



DISTRICT 7600 | PROCEDURES & GUIDELINES MANUAL

DISTRICT 7600 MANUAL OF PROCEDURES

OBJECTIVE OF DISTRICT 7600

To help individual Rotary Clubs advance the Object of Rotary and to enhance the services provided by the Rotary Clubs and individual Rotarians at the local level.

DISTRICT BOUNDARIES

USA – VIRGINIA | The portion east of the western boundaries of Halifax, Charlotte, Appomattox, Buckingham, and Fluvanna Counties and south of the northern boundaries of Fluvanna, Goochland, Hanover, New Kent, James City and York Counties and the counties of Northampton and Accomac, excluding Tangier

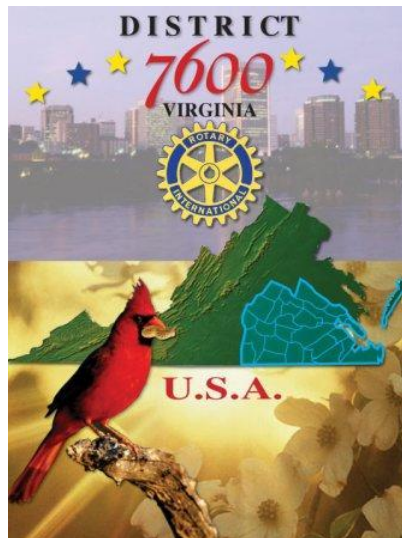


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REVISION RECORD

REVISION	DATE EFFECTIVE	REMARKS
Initial Issue (-)	April 6, 2002	Formalized Procedures & Guidelines
Revised	April 26, 2008	Updated Standing Committees, Training Meetings, District Fund Accounts; added District Reserve Fund, District Trainer & Attorney, Operations Group and Assistant Governor Quarterly Report; revised review of financial records
<p>COPY SUBMITTED TO ROTARY INTERNATIONAL GENERAL SECRETARY EDWIN H. FUTA APPROVED AT DISTRICT 7600 ASSEMBLY (April 26, 2008)</p>		
Updated	January 4, 2010	Updated section 2.8 regarding D&O/ELP insurance provided by Rotary International
Revised	2014/2015	<i>Comment for revision (District committees) * Stephen Beer</i>
Revised	March 2018	Updated District Secretary, District Treasurer, District Executive Committee, Duties of Assistant Governors, Reimbursement of Expenses, Membership Committee, Public Image Committee, Youth Service Committee, Training Events, Conferences, Conventions, Rotary Programs, District Service Committees, The Rotary Foundation, Committee Budgets and Expenses, Nominating Committee, District Education and Training Meetings, Amendments to Procedures and Guidelines

DISTRICT 7600 PROCEDURES & GUIDELINES MANUAL

SECTION 1 | OBJECT AND PURPOSE

The OBJECT and PURPOSE of this manual is:

- a. To assist the District Governor in the following duties:
 - Furthering the Object of Rotary.
 - Administering District affairs and supervising the operation of District activities.
 - Providing leadership and guidance to Clubs in the District.
 - Preparing and administering the District budget and handling the District Fund.
 - Promoting and enhancing the image of Rotary within the District and in the communities.
 - Promoting cordial relations between the Clubs in the District and between the Clubs and Rotary International (RI).
- b. To assist the Clubs of the District and the District Governor in maintaining year-to-year continuity.
- c. To enhance the office of the District Governor. Nothing in this Procedures and Guidelines Manual is intended to permit delegation of responsibility by or for the District Governor. Similarly, no activity is authorized that dilutes the authority or responsibility of the District Governor.
- d. To implement Rotary International's District Leadership Plan.

SECTION 2 | ADMINISTRATION

2.1 District Activities & Participation

Participation in District level activities is open to all District Rotarians. The appointment of Past Presidents of Rotary Clubs and Past Officers of RI to District positions is encouraged.

Those Rotarians in the District having the desire and willingness to serve are encouraged to make their interest known to the District Governor, the District Governor-Elect, and/or the District Governor-Nominee.

2.2 Organization & Procedure.

The District Governor is an Officer of RI functioning as the administrator of the District and is assisted by District Officers, Assistant Governors, Committees and the District Executive Secretary. The District Governor operates under the general control and supervision of the RI Board of Directors.

2.3 Conflict of Procedures & Guidelines with RI Documents.

Nothing in this Manual is intended to take precedence over the Constitution and By-Laws of RI or the procedures of RI as contained in the latest edition of the Manual of Procedure (MOP). In the event of any conflict between the provisions of this Procedures and Guidelines Manual and the governing documents of RI, the governing documents of RI will prevail.

This Manual is not intended to be all-inclusive or a stand-alone document but is intended to be implemented in conjunction with all RI procedures and policies.

2.4 Transfer of Information & Records

The District Governor shall supply the District Governor-Elect prior to the date of the International Assembly, in writing, full information as to the condition of the Clubs in the District with recommended action for strengthening the Clubs. At the end of each Rotary year, the District Governor shall transfer to the District Governor-Elect all continuing District records that are not housed in the District Office.

2.5 The District Fund

All funds of the District shall be deposited and maintained in the District Fund and shall be used solely for the payment of the administrative expenses of the District and the costs and expenses of authorized District programs and activities.

The District shall assess a mandatory District dues levy each year upon the Clubs. The assessment will be on a per capita/membership basis. The amount of per capita dues shall be approved each year in with the adoption of the District budget. One-half of the District dues assessment shall be paid by each Club on or before August 1 based upon Club membership as of July 1. The other half of such dues assessment shall be paid on or before February 1 based upon Club membership as of January 1.

Other levies may be assessed for specific District activities as proposed and approved by the Rotary Clubs each year in connection with the adoption of the District budget.

A separate fund shall be maintained for the grant activities in District 7600 for The Rotary Foundation. This account shall be administered by the District Foundation Treasurer.

2.6 The District Reserve Fund

The District Reserve Fund shall be used to provide funds for the operation of District 7600 in the event of a shortfall in income or an unforeseen need in the administration of the District and its Clubs. A Restricted District Reserve Fund shall be maintained at a minimum level of \$50,000. The fund shall be administered by the District Treasurer and held, separately from other operational and charitable funds, in interest bearing deposit instruments.

Funds held in the account above the minimum level shall be considered the Unrestricted District Reserve Fund and may be used by the District Governor for any legitimate operational District expense following consultation with the District Finance Committee.

None of the Restricted District Reserve funds (\$50,000, or higher if deemed necessary at some future time) shall be used to augment or support charitable events of the District, its Clubs, Rotary International, The Rotary Foundation or other outside organizations.

2.7 Promulgation

The District Governor shall ensure that a current copy of this Procedures & Guidelines Manual is distributed to all Club Presidents and Secretaries, District Officers, Assistant Governors, District Committee Chairpersons and Past District Governors. A copy of the current Procedures & Guidelines Manual shall also be maintained at the District Office and shall be posted on the District web site.

2.8 Insurance

The District and all Clubs shall participate in the mandatory general liability ("GL") and directors & officers/employment practices liability ("D&O/EPL") insurance through the U.S. Rotary Club and District Liability Insurance Program ("Program"). The Program is financed by insurance assessments collected from U.S. Rotarians.

The District may, from time to time, procure other insurance as considered necessary by the District Governor. This includes bonding insurance for anyone who handles money on behalf of the District.

SECTION 3 | DISTRICT OFFICERS, DISTRICT TRAINER, DISTRICT LEGAL ADVISOR AND EXECUTIVE COMMITTEE

3.1 District Officers

In addition to the District Governor, District Governor-Elect, District Governor-Nominee, and District Governor Nominee Designate, the District shall have a District Secretary and a District Treasurer, both of whom shall be appointed by and serve at the pleasure of the District Governor.

The District Secretary and the District Treasurer shall each serve for one-year terms, coincident with the Rotary year, provided that no individual should serve in either such position for more than 3 consecutive years. Preference shall be given to renewing the appointment of an individual serving as District Secretary or District Treasurer, subject to non-renewals for deficiencies in performance and the three-term maximum, in order to preserve experience and continuity in such positions. An effort shall be made to stagger the appointments of the District Secretary and District Treasurer so that both offices do not experience a change in officers in the same Rotary year, if possible.

3.2 District Secretary

The District Secretary shall perform such duties as are outlined by the District Governor including:

- Preparing and distributing the minutes of all District Quarterly Planning Meetings and other District level meetings as assigned by the District Governor.
- Advising the District Governor on District Office and the District Executive Secretary matters.
- Compiling and submitting club attendance and membership reports as needed.
- Monitoring the development and timely distribution of the District Directory.
- Coordinating with the Club Secretaries to ensure accuracy and timely submissions of updates to the District and Club database (DaCdb).

- Compiling the membership and attendance awards at the end of the Rotary year and providing same to the Awards Committee Chair.

3.3 District Treasurer

The District Treasurer shall perform such duties as are outlined by the District Governor including:

- Maintaining all District bank accounts and to receive and deposit monies to and disburse monies from the District Fund and the District Reserve Fund. The Treasurer shall recommend to the District Governor the make-up of the bank accounts to be maintained by the District and the allocation of the District Fund among such accounts.
- Managing the District financial books and accounts accurately reflecting all receipts and disbursements from the District Fund and shall prepare, at a minimum, quarterly financial statements (Profit and Loss and Balance Sheet) for presentation to the District Leadership Team.
- Assisting the District Governor in preparing such other financial reports as the District Governor may request from time to time, including all expense reports required to be submitted to RI to support the District Governor's expense reimbursement allocations.
- In accordance with Rotary International procedures and policies, a financial statement from the previous Rotary year will be prepared and presented for discussion and approval at the next District Conference. See Section 12, Annual Financial Statement.
- Preparing and providing any financial reports to comply with existing tax laws for the state of Virginia and the Federal Government.

3.4 District Trainer

The District Governor Elect shall appoint a District Trainer (or Trainers) to organize and execute the quick sequence of training events in preparation for the upcoming Rotary year. The District Trainer(s), along with any committee members so designated, shall be responsible for conducting the District Team Training Seminar (DTTS), the Presidents-Elect Training Seminar (PETS) and any associated pre-PETS training, and the District Training Assembly. These critical training events occur during the six months leading up to the District Governor-Elect's term of office.

- The District Trainer(s) shall produce such training schedules and documents as necessary to prepare the District Leadership Team, the Club Presidents and the Club Officers and Board to be fully functional at the start of the new Rotary year.
- The District Trainer(s) shall be responsible to improve the training capability of the District. Service continues during the District Governor's year and the District Trainer shall assume responsibility for any additional training events as assigned by the District Governor.

3.5 District Legal Advisor

Due to the litigious nature of today's society, providing 'Service Above Self' may subject the District and its Rotary Clubs to the potential for adverse actions. The District Governor shall appoint a Rotarian to serve as District Legal Advisor and who can provide pro-bono counsel to assist the District Governor in assessing and responding to any adverse actions. Circumstances arise from time to time whereby the District and its Rotary Clubs may seek legal advice to pursue a service project or respond to an inquiry from the media. While the District Legal Advisor can not speak as an officer of Rotary (only the District Governor can do that), he/she can be available to render advice and counsel.

3.6 District Executive Committee

The District Governor, District Governor-Elect, District Governor-Nominee District Governor-Nominee Designate, and the Immediate Past District Governor shall form the District Executive Committee. The purpose of this group is to meet regularly to discuss District matters and policies in order to provide for an orderly transition of responsibility from one District Governor to the next. The Committee will ensure there is an annual review of the District Response Plan, Manual of Procedure, Public Image Plan and the Strategic Plan.

The District Governor-Elect shall serve as convening officer and set the agenda.

3.7 Vice Governor

The RI Manual of Procedure states that the nominating committee for governor will select one past governor to serve as a vice governor. The role of the vice governor is to replace the governor in case of temporary or permanent inability to serve. (RIB 6.120.1.) It is a best practice for districts to use the regular governor election process to select the vice governor. In District 7600, the Immediate Past District Governor will serve as the Vice Governor. If the Vice Governor is unable to serve, then a candidate will be selected by the District Executive Committee.

SECTION 4 | DISTRICT ASSISTANT GOVERNORS

4.1 Position of Assistant Governors

Except as provided herein, the District shall adhere, in all material respects, with the terms of RI's District Leadership Plan. The Assistant Governors shall assist the District Governor with the supervision and administrative work associated with the Clubs. Each Assistant Governor will be responsible for a designated number of Clubs within a geographic area of the District. The number of areas in the District and the number of Clubs within an area will be subject to periodic re-evaluation. To the extent possible, an effort will be made to divide the District into areas containing four Clubs each.

4.2 Appointment of Assistant Governors.

Assistant Governors shall be appointed by the District Governor for terms of 30 months, commencing in January of the year of their appointment and terminating at the conclusion of the second full Rotary year thereafter. To the extent possible, Assistant Governors shall be appointed such that the terms of one half of the number of Assistant Governors in the District will expire in any one Rotary year. It is recommended that the District Governor consult with the District Governor-elect in selecting Assistant Governors who will also serve under both governors.

4.3 Duties of Assistant Governors.

Assistant Governors shall:

- Attend all District level training events scheduled during their term, including such preparatory events as the District Team Training Seminar, Presidents-Elect Training Seminar and District Assembly, as well as, such events scheduled by the District Governor during the Rotary year.
- Encourage Area Fellowship Meetings within their respective Areas or in combination with adjacent Areas. The purpose of these gatherings is to promote Rotary fellowship and synergy among Clubs to support each other's projects. The Assistant Governor should assist the host Club President as necessary in organizing such meetings.
- Develop a constructive and supportive relationship with each Club in their Area.
- Work with the Presidents-Elect and other incoming Club officers of the Clubs in their Area to assist them in their preparations and planning for the Rotary year for which they will serve. Meeting with the Presidents-Elect should be at least three times during the period between the conclusion of the District Team Training Seminar and July 1. Following each visit, the Assistant Governor shall complete data and reports and enter into Rotary Club Central. All such reports shall be delivered to the District Governor on or before the dates specified for such delivery each year.
- The emphasis of the first visit shall be to initiate the Club leadership preparation process for the following Rotary year and to deliver the President's Training Manual, the Secretary's Training Manual and various planning tools. The emphasis of the second visit shall be to check on the status of each Club's planning process. If possible, the third visit shall be attendance at a Club Assembly (club business meeting). At this time the Club shall present to the Assistant Governor a review of its plans and objectives for the coming Rotary year and enter them into Rotary Club Central
- Assist the Club President(s) in preparing for the District Governor's Official Visit. The Assistant Governor shall apprise the District Governor of any special requests or needs of the Club(s) so that the District Governor can prepare for and customize his/her visits as specific needs of each Club dictate.
- District Chairs to provide support to the clubs in the area.
- Assist the District Governor and District Governor-Elect in selection of candidates for District leadership.
- Participate in the District Meetings and prepare any reports as requested by the District Governor regarding the status of the area Rotary Clubs.
- Attend and encourage maximum participation by all Rotarians in the District Conference.

- Visit with each Club a least quarterly to promote District goals, provide information about Area, District and RI activities and to become aware of Club needs and accomplishments that should be brought to the attention of the District Governor.
- Encourage and assist clubs in preparing applications for District awards.
- Prepare the Final Confidential Club Memo and submit to the District Governor by the specified

4.4 Reimbursement of Expenses.

Assistant Governors may be paid an allotment to reimburse them for a portion of the expenses that they may incur in the performance of their duties. The timing and amount of any such payment shall be determined by the District Governor and may vary among the Assistant Governors, based upon the number of Clubs assigned, area geography, participation in District events and other factors. This includes reimbursement for a portion of the expenses to attend PETS based upon the availability of funds in the District budget.

SECTION 5 | DISTRICT COMMITTEES

5.0 District Committees.

District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. The District shall maintain those committees as specified in the Rotary International Manual of Procedure as well as other committees as required by the District Governor. All District Coordinators and Committee Chairs are encouraged to provide programs to Rotary clubs on about their group or committee. Additional district committees are appointed only when they serve a specific function identified by the governor and the district leadership team.

The District Governor shall appoint the chairpersons for each committee, other than the District Governor Nominating Committee, the District Office Committee and the Legislative Committee. The District Governor and District Governor-Elect shall be ex-officio members on all committees, except the District Governor-Elect regarding the District Nominating Committee.

The District Governor, District Governor-elect, Immediate Past District Governor should work together to ensure continuity of leadership and succession planning. The Governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings before the start of the year in office.

Below is a suggested committee structure.

5.1 Finance Committee	
Finance Coordinator/Chair	<ul style="list-style-type: none"> • Prepare annual budget • Assist District Governor and Treasurer with financial aspects of the District
District Treasurer	<ul style="list-style-type: none"> • See Section 3.3
Events Treasurer	<ul style="list-style-type: none"> • Assist District Governor and Treasurer with the funds collected and disbursed pertaining to District events.
Foundation Treasurer	<ul style="list-style-type: none"> • Responsible for the collection, disbursement, and reporting of grants funds received from The Rotary Foundation

5.2 Membership Committee	
Membership Coordinator/Chair	<ul style="list-style-type: none"> Assist clubs in increasing net membership and work with the clubs' Membership Development Committee Chairpersons to promote membership growth and retention within the Clubs Hold a membership seminar Share information on membership development available from the RI
New Club Advisor	<ul style="list-style-type: none"> Explore opportunity to organize new Rotary clubs

5.3 Public Image Committee	
Public Image Coordinator/Chair	<ul style="list-style-type: none"> Encourage Rotarians in their personal, business and professional contacts to seek opportunities to make the mission and accomplishments of Rotary well known Oversee the website, newsletter, and social media chairs Publish a District Public Image/Communication Plan annually Promote attendance at District events Host training events for clubs, including the Public Image Seminar Use the District newsletter, website, database, and social media and other vehicles to keep Rotarians informed on Rotary matters Issue news releases for significant achievements Pursue obtaining a Rotary International PR grant and select a use for the grant (billboard, radio, newspaper ad, TV commercial) if available
Communications Officer & District Database/Website	<ul style="list-style-type: none"> Use database and pmail to promote District events and register for District events Assist District Leadership team and Club Officers with utilizing the database Provide support to club leaders with utilizing the database Use website to promote District events Assist Committee Chairs in utilizing website to post information
Website	<ul style="list-style-type: none"> Use website to support the public image efforts of the district Assist Committee Chairs in utilizing website to post information under the direction of the DG and PI Chair
Social Media	<ul style="list-style-type: none"> Utilize Social Media (Facebook, Twitter, LinkedIn, etc.) to support the public image efforts of the district
Newsletter	<ul style="list-style-type: none"> Produce a monthly District newsletter available to all Rotarians with a focus on pictures and articles from club events and projects, important RI topics, TRF, district events, and a message from the District Governor.

5.4 District Programs Committee	
District Programs Committee Chair	<ul style="list-style-type: none"> Oversee the district groups, programs and activities providing guidance to Interact, Rotaract and Rotary Clubs
Interact Interact is a club for young people ages 12-18 who join together to tackle issues in their school or community. Interact clubs are organized, sponsored, and supervised by Rotary clubs located within their district boundaries	<ul style="list-style-type: none"> Look for opportunities to increase Interact clubs in the District Maintain a current list of active Interact clubs in the District Support Rotary club Interact Chairs Conduct an Interact/Rotaract Conference Support RYLA Provide an accounting of revenues and expenses
Rotaract Rotaract is a club for university students and young adults ages 18-30 in which young leaders connect to exchange ideas, serve their communities, and build lasting friendships. Rotaract clubs are organized, sponsored, and supervised by Rotary clubs located within their district boundaries.	<ul style="list-style-type: none"> Look for opportunities to increase Rotaract clubs in the District Support Rotary club Rotaract Chairs Conduct an Interact/Rotaract Conference Support RYLA Provide an accounting of revenues and expenses

<p>RYLA</p> <p>The Rotary Youth Leadership Awards (RYLA) program seeks to provide young adults, ages 14-30, with an opportunity to develop their skills and character while exposing them to Rotary's values of service, high ethical standards, and peace.</p>	<ul style="list-style-type: none"> • Conduct a successful RYLA conference • Develop, administer, and arrange for the on-site program at a facility capable of housing, feeding, and training RYLA students for a two to three day conference. • Promote support and attendance at RYLA from Rotary, Rotaract, and Interact clubs and schools in the District. • Collect RYLA monies from sponsoring clubs. RYLA funds will be deposited into the District account. In a timely manner after conclusion of RYLA, provide an accounting of revenues and expenses to the District Treasurer.
<p>Friendship Exchange</p>	<ul style="list-style-type: none"> • Pursue interest in a Friendship Exchange of two or more Rotarians to a District in another country
<p>Youth Exchange</p> <p>Youth Exchange provides youth ages 15-19 an opportunity to visit or study in a country other than their own. All students must apply locally and be sponsored by a Rotary club in their community.</p>	<ul style="list-style-type: none"> • Recruit and accommodate inbound and outbound students • Educate clubs on Youth Exchange and encourage more clubs to participate in Youth Exchange • Introduce Youth Exchange students at the District Assembly and Conference • Coordinate efforts with Eastern States Student Exchange Program (ESSEX) • Assist the Youth Protection Officer in compliance
<p>Youth Protection Officer</p>	<ul style="list-style-type: none"> • Conduct required training and work with Clubs to inform all Rotarians of their obligations under both district policy and local laws • Review, collect, and maintain all records pertaining to the administration of the Youth Protection Program • Serve as liaison to an external firm contracted to provide background checks • Ensure proper handling of all allegations, according to local laws and District policy, and protection of the interests of all involved.

5.5 Training Events, Conferences, Conventions (also see section 9)	
<p>District Training Assembly</p>	<ul style="list-style-type: none"> • Coordinate the District Assembly and promote participation of/with club officers • Provide an accounting of revenues and expenses to the District Treasurer
<p>District Conference</p>	<ul style="list-style-type: none"> • Coordinate the District Conference • Promote participation to all Rotarians in the District • Provide an accounting of revenues and expenses to the District Treasurer
<p>District Team Training Seminar (DTTS)</p>	<ul style="list-style-type: none"> • Coordinate a District Team Training Seminar • Provide an accounting of revenues and expenses to the District Treasurer
<p>President-elect Training Seminar (PETS)</p>	<ul style="list-style-type: none"> • Work with the Chesapeake PETS committee in organizing a multi-District PETS • Organize Pre-PETS • Set up District training agenda and District trainers/facilitators
<p>Presidential Retreat</p>	<ul style="list-style-type: none"> • Coordinate a Presidential Retreat and Promote attendance from club Presidents, President-elects, and Assistant Governors. • Provide an accounting of revenues and expenses to the District Treasurer
<p>RI Convention</p>	<ul style="list-style-type: none"> • Promote attendance to the RI Convention • Solicit tickets to the Southland Social to Rotarians attending the convention
<p>Rotary Leadership Institute</p>	<ul style="list-style-type: none"> • Work with the Zone Rotary Leadership Institute Chair to provide two RLIs • Promote participation and attendance of Rotarians to the RLI
<p>The Rotary Foundation/PI/Membership Seminar</p>	<ul style="list-style-type: none"> • Respective Chairs will collaborate and hold an annual Foundation/Public Image/Membership Seminar as needed
<p>The Rotary Foundation</p>	<ul style="list-style-type: none"> • Hold an annual Seminar or Foundation Banquet. • Provide an accounting of revenues and expenses to the District Treasurer

5.6 Rotary Programs	
Community Service	<ul style="list-style-type: none"> • Prepare an inventory of club service projects • Promote collaboration among Rotary clubs and/or a District Community Project • Encourage pursuit of District Grants for local service projects • Work with selected clubs to provide displays for the District Conference • Provide article for the Newsletter
Rotary Fellowships	<ul style="list-style-type: none"> • Compile a listing of District Fellowship participants • Contact clubs to provide a program and educate members on Rotary Fellowships
Vocational Service	<ul style="list-style-type: none"> • Prepare an inventory of club vocational and literacy projects • Ask clubs to consider a literacy project to support our youth • Promote collaboration among Rotary clubs working with AGs • Work with selected clubs to provide displays for the District Conference
Alumni Association	<ul style="list-style-type: none"> • Conduct an annual business meeting and new member induction ceremony • Promote the association to encourage Rotary Alumni to participate • Establish an annual plan for Alumni Events to include service project(s) and support for polio eradication • Encourage participation in activities at the district conference

5.7 District Service Committees	
District Office	<ul style="list-style-type: none"> • The Immediate Past District Governor will serve as the District Office Chair • Provide oversight to functions of the District Office and Executive Secretary to ensure efficiency and cost effective operation in accordance with needs as necessary and the District Procedure & Guidelines Manual • Work with the Executive Secretary to develop and maintain 3-yr office equipment upgrade log
Disaster Response and Relief Coordinator	<ul style="list-style-type: none"> • Coordinate emergency Disaster Response operations that impact the District and selected other locations • Prepare a comprehensive resources inventory and update the Disaster Response Plan which is to be reviewed annually by the Executive Committee • Contact clubs to provide a program on Disaster Response/Relief
District Awards	<ul style="list-style-type: none"> • Solicit input from all clubs for District awards • Evaluate District awards according to merit • Assist with the presentation of District Awards
Legislative (also see Section 7 – Council on Legislation)	<ul style="list-style-type: none"> • Chaired by the District’s elected representative to the Council on Legislation (COL) and include the alternate elected Representative to the Council on Legislation and the immediate past COL delegate • Review and assist Clubs in the District with respect to any legislation to be proposed by any such Club for consideration by the Council on Legislation of RI • Assist the Operations Group with legislative matters. • Coordinate election of next COL representative at the District Conference
Rotary Action Groups	<ul style="list-style-type: none"> • Promote participation by clubs and Rotarians in Rotary Action Groups • Contact clubs to provide a program and educate members on Rotary Action Groups
Nominating Committee	<ul style="list-style-type: none"> • Chaired by the Immediate Past District Governor • Provide for the selection of the District Governor in accordance with the District Procedure & Guidelines Manual
Strategic Planning	<ul style="list-style-type: none"> • Develop a strategic plan or review/update the existing strategic plan for the District which interfaces with the RI plan

5.8 The Rotary Foundation (Also refer to the Foundation Manual of Procedure which is a separate document and can be obtained from the District Rotary Foundation Committee Chair)

District Rotary Foundation Committee Chair (DRFCC)	<ul style="list-style-type: none"> Chair the District Rotary Foundation Committee (DRFC) and provide guidance to the The Rotary Foundation (TRF) subcommittee chairs achieve TRF and District goals Conduct a Rotary Foundation Seminar and Banquet Motivate clubs and Rotarians to support the funds of TRF and participate in the programs of TRF Contact clubs to provide programs on the various Foundation programs
Development/Giving	<ul style="list-style-type: none"> Responsible for promoting our solicitation efforts towards the Annual Fund, Endowment Fund, Major Donor, Paul Harris Society, Triple Crown and Polio Plus. Includes the following subcommittee chairs: <i>Annual Fund:</i> EREY (Every Rotarian Every Year), Paul Harris Fellows, Paul Harris Society, Rotary Foundation Sustaining Members, Major Donors/Gifts <i>Endowment Fund:</i> Benefactors, Bequest Society <i>Triple Crown</i> <i>Polio Plus</i>
Programs/Grants	<ul style="list-style-type: none"> Responsible for managing the qualification and application for District Grants, Global Grants, Scholars & Cultural Scholarships, Vocational Training Teams & Group Study Exchange, and Peace Scholars (<i>The chair of this committee shall be known as the District Grants Subcommittee Chair in accordance with TRF instructions</i>). Includes the following subcommittee chairs: District Grants, Global Grants, Packaged Grants, Scholars, Vocational Training Teams, Peace Centers.
Operations	<ul style="list-style-type: none"> Responsible for promoting our development and program efforts through newsletter, website, public relations, public image means, as well as, planning for the execution of District Rotary Foundation events, encouraging Foundation Alumni to participate further in Rotary International activities and responding to Disaster Relief efforts through the Donor Advised Fund. Includes the following subcommittee chairs: Awards, Events, Media Contact, Newsletter, Public Image, Website
Treasurer	<ul style="list-style-type: none"> Responsible for the collection, disbursement, and reporting of grants funds received from The Rotary Foundation
Audit and Stewardship	<ul style="list-style-type: none"> Provides for the oversight and stewardship of The Rotary Foundation funds

5.9 Committee Budgets and Expenses

Committees requiring the expenditure of District funds to carry out their purposes shall prepare budgets showing planned expenditures and anticipated income, if any. District Committee budget outlines should be developed and submitted to the District Governor-Elect and the Finance Committee prior to the District Team Training Seminar. Budgeted expenses shall be reimbursed upon approval of the District Governor. Unbudgeted expenses shall require advance approval by the District Governor in order to be eligible for reimbursement.

The District has obtained a state sales tax exemption that can be applied to certain purchases that support Rotary events. Many restrictions apply. A tax exemption certificate must be presented before paying for any qualified item and a District check or credit card must be used. For specific requirements, Committee Chairs must contact the District Treasurer.

SECTION 6 | COLLEGE OF GOVERNORS

The purpose of the College of Governors is to make greater use of the knowledge and experience of Past District Governors. Although advice and consent will be sought, the authority and/or responsibility of the District Governor shall not be impaired or impeded by the actions of the Past District Governors.

The District Governor will schedule not less than two dedicated College of Governors meetings per year. Ideally, one meeting shall occur in consonance with the District Conference and the other, approximately six months later. At such meetings, the District Governor will report on the status of the District with respect to membership, finances, The Rotary Foundation and any other germane issues. The District Governor-Elect and District Governor-Nominee will also be invited to make appropriate reports.

SECTION 7 | COUNCIL ON LEGISLATION

The Council on Legislation (COL) is the legislative body of Rotary International, which has the authority to amend its constitutional documents. The Council meets every three years. In the Rotary year two years before each Council, the clubs in each district select a Rotarian to represent them at the Council. These representatives are the voting members of the Council.

The COL delegate from District 7600 will be a Past District Governor elected at the district conference. The immediate past COL delegate will coordinate the election at the district conference. The election will be held in accordance to the procedures set forth in the RI Manual of Procedure.

The COL delegate will serve as the District Legislative Chair in the Rotary year following the election and will serve in this capacity until the end of the Rotary year in which the next COL delegate is elected.

SECTION 8 | NOMINATING COMMITTEE

The Nominating Committee for District Governor-Nominee Designate will be composed of the Immediate Past District Governor, as Chairperson, the current District Governor as an ex-officio non-voting member, and at least, two past Presidents who have served within the immediately preceding two Rotary years, two Past District Governors (in addition to the Chairperson) and two past Assistant Governors. Insofar as possible, committee membership should represent the geography and diversity of the district's membership. If a Committee member shall belong to the same Club as any candidate for nomination, then such member shall resign from the Committee and the Chairperson shall appoint a replacement Committee member. Committee membership shall be determined by the Chairperson of the Committee, after consultation with the District Governor, and shall be announced at the same time the Clubs are informed of the Rotarian selected by the Committee. If a candidate is from the same club as the Chairperson, then the Chairperson shall not cast a vote.

The Committee shall not include more than one Rotarian per club. No one can serve on the committee for two consecutive years with the exception of the Committee Chair, the Immediate Past District Governor.

The District Governor shall invite each Club to submit applications for District Governor-Nominee Designate by September 1. Similar invitations should also be made to all Past District Governors and current Assistant Governors. The invitation letters shall contain pertinent references to the RI Manual of Procedure (MOP). Deliberations will be for District Governor for the year beginning on the first day of the third Rotary year

following the selection. Applications for District Governor-Nominee Designate shall be mailed directly to the Committee Chairperson, to be received no later than November 1. An extension may be granted at the discretion of the Committee Chairperson.

The Committee may also consider any other Rotarian in the District whom they consider to be well qualified to serve as District Governor. In assessing candidates proposed by the Clubs or by the Committee for nomination, due consideration shall be given to prior service as Assistant Governor or other District leadership position. The Committee shall meet as often as necessary to properly evaluate the applications received. It shall be the duty of the Chairperson and each Committee member to become personally acquainted, as much as possible, with each applicant. The Committee shall interview all applicants.

The Committee shall notify the District Governor of its choice as early in November as possible. Promptly following the report by the Committee of its nominee, the District Governor shall notify, in writing, the President and Secretary of each Club, all Past District Governors, all current Assistant Governors, and each candidate of the selection of the Committee. The District Governor shall advise all concerned of the deadline for the assertion of any challenges in accordance with the MOP.

If a challenge is received within the specified time period, the District Governor shall notify all Clubs of such challenge. The notice shall include the name and qualifications of each challenger and state that the final determination of the nominee shall be determined by a ballot-by-mail.

If no challenge is received, the District Governor shall, within 15 days of the challenge deadline date, declare the candidate selected by the Committee to be the District Governor-Nominee Designate. The declaration shall be mailed to the President and Secretary of each Club, all Past District Governors, all current Assistant Governors and each candidate.

SECTION 9 | DISTRICT EXECUTIVE SECRETARY

The District shall engage a permanent part-time Executive Secretary as a salaried employee of the District or as an employee with a staffing agency under contract with the District. The District Executive Secretary shall serve under the supervision of the District Governor. The compensation and benefits of the Executive Secretary shall be provided for in the District budget and paid from the District Fund.

The duties and responsibilities of the Executive Secretary shall include:

- To maintain the District Office in good order to enable the District Governor to conduct District business meetings upon short notice.
- To be responsible for coordinating with the building landlord to maintain or repair any portion of the fixed property as necessary to keep the District Office in good order.
- To maintain custody of significant District 7600 records, including available records of the Districts that directly preceded District 7600.

- To maintain custody of all District resolutions, Conference programs and summaries of Conference proceedings, Legislative actions of RI, one copy of each Governor's Monthly Newsletter and one copy of each Governor's District Directory.
- To maintain files, storage cabinets, and other facilities for proper storage of current records, historical records and proceedings.
- To maintain the inventory and custody of District properties, such as flags, banners, easels, library publications, and audio-visual equipment, and coordinate loans and returns of District items to/from individuals for Committee, Club or individual Rotarian usage.
- To be responsible for the safekeeping and operation of the District's office equipment, such as the computer suite, copier, fax machine and telephone system located at the District office.
- To assemble, at the direction of the District Governor, and maintain custody of a customized suite of District property to be used during off-site District events, such as District Team Training, District Assembly, etc.
- To be responsible, at the direction of the District Governor, for preparing and distributing official District reports and correspondence.
- To assist the District Secretary in obtaining Club monthly attendance reports.
- To serve as District Conference Secretary if so required by the District Governor.
- To maintain an accurate listing of Presidents, Secretaries and Club Chairpersons, as directed, as well as Club meeting times and locations.
- To maintain current information on the district database (DaCdb) to include District officers, District committee chairs, and District events; to process registrations by Rotarians for District events; to generate reports from the database as requested by the District Governor or the appointed events chair; and to work with the District Communications Officer (DCO) on matters regarding the database.
- To operate a District suspense file of events, milestones, actions and responsible staff officer that need to be accomplished during the course of the Rotary year and to advise the District Governor of upcoming activities.
- To purchase using the District credit card necessary office administrative supplies, such as paper, pens, stationery, badges, etc, to ensure the efficient operation of the District Office. When purchasing said supplies, care should be taken to use the organization's tax-free status where possible and to identify those specific items that qualify for the District Governor's yearly allocation from RI.
- To invoice according to the approved billing schedule and follow-up on dues billings to the District Rotary Clubs.

- To receive funds on behalf of District 7600 and make timely deposits in the District Fund account, and provide deposit documentation to the District Treasurer.
- To assist the District Governor-Elect in planning for his or her year as District Governor.
- To assist the District Governor with other such duties assigned by the District Governor or his/her assigns.

SECTION 10 | DISTRICT OFFICE

The District shall maintain a permanent District Office for the use of the District Executive Secretary, the District Governor and other District officers and committees, as appropriate.

All official District records and files, other than those maintained by the District Governor at his/her personal office during his/her term shall be maintained at the District Office. The District Office shall be maintained at such location as may be determined from time to time by the District Executive Committee

SECTION 11 | DISTRICT EDUCATION AND TRAINING MEETINGS

The District shall hold each Rotary year a District Team Training Seminar, a Presidents-Elect Training Seminar, a District Assembly, a District Conference, a Presidential Retreat, and a Foundation/PI/Membership Seminar. The District Governor may plan other meetings/seminars as considered appropriate, a District Leadership Training Seminar, a District Public Image Seminar and a District Membership Seminar.

11.1 District Team Training Seminar (DTTS)

The training shall be held annually in January or February shortly after the District Governor-Elect returns from the Rotary International Assembly. The District Governor-Elect forms his/her leadership team to share the new Rotary theme and focus areas and to set goals and objectives for the year ahead. Expenses for this training will be covered by the District Fund.

11.2 Presidents-Elect Training Seminar (PETS)

PETS shall be held annually as soon as reasonably possible following the conclusion of the International Assembly, normally in the March timeframe. It may be conducted as a single district training event or as a multi-district event. District 7600 currently participates in Chesapeake PETS. If the District Executive Committee decides to leave Chesapeake PETS, approval will be required by a majority of the clubs in the District and a 2 year notice is necessary. The District Governor-Elect meets with his/her incoming Club Presidents to share the new Rotary theme and focus areas and the Rotary and District goals. With the aid of the Assistant Governors, the incoming Club Presidents start to develop their goals and objectives. The cost of PETS shall be provided by the Rotary Clubs.

11.3 District Training Assembly

The District Training Assembly shall be held annually following PETS, normally in the month of April. Consideration should be given to allowing sufficient time following PETS for the Presidents-Elect to complete the organization of their leadership teams and the appointment of their Clubs' committee chairpersons. This is the opportunity for the District Governor-Elect to capitalize on the momentum of PETS to bring the Rotary and District message to the officers and board members of the district's Rotary Clubs. The incoming District budget should be formally approved during the District Assembly as well as the development of the District's

Every Rotarian Every Year (EREY) Rotary Foundation pledge. The cost of the District Assembly shall be provided through registration fees and applicable lodging/meal costs to be paid by the Clubs or partially covered by the District Fund.

11.4 District Conference

The District Conference shall be held annually in the fall. The Conference duration will not be less than two days. Registration fees and meal income will cover expenses with an augmentation from the District Fund.

11.5 Presidential Retreat

The District Governor may schedule a Presidential Retreat to take advantage of a mid-year meeting of the Rotary Club Presidents to assess progress towards District and Club goals. This off-site meeting is an excellent opportunity for the District Governor to re-energize the District Staff and focus on meeting membership and Rotary Foundation goals. The Presidential Retreat also provides the District Governor-Elect with a forum to conduct pre-PETS training for incoming Club Presidents.

11.6 The Rotary Foundation Seminar

The District Rotary Foundation Committee Chair (DRFCC) will be responsible for holding a Foundation Seminar each year to inform Rotarians about the Foundation and to motivate Rotarians to support and participate in Foundation grants and programs. The seminar should be held no later than the end of November but it should not conflict with the district conference. Instead of holding a Foundation Seminar, the DRFCC may elect to hold a Foundation Workshop typically held in July or August and a Foundation Banquet typically held in November.

11.7 The Rotary Public Image/Membership Seminar

The District Rotary Public Image and Membership Chairs will be responsible for holding a Public Image and Membership Seminar each year as needed to inform Rotarians about Public Image and Membership and to motivate Rotarians to support and participate in Public Image and Membership programs. The seminars should be held no later than the end of November but it should not conflict with the district conference. The seminars can be held together and in conjunction with the District Rotary Foundation Committee.

SECTION 12 | ANNUAL FINANCIAL STATEMENT

The District Governor, with the advice of the District Treasurer and Finance Committee, shall hire a Certified Public Accountant (CPA) or CPA firm located within the District to prepare Compiled Financial Statements of the District finances for the Rotary year. The District Treasurer shall submit all necessary financial reports and records to the CPA by August 1 and the CPA shall be requested to complete the financial statement by October 1. The financial statement shall be sent to the then current District Governor with copies to the Immediate Past District Governor, the District Finance Committee Chairperson, the District Treasurer and the District Office. The CPA shall not be a member of any District Committee. A copy of the District CPA Compiled Financial Statement shall be approved by the Club Presidents at the District Conference and submitted to RI in accordance with the Manual of Procedure.

SECTION 13 | AMENDMENTS TO PROCEDURES AND GUIDELINES MANUAL

This Manual shall be reviewed from time to time. Proposals for amendments may be submitted at any time by any Club in the District, by the District Governor or by any member of the Council of Advisors or the College of Governors. Any proposed amendment shall be referred to the District Executive Committee (Section 3.6) for review for consistency with any applicable RI procedures or policies. The District Executive Committee shall work with the Club or person making any such proposal to resolve any inconsistencies with RI policies or procedures. Any proposed amendments, which are consistent with RI mandated policies or procedures shall be voted upon by the District Executive Committee. Any amendments regarding the District Fund (Section 2.5) and the District Reserve Fund (Section 2.6) shall be submitted to a vote by the Clubs at the next occurring District Conference or District Assembly or by ballot or by mail. Following each RI Council on Legislation, the District Governor will request the Legislative Committee to review this Manual for consistency with any changes in RI policies and procedures.