee or individual expense reimbursement claims pertaining to a Rotary Year (July 1 – June 30) must be submitted to the District Treasurer no later than July 15th immediately following the year that the expense was incurred. Late submissions shall not be reimbursed.

Section 7.04 – The District Treasurer shall use good judgment in the expenditure of District Funds by following the guidelines of the District Budget. If a disbursement exceeds budget by more than 10% and is less than \$1000 the District Governor must approve the disbursement. If the disbursement exceeds budget by more than 10% and is \$1000 or more the District Executive Committee and District Governor must approve the disbursement before being paid.

Section 7.05 – The District Treasurer may not revise or make adjustments to budget amounts between accounts, without the advance approval of the District Executive Committee.

Section 7.06 – The annual financial statement of District finance shall be presented, discussed and formally adopted by the District Executive Committee at the first Executive Committee meeting held following the first three months of the Rotary year. The District Treasurer must supply an annual financial statement of the District finances to each Club in the District within two weeks after adoption by the District Executive Committee.

Article VIII – PROCEDURAL

Section 8.01 – All District meetings shall be conducted in accordance with Robert's Rules of Order, except as otherwise noted in the District Manual of Procedures.

Section 8.02 – The DG shall administer the affairs of the District in accordance with the Rotary International Manual of Procedure and this Manual.

Section 8.03 – The DG Nominee Designate shall be elected in accordance with the procedures outline in Appendix IX.

Article IX – PRACTICES

Any practices which have a historical significance to District 7690 may be used by the DG, the DGE, the DGN, the District Officers and the Committee Chairs in making administrative decisions, provided such practices do not contravene any policy or procedure enacted by the District or Rotary International.

SECTION II: APPENDICIES

APPENDIX I: DISTRICT GOVERNOR

Status -The District Governor (“DG”) is an officer of Rotary International who has been nominated by the Clubs in the District and elected by the Convention of Rotary International. The term as DG begins on July 1 following the term as DGE and continues for one year.

Qualifications – In accordance with the Bylaws of Rotary International, the DG must be a member, other than honorary member, in good standing of a Club in the District and have been a Rotarian for at least seven (7) years at the time of taking office as DG. They must have served as President of a Rotary Club for a full term and must have attended for full duration, Zone Training and the International Assembly during the term as District Governor Elect.

Duties – The DG is responsible for the planning, coordination and operation of the District in the interest of Rotary International. Duties are listed in the Bylaws of Rotary International. The DG is responsible at all times for the administration of District funds in accordance with the approved budget. In addition to the responsibilities outlined by Rotary International the DG shall:

- Appoint capable and willing Rotarians to the various District offices.
- Receive reports from District officers as to which Clubs have problems and direct their attention to these Clubs.
- Develop a system of communications so that District Officers, Committee Chairs and Assistant Governors have an opportunity to recommend a plan of action to the DG where problems are evident within Clubs or at the District level.
- Chair meetings of the District Executive Committee.
- Attend, as time permits, Rotary business and social functions.
- Visit each Club within the District during year as DG.
- Arrange a District Conference during year as DG.
- Make every effort to attend Zone Institute during year as DG.
- Make every effort to attend the Rotary International Convention in the year prior to or of being DG.
- Further the Object of Rotary as directed by Rotary International.
- Promote good will among the clubs and between the clubs and Rotary International.
- Supervise the organization of new clubs.
- Strengthen existing clubs.
- Issue monthly newsletters to each member in the district.
- Make required reports in a timely manner to Rotary International, including the notification of the death of past officers of Rotary International residing in District 7690.
- Replace appointed officers, committee chairs, and committee members who are unable to carry out their responsibilities.

- Assist his/her successor with assumption of responsibilities.
- Submit the District's nomination for District Governor-Nominee to Rotary International.
- Perform other duties inherent in the responsibility as an officer of Rotary International in the district.

APPENDIX II: VICE-GOVERNOR

Status – The Vice-Governor is Appointed for one year by the District Governor Elect and confirmed by the Nominating Committee. The role of the Vice-Governor will be to serve the term or remainder of the term of the District Governor, as well as any of the relevant committee positions afforded to Past District Governors, if the District Governor is unable or unwilling to perform the Governor’s duties. The District Governor is deemed unable to perform if the District Governor is deceased or it is determined by a competent medical professional that the District Governor is unable to perform, or if the District Governor is removed from his or her position. The District Governor is deemed unwilling to perform if any time prior to the expiration of the District Governor’s term, he or she tenders his/her resignation. If the Governor is unwilling to perform, the Governor also relinquishes any and all future positions automatically afforded to Past District Governors to include positions on the Executive Committee, the Nominating Committee, and any other positions automatically conferred to Past District Governors.

Process for Selection –

- The District Governor Elect shall, no later than two weeks prior to the first Executive Committee Meeting of the Rotary year, propose to the Nominating Committee a Past District Governor for appointment as Vice-Governor.
- The Nominating Committee shall vote to approve or deny the proposed appointment by majority vote at the meeting held to select the District Governor Nominee Designate.
- If the Nominating Committee denies the District Governor Elect’s proposed appointment, the District Governor Elect shall, no later than two weeks after the denial of the first proposed Vice-Governor, propose two Past District Governors to the Nominating Committee for appointment as Vice-Governor. The District Governor Elect may nominate any Past District Governor to include the original nominee.
- Within two weeks of receiving the names of two Past District Governors for appointment as Vice-Governor, the Nominating Committee shall hold a special session to consider the appointment of Vice-Governor and shall select by majority vote one of the Past District Governors nominated by the District Governor Elect to serve as Vice-Governor.
- If the District Governor Elect fails to nominate any Past District Governor to serve as Vice-Governor according to the processes outlined herein, the Nominating Committee shall select a Vice-Governor from available Past District Governors at the meeting held to select the District Governor Nominee Designate.

APPENDIX III: DISTRICT GOVERNOR ELECT

Clarification of terms – The future DG is nominated by a Club in the District and serves for one year as DGN. At the International Convention at the end of that Rotary year, the nominee is elected by the International Convention and serves one (1) year as District Governor Elect (“DGE”).

Status – As a future officer of Rotary International it is the DGE’s responsibility to become acquainted with the District operations and to visit District Clubs to gain a clearer insight into the District operations and to assist and accompany the DG when asked to do so by the DG.

Qualifications – In accordance with the Bylaws of Rotary International, the DGE must be a member, other than honorary member, in good standing of a Club in the District and have been a Rotarian for at least six (6) years at the time of taking office as DGE. They must have served as President of a Rotary Club for a full-term, and must be prepared to attend for its full duration, Zone Training and the International Assembly immediately preceding their year as DG.

Duties – In addition to the responsibilities outlined by Rotary International, the DGE shall:

- Preside at District Executive Committee meetings in the absence of the District Governor.
- Develop, plan and conduct, with the cooperation of the DG and Training Committee, the District Club Leadership Training Session, and the Presidents Elect Training Sessions during his/her year as DGE.
- Serve on the District Finance Committee to assist in the preparation of the District budget for the ensuing Rotary year.
- Represent the DG when requested to do so by the DG.
- Attend GETS training, usually two (2) days prior to Zone Institute, during the DGE year.
- Attend Zone Institute and RI International Assembly DGE Training as required by RI.
- Chair the Strategic Planning Committee.

APPENDIX IV: DISTRICT GOVERNOR NOMINEE

Status – The District Governor Nominee Designate (“DGND”) becomes the District Governor Nominee (“DGN”) at the start of the Rotary year following his/her selection as DGND.

Qualifications – The DGN must be a member, other than honorary member, in good standing of a Club in the District and have been a Rotarian for at least five years at the time of taking office as DGN. They must have served as President of a Rotary Club for a full term

Duties – The DGN shall become acquainted with the District and its operations by

- Serving as a member of the Training Committee.
- Making every effort to attend the Zone Training and Zone Institute in the year prior to being the DGE.
- Attending all Executive Committee Meetings.
- Participating in the multi-district Presidents-Elect Training Seminar.
- Planning for the term as District Governor and be prepared for the beginning of all planned activities and committee functions immediately upon assuming that office.
- Assisting the District Governor as requested.
- Promoting the International Convention.

APPENDIX V: DISTRICT GOVERNOR NOMINEE DESIGNATE

Status – The District Governor Nominee Designate (“DGND”) is selected approximately 33 months in advance of the year of being the District Governor. The selection process is as outlined in Appendix IX.

Qualifications –The DGND shall be selected in accordance with the Bylaws of Rotary International. The DGND must be a member, other than honorary member, in good standing of a Club in the District and have been a Rotarian for at least four (4) years at the time of taking office as DGND. They must have served as President of a Rotary Club for a full term. It is also recommended that the DGND selected would have served as an Assistant Governor, a District Officer, or as a District Committee Chair within the past three (3) years.

Duties – The DGND shall become acquainted with the District and its operations by:

- Assisting the District Governor as requested.
- Participating in continuing education programs such as PETS, The Rotary Foundation Seminars, and the Rotary Leadership Institute are highly recommended.
- Attending all Executive Committee meetings.

APPENDIX VI: ASSISTANT GOVERNORS

Status – The Assistant Governors are recruited by the District Governor Chain who will serve as DG's during the terms of the Assistant Governors. Assistant Governors are expected to serve three consecutive year long terms subject to review by the incoming District Governor.

Qualifications –

- Membership, other than honorary, in good standing in a Rotary Club, for at least three (3) years.
- Service as a Rotary Club President for a full term.
- Demonstrated leadership qualities.
- Potential candidate for District Governor.
- The individual should have a general understanding of District activities, participated in District training opportunities, and District fellowship events.

Tenure – AGs are appointed each year but may be asked to serve a second and third year by the incoming DGEs to provide for area and District continuity. The recommended term is three (3) years. Appointments should be staggered and selected from a variety of Clubs.

Duties –

- Work with the DG to ensure that area programs are functioning.
- Understand, promote, and comply with the District Strategic Plan, Vision & Mission.
- Foster and promote communication and cooperation among area Clubs, neighboring areas and District committees to promote and execute District programs.
- Ensure that information and resources from District committees and the DG are transmitted to the assigned Clubs and that successful Club ideas or projects are shared and reported to the DG for promotion and sharing of best practices throughout the District.
- Collaborate with area Clubs in planning the DG's Official Visit. Conduct the administrative portion of the DG's official Club visit and report, as requested, to the DG.
- Assist in the promotion of and participate in the District Conference, District Leadership Training Session, AG Training Sessions, President Elect Training Seminars, Grants Management Training and other District events.
- Collaborate with the DG and DGE to develop District goals.
- Advise the DG and DGE on potential appointments to District committees.
- Meet with and assist incoming presidents in the assigned area prior to the start of the Rotary year to discuss Club goals and to review the Summary of Club Plans and Objectives.
- Visit each Club in the assigned area a minimum of four times during the Rotary year and report any insightful information to DG.

- Conduct meetings (minimum quarterly) with area Club Presidents to discuss the business of the Clubs and resources available to them, along with goals, programs, and objectives of the District and RI.
- Encourage Clubs to follow through on requests and recommendations of the DG.
- Participate in and promote The Rotary Foundation programs, annual and special giving events and other special assignments in cooperation with any applicable District Rotary Foundation representatives.
- Assume such duties as assigned by the DG.

APPENDIX VII: DISTRICT EXECUTIVE COMMITTEE

Function – The District Executive Committee (EC) is the administrative body for District affairs to assist the DG in the performance of his/her responsibilities to the Clubs of the District as provided by Rotary International. It is also a forum for the District where matters of importance to the Clubs may be discussed and decisions made. It is the function of the EC to:

- Review all District activities.
- Develop new ideas for District activities.
- Formulate ways to educate Club members in new positions.
- Provide suggestions for programs at the District Conference, PETS and the District Leadership Training.
- Discuss and and make recommendations about District finances.
- Assist the DG, the DGE, the DGN, and the DGND when requested.
- Review and approve by majority vote the District Budget developed by the Finance Committee.
- Promote the district training assemblies, District Conference, and other district meetings.
- Review and make changes to the Manual of Procedures as needed and agreed upon by 70% of the members of the District Executive Committee.

Composition – The District Executive Committee is composed of the following:

- District Governor
- District Governor-Elect
- District Governor-Nominee
- The two most recent Past District Governors residing in the district
- District Rotary Foundation Chair
- District Membership Chair
- District Youth Services Chair (Non-Voting)
- District Public Image Chair (Non-Voting)
- Vice-Governor (Non-Voting)
- District Administrator (Non-Voting)
- District Governor Nominee Designate (Non-Voting)

Meetings – The District Executive Committee shall meet at least four (4) times in the Rotary year, scheduled with notice well in advance by the DG. Meetings shall take place at locations selected by the DG. All meetings shall be chaired by the DG or, in his/her absence, by the DGE. Any Rotarian in good standing within the District may attend committee meetings as an observer.

Reports – Written reports from members of the committee must be provided to the Administrator at least one week prior to a EC meeting for compilation and distribution to all members of the EC for review prior to the meeting.

When necessary, written reports or attendance at a District Executive Committee meeting may be requested of any District Chair by the DG or any District Standing Committee Chair.

Agenda – The agenda of each District Executive Committee meeting shall be prepared by the meeting Chair and District Administrator and include:

- Minutes of the previous meeting
- Matters arising from previous meeting
- Key Points from:
 - Foundation
 - Membership
 - Youth Services
 - Public Relations
- Business arising from the reports
- New Business
- Other matters proposed by the DG or Executive Committee members.

The District Administrator shall post the agenda on the District website and shall e-mail the agenda to members of the District Executive Committee along with the notice of meeting and copies of reports as available at least seven days prior to the meeting.

Minutes – The District Administrator shall prepare and distribute to each member of the District Executive Committee minutes of each Committee meeting within one week of the adjournment of the meeting. These minutes shall include any action items agreed to at the meeting. Such minutes should be available on the website for benefit of interested Rotarians.

APPENDIX VIII: EVENT AND DISTRICT SUPPORT COMMITTEES

Function – The various Event and District Support Committees are tasked with planning, promoting, and implementing specific District events and encouraging attendance at various International events.

Chairs – The Chairs of the Event and District Support Committees are appointed by the DGE the year prior to the events for which the Chairs will plan with the exception of the District Conference Chair who will be appointed by the DGN for the District Conference that will be held the year the DGN is DG.

Members – Each committee is encouraged to appoint as many committee members as necessary to plan and implement an event that meets the goals of the District. No committee should have fewer than three members including the Chair.

Standing Event and District Support Committee Chairs

- District Conference
- District Golf Tournament
- International Convention
- Family of Rotary
- Rotary Means Business
- Community Service

Duties

- Where applicable, prepare a budget for the event that shall be no less than break-even unless previously approved by the DG.
- Plan the event with a focus on fun and fellowship.
- Implement registration.
- Promote the event.
- Work with the Treasurer to ensure that all registration fees are received and all obligations paid.

APPENDIX IX: DISTRICT GOVERNOR NOMINATING COMMITTEE

Function – Promote, recruit, and interview prospective candidates for the office of District Governor. The committee shall interview and select the best candidate in accordance with the Bylaws and Manual of Procedure of Rotary International and shall submit one name to the District Governor.

Chair – The Chair of the Committee shall be the Past District Governor serving on the nominating committee having been out of office for the longest period of time. The Committee Chair shall not be a voting member except in cases of a tie.

Members – The Nominating Committee shall consist of the three most recent Past District Governors residing within the territorial limits of District 7690 and who are still active in Rotary, the District Governor, the District Governor Elect, and the District Governor Nominee.

Scheduling – The Nominating Committee shall distribute to clubs no later than August 1st, a statement of qualifications for offices and ask for nominations for District Governor Nominee-Designate. The call for nominations must include the date for the meeting of the Nominating Committee. Only nominations received by September 1 will be considered. The Nominating Committee shall review all nominations and may seek additional candidates. The Nominating Committee shall meet as soon as practical after nominations close but no later than September 30. The District Governor shall notify clubs of the name and qualifications of the candidate within three days of the Nominating Committee's selection. The District Governor shall also advise clubs of the 14 day Challenge Period. Any club wishing to challenge and propose an alternate candidate shall file with the District Governor a resolution naming the candidate (whose name shall have been previously submitted to the Nominating Committee prior to September 1) and certifying that s/he meets the qualifications established by Rotary International. If no alternate candidate is proposed within the 14 day challenge period, the candidate of the Nominating Committee shall be declared the District Governor Nominee Designate and be the District Governor Nominee for the next Rotary year. If one or more alternate candidates are proposed during the challenge period, the nominee shall be elected by mail ballot of the clubs following procedures in the Rotary International Manual of Procedure.

Duties –

- Solicit nominations for District Governor according to the schedule as outline herein.
- Interview eligible candidates.
- Select District Governor Nominee-Designate in a timely manner pursuant to the process outlined herein.
- Communicate the selection to the clubs and Rotary International.

APPENDIX X: DISTRICT ADMINISTRATOR

Status – The District Administrator is a three-year term and is appointed by consensus among those in the DG chain who will serve as DGs during the years the District Administrator will serve.

Qualifications – Be a well-rounded individual with strong executive and administrative skills.

Compensation – The District Administrator is a compensated position. The salary is to be determined by majority vote of the Executive Committee.

Function – Assist the DG in carrying out the business of the District.

Duties –

- Record minutes of District Executive Committee Meetings.
- Manage general correspondence on Rotary matters for the DG to and from Rotary Clubs, other Rotary Districts and Rotary International.
- Manage the publication and distribution of the District's newsletter.
- Maintain mailing lists of Rotarians to whom mailings are regularly addressed.
- Issue agendas for meetings of the District Executive Committee at least seven (7) days before such meetings are scheduled.
- Update District records and place them in a repository at the end of year
- Manage correspondence relating to District affairs.
- Prepare District reports for approval and signature of the DG.
- Manage arrangements for District meetings.
- Distribute information received from Rotary International and others to the Club Secretaries as required.
- Coordinate District Executive Committee objectives and advise upcoming milestones to assure completion in a timely manner.
- Follow up on action points from meetings to ensure completion or adherence.
- Work with the Public Image Chair and the Website coordinator to ensure there is updated and relevant information on the District Website.
- Assist the District Learning Facilitator with the Reference Manual & Training Events.
- Other duties as may be assigned by the DG.

APPENDIX XI: DISTRICT TREASURER

Function – Oversee and perform the financial affairs of the District under direction of the District Governor and Finance Committee.

Status – The District Treasurer shall be a Rotarian appointed for a three-year term and is appointed by consensus among those in the DG chain who will serve as DGs during the years the District Treasurer will serve.

Qualifications – Must have knowledge of finance and accounting and preferably a knowledge of the District's procedures.

Duties – The handling of District funds, as follows:

- Serve as Chair of the District Finance Committee.
- On June 30 of the last year of his/her term, the current District Treasurer shall transfer access to the District bank accounts to the incoming Treasurer. With electronic and multi-branch banking now available, it is preferred that one set of bank account(s) be used from year to year rather than each new Treasurer setting up new accounts at a different location. This will maintain continuity and consistency of banking records and relationships.
- On July 1 of each year, or as soon as possible thereafter, the District Treasurer shall forward a statement to each Club for:
 - A per capita assessment based upon the District budget approved at the previous District Training Assembly session. The per capita assessment shall be based on the membership of each Club reported to Rotary International as of July 1st of the current year.
- All monies received from Clubs or individuals pertaining to District affairs shall be deposited in the District bank account(s).
- All disbursements to District officers and committees shall be made by the District Treasurer allocated against items in the approved District budget and supported by properly documented invoices. Expenses related to future years (e.g. PETS, District Training Assembly) are to be accounted for on an accrual basis.
- Report to every Executive Committee meeting the current financial position of the District relative to the budget. This should include forecasted expenses as well as completed transactions.
- Any disbursements exceeding budget require pre-approval prior to being made as outlined herein. A District cash book, journal and General Ledger in which the receipts and disbursements year by year shall be recorded, must be maintained by the District Treasurer and passed along to the successor. Electronic format is required.
- The District Treasurer shall provide to the DG as soon after July 1 as possible and not later than September 30, a reviewed financial report with approved budget comparisons for the previous Rotary year.
- The District Treasurer shall keep as supporting evidence, all deposit slips, bank statements, cancelled checks and paid invoices, and expense reports together

with any correspondence relative to District finances, until the completion and approval of the annual financial statements.

- After receipt of the audited financial statements, documents shall be properly identified and placed in the District records repository by the District Treasurer.
- The District Treasurer shall compile and present a financial statement as of the end of the financial quarter prior to the District Leadership Training for presentation to the clubs.
- The District Treasurer has the authority to invest surplus funds in short-term deposits but the term of any such deposit shall not extend more than thirty days past the end of the Rotary year.
- Keep an accurate account of District expenses.
- Pay all bills for legitimate expenses related to District business.
- Has custody of all District funds, and to deposit said funds in a designated bank.
- Receive and bank all monies received from Rotary International and Clubs for special projects or events.
- Perform such other duties normally associated with the office of Treasurer.
- Prepare or supervise the preparation of IRS Forms as required.
- Retain records as prescribed by Federal requirements and any additional records as may be requested by the District Executive Committee, but at a minimum:
 - Bank deposit records – six (6) years
 - Club billings –three (3) years
 - Liability Insurance policies –six (6) years
 - Invoices (accounts payable) and expense reports –six (6) years
 - Bank statements & cancelled checks –six (6) years
 - Computerized financial data – six (6) years
 - Annual audited/reviewed financial statement – six (6) years

APPENDIX XII: FINANCE COMMITTEE

Function – Ensure all District finances are handled in a proper manner taking into account the stewardship and fiduciary responsibility placed on the District by its members and Rotary International.

Members – The District Treasurer, District Governor, District Governor Elect, District Governor Nominee, the two most recent Immediate Past District Governors still active and residing in the District, and two at large Rotarians (non-Past District Governors) who will be appointed by consensus of the Governors who will be District Governors during the at large members' years of service. The two at large members will have a term of service of two years and to the extent possible will be appointed in alternating years. The chair shall be the District Treasurer.

Duties –

- Oversee and coordinate the preparation of the annual District budget.
- Present the Budget for approval by the incoming Club presidents at the District Training Assembly.
- Report at every Executive Committee meeting the current financial position of the District relative to the budget. This should include forecasted expenses as well as completed transactions.
- Ensure the District Conference Committee develops a budget approved by the District Executive Committee and has a qualified person acting as treasurer for the event to monitor and control expenditures similar to the District Treasurer.
- Review, on a periodic basis, the monthly bank reconciliations, bank statements and cancelled checks, making inquiries, and clarifying unusual items with the treasurer.
- Advise the Executive Committee on the choice of auditor (the Treasurer should solicit bids for the District audit no less than every three years).
- Assist the auditor in review and preparation for the annual review of the books.
- Provide suggestions to the Executive Committee on financial procedures.
- Ensure that a reserve fund in an amount not less than 50% of the previous Rotary year's operating normal expenses is maintained.

APPENDIX XIII: DISTRICT ROTARY FOUNDATION COMMITTEE

Function – Build awareness and support for The Rotary Foundation (“TRF”), and implement policies and procedures as set out by TRF.

Chair - The District Rotary Foundation Chair serves for a three-year term and is selected by consensus of the three in the District Governor chain who will serve during the term of the District Rotary Foundation Chair.

CHAIR DUTIES INCLUDE:

- Chair the District Rotary Foundation Committee.
- Appoint District Rotary Foundation Subcommittee Chairs with the advice and counsel of the District Governor Chain.
- Serve as an ex-officio member of all District Rotary Foundation committees.
- Serve as a voting member of the Executive Committee.
- Plan and lead District wide Foundation training efforts in coordination with the District Learning Facilitator.
- Maintain ongoing contact with club Foundation Chairs and staff of The Rotary Foundation.
- Plan Events to recognize The Rotary Foundation support by individuals and clubs to include a Foundation Banquet.
- Supervise the administration of District Grant awards, funding, & reporting.
- Supervise the administration of Global Grant awards, funding, & reporting.
- Utilize the four Assistant Governors who have a The Rotary Foundation focus.

Members - The District Rotary Foundation Chair plus chairs of each of the subcommittees, DG, DGE, and the AG’s designated as 2nd year with a Foundation focus.

FOUNDATION COMMITTEE DUTIES INCLUDE –

- Establish an annual plan and budget for the District Rotary Foundation Committee.
- Ensure that all grants are made in strict adherence to TRF policies and procedures.
- Ensure that all Clubs participating in foundation activities are properly accredited in accordance with TRF policies and procedures.
- Foster a culture of giving to TRF throughout the District Clubs.
- Promote TRF programs and PR initiatives as appropriate and available.

Subcommittees –

The District Rotary Foundation Chair has broad authority to establish and staff, with the advice and counsel of the District Governor, all District Rotary Foundation subcommittees. The District Rotary Foundation Chair in consultation with the District

Governor Elect must select the Chairs of all standing District Foundation subcommittees prior to January 1 for service during the next Rotary year. In a District Rotary Foundation Chair's final year, the District Rotary Foundation Chair Elect shall choose the following year's Chair positions with the advice and counsel of the District Governor Elect. The subcommittees described herein are standing subcommittees. The District Rotary Foundation Chair, the District Governor, and the District Governor Elect are ex-officio members of all District Rotary Foundation subcommittees.

- Fundraising
- Annual Fund
- Endowment Fund
- Major Gifts/Major Donors
- Paul Harris Society
- Polio Plus
- The Rotary Foundation/PHS Dinner
- Grants
 - Global Grants
 - District Grants
 - International Service
- Rotary Peace Initiatives

The Subcommittee Chairs with the guidance and support of the District Rotary Foundation Chair and the District Governor-Elect should select the subcommittee members before the beginning of the multi-district PETS seminar. Subcommittee chairs will serve a one-year term unless otherwise indicated herein. All subcommittees should be composed of a minimum of three members including the subcommittee chair unless otherwise indicated. If a subcommittee member needs to be replaced during his/her term, the replacement subcommittee member will serve the remainder of that subcommittee member's term. Subcommittees should meet at least four times per year and more often if necessary. Subcommittee chairs are responsible for maintaining written records of committee activities, meeting summaries or other pertinent information.

APPENDIX XIV: MEMBERSHIP COMMITTEE

Function – Motivate and be a resource for Clubs in the District that enables membership growth through better retention and recruitment practices. Aid Clubs in identifying, marketing, and implementing membership development strategies as well as share successful practices among Clubs.

Chair - The District Membership Chair serves for a three-year term and is selected by consensus of the three in the District Governor chain who will serve during the term of the District Membership Chair.

CHAIR DUTIES INCLUDE

- Chair the District Membership Committee.
- Appoint Membership Committee Subcommittee Chairs with the advice and counsel of the District Governor Chain.
- Serve as a voting member of the Executive Committee.
- Plan and lead District wide membership training efforts in consultation with the District Learning Facilitator.
- Utilize the four Assistant Governors who have a membership focus.

Members - The District Membership Chair plus chairs of each of the subcommittees, DG, DGE, and the AG's designated as 1st year with a Membership focus.

MEMBERSHIP COMMITTEE DUTIES INCLUDE

- Establish an Annual Plan for the committee by January 1 of the coming Rotary year.
- Assist Club membership Chairs to carry out their responsibilities.
- Work with Presidents Elects to establish Club membership goals for the coming Rotary year.
- Visit Clubs to speak about successful membership initiatives.
- Request regular reports from Clubs on successful membership recruitment efforts for promotion through the District Web site or other means as may be appropriate.
- Assist Clubs to develop mentorship, retention, and new member development programs.
- Identify communities without Rotary Clubs that have a population capable of meeting the requirements to charter a new Club.
- Identify communities where additional Rotary Clubs could be established, without detracting existing services to the community by other Clubs.
- Follow up and act upon member prospects that are received from Rotary International through website inquiries or other referral sources.
- Encourage clubs to pursue high quality membership growth.

- Assist clubs in creating and carrying out membership development and retention plans.
- Provide resource materials to clubs.
- Monitor membership trends in the district.
- Assist the District Governor in developing and chartering new clubs.
- Assist new clubs during their first two years of operation.
- Promote diversity of membership in clubs.
- Encourage spouses, children, and parents of Rotarians to participate in service projects.
- Plan, implement, and lead Districtwide Membership Training Events.

Subcommittees –

The District Membership Chair has broad authority to establish and staff with the advice and counsel of the District Governor all District Membership subcommittees. The District Membership Chair in consultation with the District Governor Elect must select the Chairs of all standing District Membership subcommittees prior to January 1 for service during the next Rotary year. In a Membership Chair's final year, the Membership Chair Elect shall choose the following year's Chair positions with the advice and counsel of the District Governor Elect. The subcommittees described herein are standing subcommittees. The District Membership Chair, the District Governor, and the District Governor Elect are ex-officio members of all District Membership subcommittees.

- Engagement
- Attraction
- New Member Orientation
- New/Innovative Club Development
- Club Diversity
- Rotaract (Rotaract will fall under the Membership and Youth Services committees through the 22-23 Rotary Year. Rotaract shall become a stand-alone committee beginning July 1, 2023.)

The Subcommittee Chairs, with the guidance and support of the District Membership Chair and the District Governor-Elect, should select the subcommittee members before the beginning of the multi-district PETS seminar. Subcommittee chairs will serve a one-year term unless otherwise indicated herein. All subcommittees should be composed of a minimum of three members, including the subcommittee chair, unless otherwise indicated. If a subcommittee member needs to be replaced during their term, the replacement subcommittee member will serve the remainder of that subcommittee member's term.. Subcommittees should meet at least four times per year and more often if necessary. Subcommittee chairs are responsible for maintaining written records of committee activities, meeting summaries or other pertinent information.

APPENDIX XV: YOUTH SERVICES COMMITTEE

Function - Be a strong resource that will aid Clubs in the District to be engaged in youth programs as one of their Rotary Avenues of Service.

Chair - The District Youth Services Chair serves for a three-year term and is selected by consensus of the three in the District Governor chain who will serve as DG's during the term of the District Youth Services Chair. The District Youth Services Chair shall be selected from candidates who have exhibited an extraordinary ability in the area of Youth Service.

CHAIR DUTIES INCLUDE

- Chair the Youth Services Committee.
- Coordinate the District's youth related activities.
- Appoint Youth Services Committee Subcommittee Chairs with the advice and counsel of the District Governor Chain.
- Serve as a non-voting member of the Executive Committee.
- Inform Clubs of the availability and benefits of the specific youth programs.
- Provide resources to aid Clubs in establishing Interact or Rotaract Clubs or to participate in RYLA or Rotary Youth Exchange.
- Establish an annual plan.
- Ensure that all programs are in compliance with Rotary International's regulations and guidelines.
- Ensure that all Clubs are aware of best practices to aid in each program's success.

Members - The District Youth Services Chair plus chairs of each of the subcommittees, DG, and DGE.

YOUTH SERVICES COMMITTEE DUTIES INCLUDE

- Meet with the Club District Youth Services Chairs at least four times per year.
- Promote Interact and monitor the District's Interact clubs.
- Grow Interact.
- Promote club participation in RYLA and monitor the RYLA Subcommittee.
- Promote Youth Exchange and monitor club participation in Youth Exchange.
- Ensure that the District's Youth Protection Committee trains clubs and District leaders on the District's Youth Protection Policy, works to keep clubs and District leaders in compliance with the District's Youth Protection policy, and reviews and amends the District's Youth Protection Policy as needed.
- Hold the District's Four Way Speech Contest .
- Explore and implement ways to engage youth in peace programs.

Subcommittees - The Youth Services Chair has broad authority to establish and staff, with the advice and counsel of the District Governor, all District Youth Services subcommittees. The District Youth Services Chair in consultation with the District

Governor Elect must select the Chairs of all standing District Youth Services subcommittees prior to January 1 for service during the next Rotary year. In a District Youth Services Chair's final year, the Chair Elect shall choose the following year's Subcommittee Chair positions with the advice and counsel of the District Governor Elect. The subcommittees described herein are standing subcommittees. The District Youth Services Chair, the District Governor, and the District Governor Elect, are ex-officio members of all District Youth Services subcommittees.

- Youth Exchange
- Interact
- Four-Way Speech Contest
- RYLA
- Youth Protection
- Youth Peace

The Subcommittee Chairs, with the guidance and support of the District Youth Services Chair and the District Governor-Elect should select the subcommittee members before the beginning of the multi-district PETS seminar. Subcommittee chairs will serve a one-year term unless otherwise indicated herein. All subcommittees should be composed of a minimum of three members including the subcommittee chair unless otherwise indicated. If a subcommittee member needs to be replaced during his/her term, the replacement subcommittee member will serve the remainder of that subcommittee member's term. Subcommittees should meet at least four times per year and more often if necessary. Subcommittee chairs are responsible for maintaining written records of committee activities, meeting summaries or other pertinent information.

APPENDIX XVI: PUBLIC IMAGE COMMITTEE

Function - Be a strong resource assisting Clubs in District 7690 to promote Rotary as well as Club projects and initiatives. Provide the support needed to enable Rotary Clubs within the District to promote the image and ideals of Rotary. Ensure Clubs are aware of and make use of Rotary International Public Image resources.

Chair - The District Public Image Chair serves for a three-year term and is selected by consensus of the three in the District Governor chain who will serve as DG's during the term of the District Public Image Chair. The District Public Image Chair shall be selected from candidates who have exhibited an extraordinary ability in the area of Public Image.

CHAIR DUTIES INCLUDE

- Chair the Public Image Committee.
- Appoint Public Image Committee Subcommittee Chairs with the advice and counsel of the District Governor Chain.
- Serve as a non-voting member of the Executive Committee.
- Plan and lead District wide Public Image training efforts.
- Lead the District's web and social media presence.

Members -The District Public Image Chair plus chairs of each of the subcommittees, the District Administrator, DG, and DGE.

PUBLIC IMAGE COMMITTEE DUTIES INCLUDE

- Inform Clubs of the availability of resource materials available through Rotary International and District 7690.
- Coordinate District 7690 public image initiatives and announce the results to Clubs in the District and to local media.
- Ensure that all Clubs are aware of best practices to aid in promoting their Club success stories.
- Establish an Annual Plan.
- Work with website communications committee to ensure the District website portrays a good public image and attractive source of Rotary PR information.
- Assist the District Governor in publicizing district events.
- Provide information for the District newsletter.
- Assist local clubs with their web sites as requested by the individual club.

Subcommittees - The Public Image Chair has broad authority to establish and staff with the advice and counsel of the District Governor all District Public Image subcommittees. The District Public Image Chair in consultation with the District Governor Elect must select the Chairs of all standing District Public Image subcommittees prior to January 1 for service during the next Rotary year. In a District Public Image Chair's final year, the Chair Elect shall choose the following year's Subcommittee Chair positions with the

advice and counsel of the District Governor Elect. The subcommittees described herein are standing subcommittees. The District Public Image Chair, the District Governor, and the District Governor Elect are ex-officio members of all District Public Image subcommittees.

- District Photographer
- Website
- Newsletter
- Social Media

The Subcommittee Chairs with the guidance and support of the District Public Image Chair and the District Governor-Elect should select the subcommittee members before the beginning of the multi-district PETS seminar. Subcommittee chairs will serve a one-year term unless otherwise indicated herein. All subcommittees should be composed of a minimum of three members, including the subcommittee chair, unless otherwise indicated. If a subcommittee member needs to be replaced during their term, the replacement subcommittee member will serve the remainder of that subcommittee member's term. Subcommittees should meet at least four times per year and more often if necessary. Subcommittee chairs are responsible for maintaining written records of committee activities, meeting summaries or other pertinent information.

APPENDIX XVII: STRATEGIC PLANNING COMMITTEE

Function - Ensure that District 7690 has an up-to-date Strategic Plan and that each Committee establishes goals and action plans in alignment with the plan.

Chair - The District Governor Elect is the Chair of this committee.

Members -The DGE, DGN, and DGND, with the advice and counsel of others when requested.

Functions –

- Review and assess the Strategic Plan on an annual basis to ensure its ongoing relevance and propose changes to the plan to the District Executive Committee when appropriate.
- Disseminate the Strategic Plan to all committees as aid for them to develop relevant operating plans.
- Promote and explain the District Strategic Plan at PETS and the District Training Assembly.
- Monitor progress in the implementation of the plan and ensure necessary steps are being taken to accomplish the established goals.

APPENDIX XVIII: TRAINING

Function - Provide the DG, DGE, DGN and DGND with functional assistance and a forum for development, implementation and maintenance of an effective ongoing training and long-range Club planning process.

Chair - The District Learning Facilitator serves a one-year term and shall be selected by the Governor with whom the Learning Facilitator will serve for that Governor's District Governor year. The District Governor Nominee Designate shall as soon as practical after becoming the District Governor Nominee Designate select a Rotarian to serve as chair during the year in which the District Governor Nominee Designate will serve as District Governor. As soon as selected to serve, all District Learning Facilitator Elects shall serve on the Training Committee.

CHAIR DUTIES INCLUDE

- Serve as Chair of the District Training Committee.
- Work in coordination with the District Governor, District Governor Elect, and appropriate Committee Chairs to plan and hold various District Training events to include but not be limited to the District Membership Summit, District Training Assembly, Grants Management Training, and PETS.
- Assist the District Governor Elect with the timely preparation of the District Manual, and other materials necessary for PETS training.

Members - The District Learning Facilitator, all District Learning Facilitator Elects, chairs of each of the subcommittees, DG, and DGE.

TRAINING COMMITTEE DUTIES INCLUDE

- Work with the DGE to develop the training program for Assistant Governors, Club presidents-elect and other personnel. E.g. Club Secretaries, etc.
- Assist the DGE, DGN and DGND to plan and implement the PETS Training sessions which comply with the requirements of Rotary International.
- Assist the DGE, DGN and DGND to plan and implement the District Training Assembly and District Leadership Training.
- Plan and implement all parts of the Rotary Leadership Institute locally with the RLI Subcommittee, ensuring no conflict in timing or resource requirements.
- Provide leadership and support to Clubs wishing to engage in Club Visioning and/or Strategic Planning processes.
- Develop an evaluation instrument to be completed by participants that provides feedback on training processes.
- Ensure that all other District committees consistently work towards providing well-coordinated, well integrated, high-quality support, both to the DG and the District, as a whole, and to each of its Clubs.
- Establish an annual District Training Plan.
- Evaluate the previous year's training events.

- Investigate, review and evaluate alternative training methods, tools and opportunities, and implement such new programs or events as deemed appropriate for District 7690 Rotarians.
- Assist the District Governor-Elect with the preparation of the PETS training manual.
- Promote attendance at Rotary Leadership Institute (“RLI”) sessions as a means of educating new members and club members prior to their elevation to positions of leadership in the clubs of the district.
- Assist clubs in identifying potential leaders and encouraging RLI registration.
- Work with the Zone Rotary Leadership Institute Committee to make arrangements for RLI sessions scheduled in District 7690 and neighboring districts.
- Recruit qualified faculty for RLI events from the graduates of the RLI program, from the district’s clubs and from district leadership.

Subcommittees - The District Learning Facilitator has broad authority to establish and staff with the advice and counsel of the District Governor all District Training subcommittees. The District Learning Facilitator in consultation with the District Governor Elect must select the Chairs of all standing District Training subcommittees prior to January 1 for service during the next Rotary year. The Chair Elect shall choose the following year’s Subcommittee Chair positions with the advice and counsel of the District Governor Elect. The subcommittees described herein are standing subcommittees. The District Learning Facilitator, the District Governor, and the District Governor Elect, are ex-officio of all District Training subcommittees.

- PETS
- RLI

The Subcommittee Chairs with the guidance and support of the District Learning Facilitator and the District Governor-Elect should select the subcommittee members before the beginning of the multi-district PETS seminar. Subcommittee chairs will serve a one-year term unless otherwise indicated herein. All subcommittees should be composed of a minimum of three members including the subcommittee chair unless otherwise indicated. If a subcommittee member needs to be replaced during their term, the replacement subcommittee member will serve the remainder of that subcommittee member’s term. Subcommittees should meet at least four times per year and more often if necessary. Subcommittee chairs are responsible for maintaining written records of committee activities, meeting summaries or other pertinent information.

APPENDIX XIX: ADVISORY COUNCIL OF GOVERNORS

Function - To advise and counsel the District Governor on matters related to the affairs of the District and to promote fellowship among all past, present and future District Governors.

Chair - The Immediate Past District Governor or most recent willing PDG if the immediate is not able to serve.

Members - All Past District Governors and DG - The Chair may, at his/her discretion, invite the DGE, DGN and DGND to attend meetings.

Duties –

- Meets and reviews the affairs of the District at such times as the DG may request or the Chair of the committee might decide.
- Advises the District Governor on District business or concerns.
- Makes recommendations as may be required to ensure that the object of Rotary is being implemented throughout the District.
- Reviews the District organization and suggest appropriate changes where needed.
- Upon request, provides a resource group if the DG needs assistance to deal with a serious issue or situation in the District.
- Organizes an annual fellowship event of District PDGs, DG, DGE, DGN, DGND and their spouses/partners.

APPENDIX XX: ROTARACT

Function – To create, grow, and administer Rotaract clubs within the district.

Chair - The Rotaract Chair serves a one-year term and shall be selected by the Governor with whom the Chair will serve for that Governor's District Governor year.

CHAIR DUTIES INCLUDE

- Identify opportunities to create Rotaract clubs within the District.
- Find innovative ways to connect Rotaract clubs and strengthen the link between Rotary and Rotaract.

Members - The District Rotaract Chair, chairs of each of the subcommittees, DG, and the DGE.

ROTARACT COMMITTEE DUTIES INCLUDE

- Organize and conduct Rotary fellowship events.
- Promote Rotary related opportunities to Rotaractors.
- Organize and conduct leadership development events and trainings.
- Promote multi district and international events.
- Ensure that Rotaract activities are reported to the District and Rotary International.

Subcommittees - The Rotaract Chair has broad authority to establish and staff with the advice and counsel of the District Governor all District Rotaract subcommittees. Rotaract subcommittees should be staffed with no less than 50% Rotaractors to the extent possible. The Rotaract Chair in consultation with the District Governor Elect must select the Chairs of all standing Rotaract subcommittees prior to January 1 for service during the next Rotary year. The Chair Elect shall choose the following year's Subcommittee Chair positions with the advice and counsel of the District Governor Elect. The subcommittees described herein are standing subcommittees. The District Rotaract Chair, the District Governor, and the District Governor Elect, are ex-officio of all District Rotaract subcommittees.

- College and University Based
- Community Based
- Rotaract Service
- Sponsors and Advisors

The Subcommittee Chairs with the guidance and support of the District Rotaract Chair and the District Governor-Elect should select the subcommittee members before the beginning of the multi-district PETS seminar. Subcommittee chairs will serve a one-year term unless otherwise indicated herein. All subcommittees should be composed of a minimum of three members including the subcommittee chair unless otherwise indicated. If a subcommittee

member needs to be replaced during their term, the replacement subcommittee member will serve the remainder of that subcommittee member's term. Subcommittees should meet at least four times per year and more often if necessary. Subcommittee chairs are responsible for maintaining written records of committee activities, meeting summaries or other pertinent information.

ADDENDUM I: DISTRICT CONFERENCE

Part of the required duties as DG is to hold a District Conference for all Rotarians and Clubs in the District during the DG's year in office.

The DG is free to determine the location and timing of the conference within his/her year as DG.

The location and timing should be decided at least two (2) years in advance.

The District Conference Committee should work with the DG to develop a budget approved by the District Executive Committee, within the District budget, and have a qualified treasurer to monitor and control expenditures similar to the District Treasurer guidelines.

The DG and Committee shall conduct and hold the conference within the parameters and guidelines set forth by Rotary International.

District Conference Chairs: The District Governor Nominee Designate shall as soon as practical after becoming the District Governor Nominee Designate, select a Rotarian to serve as chair during the year in which the District Governor Nominee Designate will serve as District Governor. The term shall begin upon selection and continue through the completion of the District Conference said Rotarian is selected to chair. The chair serves at the pleasure of the Governor responsible for the District Conference. The selected chair shall be designated "District Conference Chair" during the Rotary year in which the chair is responsible for District Conference.

QUALIFICATIONS: Must have excellent planning and organizational skills. Should be creative and be willing to dedicate significant time to planning the District Conference. The chair should also have attended at least three District Conferences.

DUTIES INCLUDE:

- Assist in identifying and securing a venue for the conference to be held.
- Assist with negotiating a contract with the conference host and any associated vendors that is favorable and cost effective for the District.
- Assist with identifying and securing guest speakers.
- Assist with planning and implementing an effective agenda for conference.
- Assist with planning an accurate and balanced budget.

ADDENDUM II: PRESIDENTS ELECT TRAINING (PETS)

The District Governor Elect shall hold one President Elect Training Session ("PETS") during his/her year as DGE.

District 7690 coordinates with other Districts to assist it in planning, promoting, and holding its PETS program. "Carolina's PETS" is the entity District 7690 has agreed to participate with to hold its annual PETS.

The District Governor and District Governor Elect are required to participate with the standing Carolina's PETS committee to assist it in the planning and preparation of the event.

This session must be attended by all Presidents Elect (PE) prior to them becoming Presidents at the start of the following Rotary Year.

Any PE who is unable to attend must attend an equivalent session put on by another Rotary District at his/her own expense.

Should a PE not attend or make other satisfactory alternate arrangements in advance with the DGE then the DGE and DG will contact the current Club President to advise and resolve the issue that the President-Elect is not qualified or approved to become President of the Club.

ADDENDUM III: DISTRICT TRAINING ASSEMBLY and DISTRICT LEADERSHIP TRAINING (DLT)

The District Governor Elect shall hold a District Training Assembly and District Leadership Training during his/her year as DGE.

All incoming Club officers and new Rotarians are to be encouraged to attend. Best practices, information and available resources for Clubs will be presented.

ADDENDUM IV: COMMUNICATIONS POLICY

In order to keep communication relevant and to have the attention of recipients, it is important to not overload Club Presidents with e-mail correspondence. Therefore, the following policy has been established.

Clubs may communicate freely with all Clubs and Presidents within their area on any and all Rotary or Club matters, including fundraising events.

Any desired communication regarding Club events and fundraising activities to Clubs beyond a Club's area (including Clubs outside of District 7690) must be approved by DG in advance. This does not mean that Clubs or Rotarians cannot communicate with other Clubs with whom they have already established a rapport. It is meant to avoid mass mailings and mass solicitation.

The DG can and should solicit the assistance of the District Administrator to assist with

any District wide communication programs.

All Clubs, committees and members should adhere to the published communications policy of Rotary International.

Should any Club or Member become involved in a situation which gains negative attention of the press or other media, the Club President should inform his/her Assistant Governor who will then advise the District Governor. The DG will, in conjunction with the affected Club, the AG and the District Public Image Chair, develop and implement an immediate communications plan.

In the event any Club or member observes inaccurate reporting regarding Rotary matters, they should refer this to the Public Image Chair and District Governor for appropriate corrective action.

ADDENDUM V: COMMITTEE PROCEDURES

All District Committee's should meet frequently enough to be able to operate effectively and fulfill their goals and objectives.

The Chairs of all District committees shall, upon calling meetings of their respective committees give notice of said meetings to all committee members.

Standing Committees are expected to keep their committee rosters up to date within the District Manual and District Website.

Personal expenses to include meals are to be paid by meeting participants.

Committees are encouraged to consider use of conference calls or electronic technology where appropriate and agreed upon by committee members.

ADDENDUM VI: VOTING

In voting matters for District decisions will be made by the majority of clubs present.

Where votes are conducted at a District Conference or the District Training Assembly, a majority of the electors in attendance shall determine the results of a vote. Fifty percent plus one represents a majority.

In the event of other voting procedures, each Club shall be entitled to one vote.

Generally, it is expected that the President or his/her designate will cast the vote on behalf of his/her Club, except for the incoming budget vote at the District Training Assembly, which is cast by the incoming President.

The above procedure is meant to agree with the voting guidelines documented in the RI

Bylaws and Manual of Procedure. In the event of a discrepancy, the RI procedure will take priority.

The use of proxy voting for any matter involving the Executive Committee, any of its associated committees, and the Finance Committee, or any of its associated committees is expressly prohibited.

Committee or District matters requiring votes, may be decided by votes cast in person, or by electronic attendance.

ADDENDUM VII: REMOVALS AND VACANCIES

The District Governor has absolute authority over appointments and removals to Committee and Subcommittee positions except for positions that require consensus among other leaders as described herein or for positions granted to a leader based on his/her prior service.

In the event a chair or other position is removed, resigns, or is otherwise unable to serve, the District Governor may appoint a replacement to complete the term for the current Rotary year.

In situations where a chair in a multi-year position is removed, resigns, or is otherwise unable to serve, the District Governor, with the consensus of all Governors who will serve with said Chair, shall select a Rotarian to complete said term.

No Committee Chair selected to serve a three year term may be removed without the vote to remove by three fourths of (3/4) of the voting members of the Executive Committee.

ADDENDUM VIII: YOUTH PROTECTION POLICY

The District has adopted and published an extensive Youth Protection Policy. Said policy should be regularly reviewed and amended as needed. Each incoming club leadership class should be trained on the policy no later than the District Training Assembly held prior to the Rotary year. Prior to the start of the Rotary year, incoming club leadership must acknowledge said policy by signing a Memorandum of Understanding. The Youth Protection Policy shall be published on the District Website.