


Rotary  | **District 7680**

**GUIDELINES
MANAGEMENT
POLICIES AND
PROCEDURES**

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This document, "Guidelines Management Policies and Procedures" enacted July 1, 2005; with revisions approved May 20, 2018, and enacted July 1, 2018; replaces in its entirety the "Rotary District 7680 Operating Procedures and Guidelines", originally approved May 16, 1992, and enacted July 1, 1992; with revisions approved January 9, 1999, and enacted July 1, 1999; revisions approved May 20, 2001, and enacted July 1, 2001.

ARTICLE I

PURPOSE

The following procedures are designed to provide guidelines and assist the District Governor in managing District 7680 (hereafter referred to as The District) effectively. The intent is to assure better continuity; closer linkage between The District and the Club Committees, the involvement of a greater number of knowledgeable and dedicated Rotarians in District management, and the overall enhancement of the effectiveness of Rotary's educational and humanitarian programs.

ARTICLE II

LIMITATIONS

Section 1, Limitations

The Manual of Procedure of Rotary International is the reference manual that contains policies and procedures for Rotary International (hereafter referred to as RI) and the Rotary Foundation. Nothing in these Guidelines or subsequent amendments can or should be so construed to conflict with or be contrary to the Constitution and Bylaws of RI. Rulings and interpretations by the Board of Directors of RI shall immediately void or change any article, section or clause of these Guidelines contrary to such action. All enactments passed at a Council on Legislation to change the Constitution and Bylaws of RI that conflict with any article, section or clause of these guidelines shall take precedence immediately.

Section 2, Governing Rules

These Guidelines Management Policies and Procedures for The District shall be subject to the Manual of Procedure, to the Bylaws of RI, Rotary Code of Policies and to any other governing documents and rules and regulations of RI.

ARTICLE III

DISTRICT OFFICERS

Section 1, District Governor

The District Governor (hereafter referred to as DG) has been elected by action of duly accredited electors of RI to the position of sole administrating officer in The District during their term of office. As the only representative of RI, the DG is responsible to the President and the Board of Directors of RI for promoting the programs of Rotary. Neither appointed committees nor action of Rotary clubs in the district can dilute the authority or relieve the responsibilities of the DG. The qualifications and duties of the DG are outlined the Bylaws of RI and in the Manual of Procedure.

Section 2, District Governor-Elect

The District has duly elected the District Governor-Elect (hereafter referred to as DGE). The DGE must attend Governors-Elect Training Sessions (hereafter referred to as GETS), Zone Institutes, the International Assembly, the District Conference, Presidents-elect Training Seminar (hereafter referred to as PETS) and the District Assembly.

The DGE's duties shall consist of:

- Appointing Assistant District Governors for the coming year;
- Appointing committee chairpersons and filling any vacancies that have occurred;
- Appointing, for a one-year period, any special committees;
- Preparing material for distribution to the Presidents-elect at PETS which includes a directory of the leadership team for the DGE's year as DG;
- Preparing a pre-PETS program for the Presidents-elect to be held prior to PETS;
- Preparing a program for the District Assembly in conjunction with the DG;
- Working with the Finance Committee to prepare a preliminary budget proposal and a proposal of per-capita assessment at least thirty days prior to the District Assembly; and
- Defining six geographic regions within The District for the purpose of selecting members of the District Nominating Committee.

The normal duties of the DGE are outlined in the Manual of Procedure.

Section 3, District Governor-Nominee

The District has duly elected the District Governor-Nominee (hereafter referred to as DGN). The DGN must attend the District Conference, PETS, District Assembly, Zone Institute and GETS. The DGN duties shall consist of:

- Being an ex officio, non-voting member of all District Committees and a voting member of any committee on which the DGN serves as a member;
- Fulfilling other duties assigned by the DG;
- Serving as chair of the Awards Committee; and,
- Being supportive of the DG's programs. Once the District has elected the District Governor Nominee Designate (hereafter referred to as DGND), the DGND shall attend any district events and district committee meetings that are held from the election of the DGND until the DGND becomes the DGN. The DGND shall be immediately assigned to the Rotary Foundation's Annual Fund committee and be responsible for promoting fundraising, since the performance of that year's Annual Fund will affect that DGND's Foundation Grants amount the year they are planned to serve as DG.

Section 4, District Executive Secretary

The District Executive Secretary shall be an active member in good standing, for not less than three years, of a club in The District and is appointed by the DGE and presented to Clubs at the District Assembly (prior to their year to serve) and shall serve until a successor is appointed. The District Executive Secretary duties shall consist of:

- Answering all correspondence sent to the Secretary or directed to the Secretary by the DG;
- Attending the District Assembly and District Conference and maintaining records of all actions taken and decisions made;
- Filing all Committees' minutes;
- Obtaining and maintaining a monthly record of the membership and attendance percentage of each Club in the district and provide the

information to the DG for publication in the DG's Monthly Newsletter, and;

Notifying all members of the Council of Past Governors, Club Presidents and DG of the serious illness or death of a Council of Past Governor's Member, Club President or a Past District Governor (hereafter referred to as PDG). The DG may appoint one or more assistant secretaries to assist the District Executive Secretary in the performance of the duties of the District Executive Secretary.

Section 5, District Treasurer

The District Treasurer shall be an active member in good standing, for not less than three years, of a club in The District, and is appointed by the DGE and presented to Clubs at the District Assembly (prior to their year to serve) and shall serve until a successor is appointed. The Treasurer shall have experience in the management of financial affairs. The Treasurer shall read, understand and follow the rules as outlined in the Manual of Procedure. The DG may appoint one or more assistant treasurers to assist the District Treasurer in the performance of the duties of the District Treasurer.

Section 6, District Trainer

The District Trainer shall be an active member in good standing, for not less than three years, of a club in The District and is appointed by the DGE and presented to Clubs at the District Assembly (prior to their year to serve). The District Trainer shall be a PDG or a Past Assistant District Governor. The District Trainer serves as chair of the Training Committee whose duties are outlined in the Manual of Procedure.

Section 7, Assistant District Governors

An Assistant District Governor (hereafter referred to as AG) shall be a Past Club President and an active member in good standing, for not less than three years, of a club in The District and is appointed by the DGE. AG's are limited to three one-year terms. The AG shall serve one area and shall be presented to Clubs (prior to their year to serve) at the District Assembly. The AG must attend the AG's training session. The normal duties of the AG are outlined in the Manual of Procedure.

Section 8, Vice-Governor

The District Nominating Committee will select one PDG to serve as Vice-Governor for a one-year term at the same time it selects a new DGND. The Vice-Governor shall serve as Vice-Governor for the next Rotary Year. If a Vice-Governor is unable to serve, then the District Nominating Committee shall select a replacement Vice-Governor. The role of the Vice-Governor shall be to replace the DG in case of temporary or permanent inability of the DG to serve as DG. It is desired that the Vice-Governor selected be someone who has most recently attended the International Assembly for incoming DGs. If no selection is made by The District Nominating Committee, the DGE may select a PDG as Vice-Governor.

ARTICLE IV

SPECIAL COMMITTEES

Section 1, Council of Past District Governors

PDGs who are members of Rotary clubs in The District serve as members of the Council of Past Governors. For further information on this Council refer to Manual of Procedure. The DG shall convene

meetings of the Council of Past District Governors at least annually and preferably twice a year. It is suggested that the meetings be held immediately following the mid-year assembly and at the District Conference.

Section 2, Nominating Committee for District Governor

The selection of nominees for DG shall be by Nominating Committee as provided in the RI Bylaws, except that if there shall be candidates in addition to the candidate proposed by the Nominating Committee, then and in that event, balloting shall be as provided in the RI Bylaws and as listed below. The selection and qualifications for DGN are outlined in the Manual of Procedure.

District Nominating Committee

There shall be a District Nominating Committee and it shall meet annually to nominate a candidate to become the DGND and shall serve as the DGND until the end of the current Rotary year in which the DGND was selected. The DGND shall then become DGN upon completion of the Rotary year in which the DGND was selected. The DGN selected and approved will become DGE the following year upon election at the RI Convention and will succeed to DG the following year. The Nominating Committee for DG shall be composed of the following:

- 1) The immediate PDG who will serve as Chair and who will vote only in case of a tie;
- 2) The current DG, DGE and DGN will serve ex-officio and will not vote;
- 3) The committee shall consist of ten (10) members: four (4) PDGs and six (6) members who have served a full term as Club President within The District.

The six past Club Presidents, and four PDGs, shall be selected from geographic regions of the District to provide equitable representation.

It is the responsibility of the DGE to define geographic regions for purposes of selecting six past Club Presidents and four PDGs nominating committee members. For example: One member from a region consisting of Alleghany, Ashe, Wilkes, Alexander and Iredell Counties; One member from a region consisting of Cleveland and Gaston Counties; One member from a region consisting of Cabarrus, Rowan and Stanley Counties; One member from a region consisting of Anson, Richmond and Union Counties; Two members from a region consisting of Mecklenburg County

The Chair of the Committee, after consulting with the DG and AG's, will recommend the members of the Committee for the DG's approval. No Committee member shall be a nominee for DG. In the event a person is nominated for DG by the club of a Committee member, the DG will appoint a new member from the same geographic region to replace that member. In the event a PDG member must be replaced, the DG will appoint another PDG. No member of the Committee shall serve more than two (2) consecutive one-year terms but can again serve after a one-year absence from the committee. All actions taken shall be by majority vote of those present and voting. Six (6) members of the Committee constitute a quorum for voting purposes; and, only members of the Nominating Committee are to be present during any official meeting of the Committee unless otherwise authorized by the DG.

In accordance with RI Bylaws the following time schedule and nominating procedures have been established for The District. The

Nominating Committee for DG shall be charged with the duty to seek out and propose the best available candidate for DGN.

Time Schedule and Nominating Procedures

In the fall of each Rotary year the DG issues in name of the Nominating Committee an invitation to Clubs to submit suggestions for DGN for consideration by the Nominating Committee. The suggestion must be submitted on the Required Nomination Form and include a resolution adopted at a regular meeting of the Club, properly certified by the Club Secretary naming the candidate and including information and data on the background and Rotary activities of the suggested candidate. This information is to be mailed to the Chairperson of the Nominating Committee.

The DG and the chairperson of the Nominating Committee shall establish the date or deadline for the Clubs' suggestions to be received by the Nominating Committee as well as a schedule for the Nominating Committee to interview and select the DGND and to notify the Clubs of the District in accordance with RI Bylaws and regulations for the selection process. A candidate must be interviewed by the Nominating Committee to be selected a DGND.

For the avoidance of doubt, a candidate for DGND must have been an active Rotarian for a minimum of seven years and shall be a Past Club President who has completed his or her term as Club President. A candidate must be active in his or her club as well as active in The District and must be a knowledgeable Rotarian.

To ensure the integrity of the nominating process, neither members of the Nominating Committees nor the candidates for DGND should know the names of the members of the Nominating Committee or the names of the other candidates prior to the interviewing of candidates.

In accordance with schedule of the nominating process for DGND, the DG shall notify the Clubs of the nominee of the Nominating Committee and of the date by which a Club may propose the name of a candidate for DGND whose name has previously been proposed to the Nominating Committee and who has been interviewed by the Nominating Committee by filing with the DG a resolution of their Club adopted at a regular meeting thereof, naming the candidate for DGND. If, by the date of proposal, no such nomination has been received by the DG, then the DG shall declare the candidate of the District Nominating Committee to be the DGND and shall notify the Clubs in the District.

If any nomination has been received by the DG from a club as set forth above, then in accordance with the nominating schedule, the DG shall notify all clubs in the district and thereupon the selection of the DGND shall be conducted by either ballot by mail or ballot by electronic mail or means. The only candidates to be included on such ballot shall be the candidate proposed by the District Nominating Committee (who shall be so designated) and the candidate or candidates properly nominated by a club following the report of the Nominating Committee.

Ballot by Mail or by Electronic Mail or Means

Should balloting by mail or by electronic mail or means be required, the DG shall prepare and mail to the Clubs a ballot giving the name of the candidates and proposers. The candidate selected by the Nominating Committee shall show the District Nominating Committee as the proposer and shall be listed first on the ballot. All other candidates shall be listed alphabetically by name. The time

frame and requirements above governs the names to be listed. A ballot is to be sent to each Club with instructions that the ballot with its vote or votes cast must be returned to and received on or before a date to be fixed by the DG, which shall be not less than fifteen days nor more than thirty days following the date of the DG's mailing of the ballots to the Clubs. Each Club shall be entitled to one vote for each twenty-five members or major fraction thereof, based upon the number of members of the Club as of the last day of November. The candidate receiving the most votes shall be declared the winner. The name of the nominee shall be certified by the DG to the General Secretary, and the DG shall at once notify the candidates of the selection.

ARTICLE V

DISTRICT COMMITTEES

Section 1, General

Certain district committees are suggested or specified by the Board of Directors of RI using the Manual of Procedure, the DG's Handbook, the Bylaws of RI, various RI publications, and rulings of the Board of Directors of RI for the organization and administration of these committees. The DGE will appoint all committee and sub-committee chairs and appoint or approve all committee members for the DGE's year as DG. The DGE shall use his or her best efforts to complete the appointment of all committee chairs and subcommittee chairs prior to the PETS for the DGE's Presidents-elect. The DGE will electronically enter the names of his or her appointed committee chairs to RI and, in turn they will send information to these chairs explaining their responsibilities and duties. It is suggested that committee members be appointed on a rotating basis and serve for more than one year. The DGE may appoint any Special Committees deemed necessary to serve for a one-year term with that term coinciding with the DG term of office. The selection, structure, qualifications and other items for district committees are outlined in the Manual of Procedure.

Section 2, Finance

The responsibilities and duties of the Finance Committee are outlined in RI Bylaws and the Manual of Procedure. The Finance Committee shall be made up of the DG, the DGE, the immediate PDG, the immediate Past Treasurer and three members at large. The Current Treasurer, the incoming Treasurer and the DGN shall serve Ex-officio as non-voting members. In the event the Current Treasurer is also the immediate Past Treasurer, then the Current Treasurer shall be a voting member of the Finance Committee.

The at-large members shall each serve a three-year term, the terms to be staggered in order that one at-large member shall rotate off the Committee each year. The at-large members shall have served as a DG. Each DG shall appoint one at-large member of the Finance Committee; the DG shall also be responsible for appointing any other at-large members, if necessary, to complete the unexpired term of any at-large member. Each year the Finance Committee shall elect the second year at-large member as chair. The chair may not serve consecutive terms. The District Finance Committee Operating Policies, which may be adopted by the Finance Committee from time to time, shall be subject to these Guidelines.

The financial report to the Internal Revenue Service (hereafter referred to as IRS) must be filed each year on or before 15 November by the immediate past Treasurer. All bills incurred from the previous

Rotary Year must be submitted to the Treasurer within (30) thirty days after the close of the year (30 June). The Treasurer prepares a year-end financial report including income and expenditures with supporting documents (bank statements, certificates of deposit, etc.) and submits the financial data to a Certified Public Accountant (hereafter referred to as CPA) as selected by the Finance Committee. A copy of the year-end financial report is to be sent to the immediate PDG, the DG and the chair of the Finance Committee. The CPA audits the District's funds and prepares the official financial statement and the IRS return. The Finance Committee reviews the external audit report and the official financial statement and recommends appropriate action. The financial statement and audit report shall be presented in writing at the District Conference and the District Assembly and shall be available to clubs upon written request. Notwithstanding the above, the financial reports shall be compliant with the IRS requirements and with the requirements of RI as they exist from time to time.

Section 3, Rotary Foundation

The District Rotary Foundation Committee consists of a Chair and the following subcommittees:

Alumni, Annual Fund Grants, Endowment Fund,
Peace Fellowships and PolioPlus

Subcommittees may be added or deleted as each DG chooses.

The District Rotary Foundation Committee works under the direct leadership of the DG. The District Foundation chair works with The District Foundation Committees to plan, integrate, implement, and evaluate all District Foundation activities. This involves scheduling periodic meetings of the Committees throughout the year to review the progress being made toward goals and to modify plans as deemed necessary. The Chair serves as a member of all Subcommittees and should keep familiar with the responsibilities of each Subcommittee. The Chair shall be a PDG, a Paul Harris Fellow, and must accept the assignment for three years.

A description of the duties of this committee and the Sub-committees are found in The Rotary Foundation Committee Manual.

Section 4, Youth Services

The District Youth Services Committee consists of a Chair and Subcommittee Chairs. The Subcommittees are:

Interact, Rotaract, Youth Exchange, and Rotary Youth Leadership Awards (RYLA) and Seminar for Tomorrow's Leaders (SFTL)

There must also be a Youth Protection Officer who shall oversee all youth protection requirements as specified by RI and The District Youth Protection Policy.

The Committee's duties are outlined in the Manual of Procedure. The Chair shall inform the DG of each Subcommittee's program by written reports by January 1st and June 30th.

Interact

Interact provides service through the local Interact Clubs. The Subcommittee will involve local Club chairs for program planning as well as youth representatives of the Interact Clubs. The Subcommittee will plan an Interact Assembly and Conference.

Rotaract

Rotaract provides community service through Rotaract Clubs. The Subcommittee will involve local club chairs and Rotaract leaders for organizational leadership and planning. The Subcommittee will plan a Rotaract Conference. This Subcommittee will supervise the election of a District Rotaract Representative who will serve on the Rotaract Committee. The Rotaract clubs in The District will do the election.

Youth Exchange

Youth Exchange provides international exchange contacts. The Subcommittee works through the appropriate Rotary or Student Exchange programs. Direct contacts for exchanges may also be arranged through the District Committee. The program includes short-term exchanges and school year exchanges.

Rotary Youth Leadership Awards (RYLA) and Seminar for Tomorrow's Leaders (SFTL)

Rotary Youth Leadership Awards (RYLA) and Seminar for Tomorrow's Leaders (SFTL) provides special leadership training for selected high school students. The Subcommittee will plan and conduct annual leadership training seminars and encourage district clubs to sponsoring students to Leadership Camp.

Section 5, Membership Development

The Chair of the Membership Committee shall be PDG and shall serve a three-year term. The duties of the Membership Committee are outlined in the Manual of Procedure. The Chair shall inform the DG of the Committee's progress by written reports due quarterly or more frequently as the DG requests.

Section 6, Club Extension

The Chair of the Club Extension Committee shall be PDG, AG or a Past President of a club. The duties of the Club Extension Committee are outlined in the Manual of Procedure. The Extension Committee will be responsible for the organization of new Rotary clubs in The District. The Chair shall inform the DG of the Committee's progress by written reports due quarterly or more frequently as the DG requests.

Section 7, Vocational Service

The Vocational Service Committee shall promote Vocational Service. The duties of the Vocational Service Committee are outlined in the Manual of Procedure. The Vocational Service Committee shall also be responsible for vocational service teams and group study exchanges.

Section 8, Community Service

The Community Service Committee shall have a Subcommittee to promote the **Rotary Community Corps (RCC)** of RI. The duties of the Community Service Committee and the Rotary Community Corps (RCC) Program are outlined in the Manual of Procedure.

Section 9, International Service

The District International Service Committee consists of a Chair and the following Subcommittees:

Rotary Friendship (Family) Exchange, Rotary Fellowships and Rotary Action Groups

The Committee's duties are outlined in the Manual of Procedure. The chair shall inform the DG of each Committee's program by written reports by January 1st and June 30th

Rotarian Action Group

Rotarian Action Groups help Rotary clubs and districts plan and carry out community development and humanitarian service projects in their area of expertise. The groups are organized by Rotarians and Rotaractors who are proficient and have a passion for service in a field.

Rotary Friendship Exchange

The Rotary Friendship Exchange is a structured program in which Rotarians and their families carry out reciprocal visits and home stays with Rotarians and their families in other countries to advance international understanding, goodwill, and peace through people-to-people contacts across national boundaries.

Rotary Fellowships

A Rotary fellowship is a group of Rotarians who unite to pursue a specific worthwhile activity which advances the Object of Rotary, including but not limited to educational, health, vocational, environmental and recreational activities.

Section 10, Public Image

The purpose of Rotary's Public Image program is to foster understanding, appreciation and support for the Objects of Rotary programs. An outline of some Public Image information can be found in the Public Image Committee Manual.

Section 11, Environmental and Sustainability

The committee is to publicize the environmental and sustainability issues throughout Rotary District 7680 and to encourage clubs to help solve these problems. The committee will also publicize environmental initiatives of RI to the clubs.

Section 12, Operating Committee

The District Operating Committee shall consist of the DG who shall be the chair, the Immediate PDG, the Finance Committee Chair, the DGE, the DGN and the DGND. The Committee shall meet monthly to discuss issues of the District, decisions impacting multiple years and leadership continuity.

Section 13, Guideline Review

The Guideline Review committee shall consist of a chair, who shall be a PDG and four other members, two PDGs, the DGN and one other Rotarian in the district who shall be a past president of a club in the district. This committee shall review The District's Guidelines annually for items that need amending as a result of changes made by the Council on Legislation or to improve the functioning of The District. The committee shall meet in the first six months of the current Rotary Year and shall submit its report to the DG on or before December 31 of said Rotary Year.

Section 14, Information Services

The Information Services committee shall prepare and maintain a District comprehensive computer database that can be used for preparing the district directory and other communication purposes. There shall be a District Information Services Chair who shall be appointed by the DG. The District Information Services Chair shall be responsible for the district's compliance with the District and Club database usage policy and shall publicize the policy to the clubs and

to Rotarians. This compliance shall also include the database System Security Levels as well as compliance with the District's License with DACdb.

Section 15, District History

The District History Committee shall maintain the District Archives and update these Archives annually. They shall be in a form that can be printed when required.

Section 16, District Awards

The District Awards committee is chaired by the DGN or by any active Rotarian at the district level in the discretion of the DG and shall recommend to the DG, those Rotary Clubs in District that should receive awards for performing outstanding service that enhance the image of Rotary and promotes the wider adoption of the Objects of Rotary.

Section 17, Training

The Training committee and its Chair, the District Trainer, shall be appointed by the DG. This committee's functions and duties are outlined in the Manual of Procedure. The Chair, (District Trainer) of the Training Committee shall be a PDG, AG or a Past President of a club with a committee that represents the geographic areas of the district. The duties of the Training Committee shall be: assisting the DG in encouraging all Rotarians to become more knowledgeable about Rotary; helping each club to establish an active Rotary training committee; providing each club with up-to-date Rotary information; providing informative and effective new membership training; and providing; and providing the district committees with Rotary information to achieve effective publicity throughout the district.

ARTICLE VI

DISTRICT MEETINGS

Section 1, Foundation Banquet

The Foundation Banquet is to celebrate the mission of The Rotary Foundation to support the efforts of RI to achieve world understanding and peace through international, humanitarian, educational and cultural exchange programs and to honor district Rotarians who have made substantial contributions, both in time and financially to this mission. A Foundation Banquet Chair and Committee shall be appointed by the DGN prior to the DGN's year of service as DG so plans can be made for the annual Foundation Dinner which shall be held with-in the District and during Rotary Foundation month in their year as DG. The Rotary Foundation Chair shall be included in the planning process. All district Rotarians shall be urged to attend.

Section 2, Presidents-Elect Training Seminar (PETS)

The Presidents-Elect Training Seminar is a seminar with the purpose of preparing incoming District Club Presidents for their coming role. It is mandatory that all Presidents-elect attend this seminar. In the event the DGE chooses to conduct a single district PETS, then the Presidents-Elect Training Seminar's Chair and Committee shall be appointed by the DGE who shall have direct authority and control of this committee in cooperation and coordination with the DG. In the event the District agrees to Participate in a Multi-District PETS, the DGE shall be a member of the Multi-District Committee. The committee shall plan and conduct PETS in accordance with Manual of Procedure, the Bylaws of RI and any other RI requirements

governing PETS. The District has been an active member of Carolina PETS which is a Multi-District PETS.

Section 3, Mid-Year District Assembly

The mid-year District Assembly is a half-day seminar, held in January, after the International Assembly or in early February, to review the status of the districts goals and to prepare incoming Rotary leaders and other interested Rotarians for their roles in the coming year. The district trainer plans this assembly in coordination with the DG and the DGE. This assembly shall be planned in accordance with Manual of Procedure and the Bylaws of RI.

Section 4, District Assembly

The annual District Assembly is a seminar to prepare incoming Rotary leaders and other interested Rotarians for their roles in the coming year. It is mandatory that all Presidents-elect and other incoming club officers attend this seminar. The District Trainer plans this assembly in coordination with the DG and the DGE. This seminar shall be planned and conducted in accordance with Manual of Procedure and the Bylaws of RI.

Section 5, District Conference

The District Conference of Rotarians is held annually at such time and place as determined by the DG while serving as DGN. The DGE shall present the conference site to the district's Presidents-elect at the mid-year assembly. A District Conference Chair and Committee shall be appointed by the DGN early so planning can be started immediately following DGN's selection. The Conference shall be planned in accordance with Manual of Procedure and the Bylaws of RI.

Section 6, Rotary Foundation, Public Image and Membership Seminar

The Purpose of the seminar is to educate Rotarians about the Rotary Foundation and its areas of focus and to encourage Rotarians to support the Rotary Foundation; to educate Rotarians in membership recruitment and retention and to encourage Rotarians to invite qualified persons to join Rotary; and to educate Rotarians in the Public Image of Rotary so that there are positive public relations for Rotary and to help spread the involvement of Rotary in each local community and in the world. This seminar shall be planned and conducted in accordance with the Manual of Procedure and with the Bylaws of RI.

Section 7, Rotary Foundation Grants Training Seminar

There shall be an annual seminar to educate Rotarians and Rotary Clubs about district and global grants available through the Rotary Foundation. It shall be planned and conducted annually by the District Foundation Committee in accordance with the Manual of Procedure, the Bylaws of RI and with the rules and regulations and Bylaws of The Rotary Foundation.

ARTICLE VII

INSURANCE

Section 1, Liability Insurance

RI provides liability insurance coverage for Rotary entities. The cost of such insurance coverage is included in the dues paid to RI. Certificates of insurance may be obtained by contacting RI. In

addition, RI recommends that clubs and districts purchase directors and officers liability insurance.

Section 2, Bonding

The district shall maintain bonding insurance coverage for the DG, District Treasurer and the Finance Committee Chair. Additionally, any, and all personnel with authority to dispense funds shall be bonded. The District Treasurer shall be responsible for maintaining this coverage. The Finance Committee may choose to waive the bonding requirements each year by vote annually.

ARTICLE VIII

DISTRICT SPOKESPERSON

Section 1, District Spokesperson

As an officer of RI, the DG is the only official District Spokesperson.

ARTICLE IX

REPRESENTATIVE TO COUNCIL ON LEGISLATION

Section 1, Representative to Council on Legislation and Councils on Resolutions

The Council on Legislation meets every three years and is the legislative body of RI, which has the authority to amend the constitutional documents of RI including enactments which change Rotary's governing documents and position statements by the RI Board.

The Councils on Resolutions shall meet annually online and shall vote to express opinions and to make recommendations to the Rotary Board of Directors. The clubs in each district shall elect a Rotarian to represent them at each council. The District shall elect its representative in accordance with the RI rules governing the election of representatives to the Council on Legislation and Councils on Resolutions and with the Bylaws of RI.

ARTICLE X

POLICIES AND PROCEDURES

Section 1, Purpose

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

Section 2, Changes

The policies and procedures of any District Committee, whether or not they have been published, shall be subject to review at the District Assembly. By majority vote at the Assembly the District Committee's policies and procedures may be changed so long as the change is allowed by RI rules.

Section 3, Contract Approval

All contracts and financial agreements involving a District 7680 program or that commit the funds of The District must be submitted to and reviewed by The District Finance Committee Chair or The District Finance Committee (at the discretion of the Chair) with a

recommended action to the DG. The DG has the responsibility for all budgets of District 7680.

ARTICLE XI

AMENDMENTS

Section 1, Procedure

Any Club may propose a guideline amendment. The proposal shall be accompanied by a letter signed by the President and Secretary of the Club proposing such amendment, which shall state that the proposal was adopted by majority vote of the club membership present at the time the vote was taken. The District Guidelines committee may propose an amendment and the amendment shall be accompanied by a letter signed by the Chair of the committee stating that the proposal was adopted by majority vote of the committee.

Any proposal to amend these Policies and Procedures shall be delivered to the DG not less than 45 days prior to the Mid-Year Assembly or the District Conference at which the Amendment is to be considered. The DG shall deliver a copy of the proposed amendment to the Secretary of each Club not less than 30 days prior to the date of the Mid-Year Assembly or District Conference at which such amendment will be considered. The amendment will become approved if it receives the favorable vote of a two-thirds majority of all club Electors present and voting at the business session of the Mid-Year Assembly or District Conference. Said club voting shall be weighed in accordance with the Manual of Procedure, the Bylaws, and any other requirements of RI.

Section 2, Effective Date

Unless the amendment shall specify otherwise, each amendment passed at a Mid-Year Assembly or District Conference shall become effective on the first day of the new Rotary Year immediately following approval.

Section 3, Amendment by Operation of Law

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

END